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 alums 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
I. Mission Documents
   A. Mission Statement 9
   B. The OC Covenant 9

II. Academic Policies
   A. Academic Classification 11
   B. Class Attendance 11
   C. Weather Related Attendance 11
   D. Academic Good Standing 11
   E. Academic Alert 12
   F. Academic Probation 12
   G. Academic Suspension 12
   H. Academic Appeals 12
      1. Contact the Professor
      2. Appeal to the Chair
      3. Appeal to the Dean
      4. Appeal to the Academic Appeals Committee
   I. Academic Honesty 14
      1. Cheating
      2. Plagiarism
      3. Penalties for Academic Dishonesty
   J. Academic Appeals Committee 15
   K. Final Exam Policy 15

III. Behavioral Policies & Procedures
   A. Anti-Harassment Policy 16
      1. Purpose
      2. Scope
      3. Policy
      4. Definitions & Examples
      5. Reporting Procedures & Confidentiality
      6. Resolution/Investigation
      7. Appeal
   B. Ethos Policy 26
      1. Part Time Students and Ethos
      2. Requirement Reductions
      3. Permanent Requirement Reductions
      4. Failure to Meet Minimum Ethos Requirements (Disciplinary Action)
   C. Code of Conduct 28
      1. Violations of the Code of Conduct
   D. Student Discipline 29
      1. Level of Infractions
      2. Reporting Misconduct
   E. Disruptive Behavior, Violence & Endangerment 31
      1. Disorderly activities and disorderly or unlawful behavior
      2. Assault
3. Disruption
4. Weapons
5. Penalties for Disorderly Conduct
6. Statement on Joking about Violence (Including Games)

F. Hazing
1. Policy Statement
2. Scope of Policy
3. Sanctions
4. Grievance Procedure
5. Definitions
6. Policy Implementation

G. Judicial Procedures
1. Philosophy of Student Discipline
2. Student Notification
3. Informal Hearings
4. Staff/Faculty/Student Judicial Board Procedures
5. Appeals of Disciplinary Decisions
6. Disciplinary Sanctions
7. Definition of Sanctions

H. Modesty & Decency Policy
1. Decency Policy
2. Statement on Modesty
3. University Dress Code
4. Modesty and the Fitness Center
5. University Hair Policy

I. Substance Abuse
1. Tobacco

IV. General Services & Programs
A. Campus Bookstore
B. Campus Dining
1. Point System
2. U-Dining
C. Career Services
D. FERPA
1. Inspect Records
2. Corrections
3. Releasing Information
4. Filing a Complaint
E. Financial Aid
F. Health & Wellness
1. Mercy Clinic
2. Personal Counseling Services
G. Identification Card
H. International Programs
1. Study Abroad Semester Programs
2. Study Abroad Summer Programs
3. Study Abroad Long-term Exchange Programs
4. International Students
5. Contact Information

I. Intramural Sports 52
1. Intramural Sports Eligibility
2. Major Intramural Sports
3. Minor Intramural Sports
4. Individual Intramural Sports
5. All Sports Champions

J. Library Services 53
1. Library Hours
2. Library Catalog
3. Check-out Policies
4. Fines and Fees
5. Interlibrary Loan
6. Research Databases
7. OK-Share
8. Services for Students with Disabilities

K. Lost & Found 55

L. Motion Picture Policy, On-Campus 55
1. Purpose
2. Policy
3. Scope & Definitions
4. Approval Procedures
5. Information
6. Resources

M. Public Expression Policy 57
1. Definition of public expression
2. Definition of members of the on-campus college community
3. Definition of visitors
4. Public expression by members of the on-campus college community
5. Procedures for public expression activities by members of the on-campus University community
6. Limited rights for campus visitors

N. Public Speakers, Programs & Events 60
1. Purpose
2. Guidelines for both University-sponsored and non-University sponsored events
3. Guidelines for University-sponsored events
4. Guidelines for non-University sponsored events
5. Violation of this policy

O. Sportsmanship Policy 67

P. Students with Disabilities 67
1. Federal Compliance
2. Service Animals

Q. Student Government Association 68

R. Student Organizations 68
1. Organization Registration
2. Academic, Special Interest & Professional Organizations
3. Social Service Clubs

S. Summer Student Workers 69
T. Travel Policy 69
1. Application
2. General

U. University Postal Service 72

V. The Lou Phillips Welcome Center 73
W. Whitley Student Senate Loan Program 73

V. Information Technology Services 74
A. Technology: Acceptable Use Policy
1. Statement
2. Application
3. Guiding Principles
4. Responsibilities
5. Functionality and Availability
6. Computer Accounts
7. Information Security
8. Intellectual Property
9. Publication
10. Personal Information
11. Administration and Implementation
12. Enforcement
13. Policy Updates

B. Technology: Services Guidebook 76
1. Technology Services Overview
2. Support Central
3. Network Services
4. Peer-to-Peer, Spyware, Malware
5. Network Addressing
6. Data Security
7. Voice Services
8. Video Services

VI. Residence Life Policies 85
A. Residence Life Staff
1. Director of Residence Life
2. Assistant Director of Residence Life
3. Housing Coordinator
4. Resident Directors
5. Resident Assistants

B. Residential Areas
1. Residence Hall Receptionist Desks
2. Nowlin Center
3. Public Lobbies
4. Non-Public Areas

C. Residential Agreements
1. Off-Campus Residential Criteria
2. Housing Agreement Terms
3. Eligibility for Campus Apartments
4. Apartment Policies

D. Residence Life General Policies & Procedures 88
1. Appliances
2. Authorized Searches
3. Bicycles
4. Bunking/Debunking and Lofting Beds
5. Check-Out Procedures
6. Cleanliness-Room/Apartment Check
7. Curfew
8. Decorations
9. Extermination Services
10. Damage Assessment
11. Guests in Rooms
12. Hall Meetings
13. Insurance for Personal Property
14. Key Loss and Duplication
15. Late Permissions
16. Off-Campus Student Housing
17. Open House
18. Overnight Sign-outs
19. Pets
20. Quiet Hours
21. Room Reservation Procedures
22. Room Charges
23. Room Furnishings/Damages
24. Sales & Solicitation
25. Trash

E. Residential Services
   1. Housekeeping or Maintenance Needs
   2. Vending/Laundry Machines
   3. Storage

VII. Campus Police & Safety
A. Authorized Searches
B. Automobile Registration and Parking Permits
C. Campus Crime and Fire Safety Report
D. Weapons on Campus Policy
   1. Purpose
   2. Scope
   3. Policy
   4. Storage
   5. Tasers and Stun Guns and Electronic Weapons
E. Cooperation with Police Agencies
F. Enforcement Authority
G. Facility Security
H. Fire Safety
   1. Equipment
   2. Annual Fire Safety Report
   3. Daily Fire Log
I. Missing Persons Policy
   1. Procedures for Designation of Emergency Contact Information
   2. Official Notification Procedures for Missing Persons
3. Campus Communications about Missing Students

J. Reporting Crimes & Campus Emergencies 104

K. Residence Access 104

L. Unattended, Abandoned, Stolen Vehicles 105
   1. Unattended Vehicles
   2. Abandoned Vehicles
   3. Stolen Vehicle
   4. Inventory and Storing-or-Impoundment of Vehicle

M. Parking Rules and Regulations 106
   1. Vehicle
   2. Parking and Safety Regulations
   3. Parking on Campus (from 8:00 a.m. – 5 p.m.)

N. Violations and Fees (to be posted to student accounts) 108
I. MISSION DOCUMENTS

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

B. The OC Covenant
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.

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).

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).

**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 and the Employee Policy Manual.

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.
II. Academic Policies & Procedures

A. Academic Classification

- Freshman 0 – 29 credit hours
- Sophomore 30 – 59 credit hours
- Junior 60 – 89 credit hours
- Senior 90+ credit hours

B. 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 all classes are asked to withdraw from OC.

C. 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.

D. 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 2.00 (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.
E. Academic Alert

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

F. 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 Academic Appeals Committee.
- Students on academic probation are ineligible for intercollegiate athletic competition or for performance in other university sponsored activities.

G. Academic Suspension

- When a student has completed 2 semesters on academic probation without achieving the level of good standing, the student is suspended.
- Students appealing academic suspension should do so in writing, presented to the Registrar. The Registrar will present the appeal to the Academic Appeals Committee for review and 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.

H. Academic Appeals

Any student may appeal a final grade received in a course. To 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.
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. **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.

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.

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 Academic Appeals Committee.

4. **Appeal to the Academic Appeals Committee**
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 may 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.

I. Academic Honesty

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. 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.

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 from each college, one librarian, the Registrar, one representative from the staff of Student Affairs and one representative from SGA 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.

J. Academic Appeals Committee

The Academic Appeals Committee shall also decide the following matters:

1. Academic honesty, as detailed in Section I above;
2. Grade appeals, as detailed in Section H above;
3. Appeals from academic probation and academic suspension, as set forth in the University’s catalog; and
4. Requests for the expungement of grades due to extenuating circumstances. Documentation of the circumstances may be required.

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:

1. One tenured Faculty elected from each college, serving overlapping three year terms;
2. One elected tenured librarian, serving a three year term;
3. The University Registrar;
4. One Representative from the Student Affairs Office (Ex-Officio); and
5. One representative from the Student Government Association, appointed by the SGA President.

K. Final Exam Policy

Generally, students may not reschedule final exams due to heavy testing in a single day. A student may request that his or her final examination in a class be rescheduled only where the student has more than three examinations scheduled for a single day. If a student wishes to reschedule a final exam, he or she must receive permission from the VPAA. Final examinations will not be given early unless approved by the Deans’ Council upon a showing of extraordinary circumstances. Examples of extraordinary circumstances are non-elective surgery or being called to active duty.
III. Behavioral Policies & Procedures

A. Anti-Harassment Policy

1. PURPOSE
Oklahoma Christian University is a Christian community that has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work and academic environment that is free of unlawful harassment, which includes sexual assault, discrimination, or misconduct.

2. SCOPE
This policy applies to all members of the OC community, including trustees, faculty, staff, students, volunteers, vendors, and visitors and serves to protect those community members from unlawful harassment regardless of where the alleged misconduct occurred. However, misconduct that is alleged to have occurred at a significant distance from the University or that is committed by a person outside the OC community may be more difficult to investigate and remedy.

3. POLICY
Prohibition Against Harassment. Harassment, as defined herein, is not tolerated at Oklahoma Christian University. Harassment is unchristian and uncivil behavior. It is a breach of community, which expresses disrespect, exploits and undermines relationships based on trust, and interferes with learning and productive work.

Responding and Reporting. Any person who experiences Harassment or who otherwise becomes aware of such an incident may object to this behavior by telling the perpetrator to stop and should promptly report the incident pursuant to this policy. Such harassment allegations must be made in good faith. It is a violation of the Student Code of Conduct and the Employee Standards of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Interim Measures. The University reserves the right to take whatever measures it deems necessary in response to an allegation of harassment in order to protect the related individuals’ rights and personal safety. Such measures include, but are not limited to, interim suspension or leave from campus pending an investigation; modification of class, work schedules, or living arrangement; and potential no contact orders.

No Retaliation. No member of the OC community may be subject to restraint, interference, or retaliation, by any employee or student, for actions taken in good faith to file or encourage one to file a complaint, participate in an investigation, or oppose unlawful harassment. Moreover, because a claim is not proof of prohibited conduct, a claim shall not be taken into account during performance review,
promotion, reappointment, or other evaluation unless a final determination has been made that this policy has been violated. If necessary and appropriate, such decisions shall be deferred until the claim is resolved.

**Notification and Training.** In an attempt to prevent harassment, OC provides all employees and students with annual notification regarding this policy and periodic training for faculty, staff members, and students.

**4. DEFINITIONS AND EXAMPLES**

"Harassment" includes both Discriminatory Harassment and Sexual Harassment as defined below.

“Discriminatory Harassment” unwelcome or verbal or physical conduct or other detrimental action based on sex, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by applicable law when such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits the individual's work or educational performance or one’s ability to participate in or benefit from the University’s educational programs or activities or creates a working or learning environment that a reasonable person would find intimidating, hostile, or offensive.

Examples of Discriminatory Harassment may include, but are not limited to the following:

1. Threats or insinuations that a person's status or other condition of employment or academic status may be adversely affected because of one's legally protected characteristic.
2. Unwelcome verbal or written expressions, derogatory comments, epithets, degrading jokes, or innuendos regarding one's legally protected characteristic.
3. Posting objects, pictures, videotapes, audio recordings or literature that may embarrass or offend an individual because of one’s legally protected characteristic. Such material, if used in an educational setting, should be clearly and significantly related to educational purposes.
4. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
5. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the OC community; or the safety of any of the immediate family members of the OC community.

“Sexual Harassment” unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, including Sexual Misconduct or Exploitation when:
1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a University course, program or activity;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting the individual; or
3. such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits the individual’s work or educational performance or one’s ability to participate in or benefit from the University’s work environment, educational program or activities.

Sexual harassment can occur regardless of the relationship, position and respective sex of the parties. Same-sex harassment violates this policy as does harassment by members of the opposite sex. Harassment may occur regardless of position, rank, student status or any other classification. Student on employee or employee on student harassment equally violates this policy as does peer-on-peer harassment.

Examples of Sexual Harassment may include, but are not limited to the following:

1. Unwelcomed sexual propositions, invitations, solicitations and flirtations
2. Threats or insinuations that a person's status or other condition may be either adversely affected by not submitting to sexual advance or positively affected by submitting to sexual advance
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene phone calls
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area, which may embarrass or offend individuals. Such material, if used in an educational setting, should be clearly and significantly related to educational purposes
5. Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons, including those generated from Internet or email sources
6. Offensive letters, email, text messages, posts on social networking sites, internet images or transmissions or voicemail messages
7. Objectively offensive or contextually inappropriate questions about one's sex life or experience.

“Sexual Misconduct” a broad term encompassing any non-consensual physical contact of a sexual nature that varies in severity and consists of a range of behaviors or attempted behaviors.

Prohibited Sexual Misconduct includes:

1. Non-Consensual Sexual Contact.
2. Non-Consensual Sexual Intercourse.

"Consent" clear, knowing, and voluntary words or actions given by a person indicating a willingness to engage in mutually agreed-upon sexual activity. Consent is active, and not passive. Silence, in and of itself, cannot be interpreted as consent. Mutually understandable Consent must be obtained by both parties throughout the sexual interaction. In other words, Consent to any one form of sexual activity cannot automatically imply consent to any other form of sexual activity. Previous sexual relationships and/or a current relationship may not be taken to imply Consent. In addition, Consent cannot be implied or inferred by attire, time or place (e.g. being invited to a person’s residence at a certain time of night). Consent to sexual activity may be revoked at any time, as long as the revocation is communicated clearly, at which point sexual activity must cease immediately. Consent cannot be given by minors, mentally disabled individuals or incapacitated persons. Because Consent may never be provided by an incapacitated person, one must assume Consent has been withdrawn should an individual become incapacitated at any point during a sexual act or encounter. Consent cannot be obtained through the use of fraud or force (actual or implied).

“Incapacitated” any state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, or how of their sexual interaction. This includes but is not limited to persons incapacitated based on their voluntary or involuntary use of drugs or alcohol, unconsciousness, blackout or sleep. Evidence of incapacity can also be detected by a reasonable person from one or an accumulation of context clues, which can include but are not limited to the following: knowledge regarding how much alcohol another person has consumed or whether some other drug has been ingested; slurred speech; bloodshot eyes; shaky equilibrium or inability to walk; vomiting; outrageous or unusual behavior; or unawareness of surroundings.

“Force” use of physical violence (such as pushing, hitting, pinning down), threats (direct or indirect expressions of harm to self or others), intimidation (implied or indirect threats), and/or coercion (unreasonable pressure applied after someone makes clear they do not want to stop or go past a certain point).

5. REPORTING PROCEDURES AND CONFIDENTIALITY

OC encourages those who have experienced any form of Harassment to immediately seek available assistance and report the incident promptly to the Title IX Coordinator, or a Title IX Deputy Coordinator, who are:

Title IX Coordinator
Ms. Tamie Willis
Phone: 405.425.5320
Email: Tamie.Willis@oc.edu

Title IX Deputy Coordinator – Student Services
Ms. Summer Lashley
Before reporting an incident of sexual harassment or discrimination you should note that certain employees have reporting responsibilities that may or may not impair their ability to keep all information confidential from supervisors or law enforcement officials.

**Reporting to Responsible Employees:** The Title IX Coordinator and Deputy Coordinators, members of the OC Police Department, and all employees with supervisory responsibilities are designated as Responsible Employees to handle inquiries and reports of harassment. This means that once these employees receive a report about harassment, it is considered official notice to the University, which must be reported to the Title IX Coordinator. When reporting to these individuals, it can be expected that reports will be taken seriously and that they will be investigated and properly resolved as outlined herein. Unreasonable delay in reporting may impede the University’s ability to conduct an investigation and/or effect appropriate remedial action. Formal reporting means that only people who need to know will be informed and information will be shared only as necessary with investigators, witnesses, and the accused individuals. While the OC Police Department is required to forward reports of harassment including sexual assault to the Title IX Coordinator, the University and OC Police Department operate independently from one another in regard to investigations. The complainant may pursue any appropriate internal complaints (with the University) and/or external charges (with the OC Police Department) against the offender.
Confidential Reporting: Some resources can offer you confidentiality, sharing options and advice without any obligation to identify you unless you want them to.

Counselors and Doctors: Oklahoma law provides that communication between a patient and their mental health provider or counsel is confidential. This includes confidential communication with and on and off campus mental health counselors or health service providers or off-campus rape crisis resources.

Clergy: Oklahoma law provides that communications between the clergy and any individual consulting with him or her for the purpose of seeking spiritual advice in the clergy’s professional capacity is considered privileged, and the person making the communication has a privilege to refuse to disclose and prevent the clergy member from disclosing the confidential communication. Under the law, a “clergyman” is a minister, priest, rabbi, accredited Christian Science practitioner, or other similar functionary of a religious organization or an individual reasonably believed so to be by the person consulting him.

Non-Responsible Employees: Most of the employees on campus are not Responsible Employees, Counselors, Doctors, or Clergy. Neither the university nor the law requires them to divulge private, personally identifiable information unless there is cause for fear for your safety or the safety of others. These employees include those employees (faculty and staff) without supervisory responsibilities or authority to investigate and remedy Harassment, such as Resident Assistants (RAs), non-supervisory faculty members, academic advisors, and many others. If you are unsure about someone’s duties and ability to maintain your privacy, ask them before you talk to them. They should be able to tell you, and help you make a decision about who can best help you. Pursuant to the Clery Act, some of these people, such as RAs, should be instructed to share incident reports with their supervisors, without sharing any personally identifiable information about your report unless you give permission or there is cause for fear for your safety or the safety of others.

Federal Reporting and Timely Warnings: Under the federal Clery Act, certain campus officials have a duty to report Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, incest, or statutory rape regardless of whether they are a Responsible or Non-Responsible Employee. While personally-identifiable information may be kept confidential, statistical information must be passed along to the OC Police Department regarding the date and time of the incident, the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Mandated federal reporters are any officials of an institution who have significant responsibility for student and campus activities. An official is defined
as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This includes but is not limited to Deans and Directors in Student Life, Athletic Director and Coaches, Title IX Coordinators and Title IX Deputy Coordinators. Anyone else, including Counselor, Doctors, or Clergy, may but are not obligated to provide such information. Additionally, the OC Police Department must issue immediate timely warnings for incidents of Sexual Misconduct reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Immunity for Complainant and Other Reporters: The University encourages the reporting of Harassment. Sometimes, victims are hesitant to report to college officials because they fear that they may be charged with policy violations, such as underage drinking at the time of the incident. To encourage reporting of Harassment, the University, where possible, pursues a policy of offering victims of Harassment limited immunity from being charged with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the University may provide education options rather than punishment, in such cases. This applies equally to other reporters, who witness and/or offer assistance to others in need. Moreover, any other rule violations will be addressed pursuant to the appropriate code of conduct.

6. RESOLUTION/REVIEW

Intake: A complaint alleging Harassment can be made in person or verbally to a Responsible Employee or directly to the Title IX Coordinator or a Title IX Deputy Coordinator. Upon receipt of such notice, the Title IX Coordinator will first schedule an individual intake meeting with the complainant to provide complainant with a general understanding of this policy and to identify forms of support or immediate interventions available to the complainant (no contact orders, etc.). During the intake meeting the Title IX Coordinator will determine how the complainant wishes to proceed (either with an informal resolution or with a formal review). IT IS IMPORTANT TO NOTE THAT THE LAW MAY REQUIRE THE UNIVERSITY TO INVESTIGATE EVEN WHEN A COMPLAINANT DOES NOT WISH TO PURSUE INFORMAL RESOLUTION OR FORMAL REVIEW. The Title IX Coordinator will take care in these instances to protect the complainant’s personal information as far as possible, although he/she cannot guarantee confidentiality. Moreover, the ability of the University to review the complaint may be limited when the complainant refuses to participate in the review or wishes to remain anonymous. As necessary, the University reserves the right to initiate a review without a formal complaint by the victim or complainant.

Initial Assessment: After receiving a complaint, the Title IX Coordinator will make an initial assessment to determine if there is reasonable cause to believe the harassment policy has been violated. If so, the Coordinator (individually or
through his/her designee) will initiate a prompt, thorough, and impartial resolution or review.

**Informal Complaint and Resolution:** Before pursuing a formal complaint, a complainant may wish to informally resolve the issue. An informal resolution might take the form of the Title IX Coordinator, appropriate supervisor/administrator, or complainant discussing the issues with the responding party in order to establish the kind of behavior that may be deemed objectionable and securing the cessation of such behavior; it might also take the form of informal mediation between the parties. When valid complaints are resolved informally, the offending party should be cautioned that repetition of such conduct could lead to formal complaint or review. The use of an informal complaint and resolution procedure is optional. Nothing in this informal complaint process is meant to discourage an individual from filing a formal complaint. In instances where parties involved do not wish to engage in the informal procedure, where informal resolution is not appropriate (e.g. violence or Sexual Misconduct), or in situations where attempts at the informal procedure are unsuccessful, the formal procedure may be followed. Written notice of the outcomes of any informal procedure will be given to complainant by the Title IX Coordinator within two week of the outcomes.

**Formal Complaint:** To file a formal Harassment complaint, the complainant should submit a brief written statement of facts to the Title IX Coordinator. If the complainant does not submit a written statement, the Title IX Coordinator or one of his/her Deputy Coordinators will prepare a statement that is approved by the complainant, which may address the following:

1. Identification of the respondent and relationship to the university;
2. Description of the incident(s), including dates, locations, and the presence (and identity) of any witnesses or others who might have been subject to the same or similar harassment;
3. The impact of the respondent’s actions on the complainant;
4. Any steps complainant has taken to try to stop the harassment
5. Any other information that complainant believes to be relevant including supporting documents or other evidence.

**Formal Review:** Upon receipt of the written statement, the Title IX Coordinator will open a formal case file and begin the review himself or assign the review to a Deputy Coordinator or an independent outside investigator, who will conduct the review under supervision of the Coordinator. The investigator will begin by providing the respondent notice of the complaint. A review shall include, but is not limited to, allowing the respondent to respond in writing and/or verbally in order to state his/her position; interviewing complainant, respondent, and key witnesses in order to gather relevant information; maintain appropriate documentation; provide status updates; and disclose appropriate information to others only on a need-to-know basis consistent with applicable law. While the
amount of time needed to conduct the review will vary on the nature of allegations and the evidence to be reviewed, the review will normally be concluded within sixty (60) days of the receipt of the formal complaint.

**Cooperation with Law Enforcement:** The University will comply with law enforcement requests for cooperation and such cooperation may require the University to temporarily suspend the fact-finding aspect of the review while the law enforcement agency is in the process of gathering evidence. The University will promptly resume its review two (2) weeks after receiving the request from law enforcement or as soon as notified that law enforcement has completed the evidence gathering process, whichever is earlier.

**Findings and Decision:** When the review concludes, the investigator will make written findings regarding whether a violation occurred, based on a preponderance of the evidence (whether a policy violation is more likely than not). The review team and Title IX Coordinator will present those findings to the respondent and complainant. If both parties accept the findings, the appropriate administrator will impose sanctions for the violation, after consultation with the Title IX Coordinator. For accused students, the Vice President of Student Life and Dean of Students will impose the sanctions; for accused staff, the Executive Vice President, will impose sanctions; and for accused faculty, the Vice President for Academic Affairs will impose sanctions. If either party rejects the findings, the appropriate administrator identified above will determine whether it is more likely than not that the accused individual violated the policy. If it is, he/she will impose sanctions for the violations, after consultation with the Title IX Coordinator. The findings of the review will be considered and given great deference by the administrator, but are not binding on the administrator’s decision.

**Remedies:** Anyone who violates this policy will be subject to appropriate disciplinary action. Disciplinary measures available to remedy harassment or retaliation include, but are not limited to, the following: verbal warning/reprimand; written warning/reprimand in employee or student files; requirement of verbal and/or written apology to victim; mandatory education and training on harassment by means of reading assignments, videos, classes or other presentations; referral for psychological assessment or treatment; alternate placement, suspension, probation or termination; or other action OC deems appropriate under the circumstance. In determining what disciplinary or corrective action is appropriate, the university shall consider the totality of the circumstances, including but not limited to: number of victims and harassers involved; employment/student positions or status of the victims and harassers; relevant portions of prior disciplinary record of the harasser; threatened or actual harm caused by the harassment; frequency and/or severity of the harassment.

If a student or student groups are found to be in violation of this policy, any of the sanctions set forth in the OC Student Handbook may also be involved.
Notifications: When a determination is reached regarding findings and sanctions, the appropriate administrator identified above will provide both complainant and respondent with notice of the same within five (5) business days. The notice will include information regarding the parties’ right to appeal.

7. APPEAL

Either party may appeal the findings or sanctions imposed by filing a written appeal to the Vice President and General Counsel within three (3) working days of the above notification. No appeal exists once the parties accept the findings. The ONLY grounds for appeal are as follows:

1. The investigatory process, as outlined in the policy was not followed, and the failure to do so significantly affected the outcome of the investigation (e.g. established bias or material deviation from established procedure);
2. To consider new evidence unavailable during investigation that could substantially impact the original finding or sanction. A summary of the new evidence must be included along with a valid reason it was not available earlier;
3. The sanctions imposed are substantially outside the parameters of guidelines set by the institution.

After receiving an appeal, the General Counsel will determine if there are sufficient grounds for appeal. If there are sufficient grounds for appeal, the Executive Vice President, Vice President for Academic Affairs, and the Title IX coordinator shall convene as a tribunal of final decision. The opposing party will be notified of the appeal and have an opportunity to file a response. The opposing party will have three (3) business days to do so.

The original findings, appeal, and any responses thereto will be considered concurrently and independently by the tribunal of final decision. Their decision, which will be in writing and provided to both parties, will be final and cannot be appealed.

The procedure governing the consideration of appeals include the following:

1. If the committee of administrators determines that an appeal should be granted, it should make every effort to return the appeal to the original administrator for reconsideration (remand) where appropriate. In such cases, the decision made on remand by the original administrator is not appealable.
2. Appeals are not intended to be full reinvestigation of the complaint. Instead, in most cases, they are confined to a review of the written documents.
3. Appeals are not an opportunity for the appeals committee to substitute their judgment for that of the original administrator merely because they disagree with his/her findings and/or sanctions. Instead, they are to be deferential making changes only where there is clear error or compelling justification;
Sanctions imposed are implemented immediately unless the original administrator stays their implementation in extraordinary circumstances, pending the outcome of appeal.

B. Ethos Policy

OC places premium value on maintaining the tradition of required spiritual development and considers chapel attendance, service to the community, small groups, and other spiritual development opportunities to be a cornerstone in the students' experience while attending the University.

Students can receive credit at approved Ethos events by scanning their ID cards or by checking in remotely by using the Ethos app on their personal electronic device.

Most chapels begin promptly at 11:00 a.m. Students arriving after the scanners are turned off at 11:00 a.m. are counted absent. Attendance at other events will be taken promptly at the beginning of the event and the person or persons hosting the event will verify attendance.

- Each student should scan in or check in with his or her personal ID card or personal electronic device 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 an event after scanning in or checking in remotely, the student needs to contact the event organizer before leaving so the attendance records can be changed to reflect an absence. Disciplinary action is taken against any student who scans or checks in and leaves an Ethos event without notifying the event organizer 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 are subject to disciplinary action.
- Students are expected to participate in Ethos events until officially dismissed. Those who leave early may be assessed an absence or disciplinary consequences.
- Students are required to accumulate a total of 65 kudos per semester as outlined in the chart below, “Ethos Attendance Requirements.”
- Students are responsible for keeping track of their total kudos and may check their attendance on the Ethos app by logging on via a personal electronic device.
- If a student does not accumulate the required number of kudos, 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 contact the Student Life Office and appropriate disciplinary action will be taken.

1. Part Time Students and Ethos

   Part time students must fill out a Permanent Requirement Reduction Form in order to have their required spiritual development credits reduced - this is not done automatically. This form can be found on MyOC under Services.
2. **Requirement Reductions**
   - Students who believe that they have extraordinary circumstances and wish to see if they qualify for a reduction in their spiritual development requirements may schedule an appointment with Ms. Kimberly Northcott, Chapel Secretary. This meeting should take place before or during the circumstance in question, if at all possible.

3. **Permanent Requirement Reductions**
   - A permanent reduction in Ethos requirements is available for students with special circumstances that prohibit them from attending Ethos events on 1 day or more per week.
   - The online form for obtaining a permanent requirement reduction can be found on MyOC under Services, Student Services. (See ‘Reasons for Permanent Requirement Reductions’ below).
   - A Permanent Requirement Reduction is good for only 1 semester. It must be renewed by the student each semester.
   - Students are expected to notify Kimberly Northcott in the Lou Phillips Welcome Center (Garvey Center) or by calling 405-425-6307 or email Kimberly.northcott@oc.edu if the reason for their reduction changes and the permanent requirement reduction becomes invalid.
   - Reasons for a Permanent Requirement Reductions:
     - If you live off campus with no classes 30 MINUTES before AND after chapel.
     - If you are taking 11 hours or less (including UCO classes paid through OC)
     - If you are enrolled in a class at UCO which conflicts with chapel. You must submit a copy of the UCO schedule.
     - 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.
     - If you are involved in a practicum through Oklahoma Christian University, which conflicts with Chapel.
   - If a permanent requirement reduction for the semester is granted, students should be aware that their total number of required kudos is outlined in the following chart:

<table>
<thead>
<tr>
<th>ETHOS ATTENDANCE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekly Chapel Assignment</strong></td>
</tr>
<tr>
<td>5 Days Per Week</td>
</tr>
<tr>
<td>4 Days Per Week</td>
</tr>
</tbody>
</table>
### 4. Failure to Meet Minimum Ethos Requirements (Disciplinary Action)

- A failure to meet the required spiritual development credits (kudos) is considered a serious violation of the Code of Conduct.

- If a student continues to not meet the minimum requirements a hold will be placed on the student’s account, preventing the student from registering, validating or obtaining a transcript.

- The student will be referred to the Associate Dean of Students, for further disciplinary action.

- A student may be suspended from the University if the student continues to not meet the minimum Ethos requirements.

### C. 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. Students should remember that at all times and in all places, they represent OC, its mission, its values, and our shared OC Covenant.

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

<table>
<thead>
<tr>
<th>3 Days Per Week</th>
<th>40 Kudos</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Days Per Week</td>
<td>26 Kudos</td>
</tr>
<tr>
<td>1 Day Per Week</td>
<td>15 Kudos</td>
</tr>
<tr>
<td>0 Days Per Week</td>
<td>10 Kudos</td>
</tr>
</tbody>
</table>

- Permanent requirement reductions are retroactive for 10 working days from the date received; absences within the 10 working day period are excused.
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. Bullying or 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.

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 student discipline officer. Discipline may also be handled by the Associate Dean of Students, Director of Residence Life, Hall Director or Phase Manager.

D. 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 most 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.

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.
   
   **a) 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

   **b) 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.
   - **EXAMPLES:** Failure to comply with sanctions given by a Hall director, Phase Manager, Dean of Students or any recognized judicial body, repeated Level 1 violations or violations of federal, state, or municipal laws

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.
   - Students living in the residence halls may also notify their Hall Directors, Phase Managers or Resident Assistants.
E. Disruptive Behavior, Violence & Endangerment

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 municipal, state, or federal law
- Failure to identify upon request or comply with directives of campus security or any university official while performing their duties

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 OC Covenant, the Student Code of Conduct 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. Disruption

Disruption is the obstruction of teaching, research, administration, disciplinary proceedings, and 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 will result in immediate disciplinary action.
- Possession or use of any weapon or explosive agents including fireworks
- 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.).
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.

5. Penalties for Disorderly Conduct

- The University will cooperate with local, state or federal authorities as appropriate.

- 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 utilize on and off-campus law enforcement agencies as necessary.

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.

F. Hazing

1. Policy Statement

Hazing is a criminal offense in the State of Oklahoma statutorily prohibited at **TITLE 21 OKLAHOMA STATUTES §1190**. Hazing is strictly prohibited at Oklahoma Christian University. No student, student organization, athletic team, performing group, or employee shall participate in any hazing activity, as defined in this policy.

2. Scope of Policy

This policy prohibiting hazing activities shall apply to all students, employees, or agents and any club, organization, team, group, or any collective association of such individuals.
3. **Sanctions**
   Any student of Oklahoma Christian University, who participates in a hazing activity, as defined in this policy, is subject to discipline which may include expulsion. Hazing is a Level 2 violation of the Student Code of Conduct.

   Any employee or agent of Oklahoma Christian University, who participates in a hazing activity, as defined in this policy, is subject to discipline up to and including termination. The Executive Vice President shall be the Responsible Administrator with regard to employee participation in hazing activities.

   Any campus organization, team, or group, which violates the University prohibition on hazing, shall be subject to discipline including fines, suspension, or dissolution.

4. **Grievance Procedure**
   Any victim of any hazing incident shall report the incident to the office of student life by calling 405-425-5917, or by e-mailing elizabeth.mcelroy@oc.edu. The student life office shall immediately report the incident to local law enforcement who shall conduct the investigation.

   Oklahoma Christian University student life staff shall not investigate allegations of hazing. Such investigations will be conducted by local law enforcement, which shall determine if criminality has occurred. If so, local law enforcement will forward the investigation to the office of the Oklahoma County District Attorney.

5. **Definitions**
   1. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of Oklahoma Christian University. Hazing activity is objectively forbidden regardless of whether or not the victim willingly participates in the activity.

   2. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, low-point beer, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.

   3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to mental stress, such as prolonged sleep deprivation, forced exclusion from social contact, forced conduct which could result in
embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

6. Policy Implementation
1. The Dean of Student Life shall distribute the Hazing Policy to all students via e-mail during the first month of classes.

2. As a condition of recognition as an official Oklahoma Christian University organization, team, or group, all campus organization leaders, team members, performing groups, and their faculty or staff sponsors or coaches, shall participate in a mandatory anti-hazing training session during the month of September, each academic year.

3. As a condition of recognition as an official Oklahoma Christian University organization, team, or group, during the annual training session, all campus organization leaders, and their faculty and staff sponsors or coaches, shall each acknowledge the following: (1) participation in and completion of the training, (2) receipt of the policy prohibiting hazing activities, (3) personal responsibility for implementing the policy prohibiting hazing activities within the organization, and (4) indemnification of Oklahoma Christian University against any harm, cost, or liability arising from violation of the policy by the organization, team, or group.

4. The annual acknowledgment shall be kept on file with the Office of General Counsel.

G. Judicial Procedures

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. However, the procedures are structured in order to facilitate a reliable determination of the truth and to attempt to provide fairness. Fairness requires that students be informed of the nature of the charges and be given an opportunity to respond.
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. A student’s failure to respond in a timely 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. **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.

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 an advisor. The advisor may be a parent, friend, or attorney. Accused students are responsible for presenting their own response. Advisors are not permitted to represent the student or to participate in the hearing. Attorneys will not be allowed as advisors unless the attorney first notifies the office of General Counsel.

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.

5. 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 Dean of Students for review and final approval.

6. **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

7. **Definition of Sanctions**
   **a) 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 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.

   **b) 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.

   **c) 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.
d) Educational Sanctions
Educational sanctions consist of, but are not limited to, the following:

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

e) 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.

f) Fines

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

g) 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.

h) 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, the Dean of Students may deny access to the residence halls and/or to the campus facilities (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible.

i) 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

j) 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:

a. 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.

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

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

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

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

k) 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:
o Is harmful or destructive to himself or herself
o Substantially impedes the normal activities of other members of the campus community, which includes the disruption of residential life
o Indicates that he or she is unable to successfully complete the current academic requirements

- The University may impose additional requirements or conditions before the student may be considered for re-admittance.

- 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 may 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 may obtain, at his or her own expense, an independent psychological evaluation from a licensed mental health professional and present this information to the administration for consideration.

**l) 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).

**m) 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
  - Permanent dissolution
  - 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.

n) 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.

o) 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.

p) 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).

H. Modesty & Decency Policy

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 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.
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. **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. Any questions or clarifications can be directed to the Student Life Office.

- 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.
• If wearing leggings your shirt should be one-inch below your fingertips when your arms and hands are fully extended to your side. Tights as pants are not acceptable. Athletic and yoga pants are only appropriate on campus when covered with shorts.
• 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 undue 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.

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.

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.

I. 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, marijuana, and the misuse of prescription drugs, 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 Resident Director, Director of Residence Life, or Dean of Students reasonably believes 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 second 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.

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.

2. **E-Cigarettes and Other Vapor Smoking Devices**
   These devices have the look and feel of real cigarettes and even emit smoke. They do not promote a healthy lifestyle, therefore their use or possession is prohibited on campus.
IV. General Services & Programs

A. Campus Bookstore

The Oklahoma Christian University Bookstore offers OC students, employees and campus visitors an exciting shopping experience on the campus of Oklahoma Christian University. The OC Bookstore sells textbooks, school and office supplies, electronics, food, health & beauty products, Bibles, Christian books, software, diploma frames and OC imprinted gifts & clothing.

The OC Bookstore offers various textbook options including but not limited to: custom published books, traditional texts, used books, downloadable books, e-books, book rentals, special competitive book pricing, special delivery services, transparent pricing with online pricing comparisons and on-line textbook ordering. These offers allow the bookstore to keep up with and/or stay ahead of the rapid changes taking place in all retail industries today.

The OC Bookstore provides additional services to OC students, employees and campus visitors including but not limited to: free Band-Aids, free fax service, free bicycle rental, free safety pins, free coin exchange, UPS shipping service, long board rental, mountain bike rental, delivery services, year round book buy back, free sport coat rental, free giveaways, Bible imprinting, postage stamps, resume printing, full service bicycle repair, free tire air for bicycles and vehicles, extended hours during special events, croquet set rental, disc golf rental, tennis racket rental, custom club imprinted merchandise, willingness to open the bookstore during off hours by appointment and free smiles.

The Campus Bookstore is located in the Gaylord University Center near the clock tower and is open year round.

B. Campus Dining

Welcome to U-Dining at the Caf! U-Dining provides students with great food, selection and service. The Caf is open from 7:00 am - 7:00 pm on weekdays and more limited hours on the weekends, while the SNACK BAR is open from 9:00 a.m. until Midnight, Monday through Friday and from 6:00 p.m. – Midnight on Saturday and Sunday.

The Caf offers breakfast selections including scrambled eggs, biscuits and gravy, bacon, pancakes or made-to-order omelets and eggs cooked to order. Cereal, waffles, muffins, bagels, juices and specialty coffees 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. Dinner you can find Mongolian Wok and other specialty items cooked JUST FOR YOU!
- **The Main Line** offers fresh items cooked just before the student arrives - like chicken fried steak, mashed potatoes, vegetable of the day and dinner rolls. Good old comfort food!
- **The Specialty Line** is a featured line that serves hot and fresh specialty items, like fresh ravioli with varieties of sauces and toppings.

- **The Fresh Market Salads & Wraps Line** has freshly prepared Salads and Wraps, made to order, each day is a different Salad/Wrap and includes salads/wraps like Grilled Chicken Caesar or Buffalo Chicken.

- **The Fresh Market Sandwich Line** is much like the Salad and Wrap line except each day will have a specialty sandwich made to order, like Turkey Club on Croissant or Turkey Avocado on Wheat Berry.

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

- **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. Panini’s are here too now!

- **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, cookies, 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, students may use their cards to bring guests in to eat with them as long as the card holder is present. All food must be consumed while in the Caf. Drinks, a piece of fruit, ICEE’s and Ice cream may be taken out, but meals cannot be taken out. 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.

1. **Eagle Bucks System**
   - Eagle Bucks are like cash, and they are put on the student's ID card.
   - Eagle Bucks can be used in the SNACK BAR, main dining room, Jimmy Johns Sandwich Shop (on Benson Road), Chic Fil A (on 33rd in Edmond), Alfredo’s Mexican Café (33rd and Broadway), On Cue (Memorial and Boulevard) and the Campus Bookstore (for food and drink items) just like cash. Eagle Bucks are non-taxed, thus saving the student 8.375% when used. Another benefit is that students do not have to carry cash since Eagle Bucks are added to their ID cards.
   - Eagle Bucks 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 beginning of each semester.

2. **U-Dining – more information and contacts**
   - Find us at [www.udining.com](http://www.udining.com)
   - Apple App UDINING
   - Menus are tweeted daily at [www.twitter.com/udining](http://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 – Lisa Yu
  o Catering 405-425-5017 – Lauren Olson
  o Director of Operations 405-425-5021 – Mike Payne

C. Career Services

The Career Services Office at Oklahoma Christian University helps equip students to discover and prepare for their forthcoming careers through the following:

- Exploring various career paths through career assessments and counseling
- Setting up job shadowing and informational interviews
- Providing current information about specific job markets – Career Resources Library
- Organizing and facilitating workshops to convey current trends in the workplace and job search process
- Building and editing resume/cover letters
- Training for job interviews
- Preparing portfolios (as appropriate)
- Conducting job readiness seminars – e.g. professional dress and etiquette
- Offering networking assistance between students and alumni/contacts in industry
- Coordinating, scheduling, and hosting job fairs, employer recruiting days, and graduate fairs (i.e. on-campus interview days, company information sessions, lunch & learn events)
- Posting jobs and maintaining an on-line jobs data base
- Reaching out to new companies to make connections with the university

D. FERPA - Privacy Rights of Parents and Students: Public Law 93-380

OC complies with the Family Educational Rights and Privacy Act of 1974 (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 any program of the U.S. Department of Education. Students can request a complete copy of FERPA regulations from the Office of Student Life. FERPA affords students (former and current students) certain rights with respect to their “educational records”.

1. Inspect Records

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 student should submit to the Registrar, Dean of Students, Controller, or other appropriate university official a written request that identifies the requested record(s). If the university official who received the request does not maintain the record(s), that official shall advise the student of the correct office. The university official will make arrangements for access and notify the student 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 it is
impractical or impossible for the student to inspect the record(s). The University shall charge a fee for copies which shall be $0.10 per copy.

2. Corrections
Students have the right to request that the University correct records believed to be inaccurate or misleading. The 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 student 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 student has the right to place a statement with the record commenting on the contested information in the record.

3. Releasing Information
The University must have written permission from a student before releasing any information from the student's record. However, FERPA allows the University to disclose records, without consent, to the following parties: (NOTE: This is not an exhaustive list.)

- University officials with legitimate educational interest
- Parents of students claimed as IRS dependents, upon proof of such status,
- 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, or providing services, for the University
- Specified officials for audit or evaluation purposes
- Accrediting organizations
- Individuals who have obtained court orders or judge signed 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, collection agent or other service provider), a person serving on the Board of Trustees or a student serving on an official committee such as a disciplinary committee or assisting another University 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: "information that would not generally be considered harmful or an invasion of privacy if disclosed," including, but not limited to, "the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended."

4. **Filing a Complaint**

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)

E. **Financial Aid**

The University’s financial aid policies can be found through the following link:

http://www.oc.edu/services/financial/university-financial-policies.html

F. **Health & Wellness**

1. **Mercy Clinic**  
   2801 E. Memorial, Suite 140 (next to Jimmy Johns)  
   405-425-6100

   The Mercy Clinic is committed to the health and wellness of the university campus community. The clinic is open from 8 a.m. - 5 p.m., Monday through Friday including during school breaks for campus convenience and to insure continuity of care. The clinic also offers appointments to faculty and staff. The clinic has scheduled appointments, but also has times available for those that “walk-in” with urgent (same day) needs. Fees are based on services rendered.

2. **Personal Counseling Services**  
   Gaylord University Center | 2501 E. Memorial Road  
   405-425-5250

   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, and 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.

G. 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, upon request, to any university official or employee.
- This card is the student’s identification for university services or student activities. Students are permitted to possess only one ID card.
- 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 Support Central at no charge. Excessive replacements may result in a charge equal to the cost of a card.

H. International Programs

1. Semester Programs
   - European Studies Program (Fall and Spring terms)
Students spend the semester in Europe at Das Millicanhaus, OC’s residential and academic facility in Vienna, Austria. Travel to additional countries is available including a field trip to Italy. A full course of study is offered in core curriculum courses. Participants have the option of engaging in mission work during the program.

2. **Summer Programs**
   - **Summer European Studies Program**
     Modeled after the semester-long program, students have the opportunity to study and travel in Europe for 6 weeks during the summer.
   - **Asian Studies Program**
     Students spend 6 weeks studying in China and Japan. Special features include classes and activities on the campuses of Ibaraki Christian University and Xi’an Polytechnic University.
   - **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.

3. **Study and Travel Courses**

   Short term faculty lead programs may be offered each year. These are usually discipline specific and can range from 1-5 weeks. Check the study abroad website for current offerings.

4. **Long-Term Exchange**
   - **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.
   - **Study Program at Korea Christian University (Summer & Fall terms)**
     OC and Korea Christian University have agreed to accept 2 students per year for scholarships to take academic work at the sister institution. The program for OC students begins in September and ends in December; 1 term of academic work is completed.

5. **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.
6. **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

**Joslyn Hill**
International Student Advisor
joslyn.hill@oc.edu

**Jacob Shuart**
International Student Advisor
jacob.shuart@oc.edu

**Lj Littlejohn**
ESL Coordinator
lj.littlejohn@oc.edu

I. **Intramural Sports**

1. **Intramural Sports Eligibility**
   
   All students and employees are 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. Any student who is placed on disciplinary probation may not participate while the probation is in effect.
   3. The Intramural Director reserves the right to review each case on an individual basis.

2. **Major Intramural Sports (For Both Sexes)**
   
   - Softball
   - Soccer
   - Flag football
   - Volleyball
   - Basketball

3. **Minor Intramural Sports (For Both Sexes)**
   
   - Cross-country
   - Disc Golf
   - Free throws (team)
   - Swimming
4. Individual Intramural Sports
   - Tennis
   - Pool (singles and doubles)
   - Table tennis (singles and doubles)

5. All Sports Champions
   The club that has accumulated the greatest number of points (including both team and individual sports) throughout the 1st two semesters is declared All-Sports Champions.

   At the end of the 2nd semester, one male and one female athlete are selected as the Outstanding Intramural Athlete of the Year. These awards are based on attitude, sportsmanship and ability in each activity.

J. Library Services

The Tom and Ada Beam Library (http://library.oc.edu) seeks to create an atmosphere that enhances the learning environment of the University by providing access to a diversity of information resources and services. Online research assistance is available through http://libanswers.oc.edu/ which provides the options of an online form, text, chat, and the direct email addresses of the reference librarians. Face-to-face research assistance is also available on a drop-in basis or by appointment. The library’s phone number is (405) 425-5312.

For detailed information about the Beam Library and all the policies please link to the library’s website http://library.oc.edu and look under Info & Services or go to http://libanswers.oc.edu.

Follow the library’s twitter account http://twitter.com/OCBeamLibrary for up-to-date information and announcements.

1. Library Hours
   Sunday: 1:30 p.m.- 5:00 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. - 6:00 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: 12:00 p.m. - 7:00 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.

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

3. Check-out Policies
   a) Undergraduates
      - 2 week loan period
      - A total of 15 items checked out at any given time
b) **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. **Fines and Fees**

Students’ responsibilities for overdue materials include the following:

- $.10 per day for overdue material up to maximum amount of $3.00
- $.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

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 copy 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://libanswers.oc.edu/a.php?qid=358040](http://libanswers.oc.edu/a.php?qid=358040).

6. **Research Databases**

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

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 more information about the OK-Share program, please link to [http://library.oc.edu/okshare.aspx](http://library.oc.edu/okshare.aspx)

8. **Services for Students with Disabilities**

The Beam Library offers good faith efforts to accommodate requests for assistance with library services to all members of the Oklahoma Christian University community with disabilities. The type and nature of assistance is usually determined at the time a request is made. If you have special needs, please contact the library in advance for accommodation.

Assistive Technology (available on the 1st floor of the library):
Merlin Reader - Enlarges print images such as pages of magazines and books for viewing. (Image)
Plustek Book Reader - Converts written text to speech that can be saved as an MP3 file.

K. Lost & Found

A lost and found service is maintained by the Student Life Office which is located in the Gaylord University Center.

L. Motion Picture Policy, On-Campus

1. 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.

2. 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.

3. Scope and Definitions
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:** Please consult the Vice President for Academic Affairs for additional information on the display of protected motion pictures for an instructional purpose.
- **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.

**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.

4. **Approval Procedures**
The following procedures must be followed prior to the non-instructional display of a protected motion picture on Oklahoma Christian University property, outside of a residential setting.

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.

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.

5. **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 425-6305.

- **Movie Licensing Resources:**
  1. **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/
b) 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/

M. Public Expression Policy

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 Policy Manual. 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.

1. 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.
2. **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.

3. **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.

4. **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.

5. **Procedures for public expression activities by members of the on-campus University community**

   a) 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 Executive Director for Human Resources within that same time frame. Greater advance notice of the request is helpful.

   b) The Dean of Student Life or Executive Director for Human Resources 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.

   c) Public expression activities are authorized to occur only at one or more of the following locations, if available, as assigned by the Dean of Student Life or the Director of Human Resources, in concert with the Director of Campus Events:

   - 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.

d) 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.

e) The total number of people engaging in public expression activities at any one
location on campus may be limited by the Executive Vice President, his
designee, or by any University vice president.

f) 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 OC Covenant.

g) Microphones, bullhorns, or other amplification devices may only be used if
suitable for the area and time.

h) No sidewalks, building ingress and egress, campus traffic or parking or athletic
facilities may be blocked, nor may normal University operations be impeded.

i) 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.

j) 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
Executive Vice President.

6. Limited Rights for Campus Visitors

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.

a) 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.

b) 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 4 and 5, 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.

N. Public Speakers, Programs, & Events

1. 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.
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.

2. 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.

3. 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. 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 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. University employees are expected to know when something is 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.

4. **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.

5. **Alcohol, Tobacco and Drugs**
The use or promotion of alcohol, tobacco products and illegal drugs is strictly prohibited on campus.

6. **Dress Code**
All dress or costuming should fall within the campus policy regarding modesty and appropriate dress.

7. **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.) The University will practice *a cappella* music in all its chapel and other worship assemblies.

8. **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.

9. **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.

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

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

12. **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.
13. **Public Address Systems**
No public address or amplifying system may be used outside without the approval of the Vice President of Operations.

14. **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.

15. **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 the Vice President and General 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.

16. **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.

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

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

   (1) A student group recognized by the University’s Office of Student Life; or

   (2) A group established by administration officials, faculty or staff for purposes associated with the University’s mission.

   (3) A group other than those listed above whose specific event has been officially approved for University sponsorship by appropriate senior officials of the University.

b) **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 Academic Policy Manual as well as The OC Covenant. 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.

c) 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.

d) 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.
18. Guidelines Which Apply Only to Events Sponsored by Others Who Use University Services or Facilities

a) 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.

b) 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.

c) 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.

d) 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.

e) **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.

f) **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.”

g) **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.

19. **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. (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 Campus Events.)

O. 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.

P. 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 Katy Roybal in the Student Success 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.

1. 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, state, or municipal laws and regulations.
   - The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is Katy Roybal, Disability Coordinator.
   - OC is an equal opportunity employer.
2. **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.

*a) 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.

Q. **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 9:00 p.m. in Harvey Business Center.
- Meetings are open to all students and employees.
- The SGA office is located in the University Center.
- Executive officers post their office hours at the office at the beginning of each semester.

R. **Student Organizations**

1. **Organization Registration**

Students who wish to form an organization may seek approval from the Student Life Office. There are many potential resources for such groups who are successful in gaining recognition from the University. If you wish to begin this process, please contact Elizabeth McElroy in the Student Life Office. The information required may include at minimum a constitution, list of charter members, mission statement, and sponsor(s).

After this step is complete, the Student Life Office will follow up with the organization contact or president with more information. A group will not be officially recognized as an organization for the current school year until it has completed registration.
2. Types of Student Organizations

A fairly up-to-date list of the available student organizations and clubs can be found at http://www.oc.edu/student-life.

a) Academic, Special Interest & Professional Organizations

Students can find numerous organizations to join in their various fields of interest. These often provide opportunities to implement the co-curricular knowledge that is being learned in the classroom, network with other students and professionals, or provide service to the community.

b) 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, the entire student body, the faculty and staff at OC, and the greater Oklahoma City community. In addition to each club’s activities, clubs generally also participate in intramural sports, Homecoming, and Spring Sing.

Students may visit the Office of Student Life for a full description of clubs including starting a new club, administrative guidelines, eligibility, sponsors, club discipline, and hazing laws.

S. 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 for housing. This charge will be deducted from the student’s paycheck. To qualify for this discounted rate, students must work 28 or more hours per week. Students who work less than that will pay the current normal rates. Discounted housing is a benefit for student employees who do not have local housing arrangements sufficient to allow 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”.

T. Travel Policy

It is the Policy of the University to promote safety and to encourage students and employees 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 Director of Transportation to approve rules designed to promote the health and safety of all by regulating travel that is taken in conjunction with Oklahoma Christian University.

1. Application

This policy applies to all University students and employees who travel to an activity or event that is organized and sponsored 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).

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 Director of Transportation. At a minimum, these rules must include provisions concerning:

a) **Use of Seat Belts and Other Safety Devices**

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

b) **Passenger Capacity**

   The University fleet capacity is as follows:

   - Black bus: 31
   - Red bus: 47
   - White bus: 36
   - People mover: 21
   - Turtlevans: 14
   - Vans: 9
   - Yukons: 7
   - Caravan: 7

c) **Required Qualifications and Training**

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

d) **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 midnight and 5:00 am unless authorized by the Director of Transportation.

e) **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 Department of Transportation and applicable state law.

f) **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.

g) **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’s International Programs Office.

h) **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.

i) **Travel Authorization**
Registered student organizations that require their members to travel to events and activities covered under this policy must obtain prior written approval for the travel from its employee advisor or the department head responsible for funding or organizing the travel. 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.

j) **Van Use**
- All drivers will read this policy and sign a statement located in the Director of Transportation office.
- 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.
- 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.
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 Director of Transportation. 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 Department of Transportation. Departments must report violations of this policy and safe travel rules to the Director of Transportation.

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 established by federal, state and municipal law and the Director of Transportation. Employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the Employee Policy Manual and other University policy.

Individual students who violate this policy and the safe travel rules approved by the University’s Director of Transportation 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.

U. University Postal Service

- The University postal services are located at the west end of the Gaylord University Center.
- All students living on campus are assigned student boxes in either the University Center or the Nowlin Center (for those living in the apartments). The box number is based on housing assignment. Boxes are available for off campus students upon request.
- Boxes, envelopes and other supplies are also available for package shipments.
- Mailroom hours are: M – F, 8:00 a.m. - 5:00 p.m.
- 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
V. The Lou Phillips Welcome Center

OC is fortunate to have an atmosphere on campus that reflects hospitality and kindness to all our campus community and guests. The Lou Phillips 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 Lou Phillips Welcome Center is located at the entrance of the Garvey Center.

Services provided at the Lou Phillips Welcome Center include: Event planning and management, student event planning and management, university venue reservations, starting point for prospective student tours, initial campus guest point of contact, student chapel attendance information, university box office, campus announcements, university calendar and much more.

W. 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.
V. Information Technology Services

A. Technology: Acceptable Use Policy

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.

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.

3. Guiding Principles
Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, scholarship, 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.

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

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.

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.

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. 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.

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.

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.

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.

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.

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.

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:
http://www.oc.edu/services/it/acceptableusepolicy.html

B. Technology: Services Guidebook

1. Technology Services Overview
   a) Services
   IT Services provides voice, data, and video services and support to the University campus.

   b) Organization
   In order to serve the technology needs of the campus, the IT Services department is divided into four primary teams:
   
   ■ Campus Reporting organizes and delivers data required for better insight into departmental activities.
   ■ Enterprise Solutions supports the administrative and student information system.
   ■ Infrastructure Design 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 as well as operator calls.

c) Contact Information
The Office of Information Technology and Support Central is located in Cogswell-Alexander Hall.
Support Central
Phone: 405-425-5555
Email: support@oc.edu
Web: http://www.oc.edu/itservices
North Institute Office: 405-425-1850

2. Support Central
a) Technology Support
Technology support requests can be submitted by calling Support Central at ext. 5555, by email sent to Support Central at supportcentral@oc.edu, or by stopping by Support Central located on the North side of Cogswell-Alexander Hall (CAH). All reporting methods will generate a support incident 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.

b) 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).

c) 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://support.oc.edu/forums.

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.
d) **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 provides access to 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. There is no charge for replacement ID cards unless the number of replacement cards issued is determined to be excessive.

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.

e) **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.

3. **Network Services**

a) **Network and Email Accounts**

The University provides a network access account to all employees and students. 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 `username@eagles.oc.edu` for students and `username@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.

b) **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.)

c) **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@oc.edu – Student Life, SGA, PR. Students
campusannouncements@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
sportupdate@lists.oc.edu – Sports 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” or “@eagles.oc.edu” address generally will not be removed from the list when memberships are updated unless the address is no longer valid.

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 (LimeWire, FrostWire, BitTorrent, Kazaa, Morpheus, Gnutella, etc.) or other forms of Spyware and/or Malware may be removed from the network.

   a) **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 10GB 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.

b)  **Network Connectivity**
Network connectivity is provided to members of the campus through a “wired” network and a “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 sniffer or other related technology), may result in loss of network privileges.

c)  **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.

d)  **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://support.oc.edu/forums](http://support.oc.edu/forums).
5. **Network Addressing**

   a) **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 Support Central.

   b) **Naming Convention**
   Systems must meet the standard naming conventions determined by Network Services.

<table>
<thead>
<tr>
<th>Personal Systems</th>
<th>Employee/Student ID Number + A,B,C... for multiple systems (ex. 1234567A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Systems</td>
<td>Serial Number</td>
</tr>
<tr>
<td>Tenant Owned Systems*</td>
<td>Serial Number</td>
</tr>
</tbody>
</table>

   For security reasons machines not matching these naming conventions may be disconnected from the network.

   *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.

   c) **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.

   d) **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.

   e) **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 affects more than 10% of users, Support Central 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 the campus portal.

6. Data Security

a) 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 8 characters and must contain 3 of 4 possible complexity requirements:

- Uppercase letter
- Lowercase letter
- Number
- Symbol (such as * or ^)

Employee passwords must be changed every 90 days. Student passwords must be changed once per year.

■ 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 URLs 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 blocked web page form.

7. Voice Services
   a) Basic Phone Service
      Basic local telephone service is available in each residence hall lobby. Long distance phone service is not available to students through the OC phone system.

   b) Long Distance/International Calls (employees only)
      Personal Identification Numbers (PINs) can be issued through IT Support Central for use in placing long distance calls. Calls should be limited to University business. Directory assistance should be used only when other attempts to access the phone number have been exhausted.

   c) 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 police 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.

   d) Misuse of the Phone System
      ■ Unauthorized use of a long distance PIN is fraud. Fraud is a criminal offense under federal and state laws and is punishable as a felony in Oklahoma.
      ■ The misuse of the 9-1-1 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.

8. Video Services
   a) 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://support.oc.edu/forums. The University reserves the right to change the channel lineup at any time and makes no guarantees as to the availability of programming offered.
VI. Residence Life

A. Residence Life Staff

1. Director of Residence Life
The Director of Residence Life oversees all areas of campus housing. He ensures that our residential students have a quality academic environment in which to live and study. He supervises the Resident Directors, Resident Assistants and all housing placements. Curtis’ office is located in Heritage Village, Suite #137.

2. Assistant Director of Residence Life
The Assistant Director of Residence Life assists in overseeing facilities, staff and students. John's office is located in Heritage Village, Suite #137.

3. Housing Coordinator
The Housing Coordinator is responsible for the placement of students in campus housing and maintains housing information on all students enrolled at OC. The Housing Coordinator’s office is located in Heritage Village, Suite #137.

4. Resident Directors
Resident Directors live in all residence halls and apartment phases. They supervise the Resident Assistants and receptionist desk personnel. The purpose of those positions is to maintain a safe environment and to build a close community through service projects, monthly activities and devotionals. They help nurture, give advice and direction and meet the needs of the students.

5. Resident Assistants
Resident Assistants (RA’s) are students assigned to live and work in specific areas within the housing facilities. The major responsibilities of the RA include assisting the Resident Director, conducting weekly surveys to enhance student satisfaction, and being available to help students.

B. Residential Areas

1. Residence Hall Receptionist 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 in addition to other responsibilities pertaining to the position.
- The receptionists can assist students if they become locked out.
- 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.
2. **Nowlin Center**
The Nowlin Center serves as a central communication area for all needs of the apartment residents. Whether it is checking out a vacuum or a room key, the Nowlin Center is a good place to start for help. Residents and guests can also enjoy a wonderful social atmosphere with the fireplace, game tables, and areas for study.

3. **Public Lobbies**
- Public lobbies are provided in Tinius, Gunn-Henderson, Fails, University House, and Davisson Hall; except for these public lobbies, students are not permitted in the residence halls of the opposite sex except during open house.
- 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 and disciplinary action.

4. **Non-Public Areas**
- Students who are found in rooms or non-public areas of residence halls/apartments of the opposite gender are subject to disciplinary action.
- Emergency maintenance problems may require that members of the University Services crew be in the residence halls at any time for repairs.
- 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.

C. **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 telephone numbers.

1. **Off Campus Residential Criteria**

A student may be granted permission to live off-campus if he or she meets one or more of the criteria listed below and has an off-campus exception form approved through the Residence Life Office. Criteria for living off-campus are as follows:

- Student is of part-time student status (enrolled in 11 hours or fewer)
- Student is Married
- Student has completed 124+ credit hours
- Student is 23 years old prior to the beginning of the semester for which the off-campus exception is being requested.
- Student will be living with their parents in their primary full-time residence. Off-campus exceptions are not granted to students living with aunts/uncles, siblings, or other family members.
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.

2. Housing Agreement Terms
- Students who live in campus housing are billed for 15 weeks.
- 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 $50 per night does apply. A deposit of $350 is required, and the nightly charge will be taken out of the deposit. The deposit covers 7 nights, if you need to stay longer than that, additional charges will be due.
- If a student remains 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 agreements. However, the student is required to turn in his or her room key during this period. Failure to do so will result in a $50 charge. If a student is scheduled to move and fails to make the move prior to the break, he/she is charged $50 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, their housing deposit will be forfeited.

3. 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 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 2014 semester will not be eligible to live in the apartments in the Spring 2015 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 2014 semester may serve part of that probation during the Fall 2014 semester but if that student does not have any violations resulting in disciplinary probation or suspension during the Fall 2014 semester, this student is eligible to live in the apartments in the Spring 2015 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.

4. 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 their curfew waiver due to disciplinary action may be required to move back to the residence halls immediately or at the end of the semester.

D. Residence Life General Policies & Procedures

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.

2. Authorized Searches
   OC reserves the right to allow certain Residential Life Staff search a student's room/apartment or vehicle if OC reasonably believes a federal, state, or municipal law or university policy 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.

3. Bicycles
   • 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 / bike storage rooms provided in each housing area.
   • Bikes are not to be chained in gazebo areas or any place other than bike racks.
   • Some renovated housing areas have inside bike storage. Students may use them to store their bikes by contacting the Resident Director of that area to obtain guidelines.

4. Bunking/Debunking and Lofting Beds
   Bunking, debunking and lofting beds are only allowed by maintenance staff. If students are interested in bunking, debunking or lofting the beds in their rooms, they should contact their Resident Director. These services are only provided during specific and advertised times of each semester and while supplies last in specific residential areas.

5. Check-Out Procedures
   a) 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 Resident 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 Resident 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 7 days from move out date are considered a forfeit by the student.
- Failure to properly check out may result in forfeiture of the housing deposit, in addition to clean-up or damage charges.

b) 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 thoroughly. Up to $100 per person may be charged to clean an apartment.
- The apartment must be cleaned before the 1st occupant moves out.
- Students should NOT unplug the refrigerator.
- Students must schedule an appointment with their Resident Director 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 lock replacement charge for keys not turned in before departing OC.
- Failure to properly check out may result in forfeiture of the housing deposit, in addition to any clean-up or damage charges.

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.
- Oklahoma Christian employs a third party custodial firm, to clean the public areas of the residence halls each 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.

b) Residence Hall Cleanliness Check

- Individual room checks to preserve sanitation and maintenance standards are made by the Resident 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.

c) Apartment Cleanliness Check

- The Resident Directors will check apartments bi-monthly 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 $50 per person is added daily until the apartment is considered satisfactory.
- Any tableware or utensils taken from the cafeteria and found anywhere in an apartment will constitute an automatic room check failure.

7. Curfew

Oklahoma Christian University takes a developmental approach to residential curfew. Curfew at Oklahoma Christian is designed to enrich the first-year living and learning experience by allocating time for first-year students to engage in their living and learning community. Specifically, students living in a residence hall who have completed less than 24 credit hours and who are under 21 years of age will be expected to observe the residential curfew. During these times, students are encouraged to invest in their living community and academic pursuits. Curfew complements our efforts to maintain safe housing, bolster our campus’ sense of community, and provide a positive structure that promotes academic success.

Curfew Exemptions

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.
a) **Residence Halls**

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. Should a student know they will be late for curfew; the student should contact their Resident Assistant or Resident Director immediately to let them know. If he or she is not available, the student should leave a message and/or notify residence life staff via email. It is always better to call and return to campus rather than to spend the entire night elsewhere.
3. Students are not permitted to leave their assigned residence hall after curfew unless their Resident Director gives special permission.
4. 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.
5. Curfew violations do not start over for the spring semester. Repeated curfew violations will result in disciplinary action and/or charges.

**Late Permissions**

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

**Students Unaccounted for at Curfew**

Resident Assistants and Resident Directors will attempt to locate students who are not present after the initial curfew check.

b) **Curfew in Apartments**

Students who live in University Village 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. If a student with curfew from the residence halls signs out overnight to the apartments, they are expected to be in that apartment at curfew. Resident Directors will verify their sign-out.
8. **Decorations**

While there is the opportunity for students to express individuality in decorating their living space, the following guidelines must be followed:

- 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 items will be confiscated and occupants disciplined by the University. Furthermore, the University may cooperate with on and off-campus law enforcement agencies.

- 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” or mounting putty 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 and dart boards 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.

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 Resident Directors.

- Failure to prepare for extermination services will result in a fine of $50 per person.

   **a) Bed Bugs in Residential Areas**

   Bed bugs are small, flat, wingless and nocturnal insects that live by feeding on the blood of warm-blooded hosts. Bed bugs do not fly or leap; they hide in dark crevices and generally hide nearest the bed or other furniture used for sleeping. Bed bugs must be carried into an environment. They are often carried in on personal belongings such as luggage, backpacks and secondhand furniture from a location already infested.

   Evidence of bed bugs include small blood spots on linens and mattresses, small black dirt specks on seams, cracks or crevices of beds and furniture, actual bugs present- dead or alive, and unexplained rashes of the skin.

   Report immediately to the Resident Director or contact the Office of Residence Life at (405) 425-5930 if bed bugs are suspected in a room or apartment. Once a
report of suspected bed bugs is made, a pest control expert is contacted and the university implements a comprehensive bed bug procedure.

Whether bed bugs are suspected or have been confirmed, it is important that residents not remove any clothing, bedding or furniture from the room and follow all instructions presented by the pest control expert.

Residents can help reduce the risk of bed bugs by taking precautionary measures like inspecting any clothing, bedding and furniture that are purchased second-hand before bringing to campus.

When traveling, inspect the bedding and furniture where you are staying and inspect before returning to campus. Use hangers or hooks to keep all clothing off of the floor and bed. Clean and reduce clutter in the living area and wash clothing and linens regularly.

The University takes bed bug reports seriously and will inspect and invest in the health of the student body. The university will take action for eradicating the bed bugs from the living area, but individuals who knowingly bring bed bugs to campus, are neglectful or do not assist in the process may be held responsible for the reimbursement of services, treatment and items that may need to be replaced.

10. Damage Assessment
Lost key/key replacement ..............................................................................................................$50

Failure of weekly room check – Residence Halls.................................................................$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 bi-monthly apartment check$50

Failure to clean apt. within 24 hours of check (daily) .........................................................$50

Excessive or misplaced trash
(trash placed in bathrooms, lobbies, halls, patios, etc.) .........................................................$25

Failure to properly check out of room or apartment with Resident Director
...................................................................................................................... Forfeit housing deposit of $125

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) ......................... $200

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

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

Hair dye, dyes, bleach or other damaging stains of any size to carpet ........... $650

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

11. Guests in Rooms
- Friends and family are welcome as guests on campus.
- Non-minor guests of the same sex as a student 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. OC personnel will not grant guests access to rooms.
- The student is liable for any damages caused by guests.
- Students must notify their Resident Director 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.
- No babysitting in rooms or apartments.

12. Hall Meetings
- Students living in campus housing are required to attend all meetings as announced by the Resident Director. If a student does not attend the mandatory meetings, a fine of $25 may be levied.
- Meetings, in most cases, are held during the 1st week of each semester.
- If the student has a conflict with the time of the meeting, he or she should notify the Resident Director in advance so that other arrangements may be made.
13. **Insurance for Personal Property**
OC is not responsible for damage to any student’s personal property, regardless if the cause of the damage. Each student is responsible for providing their own “renter’s insurance” to cover loss to their personal property. Personal property insurance is not a requirement but OC strongly encourages every student to insure the contents of their dormitory room or apartment.

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 Resident Director as soon as possible. To cover the cost of changing the key and lock, the student is charged $50.

15. **Off-Campus Student Housing**
The University does not authorize any student organization to provide off-campus housing.

16. **Open House**
Open House provides visitation to resident rooms by members of the opposite gender and is available during specific times and days during each semester.

- **Residence Hall Open House**
  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.
  - Housing staff will make rounds to monitor. Students must cooperate with them.
  - Students in violation of the Residence Hall Open House policy or hours will be subject to disciplinary sanctions up to and including suspension.

- **Apartment Open House**
  - Visitation hours are Monday through Friday from 5:00 pm to 12:00 am, and Saturday and Sunday from 12:00 pm to 12:00 am.
  - Guests are allowed in the living areas only. Absolutely no guests are allowed in the bedroom of the apartments.
  - The blinds must be open at all times when there are visitors in the apartment.
  - Resident Directors will make periodic checks.
  - Violation of these rules will result in disciplinary action for both the resident and the guest if that person is an OC student.
  - Students in violation of the Apartment Open House policy or hours will be subject to disciplinary sanctions up to and including suspension.
17. **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 through myOC.

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

- 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.

- 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 Resident Director immediately. If a change of plans requires returning to campus after curfew, the student should notify the Resident Director immediately before returning to the room. Sign-out violations will result in disciplinary action.

  **a) Sign-out Violations Include**

  - Signing out for overnight but returning to campus after curfew without notifying the Resident 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 Resident Director when the student stays at an address different from the one on the online form.

  **b) Sign-out Destinations**

  Students often ask to where they can and cannot sign out. Students should remember that parental permission does not supersede university policy, or the OC Covenant. 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 sex, or any place that would be considered inappropriate. It is impossible to list all possible scenarios, so students should consult their Resident Director if they have any questions.

18. **Pets**

- No pet of any kind (with the exception of fish) is 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 $200 fine, immediate removal by the student, and possible disciplinary action.

19. 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 Resident Director will establish guidelines for each area.

20. Room Reservation Procedures – Residence Halls & Apartments
- Every student living in OC residence halls or apartments must pay a $125 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.

21. Room Changes
- If students would like to change rooms, they should see their Resident Director.
- Room changes will not be approved within the first 2 weeks of the semester.
- As much as is possible, Residence Life staff will encourage students to engage and work through roommate differences before resorting to student relocation. Residence Life staff will work to help facilitate healthy conflict management between roommates. As always, exceptions to this practice are made in potentially dangerous or extreme situations.
- 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.
- The University reserves the right to rearrange students in order to completely fill a room or a suite.
- 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.
- The Resident 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 any situation where 2 or more rooms/apartments need to consolidate. In these situations, Residence Life reserves the right to determine which students, if any, need to relocate.

22. Room Furnishings/Damages
Furniture should not be removed from its assigned room/apartment for any reason. If furniture is missing or damaged upon check-out, charges will be assessed for replacement or repair.
23. **Sales and Solicitation**
- Solicitation is not permitted in any form in the residence halls or apartments.
- Students should report solicitation immediately to Campus Police and the Office of Student Life.
- Oklahoma Christian University prohibits meetings, advertising or solicitation of any kind by secular or religious groups or churches without prior approval from the Office of Student Life.

24. **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.

**E. Residential Services**

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 support@oc.edu or 405-425-5555. 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 Resident Director or Campus Police at 405-425-5500.
- 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.

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.

3. **Storage**
OC does not provide storage space.
VII. Campus Police & Safety

Campus Police and Safety {Revised July 1, 2014}

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

The department consists of state-certified police officers authorized under Oklahoma Statutes to enforce all state laws, municipal laws, and University policies.

To contact the OC Police Department, 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 officer is available 24 hours per day by calling 5500 from any campus phone or (405) 425-5500. Off-campus police and fire departments can be reached by dialing 911.

For safety, during the late evening, OC Police 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 or (405) 425-5500 to request this service.

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

A. Authorized Searches

- Oklahoma Christian reserves the right to search a student's room/apartment or vehicle if there is reason to suspect that any federal, state or municipal law, or Oklahoma Christian University policy has been violated.
- A search must have the prior approval of the Vice President and Dean of Students. Refusal to grant an authorized search is grounds for suspension.
- Generally, Campus Police may assist Resident Directors by being present to “Keep the Peace”.

B. 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. During the first two weeks of school students may register online. After two weeks, online registration is closed.
- 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 sticker is permanently affixed to the bottom driver’s corner of the front windshield. Motorcycle stickers shall be affixed to the left fork of the motorcycle. Registration is valid until the sticker is 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 from sophomore to junior after fall semester, please come by and re-register and get the maroon sticker, in order to park in junior/senior parking. Until the sticker is replaced, the student is still a freshman/sophomore.

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 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 of Oklahoma and forms can be found online at http://www.dps.state.ok.us/dls/pub/PDPPA.pdf

C. Campus Crime and Fire Safety Report

The link listed below contains Oklahoma Christian University’s Annual Safety Report, as required under the Clery Act in the Higher Education Act of 1972.

Annual Security and Fire Safety Report

D. Weapons on Campus Policy (Adopted July 1, 2013)


1. Purpose
   To set the permissible limits of the presence of weapons on University property.

2. Scope
   This policy applies to all University faculty, staff, students, and visitors. The only exception is for all licensed federal, state and local law enforcement officers.

3. Policy
   Except as provided for by statute or other University policy or procedure, no person may possess any weapon while on University property, or while participating in any University event. University property includes all campus grounds, facilities, buildings, classrooms, offices, University owned vehicles, or other premises owned, leased, or controlled by the University. University activity includes, but is not limited to, normal daily business and educational activity and any University-sponsored function or activity.

   Any University employee violating this policy is subject to immediate termination. Any student violating this policy is subject to disciplinary action, up to and including expulsion. A campus visitor found in violation of this policy shall either have such weapon confiscated by University Police or shall be subject to immediate removal from University property or activities.
No person in possession of any licensed handgun, pursuant to the Oklahoma Self Defense Act (21 Okla. Stat. §1290.1 et. seq.), shall be authorized to carry such licensed handgun into or upon University property. Pursuant to 21 Okla. Stat. §1277 (2012), the following property shall not be construed as prohibited for persons having a valid handgun license:

Any property set aside for the use of any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle without the prior written consent of the University President, while the vehicle is on University property;

Any property authorized for possession or use of handguns by University policy; and

Any property authorized by the written consent of the University President, provided the written consent is carried with the handgun and the valid handgun license while on University property.

4. Storage

University Students shall store their recreational guns with Campus Police. Students requesting to store firearms, may contact the Campus Police Department at 425-5500, or email campus police at campuspolice@oc.edu.

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. Call 425-5500 or 5503 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. 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) are authorized to be stored.

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.

E. Cooperation with Police Agencies

The Campus Police Department cooperates with the Oklahoma City Police Department when city or state statutes are violated.
F. 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 Executive Director of University Services, and is authorized to enforce the laws of the State of Oklahoma and the OC administrative regulations, which are published in the Student Handbook.

A Police Officer is available 24 hours a day, 7 days a week for students' protection.

G. 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 because this subjects all occupants to unwanted intrusion.

H. Fire Safety

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

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 and charged for damage and repair.
   - 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.

2. Annual Fire Safety Report
   - Campus Police will provide an Annual Fire Safety Report for students to view. This can be found on our public website and in the Student Handbook.

3. Daily Fire Log
   - Campus Police will provide a Daily Fire Log viewable to students upon request. The request will be granted within 48 hours.

I. 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.

1. Procedures for Designation of Emergency Contact Information
   - 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.

   - 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.

2. Official Notification Procedure for Missing Persons
   - 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.

   - 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.

   - 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 authorities.
enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

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

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.

**J. 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 911.
- An OC police 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.
- The OC Campus Police Department and the Oklahoma City Police Department have established a mutual aid agreement for crime reporting.

**K. 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.
L. Unattended, Abandoned, Stolen Vehicles

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 an 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 tag in a visible location on the vehicle.

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:
      
      i. 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.
      
      ii. 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.

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 D 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.

4. Inventory and Storing or Impoundment of Vehicle
   1. Officers have authority to remove and store or impound a vehicle when:
a. 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.

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

c. It has been reported stolen or taken without the consent of its owner or is to be held as evidence of a crime committed.

d. At the scene of an accident, the owner or driver is not physically or mentally able to take charge of the vehicle.

e. The driver of the vehicle is arrested and taken into custody. The officer is not required to impound such vehicle in some instances where the person requests another licensed driver to take charge of the vehicle.

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

a. 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.

b. Complete and submit a Stored Vehicle Report by the end of shift.

c. Make a written inventory of the contents of the impounded vehicle. The inventory shall be attached to the officer’s report.

e. Stored vehicle report.

The stored Vehicle Report shall be completed and submitted on all vehicles impounded by members of the Oklahoma Christian Campus Police Department.

M. Parking Rules and Regulations

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, unless the student gets a new vehicle or windshield. Students may register online during the first two weeks of the fall semester. If they need a new sticker, it will be sent to the mail room. If they already have a valid registration, they will enter their sticker number online. After online registration closes, students need to come to the Campus Police office to register and receive their sticker. 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

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.

3. Parking on Campus (from 8:00 am – 5:00 pm)
*Freshmen and sophomores* are required to keep their vehicles in the dorm parking lots.

*Freshmen and sophomores* (with the appropriate sticker) who live off campus may park in the parking lot west of Enterprise Square and west of the Gaylord University Center and by the north gate in the triangle lot.

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

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

1. Parking lot North of the Mabee Learning Center (the far north half)
2. Parking lot West of Hardeman Auditorium.
3. Parking spaces on West side of Thelma Gaylord Forum next to the Student Center
4. Parking lot West of Enterprise Square.
5. Parking lot North of Prince Engineering Center and Harold Science Hall
6. Parking lot South of the Biblical Studies Center
7. Parking lot East of Harvey Business Center

**Students must not park in Visitor parking or Faculty/Staff parking** (between 8:00 a.m. and 5:00 p.m.). **Visitor parking is located on the north side of Thelma Gaylord Forum and the west side of Hardeman. No unauthorized parking in Handicap or Fire Lanes at any time.**

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:

1. The designated parking lanes in the parking lot North of Mabee Learning Center
2. Parking lot North of Prince Engineering Center and Harold Science Hall
3. Parking lot East of Judd Theater and the lot West of the Garvey Center and Hardeman Auditorium
4. 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 DAYS AFTER THE DATE OF THE CITED VIOLATION. CAMPUS POLICE OFFICE TELEPHONE (405) 425-5503. AFTER 7 DAYS THE TICKET IS CHARGED TO THE STUDENT ACCOUNT.

**N. Violations and Fees (to be posted to student accounts)**

- 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*: $100.00
- Other: $50.00

*It shall be a violation of Oklahoma Christian University policy for any student regardless of age, to be in possession of any intoxicating beverage on University property. Any student found violating the provisions of this policy will be issued a citation for the amount of $100.00.

**Other** $50.00