

Southeastern
Oklahoma
State
University

Student Handbook



2023-2024



Southeastern Oklahoma State University

Welcome

Students,

Welcome to Southeastern Oklahoma State University! We are privileged to serve as your Vice President of Student Affairs and Assistant Dean of Students and focus our leadership on creating a healthy, safe and inclusive campus where you can maximize your personal potential while pursuing your educational dreams.

Student Affairs provides valuable and important guidance for your engagement at Southeastern. This handbook is your resource guide as it compiles much of the essential information you will need to optimize your Savage Storm experience.

This Student Handbook will acquaint all students – new and returning – about many aspects of Southeastern. In these pages, you will see descriptions of rights and responsibilities, as well as our rules governing campus life. This handbook establishes the responsibilities that students have in making this a campus that values integrity, professionalism, respect, and fairness. We ask that you review these rules and the code and abide by them.

As a student you are encouraged to exercise your rights and you are expected to meet your responsibility to adhere to the established standards. Taking the initiative to expand your horizons and taking advantage of the programs and services that are available to support your success are important decisions to make. Staff within Student Affairs, as well as many others across the University, stand ready to assist you in these endeavors.

As Southeastern Alumni, we are excited to welcome you to Southeastern Oklahoma State University for the 2022-2023 academic year. Some words of advice: *Get involved, be a leader, stay healthy, and give back to your community – volunteer!* Share your time and talents with others on campus, this all rolls up into what we call the Southeastern Experience, and it embodies what is expected of you as students at Southeastern.

Best wishes for an extraordinary Southeastern Experience and **GO BIG BLUE!**

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The Southeastern Oklahoma State University Student Handbook is subject to change without notice. The official copy is kept in the Office of Student Affairs, located in the Glen D Johnson Student Union, room 314.

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I. University Mission

Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.

For students Southeastern will:

- Provide an opportunity to succeed through a challenging, learner-centered academic environment.
- Offer an undergraduate foundation in the liberal arts and sciences, with an emphasis on integrating critical thinking, communication skills and appropriate technological applications into the curriculum across all disciplines.
- Provide a general education program that familiarizes students with major areas of scholarship.
- Provide professional, academic, and career-oriented undergraduate and graduate programs to meet the changing needs of the workforce.
- Provide an environment for non-academic experiences, which fosters the development of personality, social living, and effective citizenship.
- Present a system of governance that provides reliable information and, as appropriate, involves the students in the decision-making process.
- Actively recruit traditionally under-represented students and offer scholarship programs to attract students of various socio-economic and academic levels.

II. Student Code of Conduct

SCOPE OF REGULATIONS

Board Rule – University authority is vested by the Regional University System of Oklahoma Board of Regents with the President. This grants the President the responsibility and authority to promulgate rules governing student conduct and rules ensuring the order and safety of the campus. Students must comply with all the rules and regulations of the institution. Generally speaking, student disciplinary authority and the judicial latitude necessary to accomplish it are delegated to the Office of Student Affairs.

The objective of Southeastern Oklahoma State University is to provide an opportunity for education to all students. In order to achieve this objective, it is important to define standards of conduct or limits of behavior which will enable students to work together and with the faculty, staff, and administration in a positive manner. The voluntary entrance of a student to Southeastern Oklahoma State University means that the student also voluntarily assumes obligations of attendance, performance and behavior reasonably imposed by the University.

University rules and regulations are designed to ensure optimal conditions for learning for all students. Standards of conduct for students are seen as a base or foundation of behavior rather than arbitrary

limits of behavior. Misconduct is considered a matter of concern by the University. Reports of misconduct variously deemed offensive, unacceptable, destructive, criminal, or in violation of University regulations, usually are made in the first instance to the Office for Student Affairs for investigation and determination of appropriate action, if any.

The University's policies concerning student behavior take an educational and rehabilitative approach in contrast to a punitive approach. The former approach emphasizes assisting students to understand and accept responsibilities for their behavior as students of the University. Both the interests of the student and the University are taken into account in deciding the desirability of undertaking a program of conduct rehabilitation within the University.

The President of Southeastern Oklahoma State University, or his/her designee, shall have the authority to deny admission and/or readmission to applicants to attend the University after review and consideration of any applicant's previous actions of law violations, misconduct, rule violations, or any interference with the orderly conduct of the University, separately or in combination.

When University Rules Govern – Students who are enrolled at the University are subject to the rules and regulations of the institution. This includes conduct on campus, at a University sanctioned or sponsored event, and any criminal action that might take place off-campus or a non-University event.

STUDENT OBLIGATIONS AND REGULATIONS

Each student voluntarily assumes an obligation to conform to rules, regulations, and standards of behavior expected by the University in order to preserve faithfully all property provided by the State for his/her education, and to discharge his/her 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 also 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:

1. **Acts of Dishonesty:** No student shall commit acts of dishonesty, including but not limited to the following:
 - a. **Cheating:**
 - i. Unless the instructor specifies otherwise, all examinations and other assignments, including homework, are to be completed by the student alone, without inappropriate assistance of any kind.
 - ii. Improper collaboration is considered cheating. When an instructor syllabus permits or encourages "working together" it is expected that group study sessions may result in similar responses or answers to exam questions or other work product. When working together is not permitted, such similar responses will be considered as evidence of academic misconduct.
 - iii. Unless the instructor specifies otherwise, it is assumed that all work

submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, computer code, research data, etc.

b. Plagiarism:

- i. All writing assignments are to be composed entirely of words generated (not simply found) by the student, except where words written by someone else are specifically marked as such with proper citation. This includes copying words from the internet, a periodical, or a book without proper reference. Simply documenting the source in a footnote or bibliography isn't good enough. You must also indicate that the words themselves are quoted from someone else. For this reason, sentences that should have quotation marks but appear in the paper without quotation marks are plagiarism.
- ii. It is plagiarism to copy words and then modify them slightly. Paraphrasing is fine when you cite the source and indicate the new expression is actually your own. When the expression remains substantially similar to the source as a whole or in one of its parts – it is plagiarism.
- iii. Self-plagiarism or “recycled academics” occurs when a student submits the same project or paper for multiple classes and violates the crucial assumption that academic work is performed on a class-by-class basis in order to achieve learning, practice, and growth. Unless the second instructor expressly permits a project or paper from a prior class for credit, this is not permitted.

c. Other academic dishonesty:

- i. Facilitating or aiding in the cheating, plagiarism, or dishonesty of another student.
- ii. Attempting at cheating, plagiarism or other academic dishonesty even if not successful.
- iii. Lying in order to gain academic advantage, including dishonesty about why a class was missed, dishonesty to gain an extension on a project or assignment, or dishonesty to gain admission to a program.

2. Furnishing false information:

- a. **Forgery:** alteration or misuse of any university document, record or instrument of identification.
- b. **Falsifying** or participating in the falsification of any university record.
- c. **Assuming the identity of another.**
- d. **False reporting:** including the false reporting of a violation of this code.

3. Public Law: All students are expected to conform to all local, state, and federal laws.

4. 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, 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. Physical obstruction and/or the unauthorized occupation of a space will not be tolerated. Should any of these conditions exist, students will be asked to leave the area and will be expected to comply.

5. **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 actions.
6. **General misconduct,** including any act constituting violation of federal, state, civil, or criminal laws or city ordinances. General misconduct that adversely affects the student's suitability as a member of the University community such as the commission of a felony, misdemeanor involving moral turpitude, public nuisance, disturbance of the peace, inciting to rout or riot, disorderly conduct, and all acts that recklessly endanger the student or others.
7. **Physical abuse or threat of physical abuse:** Acts that endanger the health, safety, or property of others; fighting, assaulting, battering, using a weapon, physically abusing, or restraining; or acts that interfere with education activities of any person on University owned or controlled premises, including the premises used at University sponsored or supervised functions.
8. **Disorderly Conduct:** Behavior that is disorderly, lewd, indecent, or obnoxious. This includes nonconsensual photography, video, or audio recording of another person without consent. This also includes classroom disruption and engaging in behavior a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instructional program. Faculty members are authorized to dismiss students from classes pending other action, and it shall be a further offense for any student not to leave a classroom when told to do so by a faculty member. (Note: If a student is dismissed from class due to classroom misconduct, the student must seek permission from the conduct officer before returning to that class. Faculty reserve the right to include in their syllabi statements of expectation and penalties for academic dishonesty and classroom misconduct.)
9. **Unauthorized use,** entry or occupancy of University facilities or premises; or unauthorized possession, duplication, or use of keys to any University premises. Including abuse of the university email or phone systems, and unauthorized use of the University's symbols, seals, imagery, and trademarks. Any violation of the University's Branding and Style Guidelines is prohibited. <https://www.se.edu/wp-content/uploads/2022/04/Branding-and-Style-Guide-2022-1.pdf>
10. **Gambling:** Gambling for money or other things of value on campus or at university sponsored activities is prohibited.
11. **Student Dress and Appearance:** Neatness and appropriate dress are important at all times. It is assumed that students who attend Southeastern Oklahoma State University will exercise mature discretion in regard to their personal appearance and hygiene. Extreme modes of dress and personal hygiene that interfere with the educational process are discouraged. Instructors may refer students to the student conduct officer for violations of this code.
12. **Alcoholic Beverages – On Campus:** 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 regardless of age. Campus includes but is not limited to university housing including sorority and fraternity

housing.

13. **Alcoholic Beverages – Off Campus:** Criminal violations off-campus can result in conduct sanctions. This includes public intoxication, driving under the influence of alcohol, physical control of a vehicle while under the influence of alcohol, transporting an open container, possession or use of a fake I.D., and being a minor in possession of alcohol.
14. **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 forbidden. Inhaling or ingesting any substances that will alter a student's mental state (glue, paint, etc.) is prohibited.
15. **Payment of Accounts:** Students shall make satisfactory arrangements for the settling of University accounts promptly. Failure 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 placing of a hold on the student's records. A student may neither re-enroll, receive a diploma, live in on-campus housing 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 financial hold on the record.
16. **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. University regulations and 21 O.S., § 1277 (<https://casetext.com/statute/oklahoma-statutes/title-21-crimes-and-punishments/chapter-53-manufacture-sale-and-wearing-of-weapons/section-1277-unlawful-carry-in-certain-places>) prohibits the possession of concealed weapons on university property except in a vehicle and prohibits the removal of the weapon from the vehicle while on campus.
17. **Theft:** Engaging in theft, attempted theft, or unauthorized possession of property belonging to the University or other individuals on University property is prohibited.
18. **Fire Safety:** Abuse of fire alarm systems or firefighting equipment is prohibited, including tampering with equipment, failure to use the equipment for its intended purpose, or any other act that might produce a false alarm, or interfere with the intended use of the equipment. Failure to evacuate when a fire alarm is activated is prohibited.
19. **Abuse of Technology:** Theft or other abuse of computer resources and facilities, including but not limited to the following is forbidden:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
 - c. Unauthorized transfer of a file.
 - d. Use of another's identification and password.

- e. Use of computing facilities to interfere with the work of other students, faculty member or university official.
 - f. Use of computing facilities to send obscene, abusive, or harassing messages.
 - g. Use of computing facilities to willfully, publish, distribute or exhibit any obscene expression.
 - h. Use of computing facilities to interfere with normal operation of the university computing system.
 - i. Use of computing facilities and resources in violation of copyright laws.
 - j. Any failure to follow Technology Usage Policies found at:
<https://policy.se.edu/policies/technology-usage-policy/>
20. **Change of Address:** Students must notify the Registrar’s Office of their current address through Colleague Self-Service. Failure to do so may result in disciplinary action.
21. **Littering and Vandalism** are prohibited.
22. **Tobacco and Vape:** Southeastern is a tobacco-free and vape-free environment. This tobacco/vape free campus environment includes any and all Southeastern owned, leased, rented, or maintained property including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds. Campus also includes all University owned, leased, or rented vehicles. Campus may not include any owned properties which are leased to third parties under long-term leases. This tobacco-free/vape-free policy also extends to all university-organized off-property meetings or events. Tobacco includes all forms of tobacco but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. It also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products including but not limited to electronic cigarettes (e-cigarettes)/vaping devices, cloves, bidis, and kreteks. Tobacco use: includes smoking, chewing, dipping or any other consumption or use of tobacco products. For more information see: <https://www.se.edu/human-resources/tobacco-free-campus/>
23. **Discrimination:** Discriminating on the basis of gender, race, age, status as a veteran, sexual orientation, genetic information, gender identity, national origin, religion, or qualified disability is prohibited. [Depending on the circumstances, this policy provision may be enforced through the Civil Rights & Title IX Policy instead of the Student Handbook]
24. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress.
- a. “Course of conduct” means two or more acts, including but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - b. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
 - c. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- d. Conduct that amounts to Oklahoma’s legal definition of stalking is also prohibited.
 - i. Oklahoma law defines stalking in 21 O.S. §1173, as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that (1) would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and (2) actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
 - ii. Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property shall constitute stalking.
25. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence, immediately below [Depending on the circumstances, this policy provision may be enforced through the Civil Rights & Title IX Policy instead of the Student Handbook].
26. **Domestic Violence:** A felony or misdemeanor crime of violence committed [Depending on the circumstances, this policy provision may be enforced through the Civil Rights & Title IX Policy instead of the Student Handbook]:
- a. By a current or former spouse or intimate partner of the victim.
 - b. By a person with whom the victim shares a child in common.
 - c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
 - d. By a person similarly situated to a spouse of the victim who is protected from that person’s acts under the domestic or family violence laws of the State of Oklahoma, specifically: Okla. Stat. Ann. Tit. 21, §644.1.
 - e. Domestic violence includes physical, sexual, emotional, economic, or psychological actions or threat of actions that influence another person.
 - f. Conduct that amounts to Oklahoma’s legal definition of domestic violence is prohibited.
 - i. Oklahoma law defines domestic violence in 21 O.S. §644 as “...any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant.” Further, Oklahoma law defines domestic abuse in 22 O.S. §60.1 as “...any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who

are family or household members or who are or were in a dating relationship.”

27. **Harassment** which includes any act, statement, or combination of acts and statements so severe, pervasive, or offensive that it could be said to [Depending on the circumstances, this policy provision may be enforced through the Civil Rights & Title IX Policy instead of the Student Handbook]:
 - a. Deprive a reasonable student or potential student of access to the education opportunities or benefits provided by the university.
 - b. Create a hostile or abusive work environment for a reasonable university employee so as to affect the employee’s ability to work or remain on the job, or
 - c. Create a hostile or abusive environment for a visitor so as to deprive the reasonable visitor from exercising legal rights or privileges granted by the university in furtherance of the university’s mission.

28. **Malice:** Any engagement in subjectively or objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health and/or safety of any person or causes reasonable apprehension of harm is prohibited.

29. **Sexual Harassment:** Unwelcome conduct of a sexual nature including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature in the following context [Depending on the circumstances, this policy provision may be enforced through the Civil Rights & Title IX Policy instead of the Student Handbook]:
 - a. When submission to such conduct is made wither explicitly or implicitly a term or condition of educational benefits, employment, academic evaluation, academic opportunity, or used as some form of duress or extortion.
 - b. When submission to ore rejection of such conduct by an individual is used as the basis for an employment decision or academic decision affecting the individual, or
 - c. When conduct is sufficiently severe, pervasive, or persistent and objectively offensive that it has the effect of creating an intimidating, hostile, or offensive environment which negatively affects an individual’s academic or employment environment.
 - d. Depending on the facts, dating violence, domestic violence, and stalking may simultaneously be forms of sexual harassment.

30. **Sexual Assault:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent [Depending on the circumstances, this policy provision may be enforced through the Civil Rights & Title IX Policy instead of the Student Handbook]:
 - a. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
 - b. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim.
 - c. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Oklahoma law.

31. **Sexual Exploitation:** Taking nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. This

includes but is not limited to:

- a. Nonconsensual video or audio recording of sexual or lewd activity, exceeding the boundaries of explicit consent.
- b. Exceeding the boundaries of explicit consent for such consent.
- c. Engaging in voyeurism (as in a peeping tom).
- d. Knowingly transmitting a sexually transmitted disease or infection to another student.

32. **Definition of Consent:** Consent means the affirmative, and voluntary agreement to engage in a specific sexual activity during sexual encounter. Consent can be withdrawn at any time.

Consent is freely and actively given in a mutually understandable manner through words or actions that indicate a willingness to participate in a mutually agreed upon sexual activity.

- a. Consent cannot be given by an individual who is asleep, or mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason.
- b. Consent cannot be given by a person under duress, threat, coercion or force.
- c. Initiators of sexual activity are responsible for obtaining consent. Absence of expressions of non-consent is not by itself a form of consent.
- d. Silence or passivity alone and without some type of affirmative verbal or nonverbal assent to the sexual activity is not consent.
- e. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- f. Previous relationships or prior consent cannot imply consent to future or present sexual acts.
- g. Consent may be withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop.
- h. Lack of consent includes instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity (such as being under the influence of alcohol or other drugs) and instances where the victim is threatened with force, threat, or other duress.
- i. Force negates consent. Sexual activity that is forced is non-consensual.
- j. There is no requirement that a party physically resists the sexual advance or request, but resistance is a clear demonstration of non-consent.
- k. Willful use of alcohol or other drugs on the part of the initiator of sexual activity will never function as a defense for any behavior that violates this policy.
- l. For all conduct sections where consent is required consent must be present.
- m. If at any time during sexual activity consent becomes unclear or uncertain, it is the responsibility of the initiator of continued activity to ensure that there is consent.

33. **Attempts and complicity:** Attempts to or encouraging others to commit acts prohibited by this conduct code will be sanctioned to the same extent as if one had committed the prohibited act. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy.

34. **Housing and Residence Life Policy:** Failing to comply with the Resident Student Handbook is prohibited. www.se.edu/hrl/resident-resources/

35. **Off Campus:** Actions not committed on University property may be subject to University disciplinary action in cases where there is a clear and distinct interest of the University if involved or affected.

36. **Retaliation:** Retaliating against a person who, brings a complaint forward or against an individual or who has participated or is participating in an investigation or conduct process is taken seriously and is prohibited. For more information see sections 5-7 and 5-11 of the Regional University System of Oklahoma (RUSO) Policy Manual.

In cases of gender-based or sexual misconduct, the protections against retaliation are critical to reducing the prevalence of sexual misconduct within the University community. Retaliation against anyone who has reported an incident of sexual misconduct, provided information, or participated in an investigation into a report of sexual misconduct is prohibited. Acts retaliation include but are not limited to intimidation, threats, and harassment – whether physical or communicated verbally or written, as well as adverse changes in work or academic environments.

37. **Interference with the Student Conduct Process:** Obstruction, misdirection, and interference with conduct procedures or outcomes is prohibited. This includes falsification, distortion, or misrepresentation of information, knowingly filing a complaint without good faith, and the harassment or intimidation of a conduct officer or other individual involved in the conduct process including witnesses. This also includes the failure to comply with sanctions properly imposed through the conduct process.
38. **Student Organizations:** It is considered prohibited conduct to violate University policies, regulations requiring the registration of student organizations, or prior approval of the use of University premises or facilities. <https://www.se.edu/student-life/>
39. **Tampering with the election** of any University-recognized or registered student body organization.
40. **Refusal to exhibit a student identification card** to school officials, faculty, staff, or security personnel when required to do so on school premises or at University sponsored events.
41. **Hazing:** Oklahoma law prohibits hazing by a person or organization against a student at an educational institution. Failure to comply with the specific provisions of the law will result in criminal penalties and fines. (See 21 O.S., § 1190). "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization. A person commits an offense under the hazing law if that person:
- a. Engages in hazing; particularly for the purpose of initiation or admission into or affiliation with any organization.
 - b. Solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
 - c. Intentionally, knowingly, or recklessly permits hazing to occur; or
 - d. Has firsthand knowledge of the planning of a specific hazing incident involving a student at the university or has firsthand knowledge that a specific hazing incident has occurred, and fails to report.
 - e. Hazing includes:
 - i. Any type of physical brutality
 - ii. Physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student (i.e.

- sleep deprivation, exposure to the elements, calisthenics).
- iii. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drugs, or other substance which subjects the student to an unreasonable risk of harm, or which adversely affects the mental or physical health or safety of the student.
 - iv. Activity that intimidates or threatens the student with ostracism.
 - v. Activity that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student.
- f. The aforementioned activities are only examples of specific hazing offenses. Any type of activity which falls within the general definition of hazing is prohibited under the hazing law. Consent of the individual subjected to the hazing is not a defense against prosecution of an offense under the hazing law. Organizations that are covered under this law include any recognized campus organization whose members are primarily students at an educational institution. A student means any individual who is enrolled at said educational institution and who is associated with said organization. Specific penalties which may be imposed against an individual or organization guilty of an offense under the hazing law include the imposition of fines ranging between \$500 and \$1,500 and/or confinement in the county jail for a period of time not to exceed 90 days. An organization convicted will be required to forfeit, for a period of not less than one year, all the rights and privileges of being an organized or operated organization at the educational institution. The specific penalty imposed for a hazing offense depends on the seriousness of the offense and whether bodily injury or death to an individual resulted from the hazing incident.

STUDENT DISCIPLINARY PROCEDURES

Authority of Chief Student Affairs Officer: The Chief Student Affairs Officer, or their designee such as the Assistant Dean of Students, are authorized by the President to investigate potential violations of university regulations or law and to determine and administer appropriate penalties using a *preponderance of the evidence* standard. At a minimum, individuals involved in the student conduct process, including members of the Committee on Student Conduct, will receive annual training on issues relating to dating violence, domestic violence, sexual assault, and stalking. This training will include how to conduct the investigation and hearing process that protects the safety of victims and promotes accountability. The University is committed to enforcing a prompt, fair, and impartial process from an initial investigation to the final result. The Office of Student Affairs has the responsibility for handling as many conduct complaints as possible, except for those cases which by their nature require initial action by another University department, such as:

- **Matters of Academic Dishonesty and Classroom Conduct:**

Academic dishonesty matters may first be considered by the faculty member who may recommend penalties such as withdrawal from the course, reduction or changing of a grade in the course, test, assignment, or in other academic work; denial of a degree and/or performing additional academic work not required of other students in the course. Acceptance of the faculty member's recommended penalties by the student shall make the penalties final and constitute a waiver of further administrative procedures. If the student does not accept the decision of the faculty member, the student may have the

case reviewed by the academic department chair. If the student does not accept the decision of the academic department chair, the student may have the matter referred to the Vice President for Academic Affairs. Student(s) seeking to be heard about a grade dispute should file an appeal with the Academic Appeals Committee. The Academic Appeals Committee will serve as an appeals board upon receipt of written requests from faculty or students who seek to have grades or records altered. The Committee will also act on appeals of students who are on academic probation or who have been suspended for academic reasons. The decision of the Academic Appeals Committee will be final.

If a student is dismissed from class due to classroom misconduct, the student must seek permission from the conduct officer before returning to that class. Faculty reserve the right to include in their syllabi statements of expectation and penalties for academic dishonesty and classroom misconduct. (Note: Faculty members are authorized to dismiss students from classes pending other action, and it shall be a further offense for any student not to leave a classroom when told to do so by a faculty member.)

- **Matters Involving Free Expression**

In matters involving Free Expression and the Free Expression of others, students should seek guidance from the Free Expression Policy located at www.se.edu/freexpression. Student violation(s) of this policy are bound by the Student Conduct Code and all other University rules and regulations governing the conduct of students.

- **Residence Hall Matters**

Students who reside within the residence hall system are under a contractual obligation to abide by the rules and regulations of Housing and Residence Life, as well as being bound by the Student Conduct Code and all other University rules and regulations governing the conduct of students. If a residence hall conduct officer determines an immediate threat exists in any residence hall matter the case will be immediately referred to the university conduct officer.

For further information regarding the Housing and Residence Life Policy please click on the following link: <https://www.se.edu/hrl/>

More information can be also found by contacting:

Kelly D'Arcy

Director of Housing & Residence Life

Glen D. Johnson Student Union, Room 311

580-745-2948

kdarcy@se.edu

- **Financial Matters**

In matters involving a violation of a financial obligation to the University, including issuance of a check without sufficient funds, the University may initiate action and may assign penalties such as late fees, service charges, fines, loss of money-related privileges, blocks from re-enrollment, etc. If the student believes the penalties have been applied prejudicially or in an arbitrary or capricious manner, or where penalties are the result of an alleged error on the part of the University, student may have the matter reviewed by the Vice President for Business Affairs or their designee.

- **Health Matters**

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, or who fail to follow the directives of the Office of Student Affairs' health or psychological personnel regarding these problems may face disciplinary sanctions from the University and/or be recommended to take a medical leave of absence. In all cases covered by this policy, the University reserves the right to exercise the final judgment with respect to the admission or retention of the person whose fitness has been questioned. Details of voluntary medical/psychological leave and involuntary leave for students who pose a direct threat of harm to others can be found in the Voluntary Medical/Psychological Leave and Involuntary Leave for Students Who Pose a Direct Threat or Harm to Others.

- **Disciplinary Procedures for All Other Student Conduct:** The following procedures will be used in all cases referred to the conduct officer:

- **Investigation and Summons:** When a complaint is submitted, the conduct officer will review the report and investigate any alleged violation of University policy. The student will be notified of the alleged violation of University policy.
- **Explanation of Rights:** Prior to the commencement of any disciplinary action provided for herein, the conduct officer, or a representative, shall explain to the accused student, the student's rights under the terms and conditions of these rules and regulations. The conduct officer shall give the student an opportunity to present evidence or argument on any facts bearing on the alleged violation. All legally permissible presumptions will be entertained in the disciplinary action if a student chooses to remain silent.
- **Initial Hearing:** The student will be contacted to schedule an initial hearing with the conduct officer. The conduct officer will discuss, consult, or advise the individuals involved and they shall attend such meetings as requested. Failure to report after two (2) requests to appear may result in a determination based on available information. After a fair and impartial assessment, the conduct officer shall make a determination of whether a University policy was violated, and if so, will impose the appropriate disciplinary sanction(s). Unless precluded by law, informal disposition may occur for individual proceedings by stipulation, agreed settlement, consent order, or default. If a formal disposition is rendered, the conduct officer shall indicate the decision in writing.

For initial hearings regarding domestic violence, dating violence, sexual assault, or stalking, the complainant is entitled to be present during this disciplinary proceeding and has the opportunity to be accompanied by an advisor of their choice. Note on advisors: 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.

- **Letter of Decision:** The conduct officer's written and dated decision and sanctions are final. Only suspension, expulsion or degree revocation cases may be appealed to the Committee on Student Conduct.

In cases of domestic violence, dating violence, sexual assault, stalking and any other violent

crimes, the complainant will be notified of the outcome, in writing, at the same time as the respondent. Additionally, the letter sent to them will include any protective measures that will be implemented for the complainant.

- **Appeals Process:** If the student does not accept the conduct officer's decision, the student may appeal suspension, expulsion or degree revocation cases in writing so that the matter be heard by the Committee on Student Conduct. To initiate an appeal the request and reason for appeal shall be made in writing, by hard copy, signed, and dated, to the Chief Student Affairs Officer within twenty-four (24) hours (not including state holidays or weekends) after the prior disciplinary decision is rendered. 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 on Student Conduct unless a temporary suspension remains in place in accordance with the policies herein. Hearings will be held as soon as practical after the request is made by the student.

In cases of domestic violence, dating violence, sexual assault, and stalking, both the complainant and respondent will be notified of any changes that take place to the conduct outcome prior to appeal. In cases of domestic violence, dating violence, sexual assault, and stalking the complainant also has the right to appeal the outcome. Appeals by either or both parties are combined into a single hearing. Please see the more detailed description of student disciplinary appeals below.

- **Timeline:** Every effort shall be made to ensure that the entire process from initiation to the conclusion of the appeal shall not exceed 60 calendar days.

POSSIBLE SANCTIONS

The student conduct officer, or his or her designee, may authorize the following sanctions for violations of University regulations or public law which may include one or a combination of the following:

- **Warning.**
- **Customized Restrictions or Projects:** 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, no contact orders (may include restricted access to campus services/amenities/enrollment/facilities/etc.) , assigned a mentor/role model, required community/organizational involvement, restitution for damages, punitive fines, eviction from residence halls, loss of privileges (i.e. visiting privileges in housing or denial of access to computer or other campus services) prohibiting membership or leadership in campus organizations; or denial of participation in any official athletic or non-athletic extracurricular activity, including practices or travel; or withholding of official transcript or degree; or blocking from enrollment for a specified period of time; intervention program (may require a fee); or any combination of the above.
- **Conduct probation:** A student may be placed on conduct probation for a specified time frame. If a second violation occurs while a student is on probation, disciplinary action will be based on both

charges. If the student has a Dean's disciplinary hold on the student records, it is removed at the discretion of the Assistant Dean of Students.

- **Suspension:** A student may be suspended from the University for a definite period of time not less than the remainder of the current semester in which student is enrolled. The student who has been suspended may apply for readmission at the close of the period for which the student was suspended. A suspension hold (Dean's hold) will be placed on the student's transcript during the period of suspension.
- **Expulsion:** When a student is expelled, a record of this action will be noted on the student's transcript and it will be 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.
- **Degree revocation or rescission of credit.**
- **Temporary suspension:** A student may be temporarily suspended from the university or university housing prior to the student code of conduct hearing to ensure safety and well-being of members of the university community or preservation of university property; to ensure a student's own physical or emotional safety and well-being; and/or if the student poses an ongoing threat or disruption. Such an administrative decision will be effective immediately. During the temporary suspension, a student may be denied access to university housing and/or all other university activities, privileges, and property for which the student might otherwise be eligible, as the conduct officer may determine to be appropriate. The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student hearing and appeal, if required. The student will be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of an initial hearing 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.

STUDENT DISCIPLINARY APPEALS

Appeals Committee: A committee consisting of faculty, staff and students exists to consider the appeal of cases resulting in suspension, expulsion, degree revocation or rescission of credit of students. The committee is designated as the Committee on Student Conduct. The committee shall be appointed by the president of the university and shall include faculty members and administrative employees whose primary duties are not concerned with the administration of student conduct and affairs. The president will receive nominations for committee memberships from the Faculty Senate and Staff Association, provided that nominations must be submitted within thirty (30) calendar days from time of notification these vacancy(s) exists. Provided further, that if nominations are not made within thirty (30) calendar days, the president will fill the vacancy(s) from the faculty and staff. The student members of the committee shall be nominated by the Student Senate provided that said nominations must be submitted in the same manner as those for the Faculty Senate and Staff Association. A student making an appeal to the Committee on Student Conduct shall have the right to exclude any member of the committee upon proper request. One or more students may be included in the membership of the committee, such number to be determined by the president of the university.

Any act by a properly constituted committee, at which a quorum of the committee is present, shall be binding. At a minimum, the committee will receive annual training on issues relating to dating violence, domestic violence, sexual assault, stalking, and the fundamentals of due process. This training will include how to conduct a hearing process that protects the safety of victims and promotes accountability. A quorum of the committee shall consist of a majority of the currently appointed members of the committee.

Hearing before the Committee on Student Conduct: The Chief Student Affairs Officer, or designee, 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. All hearings are closed and information presented in them and all supporting documents are confidential.

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. For appeals regarding domestic violence, dating violence, sexual assault, or stalking, the complainant is entitled to the same opportunities to have an advisor present as presented in this section. 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.

The chair of the Committee on Student Conduct will decide any questions or objections to hearing procedures that are raised during the hearing. 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. Parties before the committee shall direct all statements, including questions, to the committee and not to other parties. 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.

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 during deliberation. 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: that the conduct officer's determination is affirmed; or that the conduct officer's determination is modified or reversed. The committee shall reconvene to announce their decision.

In cases of domestic violence, dating violence, sexual assault and stalking both the accused and accuser shall be informed of the committee's decision, followed by written notification.

The committee's decision shall be final unless within three (3) business 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.

GENDER BASED AND SEXUAL MISCONDUCT POLICY

[NOTE: If you are accessing this policy to seek information immediately after being a victim sexual assault, please skip to the list of immediate steps to take!]

For further information regarding Gender Based and Sexual Misconduct please click on the following link, connecting you with Southeastern Oklahoma State Universities Civil Rights and Title IX Policy:

<https://www.se.edu/civil-rights-title-ix/>

More information can also be found by contacting:

Michael J. Davis, Title IX Coordinator

Special Assistant to the President for Compliance

Russell Bldg., Room 303

580-745-3090

mdavis@se.edu

Immediate Procedures victims of sexual assault should follow:

- 3.11 Preserving Evidence: In order to best preserve evidence campus police/law enforcement officials should be contacted as soon as possible after an assault has occurred. If at all possible a sexual assault victim, who has the option of going for help at the nearest emergency room, should not shower, change clothes or brush his or her teeth. Preserving evidence may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protective order. Victims are encouraged to call the campus police or local law enforcement to initiate a report and to help preserve evidence. It is up the victim if prosecution is pursued.
- 3.12 If unable to get to the Emergency Room, get to a safe, secure place.
- 3.13 Report by one of the following options:
 - a. To report as a crime or emergency, notify Campus Police (580) 745-2911 and/or Durant Police at 911.
 - b. To report to the University and/or to have University officials assist you in notifying law enforcement contact one of the following resources:
 - i. Housing and Residence Life
 - 1. Main office: 580-745-2948 (use this # during regular business hours)
 - 2. Other Housing Contact: (580) 380-7460
 - ii. The Title IX Coordinator: 580-745-3090
 - iii. The Chief Student Affairs Officer
 - c. If you prefer not to notify law enforcement or responsible University officials, you may access campus services from the University Counseling Center. Or you can call a friend and/or Crisis Control Center at (580) 924-3000 or call another support agency or office.

STUDENTS' RIGHTS TO PRIVACY

As required by the Family Educational Rights and Privacy Act of 1974, Southeastern Oklahoma State University protects student privacy rights. See this webpage for more information - <https://www.se.edu/registrar/general-information/>

Students of Southeastern Oklahoma State University have the right to:

- **Inspect and review information** contained in their educational records within 45 calendar days of the day the University receives a request for access. Students should submit to the Chief Student Affairs Officer written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- **The right to request the amendment** of the student's education records that the student believes is inaccurate. They should write the University officials responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- **The right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes 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 agency); a person servicing 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 performing his or her tasks. A school official has a legitimate education interest if the official needs to review and 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 right to file a complaint** with the U.S. Department of Education concerning alleged failures by Southeastern Oklahoma State University 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, D.C. 20202-4605.
- **The right to request** that directory information pertaining to them not be published.

The law requires that written approval from the student is necessary before gaining access to or releasing education records to a third party, except in the case of directory information and in response to a Federal Grand jury subpoena. Other exceptions are listed in #3 of the Notification of Rights section. Directory information is a category of information and does not refer to a publication known as a

directory. Students have the right to refuse the release of information which has been identified as directory information. However, if the student chooses to exercise that right, he or she must appear in person in the Office of the Registrar and sign a form stipulating that information not be released. Information that Southeastern Oklahoma State University has declared to be directory information includes:

1. Student's Name
2. Local and permanent addresses
3. Telephone number
4. Date of birth
5. Place of birth
6. Last School attended
7. Major field of study
8. Academic classification
9. Participation in officially recognized organizations, activities, and sports
10. Dates of attendance at Southeastern Oklahoma State University
11. Degree(s) held, date granted, and institution(s) granting such degree(s)
12. Enrollment Status (full, part-time, undergraduate, graduate)
13. Awards granted (Honor Rolls, Who's Who, etc.)
14. Photographs
15. Weight and height of members of athletic teams
16. Electronic mail address

Confidentiality: All other information not contained in the student's record above will be released only upon written consent of the student. In implementing this policy it is recognized that:

- Parents and guardians of dependent students (a student who is claimed as a dependent for income tax purposes) have a legitimate interest in the progress of their sons and daughters, and information contained in the student's record may be released to them, consistent with the Right to Privacy Act.
- The information contained in the student's record is the student's and may, by proper authorization, allow others to use it.
- When a student requests that the student transcript be sent to another educational institution, the University shall have the right to supply such other academic information as may be requested by that institution. If a currently enrolled student seeks admission or intends to enroll in another school or university, Southeastern Oklahoma State University, upon written request from appropriate university officials, will send copies of requested academic information, if available. No information concerning disciplinary action will be released unless such action is currently active at the time of inquiry, or unless specific inquiry is made about disciplinary action
- Information may be released from a student's record to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or the University community. The following factors should be taken into consideration in determining whether records may be released under this section:
 - The seriousness of the threat to the health or safety of a student of the University.
 - The need for such records to meet the emergency.
 - Whether the persons to whom such records are released are in a position to deal with the emergency.
 - The extent to which time is of the essence in dealing with the emergency.

Some records and documents of Campus Police, which are kept apart from all other student records and are maintained solely for law enforcement purposes, are not available to persons other than law

enforcement officials of the same jurisdiction and the appropriate University disciplinary officials. Certain information is available to the press upon request.

The following locations have been designated as the offices where educational records are maintained and where information may be released to the student or upon written consent of the student.

- Registrar's Office – for academic records and directory information
- Office of Student Affairs – for disciplinary records
- The Career Management Center – for records pertaining to securing employment
- The Financial Aid Office – for records pertaining to securing financial assistance
- The Student Health Services Office – for health records (if submitted)
- The Counseling Center – for counseling records
- Human Resources – for student employment
- The Office of Disability Services – for disability records and accommodation letters

POLICY ON SERVICES FOR STUDENTS WITH DISABILITIES

Southeastern Oklahoma State University complies with Section 504 of the Americans with Disabilities Act and the Rehabilitation Act of 1973. No otherwise qualified person with a disability in the United State shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance. For a full list of disability policy please click on this link - <https://www.se.edu/ada/>

Disability Grievance Procedures: Students who believe that they have experienced discrimination on the basis of a disability can seek resolution through the University's discrimination grievance procedure. Please click on this link - <https://www.se.edu/ada/>

COMMUNICABLE DISEASE POLICY STATEMENT

It is the general policy of the University that applicable federal and state laws pertaining to contagious or infectious disease, all matters of public health, as well as those governing discrimination and privacy shall be appropriately observed and followed in its operation. All University personnel are expected to cooperate with authorized public health officials in resolving threatening situations which may arise.

COVID-19 POLICY

<https://www.se.edu/student-wellness/coronavirus-update/>

This University has many responsibilities, one of which is to provide students, faculty, staff, and visitors with as safe an environment as possible. In doing so, during this unprecedented and ever-changing time, certain policies and procedures have been implemented to protect our campus community which will be in effect until further notice, and we all are expected to comply with them as directive from the leadership of this University

Face Coverings

While Southeastern Oklahoma State University does not require masks in campus buildings or on campus, the University is a “Mask Friendly” campus.

Under Oklahoma Executive Order 2021-16, Oklahoma state agencies, which includes Southeastern Oklahoma State University, are barred from requiring a mask or COVID-19 vaccination as a condition of being allowed to enter a state building or office.

Executive Order 2021-16 states:

- “On or before June 1, 2021, all buildings and office space, owned or leased by the State of Oklahoma and open to the public shall rescind any mandate for the wearing of masks in order to receive government services.
- By the terms of this Executive Order, all state agencies are hereby prohibited from requiring a vaccination against COVID-19 as a condition of admittance to any public building.”

Additionally, in accordance with Oklahoma Senate Bill 658, effective July 1, 2021, Southeastern Oklahoma State University may not (in part):

- “Implement a mask mandate for students who have not been vaccinated against COVID-19.”

While Southeastern does not require face coverings on campus the Centers for Disease Control has issued the following recommendations:

- For fully vaccinated people to wear a mask in public indoor settings in areas of substantial or high transmission; they also added that fully vaccinated people might choose to wear a mask regardless of the level of transmission, particularly if they are immunocompromised or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at increased risk of severe disease or not fully vaccinated.
- Added a recommendation for fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.
- CDC recommends universal indoor masking for all teachers, staff, students, and visitors to schools, regardless of vaccination status.

Unvaccinated individuals are strongly encouraged to continue wearing masks inside Southeastern facilities. Any vaccinated person who wishes to mask indoors or outdoors may freely do so.

IMMUNIZATIONS

Oklahoma Statute, (See Title 70, § 3244) requires that all students who enroll as a full-time or part-time student in Oklahoma public or private postsecondary institution provide documentation of vaccinations against hepatitis B, measles, mumps or rubella (MMR).

The statute requires that Institutions notify students of the vaccination requirements and provide students with educational information concerning hepatitis B, measles, mumps and rubella (MMR),

including the risks and benefits of the vaccination. The statute permits that when the vaccine is medically contraindicated and a licensed physician has signed a written statement to that effect, such student shall be exempt from the vaccination. Further, the statute permits a student or if the student is a minor, the student's parent or other legal representative, to sign waiver stating that the administration of the vaccine conflicts with the student's moral or religious tenets.

Oklahoma Statutes, (See Title, §70 3243, requires that all students who are first time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus student housing shall be vaccinated against meningococcal disease. Institutions of higher education must provide the student or the student's parents or other legal representative detailed information on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine. The statute permits the student or, if the student is a minor, the student's parents or other legal representative, to sign a written waiver stating the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine and has chosen not to be or not to have the student vaccinated.

REPORTING CAMPUS CRIME STATISTICS

Southeastern subscribes to the approach that public disclosure of the nature of crimes, the quantity, and how they are investigated is a right-to-know issue. It is this University's position that the public should know how active the campus police are in crime prevention and detection. SE is committed to preventing crime on campus. Please click on this link - <https://www.se.edu/financial-aid/federal-disclosures/>

CAMPUS POLICE

Campus Police employs commissioned police officers. All persons on University property are required to identify themselves to such officers when requested. The Campus Police officers are authorized to enforce the State Traffic Code, the Penal Code, the traffic and parking regulations of the University, and all other laws.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT DISCLOSURE

Dear Southeastern Students, Faculty, Staff, and Community,

The Drug-Free Schools and Communities Act Amendments of 1989 require that the University must advise faculty, staff and students of relevant laws pertaining to the illicit manufacture, possession, distribution, and usage of drugs and alcohol. This disclosure is to notify you of penalties for violations of Oklahoma and Federal statutes, the health risks associated with the usage of controlled substances, and the student conduct penalties associated with the manufacture, possession, distribution, and usage of controlled substances.

Standards of Conduct and Institutional Sanctions

Student Conduct:

In accordance with the Student Handbook and Code of Conduct, 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. 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 forbidden.

Student Sanctions:

The violation of this student policy can result in reprimand, conduct probation, removal from residence halls, mandatory treatment or rehabilitation at the student's own expense, and can result in sanctions up to and including suspension or expulsion from the university.

Faculty Conduct:

In accordance with the Academic Policies and Procedures Manual, the illegal use, sale, or possession of alcohol, narcotics, drugs, or controlled substances while on university property or during any university activity is prohibited. Any illegal activity or substances will be reported to the appropriate law enforcement agency and may result in criminal prosecution. Employees who are under the influence of alcohol or drugs, or who possess or consume alcohol or drugs on the job, have the potential for interfering with their own, as well as their co-workers' safe and efficient job performance. Any university employee who is convicted of any federal or state criminal drug statute for drug related misconduct in the workplace must report the conviction within five (5) days thereafter to the Human Resources office.

Faculty Sanctions:

Such conditions will be proper cause for disciplinary action including employment probation, mandatory treatment or rehabilitation at the employees own expense, and up to and including termination of employment.

Staff Conduct:

In accordance with the Administrative, Professional, and Support Staff Handbook, the illegal use, sale, or possession of alcohol, narcotics, drugs, or controlled substances while on university property or during any university activity is prohibited. Employees who are under the influence of alcohol or drugs, or who possess or consume alcohol or drugs on the job, have the potential for interfering with their own, as well as their co-workers' safe and efficient job performance. Any university employee who is convicted of any federal or state criminal drug statute for drug

related misconduct in the workplace must report the conviction within five (5) days thereafter to the Human Resources office.

Staff Sanctions:

Any illegal activity or substances will be reported to the appropriate law enforcement agency and may result in criminal prosecution. Violation of conduct standards are cause for disciplinary action up to and including termination of employment. University officials reserve the right to require drug testing when there is reasonable cause to believe that an employee is under the influence of drugs.

Medical Marijuana Statement:

In June 2018 , State Question 788 became law in Oklahoma. This state question was an initiative to legalize medical marijuana. Despite the passage of State Question 788, the use, possession, sale, or distribution of marijuana (including medical marijuana, edibles, and products containing marijuana) on any university owned or controlled property or at any university event remains illegal pursuant to the Controlled Substances Act, the Drug Free Schools and Communities Act, and the Drug Free Workplace Act and against Regional University System of Oklahoma (RUSO) policy. You may not bring marijuana on any university property or to any university event, smoke or consume marijuana or any product containing marijuana on any university property or at any university event, and you may not come to class or work under the influence of any illegal substance including marijuana.

Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law. As a recipient of federal funding, Southeastern Oklahoma State University must abide by federal law which prohibits the unlawful manufacture, distribution, possession, and use of illegal drugs including medical marijuana.

Regardless of having a license for medical marijuana, its use on campus or at university events is strictly prohibited and violation of RUSO policy regarding controlled substances such as marijuana may result in disciplinary action.

Relevant State and Federal Laws

Students, faculty, and staff who violate Southeastern’s drug and alcohol policies are simultaneously subject to criminal sanctions provided by federal, state, and local law. This is a summary of those legal sanctions:

FEDERAL LAWS:

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<p>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs. and not</p>	Cocaine 5 kilograms or more mixture	<p>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	

I	LSD 1-9 grams mixture	<p>more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	LSD 10 grams or more mixture	<p>Second Offense: Not less than 15 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Not less than 25 yrs. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.

	Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.
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Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 15 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.

Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.
Hashish More than 10 kilograms	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

The Federal statute encompassing the information in the above table is 21 USCA sec. 841. For a detailed and comprehensive overview of all Federal drug laws written by the Congressional Research Service, visit: <https://www.fas.org/sgp/crs/misc/RL30722.pdf>

OKLAHOMA LAWS:

Legal Authority	Crime	Sanction Authority	Sanctions
Title 37A O.S. §6-101(A)(1)	Knowingly sell, deliver, or furnish alcoholic beverages to any person under 21 years of age	37A O.S. §6-120	1 st offense: Misdemeanor (I1). Up to \$500 fine and/or up to 1year imprisonment; 2nd offense: (F) fine between \$2,500 -\$5,000 and/or up to 5 years in state penitentiary

Title 37A O.S. § 6-101(A)(8)	Consumption of spirits in public places and public intoxication by any person.	37A O.S § 6-125(A)	(M) Up to \$500 fine and/or imprisonment up to 6 months
Title 10A O.S. § 2-8-222	Intoxicating Beverages - Possession by Person Under Age 21 - Unlawful	10A O.S. § 2-8-223	(M) Up to \$100 fine and/or up to 30 days imprisonment
Title 37A O.S. § 6-101(A)(7)	Knowingly transporting in any vehicle any alcoholic beverage except in the original unopened container unless the container is in the rear or trunk compartment not accessible to the driver while the vehicle is in motion	37A O.S. § 6-125(A)	(M) Up to \$500 fine and/or up to 6 months imprisonment
Title 37A O.S. § 6-101(A)(13)	Knowingly and willfully permitting anyone under 21 who is an invitee to the person's residence or property to possess alcoholic beverages or controlled dangerous substances or any combination.	37A O.S. § 6-101(B) and (C)	1 st offense: (M). Up to \$500 fine 2 nd offense within 10 years of 1 st offense: (M) Up to \$1,000 fine 3 rd offense within 10 years of 2 or more offenses: (F) Up to \$2,500 and/or imprisonment up to 5 yrs. If actions cause great bodily harm or death, (F) not less than \$2500 nor more than \$5000, or not more than 5 years imprisonment, or both.
Title 37A O.S. § 6-101(A)(9)	Forcibly Resisting Arrest	37A O.S. § 6-125(A)	(M) Up to \$500 fine and/or up to 6 months imprisonment
Title 37A O.S. § 6-119(A)	Person Under 21 Presenting False Identification	37A O.S. § 6-119(A) and (B)	(M) Up to \$50 fine and license may be suspended for 1 year or until person is 21 years of age, whichever is longer.
Title 37A O.S. § 6-125	Violation of any provision of the Oklahoma Beverage Control Act	37A O.S. § 6-125(A)	(M) Up to \$500 fine and/or up to 6 months imprisonment
Title 47 O.S. § 11-902	Persons Under the Influence of Alcohol or Other Intoxicating Substances or Combination Thereof	47 O.S. § 11-902 (C) and (G)	1 st Offense: (M) Up to \$1000 fine and 10 days to 1 year imprisonment and an assessment.

			<p>2nd Offense within 10 years of 1st: (F) Treatment and/or up to \$2500 fine and/or 1-5 years imprisonment and assessment. If treatment does not include at least a 5 day residential or inpatient stay, person shall serve at least 5 days imprisonment.</p> <p>3rd Offense after previous felony offense: (F) Treatment and/or up to \$5000 fine and/or 1-10 years imprisonment, assessment, 240 hours of community services, and ignition interlock device. If treatment does not include at least a 10 day residential or inpatient stay, person shall serve atleast 10 days imprisonment.</p> <p>4th Offense after two previous felonies under this section: Treatment, 1 year supervisions and periodic testing, 480 hours community service, ignition interlock device, 1-20 years imprisonment and/or up to \$5000 fine. If treatment does not include at least 10 days residential or inpatient stay, person shall serve at least 10 days imprisonment.</p>
Title 47 O.S. § 11-902 D	Driving Uoder Influence with a Blood or Breath Alcohol Concentration of fifteen-hundredths (0.15)	Title 47 O.S. § 11-902 D	Punishment under this Section includes the following range: Assessment and treatment, and/or up to \$5000, and/or range of imprisonment no less than 10 days up to 20 years, 480 hours community service, at least 1 year of supervision, periodic testing, and ignition interlock device.
Title 47 O.S. § 11-903	Negligent Homicide	47 O.S. § 11-903 (B)	(M) \$1000 fine and/or up to 1year imprisonment, plus revocation of driver's license or \$2000 if records of traffic offense within 3 years prior to conviction under this Section

Title 47 O.S. § 11-904A	Person Involved in Personal Injury Accident While Under the	47 O.S. § 11-904A (1-2)	1st Offense: (M) Up to \$2500 fine and 90 days to 1 year imprisonment
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	Influence of Alcohol or Other Intoxicating Substance		2 nd Offense: (F) Up to \$5000 fine and 1-5 years imprisonment
Title 47 O.S. §11-904B	Person Involved in Personal Injury Accident While Under the Influence of Alcohol or Other Intoxicating Substance Causing	47 O.S. §11-904B	(F) Up to \$5000 fine and 4-20 years imprisonment
Title 47 O.S. § 11-906.4	Operating or being in Actual Physical Control of Motor Vehicle While Under the Influence While Under Age	47 O.S. § 11-906.4 (B-D)	If under the age of 21, 1 st Offense: \$100-500 and/or 20 hours community service, and/or treatment program, plus revocation of license for 180 days. 2 nd Offense: \$100-\$1000 fine, at least 240 hours of community service, ignition interlock device not less than 30 days, and revocation of driver's license for 1 year 3 rd Offense: \$100-\$2000 fine, treatment program upon assessment, at least 480 hours of community service, ignition interlock device for period not less than 30 days, and revocation of driver's license for 3 years Additional charges available depending on facts
Title 63 O.S. § 2-101 et seq.	Uniform Controlled Dangerous Substances Act	63 O.S. §§ 2-401 through 2-413	Widely varies with offense
Title 63 O.S. § 2-414 et seq.	Trafficking in Illegal Drugs Act	63 O.S. § 2-415, 2-416	Widely varies with offense

Health Risks Associated with Alcohol and Other Drugs

Table

SOURCE: DEA, <i>Drugs of Abuse</i> , 2011				Dependence								
Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Physical	Psycho-logical	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome	
Narcotics												
Heroin	Substance I	Diamorphine, Horse, Smack, Black <i>tar, Chiva, Negra (black tar)</i>	None in U.S., Analgesic, Antitussive	High	High	Yes	3-4	Injected, snorted, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating	
Morphine	Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High	High	Yes	3-12	Oral, injected				
Hydrocodone	Substance II, Product III, V	Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	Analgesic, Antitussive	High	High	Yes	3-6	Oral				

Hydro-morphone	Substance II	Dilaudid	Analgesic	High	High	Yes	3-4	Oral, injected			
Oxycodone	Substance II	Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High	High	Yes	3-12	Oral			
Codeine	Substance II, Products III, V	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-4	Oral, injected			

Other Narcotics	Substance II, III, IV	Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	Analgesic, Antidiarrheal, Antitussive	High-Low	High-Low	Yes	Variable	Oral, injected, snorted, smoked			
Depressants											
<i>gamma</i> Hydroxybutyric Acid	Substance I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in U.S., Anesthetic	Moderate	Moderate	Yes	3-6	Oral	Slurred speech, disorientation, drunken behavior	Shallow respiration, clammy skin, dilated pupils, weak and	Anxiety, insomnia, tremors,

Benzodiazepines	Substance IV	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin	Antianxiety, Sedative, Anti-convulsant, Hypnotic, Muscle Relaxant	Moderate	Moderate	Yes	1-8	Oral, injected	without odor of alcohol, impaired memory of events, interacts with alcohol	rapid pulse, coma, possible death	delirium, convulsions, possible death
Other Depressants	Substance I, II, III, IV	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	2-6	Oral			
Stimulants											
Cocaine	Substance II	Coke, Flake, Snow, Crack, <i>Coca, Blanca, Perico, Nieve, Soda</i>	Local anesthetic	Possible	High	Yes	1-2	Snorted, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamine/ Meth-amphetamine	Substance II	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/ hyperactivity disorder, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected, smoked			
Methylphenidate	Substance II	Ritalin (Illy's), Concerta, Focalin, Metadate	Attention deficit/ hyperactivity disorder	Possible	High	Yes	2-4	Oral, injected, snorted, smoked			

Other Stimulants	Substance III, IV	Adipex P, Ionamin, Prelu-2, Didrex, Provigil	Vaso-constriction	Possible	Moderate	Yes	2-4	Oral			
Hallucinogens											
MDMA and Analogs	Substance I	(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB	None	None	Moderate	Yes	4-6	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest	Muscle aches, drowsiness, depression, acne
LSD	Substance I	Acid, Microdot, Sunshine, Boomers	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, altered perception of time and distance	(LSD) Longer, more intense "trip" episodes	None
Phencyclidine and Analogs	Substance I, II, III	PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	Anesthetic (Ketamine)	Possible	High	Yes	1-12	Smoked, oral, injected, snorted		Unable to direct movement, feel pain, or remember	Drug seeking behavior *Not regulated
Other Hallucinogens	Substance I	Psilocybe mushrooms,	None								
				None	None	Possible	4-8	Oral			

		Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextro-methorphan* (DXM)									
Cannabis											
Marijuana	Substance I	Pot, Grass, Sinsemilla, Blunts, <i>Mota, Yerba, Grifa</i>	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed	Fatigue, paranoia,	Occasional reports of
Tetrahydro-cannabinol	Substance I, Product III	THC, Marinol	Antinauseant, Appetite stimulant	Yes	Moderate	Yes	2-4	Smoked, oral	inhibitions, increased appetite, disorientation	possible psychosis	insomnia, hyperactivity, decreased appetite
Hashish and Hashish Oil	Substance I	Hash, Hash oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Anabolic Steroids											
Testosterone	Substance III	Depo Testosterone, Sustanon, Sten, Cypt	Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	Virilization, edema, testicular atrophy, gyneco- mastia, acne, aggressive behavior	Unknown	Possible depression
Other Anabolic Steroids	Substance III	Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin- Depo, D-Ball	Anemia, Breast cancer	Unknown	Yes	Unknown	Variable	Oral, injected			
Inhalants											
Amyl and Butyl Nitrite		Pearls, Poppers, Rush, Locker Room	Angina (Amyl)	Unknown	Unknown	No	1	Inhaled	Flushing, hypotension, headache	Methemo- globinemia	Agitation

Nitrous Oxide		Laughing gas, balloons, Whippets	Anesthetic	Unknown	Low	No	0.5	Inhaled	Vomiting, respiratory depression, loss of consciousness, possible death Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
Other Inhalants		Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid	None	Unknown	High	No	0.5-2	Inhaled		
Alcohol		Beer, wine, liquor	None	High	High	Yes	1-3	Oral		

Programs Available to Students Faculty and Staff

Education Programming Components

The Southeastern Oklahoma State University Counseling Center provides counseling services to students struggling with alcohol and drug related matters, and is capable of referral services to any faculty, full-time, and part-time staff that are struggling with alcohol and drug related matters. Their contact information shall be included in the annual DFSCA disclosure.

Vector Solutions is an online educational program to address the unique challenges and responsibilities of college life for students surrounding alcohol and drugs. It also has an educational platform available to educate faculty and staff around substance use. Currently the program is utilized for sanctions related to drugs and alcohol. College Success instructors are made aware that the material may be utilized in their classes. The program is at no individual cost to the campus community.

Learn to Live is an online supplement to counseling services. It provides Cognitive Behavioral Therapy (CBT) programs to our students all over the United States. Students participate in self-guided modular programs, including Substance Use. They screen for risk and the program recommends modules based on screening results. Individuals may also choose to take a program without it being recommended on the screening. Students who need additional support may also reach out to a program coach for guidance and support.

Campus Well is an online campus magazine to which Southeastern subscribes that addresses a multitude of health-related issues including drug and alcohol informational articles. This publication may be accessed by going to <http://readsh101.com/se.html> and is delivered to student email inboxes monthly.

National College Health Assessment is completed every-other year to assess many health and wellness issues that affect our students. This instrument allows us to see what educational gaps and individual needs need to be addressed.

Springapalooza is an event that happens the week before spring break every year in the Atrium of the Student Union during the hours the cafeteria is serving dinner. During this time, students are educated on safety tips for various circumstances that could possibly leave them vulnerable to assault.

Camp SE is an orientation camp that is held every summer before the fall semester begins. Alcohol and drug abuse and prevention education will be provided during this orientation session.

Classroom Instruction: Instructors will be encouraged to include drug and alcohol abuse prevention education in their curriculum.

Customized educational outreach is offered throughout the year as requested through classrooms and other campus outreach initiatives, and periodically as part of health outreach programming. Additional

outreach is provided through ongoing programming in Housing and Residence Life, The Office for Student Life, and Student Wellness Services.

Counseling and Treatment Programs

Southeastern Oklahoma State University Counseling Center (students only)

Glen D Johnson Student Union, Suite 299

580-745-2988

Southeastern Oklahoma State University Student Health Services (students only)

Glen D Johnson Student Union, Suite 299

580-745-2988

Employee Assistance Program (faculty and staff only)

Provided through Standard Insurance Company: <https://www.workhealthlife.com/>

888-293-6948

Non-Campus Programs (external options)

Bryan County Health

Department 580-924-4285

Bryan County Counseling

Center 924-0564

Grayson County Health

Department Administration and
Services

903-893-0131 or 903-465-2878

Alliance Health

Durant 924-3080

Texas Substance Abuse

Council 903-892-9911

Texoma Medical

Center 903-416-4000

Non-Campus Hotlines

Non-Campus Hotlines

Substance Abuse and Mental Health Services Administrations National Help Line (SAMHSA)
1-800-662-HELP, Monday-Friday, 8:30 a.m.-4:30 p.m.

Reach-Out Hotline, 1-800-522-9054 (alcohol, drug crisis intervention, mental health, and referral)

Southeastern Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246, as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, 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.

TEACHER’S ENGLISH PROFICIENCY

Oklahoma Statute 70 O.S. Supp. 1982, § 3225, provides that all instructors employed at institutions within the Oklahoma State System of Higher Education be proficient in speaking the English language so that they may adequately instruct students. Any student who feels that Southeastern Oklahoma State University is in violation of this statute may file a complaint with the Office of the Vice President of Academic Affairs.

JURY DUTY

Southeastern Oklahoma State University requires that students serving on jury duty notify the Office of Student Affairs if more than one class day of a course is missed. The Office of Student Affairs will notify all professors of the reason for the absence. Proof of jury duty must be brought to the Office of Student Affairs upon return to Campus. This documentation will be copied and sent to all professors for verification of the day(s) missed.

38 O.S., § 37 signed by the Governor April 18, 1996

“No school, college, university, or other educational institution may take or permit to be taken any adverse academic action against a student because of the student’s service on a grand, multi-county grand, or petit jury.”

MILITARY LEAVE

If a student is called to active military service during a term in which the student has completed an amount of work sufficient to receive a grade, as determined by the university, the university may award a grade to the student and give the student academic credit for the full semester’s work. If the student

has not completed an amount of work sufficient to receive a grade, the university may refund or waive tuition and fees in accordance with the policy of the Oklahoma State Regents for Higher Education.

LITTER/POLITICAL MATERIAL POLICY

Signs and posters may not be attached to campus buildings except where bulletin boards are provided, or to trees, sidewalks, handrails or traffic or directional signs, or motor vehicles parked on university property.

The Office of Student Life will be responsible for enforcing appropriate rules and regulations for on and off campus postings in approved designated areas.

TOBACCO and VAPE FREE POLICY

No smoking or other tobacco/vape/e-cigarette use shall be allowed in or on any vehicle, building, other structure, or land owned, leased, or under the control of Southeastern Oklahoma State University.

Please click on link – <https://www.se.edu/human-resources/tobacco-free-campus/>

COMPUTER POLICIES AND PROCEDURES PRINCIPLES

The Southeastern Oklahoma State University (SE) computing facilities are designed to support the research, teaching, and related activities of the SE community. These facilities include communication features that offer many opportunities for members of the SE community to share information among themselves and with outside collaborators. With the ability to share comes the responsibility to use the system in a responsible, ethical, professional, and lawful way. Universities value communication of ideas, including those new and controversial; thus, the intention of SE is to maximize freedom of communication for purposes that further the goals of SE. Misuse by even a few individuals has the potential to disrupt the academic and research work of faculty and students and University business.

Please click on this link - <https://policy.se.edu/policies/technology-usage-policy/>

VOLUNTARY MEDICAL/PSYCHOLOGICAL LEAVE POLICY AND POLICY ON INVOLUNTARY LEAVE FOR STUDENTS WHO POSE A DIRECT THREAT OF HARM TO OTHERS

Introduction

The following policies and procedures are to be used to help transition a student to a safer environment more conducive to their needs when it becomes clear that remaining at the University is not in the best interest of the student or the University community. This policy also allows for a student to take a leave voluntarily when medical conditions or psychological distress make a leave in their best interest; its goal is to define the length of separation, outline the path to re-entry, ease the transition for the student's return, and to optimize the opportunities for the student's success when they return. Under certain

conditions, if a student has not opted to take a leave voluntarily, the University may institute an involuntary leave under this policy.

- Student-Initiated Voluntary Leave of Absence
 - Students may initiate a leave or withdrawal from the University for medical or psychological reasons. At the discretion of the Office of Disability Services (or designee), and subject to the refund policies of the institution, arrangements may be made for partial or complete refund of tuition and/or fees. Incomplete grades or other academic accommodations may be made as well, subject to the academic policies of the University. Modifications to housing contracts may also be possible. The normal University procedures for leave or withdrawal will be followed, including any documentation requirements. If a student takes a voluntary leave, the leave documentation will specify the duration of the leave and options for extension. The student is permitted to return upon the end of the leave, subject only to any conditions or restrictions outlined and agreed to prior to the leave or withdrawal. Students taking a leave or withdrawal are under no obligation to accept these conditions, but, should they accept them, they are subject to them. Any conditions should be designed to ensure the success of the student upon return.
 - Students who elect to fully withdraw, rather than take a leave, are required to reapply for admission after the time specified by the Admissions Office and will be treated as any other applicant for admission at that time.
- University-Initiated Medical or Psychological Leave

If a student is behaving in a way that is threatening to others, the Chief Student Affairs Officer (or designee) may initiate these procedures. Students who engage in threats to others and self-harm behaviors that cause a significant disruption to the community may also be subject to the Student Handbook.

 - Standard for Involuntary Leave on the Basis of Threat of Harm to Others
 - Standard for Separating a Student on the Basis of Behaviors Resulting from a Condition of Disability:
 - This section applies to all involuntary leaves from housing or from the University for any student who is at significant risk of harm to others as a result of a condition covered by disabilities law. When the potential for harm to others is present, involuntary leave actions must consider whether the endangering behavior results from a condition of disability. If so, the student will be protected by Section 504 of the Rehabilitation Act of 1973. Under this federal statute, an individual with a disability may only be separated on the basis of this disability when they are not otherwise qualified to participate in the education program of the institution. The objective of this section is to determine whether it is more likely than not that a student is a direct threat. When a student is a direct threat, they are not otherwise qualified under disabilities law, and may be placed on leave.
 - A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

- The duration of the risk;
 - The nature and severity of the potential harm;
 - The likelihood that the potential harm will occur; and
 - The imminence of the potential harm.
- The University must determine whether reasonable accommodations to policies, practices or procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the University.
 - Determining that a student is a direct threat requires an objective and individualized assessment and hearing. The assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or the best available objective evidence. This standard also applies to the reinstatement of a student who has been placed on leave. They are entitled to return upon a showing they no longer pose a direct threat of harm to others. The University's Behavioral Intervention Team will likely assist in the determination.
- Referral for Assessment or Evaluation
 - The appropriate official (or Behavioral Intervention Team) may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (or licensed professional counselor, social worker, licensed clinical social worker, etc.) chosen by the University. Such evaluation may be appropriate if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental health/behavioral condition or disorder will be introduced.
 - Students referred or mandated for evaluation will be informed in writing with personal and/or certified delivery, and will be given a copy of these standards and procedures. The evaluation must be completed per the direction of the referral letter, unless the Chief Student Affairs Officer (or designee) grants and extension. A student who fails to complete the evaluation in accordance with these standards and procedures, and/or who fails to give permission for the results to be shared with appropriate administrators, will be referred for conduct action for "Failure to Comply" under the Student Handbook.
 - University-Initiated Leave Hearing Procedures for Direct Threat of Harm to Others.
 - The hearing process will be consistent with information outlined under possible sanctions and disciplinary procedure in the Student Handbook
- Readmission Following an Involuntary Leave
 - A student who is seeking reinstatement to the University after an involuntary leave must receive clearance by providing the Chief Student Affairs Officer (or designee) written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others and is otherwise qualified to participate in the University's educational program. Any other conditions outlined in accordance with this

policy and/or any conduct sanctions must also be completed. A hearing, as outlined above, may be held to determine whether it is more likely than not that the student is no longer a direct threat.

Medical Amnesty

Southeastern Oklahoma State University supports a safe and inclusive environment that enhances academic pursuits and student success. We also acknowledge that all students have a responsibility to their community and neighbors to do their duty as a responsible citizen to protect their peer's health and wellbeing. An Amnesty Policy benefits our campus by encouraging students to make responsible decisions in seeking medical attention in serious or life-threatening situations that result from alcohol and/or other drug use or abuse and in any situation where medical treatment is reasonably believed to be appropriate. This policy seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for students in distress from alcohol and/or drug use.

Alcohol or other drug consumption (including but not limited to: excessive consumption; consumption of a dangerous or illegal substance; consumption of shared or misused prescription drugs; and/or consumption by someone with sensitivity) can cause serious harm or pose a threat to life. Given these risks, students are encouraged to make responsible decisions and to seek medical attention in serious or life-threatening situations that result from alcohol and/or other drug consumption and to call for medical attention. Students are also encouraged to seek help for any situation where medical treatment is reasonably believed to be appropriate or when problematic use and/or abuse is an issue. If a student is incapacitated, letting that person "sleep it off" or having a friend "look after" that person are not reasonable alternatives to getting him/her the necessary medical help.

Under this policy, a student who seeks emergency assistance on behalf of him- or herself, another student, or a friend experiencing an alcohol and/or other drug related emergency will NOT be subject to disciplinary action under the SE Student Code of Conduct. Although students who qualify for Medical Amnesty are exempt from the Student Conduct process, they are required to complete educational measures. These educational actions are required to be completed by the student(s). Actions may include but are not limited to: an alcohol education workshop and/or meeting with a counselor and a written project. Failure to meet with an appropriately designated Student Affairs professional may result in a hold being placed on the student's account and/or Student Conduct Code charges for failing to comply.

Students who are referred but fail to meet and complete the alcohol and/or other drug actions in their entirety may be subject to additional requirements. In addition, if a registered student is transported to an emergency medical treatment center for intoxication or drug use, the student's emergency contacts will typically be notified by an appropriate representative from the Student Affairs division if it is determined to be necessary to protect the health or safety of the student or other individuals. It is the expectation of the University that a student use Medical Amnesty once. If the student is involved in any subsequent (i.e., repeat) alcohol and/or drug abuse incidents, the situation will be evaluated by an appropriate Student Affairs professional/s to determine if the student qualifies for a Medical Amnesty exemption. The availability of Medical Amnesty exemptions for students with repetitive violations will be determined on a case-by-case basis. Typically, repeated situations will be

handled through the Student Conduct process and will be considered for sanctioning purposes. This subsection applies only to students receiving medical attention; students who help others seek medical assistance are not limited to one Medical Amnesty exemption.

How Should I Respond To A Medical Emergency?

In serious or life-threatening situations, particularly where alcohol poisoning and/or drug overdose is suspected or where any medical treatment is reasonably believed to be appropriate, students are asked to take the following steps:

*Call 911.

*Stay with the person needing assistance until help arrives.

*Be prepared to give the emergency medical personnel as much information as possible including the amount and type of alcohol and/or substances consumed.

If a student is heavily intoxicated and/or is incapacitated, letting that person "sleep it off" or having a friend "look after" that person are not reasonable alternatives to getting him/her the necessary medical help.

What Happens After Medical Help Is Provided?

The following next steps outline the process after medical help is provided to students in need of medical attention as a result of alcohol and/or drug use:

Students are required to meet with a designated professional staff in the Student Affairs Division within five business days of the incident. The staff member, after evaluating the situation, will determine appropriate educational actions for the student per the University's Alcohol and Other Drug policy. These educational actions are required to be completed. Actions may include, but are not limited to: parental notification, an alcohol education workshop and/or meeting with a counselor and/or a written project.

Students who fail to complete the above requirements in their entirety may be subject to additional requirements after an opportunity to meet with an appropriately designated staff member from the Student Affairs Division.

Does the Medical Amnesty Policy Protect Students from Police or Legal Actions?

No. The Medical Amnesty Policy only applies to particular code violations in the SE Student Code of Conduct, and Residence Life/Housing Code and policies. It does not prevent or preclude police or other legal actions.

Will Incidents Involving the Medical Amnesty Policy Be on My Academic or Disciplinary Record?

No. Medical Amnesty Policy incidents will not be entered on the student's official academic record and/or disciplinary record. However, occurrences are tracked through the university incident management system out of care and concern for our students' health and safety. Students also need to be advised that all university records are subject to release if subpoenaed by a court.

When does the Medical Amnesty Policy NOT Apply?

Conduct amnesty is only allowable when an incident does not meet the prohibited behavior threshold, including but not limited to; distribution of illegal substances; harassment; physical misconduct; sexual misconduct; and hazing.

III. Student Organization Policy _____

STUDENT ORGANIZATION EXPECTATIONS AND RESPONSIBILITIES

Southeastern Oklahoma State University recognizes the fact that every individual is unique and may excel in a wide range of areas. Therefore, Southeastern strives to provide an environment in which students, staff and faculty create activities and organizations in an effort to enhance co-curricular life. These activities and organizations provide students with the opportunity to develop leadership skills, build relationships and take an active role in the formation of campus plans and policies. A listing of active student organizations (including fraternities and sororities) at Southeastern Oklahoma State University can be obtained online at <https://www.se.edu/student-life/>

A. Responsibilities of Active Student Organizations

1. In order to obtain and maintain active organizational status, the following steps must occur:
 - a. Register your student organization with the Office of Student Life (SU 305) with two leaders and at least three members (in addition to the officers) for a total of at least five members.
 - b. Provide a constitution and/or bylaws, which has been updated within last three years.
 - c. Have a Southeastern faculty or staff member willing to serve as an advisor.
 - i. Organizations are allowed to have off campus advisors (as approved by the Office of Student Life), in addition to the Southeastern faculty or staff advisor.
 - ii. Student organizations, excluding those fully funded by the University, reserve the right to vote to remove organizational advisor by majority vote of its membership. This vote must then be approved by the Office of Student Life.
 - d. Renew your student organization with the Office of Student Life (SU 305) every year between April 1st and the first Friday in September by updating your officer and advisor information, updating your constitution, and attending the Organizational Leader and Advisor Training.
 - e. The Student Government Association must vote to approve each individual student organization for active organizational status. This vote will take place during the month of September, and any subsequent times when needed.

2. All fraternities and sororities must be an active and recognized organization and abide by the rules of the Student Code of Conduct, and the appropriate Southeastern-recognized Greek governing body. Southeastern's Office of Student Life is responsible for identifying the appropriate governing body. Fraternities and sororities that are not active and/ or are not abiding by the rules of the governing council, identified by the Office of Student Life, may have their University recognition revoked.

- a. Fraternities and sororities must provide an updated roster, including both active and non-active members, to the Office of Student Life by the second week of each full semester. This roster must include: Full name, titles, phone number, and email addresses. Failure to abide by this rule will result in the group's suspension from activities and events (including weekly meetings) until such roster is provided.
3. The organization and organizational officers are responsible for upholding the rules and regulations of Southeastern Oklahoma State University. This responsibility cannot be delegated to advisors, campus police, and/or others and applies to activities on and off the Southeastern Oklahoma State University campus. Violations will be reviewed by the University and may result in, but not limited to, denial of facility usage, revoking of recognized organizational status, and individual and/or group discipline as directed by the Student Code of Conduct.
4. Organizational rules and constitutions, including those of national and international organizations, do not supersede the policies and procedures of the Southeastern Oklahoma State University.
5. Any organization's rules, regulations, laws or procedures remain revocable.
6. The Office of Student Life, with guidance from the Office of Student Conduct, Life will resolve conflicts concerning interpretation of individual constitutions.

B. Facility Utilization Policies

1. Active student organizations may reserve campus facilities for use during organization activities and events. Reservations for facilities must be made through the Student Organization Room Reservation Form found on the Student Life website. The Office of Student Life should be notified regarding all organization events. By completing this form, all locations on campus may be reserved and/or the designated contact person for the requested location may be reached to request a reservation. A full outline of the Student Organization Room Reservation form can be found at <https://www.se.edu/student-life/forms-and-documents/>. Instructions for reserving and canceling campus facilities and the Student Organization Event Planning process may be acquired in the Office of Student Life, Glen D. Johnson Student Union, Room 305, (580) 745-2266.
2. Active student organizations may post and distribute signs, handbills, flyers and displays in the designated University locations with approval from the Office of Student Life. Please refer to the Posting Guidelines (<https://www.se.edu/student-life/wp-content/uploads/sites/37/2019/06/posting-guidelines.pdf>) for more information on how to have signs approved, where to chalk, etc.
3. Active student organizations may request funding from the Student Government Association (SGA). Details on how to obtain SGA funding can be found at <https://www.se.edu/student-life/sga/>, funding is not guaranteed and subject to the approval of the Student Senate.

4. In addition to the privileges of active student organizations, the Office of Student Life will provide the following to active fraternities and sororities:
 - a. Advertising on campus
 - b. Promotion through website, email, etc.
 - c. An academic report each semester
 - d. Member educational programming
 - e. Facilitating roundtable discussions
 - f. Advising governing councils
 - g. Administrative and financial support of recruitment efforts
 - h. Opportunity to participate in membership recruitment events (Recruitment, Organization Fair, etc.).

C. Membership in Active Student Organizations

1. All student organization members must be enrolled at Southeastern and must not be on academic or student conduct probation with the University.
2. To be a member of an active student organization, a student must be currently enrolled at Southeastern, as at least a part-time student, have a minimum cumulative retention GPA of 2.0, and maintain a GPA of 2.0 each semester of participation, but organizations may have higher GPA requirements. Students falling below the minimum GPA requirements for any given semester may not serve as an active member the following semester (fall and spring, not summer) until GPA requirements are met.
3. To serve as an officer of an active student organization, a student must be currently enrolled at Southeastern, as at least a part-time student, have a minimum cumulative retention GPA of 2.5, and maintain a GPA of 2.5 each semester of participation, but organizations may have higher GPA requirements. Students falling below the minimum GPA requirements for any given semester may not serve as an officer during the following semester (fall and spring, not summer) until GPA requirements are met.
4. GPA and probation requirements will be checked by the Office of Student Life.

D. Establishing a New Student Organization

If a student wishes to participate in a student organization whose purpose is not currently addressed by any existing student organization, that student may form a new student organization and apply for recognition by registering in the Office of Student Life, Glen D. Johnson Student Union, Room 305. In order to start a new student organization, a group must have two (2) student leaders, three (3) additional students in the membership, a Southeastern faculty/staff advisor and a current constitution. Once the listed information is provided to the Office of Student Life, it will be submitted to Student Government for approval. The Office of Student Life will let you know when you are approved. Individuals interested in establishing a new fraternity or sorority must work with the Office of Student Life, in addition to the desired governing council, to ensure all requirements are met.

E. Inactive Status

1. Any student organization that fails to complete the materials necessary to maintain active status will be deemed inactive.
2. Inactive student organizations may re-gain active status by completing the renewal steps:
 - a) Updating their organization information including updated officer names and a newly dated Constitution.
 - b) Attending Organization Leader Training.
 - c) Attending Advisor Training.
3. A student organization that has remained on the “Inactive Student organizations” list for two (2) consecutive years will have its official recognition revoked.
4. All fraternities and sororities must be an active and recognized organization and abide by the rules of the Student Code of Conduct, and the appropriate Southeastern–recognized Greek governing body. Southeastern’s Office of Student Life is responsible for identifying the appropriate governing body. Fraternities and sororities that are not active and/ or are not abiding by the rules of the governing council, identified by the Office of Student Life, may have their University recognition revoked.

F. Suspension of Student Organizations

1. The Vice President for Student Affairs or his or her designee, such as the Student Conduct Coordinator or Student Life Coordinator, may place a student organization on disciplinary suspension. A student organization placed on disciplinary suspension loses all privileges reserved for active student organizations.
2. Student organizations that are suspended may re-gain active status in the following way:
 - a) Meet all the requirements set forth by the Vice President for Student Affairs or his or her designee. Greek organizations must also meet the requirements set forth by the appropriate governing body.
 - b) Discuss the objectives and goals of the organization with the Director of Student Life.
 - c) Review the former constitution. Revise, update or approve the constitution and submit it to the Office of Student Life.
 - d) Update organization information with at least one (1) faculty or staff member.
3. Student organizations that have been suspended by the Office of Student Life and/or Office of Student Conduct may reserve campus facilities for informational meetings only during the last semester of their suspension. The Office of Student Life must approve the scheduling of rooms for, and publicizing of, informational meetings by inactive student organizations. Student organizations placed under disciplinary suspension are limited to one (1) on-campus informational meeting per semester. An informational meeting is defined as a gathering where the purpose of the organization is the only topic of discussion. During the informational meeting, student organizations may collect information from interested students, such as contact information, academic release forms, biographical information, etc. All informational meetings held by student organizations must abide by the rules set forth by the appropriate governing body.

H. Fundraising Guidelines

The following are the guidelines for student organization fundraisers:

1. All fundraisers must be approved by the Office of Student Life before the fundraiser takes place. Approval can be obtained by submitting a Student Organization Fundraising Form, which can be found at <https://www.se.edu/student-life/forms-and-documents/>.
2. All food preparation and distribution must conform to the guidelines of the local or State Health Department.
3. Fund-raisers based upon the completion of and/or the solicitation of credit card applications are prohibited.

I. Hazing – University Policy Statement

Hazing is an act which recklessly or intentionally endangers the mental or physical health or safety of a student, which may degrade any person or lead to the destruction or removal of public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. No student organization or any person associated with any organization sanctioned or authorized by the University shall engage or participate in hazing, as defined by Oklahoma law, the SE Code of Student Conduct, or the respective organizations' national policies on hazing and risk management.

SE also considers endangering the safety of individuals as a form of hazing. "Endangering the safety" shall include, restricting or limiting students' freedom from the occurrence or risk of injury, danger, or loss of property, finances, or basic rights which could adversely affect the living conditions of the individual.

Other activities and situations which may constitute hazing include, but are not limited to the following behaviors or activities, whether coerced or forced: subjection to poor living and/or sleeping conditions, subjection to reside or sleep outside of normal residence(s), actions of personal servitude towards another person, line-ups, any special pre- or post-initiation activities that do not contribute to the positive development of the new members, bullying or intentional humiliation of new or potential members, and intentional interference of academic pursuits.

Regardless of the incident location(s), any student(s) and/or student organization(s) found responsible for any form of hazing may be subject to immediate suspension and/or expulsion. The expressed or implied consent of the victim shall not be considered as a defense. Apathy and/or consent in the presence of hazing are not neutral acts; they shall be considered violations of this policy.

Any penalties imposed by the University for hazing are separate from, and in addition to, penalties resulting from criminal cases, or the organization's governing body.

K. Reporting Hazing Activity

The entire University community shares the challenge and responsibility of reporting hazing activity. Indeed, hazing may occur in academic, Greek, student athletic, band, military, cultural, and/or other interest organizations. Apathy and/or consent in the presence of hazing are not neutral acts; they shall

be considered violations of this policy. If you are aware of or have reluctantly participated in any form of hazing, then please contact one (1) of the following offices to report the matter(s):

1. SE Police Department, Campus Police Station, (580) 745-2727; or
2. Office of Student Conduct, Student Union, Room 312, (580) 745-2368; or
3. Office of Student Life, Student Union, Room 305, (580) 745-2266.

L. Advisor Responsibilities

The responsibilities of student organization advisors are:

1. To serve as a resource person and to offer guidance, assistance, advice, and encouragement to the organization.
2. To help the organization:
 - a) Determine the goals and objectives for the year
 - b) Develop a plan to achieve the goals and objectives
 - c) Develop adequate funds to finance proposed programs
 - d) Know and understand established University policies and procedures
 - e) Keep adequate organization records for present and future use
 - f) Interpret and help students follow defined University policies for organizations
 - g) Supervise the finances of the organization
 - h) Attend meetings and social activities of the group or ensure that other qualified individuals are present, when deemed appropriate;
 - i) Become familiar with the constitution and bylaws of the organization and to encourage the officers to review and update the information periodically
 - j) Encourage all members to participate and fulfill their obligations
 - k) Assist officers in evaluating their meetings and programs during the year
 - l) Aid in the facilitation of risk management training and observance during organizational operations and activities; and
 - m) Attend advisor training once per year.

M. Student Organization Events

Student organizations are not permitted to have alcohol on campus, as described by the Student Code of Conduct.

1. Students, faculty, and staff of the Southeastern Oklahoma State University are invited to attend any/all-school functions. Closed functions may be limited.
2. The members of the various organizations have the responsibility of obtaining chaperones for their activities. Chaperones should arrive before the activities begin and remain until all participants depart. During the time they are present, the staff/faculty advisor/chaperone are the representatives of the University and assist students with compliance of University policies and the rules and regulations of the facility in which the activity is located. The Office of Student Life reserves the right to require additional chaperones for any activity. Fraternities and sororities may

substitute a SE employee with a registered chapter advisory board member, who is at least three (3) years removed from the organization.

3. Each group will be held responsible for any property damage and for the conduct of individuals (members or guests) attending its social functions. If found responsible for violating University policies, applicable outcomes, such as restitution, may be assigned. In keeping with University policy, the use or possession of drinks that have alcoholic content is not permitted at any University function.
4. Any group sponsoring an activity on campus is responsible for removing all decorations and returning all properties immediately after the function.
5. All student organization meetings and activities, which are held on-campus must be booked and reserved through the Office of Student Life. The Office of Student Life can be consulted regarding dates and activities previously scheduled to avoid conflict with other school programs. Student organizations must abide by the policies and guidelines set by the location or building in which their event is being held. The Office of Student Life can be contacted for all policies and guidelines concerning the space the organization is wanting to reserve. All events held by student organizations must be approved before they take place through the submission of the Student Organization Room Reservation Form.