

2018 - 2019

NWOSU Student Handbook

Student Handbook

Americans with Disabilities Handbook

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NORTHWESTERN STUDENT HANDBOOK 2018-2019

MISSION STATEMENT

Northwestern Oklahoma State University provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking, and fiscal responsibility.

HISTORY

Northwestern Oklahoma State University is a true product of the hardy spirit that filled the Cherokee Strip within a few hours after its opening. Northwestern opened its doors for the first time on September 20, 1897, with an enrollment of 68 students. The number grew to 166 by the end of the year.

The College, which started as a normal school, was increased to a four-year teachers college in 1919 and was designated Northwestern State Teachers College. In 1939, Northwestern was further expanded to include degrees in liberal arts as well as education. Its official title then became Northwestern State College. In August 1974 an act of the state legislature officially changed the name to Northwestern Oklahoma State University.

The academic program of the university is supplemented and enriched by a vital, well-organized program of out-of-classroom education and a strong effective student enrichment program. A university is just as strong as its weakest part. With this in mind every effort is made to see that the academic program, student activity program, and the climate, which prevails on the campus are in harmony. This is accomplished by use of the best and most recent knowledge and highest quality programs. The university is proud of its faculty, staff, facilities, and its future.

FACTS ABOUT NORTHWESTERN

The university's main campus is located in Alva, Oklahoma, a city of 5,300 with other locations in Enid (50,000) and Woodward (12,000). The university has more than 415 acres of land with more than 36 buildings, including instructional facilities, residence halls, student center, auditorium, gymnasium, athletic facilities and wellness center, television and newspaper facilities, and a farm. The Alva campus library holds more than one hundred thousand books and bound journals.

Northwestern enrolls nearly 2,300 students annually. The majority of the student population is from Oklahoma, but nearly 40 states and a number of foreign countries are represented.

Northwestern is classified as a public four-year comprehensive regional university, offering nearly 40 bachelor degree programs in the School of Arts and Sciences, the School of Education and the School of Professional Studies. The University also offers a number of graduate programs leading to a master's degree and began its first doctoral program, the Doctor of Nursing Practice, in the fall of 2017. The fall semester begins in August and the spring semester in January. Summer courses are offered in June and July in a number of formats.

The University is accredited by the Higher Learning Commission. Many other departments have specified national accreditations including teacher education, nursing, business and accounting, and social work. Northwestern is governed by the Regional University System of Oklahoma and is a member of the Oklahoma State System of Higher Education.

Northwestern offers various types of student organizations, clubs, and activities at all three sites. Included among these are student government, intramural sports, newspaper, radio and television station, musical and theatrical performing groups, and honor societies. Approximately 70 percent of Northwestern's students are awarded academic scholarships, participation scholarships, or some type of financial aid.

APPLYING FOR ADMISSION

All students who wish to attend Northwestern must apply for admission prior to their first semester or summer session. A \$15 application fee must be paid along with the application.

Official high school transcripts or GED scores, ACT or SAT scores, immunization form(s), and official transcripts from each college or university previously attended (if applicable) must accompany each Application for Admission. Students will be notified of their acceptance to the university as soon as possible. High school seniors may have to wait until their final high school transcript is forwarded to the Registry office. Once accepted, students may enroll for the upcoming semester or summer session.

Applications for Admission and available dates and times for enrollment may be acquired by contacting the Office of Recruitment or from the Northwestern web site.

For additional information on student immunizations, see the section on Student Health Services.

ADMISSION OF STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

All students seeking to enroll at a college or university of the State System and for whom English is a second language must meet the admission standards. The standards are listed in the “Policy Statement on Admission To, Retention In, and Transfer among Colleges and Universities of the State System” (II-2-35) and shall be required to present evidence of proficiency in the English language prior to admission, either as first-time students or by transfer from another college or university. If you have further questions, please contact the office of the Dean of Student Affairs and Enrollment Management.

TUITION AND FEE PAYMENT

Tuition and fees must be paid in accordance with deadlines published in the semester class schedules and on the web site. Failure to meet payment deadlines could result in cancellation of your enrollment or the addition of late fees. Approved and awarded scholarships, loans, and grants will be considered when applying the payment deadlines. All questions on tuition and fee payment should be directed to the Business Office.

ENROLLMENT PROCEDURES

Students are responsible for payment for the cost of attendance for their education. Students receiving scholarships, loans, or grants are subject to all penalties if they fail to insure that the necessary paperwork to receive such financial aid is completed on time. **STUDENT ACCOUNTS THAT REMAIN UNPAID AT THE END OF THE SEMESTER ARE SUBJECT TO ASSIGNMENT FOR COLLECTION. STUDENTS ARE RESPONSIBLE FOR ANY ADDITIONAL CHARGES MADE BY THE COLLECTION COMPANY FOR THIS SERVICE.**

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) is located in the Industrial Education Building, Room 113, on the Alva Campus. The Center is open Monday through Wednesday 8:00 a.m. to 9:00 p.m., Thursday 8:00 a.m. to 6:00 p.m., and Friday 8:00 a.m. to 3:00 p.m. Contact Matthew Barnes, Director, at (580) 327-8149 or email at mhbarnes@nwsu.edu.

The ASC provides students at Northwestern with a place to study and learn in a friendly, relaxed atmosphere. The ASC has computers, study tables, and testing facilities. We provide peer tutoring for basic Math and English composition courses as well as for general education classes, and we have the resources to locate help for upper level classes. The goals of the program include providing academic assistance and support in order for students to realize maximum success and improving students’ self-concepts by showing them how to succeed.

The ASC lab is available for any Northwestern student for studying or tutoring, and the ASC computers and printer are available for all students to use. The ASC also helps with testing accommodations when needed. We request that you sign in when you come to the ASC, indicating whether you are there for studying, tutoring, or testing. Online tutoring is available for students who cannot come to the ASC in person. To request an online tutoring session, go to our tutoring web page at www.nwosu.edu/student-services/academic-success-center.

ASSESSMENT

Assessment is continuously conducted at Northwestern. The assessment program consists of entry level, mid-level and exit level exams, as well as, student opinion and alumni surveys.

Entry Level Assessment: Oklahoma State Regents require any student scoring below 19 in secondary testing to ensure correct placement in college courses. Northwestern uses Accuplacer's Computerized Placement Test (CPT) to accomplish this. The CPT is a success oriented assessment with immediate scoring capability to be used in the advising of students. There is no charge for the CPT, which is administered through the Recruiting Office. Students are allowed to retest under certain conditions. Contact the Office of Recruitment or Academic Success Center for details.

Mid-Level Assessment: Mid-level assessment is conducted as a measure of general education competencies. The ETS Proficiency Profile is administered each spring to sophomores & juniors who have completed 40-75 credit hours of course work.

Program Outcomes Assessments: (Exit Exams) Graduates will be tested in their major field of study.

Student Satisfaction Assessment: Students will be surveyed using the Ruffalo Noel-Levitz Student Satisfaction Inventory to gather opinions of the campus environment as well as to determine student satisfaction. The information gathered will be used for planning academic and campus programs and services. The survey will be conducted every third year during the spring semester.

Alumni Survey: Each graduating class will be surveyed one to three years after graduating depending on the department from which they graduated.

TESTING

Northwestern offers several other tests on campus for students. The following is a list of tests offered and the office to contact:

Certification Officer, EC 205b, (580) 327-8441
Oklahoma Teachers Certification Test Information

Director of Academic Success Center, IE 113, (580) 327-8149
Residual ACT (American College Testing Program), CLEP (College Level Exam Program), MAT (Miller Analogies Test), Placement Tests (English, Math, Science, Reading).

Office of Recruitment, FA 117, (580) 327-8546
Placement Tests (English, Math, Science, Reading)

CHANGE OF SCHEDULE

The student assumes responsibility for the correctness of his/her study program. The appropriate form requesting change of schedule is obtained from the registrar. Students may add a class during the first 7 class days of a semester (or the first 5 days of the summer session) without an instructor's signature. Students may drop a class during the first 10 class days of a semester (or the first 5 days of the summer session) with no grade or instructor signature.

Schedule changes for summer classes of less than 8 weeks are prorated accordingly insofar as grade assignment and obtainment of instructor signature. Advisor approval is required on all class enrollments and schedule changes. Course additions are not permitted after the above stated deadline.

An AUTOMATIC 'W' will be issued during weeks 3-8 of a regular semester (2-4 during the summer session of 8-week classes, and prorated accordingly for classes of less than 8 weeks).

The approval of both the advisor and instructor are required. Instructors have the OPTION of issuing either a "W" or "F" during weeks 9-14 of a regular semester (5th - 7th week of summer for 8-week classes) and both instructor and advisor approval are required.

LAST DAY TO DROP CLASSES is two weeks prior to the end of a regular semester (or one week for the summer session of 8-week classes).

FINANCIAL ASSISTANCE

Eligibility for participation in the assistance programs is established through completing the Free Application for Federal Student Aid (FAFSA).

These applications enable access to all the Oklahoma and federal assistance programs (grants, loans, and work). Applications may be obtained from the high school counselor's office, from the Financial Aid Office at the Alva or Enid

campus, at the Deans office at the Woodward campus, or on the web at www.FAFSA.ed.gov. Applications should be completed and submitted for processing as soon as the preceding years income tax computations are completed. Annual reapplication is required for all assistance programs. The Northwestern Financial Aid Office is located on the first floor of Herod Hall on the Alva campus and in Room 121 on the Enid campus.

STUDENT ACADEMIC PROGRESS POLICY

Revised Fall 2017

Students must maintain Satisfactory Academic Progress toward a degree as stipulated in the charts below to receive financial aid at NWOSU from the following programs: Federal Pell Grant, Federal SEOG, Federal Work Study, Oklahoma Tuition Aid Grant (OTAG), Oklahoma's Promise (OKPromise), Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct Graduate PLUS Loan and Parent PLUS Loan.

Undergraduate students must maintain a 1.7 cumulative GPA during the first 30 hours attempted and a 2.0 at and over 31 hours attempted. Graduate students must maintain a 3.0 cumulative GPA.

(All cumulative GPA's are as calculated by the University Registrar)

All students must successfully complete 70% of all hours attempted.

Undergraduate students must complete the first bachelor's degree at or before 186 hours attempted. Graduate students must complete the first master's program at or before 48 graduate hours attempted. Please note the exceptions for the Master of Counseling/Psychology. Please note that excessive grades of "W" may result in reaching the maximum number of hours allowed before degree requirements are met.

NOTE: The hours attempted shown on your grade report or transcript do not include grades of W, I, S, P, N, NP, AU, CR and U as defined in the university catalog as well as certain other grades transferred to NWOSU. To properly monitor your S.A.P. progress, you must manually count all credit hours attempted on your academic record.

S. A. P. Evaluation

1. S. A. P. is calculated at the end of each semester including the summer semester, if applicable.
2. FINANCIAL AID WARNING will be required for any students not meeting the cumulative GPA OR the % of total hours completed requirements above. This is a warning status and students may continue to receive financial aid. Students on Financial Aid Warning only have

one semester to regain full compliance. If full compliance is not earned, the student will be placed on Financial Aid Suspension.

3. FINANCIAL AID SUSPENSION will be required for any student on Warning who has not regained full S. A. P. compliance after one semester of temporary eligibility. Students cannot receive funds from the aid programs listed above while suspended. (See Appeals) Eligibility is reestablished after the student improves his/her scholastic record to meet the minimum standards.
4. FINANCIAL AID SUSPENSION will be required of any student exceeding the maximum allowed total hours attempted for earning a degree. Students cannot receive funds from the aid programs listed above while suspended. (See Appeals)
5. FINANCIAL AID PROBATION will be required for any student who has successfully appealed the Suspension with approval to receive aid for only one semester following the appeal.
6. FINANCIAL AID ACADEMIC PLAN will be required for any student who has successfully appealed the Suspension with approval to receive aid while on a plan to ensure progress to meet S.A.P.
7. Rules apply uniformly to all students whether or not aid has been received previously.
8. One semester = one payment period

Student Responsibility

Students are responsible for knowing S.A.P. eligibility criteria and their status at the end of each semester. If questions arise, please contact the financial aid office. It is the suspended student's responsibility to notify the financial aid office upon regaining compliance and to process the proper paperwork to receive financial aid.

Transfer Students

FINANCIAL AID WARNING will be required for transfer students who do not meet the satisfactory academic progress conditions explained above except those students exceeding the maximum allowed total hours attempted for a degree.

Grades

1. For financial aid purposes, all grades are hours attempted. (This includes but is not limited to A, B, C, D, S, P, W, F, I, U, AU, N, NP,CR)
2. Only grades of A, B, C, D, S, P and CR are counted as hours successfully completed.
3. For graduate classes, grades of D are also unsatisfactory.
4. All classes attempted at all institutions are used in S.A.P. quantitative calculations.

5. Grades of “I” (Incomplete) do not adversely affect the CGPA; however they are considered unsuccessful and are counted in the total hours attempted. Completion of the course may result in both a change to hours completed as well as the CGPA. These changes are automatically recalculated at least once each year for financial aid recipients and can be reviewed and recalculated upon request.
6. Grades received for remedial work (zero level classes) are counted as hours attempted and if successful, as hours completed for financial aid purposes. These courses have no effect on the CGPA; however unsuccessful remedial classes will count as unsuccessful hours attempted.
7. Repeated courses are counted in hours attempted each time the course is taken; however the effect on the CGPA is based on the registrar’s policy and determination of the Retention/Graduation CGPA.

Financial Aid will NOT pay for:

- Courses taken for audit
- Courses previously passed unless; the course grade failed the minimum grade requirement for the program of study. Only two attempts will be approved. A third attempt will not be paid by financial aid. The student’s degree plan must specify the minimum course grade required.
- Credit hours earned by placement tests
- Credit hours in excess of the 150% maximum program limit
- Courses taken without being an eligible degree seeking student (enrolled as non-degree seeking)

Appeals

1. Appeals must be in writing to the Chairman of the Appeals Committee and must explain in detail why the student failed to meet the minimum academic standards, what mitigating circumstances caused the failure, and how the situation has since improved. Examples of such circumstances might include the illness or severe injury of a student or the death of a close relative. NOTE: Appeals for students reaching the maximum number of hours attempted without completing degree requirements must also include the student’s degree audit and the student’s written plan for degree completion.
2. The signed written appeal must contain the following statement “I authorize the University Registrar to release my academic transcript, my academic check sheet(s), my ACT test scores and my current and/or next semester’s enrollment schedule to the Financial Aid Office for presentation to the committee that will evaluate my appeal.” (Appeals must be signed.)

3. You will be notified of the time and place that your appeal consideration committee will meet to determine your aid eligibility status. Your attendance at the meeting is strongly encouraged but is not required. You will be advised of the outcome of the appeals hearing. All decisions of the appeal committee are final.
4. If approval is granted by the committee, the student will either be granted Financial Aid Probation or be placed on a Financial Aid Academic Plan. (see S.A.P. Evaluation)
5. **CAUTION:** You are advised that the enrollment costs for the hours in which you are enrolled pending the outcome of an appeal must be paid according to NWOSU payment policy regardless of the outcome of the appeals procedure.

SCHOLARSHIPS

Academic awards are given to eligible students based on academic standards. Northwestern participation scholarships are awarded to students who are eligible for a scholarship and participate in the performing arts (theatre, music, as well as in Mass Communication). Athletic scholarship awards are granted through the Athletic Director or the individual coach.

Annual applications are a prerequisite for all scholarship awards. Scholarship applications are available from the high school counselor, the Northwestern Office of Recruitment, the Northwestern Financial Aid Office, or the Northwestern website.

Scholarships for the exceptionally talented can provide tuition and partial campus housing costs. Other awards are tailored to the academic credentials presented and/or the audition results.

Each applicant is individually evaluated by committee members involved in the applicant's stated objective or skill areas. Continuing student and transfer student scholarships provide a substantial incentive to outstanding students. Most Northwestern scholarships are structured to provide assistance in meeting tuition costs.

Earliest consideration for freshman scholarship awards are given when the completed Northwestern application with a six or seven semester high school transcript and record of ACT scores are received in the Scholarship Office by March 31st. Freshman scholarship applications must be received no later than May 15th for best consideration. Continuing and transfer scholarship applicants' are evaluated when all current course work is completed and cumulative grade point averages are available. Continuing student scholarship applications are due by March 15th. Transfer student scholarship applications are due by July 15th.

HONORS AND AWARDS

PRESIDENT'S HONOR ROLL. For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours and earn a 4.00 grade point average. For a summer term, the student must complete a grade minimum of seven (7) semester hours and earn a 4.00 grade point average.

VICE PRESIDENT'S HONOR ROLL. For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours and earn a 3.50 grade point average. For a summer term, the student must complete a minimum of seven (7) hours and earn a 3.50 grade point average. Note: The undergraduate student's semester record must have no grade of "I" to be considered for the honor rolls.

ABSENCES/TARDIES

Attendance in class is a student responsibility and is expected. Only absences described as authorized or unavoidable will entitle students to perform makeup work at the discretion of the course instructor. Each faculty member will determine his or her attendance policy. An instructor may require between 75 and 90 percent attendance for credit in the course. According to school policy, students must attend class at least 75 percent of the time to receive credit. Excessive tardiness may affect one's attendance at the discretion of the individual's instructor.

DEGREE AUDITS

Degree audits can be requested from the Registry office. The degree audit is only a guide and not an official document. The student has the ultimate responsibility for fulfilling all the requirements for the degree.

GRADE APPEAL

A student may appeal any grade received. The procedure is as follows:

1. Contact the instructor and confirm that the assigned grade is correct.
2. Submit a signed letter of appeal to the Vice President of Academic Affairs.

The Vice President of Academic Affairs will assign a date for the Academic Appeals Committee to hear the appeal. The committee will make recommendation to the Vice President of Academic Affairs who will render a decision at that time.

A student will have a maximum time limit of six months from the moment that a grade is issued to appeal that grade.

RETENTION AND ACADEMIC PROBATION POLICY

Satisfactory academic progress is measured by retention grade point average and the number of credit hours successfully completed. For continued enrollment, a student must have earned a retention grade-point average as indicated below:

0 through 30 semester hours attempted... .. 1.70

Greater than 30 semester hours..... 2.00

(Note: All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes excluding any courses repeated, reprieved, and physical education activity courses as detailed in the State Regent's Grading Policy.)

Freshman students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice.

Any student who has not maintained satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, s/he must have a semester GPA of 2.0 in a minimum of 12 hours of regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

The Dean of Student Affairs and will notify students placed on academic probation or suspension in writing following the close of the semester.

Suspension of Students Classified as Seniors

A student with 90 or more hours in a specified degree program who does not meet the retention 2.0 GPA or semester 2.0 GPA may enroll in up to 15 additional hours in an attempt to achieve retention requirements. This extension will be granted one time only.

Academic Suspension Appeals

The academic suspension appeal procedure allows appropriate discretion in deserving cases. Academic suspension appeal procedures require that the student meet with the Student Affairs Committee. Prior to that meeting, the student must submit a written document, which state any extraordinary personal circumstance(s) that contributed to his/her academic deficiencies. The Student Affairs Committee is responsible for the final action taken on academic suspension appeals.

Any student who has been placed on academic suspension, successfully appeal their suspension, and has been reinstated to NWOSU must maintain a 2.0 GPA in a minimum of 12 hours of regularly graded coursework in the next term of attendance. Students must do so until they reach the required 2.0 retention GPA. Students not meeting this criteria will be suspended a second time.

Should a reinstated student be suspended a second time, s/he cannot return to NWOSU until such time as s/he demonstrated the ability to succeed academically. Attending another institution and successfully raising the retention GPA to meet retention standards may do this.

ACADEMIC ADVISEMENT POLICY

Students who enroll at Northwestern can decide on a major that they may want to pursue. After the student has picked a major, they will be advised by that academic department.

Students who have not chosen a major will be placed with an advisor who works with Undecided majors. When the student has selected a major an advisor in that academic department will be assigned. The student is responsible for changing their major with the Registry office.

COMPLAINT PROCEDURES

Any student may file a formal complaint if he/she believes that he/she has not been treated appropriately by a student, faculty member, administrator, or staff member. The complaint should be addressed to the supervisor of that particular department or office. It is the responsibility of the appropriate supervisor to respond to the complaint. A form is available on the Northwestern website www.nwosu.edu/student-services or directly to the form itself at www.nwosu.edu/forms/nwosu-studentemployee-general-complaint-form for filing a formal complaint. Formal complaints that have been addressed to the President, the Vice President of Academic Affairs, the Vice President for Administration, the Dean of Student Affairs and Enrollment Management, or the Associate Vice President for Academics / Dean of Faculty will be filed in the Office of Assessment and will be available for review by the Commission on Institutions of Higher Education of the North Central Association. In accordance with privacy policies, the identity of individuals will be protected.

GRIEVANCE PROCEDURES

Students may file a formal grievance concerning campus or classroom problems that lack written policies. The student must first have attempted to resolve the matter by informal resolution. The student is responsible for attempting to resolve the matter by first bringing the issue to the attention of the individual whose action is grieved. If the student feels that the issue is not resolved he/she may bring the

issue to the attention of the supervisor for that particular department or office. A form is available on the Northwestern website www.nwosu.edu/student-services or directly to the form itself at www.nwosu.edu/forms/grievance for filing a formal grievance. All parties will be allowed to participate in the informal resolution. When filing a grievance the grievance must be addressed to the individual whose action is being grieved, to the immediate supervisor, and to the appropriate dean or vice president. If an appeal is made to the president, the president will review previous decisions at lower levels and may render a decision or make recommendations. Issues that have a written policy in place for addressing student grievances or appeals must be pursued in accordance with those policies. Examples include grade appeals and disciplinary action.

COMPLETE WITHDRAWAL FROM NORTHWESTERN

Students wanting to completely withdraw from Northwestern Oklahoma State University may do so in person, over the telephone, or online. Alva students should initiate the withdrawal process in the office of the Dean of Student Affairs and Enrollment Management located on the first floor of the Fine Arts Building or by calling (580) 327-8414. Enid students should contact the Dean's office at Enid or call (580) 213-3105. Woodward students should contact the Dean's office or call (580) 254-2501. Students can also access the online withdrawal form to submit a complete withdrawal of the semester. The online form will be sent to the Dean of Student Affairs and Enrollment Management Office to then be processed. The online form can be accessed at www.nwosu.edu/student-services or directly to the form itself at www.nwosu.edu/forms/complete-withdrawal. Oklahoma State Regents for Higher Education policy allows for a 100 percent refund of tuition during the first two weeks of the fall and spring semesters (first week during the summer semester). Withdrawals processed after that point will not receive a refund on tuition/fees. Title IV financial aid recipients who enact a complete withdrawal before the 60 percent point in the semester will be billed for all money required to be returned to the federal government due under the "Return of Title IV Aid Policy". The billing amount will be equal to 40 percent or more of the student's total tuition/fee charges for the semester. The formula for aid return is available in the Financial Aid Office located in Herod Hall on the Alva campus.

MEDICAL WITHDRAWAL POLICY

Students whose physical or mental health problems may affect the health, safety, and/or welfare of the University community, or who represent a danger to themselves or others, or whose continuing presence disrupts the academic or administrative process and who fail to follow the directives of the office of Student

Affairs, health or psychological personnel regarding these problems may be medically withdrawn from the University. Northwestern Oklahoma State University will make the determination in a case by case manner, using a holistic approach.

The office of Student Affairs and Enrollment Management may suspend immediately any student in question pending the outcome of the specified instructions and/or examinations.

These exams must be paid for by the individual examined or by any agency other than Northwestern Oklahoma State University. Refusal by the student to submit to the instructions and/or exams or an unfavorable report from the examiner may be cause for denial for admission or retention.

Students who are diagnosed with a life-threatening illness or have been in an accident that does not permit them to return to school may be medically withdrawn. Students must immediately notify the Office of Student Affairs and have a maximum of two weeks from the last date of attendance to initiate the withdrawal. Students who have financial aid are encouraged to check with the Office of Financial Aid before any withdrawal. Medical documentation from a licensed physician will be required.

The student has the right to appeal the decision of the office of Student Affairs and Enrollment Management for a medical withdrawal to the Committee on Student Conduct.

HOUSING

Northwestern has four residence halls that are staffed and equipped to provide an environment that will help students reach their highest potential both academically and socially. Coronado Hall and Ament Hall house male students and South Hall and Fryer Hall house female students. The residence halls at Northwestern are equipped with air conditioning, television lounges, recreational areas, ice machines, microwaves, washer/dryer services and vending machines that are accessible to all of the residents.

Each room has a cable television connection and Internet capabilities. Please see the Residence Hall Handbook for more information. Contact Mrs. Kaylyn Hansen, Director of Housing, at (580) 327-8418 or stop by her office in Fine Arts 131, or by email at klhansen@nwsu.edu.

FOOD SERVICE

The university recognizes the importance of food service operations on any campus. On the Northwestern-Alva campus this service is provided by Chartwells. Students living in campus housing are required to purchase a meal plan.

Students on the campus may choose from three meal service plans. All three meal plans -- 8, 13, & 17 with flex dollars -- can be used Monday through Sunday. The meal plan will be used in the cafeteria where a wide variety of foods are offered on an unlimited serving's basis. The flex dollars may be used in the Student Center-Ranger Market.

There is a fourth meal service plan for commuter students. This option includes a 10-meal card that can be purchased in the Coronado Café. The card allows for 10 meals at any time, with the exception of Sunday Brunch, at a reduced price. The card is good for the entire semester at Coronado Café.

Anybody interested in this commuter meal service plan can contact the Director of Food Services at 580-327-8622.

Cafeteria Hours:

Monday-Friday Breakfast: 7:00 a.m. to 9:30 a.m.

Lunch: 11:30 a.m. to 1:15 p.m.

Monday-Thursday Dinner: 5:00 p.m. to 8:00 p.m.

Friday Dinner: 5:00 p.m. to 6:30 p.m.

Saturday Breakfast: Closed

Lunch: 12:00 p.m. to 1:00 p.m.

Dinner: 5:00 p.m. to 6:00 p.m.

Sunday Breakfast: Closed

Lunch: 11:30 a.m. to 1:00 p.m.

Dinner: 5:00 p.m. to 6:00 p.m.

Student Center Ranger Market Hours:

Monday-Thursday 7:00 a.m. to 5:30 p.m.

Friday 7:00 a.m. to 3:30 p.m. (Additional hours may be scheduled)

STUDENT CENTER

Located in the center of the Alva campus, the Student Center provides a friendly and casual atmosphere in which the students at Northwestern may become acquainted. The Student Center includes; Ranger Market, Bookstore, Student Lounge with televisions, Ballroom, Campus Police Office. The Alumni-Foundation Office, Maude Drake Bingham Chapel, & conference rooms (President's, Wyatt, and Ranger Room) are also found in the Student Center, along with the Student Support Services Office. The Enid campus provides the "Commons" area, a place to study, meet friends, and have light snacks. The Woodward campus provides a "Commons" area overlooking Experiment Lake that provides the perfect setting for students to study, visit with friends, watch television, or just relax between classes.

BOOKSTORE

The Northwestern Bookstore located in the Student Center on the Alva campus is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. New and used books, available. The Bookstore's website can be found at

www.bkstr.com/nwosuuniversitystore/home/en

LIBRARY SERVICES

The combined physical holdings of the Northwestern Libraries (<http://www.nwosu.edu/library>) include books, bound journals, DVDs and microfilm. More than 70 online databases in various subject areas provide full-text for more than 5,000 journals and 100,000 books. Students have access to electronic resources through the library's homepage. A cloud-based catalog provides a search interface to the library's physical and electronic holdings. The faculty and staff includes four professional librarians, one paraprofessional, part-time staff and student assistants.

Alva Campus Library Hours and Contact

Fall and spring hours at the Alva campus are: Monday to Thursday, 7:45 a.m. to 12:00 a.m.; Friday, 7:45 a.m. to 5:00 p.m.; Sunday, 1:00 p.m. to 12:00 a.m. The library is closed when the university is not in session. Summer and interim hours will vary. Check with the library website for updated hours. The phone number on the Alva campus is (580) 327-8574.

Enid Campus Library Hours and Contact

Northwestern students enrolled in classes taught at Enid have web access to all online databases. The online catalog of books supplies information about all holdings of the Alva library. These books are accessible to Enid students by submitting a request online or contacting the library.

Woodward Campus (580) 256-0047

Northwestern students enrolled in classes taught at Woodward have web access to all online databases. The online catalog of books supplies information about all holdings of the Alva library. These books are accessible to Woodward students by submitting a request online or contacting the library.

Library Regulations

Students must have a valid Northwestern ID to check out library materials. Students are responsible for all items borrowed on their library cards. Students with unpaid fees and/or overdue books will have "holds" placed on their enrollments and transcripts.

CAMPUS MEDIA

The student media outlets of the university inform and entertain the campus community while providing practical experiences for students interested in mass media. Four outlets work together to form the student media. These include a newspaper, an online media network, a radio station, and a television station. These mediums function as laboratories for the mass communication program of the Communication Department in the School of Arts and Sciences. Students manage and operate these mediums with the guidance of faculty advisers.

The newspaper, the Northwestern News, is published weekly. Students conduct their work in the Wayne L. Lane Northwestern Newsroom located in the Jesse Dunn Annex, room 232. The campus radio and television stations are also located in the Jesse Dunn Annex. KNSU and NWTV-Channel 7 provide programming throughout the school year. NWTV-Channel 7 and KNSU Ranger Radio are available to all Alva cable subscribers. The Northwestern News, KNSU, and NWTV provide content for the online student media network, www.RangerPulse.com, allowing individuals to access news articles, NWTV programming, and KNSU Ranger Radio from one location. Individuals can also connect with student media via YouTube, Facebook, and Twitter.

All students, regardless of major, are welcome to be involved with any of the campus student media. Most media staff positions are filled by student volunteers; however, there are a few paid positions within each area. For more information about participating in campus media, please contact Chair of the Communication Department, Mrs. Tamara Brown, at (580) 327-8429 or tbrown@nwosu.edu.

OFFICE OF RECRUITMENT

The Office of Recruitment is located in Fine Arts, room 117 on the Alva campus and room 102 on the Enid Campus. Recruitment services include:

- Admission process that includes all appropriate paperwork.
- Campus tours for prospective students and family members.
- Information directory for all campus operations.
- Recruitment and counseling of prospective students.
- Academic advisement referral.
- Special event coordinator for prospective students.
- Administers Accuplacer's Computerized Placement Tests (CPT).
- Northwestern Scholar Ambassador Coordinator.
- Twitter@NWOSUAdmissions
- Facebook: Northwestern Oklahoma State University Undergraduate Admissions

Northwestern Oklahoma State University is committed to the highest standards of honesty and integrity in supplying information produced by the institution for the purposes of marketing, advertising, recruiting or admissions services, financial charges, employability of graduates, and the nature of our educational programs. All messages are developed to provide the most accurate information to our campus community, potential students, potential employees, and the general public.

CAREER SERVICES

Northwestern's Alva campus Career Services is located in Fine Arts, room 207. The phone number is (580) 327-8547. Both offices offer a wide variety of services. Students and alumni are encouraged to make full use of these services.

The objective of career planning for undergraduates is to assist them in decision making by offering counseling and testing services.

Placement services include:

- On-campus and off-campus employment services.
- On-campus interviews.
- Credential services.
- Resume advisement.
- Career seminars.
- Career library.
- Job opportunity bulletins.
- Candidate employment referrals.
- Employer contacts.
- Career and Teacher fair.
- Career information dissemination.
- Employer information dissemination.
- Summer employment assistance.
- Career information speakers.

Planning services include:

- Counseling and assistance to all students regarding future job opportunities, hiring trends, etc.
- Counseling and assistance to students who are undecided about a major field of study.
- Testing and counseling services to help students identify aptitudes and how they can be developed to enhance employability.
- Use of the Focus 2 program to help in selecting the right college major and plan a career based on personal interests, values, skills, personality, and aspirations.
- Career Counseling.

STUDENT ID'S

Student ID cards can be obtained in the Dean of Student Affairs and Enrollment Management's office located on the first floor of the Fine Arts Building. Student ID's will be taken from 8:00 a.m. to 5:00 p.m. Monday through Friday. All students attending a campus location will need a valid student ID. Enid students should contact the Campus Police office and Woodward students contact the Campus Dean's office for new student ID's. If for any reason a replacement card is needed, the student will be charged for the replacement ID.

After a student has been issued one card, a charge of \$10.00 will be assessed on the replacement card and must be paid in the Business Office or the Student Services office on the Alva Campus, prior to the card being issued.

Student ID's are used for the cafeteria meal plan, financial aid identification, bookstore identification, free entrance to athletic events, Wellness Center access, and library privileges. Also some businesses offer special discounts to students with a Student ID.

RANGERNET

RangerNet, Northwestern's portal, plays a big role in the NWOSU student's academic life. RangerNet can be accessed by going to the Northwestern home page. RangerNet allows students to Add/Drop course(s), check Account Status, Tuition, Room and Board, and Meal Plans. It also allows students to check class schedules and course availability. By logging into RangerNet students can view financial aid information, any hold's, unofficial transcripts and much more. Students employed by the University may also view payroll information by accessing RangerNet.

EMAIL ACCOUNTS

All students enrolled at Northwestern are required to use a university email account. Student's email accounts will usually be created within 24 hours after their enrollment is processed. You can get complete instructions and policies by going to www.nwosu.edu/e-mail-access. Be sure to read all of the documents on that page.

It is extremely important that students open this account and check it regularly to receive vital information from the registry office, business office, financial aid office, faculty members, student services, campus organizations, administrators, and other campus entities. It is the student's responsibility to check the email account to remain informed about issues affecting their status at the institution.

Networked Information Resources Acceptable Use Policies and Procedures:

The NWOSU network is a shared resource acquired and maintained to carry out the education, research, and public service mission of the University. The NWOSU network comprises email messages, text messages, social media and social networking sites; computers, laptops, cell phones, email, and other electronic devices whether University owned or privately owned when linked to LAN and WiFi provided by the University. Communications over the network are often public in nature; therefore, faculty and staff are reminded that general rules and standards for professional behavior and communications will apply. Except for insignificant and incidental use, faculty and staff may not use the NWOSU network for personal, non-public or non-University purposes. The network is primarily intended for the use of faculty, staff and students. Others wanting access to the network, including PC's in labs, must first check with the supervisor of the equipment and pay such fees as set by the University.

Faculty, staff and students may employ e-mail as a mode of official communication. All NWOSU faculty, staff and students will be assigned and be required to use NWOSU email accounts for any official email correspondence. The University may rely on this medium to communicate official information; therefore, faculty, staff and students are responsible for checking and reading messages on their NWOSU email account on a regular basis.

Electronic mail and communication are not to be utilized by employees and students to share confidential information about students or employees. Employees have no expectation of privacy with regards to the use of electronic mail.

Network administrators may review files and communications to maintain system integrity. Users should not assume that files stored on university servers will be private. (Electronic Communications Privacy Act 18 USC §2701 (1988).) Users have no expectation of privacy with regards to any computer equipment belonging to NWOSU or to the use of the NWOSU network with private computer equipment. The University cooperates fully with all duly constituted law enforcement agencies in cases of violation of applicable law. Use of University Network facilities, services and information technologies does not alter basic codes of behavior of academic life.

Behaviors that are not permitted by the University include but are not limited to:

- Violation of local, State or federal laws, RUSO or University policy
- Sharing confidential information on students or employees
- Sending, sharing or displaying obscene pictures, images or messages
- Searching for, downloading, uploading, storing, sending, sharing or

- displaying child pornography
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Threatening, stalking, or harassing communications in violation of federal, state, or local laws, including but not limited to the Violence Against Women Act, Title IX of the Education Amendments of 1972 as amended, and Titles VI and VII of the Civil Rights Act of 1964, as amended
- Engaging in practices that threaten the integrity of the University computer facilities, services and information technologies (e.g., loading files that may introduce a virus or installing software not previously approved). Downloading and installation of software is only allowed with prior approval from Information Technology. This also applies to the installation of hardware.
- Violating copyright laws. For example, copying or downloading movies, music or other copyrighted materials is against the law. Peer- to-peer sharing of the copyrighted materials is also against the law.
- Using others' accounts
- Trespassing in others' folders, documents, or files
- Intentionally wasting limited resources
- Employing the network for personal enterprises or business purposes
- Violating the ONENET Acceptable Use Policy (<http://onenet.net/current-customers/acceptable-use-policy/>)
- Surveillance or taping of others and/or taking non-consensual or abusive advantage of another; examples include, but are not limited to, non-consensual video or audio taping of sexual activity.
- Internet use that constitutes invading rights of others to include, but not limited to, harassment based on sex, race, color, national origin or disability

The Network Supervisor will report inappropriate behaviors to the University administration who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action, including termination.

SOCIAL MEDIA POLICY

Northwestern Oklahoma State University has developed the following policy to recognize the rights of students and employees to use social media and to help clarify how best to enhance and protect personal, professional, and institutional reputations when participating in social media. For this purpose, social media is defined as media designed to be disseminated through online social interaction and created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook and YouTube.

Both in professional and institutional roles, employees and students need to follow the same legal and behavioral standards online as they would in real life. All laws, professional expectations, policies and procedures for interacting with students, parents, alumni, donors, media, and other University constituents apply to use of social media. Employees and students are responsible for anything they post to social media sites when representing themselves in a Northwestern official capacity.

This policy is subject to change as needed.

General Policies for Use of Social Media

Use of University Electronic Communications Network

Information stored on any University-owned communications equipment is considered by law to be property of Northwestern Oklahoma State University and the State of Oklahoma. Electronic data, including that involving social media sites, are subject to University storage and monitoring, and may be used in University or external investigations.

Posting to University Social Media Pages

The University welcomes interaction from users of social media on its social media pages, but does reserve the right to remove any and all content from sites at its discretion. Content posted by users does not reflect the positions or opinions of the University.

Student Information

Student information is protected by the Family Educational Rights and Privacy Act (FERPA). Generally, any student record maintained by the University and personally identifiable to a student is considered an education record under FERPA and is considered private. Any information obtained from a student's education record by an employee, student or volunteer in the course of performing University duties shall not be posted on a social media site. Violators of this policy are subject to University disciplinary action.

Employee Information

Any information about a University employee obtained through employee records and performance evaluations should be considered confidential. Posting of such information on a social media site is prohibited and will be considered a violation of University policy. Violators of this policy are subject to University disciplinary action.

Health Information

Health information of any employee or student is considered private and protected by state and federal law. Violators of this policy are subject to University disciplinary action. Employees and students of the Division of Nursing may be subject to additional privacy policies as set forth by that academic unit.

University Proprietary Property

Use of the University's logos, trademarks or trade names on social media sites is strictly prohibited unless prior written permission from the Office of University Relations has been received.

Personal Individual Use

Individual users, when speaking in their personal capacity and not on behalf of the University, should consider using personal (not University) email addresses when setting up accounts via social media. However, Facebook only allows .edu email addresses into University Networks, so using your University email is acceptable for Facebook if you wish to become a member of the Northwestern Oklahoma State University Network. Individual users of social media are personally responsible for the information they communicate and are reminded that anything posted can reflect upon the University, even if a disclaimer is included. Posts may result in liability for individual users.

Freedom of Expression

The University recognizes that freedom of expression is vital to the University's educational mission and intellectual exchanges are encouraged. Such an environment must foster acceptance, respect, openness and understanding. Student or employee posts on social media sites can result in disciplinary action when these posts are conducted on University time, on University-owned equipment, on a University web page, and/or would violate applicable federal and state laws or University policies.

Departmental and Student Organization Sites

Academic and administrative departments, and officially-recognized student clubs and organizations, may have their own social media sites upon written

approval from the Office of University Relations. However, it is recommended that these entities choose to leverage the main Northwestern pages first, rather than create additional sites. Creating multiple departmental social media sites dilutes the University's existing social media brand. Additional sites should be minimized and should only be created where a valid need exists.

- All departmental and student club sites must have a full-time appointed employee who is identified as being responsible for content (not a student). Ideally, the head of the department should review this content.
- Have a plan. Users should consider their messages, audiences and goals, as well as a strategy for keeping information on social media sites up-to-date.
- Whenever possible, link back to the Northwestern website or main social media pages. Ideally, posts should be brief, redirecting a visitor to content that resides within the Northwestern web environment.
- Protect the institutional voice. Posts on social media sites should protect Northwestern's institutional voice by remaining professional in tone and in good taste. No individual Northwestern department should construe its social media site as representing the University as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.
- When possible, departmental and student organization sites should be created using University email accounts established for their areas, not personal accounts or logins. Ex. recruit@nwosu.edu was used for <http://twitter.com/NWOSUAdmissions>. Contact Computer Services to request an email account if one has not been established. The University email address and password used to create this type of site will be provided to University Relations. For Facebook, a member of the University Relations staff will be given administrative access to all University-related Facebook Pages rather than email addresses/passwords.
- Mention and spell out Northwestern Oklahoma State University in its entirety in social media posts when possible to clearly identify the institution. Use of Northwestern or NWOSU is acceptable.
- The Office of University Relations would like to post information of interest to the campus community, as well as to future students and alumni on the main Northwestern social media sites. Information to be posted should be emailed to publicrelations@nwosu.edu. Information can be scheduled to post far in advance and departments are encouraged to provide calendar items as soon as they are solidified.
- Obey the Terms of Service of any social media platform employed.

- Departmental or student organization sites that fail to abide by the University's Social Media Policy may be removed or disabled.

Best Practices

This section applies to those providing official college postings on behalf of a University unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

- Think twice before posting. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the college. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Office of University Relations at ext. 8478.
- Strive for accuracy. Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the University in any capacity.
- Be respectful. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the University and its institutional voice.
- Remember your audience. Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers, and colleagues. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, identify your views as your own. If you identify yourself as a Northwestern faculty or staff member online, it should be clear that the views expressed are not necessarily those of the institution.

Social Media at Northwestern

Northwestern participates on many major social media sites. We can be found on:

- Facebook
- Twitter
- YouTube
- LinkedIn
- Snapchat

VETERANS

Northwestern Oklahoma State University assists students who are eligible to receive educational benefits from the Department of Veterans Affairs. All degree plans offered by Northwestern Oklahoma State University have been approved by the Oklahoma State Accrediting Agency for payment of federal benefits. The Northwestern Veterans Affairs Office will certify enrollment for payment of VA Educational Benefits for all students who meet eligibility criteria as set forth by the Department of Veterans Affairs.

The Northwestern Veterans Affairs Office maintains a positive working relationship with the Veterans Affairs Regional Office and other educational institution's veteran's affairs offices. This enables us to assist our students with VA and educational problems in a more effective manner. We are here to provide assistance in contacting other VA sources and to provide guidance in solving any problems they might encounter at the university.

Service to the student is our main objective. It is our goal to assist students in receiving all VA educational money they are entitled to and to receiving it in the timeliest manner.

Veterans or veterans' dependents interested in using their GI Bill® benefits should contact the VA Coordinator to determine what documents are required at the time of enrollment to avoid delay in processing. The office is located in the Fine Arts Building, room 126, Alva Campus. Returning students should contact the office of the VA Coordinator after pre-enrollment. *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.*

Northwestern Oklahoma State University is committed to the success of our students. Students enrolled at NWOSU are required to meet the attendance policy set forth by the university and their respective Department/Division of study. Starting in the Fall 2017 semester, NWOSU will be requesting attendance records from instructors for any VA students enrolled in their classes. The attendance records will be tracked by the VA Coordinator, Tiffany Misak, and provided to the VA when requested. An email will be sent to each VA student's instructor at the beginning of the semester informing them of the requirement to submit attendance records to Tiffany upon request. As an additional review of attendance records for VA students, Tiffany will have access to the NWOSU Early Alert System used by instructors to report any student who is at risk of not passing the class due to attendance or poor academic performance.

For more information, contact the VA Coordinator:
Northwestern Oklahoma State University
Mrs. Tiffany Misak
Email: tdmisak@nwsu.edu
Phone: (580) 213-3101
Fax: (580) 213-3150

www.nwsu.edu/student-services

Veteran's Affairs Documentation may be taken to each of the following locations:

- **Alva Campus: Fine Arts 126**
- **Enid Campus: Business Office**
- **Woodward Campus: Dean's Office**

EXPRESSIVE ACTIVITY POLICY

Purpose: Northwestern Oklahoma State University (NWSU) is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. NWSU encourages the free exchange of ideas.

Statement: Northwestern Oklahoma State University will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth by state and federal law. NWSU maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Contact the Dean of Student Affairs and Enrollment Management for information regarding expressive activities.

SEVERE WEATHER POLICY

In the event severe weather forces the cancellation or postponement of classes or campus events, the University will distribute official information through a combination of the following sources, the University website (www.nwsu.edu), campus email, text messaging alert system, the official University Facebook and Twitter accounts, local radio stations and Oklahoma City television stations.

In the event of an early morning closing, the University will make every attempt to make a decision by 6 a.m. Employees will receive a call from their immediate supervisor.

Whether or not the decision is made to close the campus or cancel classes, those off-campus students commuting to class should use their best judgment when deciding to travel to campus in severe weather conditions. Students who miss a class are urged to make contact with their instructors as soon as possible.

TRAVEL POLICY

Dates:

End of Fall Semester (December) – Friday, Saturday, and Sunday after last day of finals

Beginning of Spring Semester (January) – Friday, Saturday, and Sunday before the first day of classes

Times of Departure (December):

- Bus will leave, from Alva, every morning at 6:00 a.m. and 2:00 p.m. and arrive at the destination city at approximately 9:00 a.m. and 5 p.m.
- Airplane/Bus/Train travel arrangements should be made after 10:30 a.m. or 6:30 p.m. to ensure enough time to board the airplane/bus/train.

Times of Arrival (January):

- Bus will leave, from Alva, at approximately 9:00 a.m. and 5:00 p.m. and arrive at the destination city at approximately 12:00 p.m. and 8 p.m.
- The 1st bus will pick up anyone who is waiting up till 1:00 p.m. and the 2nd bus will pick up anyone who is waiting up till 9:00 p.m.
- Arrivals after 9:00 p.m. will have to wait until the next day to be picked up by Northwestern.

PLEASE NOTE: Transportation will be provided on the dates listed **ONLY**.

- You must notify the Student Affairs office **ten (10) working days** in advance of arrival/departure for travel arrangements to be made (SEE NEXT LINE – Must provide copy of ticket).
- If traveling by airplane, you will be **required** to provide flight documentation (copy of ticket) including **airline, flight number, and time of arrival/departure** (U.S. Central time).
- If traveling by bus/train, you will be **required** to provide bus/train documentation (copy of ticket) including **name of bus line, and time of arrival/departure** (U.S. Central time).
- **If flight/bus/train confirmation is not given, transportation will not be provided.**
- Transportation will be to/from **Wichita, Kansas and Oklahoma City, Oklahoma** airports and/or bus/train stations.
- **Flights departing before 9:00 a.m. – Transportation will occur the day before:** You must make your own overnight arrangements in Oklahoma City or Wichita.
- It is your responsibility to contact the Student Services office and your driver if

your flight is delayed or cancelled (a number will be given to you when you turn in your travel information). You will not be picked up if you fail to contact Student Services.

- You are responsible for making overnight arrangements if you have to stay in Oklahoma City or Wichita. You are also financially responsible for any costs associated with the overnight arrangements (NWOSU will not pay for any overnight fees).
- Every effort will be made to accommodate students; however, riders will be **consolidated to make every attempt to include all students.**
- If you would like to travel on a **different day** the cost is \$90.00 each way and will be responsible for securing a driver from the student services approved list of drivers.
- Students will be limited to 1 carry-on and 2 bags.
- **To sign up for transportation contact Rebecca Cook at rlcook@nwosu.edu or at (580) 327- 8435**
- **Students can also sign up for transportation online by going to <https://www.nwosu.edu/forms/student-travel-request>**

STUDENT HEALTH SERVICES

Oklahoma state law requires that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases. If you cannot verify your immunizations you will need to be re-immunized. Medical, religious and personal exemptions are allowed by law and such requests must be made in writing using the Northwestern Student Immunization form at www.nwosu.edu/forms/immunization-form.

In order to enroll as a full-time or part-time student at Northwestern, Oklahoma law requires students to provide written documentation of vaccinations against Hepatitis B and Measles, Mumps, and Rubella (MMR) using the NWOSU Student Immunization form. This applies to all students of any age or at any stage of their education. Exemptions from this requirement may be made by providing a written statement from a physician stating that the vaccine is medically contraindicated or by signing a waiver. These vaccinations can be obtained from your family doctor or your community's health department. University housing requires a meningitis form to be completed prior to a room being assigned.

Forms and information available online at:
www.nwosu.edu/uploads//immunization-policy.pdf.

All meningitis forms must be turned into or mailed to the Director of Housing. For questions concerning the meningitis policy please contact Kaylyn Hansen at (580) 327-8418 or klhansen@nwosu.edu.

All international students are required to have a Tuberculosis Skin Test. They must provide proof of negative test results in the United States. If test result is positive, the student must have a chest x-ray verification that the student does not have TB. For more information please contact the International Student Advisor. For more information please contact the International Student Advisor, Rebecca Cook, at (580) 327-8435 or rlcook@nwsu.edu. Immunization policy also applies to International students.

Check our website at www.nwsu.edu/student-health-services to learn more about meningococcal, tetanus, Hepatitis B, and mumps vaccines. For more information on health related services, please contact the Student Affairs office at (580) 327-8414 or stop by Fine Arts 126.

COUNSELING CENTER

The Counseling Center seeks to support the emotional, personal, social, and intellectual growth of all members of the university community. This goal is accomplished by way of a broad range of counseling services that are provided by the Center. Sessions with the counselor are confidential. The counselor also provides consultation to staff, faculty, and student groups and organizations throughout the university community. The Counseling Center is located in the Fine Arts Building, room 208 on the Alva campus.

The Counseling Center provides services to help students develop in the unique college environment. The school counselor helps students face the challenges they encounter:

- personal issues and concerns
- time management
- stress
- relationship problems
- loneliness
- homesickness
- adjustment issues
- crisis response

Referrals **MAY** be made for the more serious difficulties students and employees may encounter such as:

- depression
- anxiety
- alcohol/substance abuse
- grief
- trauma
- dating and sexual violence
- other personal and mental health concerns

There are many options / agencies the counselor can make a referral to. Payments may vary depending on the agencies costs.

Counseling sessions are scheduled by appointment. You may call the Northwestern Counseling Office at (580) 327-8547 to set up an appointment. Hours of operation are 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. Monday through Friday.

SERVICE ANIMALS

For information regarding service animals on campus at Northwestern Oklahoma State University, please contact the Dean for Student Affairs and Enrollment Management at 580-327-8415.

INTERNATIONAL STUDENT OFFICE

The International Student Office is located in Room 208 of the Fine Arts building on the Alva Campus. The office is open Monday through Friday from 8:00 a.m. to 12:30 and 1:30 p.m. to 5:00 p.m. The phone number is (580) 327-8435 or you can e-mail Rebecca Cook at rlcook@nwosu.edu. Some of the services provided to International students by this office include:

- International Admissions
- Transportation
- Housing Assistance
- Student Visa Matters
- International Student Organization
- Personal Advising

CODE OF STUDENT CONDUCT STUDENTS' OBLIGATIONS AND REGULATIONS

If you are found to be in violation of University conduct policies, you will forfeit any refund of charges based on the disciplinary action taken by the University.

Each student assumes an obligation to obey all rules and regulations made by the university, to preserve faithfully all property provided by the State for his or her education, and to discharge duties as a student with diligence, fidelity, and honor. The term "student" includes all persons enrolled at the university, both full-time and part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term but who have a relationship with the university are considered "students." This definition includes but is not limited to incoming freshmen, transfer students, anyone participating in university sponsored programs and activities for students, and persons who enroll for courses from time to time.

Failure to observe the following regulations will subject the student to disciplinary action:

a) Acts of Dishonesty: No student shall commit acts of dishonesty, including but not limited to the following:

- 1) Cheating, plagiarism, or other forms of academic dishonesty.
- 2) Furnishing false information to any university official, faculty member, or office.
- 3) Forgery, alteration or misuse of any university document, record, or instrument of identification.
- 4) Falsifying or participating in the falsification of any university record.
- 5) Assuming the identity of another.
- 6) Any other act of dishonesty which adversely affects the university or the pursuit of its objectives.

b) Alcohol: The use, possession, manufacturing, distribution, and/or being under the influence of alcoholic beverages and/or low point beer, as defined by Oklahoma law, on the campus or at any on-campus activity sponsored by or for a student organization or any other university sponsored activity for students is not permitted. Campus includes but is not limited to university housing including sorority and fraternity housing.

c) Change of Address: Students must notify the Registrar's Office of their current address. Failure to do so may result in disciplinary action.

d) Technology Theft and/or Abuse: Technology theft or other abuse of

computer resources and facilities, including but not limited to the following is not permitted:

- 1) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- 2) Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
- 3) Unauthorized transfer of a file.
- 4) Use of another's identification and password.
- 5) Use of computing facilities to interfere with the work of another student, faculty member, or university official.
- 6) Use of computing facilities to send obscene or abusive messages.
- 7) Use of computing facilities to willfully publish, distribute or exhibit any obscene expression.
- 8) Use of computing facilities to interfere with normal operation of the university computing system.
- 9) Use of computing facilities and resources in violation of copyright laws.

e) Controlled Substances: The use, possession, manufacturing, distribution and/or being under the influence of controlled dangerous substances or controlled substances as defined by Oklahoma law, except as expressly permitted by law and/or University policy is not permitted. The inappropriate use, misuse, or abuse of prescription or over-the-counter medications is also not permitted.

f) Disturbing the Peace and Destruction of Property: No student or group of students shall disturb the peace, injure any person, (including hazing), damage or remove university property, or disrupt the functions of the university including its teaching, research, administration, or disciplinary proceedings, public-service functions or other authorized university activity, or interfere with its faculty or staff in the performance of their duties. No student shall encourage or in any way participate in the formation or prolonging of such a gathering.

g) Failure to Comply: Failure to comply with the directive of a university official or law enforcement officer acting in the performance of his or her duties or failure to identify oneself to these persons when requested to do so may result in disciplinary action.

h) Off Campus: Students may also be subject to university disciplinary action for actions committed off university property.

i) Payment of Accounts: Students shall make satisfactory arrangements for the settling of university accounts promptly. Failure on the part of a student to make satisfactory arrangements for the settlement of a university account by the due date will result in a late payment penalty. Continued failure to settle the account will result in either suspension or the placing of a "hold" on the student's records.

A student may neither re-enroll, receive a diploma, nor obtain a transcript until the student has (1) cleared the account, and (2) paid the assessed service charge to cover the administrative expense involved in placing the “hold” on the record.

j) Personal Behavior: Each student shall maintain the highest standards of integrity, honesty, and morality and shall obey the university rules and regulations.

k) Public Law: All students are expected to comply with all local, state and federal laws.

l) Weapons: The possession or firing of firearms, fireworks, explosives or weapons or imitations of weapons including but not limited to bows, knives, or guns by students is prohibited on campus, in any student residence, sorority, fraternity, approved private housing or university operated facility, except as they are used in officially approved university programs.

m) Sexual Misconduct: Northwestern Oklahoma State University will neither tolerate nor condone any form of sexual misconduct, whether physical, mental, verbal, or emotional in nature. See the Sexual Assault Misconduct and Stalking Policy for further details.

n) Tobacco: The use, sale, or distribution of all tobacco products is prohibited on NWOSU campuses. See the Tobacco Free Campus Policy for further details.

o) Drugs and Paraphernalia: Possession of any form illegal contraband or paraphernalia usually associated with the use of narcotics and/or drugs is against university policy. This also includes prescription drugs obtained without authorization, prescribed drugs, and over-the counter drugs not being used for their intended purposes. Students and employees found using, possessing, selling, distributing, or being under the influence of an illegal chemical substance anywhere on university property or while representing the university may be subject to dismissal from university housing or the university and be referred to the proper legal authorities.

SANCTIONS

The conduct officer may authorize the following sanctions for violation of university regulations and may include one or a combination of the following:

a) Warning.

b) The imposing of specified restrictions, including but not limited to: letter of apology, presentation of a workshop, preparation of a research paper or project, social probation, community service, assessment or evaluation, counseling, restitution for damages, punitive fines, eviction from university housing, loss of privileges (i.e., visiting privileges in housing or denial of access to computer

services), or any combination of the above, and any other appropriate penalty.

c) Conduct probation. A student may be placed on conduct probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's personnel folder and the disciplinary hold on his or her record is removed at the discretion of the conduct officer.

d) Suspension. A student may be suspended from the University for Reasons of conduct for a definite period of time not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold will be placed on the transcript during the period of suspension.

e) Expulsion. When a student is expelled, a record of this action will be made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the university.

f) Degree revocation or rescission of credit.

TEMPORARY SUSPENSION

a) The conduct officer may impose a university or university housing temporary suspension prior to the student conduct conference.

b) Temporary suspension may be imposed only:

1) To ensure the safety and well-being of members of the university community or preservation of university property;

2) To ensure the student's own physical or emotional safety and well-being; and/or

3) If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.

c) During the temporary suspension, a student may be denied access to university housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the conduct officer may determine to be appropriate.

d) The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required.

e) The student shall be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of a subsequent show cause meeting at which the student may show cause why his or her continued presence on the campus or in university housing does not constitute a threat.

APPEALS PROCESS OF UNFAIR TREATMENT:

A student who feels that he/she has been treated unfairly has the right to request a hearing before the Dean of Student Affairs and Enrollment Management.

Initiation of the Appeal of unfair treatment: To initiate an appeal, a student must make the request. The request and reason for appeal shall be submitted in writing, by hard copy, signed, and dated, to the Dean of Student Affairs and Enrollment Management within twenty-four (24) hours (not including state holidays or weekends) after the disciplinary decision is rendered.

APPEALS PROCESS OF SUSPENSION, EXPULSION, OR DEGREE REVOCATION

The decision of the conduct officer shall be final and not appealable except in cases of suspension, expulsion or degree revocation which may be appealed to a committee on student conduct.

Composition and Quorum of the Committee: A committee will be created to consider the appeal of cases resulting in suspension, expulsion, degree revocation or rescission of credit of students. The committee shall be appointed by the president of the university who shall have the authority to determine the composition of the committee. The committee may include (1) faculty members whose primary duties are not concerned with the administration of student conduct and affairs; (2) students, and (3) administrative employees whose primary duties are not concerned with the administration of student conduct and affairs.

Faculty Members: In those universities where Faculty Senates are organized, the president will receive nominations for committee memberships from the Faculty Senate, provided that

Faculty Senate nominations must be submitted within thirty (30) university business days from time of notification that a vacancy(s) exists. Provided further, that if nominations are not made within thirty (30) days, the president will fill the vacancy(s) from the faculty.

Student Members: The student members of the committee shall be nominated by the Student Senate or similar student governing body, provided that said nominations must be submitted within (30) university business days from the time of notification that a vacancy exists. Provided further, that if nominations are not made within the allotted time the president will fill the vacancy from the student body. A student instituting an appeal to the committee shall have the right to exclude the student members of the committee upon proper request.

Administrative Staff Members: In those universities where administrative staff councils are organized, the president will receive nominations for committee memberships from the administrative staff council, provided that nominations must be submitted within thirty (30) university business days from time of notification that a vacancy exists. Provided further, that if nominations are not made within thirty (30) days, the president will fill the vacancy from the administrative staff. At those universities at which there is no administrative staff council, the senior student affairs officer may appoint qualified administrative staff members.

Quorum: A quorum of the committee shall consist of a majority of the currently appointed members of the committee.

Initiation of the Appeal: To initiate an appeal, a student must make the request. The request and reason for appeal shall be submitted in writing, by hard copy, signed, and dated, to the conduct officer within twenty-four (24) hours (not including state holidays or weekends) after the disciplinary decision is rendered.

Effect of an Appeal: If the student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will not become effective until after a hearing before the committee unless a temporary suspension remains in place in accordance with the policies herein.

Explanation of Rights: Prior to the commencement of any disciplinary action provided for herein, the conduct officer shall explain to the accused student the student's rights under the terms and conditions of these rules and regulations.

Hearing Before Committee:

- a) The conduct officer will notify the accused student in writing of the date, time, and place of the hearing, the reason for the hearing, and the procedures and possible outcomes.
- b) All hearings are closed and information presented in them and all supporting documents are confidential.
- c) During the hearing, the accused student may be accompanied by an advisor of the student's choice so long as the availability of the advisor does not hamper the timeliness of the hearing. The student may choose to have an attorney serve as advisor; however, the advisor does not represent the student in a student conduct hearing and the student will be expected to speak for him or herself at all times.
- d) During the hearing, the student has the opportunity to offer information on his or her own behalf and to review all information, statements, or evidence presented.

e) The chair of the committee will decide any questions or objections to hearing procedures that are raised during the hearing.

f) Members of the committee may ask questions of any person present during the hearing and the chair will invite questions and comments from the accused student if present. Since decisions are based only on the preponderance of evidence introduced at the hearing, the chair may reconvene the hearing if the committee decides that essential information has not been presented. The hearing shall be reconvened at the earliest practical time that the necessary information will be available.

g) After the chair has determined that all necessary information has been presented and questions answered, the committee will go into closed session and all other persons will be excused. The committee will determine whether or not it believes the accused student is responsible for a violation of the regulations and, if so, whether the penalties determined by the conduct officer are reasonable. The committee hearing will result in one of two outcomes:

- 1) That the conduct officer's determination is affirmed; or
- 2) That the conduct officer's determination is modified or reversed.

h) The committee's decision shall be final unless within three (3) days following the entry thereof, the student lodges a written appeal with the president of the university. Appeals with the president shall relate to procedural matters only.

Expulsion Hearing before Committee:

When expulsion is a possible sanction due to the seriousness of the offense, the Oklahoma Administrative Procedures Act relating to disciplinary expulsions will apply. The following pertinent sections of the Act are included in this section for ease of reference. (75 O.S. § 309 et. seq. as amended).

Individual Proceedings-Notice Hearing:

a) In an individual proceeding, all parties shall be afforded an opportunity for hearing after reasonable notice.

b) The notice shall include:

- 1) A statement of the time, place, and nature of the hearing;
- 2) A statement of the legal authority and jurisdiction under which the hearing is to be held;
- 3) A reference to the particular sections of the statutes and rules involved; and
- 4) A short and plain statement of the matters asserted. If the university or other party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved. Thereafter, upon application, a more definite and detailed statement shall be furnished.

- c) Opportunity shall be afforded all parties to respond and present evidence and argument on all issues involved.
- d) Deliberations by administrative heads, hearing examiners, and other persons authorized by law may be held in executive session pursuant to paragraph 8 of section 307 of Title 25 of the Oklahoma Statutes.
- e) Unless precluded by law, informal disposition may be made of any individual proceeding by stipulation, agreed settlement, consent order, or default.
- f) The record in an individual proceeding shall include:
 - 1) All pleadings, motions and intermediate rulings;
 - 2) Evidence received or considered at the individual proceeding;
 - 3) A statement of matters officially noticed;
 - 4) Questions and offers of proof, objections, and rulings thereon;
 - 5) proposed findings and exceptions;
 - 6) Any decision, opinion, or report by the officer presiding at the hearing; and
- 7) All other evidence or data submitted to the hearing examiner or administrative head in connection with their consideration of the case provided all parties have had access to such evidence.
- g) Oral proceedings shall be electronically recorded. Such recordings shall be maintained for such time so as to protect the record through judicial review. Copies of the recordings shall be provided by the university at the request of any party to the proceeding. Costs of transcription of the recordings shall be borne by the party requesting the transcription. For judicial review, electronic recordings of an individual proceeding, as certified by the university, may be submitted to the reviewing court by the university as part of the record of the proceedings under review without transcription unless otherwise required to be transcribed by the reviewing court. In such case, the expense of transcriptions shall be taxed and assessed against the non-prevailing party. Parties to any proceeding may have the proceedings transcribed by a court reporter at their own expense.
- h) Findings of fact shall be based exclusively on the evidence received and on matters officially noticed in the individual proceeding unless otherwise agreed upon by the parties on the record. (See 75 O.S. § 309)

Procedures before Agency:

In individual proceedings:

- 1) Agencies may admit and give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct

of their affairs. They shall give effect to the rules of privilege recognized by law in respect to: self-incrimination; confidential communications between husband and wife during the subsistence of the marriage relation; communication between attorney and client, made in that relation; confessions made to a clergyman or priest in his or her professional capacity in the course of discipline enjoined by the church to which he or she belongs; communications made by a patient to a licensed practitioner of one of the healing arts with reference to any physical or supposed physical disease or of knowledge gained by a practitioner through a physical examination of a patient made in a professional capacity; records and files of any official or agency of any state or of the United States which, by any statute of a state or of the United States are made confidential and privileged. No greater exclusionary effect shall be given any such rule or privilege than would obtain in an action in court. Universities may exclude incompetent, irrelevant, immaterial and unduly repetitious evidence. Objections to evidentiary offers may be made and shall be noted in the record. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form;

2) Documentary evidence may be received in the form of copies or excerpts if the original is not readily available. Upon request, parties shall be given an opportunity to compare the copy with the original;

3) A party may conduct cross-examinations required for a full and true disclosure of the facts;

4) Notice may be taken of judicially cognizable facts. In addition, notice may be taken of generally recognized technical or scientific facts within the universities' specialized knowledge. Parties shall be notified either before or during the hearing, or by reference party may request the disqualification of a hearing examiner or agency member, on the grounds of his inability to give a fair and impartial hearing, by filing an affidavit, promptly upon discovery of the alleged disqualification, stating with particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be accorded. The issue shall be determined promptly by the administrative head of the agency, or, if it affects a member or members of the agency, by the remaining members thereof, if a quorum. Upon the entry of an order of disqualification affecting a hearing examiner, the agency shall assign another in his stead or shall conduct the hearing itself. Upon the disqualification of a member of an agency, the agency shall proceed with the proceeding if a quorum remains. If a quorum no longer exists, by virtue of the member's disqualification, the Governor immediately shall appoint a member pro tempore to sit in place of the disqualified member in that proceeding. In further action, after the disqualification of a member of an agency, the provisions of Section 311 of this title shall apply. (See 75 O.S. § 316)

5) Any party shall at all times have the right to counsel, provided that such counsel must be duly licensed to practice law by the Supreme Court of Oklahoma, and provided further that such counsel shall have the right to appear and act for and on behalf of the party he or she represents.

6) A party may request the exclusion of witnesses to the extent and for the purposes stated in Section 2615 of Title 12 of the Oklahoma Statutes. Exclusion of a witness shall not be a violation of the Oklahoma Open Meeting Act. (See 75 O.S. § 310)

Proposed Orders:

a) If the administrative head of an agency has not heard the case or read the record of an individual proceeding, a final agency order adverse to a party shall not be made until a proposed order is served upon the party, and an opportunity is afforded to the party to file exceptions and present briefs and oral argument to the administrative head who is to render the final agency order. The proposed order shall be accompanied by a statement of the reasons therefore and of each issue of fact or law necessary to the proposed order, prepared by the hearing examiner or by one who has read the record.

b) Such proposed order shall be served upon the parties at least fifteen (15) days prior to a hearing or meeting at which the administrative head is to consider or render a decision on the proposed order. At such hearing or meeting, the parties shall be afforded an opportunity to present briefs and oral arguments concerning the proposed order.

c) The parties by written stipulation may waive compliance with this section. (See 75 O.S. § 311)

Final Orders – Contents-Notification:

a) A final university order adverse to a party shall:

1) Be in writing; and

2) Include findings of fact and conclusions of law, separately stated. Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. If, in accordance with university rules, a party submitted proposed findings of fact, the final university order shall include a ruling upon each proposed finding.

b) Parties shall be notified either personally or by certified mail, return receipt requested, of any final university order. Upon request, a copy of the order shall be delivered or mailed forthwith to each party and to his or her attorney of record. (See 75 O.S. § 312)

Agency Members Not to Communicate:

Unless required for the disposition of ex parte matters authorized by law, members or employees of an agency assigned to render a decision or make findings of fact and conclusions of law in an individual proceeding shall not communicate, directly or indirectly, in connection with any issue of fact, with any person or party, nor, in connection with any issue of law, with any party or his representative, except upon notice and opportunity for all parties to participate. An agency member (1) may communicate with other members of the agency, and (2) may have the aid and advice of one or more personal assistants. (See 75 O.S. § 313)

Implementation of Emergency Action Pending Outcome of Proceedings:

As authorized by or pursuant to law, if an agency finds that the public health, safety, or welfare imperatively requires emergency action, has promulgated administrative rules which provide for such action and incorporates a finding regarding the emergency in its order, emergency actions may be ordered pending the final outcome of proceedings instituted pursuant to this article. (See 75 O.S. § 314.1)

Furnishing of Information, Attending of Witnesses and Production of Books, Records, etc. – Subpoenas:

A. 1. The agency conducting any individual proceeding shall have power to require the furnishing of such information, the attendance of such witnesses, and the production of such books, records, papers or other objects as may be necessary and proper for the purposes of the proceeding.

2. The agency, or any party to a proceeding before it, may take the depositions of witnesses, within or without the state, in the same manner as is provided by law for the taking of depositions in civil actions in courts of record. Depositions so taken shall be admissible in any proceeding affected by this act. Provided, however, all or any part of the deposition may be objected to at time of hearing, and may be received in evidence or excluded from the evidence by the agency or individual conducting the hearing in accordance with the law with reference to evidence in this act or with reference to evidence in courts of record under the law of the State of Oklahoma.

B. In furtherance of the powers granted by subsection A of this section, any agency, administrative head, hearing examiner or any other duly authorized member or employee thereof, upon its own motion may, and upon the request or any party appearing in an individual proceeding shall:

1. Issue subpoenas for witnesses;

2. Issue subpoenas duces tecum to compel the production of books, records, papers or other objects, which may be served by the marshal of the agency or by any person in any manner prescribed for the service of a subpoena in a civil action; or

3. Quash a subpoena or subpoena duces tecum so issued; provided, prior to quashing a subpoena or subpoenas duces tecum the agency shall give notice to all parties. A subpoena or subpoenas duces tecum may not be quashed if any party objects.

C. 1. In case of disobedience to any subpoena issued and served under this section or to any lawful agency requirement for information, or of the refusal of any person to testify to any matter regarding which he may be interrogated lawfully in a proceeding before an agency, the agency may apply to the district or superior court of the county of such person's residence or to any judge thereof for an order to compel compliance with the subpoena or the furnishing of information or the giving of testimony. Forthwith the court or the judge shall cite the respondent to appear and shall hear the matter as expeditiously as possible.

2. If the disobedience or refusal is found to be unlawful, the court, or the judge, shall enter an order requiring compliance. Disobedience of such an order shall be punished as contempt of court in the same manner and by the same procedure as is provided for like conduct committed in the course of judicial proceedings. (See 75 O.S. § 315)

Disqualification of Hearing Examiner or Agency Member:

A hearing examiner or agency member shall withdraw from any individual proceeding in which he cannot accord a fair and impartial hearing or consideration. Any party may request the disqualification of a hearing examiner or agency member, on the grounds of his inability to give a fair and impartial hearing, by filing an affidavit, promptly upon discovery of the alleged disqualification, stating with particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be accorded. The issue shall be determined promptly by the administrative head of the agency, or, if it affects a member or members of the agency, by the remaining members thereof, if a quorum.

Upon the entry of an order of disqualification affecting a hearing examiner, the agency shall assign another in his stead or shall conduct the hearing itself. Upon the disqualification of a member of an agency, the agency shall proceed with the proceeding if a quorum remains. If a quorum no longer exists, by virtue of the member's disqualification, the Governor immediately shall appoint a member pro tem to sit in place of the disqualified member in that proceeding. In further action, after the disqualification of a member of an agency, the provisions of Section 311 of this title shall apply. (See 75 O.S. § 316)

Rehearing, Reopening or Reconsideration of Agency Decision:

A. A final agency order issued by an administrative head of an agency shall be subject to rehearing, reopening or reconsideration by such administrative head. Any application or request for such rehearing, reopening or reconsideration shall be made by any party aggrieved by the final agency order within ten (10) days from the date of the entry of such final agency order.

The grounds for such action shall be either:

1. Newly discovered or newly available evidence, relevant to the issues;
2. Need for additional evidence adequately to develop the facts essential to proper decision;
3. Probable error committed by the agency in the proceeding or in its decision such as would be ground for reversal on judicial review of the final agency order;
4. Need for further consideration of the issues and the evidence in the public interest; or
5. A showing that issues not previously considered ought to be examined in order properly to dispose of the matter.

B. The order of the agency granting rehearing, reconsideration or review, or the petition of a party therefor, shall set forth the grounds which justify such action.

C. Nothing in this section shall prevent rehearing, reopening or reconsideration of a matter by any agency in accordance with other statutory provisions applicable to such agency, or, at any time, on the ground of fraud practiced by the prevailing party or of procurement of the order by perjured testimony or fictitious evidence.

D. On reconsideration, reopening, or rehearing, the matter may be heard by the agency, or it may be referred to a hearing examiner. The hearing shall be confined to those grounds upon which the reconsideration, reopening or rehearing was ordered.

E. If an application for rehearing shall be timely filed, the period within which judicial review, under the applicable statute, must be sought, shall run from the final disposition of such application. (See 75 O.S. § 317)

Administrative Appeal:

Any order of the committee on affirming the expulsion of a student shall be final, unless, within three (3) days following the entry thereof, a student lodges a written appeal with the president of the university. Appeals to the president shall relate to procedural matters only.

ACADEMIC DISHONESTY

All forms of academic dishonesty including cheating, plagiarism, unauthorized possession of exams or other materials, forgery, or alteration or misuse of university records, are subject to disciplinary action by the university. The forgery of faculty signatures is prohibited. You must get authentic signatures on all official documents.

UNAUTHORIZED FILE SHARING POLICY

It is against Northwestern Oklahoma State University's Acceptable Use Policy to engage in activities that would violate federal copyright laws. See the website www.copyright.gov for information. For example, copying or downloading movies, music, or other copyrighted materials is against the law. Peer to peer sharing of the copyrighted materials is also against the law and may be subject to civil and criminal liabilities. A summary of liabilities is available at <http://www.copyright.gov/title17/92chap5.html#506>.

NWOSU relies on two methods to combat illegal file sharing:

1. A subscription based appliance that blocks known Peer-to-Peer protocols
2. Notification from our Internet Service Provider. Upon notification from our ISP of unlawful activity:
 - a) The NWOSU Information Technology department will notify administration of the violation.
 - b) Using information gathered by our ISP, network activity will be monitored to determine the location of the suspect computer.

Once found, Information Technology will take necessary measures to halt the unlawful activity on the NWOSU network. Violators may be subject to civil and criminal liabilities, and the University may take action for violation of the Acceptable Use Policy.

Legal File Sharing Alternative

In 2015, Information Technology and Student Affairs have reviewed policies regarding legal file sharing alternatives. Northwestern will work to assist students in legal file sharing activities in order to combat illegal downloads. As part of its review, Northwestern has provided its students a list of resources for legal file sharing and downloads, that is available at <http://www.educause.edu/legalcontent>.

The NWOSU library offers DVD movies for checkout to current Northwestern Students and Employees.

Policy Review

NWOSU periodically reviews its policies and alternatives. For more information, please contact the Office of Information Technology.

Unauthorized File Sharing Policy:

<https://www.nwosu.edu/uploads//student-services/consumer-info/unauthorizedfilesharingpolicy.pdf>

OTHER GENERAL REGULATIONS

Campus Solicitations: Solicitations, any dissemination or posting of literature, writing, drawing or marking on an interior or exterior wall or streets with any medium, picketing, or drawing of assemblages or meeting for the purpose of promoting either sales or causes may not be done by an official group, organization, or person without clearance and permission of the office of the Dean of Student Affairs and Enrollment Management on the Alva campus and the Coordinator of Student Services on the Enid campus, or the Dean of the Woodward Campus.

Classroom Conduct: No children are allowed in the classroom even with parents while class is in session.

Sign Painting: No signs, regardless of the type of paint used, may be painted on the streets, sidewalks, walls, buildings, or other university property.

Standard of Dress: The University expects all students to dress appropriately on the campus.

Social Activities Scheduling: All social events must be scheduled in the office of the Dean of Student Affairs and Enrollment Management, the Director of Student Life and Housing (Alva) or the Coordinator of Student Services (Enid) or the Dean of the Woodward campus and must be approved for entry on the official school calendar.

Sponsors or Chaperones: Faculty members who are recognized as sponsors for university approved organizations are automatically expected to sponsor and be present at meetings and social affairs held in the name of the organizations.

Information: The Code of Student Conduct is not a contract and serves only as guidance for the fulfillment of acceptable and fair procedures. The standard of review in all hearings is by preponderance of the credible evidence. The Regional University System of Oklahoma has the authority and may modify the Code of Student Conduct at any time.

In addition, the procedures contained herein may be modified by the University at any time in order to effectuate justice.

POSTER POLICY

Any information posted on the Student Services and/or SGA Bulletin Boards must follow these guidelines

Approved student organizations & university departments may post flyers when following the appropriate guidelines:

1. Bring or e-mail the original flyer to the office of the Dean of Student Affairs/Enrollment Management
2. Flyer must be approved by the Dean of Student Affairs/Enrollment Management
3. Include the name of the sponsoring organization on the flyer
4. Flyers may be approved for a maximum of two weeks
5. Sponsoring organization must remove the flyers after the event or two week period
6. Posters larger than 8 ½ x 11 inches must be approved by the Dean of Student Affairs/Enrollment Management
7. Flyers posted in the Cafeteria must be approved by the Director of Dining (580-327-8622)
8. Flyers must be posted on bulletin boards

Do not post:

- using duct tape
- on glass doors
- outside of buildings on any object such as trees, walls, tables, trashcans, etc.
- painted walls
- vehicles and car windshields

Community flyers may be posted on designated bulletin boards upon following the appropriate guidelines:

1. Flyer must be approved by the faculty/staff sponsor of a student organization
2. Include the name of the sponsoring organization on the flyer
3. Bring or e-mail the original flyer to the office of the Dean of Student Affairs/Enrollment Management.
4. Flyer must be approved by the Dean of Student Affairs/Enrollment Management
5. Flyers may be approved for a maximum of two weeks
6. The flyer must be removed by the group that posted the flyer after the event or two week period
7. Posters larger than 8 ½ x 11 inches must be approved by the Dean of Student Affairs/Enrollment Management
8. Do not post on campus event bulletin boards

9. Flyers must be posted on bulletin boards

Do not post:

- using duct tape
- on glass doors
- outside of buildings on any object such as trees, walls, tables, trashcans, etc.
- painted walls
- vehicles and car windshields

Chalking of sidewalks to advertise events must be done with the approval of the Dean of Student Affairs/Enrollment Management. Contact appropriate campus Dean in Woodward and Enid.

INFECTIOUS DISEASE

Northwestern will analyze individual circumstances and respond to each person with any type of infectious disease on a case-by-case basis. The university recognizes that no single policy statement can govern every situation; thus, individual cases shall be considered on their own needs and merits.

Students with diagnosed infectious diseases will be allowed normal access to the university as long as they pose no health risk to other students or employees. They shall have the same rights as other students, free of discrimination on the basis of their infection.

Students with a diagnosed infectious disease will have access to counseling and health services. Northwestern will establish communication and referral links to community and state agencies to assist in providing supportive services. Confidentiality will be carefully maintained in accordance with all legal requirements. Information about infectious diseases may be obtained in the office of the Dean of Student Affairs and Enrollment Management.

DRUG-FREE SCHOOLS POLICY STATEMENT

Northwestern Oklahoma State University (NWOSU) recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. It is the intent of the University to educate students and employees about the dangers of drug and alcohol abuse, and to discourage the illegal use, manufacture, possession, dispensation, and distribution of drugs and alcohol.

Accordingly, NWOSU adopts the following policy:

The unlawful manufacture, possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees on NWOSU property, or as a part of any University sponsored activity, is strictly prohibited. All students and employees must abide by this policy as a condition of enrollment or employment.

Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy.

SANCTIONS

Under Federal and State Regulations, the University must impose sanctions for violation of its Drug-Free Schools Policy. University sanctions include but are not limited to reprimand, restriction of activities, conduct probation, suspension, expulsion, and termination of employment. The University may also require the completion of an approved rehabilitation program at the employee's or student's expense. A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. Students convicted of possessing or selling illegal drugs while receiving Title IV FSA funds may be ineligible to receive additional funds for a time period depending on whether the conviction was for possessing or selling illegal drugs or whether the student has previous offenses. To regain eligibility, contact the Director of Financial Aid at NWOSU. It should be noted by employees that they are also subject to the University's Drug-Free workplace policy. Employees are referred to that policy for additional sanctions.

It is also within the discretion of the University to refer any violations to the appropriate authorities for criminal prosecution. Local, State, and Federal laws provide for a variety of legal sanctions for the unlawful manufacture, possession, use, dispensation, and distribution of drugs and alcohol, including incarceration and monetary fines.

Federal law provides rather severe penalties for manufacturing, distribution, or dispensing, using, or possessing with the intent to distribute, or dispense a controlled substance, and penalties of a less severe nature for a simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury result from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000 or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions make both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack,

a person may be sentenced to mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$25,000, or both.

State law provides similar penalties with regard to the simple use, possession, manufacturing, dispensation, distribution, or possession with intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. For the crime of possession with intent to distribute, the penalty doubles if violation is within 1000 feet of a school, also if you are convicted, you must serve a minimum of 50% of the penalty.

In addition, state law provides that possession of or possession with intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100 or 20 hours of community service. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

HEALTH RISKS

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol - short-term effects include behavioral changes, impairment of judgement and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremors and cancer. Alcohol combined with the barbiturates/depressants can prove to be a deadly mixture.

Amphetamines/Stimulants - (speed, uppers, crank, caffeine, etc.) speed up the nervous system which can cause increased heart and breathing rates, high blood

pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids - seriously affect the liver, cardiovascular, and reproductive system. Can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants - (downers, Quaaludes, valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsion, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack - stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens - (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain which controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis - (Marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics - (smack, horse, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsion, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine - some 170,000 people in the United States die each year from smoking-related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancer strikes smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

Further information concerning health risks may be found in the Student Health

Center. You should also consult your personal doctor about the health risks associated with alcohol and drug use.

EDUCATION AND REHABILITATION

The University will seek to incorporate the teaching of the hazards of drug and alcohol abuse throughout the curriculum where appropriate. The University will also request authorities in the area of drug and alcohol abuse to present programs for the University community.

The following hotline numbers may also be used by those needing help or advice:

- Federal Abuse & Mental Health Services 1-800-662-HELP
- Oklahoma Department of Mental Health & Substance Abuse Services Reach Out Hotline 1-800-522-9054
- MADD 1-800-438-6233
- Valley Hope Alcohol & Drug..... 1-800-722-5940
- National Alcoholism and Substance Abuse1-800-784-6776

Any questions regarding the rules, regulations, and policies set forth in this statement may be referred to the Dean of Student Affairs and Enrollment Management office.

TOBACCO FREE CAMPUS POLICY

Purpose: Northwestern Oklahoma State University (NWOSU) became a tobacco-free campus beginning July 1, 2012, following an Executive Order issued by the Governor of the State of Oklahoma. NWOSU is committed to providing its students, employees, and visitors a safe and healthy environment free from the use of tobacco. The purpose of this policy is to eliminate smoke-filled areas and littering that is associated with use of tobacco.

NWOSU seeks to provide opportunities for its students and future students to lead a productive life.

For purposes of this tobacco free policy, the following words and phrases are described as:

Tobacco products: Includes all forms of tobacco use, and is not limited to cigarettes, cigars, pipes, hookahs, chewing tobacco, snuff, electronic cigarettes (E-Cigarettes), and all other kinds and forms of tobacco prepared in such a

manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to clove tobacco, snuff, bidis, and kreteks.

Tobacco use: Includes smoking, chewing, dipping or any other use of tobacco products.

Campuses: Includes any and all NWOSU owned or maintained property, including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds in Alva, Enid, and Woodward. Campus includes all NWOSU owned, leased, or rented vehicles whether parked or not. Campuses may include any properties that are leased by NWOSU or leased to third parties under long-term leases.

NWOSU will provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed.

NWOSU will not allow any tobacco or vapor company sponsorship and will prohibit any tobacco company advertising and promotion on campus owned or leased property or at NWOSU sponsored meetings or events.

Students: Includes but is not limited to all students enrolled in NWOSU classes and/or classes held on campus, as defined above.

Faculty and Staff: Includes, but is not limited to, all employees of NWOSU in any capacity whether in a paid or unpaid (volunteer) status.

Visitors: Includes, but is not limited to, guests, spectators, contractors, vendors, volunteers, and anyone else providing any type of product or service to the university.

Effective July 1, 2012: It shall be the policy of NWOSU that all tobacco products, as defined herein, be prohibited on the campuses of NWOSU.

1. The use, sale, or distribution of tobacco products is prohibited on NWOSU campuses.
2. No NWOSU publication shall accept any form of advertising of tobacco products.
3. No vaping on campus.
4. NWOSU shall provide services to students, faculty, and staff who wish to participate with tobacco-use cessation programs through the use of the Oklahoma Tobacco Helpline. In addition, NWOSU shall make available appropriate educational materials and possible activities concerning the harmful health consequences of tobacco use.
5. NWOSU shall make available, through its website, a method of

- communication regarding tobacco use, prevention efforts on campus related to policy, prevention, and cessation.
6. New hires are informed of the tobacco-free work environment at the time of the employment.
 7. Contractors conducting business on state property would be subject to the tobacco-free policy the same as anyone else on state property.
 8. Compliance of this policy is shared responsibility of all students, faculty, and staff.

Violations of this policy shall be addressed as follows:

A. Students

1. *NWOSU Students Residing in University Housing* shall be directed to the Director of Housing and Students, Kaylyn Hansen at (580) 327-8418 or klhansen@nwosu.edu.
2. *All Other NWOSU Students* shall be directed to the Director of Housing and Students, Kaylyn Hansen at (580) 327-8418 or klhansen@nwosu.edu, or appropriate campus Dean in Enid or Woodward.

B. Faculty and Staff

1. *Faculty and Staff* shall be directed to the Dean of Student Affairs/Enrollment Management, Calleb Mosburg at (580) 327-8415 or cnmosburg@nwosu.edu, or appropriate campus Dean in Enid or Woodward.

C. Visitors

1. Visitors shall be directed to the Dean of Student Affairs/Enrollment Management at (580) 327-8415, or appropriate campus Dean in Enid or Woodward. The visitor may be asked to leave the university premises for failure to comply.

D. Procedure

1. The designated office director or designee will inform student, faculty, staff, or visitor of the tobacco-free campus policy.
2. The designated office director or designee will inform this policy is a cooperative effort encouraged by all students, faculty, and staff.

E. Penalties

When discipline is necessary, steps may include but not be limited to verbal warning, written warning, suspension and/or termination. This does not prohibit NWOSU from pursuing other corrective discipline deemed appropriate.

REGISTERED SEX OFFENDERS

Persons who are registered sex offenders or are required to be registered sex offenders are prohibited from living in university housing and must notify campus police and the Dean of Student Affairs and Enrollment Management upon

enrollment of their first semester at NWOSU.

University housing will not be provided to, or required of, such persons, and such persons are prohibited from being within the living areas of the university's residence halls.

SEXUAL ASSAULT POLICY AND PROCEDURES 2018

Northwestern Oklahoma State University is committed to addressing sexual misconduct. Northwestern Oklahoma State University does not condone any form of sexual misconduct whether physical, mental, verbal, or emotional in nature. Sexual misconduct by any member of the university community including students, faculty, or staff is a violation of both the law and the University's Policies. The Sexual Misconduct Policy and Procedures applies to students and employees regardless of sexual orientation or gender identity and third parties.

Title IX says, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

In order to create a safe and healthy environment, it is the responsibility of faculty, staff, and students to report any sexual misconduct or domestic violence to University officials. If there is reason to believe the University's policies prohibiting sexual misconduct have been violated, the University may pursue the matter as misconduct warranting disciplinary action by the University, even if law enforcement authorities choose not to prosecute. See the Title IX handbook for additional information www.nwosu.edu/title-ix

AFFIRMATIVE ACTION/NON-DISCRIMINATION STATEMENT

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and other applicable federal laws and regulations, and to the extent required by law, does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to Calleb Mosburg, Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Boulevard, Alva, OK 73717, (580) 327-8415.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

University policies regarding family educational and privacy rights are governed by FERPA. Copies of the act, policies, and regulations are maintained in the Office of the Registrar. In accordance with FERPA, students of Northwestern Oklahoma State University have the following rights:

1. To inspect and review information contained in their educational records, within forty-five days of the date the University receives a request for access.
2. To challenge the contents of their educational records.
3. To request a hearing if the outcome of their challenge is unsatisfactory.
4. To submit an explanatory statement of inclusion in their educational record if the outcome of the hearing is unsatisfactory.
5. To prevent disclosure, with certain exceptions, of personally identifiable information from their educational records.
6. To secure a copy of the institutional policy.
7. To file complaints with the Family Policy Compliance Office (FPC Office), U.S. Department of Education, concerning alleged failures of Northwestern Oklahoma State University to comply with the Act.
8. To have the opportunity to request the following “directory information” pertaining to them not be released.

The law requires that written approval from the student is necessary before granting access to or releasing educational records to a third party, except in the case of directory information, FERPA authorizes disclosures, and in response to a Federal Grand Jury subpoena.

Public Directory Information

This information may be released by the institution for any purpose, at its discretion.

Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "Directory Information" are available in the Office of the Registrar.

Northwestern Oklahoma State University hereby designates the following student information as public or "Directory Information."

- Student's name, local and permanent address, and telephone listing.
- Date and place of birth.
- Classification (grade level).
- Major field of study.
- Enrollment status (e.g., undergraduate or graduate, full or part-time).
- Dates of attendance at Northwestern Oklahoma State University.
- Previous schools attended.
- Expected date of graduation.
- Degree(s) held, date granted, and institution(s) granting such degree(s).
- Participation in officially recognized activities and sports.
- Weight and height of athletic team members.
- Awards and honors.
- Hometown newspaper.
- Photograph of students.

Disclosure of Educational Records

Northwestern Oklahoma State University will disclose information from a student's education records only with the written consent of the student, with the following exceptions as defined in FERPA, as amended, which waive prior student consent:

1. School officials who have a legitimate educational interest in the student. School official is defined as an individual currently serving as a member of the Regional University System of Oklahoma or classified as faculty, administrative, or professional, and the staff such school officials supervise; the Northwestern Oklahoma State University Director of Alumni Relations and the Chief Executive Office of the Northwestern Oklahoma State University Foundation and the staff they supervise; the National Student Clearinghouse; and contractors, volunteers, and other non-employees performing institutional functions as school officials with legitimate educational interests. In general, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the University. Records should be used only in the context of official educational business.
2. Officials of schools to which the student seeks to transfer.
3. Educational Officials of Secondary Education Institutions which a concurrent student is enrolled.
4. Officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities.
5. Organizations conducting certain studies for or on behalf of the University.
6. In connection with a student's application for, or receipt of financial aid.
7. Accrediting agencies carrying out their accreditation function.
8. To comply with a judicial order or lawfully issued subpoena.
9. To persons in an emergency if the knowledge of information is necessary to protect the health or safety of students.
10. The result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Hearing Rights

The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing by an institutional official or other party who does not have a direct interest in the outcome of the hearing.

The eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under FERPA Sec. 99.20 (Request for Amending Educational Records).

The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by state universities to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Copies of Northwestern's policy can be obtained in the Registrar's Office. Students must notify in writing each semester if they want to prevent release of directory information to the public.

PUBLICATIONS

The Northwestern News is the official publication of the university. It serves as a laboratory experience for students in the mass communication program. Policies regarding the operation of the publication have been adopted by Northwestern and the Regional University System of Oklahoma.

VARSITY ATHLETICS

Northwestern Oklahoma State University competes in varsity athletics as a member of the Great American Conference (GAC). NWOSU is a member in NCAA, Division II. Programs for men are football, basketball, baseball, golf, and cross-country. The women's sports are basketball, softball, soccer, golf, cross-country, volleyball, track and field. Facilities include Ranger Field (seating capacity 6,000) for football. Basketball utilizes Percefull Fieldhouse (seating capacity 1,250). Baseball utilizes Myers stadium which sits adjacent to the football field. Northwestern is the 1999 NAIA football champion. Northwestern has won conference championships in football in 1986, 1989, 1996, 1999, 2000, 2001, 2002, 2003, 2004, 2007, and 2008 and men's basketball in 1988, 1992, 1994, 1995, 1999, 2000 and in women's basketball in 1988, 1998 and 1999. Women's soccer won the conference title in 2004. The men were OIC track champions in 1990, 1992, 1995 and 1996.

INTRAMURALS

The broad aim of the Intramural Sports Program at Northwestern Oklahoma State University — Alva is to provide students with opportunities to participate in some form of competitive and non-competitive sports activity as frequently as their interest, ability, and time will permit.

Activities for both men and women include flag football, volleyball, basketball, softball, and dodgeball.

Facilities for the intramural athletic program are located at Percefull Fieldhouse, A.R.C. softball field and Wellness Center. The Director of Intramurals is located in Second Floor of Herod Hall. The email address is cmlauderdale@nwosu.edu or you can phone them at (580) 327-8529. Details for entering competition, scheduling, and rules and regulations will be issued from the Intramural Office.

CREATING A NEW CLUB OR ORGANIZATION

1. Contact the Director of Student Life and Housing and the Dean of Student Services office for an interview and discussion of procedures, regulations, guidelines and sponsorship.
2. Complete the "Petition to Form Student Organization" form and return it to the Director of Student Life and Housing (Fine Arts Room 131) and the Dean of Student Services (Fine Arts Room 126).
3. If facilities are needed for organizational meetings before the group is formally recognized, complete the Facilities Reservation Request form and return to

Director of Student Life and Housing (Fine Arts Room 131) and the Dean of Student Services (Fine Arts Room 126).

4. Develop an organizational Constitution and By-Laws with purposes, rules, and procedures for the group and bring it to the Director of Student Life and Housing (Fine Arts Room 131) and the Dean of Student Services (Fine Arts Room 126).

5. The organizational constitution will be reviewed and presented to the student government executive council for a vote.

6. If approved by the Senate, it will be presented to the Director of Student Life and Housing and the Dean of Student Services.

7. Election of officers; scheduled meetings; and authorized use of university facilities should be scheduled through the Director of Student Life and Housing (Fine Arts Room 131) and the Dean of Student Services (Fine Arts Room 126).

8. If the organization is approved, a letter will be sent to the campus sponsor.

9. All organizations must include only members of students enrolled and employees of Northwestern Oklahoma State University.

10. The club must have a University employee designated as the club/organization Sponsor. The Sponsor will must approve any club meeting, event, fundraiser, or gathering. The Sponsor is responsible for ensuring that all actions taken by the club are in compliance with the Student Code of Conduct. If there is any question about the integrity of a club event, please contact the Director of Student Life and Housing (Fine Arts Room 131) and the Dean of Student Services (Fine Arts Room 126).

11. In order to stay active, each year the sponsor must fill out an Updated Campus Club and Organization Information Form (if this form is not filled out, the club will become inactive).

ORGANIZATIONS AND CLUBS

All organizations and clubs must be formally recognized and abide by all Northwestern rules and regulations both on and off campus.

POSTING SIGNS: No posting of signs on campus, without an official stamp of approval from the Office of the Dean of Student Affairs and Enrollment Management, room 126 Fine Arts on the Alva Campus, and room 202 on the Enid Campus. See poster policy for more information.

AGGIE CLUB: The Aggie Club is an organization for anyone interested in agriculture, business, or related fields. The club hosts various professional people from the area of agriculture and business and promotes interest in agriculture. (A)

ALPHA SIGMA ALPHA SORORITY: Alpha Sigma Alpha has over 75 collegiate chapters nationwide. Alpha Sigma Alpha's colors are crimson and pearl white. It was founded at Longwood College in Farmville, VA on November 15, 1901. Alpha Sigma Alpha's national philanthropy supports the S. June Smith Center and the Special Olympics. Alpha Sigma Alpha can trace its roots at Northwestern back to the 1916. (A)

AMERICAN CHORAL DIRECTOR'S ASSOCIATION: The American Choral Directors Association (ACDA) is a non-profit music education organization whose central purpose is to promote excellence in choral music through performance, composition, publication, promotion, research, and teaching. In addition, ACDA strives through arts advocacy to elevate choral music's position in American society. (A)

ANIME & MAGNA CLUB: The Anime and Manga Club is an interest organization. Any NWOSU student who appreciates anime and/or manga is welcome to join. The club provides these students opportunities to watch anime and discuss manga with like-minded individuals.

APOLOGIA SOCIETY: The Apologia Society of Northwestern Oklahoma State University strives to reconcile faith and reason as complementary disciplines through scholarly investigation. It also seeks to employ scholarly analysis to discuss the reliability and credibility of claims of the Judeo-Christian worldview and illuminate the profound impact it has exerted upon Western culture and beyond. (A)

BAPTIST COLLEGE MINISTRY: The BCM is an organization of students who minister to each other and others in the name of Christ. The program is funded by Baptist churches from Northwest Oklahoma and directed by students. The BSU has a full time campus minister and a male and a female student intern. With over 200 active students, this organization has participants from practically every major denomination. The center is directly east of Carter Hall at 1020 College Boulevard in Alva and 2108 East Maine in Enid. (A, E)

BIBLE CHAIR: The Bible Chair is a religious fellowship and service club sponsored by the Church of Christ but is open to all members of faiths who share common aims. The purpose of the club is spiritual enlightenment and enjoyment in a Christian context. The group meets at the Student Fellowship Building, 1108 College Blvd. (A)

CASTLE PLAYERS: (Drama) This group is composed of students especially interested in dramatic work. Every student is eligible to try out for membership in this organization. (A)

CHEMISTRY CLUB: The objective of the organization is to give the chemistry student, or anyone else that would want to join, an opportunity to see the world of chemistry. Activities include providing demonstrations for local elementary and secondary schools, scheduling seminars to be held on the Northwestern campus, and taking field trips to places of employment for chemists. (A)

COLLEGE DEMOCRATS: An organization of students interested in the discussion and furtherance of the ideals of the Democratic Party. This club was reestablished on campus Spring 2017.

COLLEGE REPUBLICANS: An organization of students interested in the discussion and furtherance of the ideals of the Republican Party. This club organized in 1964. (A)

COMPUTER SCIENCE CLUB: The Computer Science Club exists to assist students in developing a sense of belonging and to provide social events including game nights. It also sponsors the NWOSU Game Programming Team. (A)

CORE (Conserving Our Ranger Environment): Organized in January 2009, its purpose is to raise awareness of environmental issues within the university community and Northwest Oklahoma. CORE serves as the sponsor for The Big Event (a community service day for students and employees of Northwestern), which is held each spring. (A, E, W)

DELTA ZETA SORORITY: Delta Zeta Sorority has over 160 collegiate chapters nationwide. Delta Zeta's colors are green and pink. Delta Zeta was founded at Miami University in Oxford, Ohio in 1902. Delta Zeta's national philanthropy supports children with speech and hearing disorders. Delta Zeta's history at Northwestern dates back to the 1910's. (A)

THE EXTREME: Christian organization.

FELLOWSHIP OF CHRISTIAN ATHLETES: The mission of FCA is to present students, student-athletes, and coaches the challenges and adventures of receiving Jesus Christ as Savior and Lord, enjoying Christ-centered fellowship, and promoting an active lifestyle through Jesus Christ. (A)

INTERNATIONAL STUDENT ASSOCIATION: The International Student Association is composed of students from around the world. The association is a very diversified group of young men and women that give much to the university. They participate in the Homecoming Parade and have many different events scheduled throughout the year. You don't have to be an international student to belong. Come join the fun. (A)

INTRAMURAL SPORTS: The intramural program at Northwestern Oklahoma State University is here to provide students with recreational activities, a competitive program of sports and games, and the opportunity to have fun and make new friends. Sports include, flag football, basketball, coed softball, racquetball, volleyball, disc golf, and dodgeball. (A)

MATHEMATICS CLUB: This club organized in 1968 is dedicated to extending students' knowledge of mathematics and of mathematical careers. A strong emphasis is placed on social interaction with like-minded individuals. All those interested in math are encouraged to join. (Need not be a Math Major to be a member.) (A)

MEDICAL SCIENCES CLUB: The purpose of the northwestern Oklahoma State University Medical Sciences Club is to afford an opportunity for all students of Northwestern Oklahoma State University interested in the medical field to become better informed, to secure intellectual stimulation of these fields, and to promote activities to benefit the students interested. (A)

NORTHWESTERN ART SOCIETY: The Northwestern Art Society was officially welcomed to Northwestern in the fall of 2004. The purpose of NAS is to encourage, stimulate, and maintain an excellence in the field of art at Northwestern Oklahoma State University. Our goal is to heighten awareness both on campus and in the community of the many cultural backgrounds and talents of the students, through which all will foster a synthesis of the appreciation, knowledge, and awareness of art in all styles and mediums. When possible the group enjoys field trips to museums and other creative outlets. Our biggest goal and activity is to play host to the university's annual art show which offers students and employees the opportunity to display their own art work and appreciate the art work of others on our campuses. (A)

NORTHWESTERN LEADERSHIP COUNCIL (ENID): The Northwestern Leadership Council was established on the Enid Campus in 2002 to provide a voice for the student body and to unify student activity. Other duties include the development of campus leadership while assisting with the governance of student conduct. Generally, the Northwestern Leadership Council seeks to promote the cause of education and the general welfare of the campus community. (E)

NORTHWESTERN OKLAHOMA HONOR SOCIETY OF NURSING AT

NWOSU: The Honor Society was organized in the fall of 2008. This is a professional honor society for nursing students and members of the nursing community. There are three levels of membership: 1) **Undergraduate Student** – Senior students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least ½ of the nursing curriculum, rank in the upper 35 percent of their graduating class and have achieved academic excellence (at schools where at 4.0 grade point average system is used, this equates to at least 3.0); 2) **Graduate Student** – Master’s and Doctoral students enrolled in graduate programs at accredited institution of higher education who have completed at least ¼ of the nursing curriculum, have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.5); 3) **Nursing Leader** – Registered Nurses and nursing faculty members legally recognized to practice in their countries, who hold at least a baccalaureate degree in nursing or other field and have demonstrated achievement in nursing. The purpose of the honor society is to improve the health and wellness of Northwest Oklahoma by pursuing nursing excellence. (A).

NORTHWESTERN SCHOLAR AMBASSADORS: Northwestern Scholar Ambassadors are a group of twelve academically high achievers with outstanding personalities. NSA members serve as student ambassadors to the university. Their duties include acting as a host/hostess, tour guides, and recruiters. Some of the activities NSA members assist with are: Freshman Connection, Alumni Spring Reunion, Family Day, Miss Cinderella Pageant, blood drives, campus tours, and many other exciting Northwestern activities. (A)

NORTHWESTERN SCHOLAR AMBASSADORS (ENID): NSA is a group of four academically high achievers with outgoing personalities. NSA members serve as student ambassadors to the university. Their duties include public relations and recruitment activities such as being tour guides and visiting with prospective students. In return for their service as ambassadors, NSA’s receive a Northwestern scholarship. (E)

OKLAHOMA BROADCAST EDUCATION ASSOCIATION: OBEA is for anyone interested in radio and television. The group meets monthly to hear area broadcast managers and air-personalities discuss issues pertaining to the broadcast industry and careers in the field. Members also compete in the annual broadcasting competition and attend one statewide conference each semester. (A)

PANHELLENIC COUNCIL: The purpose of Panhellenic Council is to promote a spirit of cooperation between the national sororities with chapters on the

Northwestern campus. Currently, Panhellenic Council has two member organizations: Alpha Sigma Alpha Sorority and Delta Zeta Sorority. (A)

PHI DELTA MUSIC SOCIETY: The Phi Delta Music Society began in the spring semester of 1993. Its purpose is four-fold:

- to promote the serious study of music
- to promote the music department and the university
- to provide a music performance outlet for its members
- to provide a social outlet for its members

Phi Delta is a music organization open to anyone who has a love for and appreciation of music. Members do not have to be a member of band or choir to join! Phi Delta not only supports the Fine Arts department but also does service projects for the community.

PSI CHI: Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of promoting excellence in scholarship and advancing the science of psychology. Membership is open to graduate and undergraduate students who are psychology majors or minors, are at least sophomores in rank, have completed 9 semester hours in psychology, and are in the upper 35% of their class (this requires a GPA above 3.0). (A)

PSYCHOLOGY CLUB: The Psychology Club was organized to accomplish the following objectives: (1) to foster and encourage interest in psychology, (2) to inform students about psychology as a profession and to relay information about graduate programs and applications thereto, and (3) to provide an informal atmosphere for discussion of topics of current interest. Membership is open to all interested students. (A, E, W)

RED AND BLACK SCROLL HONOR SOCIETY: The purpose of this organization is to encourage and recognize outstanding scholarship and service among the sophomore students of Northwestern. The students eligible for membership are those who have completed the first semester of the sophomore year and have not completed more than sixty hours. The student must maintain a grade point of 3.00 or above; must never have failed a college course; and must have attended Northwestern for at least one semester. (A)

SECULAR STUDENT ALLIANCE: The purpose of the SSA is to promote an open environment for discussion free from the constraints that may be applied in a religious environment. While the SSA is not associated with any religion, it is not an exclusively atheist organization, nor is it anti-theistic in any way. We welcome people of all beliefs who wish to discuss various topics without fear of judgment. If the SSA can get a conglomerate of worldviews and opinions in its discussions, the group as a whole can grow in a diversity of knowledge. The idea

of humanism, embracing reason, ethics, social justice, and human morality, will be promoted regardless of personal beliefs. We wish to create an atmosphere of fellowship among all students and community members no matter what they may believe on a personal level. The SSA will strive to use this feeling of fellowship to do what is best for others and the community through service, campus activities, and outreach programs. (A).

SIGMA DELTA PI: Our chapter Psi Sigma, is the National Collegiate Hispanic Society. Students are recognized for their efforts in the study of the Spanish language. Active members receive support at the national level through exclusive awards and scholarships that are given annually. (A)

SIGMA TAU DELTA: Sigma Tau Delta is a prestigious international English honors society whose members are English or English Ed majors, who have completed at least two English courses besides the general education requirements, and whose GPA overall and in English is a minimum of a B. As an active chapter of Sigma, we are involved in service and learning opportunities with a focus on advancing literary and language arts. Membership in this club is by invitation only. (A)

SOCIAL WORKERS ASSOCIATION OF TOMORROW: The Social Workers Association of Tomorrow (SWAT) was formed in order to provide the opportunity for social interaction among persons interested in the social work profession in a non-classroom setting, promote the interests of social work through publicity and group involvement as well as serve as a liaison between current students and alumni. (A, E, W)

SOCIETY OF PHYSICS STUDENTS: SPS is an organization for anyone interested in the physical sciences. The purpose of SPS is to provide a means for students to actively participate in the Northwestern campus and beyond, encouraging an improved awareness of science and an increased interest in science for both its members and the public. (A)

SPANISH CLUB: The purpose of this organization is to provide an opportunity for its members to enhance their knowledge of the Spanish language and culture. In addition this organization shall seek to serve the Northwestern community. (A)

STUDENT ATHLETE ADVISORY COMMITTEE: The Student Athlete Advisory Committee is a student-athlete leadership group comprised of members of NWOSU's athletic teams. The purpose of the SAAC is to represent the diverse interests of student-athletes to Northwestern Oklahoma State University's Athletic Administration; to promote community among all NWOSU student-

athletes; to foster commitment to service; and to represent the NWOSU Athletics Program locally and at the conference and national levels. (A).

STUDENT GOVERNMENT ASSOCIATION: The SGA is composed of legislative, judicial, and executive branches. It is the official representative of the student body and works to initiate, integrate, and implement student policies and interests into the institutional framework. In addition, it strives to develop programs and services beneficial to the student body. (A)

STUDENT NURSES' ASSOCIATION: The purpose of SNA is to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. SNA shall further encourage the professionalization of nurses by urging them to become members of the national organizations of health professionals. (A, E)

STUDENT OKLAHOMA EDUCATION ASSOCIATION: This organization, one of Northwestern's largest groups, exists for the purpose of aiding future teachers and furthering the cause of public education. SOEA is a student branch of the National Education Association (NEA). (A, W)

TRIPLE R CORRAL OF WESTERNERS INTERNATIONAL: The Triple R Corral of Westerners International is open to any NWOSU student who is interested in studying about and celebrating the American West. Monthly meetings will consist of presentations on different aspects of the west, the viewing of western movies, and/or trips to local museums and historical sites. (A, E, W)

WESLEY FOUNDATION: A United Methodist Student Center, the Wesley Foundation has its goal to help each person grow and mature in his or her Christian faith through the love of Jesus Christ. Planned activities to assist in accomplishing this goal include: Sunday evening fellowships, Bible studies, student-faculty luncheons, Wesley Singer, parties, after-game fellowships, and retreat weekends with other Wesley groups across the state. The Wesley house is located at 1027 Eighth Street. Any student is cordially invited to Wesley House to join the group in sharing, growing, and socializing. (A)

WOODWARD LEADERSHIP ADVISORY BOARD: The Woodward Leadership Advisory Board meets monthly, publishes the campus newsletter, advises the Campus Dean regarding student concerns, serve as campus ambassadors, and helps in the planning and implementing of student activities. Serving on the Woodward Leadership Advisory Board provides learning and leadership opportunities for student governance. (W)

WRITER'S ROUNDTABLE: Writer's Roundtable is an organization of students and staff who wish to expand their writing endeavors. Those working on portfolios would have the opportunity to receive constructive criticism. Members would be able to get advice and encouragement from other members. We would bring in work-shoppers and authors from the area to give advice and instruction.
(A)

WHOM TO SEE ABOUT WHAT

Absences: Instructor/Dean of Student Affairs and Enrollment Management

Academic Problems:

Instructor/Dean of Student Affairs and Enrollment Management - Alva
Dean of Campus – Enid
Dean of Campus – Woodward

Activities Scheduling:

Dean of Student Affairs and Enrollment Management - Alva
Coordinator of Student Services - Enid
Campus Events Coordinator- Woodward

Add/Drop Class

Registrar - Alva & Enid
Administrative Assistant - Woodward

Admissions

Recruitment Office - Alva
Front Desk - Enid
Administrative Assistant - Woodward

Change Major and Advisor

Dean of Student Affairs and Enrollment Management - Alva;
Administrative Assistant - Enid
Dean of Campus – Woodward

Counseling Services

Counselor - Alva

Campus Employment

Director of Counseling and Career Services - Alva
Coordinator of Student Services - Enid
Dean of Campus - Woodward

Financial Aid Loans/Grants

Financial Aid Office - Alva & Enid
Administrative Assistant - Woodward

Grade Check

Registrar - Alva & Enid
Administrative Assistant - Woodward

Health Services

Dean of Student Affairs and Enrollment Management - Alva
Dean of Campus - Woodward

Housing Information

Director of Students/Housing - Alva

Insurance Information

Dean of Student Affairs and Enrollment Management - Alva

Lost & Found

Campus Police - Alva

Campus Police - Enid

Business Office - Woodward

Make up of Incomplete Grade

Instructor

Payment of Fees

Business Office – Alva & Enid & Woodward

Questions on Charges

Business Office – Alva & Enid & Woodward

Dorm Room Change

Hall Supervisor - Alva

Student Government

Dean of Student Affairs and Enrollment Management - Alva

Campus Events Coordinator- Woodward

Student ID Cards

Dean of Student Affairs and Enrollment Management - Alva

Campus Police - Enid

Campus Events Coordinator- Woodward

Transcripts

Registrar - Alva & Enid

Administrative Assistant - Woodward

Tutoring

Director of Academic Success Center - Alva Campus Events

Coordinator- Woodward

Parking Fines (Payment of)

Business Office - Alva & Enid & Woodward

Parking Registration

Dean of Student Affairs and Enrollment Management - Alva

Campus Police - Enid

Veterans Assistance

Dean of Student Affairs and Enrollment Management - Alva

Administrative Assistant - Enid

Withdrawing from University

Dean of Student Affairs and Enrollment Management - Alva

Administrative Assistant - Woodward

Emergency

Campus Police - Alva (580) 327-8511

Campus Police - Enid (580)213-3130

Alva Police Department (580) 327-2121
Enid Police Department (580) 242-7000
Woodward Police Department (580) 256-3264
Ambulance - 911
Fire Department - 911
Police Department - 911

Campus Tip Line

24-hours a day - (580) 327-8196

OFFICIALS STUDENTS NEED TO KNOW

President: Dr. Janet Cunningham
Vice President of Academic Affairs: Dr. Bo Hannaford
Vice President for Administration: Dr. David Pecha
Dean of Student Affairs and Enrollment Management: Mr. Calleb Mosburg
Associate Vice President for University Relations: Mr. Steven Valencia
Associate Vice President for Academics: Dr. James Bell
Associate Dean of Graduate Studies: Dr. Shawn Holliday - Alva/Enid
Coordinator of Graduate Studies: Mrs. Rachel Kraus - Alva
Director of Students/Housing: Mrs. Kaylyn Hansen
Enid Campus Dean: Dr. Wayne McMillin
Woodward Campus Dean: Dr. Deena Fisher
Director of Financial Aid: Mrs. Tara Hannaford - Alva
Assistant Director of Financial Aid: Mrs. Denna Perigo - Enid
Registrar: Mrs. Sheri Lahr - Alva
Administrative Assistant: Tiffay Misak - Enid
Bursar: Mrs. Fawn Kingcade - Alva
Administrative Assistant: Mrs. Kristin Mravinec- Woodward
Director of Counseling and Career Services: Mrs. Taylor Wilson - Alva
Student Success Coordinator: Mrs. Andrea Lauderdale – Alva
International Student Advisor: Mrs. Rebecca Cook - Alva
Director of Recruitment: Ms. Paige Fischer - Alva
Chief of Campus Police: Mr. Joel Johnson - Alva
Athletic Director: Mr. Bradley Franz - Alva
Bookstore Manager: Mrs. Michelle Kingcade - Alva
Affirmative Action Officer: Mr. Calleb Mosburg - Alva
Coordinator of Services for Students with Disabilities: Mr. Calleb Mosburg
Veterans Affairs: Ms. Tiffany Misak - Enid
Title IX Coordinator: Mr. Calleb Mosburg – Alva

CAMPUS POLICE

The university employs full time officers on the Alva Campus and the Enid Campus. The Campus Police is a law enforcement agency that provides services for approximately 2,300 students and is responsible for the investigation of all criminal violations. Officers have full peace officer status including arrest powers as prescribed by the Oklahoma Campus Security Act 740.S.C. S360.15 et.seq. Do not hesitate to ask for assistance. In an effort to protect our students and employees, Northwestern Campus Police officers will provide an escort service for anyone who requests it. Contact Dr. Deena Fisher regarding any security concerns on the Woodward campus. The local police department is in contact with Dr. Fisher and provides services needed in cooperation with the police department on the Alva campus.

HOW TO CONTACT POLICE (For Campus Police assistance or an escort)

ALVA CAMPUS POLICE OFFICE: (580) 327-8511

ALVA POLICE DEPARTMENT DISPATCH: (580) 327-2121

(the dispatcher will contact a Campus Police Officer)

ENID CAMPUS POLICE OFFICE: (580) 213-3130

EMERGENCY: AMBULANCE – FIRE- POLICE: DIAL 911

(9-911 FROM CAMPUS EXTENSION PHONES)

WOODWARD CAMPUS: (580) 256-0049

CAMPUS TIP LINE: 24-hours a day - (580) 327-8196

Northwestern has a low crime rate. Most crimes on campus are “crimes of opportunity” in that the crime would not have occurred if the items had been properly secured or watched. Northwestern encourages students and employees to report all crimes that occur regardless of the seriousness of the crime. All crimes reported will be investigated, and action will be taken to solve the crime. In addition, Northwestern Campus Police work closely with the Alva City Police, Enid City Police, Woods County Sheriff’s Department, Woodward Police Dept. and Woodward Sheriff’s Office and the Garfield County Sheriff’s Department, and Northwestern has mutual aid agreements with the surrounding law enforcement agencies. Copies of reported incidents are taken to these departments, and their officers assist Northwestern in solving the crimes. A “Crime Awareness” brochure is published and updated annually to keep our students and employees informed of crime statistics on campus for the most recent school years. Northwestern Oklahoma State University has a tip line for reporting crimes anonymously. The number can be called 24-hours a day. The number to call is **(580) 327-8196. ALL CALLS ARE ANONYMOUS.**

Crime prevention programming

The Campus Police Department and other university departments and organizations sponsor crime prevention and security/safety presentations

throughout the year. Orientation sessions for new employees and new students incorporate information on personal safety and security of property. They also include procedures to follow on both prevention of crime and the response to crime, should one occur.

Campus police and the Student Services office may create a presentation or program for a group, department, or office upon request. Programs may be offered and conducted to meet community demands regardless of frequency. A presentation may be scheduled by calling campus police at (580) 327-8511.

Criminal activity at Off-Campus Facilities

The Alva, Enid, & Woodward Police Departments and other departments, as may be appropriate, provide information to NWOSU regarding incidents that involved students and student organizations that are officially recognized by the institution. We also receive information from Campus Security Authorities. These may include Greek organizations, club and organization sponsors, residence hall assistants, athletic teams, clubs, and individuals. Appropriate statistical data is collected from these agencies and included in the NWOSU Annual Security and Fire Safety Report required by the Clery Act.

REPORTING THE ARMED INTRUDER AND DECLARING A LOCKDOWN

Anyone who sees an armed intruder on campus is asked to report the suspect to campus police or other law enforcement officials at the following telephone numbers:

Alva Campus – (580) 327-8511, (580) 430-5114 or 911

Enid Campus – (580) 213-3130, (580) 541-0895 or 911

Woodward Campus – (580) 254-8518, (580) 256-3264 or 911.

When reporting an armed intruder, please provide as much information as possible on the intruder, such as clothing worn, types of weapons and exact location of the intruder. Once law enforcement officials receive the report, the process of ordering a campus lockdown will commence and local law enforcement officials will immediately converge on campus. Only the campus affected will be placed on lockdown.

Activating the Campus Alert System (Text Messaging System)

Following the declaration of a lockdown, the campus alert system and siren will be activated. Lockdown text messages will be sent via personal cell phones and the lockdown order will be flashed on all television monitors in ITV rooms. The campus siren will be activated. Assigned faculty and staff will begin the process of locking down all buildings on the campus affected. Employees and students will when movement on campus is safe. In order to participate in the cell alert

system, all students, faculty and staff must register their cell phones with the RangerNet.

Test Message Test Alerts were sent out on the following days:

1-8-18, 2-5-18, 3-5-18, 4-2-18, 5-7-18, 6-4-18, 7-2-18

Northwestern Siren Policy

The Northwestern Oklahoma State University Alva Campus Emergency lock down siren will only be used for an emergency lock down for an armed intruder or an active shooter. This will be used in conjunction with the University text messages, ITV, internet and radio broadcasts. When the siren sounds the campus will be in a lock down. There is no “all clear” tone. The all clear will be sent by text, ITV, internet and radio broadcast. The siren will be tested once each semester and will run for 30 seconds.

Actions by Employees and Students

First, students are asked to obey all commands given by employees or through the campus alert system. During an incident on campus that forces a lockdown order, students should remain in the classroom or building until told to leave. Students with special needs will be assisted by faculty or staff. Faculty and staff should secure classrooms and offices, close blinds and turn off room lights. Students should be moved away from doors or windows, remaining calm and quiet until the “all clear” message is given by campus police.

On the Alva Campus, residence hall staff will secure all doors in Ament, Coronado, Fryer and South Halls. Residents are asked to stay in their rooms and lock their doors.

Students and employees should remember that many campus buildings could be considered crime scenes and that tampering or disturbing evidence is prohibited.

Summary

The goals of Northwestern’s response plan are to protect the lives of students and employees. In the event of an incident on campus, the University will work closely with local law enforcement to secure the campus in a quick and thorough manner. Understanding the elements of our response plan, providing the campus alert system access to your personal cell phone number, obeying all commands and remaining calm will increase your safety in the event of an armed intruder on campus. Students and employees also are asked to report any suspicious activity or behavior that could prevent such an incident.

MISSING PERSONS INFORMATION

Northwestern Oklahoma State University will allow students residing on campus to register confidential contact information. This information will be accessible only to authorized campus officials or law enforcement personnel in furtherance of a missing person investigation. In the event that the student is determined to be missing and advises students under the age of 18 that notification of a custodial parent is required after 24 hours have lapsed since the student is reported missing.

For students who are not under 18 or are emancipated and have registered no contact, the appropriate law enforcement agency will be contacted and immediate action will be taken.

Missing students

In the event a person is reported missing from Northwestern Oklahoma State University, every effort will be made to locate the person as soon as possible. The following steps will be taken:

1. Immediately refer missing persons to the Campus Police department phone number 580-327-8511.
2. Determine that the person is actually missing and the investigation shows the student has been missing for 24 hours.
3. Obtain all information needed to complete a report and enter the person in NCIC.
4. Alert area Law Enforcement that the person is missing.
5. Enter the person in NCIC as a missing person.

TIMELY WARNING POLICY

The Clery Act requires that a Timely Warning be issued alerting all faculty, staff and students of any incident that occurs on campus or in the community that poses a continuing threat to employees and students.

It shall be the policy of Northwestern to send a Timely Warning alert when an incident occurs on campus or in the community that poses a continuing threat to the safety or welfare employees and students. Warnings and updates will be disseminated by Campus Police through the University's email system and the University's web site at www.nwosu.edu.

The alert will be cancelled as soon as it can be done safely.

FIREARMS

It is against the policy of the Regent University System of Oklahoma and Northwestern Oklahoma State University to have firearms on our campus. Northwestern will strictly enforce this policy with administrative action being taken or criminal charges filed for any person(s) who violates this policy.

Students who live on campus and have a legitimate reason to have a firearm with them (such as hunting wild games that is in season), may make arrangements through the Northwestern Campus Police to check the firearm in with them and out when the student leaves campus for hunting purposes or to return to their residence. Please talk to a campus police officer prior to bringing the firearm on campus for details of this service.

Alva City Police Department has also agreed to check firearms in and keep them in a locker at the Alva City Police Department. Students wishing to use their service should contact the Alva City Police Department.

We ask that students be aware that secure storage space at both facilities is limited. If a student has a friend or relative who lives off campus, they should consider that as an option for storage of their firearms.

UNIVERSITY TRAFFIC/PARKING REGULATIONS & REGISTRATION

Each student, faculty member, and employee of the university is required to register their primary vehicle and have a current decal, displayed on any vehicle they drive or park on campus. A new decal will be required each new school year.

Decals are available on the Alva campus at the Dean of Student Affairs and Enrollment Management's Office, the Business Office at the Enid Campus, and the Dean's Office on the Woodward campus. The decal must be displayed on the lower left corner of the rear window.

On the Alva campus, each student is required to have the proper lot registration. Lot assignments are based on campus living status (residence halls or off campus). Students must park only in their assigned lots. Any student who changes their living status during the year is required to change their parking registration simultaneously. If a student's living status changes, the decal for the old status must be exchanged. Tickets will be issued for displaying a decal for the wrong lot.

All students and employees are expected to observe the following as well as all other regulations listed in the Parking and Traffic Guide and all city, state, and federal statutes.

1. Obey all traffic control signs and/or directions from any police or security officer.
2. Observe the 10-MPH speed limit.
3. Do not park in any area unless it is clearly marked for parking.
4. Do not double park or block any sidewalk or handicapped ramp at any time.

5. Do not park vehicle on campus if it contains weapons, any kind of explosives including ammunition or fireworks, drugs or alcoholic beverages of any kind.
6. Do not park on campus without a current parking permit.
7. You must have the color, make, model, and tag number of your primary vehicle for registration.
8. Display your parking decal properly (see parking guide).
9. Park only in the center of designated boundary lines.
10. No student is allowed to park in the staff and visitor lot or in visitor parking areas (enrolled students are not visitors).
11. Vehicle parked in a handicapped space without a handicapped permit is subject to tickets, immobilization, or towing.
12. Vehicles with multiple tickets or parked in certain restricted areas may be subject to immobilization or towing without warning.
13. For complete information read the Northwestern parking and traffic guide.
14. All parking head in only - no backing into parking space. (Handicapped parking exempted)

ACCESSIBLE PARKING FOR STUDENTS WITH DISABILITIES

Spaces are provided for students and employees with disabilities who have a state issued permit. Students or employees who have a temporary disability may contact the Campus Police for a temporary parking assignment. Vehicles not displaying a handicapped permit and parked in a handicapped space will be subject to tickets, immobilization, or towing.

If you have questions contact the Dean of Student Affairs and Enrollment Management office on the Alva campus. On the Enid campus, contact the Campus Police office.

Questions pertaining to traffic and parking on the Northwestern Alva & Enid campuses should be referred to the appropriate Campus Police office. Questions pertaining to traffic and parking on the Northwestern Woodward campus should be referred to Dr. Deena Fisher, Dean of the Woodward Campus.

WELLNESS CENTER PARKING

The Wellness Center parking lot is restricted to “MEMBER PARKING ONLY” (black decal) from 8:00 a.m. to 5:00 p.m., Monday through Friday. Vehicles not displaying the Wellness Center parking decal will be subject to a \$15.00 fine and impoundment. Students, faculty, and staff are prohibited from parking in this lot during those hours.

20 MINUTE PARKING

There will be several parking spaces in the West Horseshoe Parking Lot that will be reserved for 20 minute parking for anyone who needs to take care of short-term business at the university.

Any vehicle parked in this area for more than 20 minutes may be subject to a \$15.00 fine and impoundment. This will be strictly enforced.

WHERE TO PARK (Alva campus)

Parking lots are designated by a letter code, which corresponds to the decalcode. Vehicles must be parked in the lot for which they are registered. Lot codes are as follows:

Off campus students X Maintenance NS
Ament Hall residents & Food Service NS
Coronado Hall residents C All Other Staff and Faculty NS
Fryer Hall residents F Wellness Center W
South Hall residents S

Areas marked “Cycle parking only” (* on the map) are for motorcycle and bicycle parking only. These are the only areas in which cycles can be parked. Cycles may not be parked (or driven) on campus lawns, landscaped areas or in any buildings. Motorized cycles of any type cannot be driven on these areas or sidewalks. Please refer to the parking map on the back cover of this book.

WHERE TO PARK (Enid campus)

Students are allowed to park in any of the lots except the northeast lot, which is reserved, for faculty and staff. Students must not park in areas reserved for visitors.

WHERE TO PARK (Woodward campus)

Contact Dr. Deena Fisher, Emmy McNeal, or Kristin Mravinec for information on the designated student parking area.

PAYMENTS, FINES AND APPEAL PROCEDURE

All fines should be paid in the Business Office within 10 days.

Tickets may be appealed. For appeal instructions contact the Campus Police Chief or the

Dean of Student Affairs and Enrollment Management office on the Alva campus. On the Enid campus, contact the Campus Police office, this must be done within 10 days of receiving the ticket.

Questions pertaining to traffic and parking on the Northwestern Alva & Enid campuses should be referred to the appropriate Campus Police office. Questions pertaining to traffic and parking on the Northwestern Woodward campus should be referred to Dr. Deena Fisher, Dean of the Woodward Campus.

This Student Handbook does not constitute a contract.

FIRE SAFETY REPORT FOR ON-CAMPUS HOUSING 2016-2017

Northwestern Oklahoma State University is committed to providing all information required in regard to campus safety, including our fire safety report.

- Fire drills, storm drills, and fire alarms: One fire drill must be held each semester in each residence hall. Residents must participate. Failure to do so will result in disciplinary action. Misuse of a fire extinguisher or any safety equipment or emergency doors will result in the offender: (1) cleaning up the mess; (2) having the equipment put in working condition; (3) paying for the damage; (4) being placed on conduct probation; and (5) possibly being removed from housing. Emergency exits are only to be used in case of fire or other emergencies. Violations will result in fines.

Fire Drills: Each resident is to evacuate the residence hall, as soon as the alarm is sounded, through the closest door. One drill will be done each semester.

Storm Security: Each resident will go to the first floor, center hallway, away from windows and glass.

Hot plates, crock pots, ceiling fans, or unapproved electrical appliances are not allowed in the rooms.

Any electrical appliances that you bring to use in your room must have a surge protector between the outlet and the appliance.

Smoking is not permitted in the residence halls. Unattended open flames (candles) are not allowed. (Page 6 of the Residence Hall Handbook)

A description of on-campus student housing facility fire safety system:

Coronado Hall:

Panel MFG. - Edwards; Model #- Fireshield FS1004
2 Wire Supervised; Non-monitoring

Fryer Hall:

Panel MFG.- FCI; Model #- BMFC-4
2 Wire Supervised; Non-monitoring

South Hall:

MFG. - FCI; Model #- BMFC-4
2 Wire Supervised; Non-monitoring

Ament Hall:

MFG- Bosch; Model #- D7024
2 Wire Supervised; Non-monitoring
All fire alarms are tested annually by a licensed professional.
There are no sprinkler systems in any of the residence halls.

NWOSU DORM FIRE REPORTS
Number of Incidents

2013-2014				
	Ament	Coronado	Fryer	South
# of Fires	0	0	0	0
# of Injuries	0	0	0	0
# of Deaths	0	0	0	0
Property Loss	0	0	0	0

2014-2015				
	Ament	Coronado	Fryer	South
# of Fires	0	0	0	0
# of Injuries	0	0	0	0
# of Deaths	0	0	0	0
Property Loss	0	0	0	0

2015-2016				
	Ament	Coronado	Fryer	South
# of Fires	0	0	0	0
# of Injuries	0	0	0	0
# of Deaths	0	0	0	0
Property Loss	0	0	0	0

2016-2017				
	Ament	Coronado	Fryer	South
# of Fires	0	0	0	0
# of Injuries	0	0	0	0
# of Deaths	0	0	0	0
Property Loss	0	0	0	0

2017-2018				
	Ament	Coronado	Fryer	South
# of Fires	0	0	0	0
# of Injuries	0	0	0	0
# of Deaths	0	0	0	0
Property Loss	0	0	0	0

Fire drills were as follows:

- September 11, 2018 South Hall 8:15 pm
- September 11, 2018 Coronado Hall 8:30 pm
- September 11, 2018 Ament Hall 8:45 pm
- September 11, 2018 Fryer Hall 9:00 pm
- March 15, 2019 South Hall 8:00 pm
- March 15, 2019 Coronado Hall 8:20 pm
- March 15, 2019 Ament Hall 8:40 pm
- March 15, 2019 Fryer Hall 9:00 pm

RA training dates were as follows:

- August 14, 2018 all RA's – 9:30 am – 12:00 pm
- January 5, 2019 - all RA's – 9:30 am-12:00 pm
- All residence hall staff is required to attend the drills and training each semester.
- All students will receive orientation and training on fire safety.
- Campus contacts to which individuals should report any fire on Northwestern's campus are:

Kaylyn Hansen- Director of Housing
 Joel Johnson- Chief of Police
 Kevin Fields- Health and Safety Officer

AMERICANS WITH DISABILITIES HANDBOOK

This handbook has been prepared to introduce faculty, staff and students to the universities policy on reasonable accommodations for students with disabilities who qualify for services under the Americans with Disabilities Act (ADA), which

reaffirms Section 504 of the Rehabilitation Act. Reasonable accommodations encompass both physical access and academic modifications for those individuals with identified and documented disabilities to enhance their capacity to perform to the best of their ability.

Northwestern Oklahoma State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities in higher education. We recognize the underused potential of individuals with disabilities and realize the importance of higher education for this special population. It is with them in mind that this handbook was prepared. It is hoped that the faculty and staff will enhance the disabled student and assist them in all possible ways. If any official policy statements of the Regents University System of Oklahoma or of the University are in contradiction to statements appearing in this Handbook, such official policy statements will be deemed to have precedence over the statements appearing in this document. The Regents University System of Oklahoma and the University reserve the right to alter the terms of official policy statements and/or this Handbook at any time, without advance notice.

The office of Services for Students with Disabilities is committed to serving all students with disabilities as defined by federal regulations. A person who qualifies for special accommodation means:

An individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communications, or transportation barriers or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity. The federal definition of a disability includes a person who:

- 1) has a physical or mental (intellectual) impairment which substantially limits one or more of such person's major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
- 2) has a history of such impairment or
- 3) is regarded as having such impairment.

HOW TO ACCESS SERVICES

Students with disabilities who wish to access services shall initiate their request by contacting the Coordinator of Services for Students with Disabilities. Students can expect to meet with a staff member to discuss their academic needs. During this process, students will have an opportunity to identify specific academic accommodations which they need.

- 1) Student must submit documentation from a qualified professional as to the nature of the disability before receiving services. In the case of a

medical disability, documentation from a physician is appropriate.

Students with learning disabilities or Attention Deficit/Hyperactive Disorder must submit documentation from one of two sources:

- a. Students diagnosed prior to graduation from an accredited high school may submit the psycho-educational evaluation on file at the respective high school;
 - b. Students diagnosed after the completion of high school must submit a psycho-educational evaluation performed by a licensed psychologist.
- 2) Student must submit the request in writing at the beginning of each semester or at the time a need is identified.
 - 3) Student must complete a Release of Information form.
 - 4) Student must identify themselves to their instructors and request specific accommodations. Consultation among the student, his/her instructor(s) and the Coordinator of Services for Students with Disabilities may be necessary before some accommodations are authorized.

To insure that accommodations are met in a timely fashion, all documentation should be in place beginning with the 2nd week of classes. In case of late diagnosis, the student should have the documentation in place as soon as possible. The student is expected to confer with the Coordinator of Services for Students with Disabilities at the beginning of every semester in which he/she is enrolled at Northwestern Oklahoma State University.

Each student is encouraged to act as his/her own advocate and has the major responsibility for securing assistance. Early and regular contact with the Coordinator of Services for Students with Disabilities will help ensure services and accommodations. Information obtained is confidential and is used solely for the purpose of identifying appropriate support services. Information regarding a student's disability is not released without written permission of the student. The office will provide instructors with written verification of a student's disability after the student and instructor have discussed options available.

FACULTY NOTIFICATION OF SERVICES TO STUDENTS

Faculty should include the following statement in their course syllabi each semester:

Any student needing academic accommodations for a physical, mental or learning disability should contact the Coordinator of Services for Students with Disabilities or faculty member personally, within the first two weeks of the semester so that appropriate accommodations may be arranged.

SERVICES AVAILABLE

The Coordinator of Services for Students with Disabilities is committed to encouraging students to be independent. We do not wish for students to become dependent on services but instead to use services as a support to accomplish their academic goals. Reasonable accommodations are based on need not desire.

The Coordinator of Services for Students with Disabilities works with students to help remove barriers encountered on campus.

This could include moving classes to accessible buildings, facilitation of ramps or curb cuts, placement of adjustable tables in classrooms, assist with concerns with electronic based access, and acting as a liaison with faculty and staff.

Students are encouraged to experiment with services and develop a package of services which allows them to remain as independent as possible on campus. Students should be aware that services will be designed in a manner intended to remove barriers in the classroom which could hinder a student's ability to learn. Services are not intended to give the student an unfair advantage over other students in the class.

Each case will be viewed individually and determinations made based upon the documentation submitted. Services on an individual basis may include:

- assistance in obtaining class notes through a voluntary note taker
- alternative testing accommodations
- assistance in obtaining texts in alternative formats
- assistance in obtaining an interpreter
- priority enrollment
- building accommodations
- additional accommodations when necessary.

Note-taking

Students may arrange for note-taking assistance by securing a volunteer note-taker or by tape recording lectures. If a volunteer note-taking option is selected, the student with a disability may request a volunteer note-taker packet which includes carbon copy paper. Students with disabilities are responsible for obtaining volunteer note-takers for the classes in which they desire this assistance. If the tape recording option is selected and a student does not have a tape recorder, students with disabilities may check-out a tape recorder from the Coordinator of Services for Students with Disabilities. Students are responsible for the return of tape recorders at the conclusion of each semester or they will be billed for the cost of the equipment.

Alternative Testing

The service is designed to assist the student with a disability in demonstrating his/her skills or acquired knowledge. The student should personally talk with his/her instructor during the first week of classes to explain the alternative request.

Instructors may contact the Coordinator of Services for Students with Disabilities if there are questions about the request or procedures. Instructor and student should agree on an acceptable time and place for alternative testing. The office of Services for Students with Disabilities will serve as one alternative testing site.

Exams may be scheduled during regular office hours 8:00 a.m. - 5:00 p.m., Monday through Friday with no exam scheduled to begin after 4:00 p.m.

Exams should be taken at the regular class time unless a scheduling conflict exists. The student is then responsible for contacting the Coordinator of Services for Students with Disabilities to schedule examinations. This should be done as far in advance as possible to ensure scheduling needs can be met. The instructor is responsible for delivering examinations and written test instructions to the alternative testing site in advance of scheduled exams.

A form is available to the instructor for instructions on how the exam will be delivered back to the instructor. If the student is unable to take the exam at the scheduled time, the instructor and the Coordinator of Services for Students with Disabilities must be informed prior to the scheduled test time. The test can be rescheduled only with direct approval from the instructor.

Accessibility Accommodations

If a student with a disability enrolls in a course that is scheduled in an inaccessible location, the student should notify the Coordinator of Services for Students with Disabilities to obtain a change in classroom location. The coordinator will then contact the Vice President of Academic Affairs and with the instructor, accessibility accommodations will be made.

Priority Enrollment

Students with disabilities who would like priority enrollment will need to contact the Dean of Student Affairs and Enrollment Management.

ADDITIONAL ACCOMMODATIONS AVAILABLE

If a student with disabilities feels he/she needs to make a class substitution, they must:

- 1) Make a written request to their advisor.
- 2) The advisor will review the request and make a recommendation to the Dean of the School.
- 3) The Dean of the School will review the requests and make a

recommendation to the Vice President of Academic Affairs who will make the final determination.

- 4) A completed copy will be furnished to the Registrar.

ATTENDANCE

Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the professor for the course. Attendance in class is expected. Only authorized absences will entitle students to perform makeup work. Such makeup work shall be scheduled at the discretion of the course instructor. Validity of unauthorized absences will be determined by the Dean of Student Affairs and Enrollment Management and the instructor.

The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75 - 90% for credit in his/her course.

DEMONSTRATIONS AND PEACEFUL ASSEMBLY

This policy is applicable only to the extracurricular use of any university-controlled facility or area used as a forum generally open to the members of the university community and others for the purpose of assembly or expression. It is the purpose of this policy to inform members of the University community and the public of the manner in which they may engage in constitutionally protected speech, expression, and assembly at Northwestern Oklahoma State University.

Time, Place and Manner Requirements

Expression may be limited or restricted with respect to time, place or manner. These limitations shall be customized (i.e. to ensure the protection of public order, to avoid scheduling two events at the same time, to avoid disruption of functions of the university including its teaching, research, administration, or disciplinary proceedings, public-service functions or other authorized university activity) to assure compliance with local, state and federal laws. Limitations shall be reasonable and applied without regard to the content of the expression or the purpose of the assembly, except for expression that is not protected by the First Amendment.

The public forum location at NWOSU for free speech rallies or demonstrations will be the "Campus Mall", located in front of the Library between the Education Center and the Student Center.

Requests for use of this forum shall be directed to the Dean of Student Affairs

and Enrollment Management. Discussion with the Dean may be required to schedule and plan the event, approve any use of sound amplification equipment associated with the use of the forum, and resolve other issues that may arise.

In general, requests shall contain the name of the requestor or recognized campus organization, how he/she may be contacted; the proposed date and time for the activity; the expected size of the audience; the topic or subject to be addressed; and any other information that might be necessary to accommodate the needs of the activity.

The request should be made no less than three days prior to the event, but as far in advance as possible to reserve the forum. The approval of the activity will generally occur within two working days of the request. To make these arrangements contact the Dean of Student Affairs and Enrollment Management located in Fine Arts 216 or call 580.327.8415, or email at cnmosburg@nwosu.edu.

All assemblies related to campus expression shall observe the Student Code of Conduct. The university shall assume initial responsibility for maintaining order by using the office of NWOSU Campus Police, recognizing that City, County and State enforcement bodies are available. The university retains the right to protect the safety of individuals, campus property and the continuity of the educational process.

STUDENT CONDUCT

A committee consisting of faculty members and students will be created to consider the case of students in violation of university regulations.

ACCESSIBLE PARKING PERMITS FOR STUDENTS WITH DISABILITIES

Temporary university accessible parking permits are available through the Dean of Student Affairs and Enrollment Management office.

EMERGENCY EVACUATION PROCEDURES

To ensure personal safety in emergency situations, the following guidelines should be observed by students with disabilities. In advance of emergency situations, be aware of at least two exit possibilities for each location. Notify instructors and/or classmates of the type of assistance you need during an emergency situation.

In the event of a fire, immediate and complete evacuation is preferred if it can be accomplished in a safe manner. If immediate and complete evacuation is not possible, ask someone to assist you to a safe area, such as an enclosed stairwell,

until emergency personnel arrive and complete evacuation. The assisting individual should stay with you until emergency personnel arrive. In addition, you should ask a second person to immediately notify emergency personnel of your location and the type of assistance required.

In the event of a tornado warning, you should utilize elevators and proceed to the lowest floor of the building. You should request assistance from instructors or classmates if needed. If elevator use is not possible, then fire evacuation procedures should be followed. Once you have reached the lowest possible floor, remain in the corridors away from windows and exterior doors.

INCIDENT REPORTING PROCEDURES

Students who believe they have inappropriate, inadequate or exceptional services from the office of Services for Students with Disabilities are encouraged to and have the right to file an incident report with the Vice President of Academic Affairs. Students must take the initiative to file a form on their own behalf.

Students are encouraged to file a report within five (5) school days of the incident if possible. Filed incident forms will be kept confidential. Students will receive a written response within ten (10) university working days. Students are encouraged to recommend options to help rectify the issue if needed.

If students are not satisfied with the response, the student may file a complaint with the Office of Civil Rights in Kansas City, MO.

Americans with Disabilities Act
Information Line
U.S. Dept of Justice
P.O. Box 66738
Washington, DC 20035-6118
800-514-0301 (V) 800-514-0383 (TTY)
www.ada.gov

U. S. Department of Education
Office of Civil Rights, Kansas City Office
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Phone: (816) 268-0550
Fax: (816) 268-0599
E-mail: OCR.KansasCity@ed.gov

Office of Disability Concerns
2401 N.W. 23rd, Suite 90 • Oklahoma City, OK 73107-2423
800-522-8224 (V) • (405) 522-6706 (TDD)

RESIDENCE HALL REGULATIONS

The rules and regulations of the residence halls are for the purpose of providing the most livable environment possible for all residents, one that is conducive to the educational mission of Northwestern Oklahoma State University.

Courtesy and respect go a long way. Treating neighbors, R.A.'s, and Hall Supervisors the way in which you wish to be treated will make for a positive atmosphere. Always respect the rights of others.

PROCEDURES

CHECK-IN

The residence halls will be open for move-in the Thursday before each semester. You will need to report to the front desk of your residence hall upon arrival. The Hall Supervisor or a Resident Assistant (R.A.) will be available to help you check-in. If no one is available, phone numbers will be posted. You will receive your room assignment and your key at this time.

CHECK-OUT

The residence halls will close at noon the Saturday immediately after finals week. Arrangements must be made with the Hall Supervisor if you will not check out at this time. You must remove all belongings, remove trash, sweep and mop room and suite, dust room and suite, clean toilets, clean showers, clean walls, clean windows, and clean mirrors, amongst others, before checking out. You must turn in your key. The R.A. or Hall Supervisor will then issue a clearance slip. You will be charged for damages if deemed appropriate by the R.A. or Hall Supervisor. Charges include, but are not limited to, damage to bed, walls, closets, dresser, dresser doors, blinds, closet rod, air conditioner, ceiling tiles, window, window screen, doors, door knobs, door closers, sinks, toilets, and showers.

You will need to check out after every spring semester and after fall semesters in which you will not be returning for the spring. Failure to perform a proper check-out will result in forfeiture of your deposit and a hold can be placed on your account until check out has been completed.

EARLY CHECK-OUT

Your residence hall contract is binding for the entire semester. To move out of the dorm during a semester that you are under contract, you must obtain permission from the Housing Committee. You may be subject to an early termination fee. The Director of Students/Housing office is where you need to begin this process.

ROOM AND SUITE INSPECTIONS

Room and suite inspections will be performed at least once per month and often times twice per month. Room and suite inspections will be posted 24 hours in advance in the specific hall. Inspections will consist of checks on cleanliness, damages, and inappropriate items in room and suite, amongst others as deemed

necessary. Resident Assistants will also check inside refrigerators. Inspections will be the same procedure for each room and suite in the entire residence hall.

SUMMER

You are to check out as previously mentioned at the end of the spring semester. If you plan to live in the residence halls after the required check out date, you must fill out a summer housing application.

ROOM CHANGE

If at any time you wish to change residence halls, contact the Director of Students/Housing in the Fine Arts Building, office #131. If you wish to change rooms or room arrangements in the same residence hall, contact your Hall Supervisor.

TRASH

All room trash is to be taken to the dumpsters outside the residence hall. It is not to be left in the suite area, laundry rooms, hallways, lounges, community bathrooms, or any other area not designated for room trash. Violations will result in fines starting at a minimum of \$25.00 and will increase as deemed necessary by the Director of Students and Housing.

RENEWAL/NON-RENEWAL CONTRACTS

Each student currently in the residence hall is required to fill out the renewal/non-renewal contract each semester (fall and spring). These will be given to you by the R.A.'s.

FIX-IT LIST

Any item that is not working in your room should be put on the fix-it board by the front desk. These will be submitted the following morning at 8:30 am. If it is an emergency and must be fixed immediately, contact your R.A. or Hall Supervisor.

PAYMENT OF ACCOUNTS

University accounts are to be taken care of as they are due. Failure to do so can result in late fees for each payment, not receiving transcripts, prohibition from enrolling, and/or removal from the residence hall. This includes charges accrued during the semester, such as tickets or additional room charges.

FOOD SERVICE

All residents are required to have at minimum a meal plan of 8 meals per week + \$150.00 flex meal plan. Coronado cafeteria will be serving meals that count towards the weekly meal plan allowance selected. Only flex dollars (not meal plan

punches like previously used) can be used in the Ranger Market in the student center. Students may also pay with cash or debit/credit at the market if they have exceeded the flex dollar allowance for the semester. Each student is expected to pick up their trash and put plates up after eating. In efforts to reduce waste, please only get what you plan to eat.

MAIL

R.A.'s will deliver mail to the mailboxes designated in each residence hall. This delivery will be made every day campus offices are open. There is a box for outgoing mail in each residence hall. The RA's will deliver the outgoing mail to the campus mailroom to be sent every day campus offices are open.

VISITATION

Visitation hours are as follows:

Sunday: 10:00 am – 12:00 midnight

Monday: 10:00 am – 12:00 midnight

Tuesday: 10:00 am – 12:00 midnight

Wednesday: 10:00 am – 12:00 midnight

Thursday: 10:00 am – 12:00 midnight

Friday: 10:00 am – 1:00 am

Saturday: 10:00 am – 1:00 am

All opposite sex guests are to enter through the appropriate doors and be escorted at all times by their host. Any visitor under the age of eighteen must have the approval of the Hall Supervisor or the Director of Students/Housing.

Any overnight guest must be cleared through your Hall Supervisor prior to the stay. Failure to receive approval will result in a fine.

SAFETY

Northwestern's Campus Police Office is located in the Student Center, or you can contact them by calling (580) 327-8511. Any message left on the voice mail will page a police officer.

Keep your door locked at all times when you leave your room. A theft can occur at any time in a matter of seconds. The University is not responsible for stolen or damaged personal property.

There are cameras in each residence hall and overlooking each residence hall parking lot. These cameras continuously record.

State Health Codes state that shoes, pants, and a shirt will be worn in all public areas. This includes all lounges, the cafeteria, and classrooms.

DO NOT prop open exterior doors of the residence halls. Propping open exterior doors will result in a \$50.00 fine.

DO NOT use fire escape exit doors unless there is an emergency. The use of fire escape doors in a non-emergency situation will result in a \$50.00 fine.

Keys

You are issued the key or keys for your room or suite at check-in. Your key and room security are your responsibility. Keep your room locked at all times when you leave your room. You will be charged \$35.00 per replacement key. The procedure to replace a key is to go by the Business Office and pay the required amount; a receipt will be given to you. Take the receipt to the Hall Supervisor and they will issue you a key. The Hall Supervisor will not let you borrow a key. If a lock core has to be changed, an additional \$90.00 will be charged.

Illness

If you are ill, you can contact Share Medical Center at (580) 327-2800. You must call before noon on Monday, Wednesday, or Friday to set up an appointment for those evenings. Contact an R.A. or Hall Supervisor if you need assistance in any way.

Fire drills

One fire drill must be held each semester in each residence hall. Residents must participate. Failure to do so will result in disciplinary action. Misuse of a fire extinguisher or any safety equipment or emergency doors will result in the offender: (1) cleaning up the mess: (2) having the equipment put in working condition: (3) paying the damages. The offender will be seen by the Conduct Officer to determine further disciplinary action. Emergency exits are only to be used in case of fire or other emergencies.

For the safety of our residents, fire alarms must be in working conditions at all times. When a fire alarm needs a new battery, the resident must report it to a Resident Assistant. The Resident Assistant will replace the battery. Failure to report battery issues or tampering with the alarm will result in a \$25.00 - \$50.00 fine.

Severe Weather

Each resident will go to the first floor, center hallway, away from windows and glass. Flyers for underground safe places will be posted in the residence halls.

Children in the Residence Halls

Children are not allowed in the halls as overnight guests. All children under the age of 18 in the residence halls must be accompanied by a parent or legal guardian unless they are a resident at the residence halls or a full-time student at NWOSU. Failure to comply will result in a fine and may result in disciplinary action.

Health & Safety Checks

The university reserves the right to enter rooms for maintenance, health, or safety inspections or other reasons deemed valid by the Director of Students and Housing. Housing employees will knock before entering the rooms.

Weapons

Firearms, pellet or B.B. guns, explosives (fireworks), knives, cross-bow and arrow, paint guns, or weapons of any kind are not allowed in the residence hall or vehicle kept on campus. Campus Police will store your weapons if deemed appropriate. You must contact Campus Police before bringing the weapon to campus. Failure to comply will result in a fine and may result in disciplinary action.

Candles

The burning of candles or incense is not allowed in the residence halls. Failure to comply will result in a fine.

PARKING

Park all bicycles, cars, pick-ups, motorcycles, etc. in designated locations. Every vehicle that you bring to campus must display a current decal. If you move off campus or to a different residence hall your parking decal must be changed. You must park in the location specific to your decal. Visitor parking is available.

You must be parked appropriately in your parking spot. You may not back in to parking spots. Decal is located in the back left window of vehicle and must be visible at all times.

ROOM DECORATIONS

- Do not nail or tack anything in the rooms, use non-damaging hanging items.
- Pornographic materials (any depiction of nude body parts) may not be displayed.

- Decals may not be displayed on doors, walls, or furniture.
- Window blinds are in each window and are the only coverings to be visible from the outside.
- Room doors are not to be decorated on the outside.
- Do not remove any furniture from your room or any other room within the residence hall.
- There are 2 beds in each room at the beginning of each semester. Neither bed is to be removed from the room at any time.
- The use of liquor bottles, cans or signs for decorative purposes is not permitted.

Failure to comply will result in a fine.

AMENITIES

Each room will come with at least 2 closets, 2 dressers, 2 desks, 2 chairs, 2 beds, and 2 twin XL mattresses.

Television cable hookup is in each room. Plug in your television straight to the coaxial cable and you should have cable access. If this does not work, contact the Alva Suddenlink office directly.

Internet is available in each room. You will need to purchase a modem (these can be purchased in the office of Students and Housing for \$85.00). For wireless internet, you will also need to purchase a router from a local retailer.

Any electrical appliances that you bring to use in your room must have a surge protector between the outlet and the appliance.

One small refrigerator is allowed in each room. The size is to be no larger than 3.3 cubic feet.

Hotplates, crockpots, skillets, toaster ovens, or unapproved electrical appliances are not allowed in the rooms. Must have an automatic shutoff to qualify for opportunity of being approved by hall supervisor.

Pets are not to be kept in the residence halls by any residence other than Hall Supervisors. This includes but is not limited to birds, mammals (such as cats and dogs), and reptiles.

Waterbeds are not permitted in the residence hall rooms.

You may bring your own mattress but not your own bed.

CONDUCT

All students are expected to conform to all local, state, and federal laws.

Alcohol fines as well as tobacco fines will begin at \$25.00 and increase at a minimum of \$25.00 each additional violation. Charges can be more depending on severity of violation.

Possession or use of alcoholic beverages, illegal narcotics, or prescription drugs is strictly prohibited.

Possession of illegal narcotics will result in termination of housing. Residents caught with illegal narcotics must move out of the residence halls within 24 hours of violation.

Take care of university furnishings. Violators will be charged full replacement cost of property that is damaged or destroyed.

Lounge furniture is to be used strictly in the lounge. It is not to be removed for any reason.

Students who vandalize any property belonging to the State of Oklahoma must pay for the repairs and will be subject to further disciplinary action. Do not detach any fixed furniture or remove any furniture from its designated place.

In group living situations, noise is always a concern. Noise should always be kept at a minimum. Stereos, TVs, radios, and conversation should never be loud enough to disturb other residents in the dorm. During Dead Week and Finals there is to be no abnormal noise in the Residence Halls.

Student conduct that the university deems unacceptable in a group living situation, even though the violation is not covered in the written regulation, will be subject to disciplinary action.

Violation of any rule or regulation or combination thereof could result in fines, conduct warning, conduct probation, temporary suspension, suspension, or expulsion in accordance with the NWOSU student code of conduct. All students shall adhere to the NWOSU student handbook.

BICYCLES, ROLER SKATES, ROLLER BLADES, SCOOTERS, HOVERBOARDS, AND SKATEBOARDS

There are strict guidelines that must be followed concerning the use of bicycles, roller skates, roller blades, scooters, and skateboards.

Whenever a person is riding on a bicycle, roller skates roller blades, scooters, hoverboards, or a skateboard, that person must yield the right-of-way to any pedestrian, bicyclist, or other mobility assistance devices for the disabled.

The campus grounds, sidewalks, streets, parking lots and other areas are not designed for or intended to be used by persons riding skates, roller blades, hoverboards, or skateboards. Any use of these devices will be **AT WALKING SPEED ONLY**.

STUNTING AND JUMPING IN ANY MANNER IS PROHIBITED

Persons using these devices must assume **ALL RISKS** associated with such activities.

Bicycles roller skates, roller blades scooters, hoverboards, and skateboards are not permitted in the following locations: On or in any university building, structures, stairways, access ramps, steps, retaining walls, handrails, or other architectural elements. Bicycle racks are provided on campus for individuals riding to campus and seeking a place to park their bike. Any damage to university property is discouraged and the operator of these devices may be held financially liable for any damages occurring as a result of their use.

Cafeteria

Monday-Friday

Breakfast 7:00 am to 8:30 am

Lunch 11:30 am to 1:30 pm

Dinner 5:00 pm to 8:00 pm

Friday

Dinner 5:00pm to 6:00pm

Saturday

Breakfast Closed

Lunch 12:00 am to 1:00 pm

Dinner 5:00 pm to 6:00 pm

Sunday

Breakfast Closed

Lunch 11:30 am to 1:00 pm

Dinner 5:00 pm to 6:00 pm

Ranger Market

Monday-Friday

Breakfast: 7:30am to 3:30pm

Monday-Friday

Dinner: 6:30 pm to 9:30 pm

Student Center

Monday–Wednesday: 7:30am to 12am

Thursday–Friday: 7:30 am to 4:00am

Saturday: 2:00pm to 4:00am

Sunday: 2:00pm to 10:00pm

Library

Monday – Thursday: 7:45 am to 12 midnight

Friday: 7:45 am to 5:00 pm

Sunday: 1:00 pm to 12 midnight

Front Desk Phone Numbers:

Ament Hall: (580) 327-8421

Coronado Hall: (580) 327-8404

Fryer Hall: (580) 327-8605

South Hall: (580) 327-8424

Director of Students/Housing: (580) 327-8418

Fine Arts Building Room #131

Campus Police: (580) 327-8511

Mailing Addresses

NWOSU

ATTN: Ament Hall (Room #)

1140 8th

Alva, OK 73717

NWOSU

ATTN: Coronado Hall (Room #)

700 Monroe

Alva, OK 73717

NWOSU

ATTN: Fryer Hall (Room #)

1100 8th

Alva, OK 73717

NWOSU

ATTN: South Hall (Room #)

1301 Davis

Alva, OK 73717

Affirmative Action/Non-Discrimination Statement

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to the Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, Alva, OK 73717, (580) 327-8415, or the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo. 64114, (816) 268-0550. Notes 194 195 196