STUDENT CODE OF CONDUCT
Student Rights and Responsibilities
Governing Student Behavior

2014-2015

Integrity is doing the right thing, even if nobody is watching.
— Jim Stovall
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I. Introduction

Oklahoma State University (OSU) is committed to creating and maintaining a productive living and learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respecting the rights of others are essential to the educational process and to good citizenship. In attending OSU, students agree to observe standards consistent with our academic community.

Cowboy Community Standards

Oklahoma State University students aspire to follow and promote these behavioral standards:

- **Citizenship:** Be civically responsible and engaged to improve our campus and community;
- **Academics:** Respect Oklahoma State University’s commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community;
- **Responsibility:** Accept responsibility for your learning, personal behavior and future success, appropriately challenging others to do the same;
- **Diversity:** Behave in a manner that recognizes and respects individual differences, supporting both pluralism and inclusiveness;
- **Safety:** Do no harm and help maintain campus safety and welfare by immediately reporting unusual or dangerous behavior to the OSU Police, the Office of Student Conduct, the Behavior Consultation Team or other University official.

Pillars of Student Success

OSU has identified six critical competencies of a successful college experience, career and life. Oklahoma State University encourages students to maximize their opportunities for growth while in college — both in and out of the classroom — and across numerous dimensions. Below is a brief description of each pillar.

- **Academic Excellence:** This pillar is a limitless and unending process to develop intellectual capacities which can be enjoyed for a lifetime. At OSU, students will learn content in their chosen field and will also have an opportunity to master the broader tools of scholarship, the habits of attention and concentration, the ability to follow arguments and engage in rational debate, and the ability to participate in intellectual exchange. At OSU, students are invited to exercise academic excellence through undergraduate research, service-learning, engagement in specialized coursework, and a host of other opportunities.
• **Leadership:** At OSU, students will lay the foundation for life as ethical and informed leaders in their profession, family and community. Preparation for a role in an increasingly complex, global and diverse 21st-century society requires creativity, problem solving, the ability to collaborate with peers, develop wisdom, communication skills, vision and values. OSU provides scores of developmental leadership opportunities in clubs, sports, student organizations, student employment and for-credit leadership coursework.

• **Service and Civic Engagement:** As a land-grant institution, service to others is the very essence of our university’s ethos. This mission is reflected in OSU’s designation as a Carnegie Commission Civically Engaged Campus. Students are often profoundly impacted by taking advantage of service-learning courses and volunteer opportunities both on and off campus. OSU hosts campus-wide community service events each year and our students annually log thousands of hours of volunteer work helping non-profit agencies in Stillwater and members of the community at large. Civic engagement can involve voting, political activism, hearing major public figures speak, and joining conversations about state and national issues. Students can keep track of service and leadership experience throughout their academic career on [campuslink.okstate.edu](http://campuslink.okstate.edu). Many graduate programs and employers look for such experience in addition to discipline-based knowledge.

• **Finding Your Purpose:** What are you passionate about? Your success will be greatly enhanced by finding a major (primary area of study), minor (secondary area of study), and co-curricular activities that you find challenging and complement your interests and abilities. Part-time employment and internships can help you figure out whether you might enjoy a given career field. OSU’s vast array of curricular and co-curricular offerings will help you discover your purpose and passions. If you do not know what you want to do with your life, you are not alone, and we can help.

• **Broadening Your Horizons:** The university environment encourages students to examine diversity through language, art, music, and human interaction. OSU is committed to significantly increasing the number of students participating in short and long-term international and study abroad experiences. The ability to live and work with people with different ideas and experiences enhances employment in all fields.
Wellness: The concept of wellness encompasses physical health, mental health, and safety. Wellness is not just the absence of disease. OSU strives to be the healthiest campus in America and to that end offers state-of-the-art recreation facilities and wellness programs to get you - and keep you - in great shape. OSU offers a state-of-the-art recreation facility, a nationally accredited student health center, a wide array of health education classes, intramural team sports and outdoor adventure programs. Our counseling staff can help with stress management, roommate and relationship issues, study strategies, and career decision making. OSU recognizes that safety is everyone’s responsibility.

Campus Safety

In compliance with the Student Right to Know and Campus Security Act of 1990, also known as the Clery Act, campus safety information including prevention, statistics, and resources are updated and provided on an annual basis at http://safety.okstate.edu.

Purpose of the Student Code of Conduct

The purpose of the Student Code of Conduct is to educate students about their civic and social responsibilities as members of the University community. The Student Code of Conduct outlines University policies and procedures that all students are expected to adhere to during their time at OSU. The primary focus of the conduct process is on educational and corrective outcomes; however, sanctions such as suspension or expulsion from the University may be necessary to uphold community standards and to protect the campus community. The most current version of the Student Code of Conduct is available at studentconduct.okstate.edu/code. For questions regarding the Code of Student Conduct, contact the Office of Student Conduct Education and Administration (405-744-5470) or the Office of the Vice President for Student Affairs (405-744-5328).

II. Student Conduct Authority

Under authority granted by Article 6, Sections 31 and 31a of the Constitution of the State of Oklahoma and Title 70, Oklahoma Statues, Sections 3412 (1), (15), Oklahoma State University is granted full authority to adopt policies and procedures governing the conduct of its students.

By enrolling at Oklahoma State University, students accept responsibility for compliance with all University policies and contracts. Conduct action may also be taken for any violation of local ordinances, state or federal law, on or off campus which adversely
effects the University community or the pursuit of the University’s lawful educational mission, process or function. The University will take necessary and appropriate action to protect the safety and well-being of the campus community. Students will have due process and ability to appeal as prescribed in this document and other relevant University policies, rules or regulations. Students may be subject to civil and criminal penalties in addition to campus sanctions. Campus resolution may proceed before, during or after civil or criminal actions are concluded and is not subject to challenge based on the action or inaction of civil authorities.

A. Standards of Behavior

Attendance at Oklahoma State University is optional and voluntary. When students enroll at OSU, they voluntarily accept obligations of performance and behavior that are consistent with Oklahoma State University’s lawful mission, processes and functions. In general, these obligations are considered much higher than the obligations imposed by civil and criminal law for all citizens. Students voluntarily accept their responsibilities as members of the academic community, as well as any educational sanctions imposed against them should their behavior violate these responsibilities.

B. Interpretation

Any question of interpretation regarding the Student Code of Conduct will be determined at the sole discretion of the Vice President for Student Affairs or his/her designee.

C. Interim Suspension

1. University Interim Suspension

Interim suspension is an immediate suspension from the University upon written notice from the Vice President for Student Affairs or the Coordinator of Student Conduct Education and Administration. Interim suspension is imposed without a hearing, pending further conduct proceedings. The Vice President for Student Affairs or the Coordinator of Student Conduct Education and Administration will base the decision on whether the allegation of misconduct is reliable and severe enough that the continued presence of the student on the University campus could reasonably pose a threat to the physical well-being of any member of the campus community or for reasons relating to the safety of any University property or any University function. Interim suspension usually includes physical exclusion from the campus.

A student suspended on an interim basis will be given a prompt hearing, set for no more than seven working days from the date of the interim suspension notification.
letter. In cases involving incarceration, the student may appear when available. A student may request, in writing, that the hearing be scheduled sooner than seven days. For hearing procedures, see Section IV of this document.

The interim suspension will remain in effect until a final decision has been made on the pending complaint through a hearing or until the Vice President for Student Affairs or the Coordinator of Student Conduct Education and Administration determines that the reason for imposing the interim suspension no longer exists.

2. Housing Interim Suspension
If the conduct or behavior of a student residing in an OSU residence hall is determined by the Vice President for Student Affairs, the Director of Housing and Residential Life, or the Coordinator of Student Conduct Education and Administration to be a threat to self or others, the ability to live in the residence hall may be immediately suspended pending the outcome of a hearing. During an interim housing suspension, the student is immediately removed from the residence hall and is not to re-enter any campus residence hall until a hearing is held and a decision regarding the pending complaint has been made.

D. Definitions
1. The term “adviser” means any person who has agreed to assist a complaining or responding student during the University conduct process. The adviser may be an OSU faculty or staff member, another OSU student, a parent, a friend, an attorney or any other person of the student’s choosing. The adviser is limited to advising the student and may not speak for or on behalf of a student. The adviser cannot additionally serve as a witness. If an adviser fails to act in accordance with hearing procedure they will be barred from the hearing.

2. The term “complainant” means any individual who files a disciplinary complaint or referral. The University can file a complaint.

3. The term “respondent” means any student or organization that is alleged to have violated the Student Code of Conduct.

4. Unless otherwise specified, the term “day” means normal University working days, not including Saturday, Sunday, or University holidays. Time deadlines may be extended during breaks and University holidays.
5. The Family Educational Rights and Privacy Act (FERPA) is a federal law originally passed in 1974 that defines student educational records and regulates who may access those records and under what circumstances. The purpose of FERPA is to protect the privacy of student education records.

6. The terms “institution” and “University” mean Oklahoma State University.

7. The term “organization” means a number of persons who are associated with each other. This includes organizations that are registered, recognized.

8. Parental Notification — FERPA permits educational institutions to notify parents of students under the age of 21 when a student has been found responsible for an alcohol or drug related violation. Students are generally notified when parents or guardians will be contacted and are given the opportunity to contact the parents first.

9. A “sanction” is imposed on students who are found responsible for violating the Student Code of Conduct. Sanctions are not designed to be punitive but rather educational measures that hold students accountable for their behavior. Sanctions are meant to provide opportunity for behavior change in an individual/s. Sanctions can range from a verbal warning to suspension or expulsion.

10. The term “student” means any person who is enrolled in courses, either full-time or part-time, including correspondence study, electronic means, study abroad, auditing, or courses offered in Stillwater through Northern Oklahoma College. Students are subject to conduct action for misconduct that occurs during any period of enrollment. Students who leave the University before a conduct matter is resolved may be prohibited from future enrollment until the matter is resolved. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.” This includes individuals who have been notified of their acceptance for admission.

11. The term “University premises” means buildings or grounds owned, leased, operated, controlled or supervised by the University.

12. The term “University-sponsored activity” means any activity on University premises or at an off-campus location that is directly initiated or supervised by the University. This can include fraternity and sorority organizations, study abroad experiences, sporting events and riding THE BUS or other University-operated transit system, even if such things occur somewhere other than on University premises.
E. Applicability of the Code of Conduct

The Oklahoma State University Student Code of Conduct applies to conduct that occurs on OSU premises, at OSU-sponsored activities, and to off-campus conduct that adversely affects the OSU community or the pursuit of its objectives. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of the degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct will apply even if the student withdraws from school while a conduct matter is pending.

The University will take necessary and appropriate action to protect the safety and well-being of the campus community. Off-campus behavior that allegedly violates ordinances, local, state or federal law and adversely affects the University community or the pursuit of the University’s lawful educational mission, process or function may be subject to University conduct action. Examples of off-campus behavior that may be subject to University conduct action include but are not limited to: selling or otherwise providing alcohol to underage students, selling or distributing illicit drugs, sexual violence, hazing, actions that result in the serious injury or death of another person(s), repeated alcohol or drug offenses, or any alleged violation that jeopardizes an individual’s or community’s educational opportunities. Individuals with prior violations may have off-campus behavior addressed by the University. The Coordinator of Student Conduct Education and Administration will decide whether conduct that has occurred off-campus adversely affects the University community or the pursuit of the University’s lawful educational mission, process or function on a case-by-case basis.

F. Amnesty

The University may offer amnesty to victims who may be hesitant to report because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options may be explored, but no conduct actions or record will result.
III. Prohibited Conduct

The following list describes actions that detract from the effectiveness of a University community and for which students are subject to conduct action. All violations below are also prohibited off-campus and may be adjudicated by the University when the behavior potentially jeopardizes the individual’s or community’s safety or educational opportunities. Prohibited conduct includes, but is not limited to, the following violations:

1. **Academic Integrity**: Violations include but are not limited to cheating, plagiarism, unauthorized collaboration and fraudulent alteration of academic materials. For more information, visit [http://academicintegrity.okstate.edu](http://academicintegrity.okstate.edu).

2. **Housing & Residential Life or Fraternity & Sorority Affairs Behavior Standards**: On-campus residence hall policies and information regarding student standards are available in the Housing and Residential Life Handbook: [www.reslife.okstate.edu](http://www.reslife.okstate.edu) and [www.reslife.oksate.edu/fgsh](http://www.reslife.oksate.edu/fgsh). Information on Fraternity & Sorority Affairs policies and disciplinary processes are available online at [gogreek.okstate.edu](http://gogreek.okstate.edu).

3. **Forgery or Unauthorized Use**: Forgery or unauthorized use of University documents or records, financial aid documents, computers, electronic mail, telephones, identification or property or the use of University equipment to perpetrate a violation of the Student Code of Conduct or to violate local, state, or federal law.

4. **False Representation**: Providing false representation to the University in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to or continuation at Oklahoma State University.

5. **Use of Tobacco**: The use of tobacco in any form in University classrooms, laboratories, libraries, field houses and other areas on campus except where explicitly authorized, consistent with Policy and Procedures Letter No. 1-0530.

6. **Information Technology Policies**: Violation of the University Information Technology policies including, but not limited to, the electronic mail policy, the appropriate computer use policy, and the interim network security policy. Information on these policies is available online at [it.okstate.edu/policies](http://it.okstate.edu/policies).
7. **Attempts and Complicity:** Attempts to or encouraging others to commit acts prohibited by this code will be sanctioned to the same extent as if one had committed the prohibited act. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy and may constitute a violation of the policy that prohibits the conduct or behavior.

8. **Interfering with Conduct Process:** Interfering with conduct procedures or outcomes, including but not limited to: falsification, distortion or misrepresentation of information before a conduct officer or hearing panel; knowingly initiating a complaint without cause; harassment or intimidation of any member of a hearing panel, witness(es), or University personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by either a conduct officer or hearing panel.

9. **Weapons:** Possessing, using, or storing firearms, explosives (including firecrackers), weapons or dangerous chemicals on University property or in the course of any University activity, except as specifically authorized under applicable state law. This includes, but is not limited to BB guns, paintball guns, knives, swords, handguns and rifles. See OSU Policy and Procedures Letter 1.1301.1 for more information.

10. **False Reporting:** False reporting of a bomb, fire or other emergency.

11. **Gambling:** Gambling for money or other things of value on campus or at University-sponsored activities except as permitted by law.

12. **Disorderly Conduct:** Disorderly conduct is behavior that is disorderly, lewd, indecent or a breach of peace on University property or at University-sponsored activities. Examples include any nonconsensual photography, video or audio recording of another person on University premises when such recording causes or is likely to cause injury or distress. This conduct would be a violation off-campus if it interfered with an individual’s educational opportunities.

13. **Parties, Large Gatherings, Excessive Noise:** Parties, large gatherings or excessive noise that disturbs the peace of campus residences or off-campus neighborhoods.

14. **Leashed Animals:** Failure to follow Stillwater municipal ordinances that require that animals are properly leashed and controlled and their organic waste is disposed of properly. See the Stillwater Municipal Code at [www.stillwater.org](http://www.stillwater.org).
15. **Drug Policy:** The act to or intent to illegally use, possess, sell, distribute, cultivate or manufacture any state or federally controlled drug, substance or paraphernalia. Inhaling or ingesting any substances (e.g. nitrous oxide, glue, paint, etc.) that will alter a student’s mental state is also prohibited.

16. **Alcohol Policy:** Consumption, possession, distribution, sale and the serving of alcoholic beverages on university premises (including residence halls and sorority and fraternity housing) or at university-sponsored activities regardless of age, except as expressly permitted by University policy is prohibited. The following are violations on or off campus:
   - Public intoxication
   - Driving under the influence of alcohol
   - Actual physical control of a vehicle while under the influence of alcohol
   - Providing alcohol to minors
   - Permitting any individual under 21 years of age to possess or consume alcohol
   - Transporting an open container of alcohol,
   - Driving while impaired
   - Incapacitation due to alcohol
   - Possession or use of a fake ID,
   - Being underage in possession of alcohol.

Students are expected to know and abide by all applicable laws regarding the consumption of alcoholic beverages. Exceptions to this policy permit the possession or consumption of alcoholic beverages by residents and invited guests within the interior living spaces of specific residence hall apartments and suites only if all residents of the suite or apartment and invited guests are of legal drinking age (See Housing and Residential Life policies online at [www.reslife.okstate.edu](http://www.reslife.okstate.edu) and [www.reslife.okstate.edu/fgsb](http://www.reslife.okstate.edu/fgsb) for information about alcohol policies in buildings where alcohol is permitted). Lawful and responsible alcohol consumption is permitted only in designated areas of the OSU campus, properties and facilities for special events.

17. **Physical Violence:** Physical violence of any nature against any person, on or off campus. This includes fighting; assault; battery; the use of a knife, gun, or other weapon; physical abuse; restraining or transporting someone against his/her will; suicidal or self-harming behavior; or any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. The University will strongly recommend suspension or expulsion for students found responsible for this charge when harm or injury occurs.
18. Harassment, Threats, and Bullying: Subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive.

19. Hazing: Hazing is any action or activity that causes or intends to cause physical or mental discomfort or distress, that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. (State law classifies hazing as a crime.) The University will strongly consider suspension for students found responsible for hazing.

20. Sexual Misconduct: Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including but not limited to the following examples of prohibited conduct:

   a. Unwelcome sexual touching/exposure
      The touch of an unwilling or non-consensual person’s intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching an unwilling person with one’s own intimate parts; or forcing an unwilling person to touch another’s intimate parts. This also includes indecent exposure and voyeurism.

   b. Non-consensual sexual assault
      Unwilling or non-consensual penetration of any bodily opening with any object or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent through the use of coercion.

   c. Forced sexual assault
      Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation or through exploitation of another’s mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age or disability) of which the assailant was aware or should have been aware.
Effective consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, disability or incapacitated due to drugs or alcohol.

For more information, reference the 1 is 2 Many, Sexual Violence Booklet or visit studentconduct.okstate.edu/sexualmisconduct or 1is2many.okstate.edu.

21. Sexual Harassment: Sexual harassment is unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature when:
   a. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,
   b. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or
   c. Such conduct is sufficiently severe, pervasive, or persistent and objectively offensive that has the effect of creating an intimidation, hostile or offensive environment which negatively affects an individual’s academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the University’s educational mission.

For more information, reference the 1 is 2 Many, Sexual Violence Booklet or visit studentconduct.okstate.edu/sexualmisconduct or 1is2many.okstate.edu.

22. Stalking: Stalking is the willful, malicious, and repeated following or harassment of a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, demonstrating a continuity of purpose or unwelcomed contact with a person that is initiated or continued without the consent
of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person, or having others contact another person on your behalf.

23. Discrimination: Discrimination on the basis of gender, race, age, status as a veteran, sexual orientation, gender identity, national origin, religion or qualified disability is prohibited. See OSU Policy and Procedures Letter 2-0823 for more information.

24. Retaliation: The University will not tolerate retaliation against a person who, acting in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward, or against an individual who has participated in an investigation or conduct process, is prohibited. For more information, see Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, 3.11 Non-Retaliation.

25. Disruption or Obstruction: Disruption or obstruction of normal University or University-sponsored or -hosted activities, including, but not limited to: studying, teaching, research, University administration or fire, police or emergency services on University premises or at officially arranged University activities off campus.

26. Failure to Comply: Failure to comply with the lawful directions of any University employee acting within the scope of their official duties or failure to identify oneself to such a person when requested to do so.

27. Classroom Disruption: Classroom disruption is behavior that a reasonable person would view as substantially or repeatedly interfering with the instructor’s ability to teach the class or the ability of other students to benefit from the instructional program.

28. Theft: Theft, attempted theft or unauthorized possession of property belonging to the University or facilities on or near campus subject to Clery reporting.

29. Property Damage: Defacement, damage or destruction of property belonging to the University or facilities on or near campus subject to Clery reporting.

30. Fire Safety: Misuse or unauthorized use of firefighting, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.
Unauthorized Entry: Unauthorized entry into, or use of, any University building, facility, vehicle, equipment room, area or University approved housing. This includes unauthorized possession or use of University keys, computers, lock combinations or other special access codes or passwords.

IV. Student Conduct Process

The responsibility for the campus student conduct system is delegated from the Board of Regents for Oklahoma State University to the Vice President for Student Affairs through the president. The Vice President for Student Affairs further delegates authority for student conduct to Student Conduct Education and Administration, Housing and Residential Life, and Fraternity and Sorority Affairs, and designated conduct officers. A conduct officer is a University employee who is an officially designated administrator, faculty member, staff member, or graduate assistant working under the direct supervision of a professional staff member. The goal is to resolve cases closest to the point of infraction for maximum educational benefit.

A. Student Conduct Procedures

The following information is provided to inform students of the procedures in place at OSU for resolving alleged violations of University regulations. The procedures are designed to allow for fact-finding and decision-making in the context of the OSU educational community. The objective is to provide procedures that balance the rights of the individual with the legitimate interests of the University and community.

A.1 Complaints:

1. Any member of the University community (faculty, staff or student) or any person who is unaffiliated with the University who has knowledge of an alleged violation of the Student Code of Conduct may file a complaint against a student alleging that a violation of the Student Code of Conduct has occurred. The University may itself initiate a complaint.

2. Such complaint should be filed with Student Conduct Education and Administration as soon as possible but within 180 calendar days (not University business days) of the alleged violation. A late complaint may be accepted with the approval of the Vice President for Student Affairs, the Coordinator of Student Conduct Education and Administration or their designee.

3. The complaint must be submitted in writing and signed by the complainant(s), or submitted via approved online form and electronically signed by appropriate technical method, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.
4. Complaints may be initiated for incidents where concurrent criminal charges are pending. The University may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. University conduct proceedings may proceed before, during or after court proceedings.

A.2 Evidentiary Standards:
In order for a student to be found responsible, the evidence must support a determination that it is “more likely than not” that a violation of the Student Code of Conduct occurred for cases where the potential sanction is less than expulsion. Hearsay evidence and personal testimony may be considered but will be weighed accordingly.

A.3 Disposition of Charges:
The University conduct process is administered through Student Conduct Education and Administration.

Alleged violations of University regulations where neither suspension nor expulsion are a possibility are normally resolved through a Student Conduct Meeting. For allegations which may result in suspension and where a one-on-one meeting between the conduct officer and the respondent would be the most effective way to establish the facts of the case are typically referred to a Student Conduct Hearing. For allegations which could result in suspension or expulsion, that are complex, sensitive, require a number of witnesses or involve an alleged victim are often referred to a Conduct Committee Hearing.

At the conclusion of a Student Conduct Hearing, the conduct officer may refer the case for a Conduct Committee Hearing if further development of the facts is warranted and would be aided by a more formal hearing, the conduct officer will not make any findings. Additionally, a respondent or complainant in a case assigned to a Student Conduct Hearing may request that their case be resolved at a Conduct Committee Hearing. Such a request must be made before the scheduled hearing. If a student is assigned to go to a Conduct Committee Hearing and admits responsibility for the alleged violation(s) a Student Conduct Hearing may be conducted. In instances when a complainant is involved both parties must agree on any changes to the hearing type.
In instances where a student has been convicted of a felony through the criminal process or the University believes they have enough information that would make it more likely than not a violation of the Student Code of Conduct has occurred the University may file a complaint against the alleged student without the cooperation from the victim

B. Student Rights in Conduct Proceedings

The University views the conduct process as an educational experience that can promote growth in personal understanding of one’s role as a member of an educational community and one’s rights, responsibilities and privileges therein.

During a disciplinary hearing process, both the respondent and the complainant have the rights to:

1. A written notice of the alleged violation(s);
2. An explanation of the student conduct process upon request;
3. Have no violation assumed;
4. A timely hearing;
5. Be accompanied by an adviser during the conduct process. The adviser is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings;
6. Have access to the information and documents to be presented at the hearing in advance.
7. Be present during the entire proceeding, except during deliberation;
8. The respondent and complainant can question any party or witness present, either directly or indirectly, at the discretion of hearing panel chair.
9. Present material witnesses (those with firsthand knowledge of the incident). The respondent and complainant are responsible for contacting and arranging for the attendance of their own witnesses in all cases.
10. The respondent will receive a written notification of the outcome of the hearing; the complainant can receive written notification of the outcome of the hearing when permitted by federal law.
11. An avenue for appeal from a hearing.
C. Student Conduct Meeting

1. Upon determining that sufficient evidence exists to believe that a violation of the Student Code of Conduct may have occurred, the Coordinator of Student Conduct Education and Administration or other conduct officer with jurisdiction will notify the student in writing of the alleged violations against him/her. The written notice will be hand delivered directly to the student, sent electronically to the institutional email address or mailed to the student’s last known address as filed in the Registrar’s Office.

Students are responsible for providing and maintaining a current local address and e-mail address with the Registrar’s Office.

2. At the meeting, the student will be provided with the following:
   a. An explanation of the alleged violation(s) of University policy;
   b. A summary of the facts and information that substantiate the allegations;
   c. The opportunity to reflect upon and give his/her account of the incident or circumstances pertaining to the allegation(s);
   d. An explanation of the decision of the conduct officer that may result in the following:
      1. The allegation(s) may be dismissed as unfounded;
      2. The student may admit responsibility for the violation(s) and have a sanction(s) imposed;
      3. The student may be found responsible for violating the Student Code of Conduct and have a sanction(s) imposed.
      4. Any sanction, except suspension, deferred suspension and expulsion may be imposed.
      5. Decisions reached at the meeting will be final with no option to appeal or other proceedings.
      6. Failure to respond to a written allegation(s) or failure to complete the assigned sanction(s) will result in either a hold being placed on the student’s enrollment privileges or graduation, additional alleged violations or a decision being made based on the information available at the time.
D. Student Conduct Hearing

Hearing procedures are provided for allegations against an individual where suspension from the University is possible, if found responsible. Cases of suspension and expulsion are only processed through Student Conduct Education and Administration.

D.1 Pre-Hearing Procedures

1. Student Conduct Education and Administration will prepare and send a written notice to the respondent and complainant at least five University working days before the hearing. The notice will be delivered in person, sent electronically to the institutional email address or mailed to the student’s last known address of record as filed in the Registrar’s Office and will include:
   a. The date, time, place and nature of the hearing;
   b. Reference to the section(s) of the Student Code of Conduct involved;
   c. A brief explanation of the alleged violation(s), including the approximate date and place where the alleged violation(s) occurred;
   d. Names of witnesses, if known;
   e. Acts or actions alleged to constitute a violation(s);
   f. The right to be accompanied by an adviser, who may advise and support the student. The adviser may not present information, question relevant parties or make statements during the proceedings. The student must notify Student Conduct Education and Administration two University working days in advance of the hearing if accompanied by an attorney. In such cases, the University may have an attorney in attendance.
   g. Names of the conduct officer(s) for the case.

2. The Coordinator of Student Conduct Education and Administration or designee will be available to meet with the complainant and the respondent, separately, to discuss and explain the hearing procedure and answer questions.

D.2 Three University Working Days in Advance of the Hearing

1. The respondent and the complainant will provide to the Office of Student Conduct Education and Administration copies of documents to be presented at the hearing and the names of witnesses who will be called. Each student must notify his/her witnesses of the date, time and location of the hearing.

2. The respondent and the complainant will have the access to copies of documents to be presented at the hearing, by prior appointment.
D.3 Hearing Procedures

1. The hearing provides a forum where all the information and documents can be presented, where questions can be asked of all parties and where the conduct officer(s) can deliberate and make a decision using a “more likely than not” standard that a violation of the Student Code of Conduct did, or did not, occur. Formal rules of process, procedure and technical rules of evidence, such as those applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or the University may result.

2. If the student admits that a violation did occur, the conduct officer(s) decides what conduct action is appropriate.

3. To protect the privacy of all parties and in accordance with FERPA (Family Educational Rights and Privacy Act), hearings will be closed.

4. The respondent and complainant can present witnesses who may be questioned by the conduct officer(s). Questioning by the complainant or the respondent is permitted so long as it is not threatening or harassing.

In the case of sexual harassment and sexual misconduct, the conduct officer may, in his/her discretion, exclude evidence of the victim’s past sexual history from discussion during the hearing. The past sexual history of the complainant with persons other than the respondent is irrelevant.

5. The hearing (excluding the deliberations) will be audio recorded. The recordings are the property of the University. Others will not be allowed to make a recording of any type. The University is not responsible for equipment malfunctions. Requests to review audio recordings may be made to Student Conduct Education and Administration.

6. If the charged student elects not to appear for the hearing, the hearing will be held in his/her absence. Failure to appear will be noted without prejudice. Findings will be based on information presented at the hearing.

7. Material witnesses will be present during the introductory comments of the hearing, including the honesty statement*, at which point they will be excused until time to give their testimony. Witnesses will be excused upon completion of testimony and questioning, but they may be asked to remain available for recall. The complainant and respondent remain throughout the hearing.
8. At the conclusion of the hearing, all parties will be dismissed except for the conduct officer(s), who will deliberate and reach a decision.

9. A student’s past conduct record may be subject to an educational discussion at the hearing. Past conduct history does not impact the finding of responsibility but could be used as information in determining appropriate sanctions.

10. The conduct officer(s) may accommodate concerns for the personal safety, well-being or fears of confronting the complainant, respondent, or other witnesses. Procedures or the hearing environment may be modified as determined in the sole judgment of the Coordinator of Student Conduct Education and Administration to be appropriate.

*Honesty Statement: The University expects that all information presented will be truthful and accurate. If false information is willfully provided, a student will be in violation of Section III (8) of the Student Code of Conduct and may be held accountable through the student conduct process.

D.4 Level Two Hearing Deliberations and Decision

1. The conduct officer(s) will deliberate whether it is “more likely than not” that a violation(s) of the Student Code of Conduct did or did not occur as alleged.
   a. The conduct officer(s) may find that the information presented was not sufficient to establish that a violation of the Student Code of Conduct was committed and dismiss the case.
   b. The conduct officer(s) may find that the information presented was sufficient to affirm the alleged violations and impose a sanction appropriate for the violation(s).

2. The decision of the conduct officer(s) will be communicated in writing to the respondent and, if appropriate, the complainant within two working days. The notification letter will include findings of fact, sanction(s) imposed (if any) and the rationale for the decision. The notification letter will be delivered in person, sent electronically to the institutional email address or sent by certified mail to the student’s last known address of record as filed with the Registrar’s Office. The notification letter may also be picked up in the Student Conduct Education and Administration office within two working days of the hearing.
E. Conduct Committee Hearing

Hearing procedures are provided for allegations against an where suspension or expulsion from the University are possible if they are found responsible, and for student discrimination grievances.

The Conduct Committee Hearing option may not be available during dead week, final examinations, breaks or other periods. If feasible for the Conduct Committee, a hearing will proceed during these times. Additionally, a Conduct Committee Hearing may not be available when the Coordinator of Student Conduct Education and Administration or Vice President for Student Affairs determine that appearing before the panel poses a threat to the physical welfare of panel members or witness(es).

1. The Conduct Committee is comprised of a minimum of 10 faculty nominated by the Faculty Council and appointed by the President; 10 staff nominated by the Staff Advisory Council and appointed by the President; and 10 students, eight appointed by the president of the Student Government Association and two appointed by the President of the Graduate and Professional Student Government Association.

2. A Hearing Panel of three members — one faculty member, one student and one staff member — are selected from the Conduct Committee by Student Conduct Education and Administration. The faculty member will be the chairperson. A list of panel members will be available three University working days in advance of the hearing. Prior to the hearing, alternate hearing panel members may be seated to be available in case of conflicts.

3. A professional staff member from Student Conduct Education and Administration and/or a member of Legal Counsel will be present as a non-voting participant. His/her role will be to facilitate dialogue between the hearing panel and the students involved, direct the attention of the board and the parties to relevant points, act as an adviser to the hearing panel and answer procedural questions as needed.

4. If an attorney accompanies the charged student or the complainant at the hearing, the University will have an attorney present. The University’s attorney will serve as a non-voting observer and advisor to the hearing panel. Any adviser, including an attorney, is limited to advising the student, as noted elsewhere in this document.

5. In cases of sexual harassment, sexual misconduct, discrimination, and/or when the University conducted an investigation the University investigator will present an investigation report as part of the hearing proceedings. The investigator will present the report and answer questions. The role of the investigator is to serve as an unbiased party conducting a thorough investigation of all allegations of sexual harassment or sexual misconduct. The investigation report is a compilation of facts, not a verbatim report, and is not appealable or rebuttable.
E.1 Pre-Hearing Procedures

1. Hearing panel members will be selected by Student Conduct Education and Administration based on their availability.

2. Student Conduct Education and Administration will prepare and send a written notice to the respondent and the complainant at least five University working days before the hearing. If expulsion is a possibility, 10 University working days’ notice is required. The notice will be delivered in person, sent electronically to the institutional email address, or sent via certified mail to the student’s last known address of record as filed with the Registrar’s Office and will include:
   a. The date, time, place and nature of the hearing;
   b. Reference to the section(s) of the Student Code of Conduct involved;
   c. A brief explanation of the alleged violation(s) including the approximate date, time and place where the alleged violation(s) occurred;
   d. Names of witnesses, if known;
   e. Acts or actions alleged to constitute a violation(s);
   f. The right to be accompanied by an adviser. The adviser’s role is to advise and support the student. The adviser may not present information, question relevant parties, or make statements during the proceedings. The student must notify Student Conduct Education and Administration two University working days in advance of the hearing if accompanied by an attorney. In such cases, the University will have an attorney in attendance.

3. The Coordinator of Student Conduct Education and Administration or designee will be available to meet with the complainant and the respondent, separately, to discuss and explain the hearing procedure and answer questions.

E.2 Three University Working Days in Advance of the Hearing

1. The respondent and the complainant will provide to the Office of Student Conduct Education and Administration copies of documents to be presented at the hearing and the names of witnesses who will be called. It is the responsibility of the each student to notify witnesses of the date, time and location of the hearing.

2. The charged student and the complainant will have the right to have access to documentary evidence to be presented at the hearing, by prior appointment.
E.3 Hearing Procedures

1. The hearing provides a forum where all the information and documents can be presented, where questions can be asked of all parties, and where the hearing panel can deliberate and decide to the standard of “more likely than not” that a violation of the Student Code of Conduct, did or did not, occur. Formal rules of process, procedure and technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or the University may result.

2. If the hearing panel concludes that a violation did occur, the hearing panel decides what conduct action is appropriate.

3. To protect the privacy of all parties and in accordance with FERPA (Family Educational Rights and Privacy Act), hearings will be closed.

4. The respondent and complainant can present witnesses, who may be questioned by the hearing panel. Questioning by the complainant or the respondent is permitted so long as it is not threatening or harassing.

In the case of sexual harassment and sexual misconduct, the hearing panel may, in its discretion, exclude evidence of the complainant’s past sexual history from discussion during the hearing. The past sexual history of the complainant with persons other than the respondent is irrelevant.

5. The hearing (excluding the deliberations) will be audio recorded. The recordings are the property of the University. Others will not be allowed to make a recording of any type. The University is not responsible for equipment malfunctions. Requests to review audio recordings may be made to Student Conduct Education and Administration.

6. If the respondent or complainant elects not to appear for the hearing, the hearing will be held in his/her absence. Failure to appear will be noted without prejudice. Findings will be based on information presented at the hearing.

7. Material witnesses will be present during the introductory comments of the hearing, including the honesty statement*, at which point they will be excused until time to give their testimony. Witnesses will be excused upon completion of testimony and questioning, but they may be asked to remain available for recall. The complainant and respondent remain throughout the hearing.
8. At the conclusion of the hearing, all parties will be dismissed except for the hearing panel so they may deliberate and reach a decision.

9. A student’s past conduct record may be a subject of educational discussion at the hearing. Past conduct history does not impact the finding of responsibility but could be used as information in determining an appropriate sanction. A student’s past conduct record will be formally available to the hearing panel if the respondent is found responsible.

10. The order of presentation at the hearing will be as follows:
   a. Purpose of the hearing provided by the chair of the hearing panel.
   b. The complainant may present an opening statement.
   c. The responding student may present an opening statement.
   d. If relevant, the University investigator will present the investigation report and answer related questions in cases of sexual harassment, sexual misconduct, discrimination, or when the University has conducted an investigation.
   e. The complainant will present information and call witnesses.
   f. The responding student will present information and call witnesses.
   g. At the conclusion of each witness statement, the witness may be questioned by the hearing panel, the respondent either directly or indirectly, and the complainant, either directly or indirectly.
   h. The complainant may make a closing statement.
   i. The respondent may make a closing statement.
   j. All parties are dismissed for hearing panel deliberation.

11. The hearing panel may accommodate concerns for the personal safety, well-being or fears of confronting the complainant, respondent, or other witnesses. Procedures or the hearing environment may be modified as determined by the Coordinator of Student Conduct Education and Administration.

*Honesty statement: The University expects that all information presented will be truthful and accurate. If false information is willfully provided, a student will be in violation of Section III (8) of the Student Code of Conduct and may be held accountable through the student conduct process.*
E.4 Hearing Panel Deliberations and Decision

1. The hearing panel will deliberate and, by majority vote whether it is “more likely than not” that a violation(s) of the Student Code of Conduct did or did not occur as alleged.
   a. The panel may find that the information presented was not sufficient to establish that a finding of responsibility for a violation(s) of the Student Code of Conduct dismiss the case.
   b. The panel may find that the information presented was sufficient to affirm the allegations and impose a sanction appropriate with the violation(s).

2. The hearing panel decision will be communicated in writing to Student Conduct Education and Administration, which will notify the respondent, and if appropriate, the complainant in writing within two business days. The notification letter will include findings of fact, sanction(s) imposed (if any) and the rationale for the decision. The notification letter will be delivered in person, sent electronically to the institutional email address or sent by certified mail to the student’s last known address of record as filed with the Registrar’s Office. The notification letter may also be picked up in the Student Conduct Education and Administration office, 328 Student Union, within two days of the hearing. In compliance with Department of Education requirements in cases of sexual violence or physical violence, the complainant will be notified of the outcome at the same time as the respondent. In other violations, the complainant will not be notified of the outcome.

F. Complainant Notification

Complainants are entitled to know about the results of proceedings involving alleged crimes of violence or non-forcible sex offenses, as defined by FERPA. Both the respondent and complainant will be notified in writing of the results of any hearing involving alleged crimes of violence or non-forcible sex offenses.

Victims of an alleged sexual assault will be provided with notification in writing of the final outcome of the disciplinary hearing against the alleged perpetrator, as required by the Campus Security Act.
V. Appeal Procedure

An appeal is a review of the record of the original hearing, not a new hearing. It is the responsibility of the person who initiated the appeal to show that one or more of the listed grounds for appeal has merit. A student or organization will not appear before the review panel unless specifically requested to do so by the Panel.

Appeal of Decisions Reached Through Judicial Boards Sponsored by Fraternity and Sorority Affairs

Any finding of responsibility or sanction made by the Interfraternity Council Judicial Board, the National Pan-Hellenic Council Judicial Board, or the Multicultural Greek Council Judicial Committee may be appealed to the University Conduct Appeals Panel, using the procedure specified in this section. Any decision of Panhellenic Council Judicial Board related to an OSU specific policy will also use the procedure specified in this section. The procedure for appeals of the decisions of the Panhellenic Council Judicial Board related to violations of the National Panhellenic Council policy or unanimous agreement is specified in Article XIII of the Panhellenic Council Bylaws.

Appeal of Decisions Reached Through Hearing Proceedings

Any outcome decided in a hearing may be appealed to the University Conduct Appeal Panel by the respondent or the complainant.

The University Conduct Appeal Panel has three members: the Chief Justice of the Student Government Association or any student member of the University Conduct Committee; one staff representative of the University Conduct Committee; and one faculty representative of the University Conduct Committee. The faculty representative serves as the Chair. The appeal panel will have one adviser, either a representative from Student Conduct Education and Administration or from Legal Counsel.

1. Students will be asked for their current address at the original hearing. A letter containing the appeal panel’s decision will be mailed to this address by certified mail, delivered in person or sent electronically to the institutional email address within two working days following the hearing. Students may also pick up a copy of the decision at the Student Conduct Education and Administration office. Appeals must be submitted in writing to Student Conduct Education and Administration by 5 p.m. within seven University working days of the original hearing. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
2. The appeal must cite at least one of the following appeals criteria as the reason for appeal and provide supporting argument(s) as to why an appeal should be granted on these grounds (the form utilized for appealing is available online at studentconduct.okstate.edu/forms). Appeals criteria include the following:
   a. The hearing was not conducted in conformity with prescribed procedures, and substantial prejudice to the complaint or the respondent resulted;
   b. The information presented at the previous lower hearing does not support the finding that was made; that is, whether there were facts in the case that, if believed to be true by the original hearing officer/panel, would not have led to the original findings;
   c. New information that could substantially affect the outcome of the previous lower hearing has been discovered since that hearing. The information must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal under this provision;
   d. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with University procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.

3. The University Conduct Appeals Panel will review the record of the original hearing, including documents, and issue a finding as to the merits of the criteria cited as the reason for appeal.
   a. If the appeal panel finds there is no merit to any of the grounds appealed, it will issue a finding as such.
   b. If the appeal panel finds the previous hearing was not conducted as prescribed and had substantial prejudice, the matter may be remanded to a new hearing.
   c. If the appeal panel is presented with new evidence that could not have been presented at the original hearing, the matter may be remanded to the original hearing panel.
   d. If the sanction is determined to be inappropriate for the violation, the appeal panel may recommend the sanction be modified by the Vice President for Student Affairs and state the reasons for that recommendation.

4. If the appeal panel finds there is no merit to any of the submitted grounds for appeal, that decision will be final. The final decision will be communicated in writing by Student Conduct Education and Administration to the complainant and the respondent. The decision will normally be communicated within 2 University working days of receiving the written recommendation, but it may take longer during University recesses or in a complex case.
5. If the appeal panel recommends modifying the outcome or the sanction, the Vice President for Student Affairs will review the appeal panel’s recommendation and may consult with appeal panel members in reaching a final decision. The final decision will be communicated in writing by the Vice President for Student Affairs to the complainant and the respondent. The decision will normally be communicated within 10 University working days of receiving the written recommendation, but it may take longer during University recesses or in a complex case. The decision of the Vice President for Student Affairs will be final.

VI. Implementation of Sanctions

Conduct actions or grievance decisions shall not be implemented until the time for appeal has expired, until the entire appeal process is completed, or if the individual or organization voluntarily waives the right to appeal in writing. The exceptions to delaying sanctions until the process is complete include: 1) when interim suspension has been invoked by the Vice President for Student Affairs or Coordinator of Student Conduct Education and Administration (see Interim Suspension procedures for details Section II, C) to protect the safety of others on the campus.

Reviewing authority is retained by the Vice President for Student Affairs, at his/her discretion, to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to a hearing panel for review or reconsideration.

VII. Conduct Files and Records

1. Case referrals will result in the development of a conduct file in the name of the respondent. If the student is found not responsible for the allegations, the file will be marked no action, no record and will not constitute a conduct record. Such files will be maintained for at least one year, and then destroyed.

2. The files of students found responsible for violating the Student Code of Conduct, with sanctions less than suspension or expulsion, will be maintained in the office of Student Conduct Education and Administration for seven years from the calendar year of record, the destroyed.

3. Records of cases in which suspension or expulsion from the University occurred, are kept for at least 10 and 15 years respectively.
4. Confidentiality — All conduct records are private and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student, under legal compulsion or where the safety of other persons may be involved. Conduct records are maintained separate from the student’s academic record but are part of the student’s educational record.

**VIII. Sanctions**

Although not intended to be inclusive, the following are possible sanctions that may be imposed, either singularly or in combination for a student or an organization if a violation of the Student Code is found.

1. **Reprimand** is an oral or written warning that further violations of University regulations could result in additional conduct action.

2. **Alternative Dispute Resolution** is a process by which a respondent is assigned to resolve an issue that has come to Student Conduct Education and Administration collaboratively with the other people involved instead of having a conduct officer issue other sanctions. Any instances of alleged sexual misconduct and some other alleged violations are inappropriate for alternative dispute resolution.

3. **Restriction** is a limitation on a student’s privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent the University, or denial of participation in extracurricular activities.

4. **Voluntary Project** is community service or an education class or project beneficial to the individual, campus or community.

5. **Restitution** is the actual cost of repair or replacement for loss, damage or injury to property or person, such as medical bills.

6. **Behavioral Change Requirement** includes required activities including but not limited to, seeking academic counseling, substance abuse assessment, decision making class, writing a reflection paper, etc.

7. **Parental Notification** — The federal Family Educational Rights and Privacy Act permits educational institutions to notify parents of students under the age of 21 when a student has been found responsible for an alcohol or drug related violation. Students
are generally notified when parents will be contacted and are given the opportunity to contact the parents first.

8. **Deactivation** is a group’s loss of all privileges, including Oklahoma State University recognition, for a specified period of time.

9. **Enrollment Hold** is a “hold” on enrollment privileges for failure to meet with the Coordinator of Student Conduct Education and Administration or other conduct officer or for failure to comply with assigned conditions or complete assigned sanctions. This hold can prevent the adding or dropping of classes or enrolling for subsequent terms.

10. **Cancellation of Enrollment** occurs when a previous hold has been cleared with the condition that the enrollment will be cancelled for failure to meet the conditions of the clearance. If cancelled, the refund of tuition or fees will be subject to the University’s normal withdrawal policy.

11. **Class Removal** occurs when a student is dropped from a class or moved to another section of a class. Faculty members, in consultation with the Coordinator of Student Conduct Education and Administration, reserve the right to interim suspend a student from class pending a hearing for alleged violations of the Student Code of Conduct occurring in the classroom that substantially interfere with teaching or other students’ ability to learn.

12. **Graduation Hold** is a hold on a student’s participation in graduation exercises and diploma for failure to respond to a request to meet with the Coordinator of Student Conduct Education and Administration or other conduct officer, or for noncompliance with conduct sanctions. The Vice President for Student Affairs may place a graduation hold.

13. **No Contact Order** is an absolute prohibition from contact with specified person or persons in any form whatsoever (including but not limited to contact in person, by phone, electronically, or through another person). Violating a University-imposed No Contact Order may result in suspension from the University.

14. **Residence Hall Suspension** is the separation of a student from the residence halls for a specified period of time, after which the student is eligible to return. Conditions for returning may be specified.

15. **Residence Hall Expulsion** is the permanent separation of a student from the residence halls.
16. **Deferred Residence Hall or Fraternity/Sorority Housing Removal** is housing removal for alcohol or drug offenses which may be deferred pending acceptance into the Back on TRAC* program. Students who are accepted into the program must successfully complete the program as a condition to remain in their residence hall or fraternity/sorority house. Failure to complete the program will result in housing removal.

17. **Conduct Probation Level 1** is a specified period of time during which the student is placed on formal notice that he/she is not in good standing with the University and that further violations of University regulations will subject him/her to suspension or expulsion from the University. Probation may include additional conditions or sanctions. The probationary status and conditions are documented in writing.

18. **Conduct Probation Level 2** adds to Level 1 the stipulation that students are prohibited from participating in any extracurricular activities not directly associated with academics (e.g., intramural sports, attending athletic events, student organizations/clubs/associations, leadership positions within housing or fraternities/sororities or other organizations). Students must apply to get off Conduct Probation Level 2 by submitting documentation of their significant proactive efforts to become good citizens of the community and engage in responsible, productive behavior.

19. **Conduct Suspension** Suspension is the exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed three years and until the conditions which are set forth in the hearing outcome letter are met. Notification of conduct suspension will be provided in writing. Examples of violations for which the University will strongly consider suspension include, but are not limited to, the following: selling or otherwise providing alcohol to underage students, selling or distributing illicit drugs, sexual violence, hazing, actions that result in the serious injury or death of another person(s), violation of a University-imposed No Contact Order, retaliation or repeated alcohol or drug offenses that jeopardize the individual’s or community’s educational opportunities or safety. Students who are suspended from Oklahoma State University are not permitted on campus or in University buildings, facilities or activities at any time for any reason during the period of suspension/expulsion, unless otherwise directed by the Vice President for Student Affairs, the Coordinator of Student Conduct Education and Administration, or his/her designee. Conditions to conclude a suspension and reinstatement process will be stated in the written notification, including the approval of Student Conduct Education and Administration. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student’s record in the Registrar’s Office. If a transcript is requested during the period of suspension,
Student Conduct Education and Administration will send a letter to the requesting party/institution stating the student is under suspension for conduct reasons. Only unofficial transcripts will be released to the student directly. Any refund of tuition or fees will be subject to the University’s normal withdrawal policy.

20. Deferred suspension is suspension involving alcohol or drug offenses that may be deferred pending acceptance into the Back on TRAC* program. Students who are accepted into the program must successfully complete the program to remain in school. Failure to complete the program will result in suspension from the University. Notation on the transcript is not made; however, a record of the action is maintained in the student’s permanent record in the Registrar’s Office for the duration of the deferment. If a transcript is requested during the period of deferment, Student Conduct Education and Administration will send a letter to the requesting party/institution stating the student is under deferred suspension for conduct reasons. Only unofficial transcripts will be released to the student directly.

20. Conduct Expulsion is termination of student status for an indefinite period. The conditions or readmission, if any, shall be stated in the hearing outcome letter. Notification of conduct expulsion will be provided in writing. Expulsion will be recorded on the front of the academic transcript and becomes a permanent part of a student’s conduct record. Any refund of tuition or fees will be subject to the University’s normal withdrawal policy.

21. Reinstatement Requirements are conditions for reinstatement of privileges given to students who requires a clearance from Student Conduct Education and Administration (see Section IX).

*The Back on TRAC (Treatment, Responsibility and Accountability on Campus) program is a collaborative team approach that uses a community drug court model to address alcohol and drug issues among students. Students may be referred to Back on TRAC by a conduct officer if they are sanctioned to suspension from Oklahoma State University or removal from Housing and Residential Life housing or fraternity/sorority housing. As a condition for remaining in school or in housing, students must be accepted into and remain in good standing in the program. This process includes assessments, interviews and a contract. Back on TRAC provides an assessment-based intervention for students whose substance use is jeopardizing their standing within the Oklahoma State University academic community. The program offers opportunities for treatment and recovery through support and accountability as students make lifestyle changes to achieve their academic and personal goals.
IX. Other University Policies

A. Student Mailing Address

Students are responsible for maintaining a current local mailing address and a current e-mail address with the Office of the Registrar. Since many official OSU communications are sent to students at their local mailing address and their OSU e-mail address, students are responsible for regularly checking their U.S. mail and OSU e-mail. OSU departments reserve the right to send correspondence through either means.

B. Health and Immunization Responsibilities

1. Students are responsible for compliance with the immunization policies set forth by the State of Oklahoma and the University.
   a. All new students, regardless of entering classification or hours enrolled, are required to submit to OSU the Immunization and Health History form and supporting copies of immunizations. The form and details are available at www.okstate.edu/UHS/studentinfo.php.
   b. Students have the right to more information regarding immunizations, which can be found at the above website.

2. Students have the right to exercise a religious, moral or personal objection to the immunization policies of OSU and the State of Oklahoma. Objections must be submitted in writing using the Certificate of Exemption form found at the above website.

3. In some circumstances, students may be directed by OSU physicians, a private physician or the Oklahoma State Department of Health to restrict their contact with other students or to not attend class. In those cases, University staff can work to coordinate absences with instructors with the written permission of the student.

4. Students who choose to be treated at University Health Services are entitled to specific rights and responsibilities, which are defined at www.okstate.edu/UHS/about.
C. Drug Free School and Workplace Programs

Drug Free Workplace Act of 1989 and the Drug Free School and Communities Act Amendments of 1990. University policies adopted to implement these federal requirements provide for the possibility of serious disciplinary action in the event of alcohol abuse or illicit drug use on campus or in connection with University functions, or for mandatory referral to approved rehabilitation, assistance programs. Copies of the University’s policy statements are available online at studentconduct.okstate.edu/code.

D. Admission Clearances for Potential Students with Prior Felony Charges or Suspended from an Institution

The Office of Undergraduate Admissions and the Graduate College forward applications for admission to Student Conduct Education and Administration when potential students have had felony charges or suspended from an institution. These potential students require a clearance for further admission consideration and must provide additional information as requested to Student Conduct Education and Administration. Students may be granted provisional clearances with admission conditions for further admission consideration. The final decision regarding admission rests with Undergraduate Admissions and the Graduate College using normal academic criteria. Oklahoma State University typically upholds current suspensions from other institutions.

E. Reinstatement Requirements for Students Suspended for Conduct Reasons

Students who have been suspended from Oklahoma State University for conduct reasons will be required to receive a clearance from Student Conduct Education and Administration before they will be reinstated. The Office of Undergraduate Admissions and the Graduate College will forward such applications to Student Conduct Education and Administration for review and additional information may be requested. Students may be provisionally cleared for reinstatement consideration with or without special conditions.
Notice of Nondiscrimination

OSU does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, sexual identity, veterans’ status, genetic information or age in its programs and activities. The Equal Opportunity Officer is designated to handle inquiries regarding the non-discrimination policies and can be reached at 405-744-9154, eeo@okstate.edu, or 408 Whitehurst Hall, Stillwater, OK 74078.

Hard copies of policies may be requested through Student Conduct Education and Administration in 328 Student Union.


What Would Pete Do?

Student Conduct Education and Administration
328 Student Union | 405-744-5470
studentconduct.okstate.edu