NOTE: The student handbook may be modified or changed at any time during the school year. The faculty, staff and students are sent an e-mail notification of any changes that are made during the school year. If you need a printed version of this document please check with the Student Life Office in the University Center.
Welcome from the Dean of Students

It is my honor to welcome you to Oklahoma Christian University, your university. You follow in the footsteps of many great alum’s who studied under many great professors and continued on to many great accomplishments.

Each year our campus is blessed with students like you: students who are here to make a difference in their own lives and in the direction and future of OC. Everyone at the University is here to guide you and to challenge you with questions and learning opportunities that will shape your direction for years to come. You can expect to reap life-long benefits from your time at Oklahoma Christian.

Your collegiate career at OC represents a cooperative effort between you and our faculty, staff, administration and distinguished alumni. Each of these groups plays a special role in your success. These groups rely on each other to continue to carry on the great work that is a guiding factor at OC.

Embrace the challenge that is before you to make OC and this year the best it can be. The Student Life Office will be praying for you and your development and success at OC this year.

God bless you, and may you have a great OC experience.

Neil Arter
Dean of Students
Oklahoma Christian University
Student Policy and Procedures Manual
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Section 1 – Mission & Spiritual Guidelines

1.1 Mission Documents

1.2 Spiritual Life
1.1 Mission Documents {Approved March 27, 2009}

There is overlap and correlation among these documents, but each of them has an application separate from the other.

1.1.1 PURPOSE (Why do we exist?)
The University’s purpose is to transform lives for Christian faith, scholarship, and service.

1.1.2 DEFINING VALUES (Primary values that guide our actions and plans)
Oklahoma Christian University is a distinctly Christian community of higher learning and higher calling, valuing Faith, Scholarship, Integrity, Stewardship, Liberty, and Leadership.

1.1.2.1 Faith
The University affirms that God exists, that He is the author and sustainer of our lives, that the Bible is the inspired revelation of God’s will, and that He has manifested His love, His power, and His grace in the incarnation of Jesus, the Christ. OC’s Christian worldview, grounded in a humble and honest search for truth, is integral to and nurtures every discipline and every activity. It is faith that opens the mind to the consideration of ultimate truths and empowers the quest for goodness. The spirit of Christ transforms members of the University community for lives of faith, purpose, resilience, service, relationship, and love of all humankind. The University cherishes its vital relationship with the founding fellowship of the churches of Christ, while also welcoming and nurturing students from various walks of faith.

1.1.2.2 Scholarship
The University affirms God is the author of and sovereign over, all creation; that truth has nothing to fear from honest inquiry; that ideas can and should be examined openly and respectfully; that reason is a gift of God; and that faith and learning are inseparable. The University cherishes and cultivates the mind to discover the truths of God’s world and, therefore, encourages excellence, diligence, critical thinking, and creativity in all scholarly endeavors. The University is committed to a strong liberal arts core at the heart of the curriculum and to excellent professional preparation in all offered academic disciplines.

1.1.2.3 Integrity
The University affirms that, absent integrity, all other values lose their power for transformation and for goodness. Integrity demands vigilant and undivided devotion to truth, honesty, genuineness, transparency, and wholeness, as well as commitment and strength to act upon truth as it is discovered. Integrity is not solely a matter of the intellect, but encompasses development of the whole person—mind, soul, and body—and requires a climate of civility and respect for all people and their search for truth.
1.1.2.4 Stewardship
The University affirms that God is the source of all its human, financial, and physical resources that His servants and providence have made available to the University to use prudently to further its mission. Because the University community reflects the love of God for all people, students, faculty, staff, and alumni will apply their God-given gifts and their learning to serving others, thus contributing to a better world. The University’s commitment to honor God demands that its people and its programs pursue excellence in everything. The University will engage superior faculty and staff, embrace effective practices, attract quality students, and provide necessary resources and environment for excellence to flourish. The University will be a competitive and considerate employer regarding compensation, benefits, morale and support for families.

1.1.2.5 Liberty
The University cherishes the principles of religious, intellectual, social, economic, and political freedom that are blessings from our Creator and upon which this nation was founded. Freedom is purposeful selection of that which is true, noble, right, pure, lovely, and admirable. As an integral part of its educational mission, the University seeks to uphold, teach, and strengthen values which undergird liberty, free enterprise, and servant-leadership. As the University seeks to engage the culture and share the blessings of the Christian faith and liberty with the community and the world, it cultivates a global perspective and prepares students for life in a complex, demanding, and changing global community.

1.1.2.6 Leadership
The University affirms the value of preparing and encouraging leaders to use their talents and abilities in service to others. We believe the cultivation of servant leaders has a profound and lasting impact on individuals, families, communities, and nations. The University is committed to providing classes, symposia and other resources that help individuals to identify their God-given gifts and equip them to exercise those gifts to promote Christian principles of peace, compassion, and equality. We believe that effective leaders must possess a global perspective informed by a rigorous liberal arts education rooted in Biblical understanding. The University will seek to collaborate with like-minded individuals and organizations dedicated to developing leaders of character, vision and courage.

1.1.3 Vision Statement (Commitments to achieve the purpose)
Academically Excellent – Spiritually Vibrant – Serving Faithfully

\footnote{Philippians 4:8}

\footnote{Micah 6:8}
1.1.4 Manifestations of the Vision (Expectations for how the Vision is carried out)

1.1.4.1 Search for Truth
The University is rooted in the great Christian intellectual tradition which demands rigorous scholarship, critical thinking, academic freedom, and spiritual freedom and in which ideas are examined openly, with humility, and with a view to finding, embracing, and living that which is true and good. It is a place where the profound questions of life are asked and answers are sought. On most issues, OC seeks to be a “convener,” not an “endorser,” to bring together thoughtful people about ideas and to facilitate discussions informed by a Christian worldview. We are about effective faith-informed spiritual service, not mere orthodoxy.

1.1.4.2 Faithfulness
We are motivated by a "higher calling." Christian faithfulness and service are at the heart of the University community. Our lives model Christian servant hood, stewardship, humility, and love as we seek to rely upon and glorify God in all we do. We cherish and are deeply committed to the vital relationship with the founding fellowship of the churches of Christ, while also welcoming and nurturing students from various walks of faith. OC serves and is a resource for the Christian community. The University prepares students for Christ-centered lives of service.

1.1.4.3 Excellence With Purpose
In everything, the University honors God and demands excellence from its faculty, staff, students, and programs. Academic and spiritual excellence is manifested through service we render to one another, to our community, and to the world. OC’s student and alumni are salt and light and make a difference in the world. They are prepared for professional and vocational leadership with a thorough grounding in liberal learning which enables them to live faithfully and productively in a rapidly changing world.

1.1.4.4 Global Engagement
Faculty and staff engage meaningfully with their students, their disciplines, and community. We seek to apply our gifts and learning to “do justice, to love mercy, and to walk humbly with our God,” producing alumni who contribute to a better world. The University has the “imprint of the world on its heart” and seeks to share the blessings of Christian faith and liberty with everyone.

1.1.4.5 Stewardship of Human and Capital Resources
The University attracts and empowers superior faculty and staff, educates and mentors quality students, employs effective practices, exercises prudent stewardship of resources, and creates an

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2 Micah 6:8.

3 Dr. Jerry Rushford
environment in which excellence, creativity, and community will flourish. All people are loved and affirmed as God's creation regardless of background and status. The University seeks to achieve an endowment commensurate with its aspirations.

1.1.4.6 Transformed Lives
Intellectual and spiritual maturity is rigorously pursued. The spirit of Christ transforms members of the University community for lives of faith, purpose, meaningful relationships, integrity, service, leadership, stewardship, personal responsibility, love of others, nobility, and resilience. The gift of education calls, ultimately, for a life of service. OC people seek to do what is right in the eyes of the Lord and live in total reliance upon Him.

1.1.5 OC Covenant (The kind of people we seek to be and our commitments to one another)

Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, scholarship, and service.

The values and behavior of this Christian community are derived from the Bible, rather than the prevailing culture. Because we are a higher learning community dedicated to a distinctively Christian mission, we join together in a community covenant. This covenant is not a creed demanding strict belief in its veracity and inerrancy, and it is not merely an ideal to which we aspire; rather, it is a personal commitment that while we are members of this community, we will abide by the principles and ideals set forth in the covenant. The purpose of our covenant is to unite all of us at Oklahoma Christian University—students, staff, faculty, administration, and Board of Trustees—in a Christian community which is based on biblical principles and transforms lives for Christian faith, scholarship, and service.

We recognize that the University is not the church; however, we are a Christian community which seeks to be guided by the teachings of our Lord Jesus Christ as revealed in scripture. We welcome all students, regardless of their church affiliation, who agree to abide by this covenant. Because the University was founded by members of the Churches of Christ and because we seek to serve our church constituents effectively, we expect all full-time faculty and staff to be faithful, active members of the churches of Christ who fully embrace the principles of this covenant.

1.1.5.1 Our Foundation
God interacts with this world as both Creator and Savior (Genesis 1; Hebrews 1:1-3).

The Bible is God’s inspired word, which shows us the nature of God, the risen Son, and the Holy Spirit (2 Timothy 3:16; 2 Peter 1:19-21).

We seek to honor God by imitating the nature of God and his son, our Lord Jesus Christ, through the guidance of the Holy Spirit (John 13:13-17; 1 Corinthians 11:1; 1 Peter 2:21).
As members of this Christian higher learning community, we are guided by specific principles set forth in the Bible (Psalms 119:105; 2 Timothy 3:16-17).

1.1.5.2 Our Call

God calls us to do our best in everything we do (Colossians 3:17; Colossians 3:23).

God calls us to submit our will to his (John 15:14; James 4:7; 1 John 2:17).

God calls us to submit to one another in love (1 Corinthians 10:23-24; Galatians 5:13-14; Ephesians 5:21; Philippians 2:3-4) and to show his love through the justice, mercy, and faithfulness of our lives (Matthew 5; Matthew 23).

God calls us to live lives of holiness (Ephesians 1:4; 1 Thessalonians 4:7; Hebrews 12:14; 1 Peter 1:15-16).

1.1.5.3 Our Community Life

We strive to honor the Lord and be Christ-like in all of our conduct (Colossians 3:12-14; Titus 2:11-14).

We strive to demonstrate love and respect for everyone, even those who have views that differ from ours, and avoid conduct or language that is demeaning to others (Galatians 3:28; Philippians 2:3-4; James 2:1-13).

We strive to exercise our Christian freedom responsibly within the framework of God’s Word, humbly submitting to others (1 Corinthians 10:23-24; 31-33).

We strive to use wise stewardship of our mind, body, time, abilities and resources and make thoughtful, biblically guided choices in matters of behavior, entertainment, and interpersonal relationships (Philippians 4:8).

We strive to practice honesty and integrity in everything we say and do (Colossians 3:9-10; Revelation 21:8).

We strive to treat our bodies with the honor due the temple of the Holy Spirit—honoring God’s plan that sexual relations be a part of a marriage between a man and a woman, dressing modestly, and avoiding any self-destructive practices (1 Corinthians 6:19-20).

For the sake of our personal influence and our life together in Christian community, we also agree to certain community standards of conduct which are not specifically set forth in the Bible, but which enable the community to operate peaceably and in harmony with these principles and with one another. These community standards are set forth in the Student Handbook, the Staff Handbook, and the Faculty Handbook.

By choosing to be a part of the Oklahoma Christian University community, every member of the student body, staff, faculty, and Board of Trustees affirms his or her understanding of, respect for,
and commitment to abide by the principles, and standards of conduct set forth in this covenant.

1.1.6 The OC Graduate (What we hope to do in the lives of our students – the primary guidance for our curriculum and co-curriculum)

Since its founding in 1950, Oklahoma Christian University has sought to fulfill its mission to “transform lives for Christian faith, scholarship, and service.” Educating and nurturing the heart, mind, and soul, OC encourages its graduates to be like Jesus Christ, who “increased in wisdom and stature and in favor with God and man” (Luke 2:52). Christian faith and scholarship, exhibited through academic and spiritual excellence, is the heart of the University’s mission. While students will pursue and attain this excellence to varying degrees, we identify here the qualities desired for all OC graduates.

1.1.6.1 The OC Graduate knows...

The liberal arts, which enrich life and prepare for the inevitable challenges, opportunities, and changes of life.

The specialized knowledge, research methodologies, problem-solving strategies, and practical skills that enable competent living in modern society and successful competition in the global marketplace.

How to communicate clearly and think independently, critically, and creatively.

How to live and work harmoniously with people of diverse backgrounds and beliefs without compromising truth.

The great themes and doctrines of the Bible, including the message of grace, the Lordship of Christ, and the role of the church. Graduates will understand the comparative tenets of major worldviews and will be provided the tools and skills for thinking critically about and applying scripture to the issues of today.

The history and identity of a cappella Churches of Christ and their restoration heritage.

1.1.6.2 The OC Graduate is...

Committed to intellectual and spiritual inquiry, nurturing the mind and spirit throughout life.

Devoted to Christ, seeking to emulate Him and embody the fruit of the Spirit (Gal. 5:22).

Dedicated to truth, righteousness, and excellence in every facet of life.

A faithful steward of the blessings, resources, and talents received from God.
1.1.6.3 **The OC Graduate believes...**
The Bible is the revelation of the nature and will of God, the incarnation of the Son, and the work of the Holy Spirit, and is the authority for Christian faith and practice.

Life has meaning only through a relationship with God, recognizing that the pursuit of knowledge in any field is ultimately a quest for understanding of God and His creation.

Faith and learning are integral and cannot be separated with impunity.

1.1.6.4 **The OC Graduate lives...**
As a servant-leader in family, church, profession, and community, making a difference for good in the world, both locally and globally.

With integrity, by acting consistently with beliefs and in covenant relationship with God.

In humble submission to God’s will, diligently serving him and all humanity by following the two greatest commandments: to “Love the Lord your God with all your heart, all your soul, and all your mind,” and to “Love your neighbor as yourself” (Matt. 22:37 & 39).

1.1.7 **Affirming Our Spiritual Mission and Heritage (Affirmation of spiritual commitments and relationship to founding fellowship)**

1.1.7.1 **We exist for the glory of God and Christ**
OC has always been and remains today firmly committed to the glory of and service to God and Christ. All other aspirations and activities are subservient to this immutable commitment.

1.1.7.2 **Everything Belongs to God**
Since he created all and sustains all, we believe academic study and the capacities of mind and heart are sacred and gifts from God. Our scholarship and our lives are shaped by and given meaning by a worldview that God is creator and sovereign in our lives.

1.1.7.3 **Jesus is Central**
God’s love, manifested through the free gift of grace through Jesus, the Christ, is the central message of scripture. Eternal salvation comes only through faith in Christ, and right living comes only through obedience to Christ.

1.1.7.4 **The Scriptures Are Our Ultimate Guide**
We believe the Bible is inspired by God, is the ultimate source of wisdom and truth, and is fully sufficient to guide our lives on earth and to prepare us for eternal life with God. As human beings, we do not fully understand the mind of God. Therefore, we seek to be diligent and humble students of the scriptures, always learning and growing in the likeness of Christ.
1.1.7.5 **Our Response**

Our response to God is obedience to Him and service to our fellow man under the guidance of the Holy Spirit, and with full acknowledgement of our humanity and need for grace.

1.1.7.6 **Path Less Taken**

OC is determined to avoid following the path to secularism taken by so many church-related colleges and universities. Though a university can be neither a Christian nor the church, as a community of believers we are firmly dedicated to the service of Christ and our fellow man. It is not merely our Christian identity we wish to preserve; it is more important that our people be Christ-like and Christ followers. Thus, as an institution, we will reflect the values that are taught in scripture.

1.1.7.7 **Vibrant Relationship With Founding Fellowship**

OC is an independent university founded by members of churches of Christ to provide excellent Christ-centered higher education. All trustees, administration, and full-time faculty of the University have been called from that fellowship throughout its history, and governance of the University is entrusted to a self-perpetuating Board of Trustees that is responsible for stewardship over the University’s mission. OC will cherish and nurture the relationship with the churches of Christ, while welcoming and serving students and communities who do not share that spiritual heritage.

1.2 **Spiritual Life**

OC believes it has been given a privilege and responsibility by God to help students strengthen their relationship with God, imitate the nature of Jesus Christ, and deepen their commitment to the Lord’s church. Listed below are a few of the spiritual opportunities that are aimed at shaping the heart, mind, and lifestyle of our students and developing their faith.

1.2.1 **Chapel (See Complete Chapel Policy 3.1)**

The most important hour of each day at OC is 11:00 a.m. At this time the entire campus community joins together in Hardeman Auditorium to focus on their relationship with God and with one another. The typical chapel program consists of songs, prayer, a message from God’s word and the sharing of campus news. There is always a religious element in the chapel program, but occasionally a speaker is invited to chapel to make a presentation that is beneficial, but not specifically spiritual in nature. For example, some speakers in chapel might speak about an issue revolving around public safety or a political cause. Another great aspect of chapel is the weekly “mission minute” which focuses on how OC students are or could get involved in missions.
1.2.2 Devotionals

Besides numerous devotionals conducted around campus, the Student Government Association (SGA) coordinates a campus-wide devotional each Thursday at 10:00 p.m. in the University Center or Forum. This devotional time is coordinated by the Chaplain of the SGA and is intended for all students. Other devotionals are also available throughout the year and are mentioned in campus e-mails by the Student Life Office.

1.2.3 Bible Studies

In addition to the public devotionals, many local congregations also offer Bible studies on campus. Details about these studies can be found at the respective churches.

1.2.4 Outreach

Outreach is an organization dedicated to the spreading of the gospel throughout the world. Members meet to study and coordinate plans to attend activities such as the World Mission Workshop and summer campaigns each Monday at 6:00 p.m. Outreach also sponsors the Fall All-School Retreat and spring break campaigns.
Section 2 – Academic Policies & Procedures

2.1 Academic Classification
2.2 Class Attendance
2.3 Weather Related Attendance
2.4 Academic Good Standing
2.5 Academic Alert
2.6 Academic Probation
2.7 Academic Suspension
2.8 Academic Appeals
2.9 Academic Honesty
2.10 Academic Appeals Committee
2.1 Academic Classification

<table>
<thead>
<tr>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 – 29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 – 59</td>
</tr>
<tr>
<td>Junior</td>
<td>60 – 89</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
</tr>
</tbody>
</table>

2.2 Class Attendance

- When a teacher believes a student’s absences begin seriously affecting that student’s performance in the class, the teacher may initiate a conference with him or her to discuss the absences. The teacher may indicate to the student in writing that if he or she misses another class meeting without a clearly acceptable reason, the student will be dropped from the class.

- If the drop takes place prior to the 12th week of the semester, the student will receive a “W”. If the drop takes place during the 12th week or later, the student will receive an “F”. The Vice President of Academic Affairs will also be notified of this status and will notify the student.

- If the student believes he or she has received unfair treatment from the teacher, an appeal can be made to the Deans’ Council.

- While faculty members have developed their own class attendance policies regarding specific classes, students who cease attending are asked to withdraw from OC.

2.3 Weather-Related Attendance

Since most students and faculty live close to the University, classes are rarely suspended for bad weather. Students who are prevented from meeting a class because of road conditions should discuss the cause of the absence with their professors.

2.4 Academic Good Standing

In order to be considered in good standing, a student must maintain the following cumulative grade point average:

- Freshman 1.70 (D+)
- Sophomore 2.0 (C-)
- Junior 2.00 (C)
- Senior 2.00 (C)

All students will have an academic status check at the end of each semester. Those who are not in good standing will receive notification of their status.

2.5 Academic Alert

If a student’s GPA for any semester falls below the level of good standing, he or she is notified and placed on academic alert.
2.6 Academic Probation

- If both a student’s current GPA for a term and cumulative GPA fall below the required level for good standing, he or she is placed on academic probation.

- After 2 semesters of academic probation, a student may not be allowed to continue in school without permission from the Registrar.

- Students on academic probation are ineligible for intercollegiate athletic competition.

2.7 Academic Suspension

- When a student has completed 2 semesters on academic probation without achieving the level of good standing, the student is suspended.

- Appeals of suspension should be addressed to the Registrar, who will present the case to the Deans’ Council for a decision.

- A suspended student may be readmitted only 1 time; the readmitted student must attain a 2.00 GPA each semester while on probation. The student is removed from probation only when a cumulative GPA of 2.00 has been reached.

- The University may suspend or dismiss any student who fails to earn a GPA of at least 1.00 during a semester, regardless of classification or number of hours completed.

2.8 Academic Appeals

Any student may appeal a final grade received in a course. To assure due process and protect the rights of both the student and the professor, the appeals procedure below must be followed. Except by this process, no student-appealed grade may be changed, and no student-contested academic action by a professor may be reversed.

2.8.1 Contact the Professor

A student who disagrees with a professor on a course grade or other grade-related issue must contact the professor directly to explain the concern or complaint. If the student does not bring the matter to the professor’s attention within four weeks of the final grade report, the student loses the right of appeal.

2.8.2 Appeal to the Chair

If the interaction with the professor does not resolve the issue, the student has two weeks from that interaction to appeal to the chair of the professor’s school or department. Otherwise the student loses the right of appeal and the issue is considered closed. If the professor is the chair, the student will take the appeal to the dean.

The appeal must include a written description of the circumstances as understood by the student. Two copies of this written appeal must be given to the chair in a private interview. The chair will give one copy of the student’s appeal to the professor and request any supporting documentation from the professor. The chair
will discuss the complaint with the professor and, where appropriate, with other students.

After review, the chair has two options: the chair may make the decision and explain it to the student and the professor within two weeks or, if the chair considers the matter sufficiently serious or complex, the chair may take the matter to the dean of the professor's college for further review and response.

**2.8.3 Appeal to the Dean**

If the chair makes the decision, and if the student or professor is not satisfied that the chair’s decision is fair and just, either may appeal to the dean of the professor’s college within one week of the decision by the chair.

Upon receiving notice of the appeal, the dean will request from the chair a copy of the original appeal, any documents submitted by the professor, and the chair’s rationale for the decision. The dean will discuss the matter with all those involved.

After review, the dean has two options: the dean may make the decision and present it to the student, the professor, and the chair within two weeks or, if the dean considers the matter sufficiently serious or complex, the dean may take the matter to the Deans’ Council.

**2.8.4 Appeal to the Deans’ Council**

If the dean makes the decision, and if the student or professor is not satisfied that the dean's decision is fair and just, either may initiate an appeal to the Academic Appeals Committee by notifying the VPAA in writing of the appeal within one week of the dean’s decision. The dean will present a copy of the original appeal and any documents submitted by the professor or gathered in evidence prior to the dean’s decision.

The Academic Appeals Committee will discuss the matter with the student and professor individually. After review, the decision of the Academic Appeals Committee is final and must be reported in writing within a week of the decision to all involved parties and to the VPAA.

**2.9 Academic Honesty**

**2.9.1 Cheating**

Cheating on an examination, assignment, roll sheet or other course related work or activities undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Accordingly, students who cheat on examinations, assignments or other course related work or activities will face serious consequences, as outlined in this policy.
2.9.2 Plagiarism

One particular form of cheating is plagiarism. Plagiarism is the transmission of another’s ideas, words, or materials as one’s own and/or the failure to credit accurately the ideas, words, or materials of another. Plagiarism also includes passing off another’s work (a friend, a parent, a website) as one’s own. Plagiarism undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Accordingly, students who engage in plagiarism in assignments submitted will face serious consequences, as outlined in this policy.

2.9.3 Penalties for Academic Dishonesty

a. On the first offense, the student will receive zero (0) credit for the examination or assignment. For forms of cheating or dishonesty other than on examinations or assignments, the Professor shall have the discretion to impose an appropriate penalty. Professors must send documentation of the first offense to the appropriate chair, the dean of the appropriate college, the VPAA, and the Dean of Students.

b. On the second offense in the same course, the student will receive an F in the course. Professors must send documentation of the second offense to the appropriate chair, the dean of the appropriate college, the VPAA, and the Dean of Students.

c. If the student commits offenses in two or more courses, an Academic Appeals Committee comprised of one faculty representative appointed by the dean of each college and one representative from the staff of Student Affairs may assign penalties for academic dishonesty in addition to the penalties assigned by the professors in the courses. The Academic Appeals Committee may impose penalties up to and including suspension from the University in instances where a student has engaged in cheating or plagiarism in two or more courses. The Academic Appeals Committee will inform the VPAA and the Dean of Students in writing of any penalties imposed by it and will report annually on its activities to the University’s Academic Affairs Committee.

d. Professors should maintain the highest standards of academic honesty both in and out of the classroom. Professors must report and apply the rules regarding cheating/plagiarism to the appropriate channels. The student should be referred to the Oklahoma Christian University Covenant for principles which should guide conduct in these matters.

2.10 Academic Appeals Committee

The Academic Appeals Committee shall also decide the following matters:

a. Academic honesty, as detailed in section 2.9.3 above;
b. Grade appeals, as detailed in section 12.13;
c. Appeals from academic probation and academic suspension, as set forth in the University's catalog; and
d. Requests for the expungement of grades.

The Academic Appeals Committee will be chaired by the VPAA or the VPAA's delegate. In addition, the Academic Appeals Committee shall consist of the following members:
a. One tenured Faculty elected from each college, serving overlapping three year terms;
b. One elected tenured librarian, serving a three year term;
c. The University Registrar;
d. One Representative from the Student Affairs Office (Ex-Officio); and
e. One representative from the Student Government Association, appointed by the SGA President.
Section 3 – Behavioral Policies & Procedures

3.1 Chapel Policy
3.2 Code of Conduct
3.3 Conflict Resolution Policy
3.4 Discipline
3.5 Hazing
3.6 Judicial Procedures
3.7 Modesty & Decency Policy
3.8 Sexual Relations
3.9 Substance Abuse
3.1 Chapel Policy

OC places premium value on maintaining the tradition of daily chapel and considers daily chapel attendance to be a cornerstone in the students’ experience while attending the University.

Students record their attendance by scanning their ID cards located at the north entrance doors of Hardeman Auditorium. Chapel begins promptly at 11:00 a.m. Students arriving after the scanners are turned off at 11:00 a.m. are counted absent.

- Each student should scan in with his or her personal ID card only. Any student scanning a different ID card or having his or her ID card scanned by another person will face disciplinary action.

- If a student decides to leave chapel after scanning in, the student needs to contact appropriate university personnel before leaving so the attendance records can be changed to reflect an absence. Disciplinary action is taken against any student who scans and leaves chapel without notifying appropriate university personnel before leaving.

- Students are expected to make sure personal electronic devices are turned off during chapel. **Laptop computers should not be used during chapel.** Those students that are engaged in any disrespectful or disruptive behavior is subject to disciplinary action.

- Students are expected to remain in Hardeman Auditorium until officially dismissed. Those who leave early may be assessed an absence or disciplinary consequences.

- Students are allowed to miss chapel a total of 3 times for each day per week they are required to attend, as outlined in the chart below, under “Permanent Chapel Excuse.” These allowed absences are to be used at the student's discretion. Sick days are included in this total.

- Students are responsible for being aware of their absence total and may check their chapel absences by logging on to the University’s Intranet site or by emailing Amanda Watson (Chapel Attendance Secretary). It is wise to save absences for those times when missing chapel is unavoidable, due to unusual circumstances or for sick days since most illnesses are not excused. (See Daily Chapel Excuse section below for specifics about when absences may be excused for illness, etc.)

- If a student exceeds this limit of absences, a hold is placed on his or her account. He or she may not register for classes, validate his or her schedule or get a transcript. To remove the hold a student must participate in 1 hour of community service for each absence over the limit.

- Students must see the chart below for the maximum number of community hours that they may serve based on number of days per week they are required to attend chapel.

- The Student life office will send an e-mail to students who exceed their limit which includes a list of acceptable service opportunities, contact numbers, and a link to a time sheet. The student can print the time sheet, perform the community service and have the time sheet signed by the contact person. The student must turn in the time sheet to the Student Life office to have the hold removed.
• A student may only use up to 10 hours of community service from any mission opportunity they participate in.

• The service hours for chapel cannot be counted toward the completion of service requirements of any OC class.

• If a student exceeds the number of hours listed below, they will be sent to the Associate Dean of Students for disciplinary action to be taken.

<table>
<thead>
<tr>
<th>Weekly Chapel Assignment</th>
<th>Number of Community Hours That May Be Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Days Per Week</td>
<td>Up to 10 Hours</td>
</tr>
<tr>
<td>4 Days Per Week</td>
<td>Up to 8 Hours</td>
</tr>
<tr>
<td>3 Days Per Week</td>
<td>Up to 6 Hours</td>
</tr>
<tr>
<td>2 Days Per Week</td>
<td>Up to 4 Hours</td>
</tr>
<tr>
<td>1 Day Per Week</td>
<td>Up to 2 Hours</td>
</tr>
</tbody>
</table>

3.1.1 Part Time Students and Chapel

• Part time students must fill out a Permanent Chapel Excuse Form in order to be excused from daily chapel attendance - this is not done automatically. This form can be found on MyOC under MyServices.

• A student who is part time or becomes part time during the course of the semester is responsible for all absences accrued before the date in which the Permanent Chapel Excuse Form is turned in to the Assistant to the Dean of Students.

• Similarly, the student who decides to become part time during the course of the semester is responsible for all absences accrued until the student turns in drop forms to the Office of the Registrar and is officially pronounced a part time student.

3.1.2 Daily Chapel Excuse

• No daily excuses are accepted except when the student is representing the University or when the student is experiencing prolonged, serious illness or injury. Serious illness or injury includes that which requires attention by a medical doctor and results in a student missing a minimum of 5 complete, consecutive days of classes as well as chapel. Less severe illnesses or injuries lasting fewer than 5 days will not be excused except on rare occasions such as being admitted to a hospital (including day surgery). A medical excuse requires written confirmation from a physician; all other excuses from other sources are denied.

• Excuses for representing the University, such as for concerts or varsity athletics, will need written confirmation from the appropriate coach or sponsor.
• No excuses are given for rehearsals, practices or meetings.

• It is the responsibility of the student to turn in a daily chapel excuse form for missed chapel days. If a coach or sponsor submits a list of students to be excused, it is the students’ responsibility to check their chapel absences within 5 days of the absence(s) to be certain that their names were included on the list and those absences have been excused.

• Students who believe that they have extraordinary circumstances and wish to see if chapel absences may be excused should meet with Amanda Watson, Assistant to the Dean of Students. This meeting should take place before or during the circumstance in question, if at all possible.

• To be valid, a daily excuse request must be turned in within 5 working days of the absence. Excuses are not retroactive beyond the 5-day limit.

3.1.3 Permanent Chapel Excuse

• A permanent chapel excuse is available for students with special circumstances that prohibit them from attending chapel on 1 day or more per week.

• The online form for obtaining a permanent chapel excuse can be found on MyOC under MyServices. (See ‘Reasons for Permanent Chapel Excuse’ below).

• A Permanent Chapel Excuse is good for only 1 semester. It must be renewed by the student each semester.

• Students are expected to notify Amanda Watson in the Office of Student Life if the reason for their chapel excuse changes and the permanent chapel excuse becomes no longer valid.

• Reasons for a Permanent Chapel Excuse:
  
  o If you live off campus with no classes 30 MINUTES before AND after chapel.
  o If you are taking 11 hours of less (including UCO classes paid through OC)
  o If you are enrolled in class at UCO which conflicts with chapel. You must submit a copy of the UCO schedule.
  o If you have a work conflict (working specifically during chapel) you must bring in an official letter on letterhead from your employer stating that you work during chapel along with completing the permanent chapel excuse form.
  o If you are involved in a practicum through Oklahoma Christian University.

• If a permanent chapel excuse for the semester is granted, students should be aware that their total number of absences available that semester drops as outlined in the following chart:

<table>
<thead>
<tr>
<th>Weekly Chapel Assignment</th>
<th>Number of Absences Allowed Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Days Per Week</td>
<td>Up to 15 Absences</td>
</tr>
<tr>
<td>4 Days Per Week</td>
<td>Up to 12 Absences</td>
</tr>
<tr>
<td>Days Per Week</td>
<td>Absences</td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>3 Days Per Week</td>
<td>Up to 9 Absences</td>
</tr>
<tr>
<td>2 Days Per Week</td>
<td>Up to 6 Absences</td>
</tr>
<tr>
<td>1 Day Per Week</td>
<td>Up to 3 Absences</td>
</tr>
</tbody>
</table>

- Permanent chapel excuses are retroactive for 10 working days from the date received; absences within the 10 working day period are excused.

### 3.1.4 Required Chapel Community Service Sites

The Form must be picked up in the Student Life Office and filled out and signed before it is valid. (The form is located on your “check Chapel Attendance” page.) It must be turned into the Student Life Office to have the hold lifted.

- Capitol Hill (formally Lighthouse) – working with children in an inner city ministry. Contact Poncho Hobbes: 405-602-6371
- Heritage Heights Apartments – miscellaneous duties at the campus apartments. Contact Kimberly Northcott at: Kimberly.northcott@oc.edu or 425-5783
- Tealridge – work with senior citizens at the independent living center. Contact Tom Schnella at: Tom.Schnella@oc.edu or 425-1000.
- Western Village Academy – Mentoring Elementary Students. You can only use this for community service if you are currently a regular mentor at WVA. Please contact the School Secretary to sign your form.

**Any other community service sites must be approved by Student Life before the hours are done.**

### 3.1.5 Excessive Chapel Absences (Disciplinary Action)

- Excessive chapel absences are considered a serious violation of the Code of Conduct.
- If a student continues to miss chapel after completing 10 hours of community service, a hold will again be placed on the student’s account, preventing the student from registering, validating or obtaining a transcript.
- The student will then be referred to Neil Arter, Dean of Students, for further disciplinary action.
- A student may be suspended from the University due to excessive chapel absences.

### 3.2 Code of Conduct

Many expectations of OC students are biblically based. Other expectations, while not necessarily based in scripture, are necessary for the good of the entire community. These expectations enable the community to function and operate peaceably and in harmony with each other and with the mission of the University.
Undergraduate students are especially susceptible to certain temptations in today's society. For the sake of a healthy lifestyle and their Christian influence (Philippians 2:3-4; Romans 14: 19-22a), we believe that students should completely avoid these temptations at all times and in all places. We know, however, that it is neither desirable nor possible to control student behavior off campus. However, we do ask students to remember that at all times and in all places, they are representing OC, its mission and its values.

We take the following expectations quite seriously and are diligent in enforcing them on campus or at any university-related event. The following examples of misconduct are not exhaustive, but are intended to give a student an idea of the types of behaviors that may result in disciplinary action:

1. Violations of published university policies and procedures
2. Violations of federal, state or local law
3. Violations of the university policy on academic integrity and performance
4. Violations of the university chapel policies
5. Violations of the modesty code
6. The use and distribution of alcohol and other drugs
7. The use of tobacco in any form on campus and at university sponsored activities
8. Any form of gambling on campus or at university sanctioned activities
9. Social activities that include dancing
10. Violations of the security and parking policy
11. Hazing of any kind
12. Profanity and offensive language
13. Disruptive behavior
14. Dishonesty
15. Conduct that is not in compliance with the request of a university official
16. Violations of the university policy on sexual relations, sexual assault and sexual harassment
17. Violations of the university policy on weapons
18. Vandalism of university and fellow student's personal property
19. Disrupting the judicial reviews process in any way
20. The misuse of any fire and safety equipment
21. Possession of pornography or other offensive materials
22. Violations of the university housing regulations

All students are expected to maintain the highest standards of personal honor, morality and integrity. The University reserves the right to refuse admittance to or dismiss any person who violates these principles.

3.2.1 Violations of the Code of Conduct

Students at OC are expected to maintain a high Code of Conduct. These expectations are designed to help students develop as Christian citizens within our community and within the larger world community of which we are a part.

Because OC's high Code of Conduct is designed to encourage better living by Christian principles, it applies to all OC students during the regular school term, during the summer, between semesters and over holidays. OC reserves the right to hold individuals accountable for their actions and reserves the right to take appropriate actions. This right may be extended retroactively.
Violations of this code result in disciplinary action by the University overseen by the Dean of Students, the campus’ chief disciplinary officer. Discipline may also be handled by the Associate Dean of Students, Director of Residence Life, Hall Director or Phase Manager.

3.3 Conflict Resolution Policy

In any organization there is the potential for conflicts, disagreements, and grievances that need a fair and timely means of resolution. Because the university is a Christian organization, parties who are in conflict or disagreement should always seek resolution in a peaceful, respectful, and gentle manner. As Christians, we should initially go directly to the one whom we have conflict or disagreement and seek a mutually acceptable solution if possible. Therefore, we encourage all faculty, staff, and students to work informally with one another before following the more formal procedure outlined below.

3.3.1 Informal Resolution

Members of the Oklahoma Christian University community shall first seek informal resolution of conflicts and disputes directly with the person with whom the conflict exists. If those efforts are unsuccessful or inappropriate (e.g., a charge of sexual harassment), then the aggrieved party may pursue the steps below.

3.3.2 Appeal

If an informal resolution is not feasible within a reasonable period of time (e.g., one week to one month, depending on the urgency of the matter), the aggrieved party may appeal the matter to the next level supervisor with responsibility for the matter in dispute. For example, a dispute with a professor should be appealed to the department chair or school chair, a dispute with a department or school chair should be appealed to the dean, and a dispute with a dean should be appealed to the Vice President for Academic Affairs. If a matter involves both academic and administrative matters, then the Executive Vice President shall determine the appropriate route of appeal. The person to whom the matter is appealed shall meet jointly with both parties to the dispute, and at his or her discretion may meet separately with the parties in an effort to gather relevant facts and explore potential solutions.

3.3.3 Successive Appeals

If the matter is not satisfactorily resolved at the first appeal, and the matter is of sufficient gravity that an aggrieved or losing party feels the need for further appeal, then the matter may be appealed to the next successive levels of responsibility until the matter reaches the level of final decision as set forth in this policy or other written policies.
3.3.4 Final Decision Level

If a University policy sets forth the specific level or body at which a final decision is made, then that specific policy will govern. The following will be the final decision level on other matters:

- Academic Issues: Vice President for Academic Affairs
- Student Disciplinary Issues: Executive Vice President
- Administrative Issues: Executive Vice President
- Issues Involving Senior Officials: President
- Issues Involving the President: Board of Trustees

3.3.5 Dispute Resolution Panel

In the case of a dispute or conflict which could result in serious disciplinary action against a member of the faculty or staff, said faculty or staff member shall have the right to request the convening of a Dispute Resolution Panel at the Final Decision Level specified above before the final decision is made. The Dispute Resolution Panel shall be composed of three disinterested parties. If the conflict involves a faculty matter, the Panel shall be composed of the President of the Faculty Association or his or her delegate and two academic administrators or faculty members selected by the Vice President for Academic Affairs. If the conflict involves a staff matter, the Panel shall be composed of three members of the staff, administration, and/or faculty selected by the Executive Vice President. The Panel will independently investigate and review the evidence and will make a written recommendation (including an explanation of the reasons for the recommendation) to the final decision maker as specified in Section 10.4 above.

3.3.6 Decisions

All decisions regarding disputes shall be made in a timely manner, shall be based on facts, and shall be fair and equitable to all parties. If there is any actual or perceived conflict of interest by any decision-maker, he or she shall recuse himself or herself from the process, and the appeal shall go to the next higher party in the chain of authority.

3.3.7 Timeliness of Action

Because conflicts are often verbal, situational and rapid, and therefore subject to memory loss, perspective, and bias, all efforts to resolve disputes informally or formally should begin as soon as possible after the circumstances leading to the dispute occur. Except in extraordinary circumstances causing necessary delays, informal efforts at conflict resolution should begin as soon as possible. An appeal from informal efforts or the decision from a lower level of appeal shall be made within two weeks of the failure of informal efforts or the decision of the prior appeal. Officials to whom a matter is appealed shall make a decision in a timely manner (i.e., typically within one week, but never to exceed one month of completion of the investigation). A decision or resolution shall be deemed final if it
is not appealed in a timely manner as provided in this policy, and all rights of further appeal shall be deemed forfeited.

3.3.8 Documentation

Promptly upon awareness of an actual conflict, dispute, or grievance, the parties should carefully preserve all evidence and fully document the incident, circumstances, or decision leading to the conflict. It is the responsibility of the person identifying a dispute or making an appeal to clearly document and describe the cause, the nature, and the extent of the dispute to the other party and the decision-maker before any appeals. Those who make decisions regarding conflicts should not only document the action taken, but the reasons and evidence supporting their decisions. All documentations relevant to a dispute shall be made available to the other party and the decision-maker in a timely and useful manner.

3.3.9 Witnesses / Advocates

Any party to a dispute may request the presence of a family member, friend, or colleague in any level of dispute resolution as a non-participating witness to the proceedings. If relevant to the dispute, any party may request that a reasonable number of witnesses with information relevant to the dispute be interviewed by the decision maker. In extraordinary circumstances when the dispute could lead to dismissal or termination of a party, such party may also request the presence of an advocate—with the clear understanding that these dispute resolution procedures are not legal proceedings and the legal rules of evidence and practice do not apply. No witnesses or advocates shall be allowed unless the opposing party and decision-maker are both informed in writing at least two working days in advance of the names of the persons and their proposed roles at the meeting. If one party proposes to bring a witness and/or advocate, then the other party, with one working day’s written notice of the names and purposes, may also bring witnesses and/or an advocate.

3.3.10 Procedures Not Applicable

These procedures do not apply to the following:

- Grade appeals or other conflicts over grades.
- In the case of alleged sexual harassment, the alleged victim is not required to confront the alleged perpetrator to seek informal resolution prior to an appeal.

3.3.11 Violation of the OC Covenant

If the final determination of the matter indicates that one or more party’s behavior is not consistent with the OC Covenant, then the deciding party shall send the decision and supporting documentation to the following: if it is student behavior, to the Dean of Students for placement in the student's permanent record; if a member of the faculty, to the Vice President for Academic Affairs for placement in the faculty member’s permanent record; if a member of the staff, to the Executive Vice President for placement in the staff member’s permanent record.
3.3.12 Legal Appeal

No party shall have a right to file a lawsuit with the civil courts unless and until that party has exhausted all the remedies and appeals provided in these procedures. Any party or decision-maker may, however, seek the guidance of legal counsel on matters which may have further legal consequences.

3.3.13 Other Issues

The parties and decision-makers shall at all times maintain the appropriate level of confidentiality of the proceedings. In particular, if a matter involves a student, care must be taken to comply with the confidentiality requirements of FERPA and other federal and state statutes. The preceding procedures are designed to accommodate the needs of the parties in most disputes. The President may authorize modifications to accommodate extraordinary circumstances.

3.4 Student Discipline

The Dean of Students is responsible for overall coordination of rules and regulations regarding student discipline for misconduct and also serves as the final appeal for student disciplinary decisions. The Associate Dean of Students serves as the Judicial Administrator appointed by the Dean of Student Affairs to be primarily responsible for the operational details of the disciplinary process. The Judicial Administrator will review reports of misconduct and may conduct an investigation. If the Judicial Administrator considers the report to indicate probable violation of the Code of Conduct, the incident is resolved by the Judicial Administrator or heard through either an informal hearing by a staff member or a formal hearing by the Student Disciplinary Committee.

3.4.1 Level of Infractions

To help discern between minor and major violations of the OC Code of Conduct, they have been put into 2 sections of misconduct.

**Level 1**

- Violations of expectations that will result in a verbal or written reprimand as well as probation.
- These infractions may also include additional requirements to meet the desired resolution.
- EXAMPLES: 1st-time curfew violation (minimally late) or 1st-time modesty/dress code violation

**Level 2**

- Violations of expectations that result in probation or dismissal depending on the number of occurrences.
- The response to Level 2 infractions are based on the details of the infraction.
3.4.2 Reporting Misconduct

- Anyone may report a violation of the Code of Conduct by contacting the Dean of Students’ Office at 425-5906.

- The person reporting the violation will be asked to submit a written report. The report should be a brief written statement citing the section of the Code allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place.

- The University reserves the right to take action against an individual for violating the Code of Conduct regardless of how much time has passed since the incident.

- Anonymous reports may be made on the anonymous tip line by calling voice mail at 425-5911.

- Students living in the residence halls may also notify their Hall Directors, Phase Managers or Resident Assistants.

3.5 Hazing - Disruptive Behavior, Violence & Endangerment

3.5.1 Disorderly activities and disorderly or unlawful behavior

Disorderly activities and disorderly or unlawful behavior are prohibited. These activities include the following:

- Excessive noise
- Unauthorized use of loud speakers
- Use of profanity
- Creating a disturbance
- Engaging in fights, assaults, riots and unlawful assemblies
- Causing damage/destruction of property
- Menacing/stalking
- Misuse of university resources (i.e., electronic mail, computer services, copiers, etc.)
- Violation of any civil, municipal, state or federal law in university buildings or on campus
- Failure to identify upon request or comply with directives of campus security or any university official while performing their duties

3.5.2 Assault

Members of the OC community believe that an assault of a fellow member of the university community or anyone else present on the campus is a very serious violation of the law and the other person’s rights. As a result, assault, physical abuse or verbal harassment of any person on the campus is prohibited. Assault is defined as a physical attack upon another and/or an attempt or threat to do harm to another. Unwanted physical contact by a person upon another may also constitute assault.
3.5.3 Disruption

Disruption is the obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or other authorized non-university activities, when the act occurs on university premises.

- OC will not tolerate any behavior that can be considered as endangering the physical or mental welfare of another person.
- Any form of violence (including possession or use of any weapon or explosive agents including fireworks) will result in immediate disciplinary action.
- Immediate disciplinary action is also taken for actions such as harassment, taunting, hostility, stalking, intimidation, coercion, threats, abuse, assault, battery or anything that may be interpreted as such regardless of what form it takes (verbal or non-verbal, mental or physical, including sexual) or what medium is utilized (face to face, phone, computer, etc.).

3.5.4 Weapons

Possession of knives, swords, machetes and similar weapons or facsimiles, bows and arrows, firearms, guns of any kind (including nerf, cap, BB or pellet guns and paint ball guns), ammunition or items that replicate the same is strictly prohibited on campus.

3.5.5 Penalties for Disorderly Conduct

- The University will cooperate with local, state or federal authorities if the situation warrants.
- Any student suspected of any form of endangering the physical or mental welfare of another person may be removed immediately from campus and suspended on an interim basis until either a decision is reached and/or the appeal process is completed. In such cases the student is not allowed to come on campus or make contact with any OC faculty member, staff member or student without prior appropriate consent from the Dean of Students.
- A student on interim suspension who fails to comply with any request is held accountable for his or her actions. He or she may be suspended or dismissed from the University for violating the conditions of the interim suspension.
- The University will also utilize law enforcement if deemed warranted.

3.5.6 Statement on Joking about Violence (Including Games)

OC takes a strong stand against any joking about violence, harassment, hostility, stalking, intimidation, coercion, threats, abuse, assault, battery or anything that may be interpreted as such. Also included in this injunction is participation in games where participants are "injured" or "killed" as part of the game.
3.6 Judicial Procedures

3.6.1 Philosophy of Student Discipline

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and to encourage self-discipline, to foster a respect for the rights of others and to protect the rights, freedoms and safety of members of the university community. Law authorizes an institution of higher learning to establish and administer codes of conduct and to suspend, expel or dismiss students whose actions negatively impact the campus community; the University reserves this right.

Student disciplinary proceedings are not analogous to criminal court proceedings; they require no particular model of procedural due process. However, the procedures are structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness in all situations. Fundamental fairness requires that students be informed of the nature of the charges and be given an opportunity to respond to them.

3.6.2 Student Notification

A Hall Director, Phase Manager or the Office of Student Life notifies the student of the requested meeting. Information is gathered to determine whether or not the student is considered to have violated the Code of Conduct. During this, due process is respected. However, a student’s failure to respond in a timely or expected manner to set up an appointment is, in and of itself, a Code of Conduct violation and may result in additional or more severe disciplinary action. In cases where the student does not respond to repeated appointment requests or fails to appear for the scheduled meeting, disciplinary action may be decided solely on the information at hand without the input of the student.

3.6.3 Informal Hearings

In some cases of student misconduct, a formal hearing may not be necessary; this is most often true when the violation is of a less serious nature, where the misconduct would not result in suspension or dismissal. In such a case, the student attends an informal hearing with a university staff member (normally the Judicial Administrator or a Residence Director) to discuss the incident, the student’s involvement in it and any steps that must be taken or sanctions imposed to resolve the matter. The meeting is followed by an official letter summarizing this discussion. Informal actions are not subject to appeal.

3.6.4 Staff/Faculty/Student Judicial Board Procedures

The Judicial Board is composed of a minimum of 2 faculty/staff members and 1 student. The Judicial Administrator will serve as a non-voting member on the Judicial Board, representing the office of Student Life.
When the Judicial Board is satisfied that all parties have been adequately heard, it will deliberate in private. All hearings are tape-recorded up to this point. Deliberation, however, will remain off the record.

The student is notified in writing as to the decision of the University.

Hearings are conducted according to the following guidelines:

1. PRIVACY – Hearings are normally conducted in private.
2. ATTENDANCE – Admission of any person to the hearing is at the discretion of the Judicial Administrator.
3. MULTIPLE STUDENTS – In hearings involving more than 1 accused student, the Judicial Administrator may permit the hearings concerning each student to be conducted separately.
4. ORDER – Hearings are chaired by the Judicial Board Chair Person and will proceed in the following manner:
   a. Reading the student’s specific violations of the Code of Conduct
   b. Presentation of information by the University
   c. Discussion of the information between Judicial Board and the Judicial Administrator
   d. Presentation of information by the student charged and questions by the committee
   e. Decision made by the Judicial Board
5. ADVISOR – Accused students have the right to be assisted by any advisor they choose; the advisor, for example, may be a parent or an attorney. Accused students are responsible for presenting their own case; therefore, advisors are not permitted to represent the student or to participate directly in the hearing. The role of the advisor is to accompany the student and advise him or her privately during the hearing process.
6. WITNESSES – The committee and the accused student may call witnesses. Witnesses may only be present while giving testimony.
7. EVIDENCE – Pertinent records, exhibits and written statements may be accepted as information for consideration by the committee at the discretion of the Judicial Administrator.
8. QUESTIONS – All procedural questions are subject to the final decision of the Judicial Administrator.
9. VOTE – After the hearing, the board determines by a majority vote whether the student violated each section of the Code of Conduct that the student is charged with violating. The committee’s determination is made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct.
10. GUILTY/SANCTIONS – If the board finds the student in violation of the Code of Conduct, the board then determines appropriate sanctions. The Judicial Administrator notifies the student in writing of the board’s decision and the issued sanctions.
11. RECORD – There is a single written record of the hearing, which normally consists of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the accused, a statement of the decision, and the issued sanctions, if any; the hearing may be transcribed or otherwise recorded.

12. ABSENCE – If the accused student fails to appear at the hearing, the board may make a decision based on the available information. If the Judicial Administrator determines that the accused student is absent for a worthy reason, a new date may be set for the hearing.

3.6.6 Appeals of Disciplinary Decisions

- Any student may appeal a disciplinary decision within 5 working days.
- This appeal must be in written form or via e-mail.
- Disciplinary decisions made by Hall Directors or Phase Managers may be appealed to the Associate Dean of Students.
- In matters involving suspension or dismissal, the student may appeal to the Staff/Faculty/Student Judicial Board. The Judicial Board will make a recommendation to the University about whether or not the decision should be overturned. This recommendation is presented to the President and Vice-Presidents for review and final approval.

3.6.7 Disciplinary Sanctions

The assignment of any disciplinary sanction(s) shall be determined by:

1. The nature of the offense
2. The severity of the violation
3. The behavioral history of the student and/or the overall performance as a student and as a member of the community at OC

3.6.8 Definition of Sanctions

3.6.8.1 Disciplinary Probation

Disciplinary probation may be an option for another offense after a written disciplinary report or for more serious infractions. A student on disciplinary probation will have freshman curfew reinstated if living in a dormitory. A student on disciplinary probation is ineligible to:

- Participate in the student government as an officer
- Represent the University in public events such as varsity or junior varsity sports, Spring Sing or extracurricular activities (not a graded class requirement) such as plays or concerts during the probation period
- Sign out, except to his or her parent’s house
- Have late permissions
- Participate in intramural sports
- Move to the campus apartments until he or she has successfully completed 1 semester without any violation resulting in disciplinary probation or suspension
- Receive a curfew waiver during the probation period
The University reserves the right to revoke the student’s eligibility to remain in the campus apartments.

3.6.8.2 Dismissal

- Dismissal is the temporary separation of the student from OC for a definite period of time, but not less than 2 semesters, after which the student must re-apply through the Office of Admission and be granted acceptance before becoming eligible for re-enrollment at the University.
- Conditions for readmission may be specified, but the student is not guaranteed readmission.

3.6.8.3 Dismissal from University Housing

- In accordance with university housing policy, students required to live on campus but are dismissed from university housing will be dismissed from OC.

- Any student dismissed from the residential community prior to the end of the contractual period may be responsible for any remaining monetary charges, as well as ineligible for reimbursement for any charges already paid.

3.6.8.4 Educational Sanctions

Educational sanctions consist of, but are not limited to, the following:

- Community service
- Essay writing assignment
- Attendance to a seminar
- Drug or alcohol programs/assessments
- Other discretionary sanctions as deemed appropriate by appropriate university officials

3.6.8.5 Expulsion

- Expulsion is the permanent separation of the student from OC.

- The student is dismissed from the University and is permanently ineligible to re-enroll at the University at any time in the future.

- When students are dismissed, expelled or suspended for disciplinary reasons, there is no refund of tuition or room charges for the semester and all financial aid is canceled.

3.6.8.6 Fines

Fines are the payment of charges for violation of regulations. These charges are added to a student’s account.

3.6.8.7 Forfeiture of Financial Assistance

- Every student who has accepted a scholarship, loan, fellowship, grant-in-aid, or any other financial assistance by the University or the state is deemed to have agreed to observe the rules and regulations of the University.
The University shall review the record of each recipient of financial assistance who has been placed on university disciplinary probation, suspended, expelled or dismissed from the University, or arrested and convicted as a result of a violation of university policy.

In such cases students who have accordingly violated the student Code of Conduct as outlined in the Student Handbook may forfeit their financial assistance.

For further information regarding this policy, please contact the Office of Financial Assistance.

3.6.8.8 Interim Suspension

In certain circumstances, the Dean of Student Affairs or a designee may impose a university or residence-hall suspension prior to a meeting with the Student Disciplinary Committee. Interim suspension may be imposed:

- To ensure the safety and well being of members of the university community or preservation of university property
- To ensure the students own physical or emotional safety and well being
- If the student poses a definite threat of disruption of or interference with the normal operations of the University

During the interim suspension, students are denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the students might otherwise be eligible, as the Dean of Student Affairs or the designee may determine appropriate.

3.6.8.9 Loss of Privileges

Such loss may include, but is not limited to:

- Financial assistance
- Eligibility to represent the University officially on athletic teams or performing groups
- Seeking or holding an elected student office
- Participation in/or use of specific university facilities, computer systems, equipment or services

3.6.8.10 Non-Disciplinary Procedures

It is our desire at OC that students, who want help for behavioral concerns and are willing to be responsible and honest, be able to get that help without disciplinary action being taken, if possible. Therefore, students that voluntarily confess an addictive lifestyle issue (including alcohol, drugs, pre-marital sex, pornography and eating disorders) to the Dean of Students are eligible for a range of non-disciplinary options, including counseling or medical treatment. The following conditions must be met in order for the student to be eligible:
1. The student must initiate the discussion before the issue has been identified by university personnel or reported to the Office of Student Life. Once the issue or violation has been identified or reported, normal disciplinary processes begin.

2. The student must be willing to submit to intervention as deemed appropriate by the Dean of Students.

3. A failure to comply with assigned intervention(s) and complete all requirements by any deadline imposed results in disciplinary action.

4. Another violation in the same area(s) addressed after the initial meeting results in disciplinary action being taken.

5. Issues involving harm to self, endangering others or legal issues do not qualify under this provision and are handled through normal university procedures.

3.6.8.11 Non-Disciplinary Emergency Withdrawal

- A student may be subject to an emergency withdrawal if he or she engages, or threatens to engage, in behavior which:
  - Is harmful or destructive to himself or herself
  - Substantially impedes the normal activities of other members of the campus community, which includes the disruption of residential life
  - Indicates that he or she is unable to successfully complete the current academic requirements

- The University reserves the right to impose requirements and/or conditions that must be met by the student before the student may be considered for re-admittance at any point in the future to OC.

- The student may appeal the withdrawal decision within 5 working days by sending a written request to the Dean of Students outlining the reasons why the decision should be reversed.

- The University will conduct a review to determine if the decision to withdraw the student should stand or be reversed. This review will utilize a consultation from a licensed mental health professional as well as an overall evaluation of the student’s previous performance in and out of the classroom.

- The student has the right to obtain an independent psychological evaluation from a licensed mental health professional and present this information to the administration for their consideration as they conduct their review.

- The student is responsible for all costs involved in obtaining evaluations outside of what the University normally provides.
3.6.8.12 **Restitution**

Restitution is the compensation for loss, damage or injury. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).

3.6.8.13 **Sanctions for Student Organizations**

- Student groups and organizations may be charged with violations of this Code of Conduct.

- A student group or organization and its officers may be held collectively and/or individually responsible when violations of this Code occur, either during an event sponsored by the organization or by an individual representing or associated with that organization or group.

- The following sanctions may be imposed upon groups or organizations:
  
  - Disbandment: this includes the loss of all privileges, including university recognition, for a specified period of time
  - Warning
  - Reprimand
  - Probation
  - Fines
  - Loss of privileges
  - Restitution
  - Other educational sanctions

- See the Social Service Club Handbook for additional information.

- Alternative disciplinary action fitting the offense as mandated by the Dean of Students, the Judicial Board, or any other appropriate university official or appointed board may also be imposed.

3.6.8.14 **Suspension**

- Suspension is the temporary separation of the student from OC for a definite period of time, after which the student is eligible to return without re-applying through the Office of Admission.

- If the student is absent for 2 or more academic years, he or she is required to re-apply and be readmitted by the Office of Admission, as is the case for all students. Conditions for readmission may be specified.

3.6.8.15 **Warning**

Oral or written notice to the student that the student violated the Code of Conduct and that the continuation or repetition of misconduct may result in a more severe sanction.

3.6.8.16 **Written Disciplinary Report**

- A written disciplinary report is an officially recorded disciplinary action.
- It is usually, but not always, given for a Code of Conduct violation after the student has already received a warning; a written disciplinary report is also issued for behavior that is viewed by the University as more serious than that which would require a verbal warning, but less serious than that which would require probation or other sanctions.

- This document is placed in the student’s permanent file.

- Any other violation of the Code of Conduct (even a minor violation) for the remainder of the school year may result in consequences found in the next level of disciplinary action (such as disciplinary probation or more severe sanctions).

3.7 Modesty & Decency Policy

3.7.1 Decency Policy

Decency prohibits forms of expression inconsistent with OC’s mission such as:

- Profanity or vulgarity
- Display of advertisements for any substance or behavior restricted by OC (including empty alcohol or tobacco containers)
- Any material that may be construed as be overtly suggestive, demeaning or pornographic

Due to the subjective nature of defining these categories, Hall Directors, Phase Managers, Director of Apartment Operations, Assistant Director of Apartment Operations, Director of Residence Life and university officials reserve the right to make these decisions on a case-by-case basis.

3.7.2 Statement on Modesty

Oklahoma Christian University expects its students to conduct themselves as responsible citizens in a Christian community. Enrollment at OC is a privilege that brings with it responsibilities and accountability. Students should be challenged by the question, “Are you honoring God with what you wear?”

In modesty, as in all areas of life, Christians are to be in the world and not of the world. Purity of heart and of action is our standard. Fads and fashion trends often beguile us to settle for attire that is not appropriate for one who honors the temple of God’s Spirit. The apostle Paul also alerts us not to dress or conduct ourselves in a way that causes another to stumble. In the area of modesty, the world’s standards are not our standards.

As an institution devoted to helping people live like Jesus, we believe it is our responsibility to teach and demonstrate modesty. We do not seek just outward compliance to a written code. Rather, we seek a spirit that recognizes what is immodest and a spirit that regularly chooses to wear what is appropriate.

An additional challenge for members of God’s family is to not sacrifice the opportunity to have a positive influence on others by the way we appear and present ourselves. Each of us makes a decision about what we portray with what we wear. It should be our goal to remain pure in our minds and in our actions.
• The University reserves the right to make decisions regarding a student’s attire and appearance on a case-by-case basis.

• Members of the faculty and administration shall have the right and are expected to require students to change their clothing if they believe they violate these expectations.

• Students are expected to hold one another accountable to following this policy.

• Faculty and staff are expected to uphold the same expectations.

Ephesians 5:3 – But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.

3.7.3 University Dress Code

The determination of precisely when an article of clothing crosses over from modest to immodest is a matter of judgment and maturity. However as followers of Christ it should not be our objective to get as close to the line as possible without sinning. The following expectations will help us live up to Jesus’ standard of modesty and should be followed:

• Attire should be modest and appropriate at all times.
• Shirts should be worn at all times.
• Clothing on upper and lower torso must meet at all times.
• Shorts and skirts should be at a minimum one-inch below the tips of the fingers with the arms and hands fully extended on the side. This applies with or without leggings.
• All shirts or dresses must have straps that are at least an inch in width.
• Students should wear clothing that has an appropriate neckline that is not revealing or indecent at any time. This would include shirts that are too loose, too low cut or too tight, making them inappropriate or calling undo attention to any area of the body.
• Advertisements worn on clothing or on jewelry must uphold the values and expectations of the university. Verbal or visual references to profanity, alcohol, tobacco, and drugs are prohibited on clothing.
• During work periods student workers are expected to conform to the dress code set by the department in which they work.
• Individual faculty members may have additional dress requirements in their classrooms.

3.7.4 Modesty and the Fitness Center

Minor variations from this modesty code may be allowed in the fitness center; however, students should honor the principles of this code in their exercise clothing. Attire for travel to and from the fitness center should fully meet the modesty code.

3.7.5 University Hair Policy

The University seeks to have students that are appropriately groomed. Unconventional hair styles are evaluated on an individual basis. Students whose hairstyles are deemed inappropriate will be asked by student life personnel to make alterations.
3.8 Sexual Conduct

3.8.1 Sexual Conduct Policy (Revised January 2006)

Sexuality is a gift from God and is intended by God exclusively for the marital relationship between one man and one woman. The Bible teaches sexual purity and that sexual activity outside marriage, including pre-marital sex, adultery, same-gender sex, use of pornography and any other sexual behavior outside of marriage, is sin. Oklahoma Christian students, faculty, and staff will not engage in or advocate sexual activity that is inconsistent with the Bible’s teachings regarding sexual conduct. Violation of this standard is grounds for disciplinary action, including possible dismissal from the University. The specific disciplinary action will depend upon the facts of the specific case, including, but not limited to, the attitude and remorse of the party, the harm or potential harm to others, the notoriety and frequency of the action or advocacy, the commitment of the party to cease such action or advocacy, the likelihood of rehabilitation, and the willingness of the party to participate in counseling and to subject himself or herself to accountability. Failure to comply with required discipline is grounds for immediate dismissal from the University.

The University will not compromise its convictions that the Bible’s teaching on sexual purity must be followed. However, members of the University community will respond to violations of this policy with compassion and will continue to treat all people with respect and dignity as created by and beloved of God.

3.8.2 Policy on Sexual Assault

OC will neither tolerate nor condone any form of sexual misconduct. This includes, but is not limited to, rape (including date or acquaintance rape) or sexual assault.

- In instances where there is reason to believe that university policy prohibiting sexual misconduct has been violated, the University will pursue disciplinary action.
- Victims of sexual misconduct may elect to pursue their concern through the state criminal justice systems, as well as the University’s student conduct system.
- University sanctions may include warnings, probation, restrictions, suspension or dismissal.

Sexual assault is defined as having sexual contact or sexual intercourse with another person without consent of that person.

Consent is defined as positive cooperation due to an exercise of free will.

3.8.2.1 Reporting Sexual Assault

- In the event of a sexual assault, the victim is encouraged to immediately report the crime to a Hall Director, Phase Manager or campus security.
- Victims should take care to preserve evidence of a sexual assault which is of paramount importance in offering proof of the crime. The victim of a sexual assault should not bathe or wash clothing.
- The victim of a sexual assault should seek medical attention. An officer or designee can transport the victim to an appropriate medical facility to be examined and treated by a physician.
- After acquiring medical attention, the victim is interviewed by police officers to aid in their investigation and gathering information.
- Prosecution of the assailant is a matter for the victim to consider apart from reporting the crime. The information is treated with the confidentiality afforded any victim of crime.
- Students may also report the crime to staff within the residence halls, the Health and Wellness Center, the Office of Student Life or to other university staff, who will in turn inform the Office of Student Life. The Office of Student Life will assist in notification of law enforcement authorities if requested to do so by the student.

3.8.2.2 Disciplinary Procedures in Cases of Sexual Misconduct

- In addition to addressing sexual assault through the criminal justice system, cases involving sexual misconduct will be assigned to the Dean of Students.
- Individuals found guilty of sexual misconduct can face a number of sanctions, up to and including dismissal.
- Both accuser and accused shall be informed of the outcome of any disciplinary hearing involving alleged sexual misconduct.

3.8.2.3 Programs and Services for Victims

- The Health and Wellness Center can provide individual and group counseling services for those victimized by sexual or physical assault. Services are available to all university students, staff and faculty.
- Although we believe our low incidence of crime will continue, this report is not intended to give a false sense of security. Students need to remember that while a crime can occur at any time, prevention efforts can be effective in reducing the opportunities for criminal activity.
- Students play key roles in our crime prevention efforts. Students should be protective of their possessions and cautious, careful and alert to their own safety.

3.8.3 Sexual Harassment Policy

OC is proud of the Christian relationships among all the members of the campus community. The University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context subverts the mission and work of the University, can threaten the career, educational experience and well-being of students, faculty and staff, and will not be tolerated.

The University recognizes that sexual harassment may occur regardless of the formal position or status of each person involved. Sexual harassment is especially egregious, however, when it occurs in relationships between teacher and student or
between supervisor and subordinate. In those situations, sexual harassment exploits unfairly the power inherent in the position of the faculty member or supervisor. Through grades, wage increases, recommendations for graduate study, promotion and the like, a teacher or supervisor can have a decisive influence on a student’s, staff members or faculty member’s career at the University and beyond.

3.8.3.1 **Policy Statement Prohibitions**

Sexual harassment is an abuse of power which is demeaning and interferes with the ability to work or participate in an educational setting. Under state law, sexual harassment is a form of sex discrimination and is illegal. Sexual harassment includes sexual advances, requests for sexual favors and other physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or is a basis for education or employment decisions
2. Such conduct has the purpose or effect of interfering with work performance
3. Such conduct has the purpose or effect of creating an intimidating, hostile, humiliating or sexually offensive educational, employment or living environment

Sexual harassment can be blatant or subtle. Blatant forms of sexual harassment include:

- Sexual propositions
- Inappropriate touching
- Unsolicited embracing or kissing
- Assault and rape
- Inappropriate or obscene jokes
- Intimate language, such as "dear," "sweetheart" and "darling"
- Leering

All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of a job or poor grades.

3.8.3.2 **Informal Resolution Procedures**

- While OC encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the University also recognizes that power and status differences between an alleged harasser and a complainant may make confrontation impossible.
- In the event that such informal, direct communication between individuals is either ineffective or impossible, the formal complaint resolution procedure found below should be utilized.
- Use of informal procedures is not a prerequisite to initiating a formal complaint.
3.8.3.3 **Formal Complaint Resolution**

Members of the university community who believe they are victims of sexual harassment may bring a formal administrative complaint of sexual harassment by filing a signed complaint directly with the Executive Vice President.

3.8.3.4 **Time Frame for Reporting Complaints**

- OC encourages a prompt reporting of complaints so that a timely response and appropriate action may be taken. However, due to the sensitivity of these problems and the emotional toll such misconduct may have on the individual; no limited time frame is instituted for reporting sexual harassment complaints.
- Late reporting of complaints will not, in and of itself, preclude the University from taking remedial action, but delay in reporting an incident is a factor considered in the investigation.

3.8.3.5 **Investigation**

- The Executive Vice President (or designee) is responsible for conducting a prompt investigation of a formal complaint. The purpose of the investigation is to establish whether there is a reasonable basis for believing that a violation of this policy has occurred.
- The investigation may entail interviews of the complainant, the accused and other persons believed to have pertinent factual knowledge.
- During the investigation, every reasonable effort is made to protect the privacy rights of all parties, but confidentiality cannot be guaranteed.

3.8.3.6 **Opportunity to Be Heard**

- The investigation will afford the accused an opportunity to respond to the allegations.
- The accused are informed of the identity of the complainant unless circumstances should dictate otherwise.

3.8.3.7 **Determination**

Possible outcomes of the investigation by the Executive Vice President (or designee) are:

- A determination that the allegations are not warranted
- A negotiated resolution of the complaint
- A determination that there is a reasonable basis for believing that a violation of this policy has occurred

The Executive Vice President (or designee) will inform the parties promptly, in writing, about the outcome of the investigation.

3.8.3.8 **Appeals**

- If either party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision.
• The unsatisfied party should submit his or her written comments within 5 days to the Executive Vice President, who may take the issue to the Executive Committee of the Board of Trustees.

3.8.3.9  Sanctions

• Any member of the university community who engages in sexual harassment or other conduct in violation of this policy is subject to the full range of disciplinary action, up to and including separation from the University.
• Threats or other forms of intimidation and retaliation in any form against any member of the university community who exercises his or her right to initiate a complaint or inquiry in good faith under this policy are strictly prohibited and will be sufficient cause for appropriate disciplinary action.

3.8.3.10  False Accusations

If an investigation results in a finding that the complainant falsely and without justification accused another of sexual harassment and provided false information in the investigation, the complainant is subject to appropriate disciplinary action, up to and including separation from the University.

3.8.3.11  Federal Compliance

• OC does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff or the operation of any programs and activities as specified by federal laws and regulations.
• The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is Alfred Branch, Executive Vice President.
• OC is an equal opportunity employer.

3.9  Substance Abuse

To protect the safety and well being of our students, the University takes a very strong stand against the possession, use or distribution of alcohol and illegal drugs. Due to the addictive nature of these substances and the often-tragic consequences of their use, OC has adopted a no tolerance policy towards alcohol and illegal drugs. The possession, use or distribution (both on campus and off campus) of these substances or related paraphernalia is punishable by suspension. OC will cooperate with local, state or federal law officers in investigations of the illegal possession, use or distribution of these substances.

• If a Hall Director, Phase Manager, Director of Apartment Operations, Assistant Director of Apartment Operations, Director of Residence Life, or Dean of Students determines that it is reasonably likely that a student has been using alcohol he or she can request the student to take an alcohol breath test.

• If it is determined that it is reasonably likely that a student has used illegal drugs, the student is required to participate in drug testing off campus.

• Students are responsible for paying for drug tests if the test results are positive.
Tampered specimens are automatically considered a positive test with the student also held accountable for attempting to deceive the University. Refusal to submit to testing for alcohol or drug use is grounds for suspension.

A student who is honest about alcohol or drug possession, use or distribution may potentially be eligible to remain at OC if the Dean of Students determines the student is performing satisfactorily socially and academically and is not likely to repeat a drug or alcohol infraction.

In lieu of suspension, the following is required: a 10-week disciplinary probation, an alcohol/drug screening assessment to be completed within 5 days of the determination that a violation has occurred and a 6 session counseling program.

The student assumes all costs for the alcohol education and substance abuse screening.

This option of being able to remain at the University is granted only once during a student’s career. A 2nd alcohol or drug offense will result in suspension.

A student with an alcohol or drug violation may be subject to random alcohol or drug tests during the probationary period with testing costs assumed by the student.

Failure to meet these or any other requirements set by appropriate university officials are grounds for suspension.

NOTE: Counseling services are available at the Wellness Center for substance abuse and addiction. A student may voluntarily seek assistance from the Wellness Center without being referred for disciplinary action. Our 1st concern is for the well being of students and getting help if desired.

3.9.1 Tobacco

Tobacco is a proven addictive health hazard. It is also the cause of many custodial problems in facilities. The use or possession of tobacco in any form is prohibited on campus.

NOTE: Counseling services are available at the Health and Wellness Center for substance abuse and addiction. A student may voluntarily seek assistance from the Health and Wellness Center without being referred for disciplinary action. Our 1st concern is for the well being of students and getting help if desired.
Section 4 – General Services & Programs

4.1 Campus Bookstore
4.2 Campus Dining
4.3 Career Services
4.4 FERPA
4.5 Financial Aid
4.6 Gaylord University Center
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4.24 Whitley Student Senate Loan Program
4.1 Campus Bookstore

The campus bookstore is located at the west end of the University Center. Some of the items that are available include textbooks, all classroom supplies, academically priced computer software, apparel, gift items, snacks and candy, and greeting cards.

4.2 Campus Dining

Welcome to U-Dining! U-Dining provides students with great food, selection and service. The Caf is open from 7:00 am - 7:00 pm, while the SNACK BAR is open from 7:00 a.m. until approximately 15 minutes before curfew and from 6:00 p.m. – Midnight Saturday and Sunday.

The dining room offers breakfast selections including scrambled eggs, biscuits and gravy, bacon, pancakes or made-to-order omelets. Cereal, muffins, bagels and juices also are available.

At lunch and dinner students will find a variety of choices:

- **The Chef Station** offers special items cooked to order – like burgers, hot dogs, grilled cheese, French dips and much more.

- **The Home Cooking Line** offers fresh items cooked just before the student arrives - like chicken fried steak, mashed potatoes, vegetable of the day and dinner rolls.

- **The Specialty Line** is a featured line that serves hot and fresh specialty items, like fresh ravioli with varieties of sauces and toppings.

- **The Pizza/Pasta Bar**, at which students may watch their items being cooked, is available during lunch and dinner as well as throughout the afternoon.

- **The Deli Bar** features a variety of fresh sliced meats, cheeses and breads.

- **The Salad Bar** contains 35 feet of fresh items daily, plus baked potato bar, nachos, chili and cheese!

- **The Dessert Bar** has freshly baked desserts, frozen yogurt, ice cream and ICEE’s.

Lending an ID to another student to purchase a meal will result in disciplinary action. The board portion of the student’s bill is based on the assumption that only the student to whom a card is issued will use that card for meals. Although on all meal plans except the Full Meal plan, students may use their cards to bring guests in to eat with them as long as the card holder is present.

When glasses, bowls and silverware are taken from the cafeteria by students, U-Dining must make unbudgeted purchases, the cost of which must be passed on to the students. So please leave those items in the Caf so that they don’t have to spend extra money that will in the long run cost you the customer.

4.2.1 Point System

- Points are like cash, and they are put on the student’s ID card.

- They can be used in the SNACK BAR, main dining room, U-House Kiosk, Jimmy Johns Sandwich Shop (on Benson Road), Chic Fil A (on 33rd in Edmond) and the Campus Bookstore (for food and drink items) just like cash. Points are non-taxed,
thus saving the student 8.375% when used. Another benefit is that students do not have to carry cash since points are added to their ID cards.

- Points can be purchased anytime throughout the year at the U-Dining office located in the University Center by the entrance to the main dining room and/or during the validation process at the begging of each semester.

4.2.2 U-Dining – more information and contacts

- Find us at www.udining.com
- Apple App UDINING
- Menus are tweeted daily at www.twitter.com/udining
- Like us on Facebook (Search UDINING) and you get menus as we post them
- Office Hours are from 9:00 a.m. – 4:00 p.m. Monday – Friday
- Contact numbers:
  o Office 405-425-5020
  o Catering 405-425-5017
  o Director of Operations 405-425-5021

4.3 Career Services

The Career Services Office at Oklahoma Christian University helps equip students to follow God’s calling through the following:

- Explore various career paths through Career Assessments & Counseling
- Set up job shadowing and informational interviews
- Provide current information about specific job markets – Career Resources library
- Organize and facilitate workshops to convey current trends in the workplace and job search process
- Resume/Cover letter building & critiques
- Training for job interviews, Mock interviews
- Portfolio preparation as appropriate
- Job Readiness seminars – e.g Professional dress and Etiquette.
- Networking Assistance – Facilitate networking opportunities between students and alumni/contacts in industry
- Coordinate, schedule, and host job fairs and employer recruiting days (i.e. on-campus interview days, company information sessions, lunch & learn events)
- Post jobs, maintain online job database.

4.4 FERPA - Privacy Rights of Parents and Students: Public Law 93-380, as It Relates to OC

OC adheres to a policy of compliance with the Family Educational Rights and Privacy Act (FERPA), a Federal law designed to protect the privacy of a student’s educational records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. Parents and students can request a complete copy of FERPA regulations from the Office of Student Life. FERPA affords parents of IRS claimed dependant students and eligible students (former and current students) certain rights with respect to their educational records.
4.4.1 Inspect Records

Parents and eligible students have the right to inspect and review all school maintained educational records within 45 days of the University’s receiving such request. All student records are kept in the Office of the Registrar, except financial records (kept in the Business Office) and student conduct records (kept in the Office of Student Life). The parent or eligible student should submit to the Registrar, Dean of Students or other appropriate official written requests that identify the record(s) they wish to inspect. If the university official who received the request does not maintain the records, that official shall advise the person of the correct office. The university official will make arrangements for access and notify the person of the time and place where the records may be inspected. The University is not required to provide copies of materials in educational records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. The University is afforded the right to charge a fee for copies which shall be $0.10 per copy.

4.4.2 Corrections

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. The parent or eligible student should write the university official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record, the person is notified and advised of the right to a hearing regarding the request for amendment. After the hearing, if the University still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

4.4.3 Releasing Information

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student’s record. However, the law allows schools to disclose records, without consent, to the following parties: (NOTE: This is not an exhaustive list.)

- School officials with legitimate educational interest
- Parents of students claimed as IRS dependants
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Specified officials for audit or evaluation purposes
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- A parent or legal guardian regarding a student’s violation of any law or institutional rule or policy concerning alcohol or drugs if the student is under 21
years old and the institution determines that the student has committed a disciplinary violation

- Persons who need to know in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

OC considers a school official a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the University has contracted (such as an attorney, auditor or collection agent), a person serving on the Board of Trustees or a student serving on an official committee such as a disciplinary committee or assisting another school official in performing his or her tasks.

Directory information is normally released without student consent. If a student does not wish such information to be made public, he or she can fill out a request form available in the Office of Student Life during the 1st 2 weeks of classes.

Directory information is defined as: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, and other educational institutions attended.

4.4.4 Filing a Complaint

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by OC to comply with the requirements of FERPA.

The FERPA office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

(202) 260-3887 (voice) / 1-800-877-8339. (TDD Federal Information Relay Service)

4.5 Financial Aid

Federal regulations require students to maintain satisfactory academic progress toward degree objectives in order to receive financial assistance on a continuing basis. The following requirements reflect these guidelines in keeping with the policies of Oklahoma Christian.

4.5.1 Measurable Satisfactory Academic Progress

4.5.1.1 Hours Completed

1. For a student receiving financial aid as a full time student, he/she must complete at least 12 hours each semester of enrollment.
2. For a student receiving financial aid as a three-quarter-time student, he/she must complete at least 9 credit hours each semester of enrollment.

3. For a student receiving financial aid as a half-time student, he/she must complete at least 6 credit hours each semester of enrollment.

4. The following shall not be considered as credit hours completed:

   - F—failing grade
   - Audit—no credit
   - W—withdrawal
   - WP—withdrawal passing
   - I—incomplete

5. Because “I” (Incomplete) grades are not counted as hours completed, they may result in a student being placed on financial aid warning or suspension.

6. At the conclusion of each semester, the Director of Financial Aid will review the satisfactory academic progress of students who received an “I” (Incomplete) grade. The Director will then make any appropriate adjustments to the financial aid standing for those students receiving a grade change.

7. Students placed on financial aid suspension as a result of an “I” (Incomplete) grade should notify the Director of Financial Aid immediately after the “I” has been changed to a passing grade. Upon notification, the Director will recalculate the student’s financial standing and will determine if the student’s financial aid may be reinstated.

8. Adjustments will be made to Title IV aid for dropping a course through the third Friday of each semester. After that date, dropped courses resulting in an enrollment status change (example: full-time to three-quarter-time), will place a student in financial aid warning/suspension.

4.5.1.2 Grade Point Averages

   Every undergraduate student receiving financial aid must maintain a 2.0 cumulative grade point average, except freshmen students, who must maintain a 1.7 cumulative GPA.

4.5.2 Financial Aid Warning

   In the event that a student fails to complete the required number of hours or the required GPA, he/she may continue to receive financial aid, but will be placed on financial aid warning for the next semester. As a result, he/she must achieve the following:
4.5.2.1  **Grade Point Average**

The student must achieve the cumulative GPA standard as defined by the student's grade classification. However, if the student does not achieve this standard, we are forced to place him/her on financial aid suspension.

4.5.2.2  **Hours Completed**

1. For a student who was receiving federal aid based on full-time enrollment, he/she must complete 12 hours during the semester of financial aid warning.

2. For a student who was receiving federal aid based on three-quarter-time enrollment, he/she must complete 9 hours during the semester of financial aid warning.

3. For a student who was receiving federal aid based on half-time enrollment, he/she must complete 6 hours during the semester of financial aid warning.

4.5.2.3  **Suspension**

If a student has been placed on financial aid warning and fails to meet the terms of the warning (complete appropriate number of hours and/or appropriate GPA standard), he/she will not be considered making satisfactory academic progress and will, therefore, be placed on financial aid suspension. This means immediate termination of all financial aid received from the federal aid programs (Pell Grant, Supplemental Grant, Oklahoma Tuition Aid Grant, Federal Work Study, Federal Perkins Loan, Federal Direct Loan Program and Federal Parent Loan for Undergraduate Students). Students in their final semester of their program are exempt if they graduate.

4.5.2.4  **Repeated Courses**

A grade received from a repeated course will replace the pre-existing grade previously earned. Therefore, the previously earned grade will be omitted from the calculation of a student's cumulative GPA (although the previously earned grade will still be reflected on the student’s transcript). All repeated courses will count as hours attempted, and if successfully completed, will count as hours completed within a given semester.

4.5.2.5  **Limitation of Eligibility of Federal Assistance**

The maximum number of hours which an undergraduate student may attempt in order to receive financial aid is 189 credit hours. Any course for which a student received credit, including transferred, repeated, remedial coursework, as well as coursework from a previous major or a previous undergraduate degree are included in this calculation regardless of whether a student received Title IV funding. Grades listed as “I” (Incomplete) or “W” (Withdrawn) are not counted as hours attempted. Students needing to receive Title IV aid for more than 189 hours (i.e. double majors or change of major) may appeal to the Financial Services Director.
4.5.2.6  Reinstatement

To be reinstated a student must increase his/her cumulative GPA to a 2.0 and demonstrate that he/she has completed the most recent semester successfully (12 hours or more). Then a student may reapply in writing for the reinstatement of his/her federal financial aid.

4.5.2.7  Appeals

1. Any student wishing to appeal financial aid suspension must indicate in writing to the Director of Financial Aid reasons why he/she did not achieve minimum academic requirements and also describe what circumstances have changed that will allow the student to successfully achieve minimum academic requirements in the future.

2. The Director of Financial Aid will then review the appeal and with advice from the Financial Aid Committee determine whether the student’s appeal will be granted. Typically, a student’s first appeal will be granted if the student adequately explains the reasons for failure to achieve the minimum academic requirements and a plan to successfully achieve the academic requirements in the future. The student will be advised in writing of the decision.

3. Successive Appeals are not granted without an approved academic plan. A second appeal may be considered with the establishment of an academic plan which clearly describes the academic progress the student needs to achieve in order to graduate on time.

4. Academic Plans are established in cooperation with the Registrar’s Office. An academic plan details the courses a student needs to pass over a specific time frame in order to graduate on time from Oklahoma Christian. Students with approved academic plans are eligible for Title IV aid for each pay period in which the student meets the terms of the academic plan. Failure to meet the terms of an academic plan will result in the suspension of federal aid without the opportunity for an appeal.

4.5.3  Summer Financial Aid

Students attending summer classes may be eligible for financial aid as a “trailer” based on the current year calculations. Students may receive financial as a “header” on an exception basis. Title IV aid will be adjusted through the fourth summer term so that a student cannot be overpaid, thus he/she will not be placed on warning/suspension as a result of hours not completed. However, students receive federal financial aid for summer enrollment will be accountable to the cumulative GPA standard necessary for Satisfactory Academic Progress (1.7 for students with less than 30 hours; 2.0 for students with 30 hours or more).

4.5.4  Withdrawal from the University

Students who receive Title IV funding for the semester in which they are withdrawing will be placed on financial aid warning (if you are already on financial aid warning, you will be placed on suspension).
4.5.5 Miscellaneous

Any student who has previously enrolled in this institution and not a recipient of Title IV assistance may receive Title IV aid for the first time (when otherwise eligible) under a one-semester warning during which his/her must bring his/her academic standing in conformance with the existing satisfactory progress policy. Further, a student who has not been placed on financial aid warning, but fails all of his/her classes during the semester will automatically be placed on financial aid suspension bypassing the warning status.

4.6 Gaylord University Center

One of the main gathering points for students is the Gaylord University Center, which houses the Welcome Center, Student Life Office, Student Government Association office, university post office, bookstore, Universal Dining food services and the Counseling Center. Other amenities include student game room, the snack bar and an ATM machine.

4.7 Health & Wellness

4.7.1 Eagle Community Clinic

Heritage Plaza | 13800 Benson Road, Suite 202
405-418-3077 = Tel
405-418-3076 = Fax

The Eagle Community Clinic is committed to the health and wellness of the university campus community. There will be a provider available Monday through Friday. Extended hours are provided during school breaks for campus convenience and to insure continuity of care. Because of the extended hours, the clinic will offer appointments to faculty and staff. The clinic will have scheduled appointments, but will also have times available for those that “walk-in” with urgent (same day) needs. Faculty and staff who are on the University health insurance plan with Aetna will need to change their primary care physician to Dr. Walter “Scott” Waugh MD if they wish to take advantage of this opportunity. Fees are based on services rendered.

4.7.2 Personal Counseling Services

Gaylord University Center | 2501 E. Memorial Road
405-425-5250 = Tel
405-425-5251 = Fax

The Center provides mental health and wellness services, education, assessment, and screening activities to support and encourage students and other members of the campus community to take personal responsibility for developing healthy attitudes and behaviors in all areas of their lives (intellectual, spiritual, emotional, social and physical). The Center cooperates and coordinates services with other university departments to develop and promote a campus culture of wellness and optimal health for each individual.
• Personal counseling services are available for students Monday - Friday by appointment.

• Services include individual, couple, marital and premarital counseling.

• The primary issue addressed is adjustment to college. Short-term, solution-focused counseling is provided for issues such as relationship concerns, stress and time management, communication skills, assertiveness and positive lifestyle choices focused toward wellness.

• Mental health screenings and education are emphasized throughout the year.

• Students are encouraged to take advantage of workshop and group activities.

• For students needing more extensive, long term services, referrals are made to professionals in the area.

• Short-term (up to 8 sessions) counseling services for students are offered at no cost.

• There is a charge for testing/assessment services.

• A fee of $50 per session is charged for counseling services provided to faculty, staff and/or their families.

• All services provided by the Counseling Center are confidential.

• Each staff member adheres to a professional Code of Ethics to assure the highest level of ethical conduct and confidentiality as defined by law.

4.8 Identification Card

A prerequisite for a student to enjoy most of the services offered by the University is the student’s identification card.

• ID cards are required for both full-time and part-time students.

• Students should carry their ID cards at all times and present them, when requested, to any university official or employee. Refusal to present an ID to any school employee is grounds for discipline.

• This card is the student’s identification for university services or student activities. Students are permitted to possess only 1 ID card. This card is the student’s identification for university services or student activities.

• This card becomes void upon termination or interruption of enrollment.

• Student cards must be validated each semester at registration.

• It is the responsibility of the cardholder to keep this card in good, workable condition.

• Replacement IDs can be obtained from IT Help Desk. The cost is $15 (put on student account).

• Replacement IDs are free for cards that will no longer scan, but the student must bring the old card to the IT Help Desk to receive a new one at no charge.

• See Section 5.2.2.5 for more information.
4.9 International Programs

4.9.1 Semester Programs

- **European Study Program (Fall term)**
  Students spend the fall semester in Europe with visits to England, Austria, Switzerland, Germany, Italy, France and additional countries depending on the yearly itinerary. A full course of study is offered in core curriculum courses. Participants have the option of engaging in mission work during the sojourn.

- **Pacific Rim Study Program (Fall term)**
  Also offered during the fall semester, this tour moves from point to point in the Pacific Rim: China, Japan, New Zealand, Australia, and Hawaii. A full course of study is offered in core curriculum courses. Extensive involvement in mission work is also available.

4.9.2 Summer Programs

- **Summer European Study Program**
  Modeled after the semester-long Vienna program, students have the opportunity to study and travel in Europe for 6 weeks during the summer.

- **HonduraServe Medical Mission Program**
  Nursing and Pre-Med students work with Predisan Medical Mission gaining professional international experience working in medical clinics including mountain villages.

- **Canada Shakespeare Tour**
  Students attend the Shakespeare Festival in Stratford, Ontario, getting Perspectives in Fine Arts/Perspectives in Literature credit.

4.9.3 1-Year Exchange

- **1-Year Study Program at Ibaraki Christian University (Summer & Fall terms)**
  OC and Ibaraki Christian University have agreed to accept 2 students per year for scholarships to take 2 semesters of work at the sister institution. The program for OC students begins in May and ends in December; 2 terms of academic work are completed.

4.9.4 For the International Student

OC provides a full range of support and services for international students. Assistance is provided in university enrollment, visa compliance, cross-cultural adjustment, and tutoring. Some students spend 1 – 2 terms in the Language & Culture Institute, a university language and academic readiness program.
4.9.5 Contact Information

**Office of International Programs**
Heritage Plaza | 13800 Benson Road, Suite 160
405-425-5475 = Tel / 405-425-5477 = Fax
http://www.oc.edu

**John Osborne**
Director of International Programs
john.osborne@oc.edu

**Mendy Kooi**
Study Abroad Coordinator
mendy.kooi@oc.edu

**Tamara Newell**
International Student Advisor
tammy.newell@oc.edu

4.10 Intramural Sports

4.10.1 Intramural Sports Eligibility

All students, faculty and employees of the University shall be eligible for intramural competition, with the following exceptions:

1. Any student who was a member of a varsity sport program must sit out for one year before he/she is eligible to participate in intramurals in the particular sport.
2. Junior varsity players may compete in their respective sports during intramurals.
3. Any student who is placed on disciplinary probation may not participate while the probation is in effect.
4. The Intramural Director reserves the right to review each case on an individual basis.

4.10.2 Major Intramural Sports (For Both Genders)

- Softball
- Soccer
- Flag football
- Volleyball
- Basketball

4.10.3 Minor Intramural Sports (For Both Genders)

- Cross-country
- Disc Golf
- Track
- Free throws (team)
- Swimming

4.10.4 Individual Intramural Sports

- Tennis
- Pool
- Table tennis
4.10.5 All Sports Champions

- The team or organization that has accumulated the greatest number of points (including both team and individual sports) throughout the 1st 2 semesters is declared All-Sports Champions.
- At the end of the 2nd semester, 1 male and 1 female athlete are selected as the Outstanding Intramural Athlete of the Year. These awards are based on attitude, sportsmanship and ability in each activity.

4.11 Library Services

The Tom and Ada Beam Library seeks to create an atmosphere that enhances the learning environment of the University by providing access to a diversity of information resources and services. Research assistance is available with a librarian in person, through email (askalibrarian@oc.edu), through texting (see http://www.oc.edu/library/text_reference.aspx), and by phone (425-5322). Follow the library's twitter account http://twitter.com/OCBeamLibrary for up-to-date information and announcements. For detailed information about the Beam Library and all the policies please link to the library's website at www.oc.edu/library.

4.11.1 Library Hours

Sunday: 1:30 p.m. - 4:45 p.m.; 8:00 p.m. - 11:00 p.m.
Monday: 7:30 a.m. - 11:00 p.m.
Tuesday: 7:30 a.m. - 11:00 p.m.
Wednesday: 7:30 a.m. - 5:00 p.m.; 9:00 p.m. - 11:00 p.m.
Thursday: 7:30 a.m. - 11:00 p.m.
Friday: 7:30 a.m. - 5:00 p.m.
Saturday: 10:00 a.m. - 5:00 p.m.

Summer, holiday, and extended hours during finals will be posted on the library's website, the library's twitter account, and campus news.

4.11.2 Library Catalog

The Beam library catalog is an online web-based catalog linked from the library’s home page.

4.11.3 Check-out Policies

4.11.3.1 Undergraduates

- 2 week loan period
- A total of 15 items checked out at any given time

4.11.3.2 Graduates

- 3 week loan period
- A total of 25 items checked out at any given time

A student is blocked from checking out library materials if a fine of $3.00 or more has accumulated or the student has an overdue item.
4.11.4 Fines and Fees

Students’ responsibilities for overdue materials include the following:

- $0.10 per day for overdue material up to maximum amount of $3.00
- $0.50 per day for overdue interlibrary loan material with no maximum amount
- The cost of replacing lost or damaged material
- The cost of replacing material that is not returned

4.11.5 Interlibrary Loan

Interlibrary loan (ILL) is used to obtain materials NOT held in the Beam Library. Other libraries that have the item may either loan the item or make a photocopy of an article and send it to the student through the Beam Library. For more information about ILL, for example, how to make ILL requests, policies on fines and fees, and loan periods, please link to: http://www.oc.edu/library/infoandservices.aspx#4.

4.11.6 Online Databases

- The libraries online databases are linked from the library’s web page.
- The library’s databases are assessable both through the campus network and remotely by current OC students, faculty, and staff.

4.11.7 OK-Share

- The OK-Share Program allows borrowing privileges at participating OK-Share academic institutions for any student with an OK-Share library card.
- To obtain an OK-Share card, OC students must come to the Beam Library’s circulation desk and fill out an application. If students are in good standing with the Beam Library (e.g., no overdue books, fines, etc.), the library staff will issue them an OK-Share card.
- The card is valid for a semester.
- For information about the OK-Share program, please link to: http://www.oc.edu/library/okshare.aspx

4.12 Lost & Found

A lost and found service is maintained by the Student Life Office which is located in the Gaylord Activity Center near the Welcome Desk.

4.13 Motion Picture Policy, On-Campus

A. Purpose

This policy defines the scope within which University students, employees, and outside organizations may display motion pictures, which are protected by copyrights ("protected motion picture"), on campus property.
B. Policy

It is a violation of University policy for any employee, student, campus organization, or off-campus organization, to publicly display a protected motion picture, on the Oklahoma Christian University campus, unless such public display is protected by law (e.g. instructional use, fair use, etc.), without first obtaining a license or written permission from the owner of the copyright thereof.

C. Scope and Definitions

1. Limited to Non-Instructional On-Campus Display of Motion Pictures.
   Federal law protects the interests of those who create motion pictures. (See Federal Copyright Act, 17 USC §101 et. seq.) Notwithstanding, Federal Law also provides certain limited exceptions allowing for the public display of a protected motion picture. This policy applies to all non-instructional projections or displays of motion pictures that are protected by copyright, if the motion picture is shown outside of a residential setting.

   **Protected Motion Picture:** For purposes of this policy, the term protected motion picture shall include documentaries, simulcast or pre-recorded sporting events, simulcast or pre-recorded television shows, motion pictures, and other public displays of any moving pictures which are subject to copyright protections.

   **Fair Use:** For purposes of this policy the term “fair-use” is defined as the non-instructional public display of a portion of a protected motion picture, which is the lesser of ten percent (10%) of the entire work, or three (3) minutes. Non-instructional public display of a portion of a protected motion picture which exceeds the policy definition of “fair-use” shall be subject to the approval procedures of this policy.

   **Instructional Exclusion:** Display of protected motion pictures for an instructional purpose is covered by the faculty handbook. Please consult the Vice President for Academic Affairs for additional information.

   **Residential Setting:** A residential setting is the place in which the licensee resides. The license to display a rented motion picture extends to the showing of the motion picture in the residence of the licensee. A student who rents a motion picture from an entity in the business of renting movies for profit (Blockbuster, Netflix, Redbox, etc.) has obtained a license for residential display of the rented movie. Residential display is therefore exempt from this policy. However, display of the rented movie outside of the licensee’s residence shall require compliance with the approval procedures of this policy.

2. Responsible Administrator. This policy shall be enforced as a matter of University risk management and shall be enforced by all administration, faculty, and staff. The Responsible Administrator of policy enforcement and implementation is the Director of Campus Events.
D. Approval Procedures

The following procedures must be followed prior to the non-instructional display of a protected motion picture on Oklahoma Christian University property.

1. A minimum of two weeks prior to the public display of any complete protected motion picture, the Activity Sponsor must contact the Responsible Administrator and complete the OC Motion Picture Checklist. (The Checklist is attached to this policy as Attachment A.)

2. Prior to the display of the motion picture, the Activity Sponsor must provide proof to the Responsible Administrator that the motion picture to be displayed is licensed for public display. The license issued by the licensing company shall be sufficient proof.

3. The Responsible Administrator must sign the checklist and authorize the display before OC equipment or facilities may be used to display the motion picture on OC property.

4. The Responsible Administrator shall maintain a file of all completed OC Motion Picture Checklists, as well as copies of the license provided by the Activity Sponsor.

5. The Responsible Administrator may implement other necessary procedures.

E. Information

Myths surrounding the application of copyright law are numerous. Some of the common thoughts concerning the public display of motion pictures, or audiovisual works, are discussed in this section of copyright principles.

**Myth 1:** If I rent the movie I have the right to show it anywhere to anyone.

False; renting a movie only allows for the private showing in a residential setting. Any public display in a nonresidential setting is a violation of copyright.

**Myth 2:** If I own the movie I can show it anywhere to anyone.

False; owning a movie does not carry with it a license to display the movie in a public setting. Owning a movie purchased from the copyright owner through retail purchase carries only the right to residential display. Any public display in a nonresidential setting is a violation of copyright law.

**Myth 3:** If I don’t charge admission then I can show the movie to anyone anywhere.

False; the free display of a movie in a public setting is a violation of copyright even though the displayer receives no financial benefit. The issue is not financial but the unlicensed display of the motion picture in a nonresidential setting.

**Myth 4:** If I show the movie at church or for a religious or not-for-profit purpose then I do not need a license.
False; copyright law has no religious or non-profit exemption.

F. Resources

The following list of resources is provided to assist the Oklahoma Christian community in abiding by this campus policy. For additional information or questions please contact the Responsible Administrator at 425-1061.

1. Movie Licensing Resources:

i. Copyright Clearance Center

Copyright Clearance Center
222 Rosewood Drive
Danvers, MA 01923
Phone: 978-750-8400 / Fax: 978-646-8600
E-mail: info@copyright.com
http://www.copyright.com/

ii. Motion Picture Licensing

Motion Picture Licensing Corporation
5455 Centinela Avenue
Los Angeles, CA 90066
Toll Free: (800) 462-8855
http://www.mplc.org/

iii. Swank Motion Pictures, Inc.

Swank Motion Pictures, Inc.
10795 Watson Road
St. Louis, Missouri 63127-1012
Toll Free: (800) 876-5577
http://www.swank.com/

2. Legal and Educational Resources

The United States Copyright Office. http://www.copyright.gov/

The Federal Copyright Act 17 USC §§101 et seq
http://www.copyright.gov/title17/

4.14 Public Expression Policy  {Adopted 2/15/12}

Interpretive Notes:

(a) These policies and guidelines refer to non-educational activities on University property and not to the conduct of academic or co-curricular activities that are governed by their own policies and standards. These policies do not refer to other officially approved University events that must follow established University event protocols.
(b) These policies and procedures are in addition to and supplement the Public Speakers, Programs, and Events policies in the Employee Handbook. In the event of a conflict between those policies and this policy, the stricter policy shall be followed.

(c) These policies and procedures apply to off-campus activities sponsored by the University or a University department or organization. The term ‘on-campus’ shall be interpreted broadly to include such activities.

A. Definition of public expression

Freedom of inquiry is encouraged at Oklahoma Christian University. However, in order to ensure an atmosphere in which open communication can occur without disrupting the academic mission or the daily functions of the University, this policy shall govern all forms of public expression activity on Oklahoma Christian University property, defined for this purpose as including activities such as, but not limited to: campus meetings and forums; public assembly and demonstrations; public speeches; and the distribution and/or posting of written materials or other forms of communication carried out in connection with these activities. As a private, nonprofit organization, Oklahoma Christian University enjoys certain rights regarding free speech and the University vigorously supports and defends those rights.

B. Definition of members of the on-campus college community

For the purpose of this policy, “members of the on-campus college community” are defined as currently enrolled students, current trustees and currently employed members of the faculty, administration, and staff.

C. Definition of visitors

Individuals who do not belong to any of the above identified groups are considered campus visitors. Except for visitors invited by a specific faculty member to speak in a specific academic class or activity, visitors who wish to speak on campus must be invited and approved by a vice presidential level administrator.

D. Public expression by members of the on-campus college community

Oklahoma Christian University encourages dialogue and opposing points of view and affords all members of the on-campus university community – students, faculty and staff -- with substantial privileges with respect to freedom of public expression. This privilege, however, is subject to reasonable restrictions of time, place and manner so that the activities do not intrude upon or interfere with the academic mission and daily functions of the University, or with other rights of members of the on-campus college community as defined by University policies. Additionally, certain forms of speech that promote lawlessness, endanger others, are inflammatory, pornographic, or profane will not be allowed.
E. Procedures for public expression activities by members of the on-campus University community

1. Students must apply to the Office of the Dean of Student Life at least two business days prior to their requested date of activity. Employees must apply to the Director of Human Resources within that same time frame. Office hours are between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday. When possible greater advance notice of the request is helpful to provide adequate consideration and make appropriate arrangements.

2. The Dean of Student Life or Executive Vice President has one business day in which to (a) act on a request and communicate a decision to the person or organization making the request, or (b) request additional information necessary to make an informed decision, and then to act and communicate a decision after receiving such information. Decisions will take into account both any special circumstances that may relate to University activities and/or the burden the requested activity may place on the University’s safety and administrative staffs. Any special conditions that attach to the requested activity must be stated in writing.

3. Public expression activities are authorized to occur only at one or more of the following three locations, if available, as assigned by the Dean of Student Life or the Director of Human Resources:
   - Student Center patio or in a designated inside common area
   - Lawson Commons
   - Brick courtyard area outside of Williams – Branch Center for Biblical Studies
   - The University may assign an indoor facility depending on need, weather or other factors.

4. The number of occasions on which specific individuals or groups will be permitted to engage in public expression activities will be limited to three times during a calendar year.

5. The total number of people engaging in public expression activities at any one location on campus may be limited by the Executive Vice President or his designee, or by any University vice president according to concerns related to space capacity, safety or potential disruption of the University’s other daily activities.

6. Any signs, placards or banners that are displayed must not be inflammatory to a reasonable person, may not use profanity or other defaming language, and in general must be in the spirit and meet the standards related to the treatment of others as described in the University’s Covenant.

7. Only microphones, bullhorns, or other amplification devices suitable for the area may be used. For some areas or times, none of these are suitable.
8. No sidewalks, building ingress and egress, campus traffic or parking or athletic facilities may be blocked, nor may normal University operations be impeded.

9. Physical or verbal harassment of members of the University community, or public expression activities in violation of this policy or outside of the hours or locations for which permission has been granted, will be cause for the immediate revocation of privilege for those involved. Any act of disorderly conduct will result in intervention by authorized campus personnel.

10. The time frames for notice and response may be waived by the University in cases of emergency, but such waivers shall be in the sole discretion of the University.

F. **Campus visitors do not share the same privilege as members of the on-campus University community to participate in public expression activities on Oklahoma Christian University property.**

1. Specifically, campus visitors are not permitted to be involved in public expression on University property except as invited participants at official, approved University events, or at events approved by a senior official of the University, and in a manner consistent with the intent of the event as approved by officials of the University. Furthermore, visitors’ presence on campus is not only contingent upon their compliance with standards maintained by the University, and as such, visitors may be asked to leave the campus at any time by an authorized official of the University. Visitors wishing to engage in public expression on the campus must submit to the Executive Vice President’s office a detailed, accurate, and complete written request of the nature, purposes, and content of the proposed public expression a minimum of five (5) working days in advance of the event, the approval of which must be in writing and shall be in the sole discretion of the University. The University shall have two (2) business days in which to (a) act on a request and communicate a decision to the person or organization making the request, or (b) request additional information necessary to make an informed decision, and then to act and communicate a decision after receiving such information.

2. Visitors may not engage in activities which hinder or obstruct approved public expression or affect the University’s ability to provide a quiet, contemplative educational environment for its members. Any approved public expression by campus visitors must at a minimum meet the standards and limitations set forth above in paragraphs IV and V, as well as the “OC Covenant” and other campus regulations. Visitors acting in violation of this policy and/or the related guidelines or failing to accept the directions of authorized University authorities will be required to leave campus and may be referred to the local public authorities in the event of violations of applicable laws. Any police arrests and criminal charges are separate from judicial actions at Oklahoma Christian University.
4.15 Public Speakers, Programs, & Events (Approved October 7, 2009; Amended August 17, 2011)

A. Purpose

As an academic institution committed to excellence and interested in both nurturing and challenging our students, faculty, staff, and visitors toward greater spiritual maturity, Oklahoma Christian University welcomes speakers, programs and events from across wide social, cultural, religious, and political spectra. In the spirit of a Christ-centered intellectual venue, the University seeks to offer events that inspire, inform, question, challenge, and transform audiences. Though the University’s facilities are used by both on- and off-campus groups, this usage does not constitute an endorsement by the University of every speaker, program, or event on the campus.

All public programs and events, whether sponsored by the University or by others who have permission to use University facilities, must be conducted in a way that reflects the University’s fervent desire to be a faithful, positive, and Christ-like witness to those about us and our community at large. We recognize that some speakers, programs and events, widely acclaimed and recognized as outstanding by a wider academic and professional community, may be unsuited for public performance or display at the University when they overtly contradict our stated Christian mission or reflect a non-Christian worldview.

This Policy contains three categories of guidelines:

A. Guidelines which apply to both University-sponsored events and events sponsored by others who use the University's services and facilities;

B. Guidelines which apply only to University-sponsored events; and

C. Guidelines which apply only to events sponsored by others who use the University’s services or facilities.

B. Guidelines which apply to both University-sponsored events and events sponsored by others who use the University’s services and facilities

The presentation of ideas, materials, questions, and viewpoints must be done with integrity, exercise of due care in the selection of words and images, Christian charity, decorum, appropriateness, and respect for others and for the nature of this faith-based institution.

Non-Endorsement

The University does NOT ENDORSE every idea, image, speaker, event and program on the campus. In the interest of community service, fairness, and the search for truth, the University may allow third-party sponsored or departmental-sponsored programs and activities with which it may not agree philosophically, politically, or religiously, but which must be
consistent with this Policy and the principles of civil discourse in the University’s Statement of Academic Freedom and Responsibility.

**Program content**

The content must not be profane, pornographic, or treasonous; call for violence or the overthrow of governing authority in this nation; unduly inflammatory; or intended to undermine the Christian faith. Content of events must not include character attacks and assassinations, defamation of character, denigration of people or institutions, and other irrational or disrespectful comments – written, oral, or visual. Humor, satire, and storytelling that contain such material must be obvious as humor or intended to make an important point that does not violate the general intentions of this policy. If it is necessary for names to be mentioned, it should be done for identifying proponents or adherents, and not for the purpose of assigning motives.

Those approving speeches or activities on the campus and at University-sponsored events must be judicious in the use of controversial materials. The use of controversial materials must be done in a manner that will nurture faith even as it challenges thinking. Some matters are better discussed in private. Just because there is an academic purpose for a discussion or display does not alone mean it should be discussed or displayed publicly on the campus, particularly where there are more appropriate venues for the study and discussion of those materials. Events which contain elements that are potentially controversial or unduly provocative (as described below) must be approved in writing by University officials up to and including the vice president responsible for the sponsoring department, or by the President’s office if there is no sponsoring department.

The concepts of controversial or unduly provocative are matters of judgment on which reasonable people might disagree. The judgment to be made by the individual proposing an event or program is not whether he or she considers the matter controversial or unduly provocative, but whether a reasonable person should be aware that other reasonable people might consider a work or activity as controversial or unduly provocative in a Christian university environment. For example, most political discussions are certainly controversial, but many such discussions are commonplace and expected in a Christian university environment. However, if the discussion is about a lifestyle that many or most Christians from OC’s heritage would not consider consistent with Biblical principles, then it should be treated as controversial or unduly provocative. Likewise, careful judgment should be exercised in the realm of works of art which are denigrating, sexually provocative, or appearing to illustrate or advance a cause contrary to Biblical principles. These few examples are not intended to be exhaustive.
nor definitive. Like Supreme Court Justice Potter Stewart wrote in the obscenity case of *Jacobellis v. Ohio* (1964) hard-core pornography was hard to define, but that I know it when I see it.

University employees are on notice with this policy and are expected to know when something is controversial or unduly provocative when they see it or hear it, and thus to err on the side of safety and follow the requirements of this policy. Where either a third party or a department proposes to invite a speaker who (or conduct a program or event that) is perceived by University constituents to hold, or to represent an organization that holds a public position on a controversial issue, the President’s Advisory Council shall be asked to determine whether having the speaker, program, or event is in the best interests of the University.

For reasons previously stated in this policy, just because an event, program, or image is considered controversial or unduly provocative does not mean that it will be prohibited by this policy. The purposes and manner in which it is presented may contribute to learning and understanding consistent with the purposes of the University.

The University may provide a form to be used to obtain the signatures of the approving/disapproving officials in the event a potentially controversial or unduly provocative program is proposed.

*Venue*

Programs and events shall take place only in facilities that are appropriate for the program or event in question, as determined by the nature of the activity (e.g., staging requirements, anticipated audience). To reserve a venue, the sponsor must make arrangements with and comply with the requirements of the Events office.

*Alcohol, Tobacco and Drugs*

The use or promotion of alcohol, tobacco products and illegal drugs is strictly prohibited on campus.

*Dress Code*

All dress or costuming should fall within the campus policy regarding modesty and appropriate dress.

*Religious Programs*

If the use is religious, it will not involve alter calls, sacraments, or other religious worship from non-affiliated churches (limited exceptions may be made in the case of disasters or other humanitarian crises.)
Marketing

All written and oral representations about the use will be clear that the University is not endorsing the program, any ideas espoused, or any candidates, unless endorsement is approved by appropriate senior officials of the University.

Health and Safety

The University reserves the right to cancel immediately any program or event if it is determined that damage to University facilities is or will likely result, or that activities are or may occur which endanger the health or safety of participants or others.

Impact of Programs

Programs and events may not interfere with the operation of the University or negatively impact the surrounding community.

Legal Compliance

All events must be conducted in a manner consistent with existing laws and University policies.

Posters and Signs

All posters and signs in University facilities or on University property are subject to the University's policy regarding signage. That policy is available from the Office of Student Life.

Public Address Systems

No public address or amplifying system may be used outside without the approval of the Vice President of Operations.

Cleanup

Users are responsible for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup they do not adequately and timely complete themselves.

Political Activity

The University recognizes that it is generally prohibited from participating in political activity. The University's services and facilities may not be used in connection with political activity without the prior written approval of the President or the President's delegate, who will often need sufficient time to consult with outside counsel regarding the permissibility of the proposed services or use of facilities. Failure to follow this policy and to refrain from using campus services or facilities in connection with political activity may
compromise the University's tax-exempt status under federal and/or state law.

**Dancing and Dance Programs**

Because there are so many different types of dance (ranging from the purely athletic and artistic to the highly sensual and debauchery), and because it is extremely difficult to monitor and control both costume and behavior in advance of or during the events, the University maintains a general prohibition against dancing and dance programs on campus and at sponsored events. The University does not consider that all such activities are bad, but as a practical matter does not want to be in the role of trying to predetermine whether such activities would or would not be acceptable. Therefore, the University's services and facilities may not be used in connection with dancing or dance programs, including dance recitals, receptions, banquets, etc., regardless of the age of the participants. Limited exceptions may be allowed for cultural performances, theatrical choreography, etc. done in good taste and not offensive to the general mores of this campus community.

C. **Guidelines Which Apply Only to University-Sponsored Events**

For purposes of this Policy, a University-sponsored event is one sponsored or organized by:

A. A student group recognized by the University's Office of Student Life; or
B. A group established by administrative officials, faculty or staff for purposes associated with the University's mission.
C. A group other than those listed above whose specific event has been officially approved for University sponsorship by appropriate senior officials of the University.

**Limitations of the Policy**

This Policy specifically addresses only public speakers, programs and events. It does not address issues of speakers, programs or events within the classroom setting. Policies and guidance regarding classroom setting are found in the Policy Manual as well as The OC Covenant and The OC Graduate.

Questions and issues regarding ‘academic freedom’ at the University shall be interpreted consistently with the University’s Statement of Academic Freedom and Responsibility. The University embraces deliberate and high standards of academic freedom and responsibility as outlined in its Statement of Academic Freedom and Responsibility. Therefore, subject to the limitations of that Statement and this Policy, it welcomes intellectual and respectful discourse and activities on nearly any subject as we seek to be a place where ideas are examined, challenged, and honed in the honest and humble search for truth. The University does not believe it or its leadership
has found or understands all truth or that the University should be a place of indoctrination. Rather, it is affirmed that the truth has nothing to fear from inquiry.

**Exercise of Judgment**

In public programs and events, we will seek to respect the sensitivities of our core constituencies while maintaining the integrity of the work we are presenting or performing. At the same time, the University also recognizes the importance of allowing for diversity of public viewpoints, opposing ideas, and even questionable content when it can be intelligently used as a means of opening doors for conversations that ultimately create a more informed, more intellectual, and more faithful believer.

**Approval Process**

To insure the spirit of these guidelines is met, those who are proposing a program or event on the campus which might be considered controversial or unduly provocative in light of this Policy should (i) exercise sound judgment with respect to the speaker, event or program, (ii) seek to understand the nature of possible objections to a program or event and (iii) obtain approval from the appropriate Vice President before the invitation is extended or public announcements are made. For potentially controversial or unduly provocative events (as described in A.2 above) related to the University’s academic offerings, the written approval of the Department Chair, the appropriate Dean, and the Vice President of Academic Affairs must be obtained before the invitation is extended or public announcements are made.

If the potentially sensitive nature of the event is discovered after the invitation is issued and/or the public announcement is made, the Vice President, Dean and/or Department Chair shall be consulted promptly after such discovery so that appropriate steps can be taken, which may include actions up to and including cancellation of the event.

**D. Guidelines Which Apply Only to Events Sponsored by Others Who Use University Services or Facilities**

**Denial of Requests**

Many of the decisions related to this Policy are judgment calls on which reasonable people might disagree. The University administration reserves the right to exercise its sole and unlimited discretion to deny or limit use or rental when the programs and/or activities are thought to be contrary to this Policy and/or the values of the institution, or when it is thought the potential harm to the University, members of the University community, visitors, or surrounding community may outweigh the good that would come from allowing the program or use.
Adequate Compensation

The University is mindful that allowing use of its facilities by individuals or groups for amounts that do not constitute adequate compensation or have a compensatory purpose may be viewed as a special arrangement which results in the increment of net earnings for the benefit of private individuals, or a violation of tax regulations related to political advocacy. Free use of University services or facilities requires the prior written approval of the President or the President’s delegate, who will often need sufficient time to consult with outside counsel regarding the permissibility of the proposed services or use of facilities. Failure to follow this policy and to refrain from allowing campus services or facilities to be used without adequate compensation may compromise the University's tax-exempt status under federal and/or state law.

Admissions Charges

University facilities and services may not be used for personal gain. Charging of admission or collection of money is generally not allowed unless fully disclosed and approved in writing by the University and the University is appropriately compensated.

Access

Access to campus roads and parking is subject to posted signs. Parking or driving on grass or sidewalks is not permitted. University grounds and facilities are generally open to the public, except as provided below:

Access to buildings or facilities is not allowed without authorization if the building or facility is locked or if signs indicate that the building or facility is closed for a specific event.

Without specific authorization, access is not permitted to:

- Dorms or apartments;
- Laboratories;
- Maintenance, utility and storage areas;
- Institutional food preparation areas;
- Private offices or work rooms;
- Studios, including art, radio and television studios;
- Theater program shops and facilities (e.g., costume shop, scene shop, lighting lofts, prop station, etc.)
- Athletic facilities; or
- Any other area indicating that access is restricted.

Existing furniture, furnishings, and equipment may not be moved or rearranged without specific authorization from the Director of Events.
Insurance and Indemnification

Any outside group using the University’s facilities for a program or event must provide proof of at least $1 million in liability insurance and agree in writing to indemnify the University for any liability associated with the group’s program or event. In limited circumstances, the University may accept adequate proof of financial responsibility in lieu of the liability insurance. All injuries, costs, and damages resulting from use of a facility shall be borne by the organization using the facility regardless of the cause or the person causing the injury, cost, or damage.

Marketing

When University services or facilities are made available to outside individuals or groups, the University’s Marketing Department will be provided with all copy and images of messages that include the name of the University sufficiently in advance of the use so they can be changed if deemed necessary by the University. Unless waived in writing by the President or the President’s delegate, all publicity in connection with the event, program or speaker shall contain the following statement in at least 12 point type and in a visible location:

“An event of [sponsoring organization], held on the campus of, but not sponsored or endorsed by Oklahoma Christian University.”

Event Limitations and Priorities

The University reserves the right to place restrictions on the time, place and manner or conduct of events. Further, the University reserves the right to move or terminate a scheduled event when necessary to meet University priorities. The University will avoid doing this other than where judged by the University administration to be necessary, and the University will provide an alternate venue or time, if possible, and will provide as much notice as possible of the change.

E. Violation of this Policy

Despite best intentions and precautions, problems and complaints may occur. It is understood, for example, there may be unanticipated behavior in connection with a public program or event.

Issues or concerns regarding compliance with this policy should be resolved at the appropriate level and in the spirit of intellectual discourse and open dialogue. If a University student, employee, alumnus, or other constituent or an attendee at programs or events hosted by the University has any concerns about whether the program or event complies with this Policy, he or she is encouraged to contact those responsible for hosting the program or event.
If the discussion with those responsible for hosting the program or event does not result in a peaceful, respectful and gentle conversation leading to a mutually acceptable solution, then the person having the concern shall follow the procedures outlined in the University’s Conflict Resolution Procedures.

Those who plan and host speakers, programs and events on campus may expect that this Policy and the University’s Conflict Resolution Procedures will be followed. Further, those who plan and host events on the campus may expect support from University administration, provided they have made reasonable efforts to follow the guidelines set forth in this Policy.

Forms required to be completed for Event Content, Venue Request, and Needs Request can be found on MyOC under University Services / Events or in the Office of Events.

### 4.16 Sportsmanship Policy

Oklahoma Christian University is recognized nationally for good sportsmanship by our student-athletes, coaches and spectators. We expect all associated with OC athletics to represent Christ in all of our actions. Athletes and Coaches are to set the example to cooperate in displaying good sportsmanship toward the participants, coaching and support staff members, and game officials. Oklahoma Christian fans are to support our teams and treat others in a way to show our love for our Creator. Do your part to make Oklahoma Christian athletic events a safe and wholesome event for all in attendance.

### 4.17 Students with Disabilities

The purpose of Disability Support Services is to promote and facilitate equal opportunity for students with disabilities. Students with disabilities who wish to access services should contact Disability Support Services, coordinated by Amy Janzen in the Student Life office.

Provision of services includes an intake process during which the existence of a disability and any functional limitations are verified and appropriate strategies and resources are identified. Disability documentation must be provided from an appropriately qualified professional.

Students may register complaints regarding physical, programmatic, or attitudinal barriers they encounter at Oklahoma Christian University using the “Incident Report Form” available in Disability Support Service. Students who wish to contest a decision of Disability Support Services regarding requested accommodations, curricular modifications or a decision of a faculty member to not provide recommended accommodations can initiate a “Request for Review of Provision of Accommodation.” Disability Support Service will advise students and provide the appropriate form upon request.
4.17.1 Service Animals

Occasionally on campus, there will be students, employees, or visitors who use a service animal. For your wellbeing and the protection of the animal, please abide by the requirements below.

4.17.1.1 Requirements for faculty, staff and students

1. Allow a service animal to accompany the partner at all times and everywhere on campus, except where service animals are specifically prohibited. The courts have upheld the rights of service animal owners to take animals into food-service locations.

2. Do not pet a service animal; petting a service animal when the animal is working distracts the animal from required tasks.

3. Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.

4. Do not deliberately startle a service animal.

5. Do not separate or attempt to separate a partner/handler from his or her service animal.

4.18 Student Government Association

Student Government Association (SGA) is the highest council for organized, formal student expression on campus. Its executive officers and members are elected by the student body to represent student concerns and to sponsor and coordinate educational, social and recreational programs throughout the school year.

- SGA meets each Wednesday at 8:45 p.m. in Cogswell Alexander Hall.
- The $25 fee paid by each student helps to finance SGA projects and activities.
- The SGA office is located in the University Center.
- Executive officers post their office hours at the office at the beginning of each semester.

4.19 Student Organizations

4.19.1 Organization Registration

In an effort to keep better track of our campus organizations, their leaders, and their activities we are asking that you officially register your organization with the University by filling out the form found at:

https://oklahomachristian.wufoo.com/forms/oc-organization-information/.

Any organized group that is not a part of the social service club system is considered an organization. A group will not be officially recognize as an organization for the current
school year until this form is completed. After this step is complete, the Student Life Office will follow up with the organization contact or president with more information.

Please have this form submitted by August 1 of each current school term.

If in doubt, fill it out. If you aren’t sure if your President or Sponsor has done this or not, just go ahead and complete the form. The Student Life Office will sort through and combine information if duplicate submissions for the same organization are received.

4.19.2 Academic, Special Interest & Professional Organizations

Students will find numerous organizations to join in their fields of interest. These include:

- Alpha Chi (National Honor Society, OC’s chapter is called Oklahoma Epsilon)
- Alpha Epsilon Rho (OC’s chapter of the National Broadcasting Society)
- Alpha Psi Omega (National Honorary Dramatic Fraternity)
- American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE)
- American Society of Interior Designers (ASID, Student Chapter)
- American Society of Mechanical Engineers (ASME)
- Association of Professional Oklahoma Educators (APOE)
- BIT (Computer Science club associated with Association for Computer Machinery)
- Chamber Singers (Select vocal group - auditions required)
- Chorale (Vocal group - auditions required)
- CMENC (College Music Educators National Conference)
- College Women for Christ (Women only)
- Delta Mu Delta (National Business Honor Society, OC’s chapter is called Eta Iota)
- Eagle Broadcasting (Campus television station, TV 6 and Eagle Radio)
- Family Student Housing Council
- Institute of Electronics and Electrical Engineers (IEEE, student chapter)
- INTAM (International and American Students Association - organization promoting intercultural friendships)
- Jazz Ensemble (Instrumental group - auditions required)
- Music Production workshop (Homecoming Musical and Valentine Cabaret Dinner Theater - auditions required)
- Music Teachers’ National Association (MTNA, student chapter)
- New Reign (Traveling a cappella singing group - auditions required)
- Outreach (Missions emphasis group)
- Opera Studio (Opera productions for advanced singers - auditions required)
- Phi Lambda Chi (Family Life Club)
• Philiatros (Health Professions Club)
• Pi Lambda Theta (National Organization for Teacher Education)
• Psi Chi (Psychology Club)
• SAE (Society of Automotive Engineers)
• Sigma Tau Delta (English Honor Society)
• Summer Singers (Traveling singing group - auditions required)
• Spanish Club
• Students in Free Enterprise (SIFE)
• Sweat Band (Basketball pep band - auditions required)
• Symphonic Band (Instrumental group)
• Talon (Campus newspaper)
• Tau Sigma (OC’s chapter of Phi Alpha Theta, National History Honor Society)
• Toastmasters International (OC Eagle Club)
• Wind Ensemble (Instrumental group - auditions required)

4.19.3 Social Service Clubs

Many students join and participate in a men’s or women’s social service club. The mission of social service clubs at OC is to strive to have a positive and meaningful impact upon club members and the entire student body as well as the faculty and staff at OC and the greater Oklahoma City community. Besides each club’s activities, clubs generally participate in intramural sports, Homecoming and Spring Sing.

4.19.3.1 Men’s Clubs

• Alpha Gamma Omega
• Chi Lambda Phi
• Delta Gamma Sigma
• Kappa Sigma Tau
• Omega Psi Omicron
• Psi Epsilon
• Sigma Chi Sigma

4.19.3.2 Women’s Clubs

• Gamma Rho
• Iota Kappa Phi
• Lambda Chi Zeta
• Pi Zeta Phi
• Theta Theta Theta
Students should go to the Club Coordinator in the Office of Student Life for a full description of clubs including administrative guidelines, eligibility, sponsors, club discipline, hazing laws and starting a new club.

4.20 Summer Student Workers

Summer housing for student workers is offered if the position being filled by the student is considered essential for University Business. Summer Student Workers will be charged a discounted rate of $40/week for housing. This charge will be deducted from the student’s paycheck. To qualify for this discounted rate, students must be considered full-time, which is 30 or more hours per week. Students who work less than that will pay the current normal rates of $14/day (double occupancy) or $17/day (single occupancy). It is assumed that we are offering the discounted housing as a benefit to a student employee because the student does not have alternative housing arrangements that would enable the student to work at the University during the summer months. The tax code clearly states that housing can be exempt from taxation if it is at the convenience of the employer, not the employee. Campus housing cannot accommodate people who simply want to live here because it is cheap and not at “home with Mom and Dad”.

4.21 Travel Policy

It is the Policy of the University to promote safety and to encourage students, faculty and staff to engage in safe conduct when traveling to and from University activities or events. Accordingly, in addition to encouraging everyone to use good judgment, the University has adopted this policy and authorized the University's Office of Operations to approve rules designed to promote the health and safety of all by regulating travel that is taken in conjunction with Oklahoma Christian University.

4.21.1 Application

This policy applies to all University students, faculty and staff who travel to an activity or event that is organized and sponsored by the University when:

- The activity or event is located more than 25 miles from the campus from which travel originates; and
- The travel is:
  - Required by an individual’s work or an organization properly registered at the University; or
  - Funded by and requires use of a vehicle owned or leased by the University.

For purposes of this policy, an activity or event is organized and sponsored by the University when it has been planned, funded and properly approved by the appropriate University official(s).

This policy generally does not apply to travel to and from field trips, internships and service-learning activities. However, everyone is encouraged to follow the guidelines set out in this policy and the safe travel rules established by the University Office of Operations whenever travel is University-related.
4.21.2 General

Anyone traveling to and from University organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the individual to follow common and mode-specific safety precautions. In addition to following federal and state laws that encourage safe travel, using sound judgment, and following this policy, everyone traveling to and from events covered under this policy must follow the safe travel rules approved by the University Office of Operations. At a minimum, these rules must include provisions concerning:

4.21.2.1 Use of Seat Belts and Other Safety Devices

Seat belts and other safety devices must be used at all times.

4.21.2.2 Passenger Capacity

Travel in vans with a capacity to hold 15 passengers must be approved by the University's Office of Operations. Passenger capacity in 15 passenger vans is strictly restricted to no more than ten (10) individuals, including the driving.

4.19.2.3 Required Qualifications and Training

Everyone who operates vehicles owned or leased by the University must be at least nineteen (19) years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history, as determined by the Office of Operations. Additionally, individuals must satisfy other qualifications and training requirements established by the University's Office of Operations.

4.21.2.4 Fatigue and Time of Travel

Individuals traveling to and from activities or events covered under this policy should obtain a minimum of six (6) hours of sleep before traveling and driven no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 pm and 6:00 am unless authorized by the organization advisor or department head.

4.21.2.5 Privately Owned Vehicles

Students who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or leased by the University are required to follow the safe travel rules approved by the Office of Operations and applicable state law.

4.21.2.6 Air and Other Modes of Commercial Transportation

Individuals traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and
the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.

4.21.2.7 International Travel

Individuals traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host county and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations. Students can find information about international travel at the University International Programs Office.

4.21.2.8 Alcohol, Illegal Drugs and Weapons Prohibited

Possession or consumption of alcohol or illegal drugs, and possession or transportation of a weapon is prohibited during all travel covered under this policy.

4.19.2.9 Travel Authorization

Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from its facility or staff advisor or the department head responsible for funding or organizing the travel before the date of the event or activity. When the University provides transportation, students traveling to events must return in the University provided vehicles unless authorized to do otherwise by the appropriate University official. Students under eighteen (18) years of age are not authorized to return in a vehicle other than one provided by the University.

4.21.2.10 Van Use

- All drivers must attend a documented training session on 15 passenger van use and safety.
- All drivers must insure there is appropriate tire pressure in all of the tires (especially the rear tires. The condition shall be checked at all stops and prior to use.
- Limited capacity to nine (9) or fewer occupants.
- Rear seat to be removed to limit occupancy.
- Maximum speed limit of 65 M.P.H. strictly enforced.
- Drivers are prohibited from using stereo headphones, cell phones or any other items that can be distracting. No texting of any kind is allowed while driving.
- Front passenger will not sleep, shall keep driver awake, and will free driver from cell phone communications, adjustment of radio, etc.

4.21.2.11 Compliance and Enforcement

Departments that encourage or require individuals to travel to and from events and activities covered under this policy are responsible for verifying
that they are aware of this policy and the safe travel rules approved by the Office of Operations. Departments that permit individuals to drive any vehicle owned or leased by the University are responsible for ensuring that individuals meet the driving requirements established by the Office of Operations. Departments must report violations of this policy and safe travel rules to the Office of Operations.

University employees who authorize students to drive vehicles rented by an University related business or activities are responsible for ensuring the student meets driving requirements and established by state law and the Office of Operations. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the faculty/staff handbook and University Policy.

Individual students who violate this policy and the safe travel rules approved by the University’s Office of Operations are subject to disciplinary action, including suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action, to include suspension and loss of funding.

4.22 University Postal Service

- The University postal services are located at the west end of the Gaylord University Center.
- All students are assigned mail boxes in either the University Center or the Nowlin Center (for those living in the apartments).
- Boxes, envelopes and other supplies are also available for package shipments.
- Mailroom hours are: M-F 8:00 a.m. - 5:00 p.m. and Saturday 8:00 a.m. - Noon.
- For US Mail (letters & packages), students should use the following address:
  - Student Name
  - Student Box #___
  - Oklahoma Christian University
  - PO Box 11000
  - Oklahoma City, OK 73136-1100
- For Express Mail, UPS and FED-EX, or any Overnight packages or letters, students should use the following address:
  - Student Name
  - Student Box #___
  - Oklahoma Christian University
  - 2501 E. Memorial Rd.
  - Edmond, OK 73013

4.23 Welcome Center

OC is fortunate to have an atmosphere on campus that reflects hospitality and kindness to all our campus members and guest. The Welcome Center further communicates the desire
to serve others and increase the quality experience of everyone on our campus. This office is the premier example at OC for going “The 2nd Mile.” The Welcome Center is located in the northeast corner of the University Center.

The services provided at the Welcome Center include: information about OC events, information and request about housing, information and request for chapel, provide routing of incoming phone calls and much more.

### 4.24 Whitley Student Senate Loan Program

- The Whitley Student Senate Loan Program provides short-term loans to students.
- These loans are available in the Office of Student Life in amounts up to $50.
- Each student is allowed to borrow only 1 time per semester.
- A fee of $0.50 is added to every loan.
- Loans not paid back within 30 days are given to the Business Office with a $10 service charge added.
- Any student who has defaulted once will not be eligible for another loan.
- The student must present his/her ID card at the time of the loan.
Section 5 – Information Technology Services

5.1 Technology: Acceptable Use Policy

5.2 Technology: Services Guidebook
5.1 Technology: Acceptable Use Policy

5.1.1 Statement

This policy is designed to establish acceptable and appropriate use of computer and information systems, networks and other information technology resources at Oklahoma Christian University.

5.1.2 Application

This policy applies to anyone using Oklahoma Christian University’s information technology resources. This includes all students, employees and guests to the campus and those accessing these resources from outside the campus.

5.1.3 Guiding Principles

Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, leadership, and service. The Oklahoma Christian University community is encouraged to make innovative and creative use of information technologies in support of education, research, and service. Oklahoma Christian University’s computing and network resources are to be used only for University-related teaching, learning, enrichment, dissemination of scholarly information, and administrative activities. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Computers and network systems offer powerful tools for communications, teaching and learning among members of the University community and communities outside the University. When used appropriately, these tools can enhance dialog and communications. When used unlawfully or inappropriately, however, these tools can infringe on the rights of others.

5.1.4 Responsibilities

The University encourages all members of its community to use electronic communications in a manner that is respectful to others.

5.1.5 Functionality and Availability

You must ensure that your actions and the computers you own or that are assigned for your use do not negatively impact the functionality and availability of the Oklahoma Christian University computer systems, enterprise and application systems, and network services. You must ensure that your computer is properly maintained, including having up-to-date anti-virus protection and operating system patches. Responsible use of computing and network resources requires users to realize that any attempt to modify or extend resources could result in degradation of systems or performance elsewhere on the network. You must not disrupt routine operations by tampering with any hardware, networks, applications, system files or other users’ files without authorization or permission. Circumventing or altering protections or other restrictions placed on computers, networks, software, applications or files is prohibited. Similarly, you may not make resources available
to circumvent or alter protections or other restrictions placed on computers, networks, applications or files. University technology resources are intended for academic and university business functions. For-profit use of these resources is prohibited.

5.1.6 Computer Accounts

You must use only your own computer account(s), and may not attempt to impersonate the identities of others. You may not supply false or misleading data nor improperly obtain another’s password in order to gain access to computers, network systems, data or information. The negligence of another person in revealing an account name or password is not considered authorization of use.

5.1.7 Information Security

You are responsible and accountable for all use and security of the electronic resources you own or use, including but not limited to computer account(s), passwords, personal computer(s), electronic data, and network access. You should make appropriate use of the software, system and network-provided protection features and take precautions against others obtaining access to your computer resources. You are responsible for the security of all assigned accounts and passwords assigned for your use. Passwords must never be shared. You are expected to abide by the security provisions outlined in the Oklahoma Christian University Information Technology Service Policy Guide. This can be viewed at http://www.oc.edu/itservices/policies.aspx. If you are made aware of a data security breach or identify potentially unsafe security measures you should report this immediately to the Office of Information Technology.

5.1.8 Intellectual Property

You are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable university policies. You may not use Oklahoma Christian University networks, equipment and software to violate copyright or the terms of any license agreement. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or software without proper authorization.

5.1.9 Publication

You should remember that information you distribute through the University’s web or other computing and networking facilities is a form of publishing and many of the same standards apply. For example, any web publication attributed to Oklahoma Christian University, even with disclaimers, represents you and the University and appropriate language, behavior and style is warranted.

5.1.10 Personal Information

You should be cautious about making information about yourself and others available on the Internet. The University cannot protect you from invasions of
privacy, identity theft and other possible dangers that could result from the
distribution of personal information.

5.1.11 Administration and Implementation

While respecting confidentiality and privacy, the University reserves the right to
examine all University owned and operated computer systems and
electronic/digital resources. The University takes this step to enforce its policies
regarding harassment and the safety of individuals; to prevent unauthorized
reproduction or distribution of proprietary software or digital texts, images, or
music; to safeguard the integrity of computers, networks, and data either at the
University or elsewhere; and to protect the University against seriously damaging
consequences. The University may restrict the use of its computers and network
systems for electronic communications when faced with evidence of violation of
University policies, or federal or local laws. The University will comply with, and
respond to, all validly issued legal process, including subpoenas. The University
reserves the right to limit access to its networks through University-owned or other
computers, and to remove or limit access to material posted or distributed on
University-owned computers or network.

5.1.12 Enforcement

Federal and local laws pursuant to civil rights, harassment, copyright, security and
other statutes relating to electronic media bind all members of the University
community. It should be understood that this policy does not preclude enforcement
under the laws and regulations of the United States of America or the state of
Oklahoma. All users are expected to conduct themselves consistent with these
responsibilities and all other applicable University policies. Abuse of computing
and/or network privileges will subject the user to disciplinary action, as established
by the applicable operating policies and procedures of the University. Abuse of
networks or computers at other sites through the use of Oklahoma Christian
University resources will be treated as though it occurred at the University. When
appropriate, restrictive actions will be taken by system or network administrators
pending further disciplinary or legal action.

5.1.13 Policy Updates

This policy may be updated to reflect changes in University policy and technologies.
You can find the most current version of this policy online at:

5.2 Technology: Services Guidebook

5.2.1 Technology Services Overview

5.2.1.1 Services

IT Services provides voice, data, and video services and support to the
University campus.
5.2.1.2 Organization

In order to serve the technology needs of the campus, the IT Services department is divided into four primary teams:

- **Administrative Computing** supports the administrative and student information system. (Datatel)
- **Network Services** group provides for the infrastructure and support of all campus technology systems.
- **Support Central** provides client support for campus computer software and hardware. Support Central also manages a call center that responds to support requests for technology and physical plant services.
- **North Institute for Teaching and Learning** provides academic support. The primary focus is assisting faculty through the support of course development.

5.2.1.3 Contact Information

The Office of Information Technology and Support Central is located in Cogswell-Alexander Hall.

Support Central
Phone: 405-425-5555
Email: help@oc.edu
Web: [http://www.oc.edu/itservices](http://www.oc.edu/itservices)
Datatel Support Line: 405-425-1875
North Institute Office: 405-425-1850

5.2.2 Support Central

5.2.2.1 Technology Support

Technology support requests can be submitted by calling Support Central at ext. 5555, by email sent to the Support Central at help@oc.edu, or by stopping by Support Central located on the North side of Cogswell-Alexander Hall (CAH). All reporting methods will generate a ticket that can be tracked through the Support Central software system. The 1st level support technician will attempt to solve your reported problem immediately. If they cannot solve the problem, they will contact a 2nd level technician to work with you.

5.2.2.2 Mobile Computing

Oklahoma Christian University provides Apple MacBook computers for students taking 6 or more hours each semester. For information about the program, please visit the program website at [http://www.oc.edu/itservices](http://www.oc.edu/itservices)

5.2.2.3 Campus Computer Labs

Computer labs are provided on campus for student use. These labs are maintained by the individual academic departments and access may be limited to those students in that program.

- A general use computer lab is located in the Mabee Learning Center (MLC) on the 1st floor.
Specialized labs are located in Kresge Fine Arts (MAC Lab) and the Prince Engineering Center (PEC).

5.2.2.4 Public Printing

Public printing is available in several areas on campus including most academic buildings and some residential areas.

When connected to the campus network, you may print to any public location on campus. More information on network printing can be found at [http://www.oc.edu/itservices](http://www.oc.edu/itservices).

Each student is allotted a print debit account at the beginning of each semester. This account can be used for printing and copying. For information about print/copy costs and policies please see the Support Central Answer Center. Your public printing account may also be checked online. You will be required to log in using your account name (i.e. oc\jane.doe) and your University network password.

5.2.2.5 Student / Employee ID Card Policy

The Oklahoma Christian University identification card identifies you as a current member of the OC community. This ID card can be used as an electronic door key and provide access a variety of functions and facilities on campus—including chapel, dining facilities, athletic events, fitness centers, laundry, the library and more.

The ID card is the property of the University, should be carried at all times while on campus, and is non-transferable. It may be used for such purposes as the University designates and may be revoked at any time. This card must be presented and/or surrendered upon request by any University official; failure to do so, or lending this card to anyone, is considered misuse. The card is void upon termination or interruption of enrollment and/or employment and must be surrendered at that time.

This ID card serves as a key to many facilities and therefore the card and the associated Personal Identification Number (PIN) should be kept secure and not shared with others for any reason.

Lost and stolen cards must be reported promptly to the Office of Information Technology. This will help prevent unauthorized access to facilities and other cardholder services. The cost for a replacement student identification card is $20.00. If the card is being replaced because it is inoperable or because of damage that is not the fault of the student or employee, there is no charge.

No person shall possess more than one Oklahoma Christian University ID card. For security reasons, once a replacement card has been issued an older version card cannot be used or re-activated for any reason. Once replaced, if the old card is found it should be destroyed.

Card access questions can be referred to Support Central.
5.2.2.6 Emergency Notification System (ENS/OCNotify)

OC Notify is an Emergency Notification System used by Oklahoma Christian University officials to communicate emergency information to students, faculty, and staff. This is a free* service that can send messages via email, text messages, Twitter and Facebook to the campus community.

All University students and employees will be automatically enrolled in the Emergency Notification System. Students and employees are encouraged to maintain their personal information including accurate mobile number information to ensure that emergency messages can be received.

5.2.3 Network Services

5.2.3.1 Network and Email Accounts

The University provides a network access account to all employees and students. The login name is in the form firstname.lastname. University network account holders should never allow others to use their login name and/or password.

Email addresses are based on this login name. The complete email address will be firstname.lastname@student.oc.edu for students and firstname.lastname@oc.edu for employees. Email is an important form of communication for academic and University business purposes and guidelines related to this service are strictly enforced.

5.2.3.2 Global EMail Policy

Students and employees of OC are not to send out unsolicited electronic mail messages to large numbers of recipients (over 25) except for official University business. Any messages to be broadcast to faculty, staff, and/or students must be approved by a member of the Senior Management team. The guideline is that messages must be of high importance and/or interest to all on the list.

These mass mailings may be used for:

- An emergency
- Announcements of major University events & deadlines
- Changes in campus policies, procedures, organizations, or departments
- Notification of the availability of services and/or facilities

Global email lists are NOT intended for messages of a personal nature. Examples of inappropriate uses include, but are not limited to:

- Soliciting support (financial or otherwise) for charity or special causes not connected with a University effort
- Personal opinion, public debate, or campaigning
• Give-aways (personal property such as furniture, tickets, equipment, books, etc.)
• Unverified public service announcements (such as virus alerts, unsafe products, etc.)
• Chain mail
• Services offered or services sought (except for University related services)
• Lost and found (except when it is University property)
• Items for sale or items desired (including houses, tickets, books, services, etc.)

5.2.3.3 Alternate Mailing options: List Serve (http://lists.oc.edu)

This service is designed to provide an easy way to create and maintain large e-mail mailing lists. These lists can be used for the one-way distribution of information, for e-mail based discussion, questions and answers, etc. Lists are created and "owned" by a user who manages the list's behavior.

Any faculty, staff, or student member of the campus community may become a ListServ list owner upon request and approval. Campus-based organizations and departments may become list owners, but an individual within the group must be designated as the list owner. Student owners must have approval of the Office of Student Life.

All lists must be approved by the ListServ administrator prior to creation, but the following general guidelines apply:

It is the list owner's responsibility to learn the commands necessary to manage the list's subscribers.

Under no circumstances can a list be used to participate in or promote activities that are illegal, violate the Oklahoma Christian code of conduct, or the Oklahoma Christian Acceptable Computer Use Policy. The use of these lists must also comply with email policy standards and FCC regulations. Members of the list must have opted in to the list and each message to the list members must provide an opt out method.

Some general campus lists are maintained and membership updated regularly. These include:
listname - Owner, Membership
blackboard@lists.oc.edu – North Institute. Faculty
Ni_tips@lists.oc.edu – North Institute. Faculty
studentannouncements@lists.oc.edu – Student Life, SGA, PR. Students
campusannouncements@lists.oc.edu – Events Office. Faculty and Staff
PerformingArts@lists.oc.edu – Fine Arts. Students
prayerlist@lists.oc.edu – Student Life, Events Office. Faculty, Staff, Students
sportsupdate@lists.oc.edu – Sport Information. Students, Faculty, Staff
TheWestSideUpdate@lists.oc.edu – Residence Life. Students
ITServicesInformation@lists.oc.edu – IT Services. Faculty, Staff, and Students

Membership update information:
Student membership will be updated with current students at the beginning of each semester (Fall and Spring only). Faculty and Staff memberships will be updated at the beginning of every Fall semester. Anyone who has signed up for a list and does not have an "@oc.edu" address generally will not be
removed from the list when memberships are updated unless the address is no longer valid.

Please note Under no circumstances can a list be used to participate in or promote activities that are illegal, violate the Oklahoma Christian code of conduct, or the Oklahoma Christian Acceptable Computer Use Policy. The use of these lists must also comply with email policy standards and FCC regulations. Members of the list must have opted in to the list and each message to the list members must provide an opt out method.

5.2.3.4 Email Storage limits

Mail storage limits have been set at 100MB for students and 250MB for faculty and staff. Email accounts are sent automated notification when approaching the size limit and the user will be unable to send and/or receive messages once this limit has been reached. You can prevent reaching this size limit by proper mail management and the use of personal folders and archive folders. For assistance with any of these mail management options, users may contact Support Central for training.

5.2.3.5 Email Message Size Limits

To help manage server resources message size limits have been set at 10mb. If you need to transfer files that exceed this limit, you may contact Support Central for assistance.

5.2.3.6 Virus/SPAM Protection

All incoming email is scanned for viruses and SPAM characteristics. File attachments that are contaminated are removed from the message and notification is sent to the intended recipient. All encrypted files are blocked by the email server and cannot be delivered.

All computer systems attached to the campus network are required to run approved virus software and must have the most current updates installed.

5.2.4 Peer-to-Peer, Spyware, Malware

The University reserves the right to remove or make inoperable any application or system that might compromise the integrity and/or security of the campus network. Systems identified to be running peer-to-peer application (Kazaa, Morpheus, Gnutella, etc.) or other forms of Spyware and/or Malware may be removed from the network.

5.2.4.1 Data Storage

Network Services provides network data storage for all campus users. Due to the limits and costs associated with this resource, limits have been established.

- User Directories
  - These are folders created for network account holders that provide secure access only to that user and no other users on the network.
Limits on these directories have been established at 400MB for students and 1GB for faculty and staff.

- **Web Space**
  - Students may submit a request to Support Central for web space on the University's public web server. This space will typically be made available within 2 business days of the request. Content of these pages should be in compliance with the Acceptable Use Policy for Technology. Web folder size limits have been set for University students at 100MB. Exceptions for a larger limit can be made upon request. This request should include specific information to justify the need for increased limits. A staff representative from Support Central will review the request and verify that the current use of this folder is academic web content only before granting exception.

5.2.4.2 **Network Connectivity**

Network connectivity is provided to members of the campus through a “wired” network “wireless” network. It is not acceptable to use these connections to interfere with or to disrupt other network users, services, or equipment. Disruptions, intentional and/or accidental, including but not limited to, distribution of unsolicited advertising, propagation of viruses or worms, and use of the network to make unauthorized entry to any other system accessible via the network (including the use of packet sniffers or other related technology), may result in loss of network privileges.

5.2.4.3 **Wireless Network (Airspace Policy)**

Oklahoma Christian University maintains a wireless data network throughout the campus providing network services to the students, staff, faculty and guests. This network uses the FCC unlicensed spectrums located at 2.4GHz and 5GHz. Wireless data network equipment and many devices such as cordless telephones, microwaves, and wireless speakers/microphones also operate in this frequency range. The unmanaged use of these devices may potentially cause interference, disrupting access to Oklahoma Christian’s wireless data network. Wireless networks not managed by the office of Information Technology Services can also compromise the University's network security.

*In order to ensure the availability, reliability, integrity, and security of the Oklahoma Christian network, the airspace on the University campus and managed property will be solely administered by Information Technology Services.*

In order to protect the data network, the following policies have been established:

- No wireless networks or access points can be attached to the campus wired network without written permission from the Office of Information Technology.
- Wireless access points, Apple AirPort Base Stations, computers configured as ad hoc devices, or other wireless network equipment operating in the 2.4GHz and 5GHz spectrums must not be used on campus unless configured and installed by Network Services.
• If it is determined that other wireless equipment, such as cordless phones and wireless speakers, are interfering with the operation of the campus wireless network, the owner/user of the equipment may be asked to disable these devices.
• The University assumes no responsibility to compensate the user/owner for any direct or incidental costs related to requiring that the use of the interfering equipment be terminated.

5.2.4.4 Access from Off Campus

Students and employees can obtain access to University network resources through the Internet by using a Virtual Private Network (VPN) connection. Instructions and requirements for connecting via VPN can be obtained online at http://www.oc.edu/itservices.

5.2.5 Network Addressing

5.2.5.1 IP Addressing

All systems, unless otherwise specified by Network Services, must obtain IP addresses via the primary DOMAIN DHCP server. Configuration information can be obtained by contacting the IT Services Help Desk.

5.2.5.2 Naming Convention

Systems must meet the standard naming conventions determined by Network Services.

| Personal Systems       | Employee/Student ID Number + A,B,C,... for multiple systems (ex. 1234567A) |
| University Systems     | Serial Number                                                    |
| Tenant Owned Systems*  | Serial Number                                                    |

*An inventory of systems owned by tenants and/or vendors that connect to the campus network should be provided to the Office of Information Technology Services. This inventory should include system serial number, the type of system (laptop, desktop, or other), operating system, the MAC addresses of all network cards within a system, and the primary user of the system. If the tenant/vendor has been granted permission to connect a firewall/router between the campus network and their systems, only the firewall/router must be recorded.

5.2.5.3 Internet Service

The Oklahoma State Board of Regents/OneNet and AT&T provide Internet Services to the University. Use of this connectivity must comply with the acceptable use policies of these providers.
5.2.5.4 *Network Bandwidth*

OC reserves the right to monitor and regulate network bandwidth. Application bandwidth usage is monitored and priority is given to network traffic that is related to academic content and/or relates to the business functions of the University.

5.2.5.5 *Availability of Computer/Network Resources*

All computer, telecommunication, and network resources supported by IT Services are available 24 hours per day 7 days per week. Every possible effort is made to ensure that service interruptions are limited.

- **Computer/Network Service Monitoring**
  Network Services uses automated methods to monitor critical and non-critical resources. If any system is down, the appropriate support staff is notified by page or email depending on the severity of the problem.

- **Maintenance/Scheduled Outages**
  There are no regularly scheduled maintenance windows. Maintenance requiring a system outage is scheduled as far in advance as possible. Users are notified of these outages by broadcast email.

- **Recovery from Outage Issues**
  If services become unavailable, members of IT Services respond immediately and management is made aware of the issues surrounding the outage. If the recovery from the outage is not estimated to happen within 1 hour or effects more than 10% of the users, the Help Desk will take steps to contact all users and update them on the problem status. These updates may be provided to users through one or more communication methods including broadcast email, and/or updates provided on support central website at [http://www.oc.edu/itservices](http://www.oc.edu/itservices).

5.2.6 *Data Security*

Any file containing student information and/or employee information that is not stored on a campus server must be protected by a file level password. This includes any files stored on a laptops, flash drives or other such file storage media.

5.2.6.1 *Network / System Security*

- **Passwords**
  A valid log-in is required for all access to campus resources. No user or system administrator should configure a system that does not require a valid log in on a network authentication server approved by Network Services. It is the responsibility of the user and all system administrators to keep their passwords confidential. Passwords should not be shared with anyone including technology support staff. Passwords must be a minimum of 6 alpha/numeric characters and should include at least one special character such as “.” Or “^”. It is also highly recommended that passwords be changed frequently.
• **Firewall**
  Network Services maintains a firewall to help secure the University’s network resources. Traffic to and from the Internet is monitored for potential attacks to University systems. This does not prevent all unauthorized access to the network. It is the responsibility of the system owner/administrator to do their part by applying all recommended security patches and turning on only TCP ports that are required or in use by the system they use. Systems that are identified as having security holes will be removed from the network and the owner/administrator will be contacted.

• **Data Security**
  Any file containing student information and/or employee information that is not stored on a campus server must be protected by a file level password. This includes any files stored on a laptop, thumb drive or other such file storage media.

• **Web Content Filtering**
  Network Services maintains a web content filtering service. This service blocks URL’s that are deemed inappropriate and in opposition to the mission of the University. Sites blocked inadvertently or that contain legitimate academic research material may be opened by submitting a request to the administrator through the web page blocked form. The public computer systems maintained in the Library are not filtered by this system. This allows access to legitimate research materials that may have otherwise been considered inappropriate.

5.2.7 **Voice Services**

5.2.7.1 **Basic Phone Service**

Basic local telephone service is available in each residence hall room and apartment and telephone numbers are assigned. Long distance phone service is not available to students through the OC phone system. All phone instruments used on OC’s phone system must meet FCC standards and should comply with the wireless airspace policy.

5.2.7.2 **Long Distance/International Calls (employees only)**

Personal Identification Numbers (PINs), and calling cards can be issued through IT Services for use in placing long distance calls. Calls should be limited to University business and personal calls. Directory assistance should be used only when other attempts to access the phone number have been exhausted. An online phone book is available on the IT Services website.

5.2.7.3 **Handling Problem Calls**

If you receive an obscene, harassing, or threatening call, you should not say anything, but calmly hang up. If you do not react to the calls, the calls will usually stop. If you feel it is a serious threat, you should contact campus security immediately. Regardless of how serious they assess the calls to be, you should record the time and date of the call and report the call to the Student Life office.
5.2.7.4 Misuse of the Phone System

- Unauthorized use of a long distance PIN and/or calling card is fraud. Fraud is a criminal offense under federal and state laws and is punishable as a felony in Oklahoma.
- The misuse of the 911 emergency number could result in a $500 fine and/or criminal punishment.
- You should not accept collect or third number billed calls on any campus phone, nor should you use a campus phone number to sign up with any phone service.
- There is a $25 processing fee plus the cost of the call for each violation of this policy.

5.2.8 Video Services

5.2.8.1 Basic Cable Service

Basic cable TV service is available in each residence hall and campus apartment. Information about the service, including available channels, can be found online at [http://www.oc.edu/itservices](http://www.oc.edu/itservices). The University reserves the right to change the channel lineup at any time and makes no guarantees as to the availability of programming offered.

ADMINISTRATION AND IMPLEMENTATION:

While respecting confidentiality and privacy, the University reserves the right to examine all University owned and operated computer systems and electronic/digital resources. The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent unauthorized reproduction or distribution of proprietary software or digital texts, images, or music; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences. The University may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of University policies, or federal or local laws. The University will comply with, and respond to, all validly issued legal process, including subpoenas. The University reserves the right to limit access to its networks through University-owned or other computers, and to remove or limit access to material posted or distributed on University-owned computers or network.
Section 6 – Residence Life

6.1 Residence Life Staff
6.2 Residential Areas
6.3 Residential Agreements
6.4 Residence Life General Policies & Procedures
6.5 Residential Services
6.1 Residence Life Staff

6.1.1 Director of Residence Life

Judy Davis, the Director of Residence Life, oversees all areas of campus housing. She ensures that our residential students have a quality academic environment in which to live and study. She supervises the Hall Directors, Resident Assistants and Housing Coordinator. Judy’s office is located in Tinius West Hall off the main lobby.

6.1.2 Housing Coordinator

The Housing Coordinator is Jessica Estes. She is responsible for the placement of students in the residence halls and maintains housing information on all students enrolled at OC. Jessica’s office is also in Tinius West Hall.

6.1.3 Director of Apartment Operations

James Lauderdale serves as Apartment Director and is responsible for the total operation of the University’s apartment units. James supervises the Assistant Director, Phase Managers, and facilitates the staff. His office is located in the Nowlin Center.

6.1.4 Assistant Director of Apartment Operations

Kim Northcott is acting as the Assistant Director of Apartment Operations. Her duties include placing all apartment residents and maintaining appropriate records for that area. She also supervises the Nowlin Center receptionist staff. Her office is located in the Nowlin Center.

6.1.5 Phase Managers

Phase Managers live in all apartment complexes and are available for students and their needs. Phase Managers exist to create a sense of community within each phase through monthly gatherings or common projects and to enforce the guidelines established for our campus.

6.1.6 Hall Directors

The Hall Directors are responsible for supervising their assigned areas and are fully authorized to manage all concerns of campus housing including resident assistants, reception desk personnel and disciplinary matters. Hall Directors are always happy to serve students.

6.1.7 Resident Assistants

Resident Assistants (RA's) are students assigned to live and work in specific areas within the residence halls. The major responsibilities of the RA include assisting with curfew check, conducting weekly surveys to enhance student satisfaction, and being available to help students.
6.2 Residential Areas

6.2.1 Residence Hall Front Desks

- Stationed in the public lobby of most residence halls, receptionists serve as an information source.
- These workers check out cleaning equipment (such as vacuums), greet visitors, answer phones, and provide directory information.
- The receptionists can also provide students with a room key or card access if they become locked out. There is a charge of $0.50 for that service.
- Receptionists may also ask to see students’ IDs at any time for security purposes. Students must cooperate with these requests.
- For security reasons, no unauthorized students should be in the receptionist desk area at any time.

6.2.2 Nowlin Center

The Nowlin Center serves as a central communication area for all needs of the apartment tenants. Whether it is checking out a vacuum, cleaning supplies or a room key, the Nowlin Center is a good place to start for help. Tenants and guests can also enjoy a wonderful social atmosphere with the fireplace, game tables, and areas for study. The Nowlin Center Receptionist also serves as the university operator after 5:00 p.m. daily and on weekends.

6.2.3 Public Lobbies

- Public lobbies are provided in Tinius, Gunn-Henderson, Fails, University House, and Davison Hall; except for these public lobbies, students are not permitted in the residence halls of the opposite sex except during open house.
- Emergency maintenance problems may require that members of the maintenance crew be in the residence halls at any time for repairs.
- Hours for open house times and "all calls" should be carefully observed so that students are properly clothed when visitors or workers are present.
- Furnishings and equipment in the common areas (lobbies, halls, etc.) are for the use of all residents.
- Removal of any item, including furniture, pictures, wastebaskets, etc., deprives others of that item’s use. Such action is considered theft, resulting in replacement charges, disciplinary action and/or fines.

6.2.4 Non-Public Areas

- Students who are found in rooms or non-public areas of residence halls/apartments of the opposite sex are subject to discipline, which could include probation or suspension. This includes visiting through the windows of rooms.
- Windows are not to be used as an exit or entrance. Likewise, propping open doors or windows compromises the safety of all residents and therefore is considered a serious infraction.
6.3 Residential Agreements

OC maintains a residential campus in which students are expected to live on campus to benefit fully from the experience of a Christian community. It is the student's responsibility to notify the Housing Coordinator of any changes to his or her mailing address, residential address and home telephone number.

6.3.1 Off-Campus Residential Criteria

- Part-time status (11 hours or fewer)
- Married
- 124 Credit Hours completed
- 23 years old
- Living with parents - not siblings, aunts/uncles, or other relatives; in some cases, exceptions may be granted for grandparents
- Special exception approved by Student Life

No single student, while living in OC housing, can occupy a 2nd residence off campus (except his or her permanent home). Students are advised against renting an off-campus residence until verifying their approval to live off campus. Approval will not be given simply because a student has already paid a deposit or rent for an off-campus residence. An unqualified student living off campus without advance approval is given the choice of moving to the residence halls, becoming part-time or withdrawing.

6.3.2 Housing Agreement Terms

- Students who live in campus housing are billed for 15 weeks. Any additional time the student occupies the room requires a fee of $25 per night.
- Students are allowed to stay in campus housing over holiday breaks without charge. The only exception is Christmas break.
- Students may make a reservation to stay during Christmas Break. Since this period is outside the 15 week housing agreement, the additional fee of $25 per night does apply. A deposit of $350 is required, and the nightly charge will be taken out of the deposit. The deposit covers 14 nights, if you need to stay longer than that additional charges will be due.
- If a student is remaining in the same room/apartment for both the fall and spring semesters, he or she is not required to remove his or her possessions during the period between housing contracts. However, the student is required to turn in his or her room key during this period. Failure to do so will result in a $25 per night charge. If a student is scheduled to move and fails to make the move prior to the break, he/she is charged $25 per night.
- If a student decides to leave campus housing but their possessions have remained in a room or apartment during any part of the Christmas Break, heir housing deposit will be forfeited.
6.3.4 Eligibility for Campus Apartments

In addition to the residence hall areas, OC maintains 5 apartment complexes. Heritage Heights Apartments are conveniently located east of the campus. The single student apartments are fully furnished. To qualify for single student apartments, students must:

- Have completed 60 hours.
- Have a cumulative grade point average of 2.0 or higher.
- Have a disciplinary record without any Code of Conduct violation that resulted in disciplinary probation or suspension during the last semester that the student attended (including summer and intersession). Example: A student with a disciplinary probation violation in the Fall 2010 semester will not be eligible to live in the apartments in the Spring 2011 semester. However, simply being on disciplinary probation during the last semester the student attended does not disqualify a student from moving into the apartments. Example: A student with a disciplinary probation violation in the Spring 2009 semester may serve part of that probation during the Fall 2009 semester but if that student does not have any violations resulting in disciplinary probation or suspension during the Fall 2009 semester, this student is eligible to live in the apartments in the Spring 2010 semester.
- Have approval from the Office of Residence Life. However, the Office of Residence Life reserves the right to review any request and to make all housing assignments.

6.3.5 Apartment Policies

- OC apartments are considered an extension of campus housing. Apartment residents are subject to the same regulations as the residence halls.
- Single apartment residents may be moved back to the residence halls for excessive damages to the apartment, for violation of school policies that result in disciplinary probation, or for any action disruptive or disrespectful of the apartment community.
- The apartments are not intended or staffed for students with curfew. Any student who loses curfew waiver due to disciplinary action may be required to move back to the residence halls immediately or at the end of the semester.

6.4 Residence Life General Policies & Procedures

6.4.1 Appliances

- The electrical systems in campus housing are not designed to carry heavy loads of electrical equipment, so students should use only 1 plug per receptacle.
- Due to fire danger, hot plates or any open coil appliances are not allowed.
- Only 1 refrigerator and 1 microwave are allowed in each room. Refrigerators may not exceed 4 cubic feet.
- Roommates should coordinate to ensure that only 1 of each of these appliances is moved into the room.
- The University House suites will have a refrigerator and microwave already furnished. Students living in those suites are responsible for the cleanliness and defrosting of appliances.

6.4.2 Authorized Searches

OC reserves the right to search a student’s room/apartment or vehicle if there is reason to suspect that a civil law or university regulation has been violated. A search must have the prior approval of the Dean of Students or the Associate Dean of Students. Refusal by a student to grant an authorized search is grounds for suspension.

6.4.3 Bicycles

- All bikes on campus need to be registered. If a bike is found not registered, it will be impounded and a charge of $25 will be levied for each incident before a student can gain possession again. You will need to identify your bike.
- Due to limited space and damage caused by muddy tires, grease, etc., bikes are not allowed in any room or apartment. Bikes should be kept ONLY in the bike racks provided in each housing area.
- Bikes are not to be chained in gazebo areas or any place other than bike racks.
- If bikes are found anywhere other than provided bike racks, they will be removed and impounded. A charge of $25 will be levied for each incident before a student can gain possession again. You will need to be able to identify your bike.
- Some renovated housing areas have inside bike storage. Students may store their bikes by contacting the Hall Director of that area to obtain guidelines.

6.4.4 Bunking/Debunking of Beds

Bunking and debunking of beds is only allowed by maintenance due to liability issues and prevention of damage. If students are interested in bunking or debunking the beds in their rooms, they should contact the Hall Director.

6.4.5 Check-Out Procedures

6.4.5.1 Residence Halls

The residence halls are closed during the summer sessions. All residents must be out of the hall no later than 10 a.m. on the Saturday following spring graduation. To check out, students must complete the following:

- Remove all personal belongings and decorations.
- Clean the room thoroughly before leaving; a $50 charge may be charged for rooms not cleaned sufficiently.
- Contact the Hall Director or Resident Assistant during posted check-out times to check for damages and cleanliness of room.
- Sign and attain 1 signature from OC’s housing staff on the official “Blue Check-In/Check-Out” form.
- Turn in keys: there is a $50 charge for keys not turned in before departing OC, as this requires us to change the lock.
- Bring completed check-out forms signed by the Hall Director to the Housing Coordinator in the Office of Residence Life to receive a cash refund of their deposits, less charges and fines. Refund vouchers not redeemed within 30 days from move out date are considered a forfeit by the student.

6.4.5.2 Apartments

Since students live in the apartments for the summer, it is essential that all apartments be cleared no later than 10 a.m. on the Saturday following spring graduation. Students moving from 1 apartment to another may do so on this same Saturday from 1 to 5 p.m. (subject to change).

- Students must clean their apartments. Up to $100 per person may be charged to clean an apartment.
- The apartment must be cleaned before the 1st occupant moves out. NO EXCEPTIONS!
- Students should NOT unplug the refrigerator.
- Students must schedule an appointment with their Phase Manager during POSTED check-out time so he or she can check the apartment for cleanliness and damages.
- Students must turn in their keys. There is a $50 charge for keys not turned in before departing OC, as this requires the University to change the lock.

Failure to properly check out could result in a $25 fine, plus clean-up charges or damage fees.

6.4.6 Cleanliness - Room/Apartment Check

- Use of a campus room or apartment should not be construed as the granting of a property interest to any student. The University reserves the right to move students from room to room as deemed necessary.
- An off campus custodial firm, WFF, cleans the public areas of the residence halls every weekday.
- Students are responsible for picking up after themselves and for keeping their own rooms, suites with bathrooms, and apartments clean and in good order.
- A vacuum may be checked out from the receptionist desk for this purpose.
- Those living in the suites will have access to vacuums in each suite area.
- If the vacuum is mistreated, lost or stolen, a charge is divided among all residents for that particular suite.
- In the event that WFF must clean an excessively dirty public or private area, an appropriate charge may be assessed to all residents of that immediate area.
6.4.6.1  *Residence Hall Cleanliness Check*

- Individual room checks to preserve sanitation and maintenance standards are made by the Hall Director every week. A notice of evaluation is left in each room.
- 2 or more failures in any 1 semester will result in a $25 fine per person per incident.
- Failures will start over for the spring semester.
- If a room or apartment is not satisfactory in 24 hours, another fine of $25 per person is added daily until the room is considered satisfactory.
- Any tableware or utensils taken from the cafeteria and found in a room will constitute an automatic room check failure.
- University maintenance personnel reserve the right to enter rooms to make any needed repairs.

6.4.6.2  *Apartment Cleanliness Check*

- The Phase Managers will check apartments once a month for cleanliness. A notice of evaluation is left in the room.
- A failure will result in a fine of $50 per person.
- If the apartment is not satisfactory in 24 hours, another fine of $25 per person is added daily until the apartment is considered satisfactory.

6.4.7  *Curfew*

6.4.7.1  *Residence Halls*

Curfew has been part of every OC student’s experience and remains so today. Curfew complements our efforts of maintaining safe housing, bolsters our sense of community and provides the positive structure needed by many students to excel academically. Curfew for campus housing is midnight on Sunday – Thursday; 1:00 a.m. on Friday and 12:30 a.m. on Saturday.

**Curfew Violations**

1. A curfew violation is given if the student is out of his or her assigned room at curfew check.

2. Any student receiving a curfew violation must contact his or her Hall Director immediately. A failure to contact their Hall Director (or Hall Director on duty) immediately, regardless of the time, will result in automatic disciplinary action.

3. Those unavoidably late should call their Hall Directors. If he or she is not available, the student should leave a detailed message on the voice mail service. It is better to call in and come back late rather than to spend the entire night elsewhere.

4. Students are not allowed to leave their assigned residence halls after curfew unless their Hall Director gives special permission.
5. Students are not allowed in any academic building after curfew except with special permission authorized by the appropriate academic dean and the Office of Student Life.

6. Curfew violations do not start over for the spring semester.

**Students Unaccounted for at Curfew**

Resident Assistants and Hall Directors will attempt to locate students who are not present after the initial curfew check. Parents or others may be called in order to see if they know the whereabouts of the student and to inform them of the situation.

**6.4.7.2 Curfew in Apartments**

Students who live in our Heritage Heights Apartments are exempt from curfew. Any student placed on disciplinary probation may have curfew reinstated during the disciplinary probation period and may also be moved back to the residence halls immediately or at the end of the semester.

**6.4.7.3 Curfew Exemption**

A student may be exempt from curfew if they have completed at least 24 in class hours (those hours cannot be concurrent with a high school program) or be at least 21 years of age.

**6.4.8 Decorations**

While there is the opportunity for students to express individuality in decorating their living space, the following guidelines must be followed in the interest of preventing fire and other damage:

- Candles, incense, halogen lights and flammable lamps (such as oil lamps or lava lamps) are prohibited. These are extremely dangerous due to high heat, open flame or dripping wax.
- Highly flammable materials such as hay, straw, cloth ceiling coverings or anything determined dangerous by the housing staff are prohibited.
- Street signs, cones, flags, etc. that have been illegally acquired are forbidden. Such material is confiscated and occupants disciplined by the University. Furthermore, the University can cooperate with local authorities who may arrest and press criminal charges.
- Tape and/or permanent contact paper must not be used on any surface area in OC’s housing, including walls, inside drawers, desks, etc. Only the use of “Plastic-Tak” for wall hangings is acceptable.
- No screws or large nails of any kind are to be used on the walls of rooms. Tacks and small nails are acceptable.
- Darts of any kind or size are not allowed in OC housing.
- Overtly suggestive, demeaning, revealing or pornographic posters, pictures or reading material will not be tolerated.
- Anything displaying profanity, vulgarity, alcohol or tobacco products will not be allowed in any housing areas (this includes empty decorative bottles or boxes).
- Students do not have permission to use paint to repair damages or to redecorate.

### 6.4.9 Extermination Services

- The University maintains control of insects in residence halls and apartments by spraying throughout the areas approximately 4 times per year.
- Students need to prepare their individual areas by following guidelines presented by the Hall Directors/Phase Managers.
- Failure to prepare for extermination services will result in a fine of $25 per person.

### 6.4.10 Fees and/or Fines

- **Lost Key/Key Replacement** .......................................................... $50
- **Failure of Weekly Room check – Residence Hall** .................................. $25  
  (1st failure no fine – after 1st, each failure constitutes a fine)
- **Failure to clean room within 24 hours of room check**
  - Failure (daily) .................................................................................. $25
- **Failure of Monthly Apartment check** .............................................. $50
- **Failure to clean apt. within 24 hours of check (daily)** ................................. $25
- **Excessive or misplaced trash fine**  
  (trash placed in bathrooms, lobbies, halls, etc.) .......................................... $25
- **Failure to properly check out of room or apartment with Hall Director/Phase Manager** .......................................................... $25
- **Failure to prepare for extermination of room or apartment with a rating of “Fail” (per person)** ......................................................... $25
- **Charge for each night spent in room before or after 15-week housing agreement (including Christmas)** .................................................. $25
- **Failure to turn in key if not staying on campus during Christmas break (each night)** ................................................................. $25
- **Disabling smoke alarm/detector per person** ........................................ $50  
  (Theft or disabling of a fire extinguisher carries disciplinary action and a fee for re-charging the extinguisher.)
Keeping pet in room for any length of time (per incident)........................................$100

Student-requested room change (1st time free) .................................................................$25

Driving/Parking on grass anywhere on campus .................................................................$100

Damage to OC property and/or vandalism charges have various fines that are
determined by OC’s Maintenance Department.

6.4.11 Guests in Rooms

- Friends and family are welcome as guests on campus.
- Guests are permitted to stay in the residence halls and single student apartments
  without charge for a maximum of 3 days; linens, however, are not furnished.
- Since guests are not given keys, the student alone is responsible for giving guests
  access to his or her room.
- The student is also liable for any damages caused by guests.
- Students should notify their Hall Director/Phase Manager of any overnight guests
  by completing a guest card.
- Students may lose their housing privileges and/or receive disciplinary action if
  they house someone without permission.

6.4.12 Hall Meetings

- Students living in campus housing are required to attend all meetings as
  announced by the Hall Director/Phase Manager. If student does not attend the
  mandatory meetings, a fine of $25 may be levied.
- Meetings, in most cases, are held during the 1st of the semester.
- If the student has a conflict with the time of the meeting, he or she should notify
  the Hall Director/Phase Manager in advance so that other arrangements may be
  made.
6.4.13 **Insurance for Personal Property**

Since OC does not own the personal property of students, the University will in no way be liable or responsible for students’ personal property in case of fire, theft, water damage, etc., nor can the University pay for deductibles. It is, therefore, the students’ responsibility to see that their personal property is insured.

6.4.14 **Key Loss and Duplication**

As a security measure, locks on student rooms and apartments are always changed if a key is permanently lost. If the student loses a key, he or she should notify the Hall Director/Phase Manager as soon as possible. To cover the cost of changing the key and lock, the student is charged $50.

6.4.15 **Late Permissions**

- Hall Directors issue freshmen 4 late permissions for up to 1 hour past curfew per semester.
- Late permissions do not carry over from each semester to the next.
- No late permissions are granted after curfew.
- It is wise to save some late permissions for situations such as being unavoidably late due to intramural games.
- Any student on disciplinary probation loses late permission use during the probation period.

6.4.16 **Off-Campus Student Housing**

The University does not authorize any student organization to provide off-campus housing. Approved off-campus functions of student organizations normally require the presence of a faculty/staff sponsor.

6.4.17 **Open House**

Student Senate has planned regular open house hours whereby male and female students may visit each other in OC’s housing accommodations. The following schedule is followed when feasible:

**Men’s/Women’s Residence Halls**

Alternating between men’s and women’s residence halls so open house can occur in each area once a month (7:00 p.m. - 10:00 p.m.)

**Men’s/Women’s Apartments**

Alternating between phases every Saturday (4:00 p.m. - Midnight)
6.4.17.1  Residence Hall Open House Visitation

To maintain the security of our housing areas, our Christian standards of decorum and the privacy of all students in housing, the University has established guidelines for open house participation:

- All guests must sign in and out at the appropriate reception desk.
- In rooms that open into an interior hallway, the door needs to remain open. In all other rooms and apartments, window blinds should remain open.
- Hall Directors and R.A.’s make rounds to verify guest registers; students must cooperate with them.
- Violation of these rules or having guests at times other than allotted open house times will result in disciplinary action for both the resident and the guest if that person is an OC student.
- Students found spending the night or attempting to spend the night in the room/apartment of a member of the opposite sex shall be subject to additional disciplinary sanctions up to and including suspension.

6.4.17.2  Apartment Open House Visitation

- Visitation hours are Monday, Tuesday, Thursday, Friday, and Saturday from 5:00pm to 12:00am and Sunday from 12:00pm to 12:00am. No Wednesday visitation.
- Guests are allowed in the living areas only. Absolutely no guests are allowed in the bedroom of the apartments.
- Students found spending the night or attempting to spend the night in the room/apartment of a member of the opposite sex shall be subject to additional disciplinary sanctions up to and including suspension.
- The blinds must be open at all times when there are visitors in the apartment.
- Phase Managers will go on with "life-as-usual,” making periodic checks at their own discretion.
- Violation of these rules will result in disciplinary action for both the resident and the guest if that person is an OC student.
- **NO WARNINGS:** Members of the opposite sex are not allowed in areas that are designated male or female, including overflow housing in Phase 2 at any time except for the scheduled visitation hours (please see below). However, dealing with a community of upperclassmen all courtyards are open from 1:00 pm to 12:00 am, and members of the opposite sex may visit each other in the courtyard and breezeway area. Anyone abusing this privilege will be dealt consequences.
- The consequences are to serve 10 hours of community service at the apartments and to be served within one month of infraction if you enter the apartment of the opposite sex or allow a member of the opposite sex entry into your apartment. All persons in apartment during a violation are subject to 10 community service hours for 1st offense, 10 community service hours with loss of privileges for 2nd offense, subject to being sent
back to the residence halls for 3rd offense. Visitation will be from 5 pm to midnight Monday, Tuesday, Thursday, Friday, and Saturday. NO VISITATION on Wednesday. Sunday visitation from 12 noon to midnight. All visitors must be out of apartments by 12 am sharp. Roommates must communicate among themselves about any disputes about visitation. Blinds and curtains must be open and all participants in the front room of apartment.

- Students found spending the night or attempting to spend the night in the room/apartment of a member of the opposite sex shall be subject to additional disciplinary sanctions up to and including suspension.

Failure to comply with any of these simple guidelines will mean loss of Open House privileges and/or other disciplinary action.

6.4.18 Overnight Sign-outs

- Overnight sign-outs are necessary to maintain the integrity and accountability of a curfew system and maintain safety standards. Without the sign-out procedures, we would be unable to contact students or parents in case of emergency. For this reason, students must sign out in advance every time they stay overnight off campus. **Sign-outs cannot be made after midnight.**

- A student must sign out online by going to MyOC, MyServices, Housing and then filling out the “Student Online Sign-out Form”.

- Each student must personally sign out by going to their own MyOC.

- Each student must fill in the information requested completely each and every time.

- **Students will not be allowed to sign out overnight to lakes, parks, campsites, motels/hotels, the apartments of someone of the opposite gender, or any place that would be considered inappropriate.**

- Sign-out privileges may be restricted if a student is signing out excessively. This includes sign-outs to the OC apartments. Excessive sign-outs are determined on a case-by-case basis.

- Each student must provide a verifiable phone number of the residence where he or she is staying. Pager numbers or numbers for cellular phones are never acceptable.

- The falsification of a sign-out or any other attempt to circumvent curfew is a serious breach of the University's Code of Conduct. If the student signs out to one address but changes plans and goes to another, he or she should notify the Hall Director immediately. If a change of plans requires returning to campus after curfew, the student should notify the Hall Director immediately by voice mail before returning to the room. Sign-out violations will result in disciplinary action.

6.4.18.1 Sign-out Violations Include

- Signing out for overnight but returning to campus after curfew without notifying the Hall Director. If students sign out to a lock-in with a club or church group, they are signifying that they will be at that location all night.
If they plan on spending the night at an address other than the lock-in, they must include the final destination on the online form. Students should not plan on leaving a lock-in to return to campus after curfew.

- Failure to notify the Hall Director when the student stays at an address different from the one on the online form.

### Sign-out Destinations

Students often ask to where they can and cannot sign out. Students should remember that parental permission does not supersede university policies. All students must be held to some basic, uniform moral standards. For this reason students will not be allowed to sign out overnight to lakes, parks, campsites, motels/hotels, the apartments of someone of the opposite gender, or any place that would be considered inappropriate. It is impossible to list all possible scenarios, so students should consult their Hall Director if they have any questions.

### Pets

- Pets must be left at home. Pets of any kind (with the exception of fish) are not permitted in campus housing. **Fish aquarium size is limited to 20 gallons.**
- Keeping any other pet on campus for any length of time will result in a $100 fine, immediate removal by the student, and possible disciplinary action.

### Quiet Hours

- To maintain an academically conducive environment, quiet hours have been set from 10:00 p.m. - 10:00 a.m.
- During quiet hours, the noise level of stereos, televisions and other activities should not be audible outside the room.
- The Hall Director/Phase Manager will help establish guidelines for each area.

### Room Reservation Procedures

#### Residence Hall Room Reservation Procedures

- Every student living in OC residence halls must pay a $90 housing deposit and complete a room reservation form before a reservation is made in his or her name; this form is available from the Housing Coordinator in the Office of Residence Life.
- The student should consult the schedule for dates of registration for a room.

<table>
<thead>
<tr>
<th>Reservation Schedule</th>
<th>Same Room</th>
<th>Different Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seniors</strong></td>
<td>March 22-23</td>
<td>March 24-26 (Women- March 24&lt;sup&gt;th&lt;/sup&gt;; Men- March 25&lt;sup&gt;th&lt;/sup&gt;)</td>
</tr>
<tr>
<td><strong>Juniors</strong></td>
<td>March 29-30</td>
<td>March 31-April 2 (Women- March 31&lt;sup&gt;st&lt;/sup&gt;; Men- April 1&lt;sup&gt;st&lt;/sup&gt;)</td>
</tr>
</tbody>
</table>
Sophomores    April 5-6    April 7-8 (Women- April 7th; Men- April 8th)
Freshmen       April 14-15 (Women- April 14th; Men- April 15th)

6.4.21.2     Apartment Reservations
- All single students living in our traditional single areas may make
  apartment reservations through the office of Apartment Operations in the
  Nowlin Center.
- Reservations are received and placed on a 1st-come, 1st-served basis.
- The deposit is $150 and must be paid before being placed on the floor
  plan.
- The same schedule as listed above is used for apartment reservations.

6.4.22    Room Changes
- If students would like to change rooms, they should see their Hall Director/Phase
  Manager.
- Students who move from their assigned room or apartment without permission
  from the proper housing staff will be assessed a $50 fine and may be required to
  return to their original assigned location.
- Students are allowed 1 room change at their own request without charge. After 1
  room change, there is a service fee of $25.
- Room changes cannot be made within the 1st week of the semester.
- The University reserves the right to rearrange students in order to completely fill
  a room or a suite. If students are asked to move by the housing staff, there is no
  fee.
- All room changes must occur within 24 hours of the approval of a room change
  request.
- The University will assign roommates at the beginning of each year.
- Once classes begin, if the student’s roommate moves out or withdraws, the
  student is responsible for finding a new roommate. If the student does not find a
  new roommate within 2 weeks, he/she will be charged the private room rate if
  private rooms are allowed in that hall.
- The Hall Director or the Housing Coordinator in the Office of Residence Life can
  provide a list of students needing roommates.
- The Office of Residence Life will assess the situation where 2 rooms need to
  consolidate to see who will move.

6.4.23    Room Furnishings/Damages
Furniture should not be removed from the room. If furniture is missing or damaged
upon check-out, charges will be assessed for replacement or repair. There is no
room in the residence halls or apartments for large personal furniture.
6.4.24 Sales and Solicitation

- Students do not have to contend with door-to-door solicitors in the residence halls or apartments.
- Students should report to security or the Office of Student Life anyone who is selling door-to-door.
- The only soliciting permitted is by The Daily Oklahoman newspaper once per semester.
- Please also note that the school prohibits meetings, advertising or solicitation of any kind by secular or religious groups or churches without prior approval from the Office of Student Life.

6.4.25 Trash

Students should bag trash and take it to the specified locations. For health and safety reasons, trash should never be left in hallways, lobbies, or apartment courtyards.

6.4.26 Work Permits

Work permits must be picked up from the Hall Director for students who work after curfew. Students are discouraged from taking jobs that keep them off campus after curfew, but arrangements can be made when such situations are unavoidable.

NOTE: The key to anything successful is COMMUNICATION! If you communicate with our housing staff for approval of exceptions, this could lead to successful community living.

6.5 Residential Services

6.5.1 Housekeeping or Maintenance Needs

- Any facility problem(s) occurring in the student's room, hallway or bathroom or in student apartments should be reported immediately to maintenancehelp@oc.edu or 425-5555.
- Please be sure to be as specific as possible when describing the nature of the problem.
- If there is a situation that needs immediate attention, the student should contact the Hall Director/Phase Manager, and he or she will contact the appropriate personnel.
- Oklahoma Christian University reserves the right to find other housing arrangements on campus if a maintenance issue cannot be resolved in a timely fashion. The residents in the room/apartment may be required to move to another location, preferably in the same residence hall or phase, if available.

6.5.2 Vending/Laundry Machines

- The food and drink vending machines and the laundry machines located in each residence hall are maintained and serviced by outside contractors. The laundry machines do not require money. They are to be used by current OC students ONLY.
- In the event of a malfunction, the student should report the problem to the receptionist and provide his or her name, phone number and the amount lost.
- Legitimate refunds are honored within a few days.
- The receptionist can provide an "out-of-order" sign to post on the machine until it is repaired.
- Trash receptacles in the laundry rooms should be used for laundry room trash only.

6.5.3 Storage

Due to liability issues, OC no longer provides storage space.
Section 7 – Campus Police & Safety

7.1 Authorized Searches
7.2 Campus Crime Statistics
7.3 Concealed Weapon Carry Policy
7.4 Cooperation with Policy Agencies
7.5 Enforcement Authority
7.6 Facility Security
7.7 Fire Safety
7.8 Missing Persons Policy
7.9 Parking Permits
7.10 Reporting Crimes & Campus Emergencies
7.11 Residence Access
7.12 Unattended, Abandoned, Stolen Vehicles
7.13 Vehicle Registration
Campus Police and Safety {Revised February 2012}

- The OC Campus Police Department provides protection and safety services on the university campus. Campus Police is here to serve the faculty, staff and students in any way they can.

- The department consists of state-certified police and security officers authorized to enforce all university regulations and traffic/parking regulations set by the University and local ordinances.

- To contact the police office, students may call 425-5503 between the hours of 8:00 a.m. and 5:00 p.m.

- In case of an emergency, a police/security officer is available 24 hours per day by calling 5500 from any campus phone. Police and fire departments can be reached by dialing 9-911.

- For safety, during the late evening, police/security will provide escort service for students to and from the residence halls, apartments, academic buildings and the library. Students may call 5500 from a campus phone to request this service.

- All accidents must be reported to police/security immediately. If involved in an accident, students should not move the vehicle(s) until a full investigation has been made by police/security.

7.1 Authorized Searches

- OC reserves the right to search a student's room/apartment or vehicle if there is reason to suspect that a civil law or university regulation has been violated.

- A search must have the prior approval of the VP Dean of Students. Refusal by a student to grant an authorized search is grounds for suspension.

7.2 Automobile Registration and Parking Permits

- All students, both residential and commuter must register their vehicles with the Campus Police Department. Parking permits are provided at no cost.

- All vehicles, including motorcycles, parked on campus must be registered within 1 week of the time they are brought to the campus.

- A vehicle is not properly registered until the permit is permanently affixed to the bottom driver’s corner of the front windshield. Permits are valid until removed, or replaced with another sticker.

- Freshmen and sophomores are required to display a blue sticker.

- Juniors and seniors are required to display a maroon sticker.

- Students must register their vehicles their freshman and junior years and any time they acquire a different vehicle. If class status changes after fall semester, please come by and re-register and get the maroon sticker, in order to park in junior/senior parking.

- A vehicle may only display one current parking permit unless approved by the Campus Police Department.
• Staff permits are issued to faculty/staff members only. Students whose parents are faculty or staff must register for a student permit.

• **Temporary permits** are provided to those presenting a doctor’s statement.

• **Temporary permits** are also provided for all vehicles driven on campus for more than 48 hours and fewer than 30 days. Vehicles on campus for more than 30 days are required to have a regular parking permit.

• **Handicap permits** are provided by the state and forms can be picked up in the Campus Police office or found online.

### 7.3 Campus Crime Statistics

Listed below are the numbers of actual crimes reported to the OC Campus Police Department for the past four calendar years. (The specific categories have been determined by Public Law 101-542, and all colleges and universities are required to publish their data for each category.) The OC Campus Police Department invites comparison of this data against that from other campuses.

<table>
<thead>
<tr>
<th>TYPE OF CRIME</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Auto Burglary</td>
<td>3</td>
<td>3</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Auto Theft/Motorcycle</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>5</td>
<td>7</td>
<td>18</td>
<td>20</td>
</tr>
<tr>
<td>Domestic Dispute</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Drug/Alcohol Violation</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>38</td>
</tr>
<tr>
<td>Larceny</td>
<td>13</td>
<td>6</td>
<td>4</td>
<td>34</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td></td>
<td>4</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Murder/Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Robbery | 0 | 0 | 0 | 2
Simple Assault | 1 | 1 | 1
Vandalism | 12 | 7 | 4 | 7

Universities are also required to report information on arrests on the campus for alcohol, drug, and weapon related offenses.

<table>
<thead>
<tr>
<th>ARRESTS</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Related</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

7.4 Concealed Weapon Carry Policy

The Oklahoma Christian University Concealed Carry Policy is in compliance with The Oklahoma Self Defense Act, Title 21~1290.1. and Title 21~1272 Unlawful Carry of a Firearm.

7.4.1 Purpose

Establish guidelines for the possession and carry of firearms on the Oklahoma Christian University Campus. And, limit the carry of “Guns on Campus” to: Federal, State and Local Law Enforcement, Police Officers, State Troopers, Licensed OC Police/Security Officers and OC Reserve Officers. All persons other than licensed Officers are restricted to the express written approval by the University President, Chief of Campus Police and or his/her designee.

7.4.2 Requirements

All Police/Security Officers authorized to carry weapons shall be licensed by the Council for Law Enforcement Education and Training (CLEET).

7.4.3 Enforcement

Concealed Carry Permit holders under the Oklahoma Self Defense Act are NOT authorized to carry weapons on University Property.

Person carrying handguns or other weapons unaware of campus policy will be requested to disarm or leave the campus. Such person shall be requested to secure their weapon in the trunk of their vehicle while on campus. Non-compliant persons are subject to removal by police or arrest.

Students are not allowed to have weapons in their possession. Students are to notify the Campus Police Department immediately (405)425-5500, when in
possession of a firearm on campus. **No loaded weapons are permitted on campus.** Weapon safety is paramount. Weapons are kept in a locked safe in the Campus Police Department. Students are **NOT** authorized to keep guns or ammunition in their cars, rooms or apartments. All guns, ammunition or other weapons found on campus are subject to confiscation.

### 7.4.4 Storage

The **Chief of Campus Police** shall approve/disapprove all other persons requesting to store a gun on campus. For weapon approval email or contact: John.Matlock@oc.edu, 405-425-5500. University Students, upon approval, shall store their recreational guns with Campus Police. Students in possession of a gun are required to email or call Campus Police and make prior arrangements before arrival on campus.

All students requesting to store or safeguard guns/ammunition shall fill out a simple one page application form. (FIREARMS CHECK IN/OUT FORM). The purpose of the form is to maintain a written log for contacting the owner, description of the weapon and sign in/out.

Students must make arrangements prior to picking up their gun. Notice of 4 hours in advance for gun pickup is requested. Call or email the Chief of Police and request the date/time they will pick up their gun. After gun owners pick up their weapon they must leave the campus immediately.

Students returning to campus with weapons are required to contact the Office of Campus Police by calling (405) 425-5500, and turn in their guns. Students will then be escorted until the gun is placed in storage. All guns shall be unloaded and kept separate from all ammunition. All guns will be identified with the owners name, address and phone number on the gun case.

Student shall not be in possession of more than two (2) guns. No more than 100 rounds of Ammunition (per gun) is authorized.

### 7.4.5 Tasers and Stun Guns and Electronic Weapons

Electronic Weapons such as Stun Guns or Tasers are **NOT** allowed on campus. The Campus Police Department will store these weapons by request. Electronic weapons shall be removed from campus as soon as possible.

### 7.5 Cooperation with Police Agencies

The Campus Police Department cooperates with the Oklahoma City Police Department when state or city statutes are violated.

### 7.6 Enforcement Authority

The OC Campus Police Department provides security and fire protection for the safety of life and property on the university campus.
The department reports to the Vice President for Operations, and is authorized to enforce administrative regulations, which are published in the Student Handbook.

An armed officer is available 24 hours a day, 7 days a week for students' protection.

7.7 **Facility Security**

It is the University's policy to lock the doors of buildings which are not in use. When students are working or studying in buildings after normal working hours, however, individual offices will be locked since access to the building may be possible.

Students are not to prop doors open since this subjects all occupants to unwanted intrusion.

7.8 **Fire Safety**

OC will not tolerate any action(s) which may compromise the fire safety of its students.

7.8.1 **Equipment**

- Any student(s) found responsible for accidental or intentional deactivation, misuse or abuse of any fire safety equipment (smoke detectors, fire extinguishers, fire alarms, etc) will be suspended.
- In addition, any student(s) found responsible for being involved in planning, encouraging anyone or cooperating with anyone in the accidental or intentional deactivation, misuse or abuse of fire safety equipment will be suspended.
- Students who have information about other students deactivating, misusing or abusing fire safety equipment are expected to immediately notify university personnel. Withholding such information may result in tragedy.

7.8.2 **Annual Fire Safety Report**

- Effective October 1, 2010, Campus Police will provide an Annual Fire Safety Report for students to view. This can be found on our public website.

7.8.3 **Daily Fire Log**

- Effective October 1, 2010, Campus Police will provide a Daily Fire Log viewable to students upon request.
- This can be found on the OC website and will be updated within 48 hours of the incident.

7.9 **Missing Persons Policy**

The purpose of this policy is to establish procedures for the University's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing, including off-campus apartments units leased by the university for student residents.

For purposes of this policy, a student may be considered to be a “missing person” if the person's absence is contrary to his/her usual pattern of behavior and unusual and/or unknown circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul
play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, has been with persons who may endanger the student’s welfare, or fails to appear where expected for an extended period of time.

7.9.1 Procedures for Designation of Emergency Contact Information

a. Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

b. Students under the age of 18.
In the event a student who is not emancipated is determined to be missing, pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

7.9.2 Official Notification Procedure for Missing Persons

a. Any individual on campus who has information that a residential student may be a missing person must notify the Oklahoma Christian Campus Police Office.
Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The OC Campus Police Office will assist external authorities with these investigations as requested.

b. The OC Campus Police Office will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). The OC Campus Police Office (with appropriate assistance from local law enforcement personnel and others) will pursue leads deemed to be plausible and helpful. Appropriate campus staff will be notified to aid in the search for the student.

c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the OC Campus Police Office will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

d. No later than 24 hours after determining that a residential student is missing, the Dean of Students will notify the emergency contact (for
students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

e. The University's Office of Public Relations will be notified timely to be prepared to respond to inquiries from media and others.

### 7.9.3 Campus Communications about Missing Students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the University's Office of Public Relations. All inquiries to the University regarding missing students, or information provided to any individual at the University about a missing student, shall be referred to the OC Campus Police Office, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the University community with any information about a missing student, the Office of Public Relations shall consult with the OC Campus Police Office and with local law enforcement authorities to ensure that communications do not hinder the investigation.

### 7.10 Reporting Crimes & Campus Emergencies

- If the student is a victim or witness to a crime, he or she should contact campus police at campus extension 5500 or call the Oklahoma City Police Department at 9-911.
- An officer will meet the student to gather all pertinent information to complete an official report.
- A program has been developed to make our University more secure. This program allows the reporting of known or suspected activity with complete confidentiality.
- Students may fill out a Crime Incident Report form on our public website and email information with a name, or anonymously.

### 7.11 Residence Access

Individual rooms should be locked at all times when the resident is not in the room. This is to help prevent thefts of personal property including valuable items such as laptop computers.

### 7.12 Unattended, Abandoned, Stolen Vehicles

#### 7.12.1 Unattended Vehicles

It is the duty of Oklahoma Christian University Campus Police to investigate all unattended vehicles found upon the property of Oklahoma Christian University. Members shall check all such vehicles, take appropriate action as set out in this order or otherwise required. When unattended vehicle is not determined to be abandoned (as provided in Oklahoma Statutes), or stolen, and immediate Campus
Police action is not otherwise required, members will attach an Unattended Vehicle-Courtesy Check tag to such vehicle in an appropriate and readily visible location.

7.12.2 Abandoned Vehicles

A. Upon satisfactory determination that any vehicle found unattended upon the property of Oklahoma Christian University is abandoned, members of the Oklahoma Christian Campus Police shall, by certified mail, notify the last registered owner that if said vehicle is not removed within 10 days of notification, the removal of such vehicle by a duly licensed wrecker or towing service for safe storage will occur. Oklahoma Christian Campus Police shall follow the procedures for inventory and storage or impoundment of vehicle set out in Part 4 of this order.

B. To assure compliance with the requirements of State Statutes, it shall be the responsibility of Oklahoma Christian Campus Police upon receipt of any stored vehicle report of any abandoned vehicle to:

1. Check to determine if the vehicle has been reported stolen and, if so, to notify the reporting agency and, also, to check to determine the last-known registered owner and any lien holder of the vehicle.

2. As soon as feasible, give proper written notification to the known owner or the last-known registered owner and any lien holder, with the name of the wrecker and service location of said vehicle stored for safe keeping.

7.12.3 Stolen Vehicle

When it is determined that any vehicle is stolen, the member locating such vehicle shall order it impounded by a duly licensed wrecker or towing service and shall follow the procedures for inventory and storing or impoundment of vehicle set out in Part 4 of this order. The impounding officer shall exercise special care to see that available evidence such as fingerprints, personal items, etc., pertaining to the theft, or any other suspected criminal offense, is preserved.

7.12.4 Inventory and Storing or Impoundment of Vehicle

a. Officers have authority to remove and store or impound a vehicle when:

1. When notification has been made to the last registered owner by certified mail and said vehicle has not been removed within 10 days of written notification.

2. It is abandoned (on a street) in such place as to be a traffic hazard or highly susceptible to vandalism.

3. It has been reported stolen or taken without the consent of its owner or is to be held as evidence of a crime committed.
4. At the scene of an accident, the owner or driver is not in a position to take charge of the vehicle and direct or request its proper removal.

5. The person driving or in control of such vehicle is arrested and taken into custody. The officer is not required to impound such vehicle in some instances where the person requests that it not be towed in. If the officer feels that the person is competent to make such a determination, and not under the influence of alcohol or drugs, he may allow the person to accept the responsibility for not having the vehicle towed in. The officer should advise the person about the risks of leaving a vehicle unattended and provisions for removal of a vehicle after 48 hours.

b. When a vehicle is stored or impounded, regardless of the reason, by a member, that member shall:

1. Assure that a detailed inventory of the contents is made before the vehicle is released to a wrecker or towing service. Such inventory will include any compartment or area to which the member may have access.

2. Complete and submit (with end of shift reports) a Stored Vehicle Report.

3. Make a special effort to preserve any evidence if a criminal offense is involved or suspected.

4. When circumstances make it necessary, the member may make an inventory of the vehicle after it has been towed. The inventory will be made as soon as possible

5. Stored vehicle report.

A. The stored Vehicle Report shall be completed and submitted on all vehicles impounded by members of the Oklahoma Christian Campus Police Department except those not stored by the owners request.

B. The Stored Vehicle Report shall be completed and routed as follows:

1. The member who completed the report will forward the original to the Oklahoma Christian Campus Police Office, with the member’s Daily Log.

2. The original will be kept at the Oklahoma Christian Campus Police office.

7.13 Parking Rules and Regulations

7.13.1 Vehicle

All students must register their cars/motorcycles in order to drive and park on campus. This must be done during the first week their car is on campus. Freshmen/Sophomores must have a blue sticker. Juniors/Seniors must have a maroon sticker. It is only necessary
to register vehicles during the freshman and junior year. There is no charge for registration. The following items are required for all persons registering a vehicle on university property:

1. OC Student ID
2. Current driver’s license number
3. Vehicle license plate number
4. Current liability insurance and name of insurance company

7.13.2 Parking and Safety Regulations

Any person operating a vehicle is responsible for the control and safe operation of that vehicle and observance of traffic control signs, barriers and devices. All vehicles parked on campus should be secured against theft or burglary. Oklahoma Christian University assumes no responsibility for the protection of vehicles or the property left within vehicles.

7.13.3 Parking on Campus (from 7:00 am – 5:00 pm)

*Freshmen and sophomores* are required to keep their vehicles in the dorm parking lots and parking areas *west of the Gaylord University Center.*

*Freshmen and sophomores* who live off campus may park in the parking lot *west of Enterprise Square and west of the Gaylord University Center.*

*Sophomores* living at the apartments must keep their cars at the *apartments.*

*Juniors, Seniors and Graduate students* are allowed to park in student parking marked with *yellow lines* in the following parking lots:

A. Parking lot North of the Mabee Learning Center (the far north half)
B. Parking lot West of Hardeman Auditorium.
C. Parking spaces on West side of Thelma Gaylord Forum next to the Student Center
D. Parking lot West of Enterprise Square.
E. Parking lot North of Prince Engineering Center and Herold Science Hall
F. Parking lot South of the Biblical Studies Center
G. Parking lot East of Harvey Business Center

**Students must not park in Visitor parking or Faculty/Staff parking** (between 7:00 a.m. and 5:00 p.m). **Visitor parking is located on the north side of Thelma Gaylord Forum. No parking in Handicap or Fire Lanes.**

Campus Police will issue tickets to students who park in "Reserved" parking (yellow curbs) including Hall Directors/RA spaces, Faculty/Staff parking (white lines), Visitor parking, Handicapped parking without permits (blue curbs), fire zones (red curbs), on the curb in the Forum, in the circle drive at Hardeman and the Student Center, on sidewalks or grass areas, campus roads and loading zones.
Faculty/Staff parking (white lines) is located in the following parking lots:

A. The designated parking lanes in the parking lot North of Mabee Learning Center
B. Parking lot North of Prince Engineering Center and Harold Science Hall
C. Parking lot East of Judd Theater and the lot West of the Garvey Center and Hardeman Auditorium
D. Parking spaces on the East side of the Thelma Gaylord Forum
E. Parking lot South of the Biblical Studies Center

ENFORCEMENT - All fines are to be paid in the Business Office only within 7 days of the date of the citation.

The university reserves the right to revoke driving privileges in case of repeated violations, reckless driving or unwarranted disregard of vehicle rules and regulations, damaging property or any act detrimental to the safety or best interests of the university community.

APPEALS - Appeals should first be made in person at the Campus Police Department WITHIN FIVE BUSINESS DAYS AFTER THE DATE OF THE CITED VIOLATION. CAMPUS POLICE OFFICE TELEPHONE – ext. 5500.

7.14 Violations and Fees

Parking Permit not Affixed/Vehicle Not Registered. ..... $50.00
Blocking or Obstructing. ............................................ $50.00
Parking/Driving on Grass. ........................................... $50.00
Parked in Fire Lane or Blocking Fire Hydrant. ........... $200.00
Parking in No Parking or Loading Zone ................. $50.00
Parking in Unauthorized Zone (F/S-Visitor) ........... $50.00
Parked in Handicapped Parking................................. $250.00
Excessive Speed Over Posted Limit .................... $50.00
Operation of Vehicle Without Valid License .......... $50.00
Reckless Driving/Racing ........................................ $100.00
Disregarding Stop Sign/Yield Sign ......................... $50.00
Eluding/Attempting to Elude ..................................... $100.00
Refusing to Present Identification ........................... $50.00
Student/Minor in Possession of Alcohol ..................... $50.00
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