



STUDENT HANDBOOK

FALL 2005

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ACADEMIC SUPPORT SERVICES

ASSESSMENT CENTER

The Assessment Center (corner of Eighth and College) administers and/or coordinates the following testing and survey programs pertaining to students:

ACT--The ACT is required for admission to SWOSU. The exam is offered at SWOSU on national testing dates. Students must pre-register for the national test dates. The ACT residual is also available at the Assessment Center many times per year for students who are unable to take the ACT Assessment on a national test date. Students eligible to test are students who are enrolled, have been admitted, or are in the process of applying to SWOSU.

Advanced Credit Opportunities--SWOSU will award credit to students whose background and achievements merit beginning at an advanced level. Therefore, the Assessment Center offers a wide range of College Level Examination Program (CLEP) subject exams as well as a departmental test, which will allow capable students to receive college credit through examination. SWOSU also awards college credit to students who have successfully met score requirements on Advance Placement Program (APP) tests. High school counselors assist high school students in making arrangements to take APP tests, which are not administered at SWOSU.

Course/Instructor Evaluations--Student opinions of courses and instructors are collected in most classes each semester to determine course and institutional effectiveness. These student opinions are used as one basis for decisions for changes.

Course Placement Evaluations--Entering students with ACT subtest scores below 19 in English, mathematics, and/or reading have an opportunity to complete an entry-level Computer Placement Test (CPT) to help ensure that they enroll in suitable course levels. These tests are available at no charge. CPT tests are not timed, but students take approximately 30 minutes for each test they take. A re-test in each subject is allowed after a minimum of two weeks.

Graduate Record Examination (GRE)--The GRE General Test, Writing Assessment, and Subject Tests are a master's program admission requirement in some instances. The computerized General Test and Writing Assessment are offered year-round at various locations. Subject Tests are offered at SWOSU on national test dates.

Pharmacy College Admission Test (PCAT)--The PCAT is required for admission to Pharmacy School; it is offered at SWOSU on national testing dates.

Student Satisfaction Surveys--Student opinions are collected from periodic graduate surveys on both the Weatherford and Sayre campuses to determine the quality of services provided by SWOSU. These student opinions are used as one basis for decisions for changes.

Various National Testing Information--Information on some national tests such as the Allied Health Profession Admission Test (AHPAT), Graduate Management Admission Test

(GMAT), Law School Admission Test (LSAT), and Medical College Admissions Test (MCAT) is available at the Assessment Center, although these national tests are not administered locally.

Please call the Assessment Center at 580-774-7084 with questions or to schedule tests. Some tests and surveys are also available at the Sayre Campus (580-928-5533, ext. 131).

ACADEMIC ADVISEMENT

College of Arts and Sciences

Department of Art.	ART 221
Department of Biological Sciences	SCI 214
Department of Chemistry and Physics	CPP 202
Department of Language Arts.	CAM 202
Department of Mathematics	CAM 302
Department of Music	FA 100
Department of Social Sciences.	SCI 201

College of Professional and Graduate Studies.

EDU 104

School of Allied Health

SCI 202-C

Allied Health – Medical Technology

SCI 206-B

Health Information Management

SCI 202-B

Health Administration

SCI 202-C

Athletic Training

HPE 30

School of Behavioral Sciences and Education

Department of Education.

EDU101

Department of Kinesiology.

HPE 10

Department of Park and Recreation Management.

HPE 123

Department of Psychology Department.

PSY 117

School of Business and Technology

STF 329

Department of Accounting & Finance.

STF 301

Department of General Business.

STF 345

Department of Management & Marketing.

STF 354

Department of Computer Science & Information Systems

STF 253

Department of Industrial & Engineering Technology.

TSB 108

School of Nursing

STE Hall

College of Pharmacy

CPP 302

Undeclared

College of Arts and Sciences

SCI 210

College of Professional and Graduate Studies

EDU 104

College of Pharmacy.

CPP 301-C

BOOKS

There are two bookstores available for purchase of textbooks; one is located on campus, the other is nearby.

Each bookstore provides a place for students to buy and sell new or used textbooks and supplies.

COMPUTERS

Information Technology Services (Room 246 in the Stafford Building, 774-3269) provides computing services and support for the academic and administrative communities.

Email

All students are automatically assigned a student.swosu.edu email account. Southwestern is using the student.swosu.edu email address as the primary means of contact. In the future, all University communications will be made using the official student.swosu.edu email address. Therefore, an accurate and active email address is very important to the student and SWOSU.

The server that holds student email (and personal web page information) currently has a size limit of 10MB per account. This limit is to ensure fair use of resources for all users.

Computer Labs

A number of computer labs are available in facilities around campus. Equipment varies in the different labs, from Apple Macintosh microcomputers to IBM compatible microcomputers. All computer lab/classrooms have laser printers available without charge to SWOSU students. Most labs have full Internet access.

Labs including specialty labs are currently located in the following buildings: Stafford, Art, Assessment, Education, Science, Technology, Campbell, Stewart, Music, Chemistry/Pharmacy/Physics, and the Library. The mission of each lab varies, as well as the hours of operation, and assistance available.

The main computer lab in Room 128 of the Stafford Building is open about 80 hours a week during the fall and spring semesters and about 60 hours a week during the summer. It is closed during interims and holidays.

Wireless Access

Access to wireless internet is currently available in all dormitories as well as numerous hotspots across campus including: Al Harris Library, Education Building, General Thomas P. Stafford Center, Pharmacy Student Lounge (CPP), and the Student Union Grill. Wireless laptops are available for in-house checkout use at the Al Harris Library.

CONFERENCE CENTER AND PRODUCTION SERVICES

Located on the corner of Seventh Street and Davis Road at 1121 N. 7th Street, the Conference Center provides space and facilities for the support of the university as well as

non-university meetings, conferences, activities, special programs and events. Fees for space and facilities vary with the size and type of space desired. For more information concerning the Conference Center Services, contact the Conference Center offices at 774-3705 or 774-3791.

Some local production services are available for creating materials (e.g. laminating and transparency production, video editing, etc.) In most cases the cost covers only the cost of actual materials consumed. Assistance is also available in locating current information concerning the availability of commercially produced materials. For more information contact University Press at 774-3260 or Distance Learning at 774-3149.

OFFICE OF SPONSORED PROGRAMS AND CONTINUING EDUCATION

The Office of Sponsored Programs and Continuing Education offers continuing education activities to traditional and non-traditional students as well as surrounding community. Continuing Education seminars and workshops are offered that promote career development, cultural growth, and/or personal enrichment. In most instances, admission to the university is not required and the activity being offered is not for credit. Special arrangements must be made for credit activities. Professional development activities that award CEU's (Continuing Education Units) can be offered. For information concerning Continuing Education contact the Office of Sponsored Programs and Continuing Education located in the Stafford Building, Room 209, or by calling 774-7012.

HONORS DEGREES

Undergraduate students may graduate with honors degrees. The distinctions awarded are:

Summa Cum Laude.....3.90
 Magna Cum Laude.....3.75
 Cum Laude.....3.50

AL HARRIS LIBRARY

Centrally located on Southwestern's Weatherford campus and open seven days a week, the Al Harris Library maintains a book collection of 300,000 volumes, one million microform holdings and 1,400 periodical subscriptions. E-books and several thousand full-text journal articles are also available.

The Library is both a US and state Government Document Depository, housing over 50,000 federal documents within the collection. Several electronic databases and information resources are available through the Library's web site <http://www.swosu.edu/library>.

The Library's collections are supplemented by access to the holdings of other libraries through inter-library loan, a statewide library card, and by electronic access to hundreds of specialized databases. Off-campus access to the library's electronic collections is available via student ID number. Librarians also teach instructional sessions on the use of web-based

resources throughout the school year. Additional research assistance for students is available at the Library's Reference Desk or by phone 580-774-7082.

LIBRARY HOURS

Fall and Spring Semesters:

Monday – Thursday	7:30 a.m. - 11:00 p.m.
Friday:	7:30 a.m. - 5:00 p.m.
Saturday:	12:00 p.m. - 5:00 p.m.
Sunday:	3:00 p.m. - 11:00 p.m.

Summer Semester:

Monday - Thursday:	7:30 a.m. - 9:00 p.m.
Friday:	7:30 a.m. - 5:00 p.m.
Saturday:	10:00 a.m. - 2:00 p.m.
Sunday:	4:00 p.m. - 9:00 p.m.

LIBRARY ACCESS FOR PERSONS WITH DISABILITIES

Wheelchair Access

The main entrance to the Al Harris Library can be reached by a ramp. The second floor and the basement can be reached using the elevator adjacent to the south stairwell. The restrooms on the south end of the first floor are wheelchair accessible.

The Library has one adjustable-height study table located in the range of computers on the north side of the first floor.

Access for the Vision Impaired

The Library computers are equipped with Zoom Text screen enlargement software. The Library has one text enlarging microfiche reader/printer.

The on-line catalog is accessible outside the Library through the Web at <http://libcat.swosu.edu>

Access Services Assistance

If you are unable to retrieve library materials or use library equipment (such as photocopiers, microfiche reader/printers, etc.) due to a disability, the Access Services staff at the Circulation Desk will provide you with assistance. The Access Services staff will retrieve library materials or individual periodical issues, photocopy specific articles, and provide other assistance as necessary. Please give the Access Services staff 24 hours to photocopy or retrieve your materials. You are responsible for photocopying charges; payment is due at the time you pick up the photocopies at the Circulation Desk.

For more information on retrieval assistance, contact the Circulation Desk (774-3730, TDD 774-7075).

The Al Harris Library can be reached by TDD (Telecommunication Device for the Deaf) at 774-7075.

The Library's fax number is 774-3112.

COUNSELING

ACADEMIC, CAREER (PLACEMENT) SERVICES, CAREER COUNSELING

SWOSU provides academic counseling for all students and career (placement) services for all seniors and alumni. Study skill information is provided to students who self-refer or are referred by faculty advisor.

Graduating seniors are encouraged to contact placement to assist with resume development. Graduating Education majors are assisted in developing credential files which can be forwarded to potential school employment settings. The office also provides a resume referral service for graduating seniors. Career development resources are available to students to further their opportunities for job placement.

Student Career Services is housed in the former president's home, the Burton House, south of the SWOSU library, 774-3233.

Career counseling is delivered through the use of the Oklahoma Career Search program, a computerized career guidance system. OCS can assist students in selecting a college major and provide exploration information for careers, education and current labor market trends.

PERSONAL COUNSELING

SWOSU students can receive support through short-term personal counseling to assist them in being successful both personally and academically. All services are offered without charge to any university student. Counseling is located in the Wellness Center.

TUTORING

Tutoring is provided through the department in which the class falls. The department should be contacted for a tutoring schedule.

ATHLETICS AND RECREATION

ATHLETIC SCHEDULES, TICKETS AND ID CARDS

Call 774-3068, Athletic Department, for sports schedules and information for men's and women's sports.

Admission is free to all regular season contests for students who have a valid student identification card. To attend all regular season contests, the student must only show his/her current ID card at the admission gates. Students must buy tickets for all play-off games and tournaments.

RECREATION FACILITIES

The SWOSU Intramural Sports/Wellness Program offers the following recreation facilities:

On Weatherford Campus:

- Two gymnasiums--SWOSU ID required for admission
- Swimming pool --SWOSU ID required for admission
- Weight room--SWOSU ID required for admission
- Exercise room--SWOSU ID required for admission
- Tennis courts
- Playing fields
- Volleyball courts
- Sand volleyball courts
- Track

At Crowder Lake State Park

- Paddle boats--SWOSU ID required for use
- Canoes--SWOSU ID required for use
- Fishing--State License required
- Ropes course--High/Low
- Camping
- Picnic areas
- Rappelling

Equipment may be checked out through SWOSU's Intramural Sports/Wellness program for on campus activities. You may call 774-3187 for additional information regarding facility use. For Crowder Lake State Park information, call (580) 343-2443 or (580) 774-3291.

Community recreation facilities are available through the City of Weatherford and the YMCA.

RECREATION PROGRAMS

SWOSU's Intramural Sports/Wellness Program offers the following activity programming, in addition to many others:

- Flag football
- Sand and court volleyball
- Aerobics
- Soccer
- Softball
- Water aerobics
- Basketball
- Bowling

A large number of the activities are co-ed in nature. Additional information may be obtained by calling 774-3187.

COMMUTING AND PARKING

PARKING

Due to the high number of vehicles on campus, it is required of all students, both part and full-time, to obtain a parking decal at the Campus Department of Public Safety located at the corner of State and College Street.

The one-time cost of obtaining a parking decal is included in a Safety Service Fee students pay at enrollment. Replacement decals are available upon request when presenting photo ID at SWOSU's Department of Public Safety.

Your safety is our primary concern; therefore, our traffic laws and parking stipulations will be stringently enforced. Students are given a copy of SWOSU traffic regulations at the time of obtaining their first parking decal. The jurisdiction includes all university property as well as adjacent or surrounding streets.

NOTICE

The State of Oklahoma prohibits motor vehicles being displayed for sale at unlicensed locations (university property). Students are asked to cooperate by not placing 'For Sale' signs on any motorized vehicle parked in university parking lots or on university property.

FINES

Fines will be assessed for Failure to Display Current Decal (with numbers facing the outside of the vehicle) and Illegal Parking - \$10.00. "Reserved for Disabled" will be assessed \$25.00 first offense and double each violation thereafter. Moving Violations will be assessed at \$10.00.

ALL FINES DOUBLE AFTER 72 HOURS.

Upon being issued a parking or other violation ticket under these regulations, the violator shall either pay the penalty imposed or file a written appeal within 10 days. Appeal forms may be obtained at the office of the Bursar, Room 109 Adm. Bldg. No appeal will be considered after 10 days from ticket issued date.

CULTURAL RESOURCES

OFFICE OF COORDINATOR FOR UNDERREPRESENTED STUDENTS

The goal of this office is to assist underrepresented students in reaching their personal and educational aspirations. The coordinator provides academic and career counseling, and support and guidance to all students; meets with students on campus to identify and discuss common needs; and visits to area high schools to encourage students and assist them with their college applications.

BLACK STUDENT ASSOCIATION

The aim of this student organization is to serve as a source of information regarding students of multicultural descent at the University, as a forum for discussing issues that are vital to the welfare and self-image of the multicultural Americans at the University.

This organization is here to serve all students as an educational tool through which the cultural heritage of multicultural Americans can be transmitted and as a means of generating a positive self-image through detailed familiarization with multicultural American contributions to the development of this nation.

SOUTHWESTERN INTERNATIONAL STUDENTS ASSOCIATION (SISA)

SISA is a student organization whose purpose is to assist international students in their orientation to campus life, the academic community, and the Weatherford community. It offers peer counseling and provides information on admission and enrollment, scholarships, tuition waivers, and other matters of interest to international students. SISA seeks to encourage intercultural understanding by sponsoring activities where students from different cultures can meet one another. Activities include international dinners, exhibits and displays, speakers, parties, dances, and picnics. All students are invited to participate in these activities.

SOUTHWESTERN NATIVE AMERICAN STUDENT ASSOCIATION

The Southwestern Native American Student Association is open to Native American students and all other students who wish to participate. The organization promotes Native American culture and multi-cultural understanding and sponsors benefits and other activities that provide public service to the community. The club encourages and supports academic success among its members through peer counseling and the promotion of a sense of community among Native American students.

ENTERTAINMENT & ENLIGHTENMENT

ANNUAL EVENTS

Art Exhibits-

During Homecoming, the Art Department sponsors an Alumni Art Exhibition featuring distinguished visual art alumni of Southwestern. Throughout the year, the works of student and guest artists are exhibited in the main gallery of the department.

Black History Month-

February is Black History Month. The Black Student Association presents lectures, films, guest speakers, and entertainment highlighting the heritage of black Americans.

Constitution Day-

This event is celebrated annually September 17. President George W. Bush signed a bill on December 8th, 2004 (public law 108-447) which designates every September 17th as Constitution Day. The mission is to perpetuate the Constitution to each succeeding generation; to educate each new generation to the uniqueness and brilliance of our Constitution, the most perfect governmental document conceived by man that identifies our liberties.

Homecoming-

Early in the fall semester, the Student Government Association and the Institutional Advancement Office sponsor Homecoming activities that include a Homecoming Queen and King contest and assembly, parade, class reunions, football game, golf tournament, bonfire, and student activities.

Dawg Days-

This week-long event is held the first week of the fall semester to help students make the transition into the collegiate environment. Dawg Days (Howdy Week) assists students in renewing old friendships and making new acquaintances and also helps in acquainting new students with the campus and the Weatherford community. Activities typically include dances, bowling, volleyball, movie night and Crowder Lake activities.

Music Department-

The SWOSU Department of Music sponsors numerous musical events during each semester of the school year. Vocal groups present concerts twice each semester. Instrumental groups also present concerts twice each semester. The marching band and pep band play for various events. Special recitals and concerts occur periodically each semester.

A musical or opera is held each fall semester. The annual jazz festival is held on the first or second Friday each February.

All events, except musical productions and the jazz festival, are free of charge. All events are open to the public. For information, please call the Music Office at 580-774-3708.

Collegiate Activities Board-

CAB is a student committee that plans, promotes, and produces student centered activities on campus. Bulldog Blitz (SWOSU talent show), games shows, comedians, and open mic coffee houses are just a few favorites of the students.

Panorama-

This cultural enrichment and entertainment series is open to students and the general public. The programs include theatre, music, public speakers, entertainers, and the arts. Events are held in the Fine Arts Center. Additional information is available by calling the SWOSU Public Information Office at (580) 774-3063.

Student Theatre-

To provide a program resource for educational theatre, the Theatre produces four theatrical productions a year. Within this endeavor, participants and audience members are exposed to various genre of theatre.

Acting auditions are open to all students currently enrolled at Southwestern. Many backstage positions are also available for student participation. For more information or a season brochure, call 774-3082.

LITERARY ACTIVITIES**Westview-**

Campbell 224-G, 774-3168. This publication features fiction, poetry, drama, nonfiction articles, book reviews, and scholarly work. Westview is a biannual professional publication which includes writers from all over the United States.

FINANCIAL ASSISTANCE**NEED BASED FINANCIAL AID**

A student must complete a Free Application for Federal Student aid (FAFSA) in order to apply for need based financial aid. Household size, the number of children in college and family income are important variables in determining eligibility for need based financial aid. To apply for federal or Oklahoma grants a FAFSA must be completed.

CASHING CHECKS

The Cashier's Office in the Administration Building, 774-3019, will cash checks of up to \$50.00 per day. A student ID card is required for cashing checks.

EMPLOYMENT

Part-time employment opportunities exist for students both on and off campus. Students may apply for employment in the Human Resources Office, Room 101, Administration Building, 774-3275.

Federally funded work-study jobs are available in the majority of departments on campus. Students must complete the Free Application for Federal Student Aid (FAFSA) to establish eligibility for the work-study program. This form is available from the Office of Student Financial Services, Room 224, Gen. Thomas P. Stafford Center, 774-3786.

Students qualifying for work-study will be given an award letter from the Student Financial Services Office. Most work-study positions are paid at the current minimum wage rate. The number of hours a student employee may work varies on their specific eligibility. Most students work 10-15 hours per week. A list of campus job openings is available in the Human Resources Office. Additionally, the student job listing may be viewed by accessing the University web site at www.swosu.edu.

The Human Resources Office also maintains a list of off-campus openings in Weatherford and surrounding areas. This listing includes all positions of which the Human Resources Office is made aware.

Securing employment while attending the University is primarily the responsibility of the student.

GRANTS

State and federal grants are available at SWOSU for those who qualify. To be considered for these need-based programs, complete a Free Application for Federal Student Aid (FAFSA) and a SWOSU Student Data Form. Both are available from the Office of Student Financial Services. Applications are encouraged to be made by March 1 for funding for the following fall, spring, and summer semesters. Grant programs include: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Oklahoma Tuition Aid Grant (OTAG) and Oklahoma Higher Learning Access Program (OHLAP). Early application is critical to securing some of these types of aid. Many grants require at least half-time enrollment per term.

LOANS

Federal student loans and institutional short-term emergency loans are both available at SWOSU. Federal loans include the Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan or the Federal Parent Loan for Undergraduate Students (PLUS Loan). The FAFSA form must be completed to determine eligibility for any federal student loan. To receive a loan you must be enrolled at least half-time per term. Apply early, since student loans take time to process. The Bursar reviews all requests for emergency short-term loans in Room A111, Administration Building, 580-774-3018.

HONORS AND SCHOLARSHIPS

Institutional scholarships (tuition waivers) based upon academic achievement are available for both incoming freshman and upperclassmen. Applicants must be Oklahoma residents. Applications are available from the Office of Student Financial Services, Room 224, Gen. Thomas P. Stafford Center, 580-774-3786. Submission deadlines are March 1st for freshman applications and May 1st for continuing students.

Freshman scholarships are awarded using an earned point basis adding 100 times the student's high school GPA on a 4.0 scale plus 10 times their ACT score. Awards are given with respect to funding available and the competitive scores of other applicants.

Continuing Student Tuition Waiver Scholarships are awarded based upon cumulative SWOSU recognized GPA, current academic year fall semester SWOSU GPA, and spring semester SWOSU GPA. Awards are given in descending order of this calculated competitive point total with respect to funding limits. Additional awards are offered annually from many departments on campus. Students should check the university catalog for details on these funds.

A limited number of competitive transfer waivers are also available for fall semester each year. Contact the Office of Student Financial Services for an application which is due June 15.

First-time entering non-resident (out-of-state) students may qualify for a tuition waiver of the non-resident tuition surcharge (i.e., pay only resident fees), if they meet one of the following requirements:

1. The student has either a 3.50 (4.0 scale) high school GPA or a minimum ACT of 25 (SAT 1130).
2. The student has been selected for membership in, agrees to participate in, and if offered for university credit, enrolls in an approved university activity designated by the Dean of Students.
3. The student's parent, grandparent, or legal guardian holds a bachelor's or master's degree from Southwestern.

Numerous scholarships are available through the SWOSU Foundation. Students should make applications by March 1st for these awards. Applications are available from the Institutional Advancement Office, Room 201, Administration Building, 580-774-3267, or the Office of Student Financial Services.

Students are responsible for checking the requirements to maintain their current scholarships. Refer to the university catalog for a complete listing of honors and awards available at Southwestern. We encourage students to pursue all scholarship opportunities relevant to their interest and degree pursuits.

GRADUATE SCHOOL

OBJECTIVES

Two primary objectives of the Graduate School are promoting independent thought and providing advanced declarative and procedural knowledge. Additional elements of each degree program are courses, research, and other learning activities that are designed to accomplish those objectives. A final function of the Graduate School is to ensure continued compliance with state boards and accrediting agencies.

GRADUATE OFFICE

The Graduate Office is located in the Education Building, Room 104. Graduate School Degree program applications are available at and should be submitted to the Graduate Office.

FINANCIAL ASSISTANCE FOR GRADUATE STUDENTS

Graduate students who need financial assistance should contact the Office of Student Financial Services (Tom Stafford Center 224) to determine eligibility. Most financial assistance at the graduate level is limited to individuals who are enrolled in at least 5 hours per term. Graduate assistantships are available through academic departments that offer graduate programs. Graduate students are eligible to apply for the Oklahoma Tuition Aid Grant (OTAG), Federal Work Study, Federal Stafford Subsidized and Unsubsidized Student Loans. Additional funding may be available through school departments and the SWOSU Foundation. Graduate students may also apply for a tuition waiver through the Graduate Office (Education Building 104).

GRADUATE CATALOG

SWOSU's Graduate Catalog is available at the University Bookstore for a minimal fee. It contains information regarding available programs, requirements, fees, and policies. The catalog is also available online on the university's home page www.swosu.edu.

GRADUATE STUDENT REPRESENTATIVE

Each year graduate student representatives serve on the university's Graduate Council. Graduate students are encouraged to provide comments, questions, or suggestions to the representatives for discussion at Graduate Council meetings. The two representatives are nominated by the Student Senate and recommended to the Provost. The Provost then makes the appointment to the Graduate Council.

ADMISSION TO GRADUATE SCHOOL

For admission, the student must have the following:

1. A bachelor's degree from an accredited college or university.
2. An overall undergraduate GPA average of at least 2.5 on a 4.0 scale.
3. An application for admission or readmission to the University.
4. An application for admission to Graduate School.
5. Official transcript(s) of all credit earned.
6. A student for whom English is a second language wishing to be considered for admission must provide results of TOEFL with a minimum score of 550.
7. A foreign student must complete a Certification of Financial Resources Form showing sufficient resources to provide for the student's entire program of study and living expenses while at Southwestern. A minimum deposit of \$1500 is required. International students are required to carry a university approved health insurance policy designed for them unless they can show proof of other comparable US insurance.

PROCEDURES FOR ADMISSION TO DEGREE PROGRAM

Applicants for admission to a graduate program must have the following materials on file in the Graduate Office:

1. An overall undergraduate grade-point average of at least 2.5 on a 4.0 scale, an undergraduate grade-point average of at least 2.5 on the last 60 semester hours, or a combination of undergraduate and graduate grade-point average of 2.5.
2. Copy of GRE or GMAT scores. (Only the general GRE test is required for admission to degree program). If GPA is 3.0 or better, M.Ed. candidates are exempt from taking GRE.
3. Letters of recommendation as required by individual degree programs..
4. Specific admission requirements for each degree program are listed in the *Graduate Catalog*.
5. When completed credentials are on file with the graduate office, the file will be evaluated to determine admissibility to a degree program.

INQUIRIES TO: GRADUATE OFFICE

SWOSU
100 CAMPUS DRIVE
WEATHERFORD OK 73096
(580) 774-3769

MASTER PROGRAMS

Each of the Master Degree Programs has individualized criteria which must be met during the program.

MASTER OF EDUCATION

The Master of Education degree program is designed to provide a graduate course of study for individuals who have acquired a bachelor's degree in education and wish to improve their professional skills and proficiencies. Students pursuing the Master of Education degree may specialize in one of 14 areas of study. Individuals who do not have undergraduate professional education prerequisites for the regular Master of Education degree program may pursue the Master of Education (Non-Certification Track) program for non-education majors. This program is designed for individuals who do not plan to obtain teacher certification but wish to improve their educational background in certain academic disciplines or obtain skills in special fields.

MASTER OF MUSIC

The Master of Music degree offers specialization in applied music and music education. The programs are designed to meet graduate education needs of individuals who wish to specialize in music performance, music teaching, church music, and related areas. This program provides course work in music history and literature, music theory, research, applied music, and music education.

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration degree is designed to provide graduate level education which will prepare graduates for professional management careers in the private and public sectors and positions of leadership in business and society. The MBA curriculum is structured to (1) provide graduate level education not only to those with baccalaureate degrees in business administration but also to those with degrees in the arts, sciences, technology, health, humanities and other fields who desire to pursue a professional management career; (2) strengthen managerial and decision-making tools for these already in management positions; and (3) prepare those interested in pursuing a doctorate in business administration.

HEALTH AND WELLNESS

HEALTH INSURANCE

Health insurance for college students and their families is available through several companies. Insurance information brochures and applications may be obtained from Student Health Services at the Wellness Center. International students are required to carry a university approved health insurance policy designed for them unless they can show proof of other comparable US insurance. Generally, this policy is mailed to incoming students and the policy is also available in Student Services, 214 Stafford. Students must be enrolled in 12 undergraduate hours or 9 graduate hours to qualify for most policies.

STUDENT COUNSELING & HEALTH SERVICES

Student Health Services is located in the Wellness Center. A registered nurse is available from 8:00 am to 4:00 pm, Monday through Friday, and provides basic assessment for illness and injury with recommendations for self-care or physician referral. There is no cost for this service.

The University Nurse works in cooperation with area physicians for students needing physician referrals. The University Physicians are available on a part time basis for students meeting Student Health Service requirements. Students are required to have on file in Student Health Services a completed health history, documentation of two MMR (measles/mumps/rubella) vaccinations and comply with the Tuberculosis Screening Policy. All referrals to the University Physicians are made through the Student Health Services. The student will be required to pay a small co-pay to the University Physician for each visit. In addition, the University does not cover lab testing, X-rays, emergency room visits, surgeries, treatment for injuries or medications.

Other services available include immunizations appropriate for the college population, blood sugar checks, blood pressure and weight monitoring, HIV testing, pregnancy testing, over-the-counter medications at cost, and administration of allergy injections and other medications as ordered by a physician. For further information, call 774-3776.

Undergraduate students enrolled in 12 hours or more and graduate students enrolled in 9 hours or more are assessed a \$10.00/semester fee for Health Services. Students enrolled in fewer hours who wish to utilize the University Physician services should pay this fee through Student Services in Administration.

PERSONAL COUNSELING

SWOSU students can receive support through short-term personal counseling to assist them in being successful both personally and academically. All services are offered without charge to any university student. Counseling is located in the Wellness Center.

HOUSING AND FOOD SERVICES

CAFETERIAS ON CAMPUS

SWOSU has one cafeteria in the Student Center. All students in residence halls are required to select a meal plan. Eight meal plans are available from which to choose. Your college ID becomes your meal ticket. Therefore, you should obtain an ID as soon as possible. ID must be shown when students eat in the cafeteria. The meal plan may be used in the cafeteria as well as the Court located in the Student Center and the University Market located near Rogers Hall. Arrangements for special diets can be made with the Food Service Office, basement of Student Center, 774-3166.

RESIDENCE HALLS

For residence hall reservations, contact the Director of Residence Life, lower level, Neff Hall, 774-3024. Residence halls include three men's halls and two women's halls with specified visitation hours. Residence Hall Directors reside in each hall and many activities are scheduled throughout each semester. Each hall has resident assistants to help with all aspects of residential life.

STUDENT UNIVERSITY HOUSING

For non-traditional students or families, there are 32 one-bedroom unfurnished apartments available. To make application and be placed on the waiting list, contact the Director of Residence Life, lower level, Neff Hall , 774-3024.

SAFETY AND EMERGENCY SERVICES

CAMPUS DEPARTMENT OF PUBLIC SAFETY

The campus Department of Public Safety is located at the corner of State and College Streets, 774-3728, 774-3111. In addition to public safety, the office offers a number of services including crime prevention seminars and 24-hour preventive patrol capability.

EMERGENCY PHONE NUMBERS

Ambulance 911
 Fire 911
 Weatherford Police 911

IF ON CAMPUS, YOU MUST DIAL 9-911

SWOSU Dept. of Public Safety: 774-3111, 774-3728
 Student Health Center: 774-3776

EMERGENCY MESSAGE SERVICE

The Dean of Students Office, Room 214, Gen. Thomas P. Stafford Center, 774-3736, will locate students in classes to deliver an emergency message. This service is available during office hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. After hours, the Department of Public Safety, 774-3111 or 774-3785, can assist in this service.

STORM WARNINGS & UNIVERSITY ASSIGNED SHELTERS

Western Oklahomans are not new to these terms: tornado watch and tornado warnings. In the event of such storm conditions, the city of Weatherford will sound sirens strategically located across the city and on the University to warn the population to seek immediate shelter or take proper precautions. Members of the university community have several campus buildings available to them which are readily accessible for shelter.

The following facilities are available to residents for shelter when needed:

1. The basements of Neff, Rogers, Jefferson, Oklahoma, and Stewart Halls are available to residents of the halls.
2. The basement of the Campbell Building is available for its occupants at the time.
3. The basement of the Gen. Thomas P. Stafford Center is available for its occupants at the time.
4. The basement of the Old Science building and Al Harris Library are available to the general public.
5. Residents from university family housing (Bulldog Apartments) should seek shelter in the basement of Neff Hall.

For information from the National Weather Service and local storm updates, please tune to 97.3 FM on your radio.

SPECIAL STUDENT SERVICES

COPYING MACHINES

The library has a number of copying machines which are coin operated. Similar printers are available with all microform machines. The computerized databases include print capability, or information can be downloaded to a formatted disk. SGA offers free copies to all students in their offices.

STUDENTS WITH DISABILITIES

Services are available at SWOSU to insure access for students with varying mobility, visual or hearing disabilities, or learning disabilities.

A disability is defined as a mental or physical impairment that substantially limits a major life activity. Examples of impairments that can have a substantial impact on a life function are visual impairment and blindness, hearing impairment and deafness, mobility impairment, learning disabilities, or chemical sensitivity. The impairment must be substantial to be covered by Americans with Disabilities Act.

All disabilities must be verified and documented through the Dean of Students Office. Documentation must:

1. Verify the presence of a mental or physical impairment which substantially limits a major life activity or function, and
2. Provide enough information to support reasonable accommodations that are appropriate and effective.

3. Include a copy of a diagnostic testing report verifying the disability and specific recommendations concerning the types of academic accommodations for which the student is eligible.

The Library offers a multimedia computer, which includes spoken information, equipment for low vision Wynn Readers, Scanner, Dragon Simply Speaking, a study table for use by students in wheelchairs (surface can be raised or lowered), and a lower section at the circulation desk for easier access in checking out books. The computer with assistive software is located in the Media Room enclosed in glass just south of the Circulation Desk.

Vocational Rehab is located at 1401 Lera Suite 5, 772-5805. Any student attending SWOSU who has a physical or developmental impairment may make an application for vocational rehabilitation services. To make an application, a student can call or come to the office north of Route 66 frontage road.

UPWARD BOUND

Upward Bound is a federal program funded by U.S. Department of Education which is offered to qualified high school students based on family income or first generation college students. Students may enter the program as sophomores or juniors in high school. Participants within the program are offered academic counseling and guidance, field trips, cultural experiences and academic services. Students receive instruction in literature, composition, foreign language, math and science on Saturdays, after school and during summer session. Graduating seniors bridge into college by attending the summer program upon their graduation and receive academic credit for this summer session.

LOST AND FOUND

The Dean of Students, Room 214, Gen. Thomas P. Stafford Building, 774-3767, serves as the main lost and found collection point on campus. However, most offices have lost and found collections which they turn over to the Dean of Students after a period of time.

Campus Department of Public Safety, College and State Streets, 774-3111, takes reports of any lost or stolen items.

MEETING ROOMS

Vice President for Administration & Finance, Room 211, Administration Building, 774-3000, reserves all classrooms.

Director of Student Center, Student Center basement, 774-3166, reserves facilities in the Student Center.

Assistant Director, Conference Center, Seventh Street and Davis Road, 774-3791, reserves rooms in the Conference Center.

Director, Fine Arts Center, Davis Road, 774-3705, reserves facilities in the Fine Arts Auditorium.

Kinesiology Department, 774-3254, HPE 10, reserves pool and gymnasiums.

Office of the President, Room 207, Administration Building, 774-3766, reserves the President's Conference Room and the conference room located at room ADM112.

Associate Dean of the School of Business, Room 335, General Thomas P. Stafford Center, 774-3282, reserves the second and third floor conference rooms in the General Thomas P. Stafford Center.

Language Arts Department, Campbell Building, 774-3240, reserves facilities in the Old Science Auditorium.

ORIENTATION

All freshmen are required to attend New Student Orientation including an enrollment session prior to the beginning of the fall semester, Mass Orientation, the afternoon before school begins, and an eight-week freshman orientation course. More than thirty (30) student Orientation Leaders (OLs) assist with all aspects of the program. For more information, contact New Student Orientation in the Burton House, 774-3233.

Whether you are a recent high school graduate, a transfer student or a returning adult learner, the Admission and Recruitment Office offers tours of the campus and residence halls and answers inquiries about SWOSU.

POSTAL SERVICES

The SWOSU mailroom, Room 102, Administration Building, 774-3010, handles the university offices' mail and out-going mail that has postage on it. The nearest US Post Office is located at 100 E. Franklin. Residence hall residents should consult the residence hall supervisors for the correct campus address.

TRANSCRIPTS

Transcripts can be obtained in the Registrar Office, Room 108, Administration Building, 774-4049 or 774-3777. Transcripts are issued at no charge. All requests must bear the student's signature regardless of counter request, mail, or FAX. If a student has an obligation to the University (library fine, parking tickets, documents not turned in, tuition not paid, etc.), transcripts will not be issued until the obligation is fulfilled.

VETERANS' AFFAIRS

The staff of the Registrar Office provides service to veterans and dependents that are eligible for Veteran's Administration educational benefits and will assist all veterans who have

questions or need guidance regarding those benefits. For information, contact Registrar Office, VA Coordinator, Room 106, Administration Building, 580-774-3008.

STUDENT ORGANIZATIONS

SWOSU STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the student governmental and student authoritative association of SWOSU and was originated to serve students and to provide for student advocacy. The SGA serves as the legitimate forum for the voicing of student interests, opinions, and concerns; it provides an avenue of grievance for individual student concerns, and it also the coordinator of many social activities for the student body. Student government is funded by student activity fees.

The SGA is divided into three “separate but equal” branches under its Constitution. Each April, during Spring Executive Elections, the student body elects a President of the Student Body (whose running mate serves as Vice-President of the Student Body) and a Treasurer of the Student Body. These three campus-wide student offices comprise the highest elected positions attainable by SWOSU students.

The Student Senate is the legislative branch of student government. The Senate consists of fifty (50) senators who are elected at the beginning of the Fall Semester of each academic year. The Senate elects its own leadership and officers from its membership, and holds two regular, semester-long sessions before adjourning permanently in the late Spring Semester. Bernhardt Hall (Room 104) in the Thomas P. Stafford Building is the chamber of the Student Senate, where it meets weekly for regular legislative sessions.

The executive power of student government is vested in the Student Body President, Vice-President, and Treasurer, and in the President’s Executive Cabinet. The Cabinet is comprised of eight-to-twelve officers who serve at the pleasure of the President and who serve as the administration of the student government. The Cabinet meets several times throughout the week.

The Supreme Court of the Student Body is the judicial branch of SGA. Nominated by the Student Body President and confirmed by the Student Senate, the court’s membership is comprised of four-to-nine Associate Justices and one Chief Justice. The Supreme Court meets throughout the academic year and is empowered with jurisdiction over the SGA Constitution and Statutes of the Student Government Association.

The seat of student government is the Student Government Center, located at 124 West College Street. Nearly all SGA meetings, with the exception of the sessions of the Senate, are held at the center. During regular business hours (9:00 a.m. – 5:00 p.m., Monday through Friday) and under normal technical, financial, political, and calendar circumstances, the SGA Center offers free copy and fax services to students, as well as space for organizational meetings, small conferences, and study groups.

All meetings of the Student Government Association are open to the public, and students are encouraged to attend. If a student has problems, concerns, or questions regarding the university or student government, he/she is invited to contact the Student Government Center immediately by phone ((580))-774-0615), fax ((580))-774-0612), or e-mail at sga@swosu.edu

CLUBS

The Dean of Students Office, Room 214, Gen. Thomas P. Stafford Building, 774-3767, coordinates information regarding SWOSU recognized student organizations.

Existing clubs must submit a list of officers and sponsors to the Dean of Students office each year **by October 1**. Only those meeting this deadline will be considered for priority funding by the Student Allocation Committee.

The president of each organization is a member of the Council of Presidents. This body works with SGA, the Dean of Students and university administration to create leadership opportunities and dynamic activities on campus. Attendance by the president (or designee) is required for continued funding.

To charter a new group, check with the Dean of Students. New groups will be funded through the Dean's office as they form and are approved. The groups recognized at the time of publication are as follows:

Accounting/Finance Club: Organization to develop interest and understanding in the field of accounting and finance.

Alpha Alpha Sigma: Promotes interest and understanding of health care administration.

Alpha Phi Omega: Co-ed service fraternity to promote friendship, service to humanity, and to develop leadership.

Alpha Phi Sigma: Honor society devoted to involving students from different major programs in an academic and social setting.

Alpha Psi Omega: National honorary dramatic fraternity.

American Society of Health Systems Pharmacists: Organization to make students aware of pharmacy practice in health systems.

Baptist Collegiate Ministry: Center to promote Christian growth and fellowship.

Beta Beta Beta: See Tri-Beta.

Black Student Association: Organization to raise black awareness for every race.

Campus Crusade for Christ: Christian student ministry devoted to helping Christian students grow in their faith and to providing a safe place for all students to learn about Christ.

Catholic Student Association: Social and service club for Catholic students.

Cheerleaders: Eight students selected to support athletic activities.

Chemistry Club: Social organization to promote interest in chemistry.

Chi Alpha Gamma Delta: Assembly of God student association.

Church of Christ Student Center: Student organization for Church of Christ students.

Coalition for the Promotion of Peace: Organization for peace-seeking people to come together in the promotion of peace.

Collegiate Oklahoma Music Teachers Association: Organization to promote Music Education.

Collegiate Republications: Organization of collegiate members of the Republican Party dedicated to electing Republican officials in campus, state, and federal governmental positions and to furthering conservative main principles and ideals.

Computer Club: Professional organization to promote interest in computer science.

Criminal Justice Student's Association: Association to promote the interest of criminal justice.

Gamma Delta Kappa: Women's honor society devoted to public service.

Graphic Design Student Association: Organization to promote student exposure to graphic design professionals and their work.

Health Professions Club: Organization to inform and present the opportunities that are available within the health care professions.

History Club: Student organization to promote interest in history.

Information Systems Association: Association to provide professional and social opportunities for BIS and MIS majors.

Kappa Delta Omega: Social organization to provide an accepted environment for young women.

Kappa Delta Pi: Society in professional education.

Kappa Epsilon: Organization to promote women in the profession of pharmacy.

Kappa Gamma Beta: Social organization to provide male students an opportunity to increase school spirit as well as enhance Greek life on campus.

Kappa Kappa Psi: Organization to support college band and the music department.

Kappa Mu Epsilon: Honor Society to promote a deeper appreciation for the beauty of mathematics and its applications.

Kappa Psi: National professional pharmaceutical fraternity to advance the profession of pharmacy.

Latter Day Saints Student Association: Association for religious and social activities.

Marketing/Management Club: Organization for business majors to enhance knowledge in the areas of marketing and management.

Mu Phi Epsilon: Professional international music sorority.

Mu Rho Alpha: Medical Record Administration student organization.

Music Educator's National Conference: Professional organization to promote opportunities for the growth and advancement of music education.

Music Therapy Student Association: Organization to promote the profession of music therapy.

National Community Pharmacists Association: Promotes the professional advancement of students who have an interest in independent community pharmacy practice.

Native American Club: Promote knowledge of cultural heritage and support service for the Native American Youth.

Organization of Student Athletic Trainers: Organization that is separate from athletics yet works with athletics and any other student or faculty members who need assistance.

Phi Beta Lambda: Professional organization for business students.

Phi Delta Chi: National professional and social fraternity in pharmacy.

Phi Lambda Sigma: National pharmacy leadership society.

Phi Mu Alpha Sinfonia: Professional music fraternity.

Physics/Engineering Club: Professional organization for students interested in physics, engineering, and related sciences.

Pi Kappa Delta: Speech fraternity created to promote, encourage, and improve communication skills.

Pine Acres Church College Ministry: Christian ministry to enhance spiritual development and to provide wholesome fellowship.

Political Science Association: Student and faculty organization to promote fellowship and scholarship.

Pom Pon Squad: Organization to generate school spirit.

Psychology Club: Student and faculty professional and social association.

Residence Hall Association: Organization to provide additional social activities for dormitory residents.

Rho Chi Pharmaceutical Honor Society: Organization that stimulates and helps develop improved scholarship among pharmacy students.

Sigma Sigma Chi: Organization to promote social activities and serve the community.

Sigma Tau Delta: Professional organization to promote the importance of English in the lives of members of the academic community.

Social Work Association: Organization to promote a communal bond among students interested in having a career in the field of social work.

Society of Manufacturing Engineers: Professional organization for students interested in all areas of manufacturing.

Southwestern Art Association: Social organization for the Art department.

Southwestern Hispanic Association: Social organization for Spanish speaking students.

Southwestern Hockey Club: Organized competition for roller hockey.

Southwestern International Student Association: Social organization to provide cultural awareness for all students and to assist international students in adapting to their new environment.

Southwestern Nontraditional Students Organization: Organization for non-traditional students (23 years old and older).

Southwestern Oklahoma State University Nursing Students Association (SOSUNSA): Organization to help nursing students become aware of their potential in the practice of nursing.

Southwestern Pharmaceutical Association: Professional organization to promote the profession of pharmacy.

Southwestern Spanish Club: Study club for Hispanic culture and language.

Student Council for Exceptional Children: Student association to advocate education of exceptional children.

Student Government Association: Major institutional organization of students.

Student Oklahoma Education Association: Professional association to assist education majors in exploring opportunities in education.

Tau Beta Sigma: Music organization to initiate projects which support the university bands.

Technology Education Collegiate Association: Professional organization for students preparing to teach technology.

Tri-Beta: Professional organization to promote biological interest in a pre-professional setting.

University Media Association: Student association to promote interest and professional development in print and broadcast communications.

Wesley Foundation: Methodist Christian student fellowship association.

Young Democrats: Organization encouraging political awareness and a sense of civic responsibility.

APPROVAL OF FLYERS

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

Bring the original flyer to the office of the Dean of Students (Stafford 214) to be stamped and copies can then be made

Include the name of the sponsoring organization on the flyer

Flyers may be approved for a maximum of two weeks

Flyers must be posted on bulletin boards

Maximum size for flyers is 8 ½ x 11 inches

Flyers posted in the Student Union must be approved by the Union Director

Flyers may not be placed on car windshields

Flyers are to be removed by the sponsoring organization following the event

Chalking of sidewalks to advertise events must be done with the approval of the Student Government Association. For a form for chalking, phone 774- 0615 or visit the SGA Center located at College and Broadway.

DISTRIBUTION OF STUDENT-SPONSORED PUBLICATIONS ON CAMPUS

Southwestern Oklahoma State University promotes an intellectually open campus through the free exchange of ideas in written, spoken, and other forms of expression. This freedom of expression is guaranteed by the United States Constitution, supports diverse points of view, and reflects the university's commitment to excellence in education. To that end, Southwestern Oklahoma State University specifically authorizes the distribution by students of written materials, which do not solicit sales on campus within the limits of the following time, place, and manner requirements. Requests to distribute sales solicitations should be directed to the Dean of Students.

Time, Place, and Manner Requirements

Distribution must comply with all local, state and federal laws.

All literature distributed must contain identifying information (either the name of a university sanctioned organization or the name and telephone number or e-mail address of an unaffiliated student) either in the literature or on the box in which it is distributed for a university official to contact.

All literature must be distributed in a location designated by the Dean of Students.

Authorization to distribute will generally be content neutral. Any limitations may include requiring: a) scheduling and planning with the appropriate authorized designee; b) restricting or prohibiting the use of certain areas; c) limiting certain forms of expression in specific

areas, and d) reimbursing the University for any costs associated with the use of a facility or area.

All literature may be available for distribution for up to one month. After one month, it will be discarded.

Each university sanctioned organization or unaffiliated student who distributes literature under this policy is responsible for ensuring that the materials are kept in an orderly manner and not creating additional work for university custodians.

The use of any University controlled facility or area for any expression shall not constitute or imply endorsement of the content of that expression by the Board of Regents of Oklahoma Colleges, the University or any individual member thereof.

Legal Issues

As an entity of the State of Oklahoma, Southwestern Oklahoma State University is constitutionally limited in its ability to restrict publications on the basis of content. One area in which content can be regulated is obscene material. "Obscene material" is defined by Title 21 Section 1024.1 of the Oklahoma Statutes. The display of materials harmful to minors is prohibited in Title 21 Section 1040.75 of the Oklahoma Statutes.

If material distributed on campus is believed to be obscene, it may be reported to Southwestern Oklahoma State University campus police for possible prosecution by the local district attorney. The district attorney has discretion regarding the claim and will first evaluate whether the material meets the statutory definition of obscene and determine whether to prosecute the distributor. Upon notification by the district attorney that specific literature/publications are determined to be obscene, the university will promptly remove that material from the distribution center.

DEMONSTRATIONS AND PEACEFUL ASSEMBLY

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

Time, Place and Manner Requirements

Expression may be limited or restricted with respect to time, place or manner. These limitations shall be customized (i.e. to ensure the protection of public order, to avoid scheduling two events at the same time, to avoid disruption of functions of the university

including its teaching, research, administration, or disciplinary proceedings, public-service functions or other authorized university activity) to assure compliance with local, state and federal laws. Limitations shall be reasonable and applied without regard to the content of the expression or the purpose of the assembly, except for expression that is not protected by the First Amendment.

The public forum location at Southwestern Oklahoma State University for rallies or demonstrations to be held out of doors is limited to the area surrounding the clock tower located between the Library and the Student Union.

Requests for use of this forum shall be directed to the Dean of Students. Discussion with the Dean of Students may be required to schedule and plan the event, approve any use of sound amplification equipment, arrange for payment of any cost associated with the use of the forum, and resolve other issues that may arise.

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

The request should be made no less than three days prior to the event, but as far in advance as possible to reserve the forum. The approval of the activity will generally occur within two working days of the request. To make these arrangements contact the Dean of Students located in 214 Stafford/580-774-3767.

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

STUDENT ORGANIZATION ACTIVITY FUNDING

Funding is available for approved campus organizations to provide campus wide activities. Approval for funding is handled by a student committee representing each of the four schools as well as the Student Government Association Chief Justice of the Supreme Court. The Dean of Students or designee will serve in an advisory capacity to the student committee. Campus organizations must have been approved for a minimum of one year before they are eligible for funding. Priority will be given to requests which benefit the student body on a campus-wide basis. The Constitution of Oklahoma prohibits the use of public money from being distributed to either religious or political organizations or for their purposes. These funds may also not be used for scholarships, gifts, donations, purchase of food or alcoholic beverages or items of a personal nature.

Payment of charges incurred for the activity must be made by invoice to a vendor from an Agency Account established by the Business Office. Information will be sent to sponsors of campus organizations each fall and spring semester advising them of the deadlines for written

requests for funding. Representatives of organizations with requests will come before the student committee for a hearing regarding the application at a designated time following the application deadline.

ACADEMIC INFORMATION

ACADEMIC FORGIVENESS PROVISIONS

The Oklahoma State Regents for Higher Education grading policy for state colleges and universities includes two academic forgiveness provisions.

The repeated courses policy and the academic reprieve policy may help a student overcome low academic standing by establishing a retention and graduation grade-point average in addition to the cumulative grade-point average.

Although the academic transcript will continue to be a full and accurate reflection of the student's academic performance, the academic forgiveness provision will be reflected in such matters as how the retention and graduation grade-point average is calculated.

If you are currently enrolled and believe the academic forgiveness provisions outlined below will assist you in meeting academic goals, please contact the office of the Registrar for application forms and additional information.

ACADEMIC REPRIEVE POLICY

Academic Reprieve is a provision allowing a student who has experienced extraordinary circumstances to disregard one semester in the calculation of his or her retention/graduation GPA.

1. The academic reprieve removes all grades earned during the reprieved semester from the retention and graduation grade-point average. All work in the reprieved semester will be counted in the cumulative grade-point average.
2. The semester's work to be considered for reprieve may have been completed at any accredited college or university.
3. At least three years must have elapsed between the period in which the semester being requested reprieved was completed and the reprieve request.
4. Prior to requesting the academic reprieve, the student must have earned a grade-point average of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (minimum of 12 hours excluding activity and performance courses) completed since the "reprieved semester." This course work may have been completed at any accredited higher education institution.
5. Only one semester's work may be reprieved.

6. Credit earned during a reprieved semester will not count as credit toward graduation. Required courses successfully completed during the reprieved semester will not need to be repeated. A minimum of 120 semester hours is required for graduation excluding the reprieved semester.
7. A student may not receive more than one academic reprieve.
8. Academic reprieves granted by other colleges and universities are not recognized. Students who received academic reprieves from other colleges and universities may apply for academic reprieves under SWOSU guidelines.
9. Students should not assume that an academic reprieve will be considered when applying for admission to programs such as Pharmacy, Nursing or Teacher Education.

REPEATED COURSE POLICY

1. Students may repeat courses in which original grades were “D” and “F” and have only the second grades count in the graduation and retention grade-point average. The first four courses (18 hour maximum) repeated are the only hours that can be considered under the Repeated Course Policy.
2. If a course is repeated more than once, all grades earned with the exception of the first grade, will be counted in the retention and graduation grade-point average.
3. Students may repeat courses above the first four courses (18 hours maximum). However, both the original grade and repeat grade will be included in all grade-point averages.
4. In cases where students believe courses to be identical, although the course number or title may differ, validation from the department offering the course is required.
5. Students should not assume that the retention and graduation grade-point will be used for admission to or retention in programs such as Pharmacy, Nursing and Teacher Education. Students should contact the appropriate department chair or adviser to obtain specific information about admission requirements.
6. The policy applies to students who are pursuing a baccalaureate degree and students who have earned a baccalaureate degree and are pursuing a second baccalaureate degree.

Note: Academic Forgiveness Provisions do not apply to graduate courses.

ADMISSION

All permanent academic records for each student are established and maintained in the Office of Admissions and Registrar. Students enrolling at SWOSU for the first time are required to have on file in the Admissions and Registrar's Office (prior to enrollment) the following: an application for admission, an official university health record, a high school transcript and ACT scores (freshmen only), transcripts (official) from all colleges previously attended, and any special admission requirements specified in the application.

The minimum requirements for admission to SWOSU as an entering freshman are to have a composite score of at least 20 on the ACT exam (SAT 940) or have a 2.7 GPA AND rank in top 1/2 of his/her class. First time entering freshmen are also required to attend Freshmen Enrollment and Orientation held during the spring or summer. The Orientation portion of the class extends into the fall semester.

Southwestern Oklahoma State University takes into account the following non-academic criteria in admitting first-time, transfer or readmission students: (a) whether applicants have been expelled, suspended, or denied admission or denied readmission by any other educational institution; (b) whether the applicants have been convicted of a felony or convicted of a lesser crime involving moral turpitude; and (c) whether the applicant's conduct has been such that if the applicant had been a student at the time of the conduct in question, the conduct would have been grounds for expulsion, suspension, dismissal, or denial of readmission at the university.

Students should check with their advisers each semester to make certain they are progressing satisfactorily toward the intended degree. Students should feel free to check in the Registrar's Office concerning any special problems with courses. Every junior should schedule an appointment in the Registrar's Office for an official degree check to be used with the adviser's assistance in planning the remaining courses for the degree.

ADVISEMENT

Academic advisement for freshmen with no previous university attendance occurs during New Student Orientation. Advisement of other students occurs during pre-enrollment and enrollment periods. Assigned faculty advisers assist students in planning academic programs of study. Students who have decided on a major are assigned advisers from the major area of study. Students who have not declared a major are assigned a general faculty adviser who will help them with general education requirements.

PROCEDURE BY WHICH A STUDENT IS ASSIGNED AN ADVISOR

A. Entering Freshmen *who have selected a major*

1. Students are directed to the College of their choice during Freshman Clinic.
2. The Dean of the College directs those students who have selected a major to the Associate Dean/Chair or their designee of the School or Department offering the major.

- a. The Chair or their designee assigns an advisor, identifies that individual to the student, and provides counseling for the initial enrollment. (In some instances, the Dean or Associate Dean of the College or School or his/her designee may assign the advisor and provide for the initial enrollment.)
- b. Upon completion of the schedule construction process, the faculty member assisting the student retains the advisement folder and provides the student with name, office number, email address, and phone number of his/her advisor. The faculty member then assures that the folder is forwarded to the assigned advisor.

B. Entering Freshmen *who have not decided upon a major*.

Those students indicating an interest in a particular school but have not determined a major are

1. provided counseling for the initial enrollment by the Dean/Associate Dean of the College/School or his/her designee.
2. assigned an advisor and provided with the name, office number, email address, and phone number of his/her advisor by the Dean/Associate Dean of the College/School or his/her designee.
3. Once a schedule has been completed, the faculty member assisting the student retains the advisement folder and assures that the folder is forwarded to the assigned advisor.

C. Transfer students

1. The student is directed to the Dean/Associate Dean or Chair of the College/School or department of his/her interest, normally by the Registrar's Office.
2. Undeclared students are directed to the Office of the Dean/Associate Dean of their College/School of interest. Undeclared students are directed to the Office of the Dean of their school of interest. (In the School of Arts and Sciences, students are directed to the Dean.)

From this point the process is the same as that for entering Freshmen.

PROCESS FOR CHANGING MAJORS AND/OR ADVISOR

1. The student visits their current advisor, informs them of their decision to change majors and/or advisor, and picks up their advisement folder. If the

student cannot reach their advisor, they should contact their advisor's department chair.

2. The student meets with the Associate Dean/Chair/or chair designee of the school in which they seek major and/or advisement and requests advisor assignment.
3. The Associate Dean/Chair/or chair designee assigns and arranges for the student to meet with the new advisor.
4. The new advisor receives the advisement folder, counsels with the student, and assures that the advisement and/or major code is changed during the next enrollment process.
5. If the student is changing majors and has difficulty completing steps one through three above, she/he should contact the Dean/Associate Dean of their College or School of her/his interest.

Undeclared students who are changing advisors should meet with the Dean/Associate Dean of the College or School of their interest to complete steps 2 and 3 above.

ATTENDANCE

The administration and faculty of SWOSU expect students to attend regularly the classes in which they are enrolled. Individual instructors shall determine the degree to which student absences shall affect class grades. Students will be notified of this policy in each of their courses at the first of the semester. There are no "free cuts." If the instructor does not mention attendance policies, class members should ask for specific guidelines.

Students may be withdrawn from a course for excessive absences upon the request of the instructor.

The University does not excuse students from class attendance for participation in school activities such as athletics, music groups, speech events, field trips, etc. Absences due to illness are cleared through the University Nurse and the instructor. Any and all absences must, in some way, finally be cleared with instructors, who may accept or reject explanations. In the event that a student will miss three or more days of classes, students may request the Dean of Students to notify their instructors. Students should be prepared to provide documentation regarding their absences to the Dean of Students.

CHEATING

All forms of dishonesty such as cheating, plagiarism, unauthorized possession of examinations, using unauthorized materials, information or aids, knowingly furnishing false information to the institution, forgery, alteration or misuse or being party to the forgery, alteration or misuse of institution records or documents, including university identification cards, constitute violations of university regulations for which students are subject to disciplinary action. The penalties imposed by an individual instructor or the University may range from an unsatisfactory grade on a particular assignment or examination to expulsion from the University.

PLAGIARISM

An essential rule in any university class is that all printed and spoken work which a student submits should be entirely his/her own, or properly documented. If it is not, the student is guilty of plagiarism. The following are two types of plagiarism that the student should be aware of:

Word for word copying, without acknowledgement, of the language of another person. Obviously, having another person write or dictate all or part of one's printed or oral work is plagiarism of this kind. In addition, a student should copy **NO** printed, spoken or electronic passage, no matter how brief, without acknowledging its source. This applies to even the briefest of phrases if they are truly individual and distinctive.

Another type of plagiarism is the unacknowledged paraphrasing of another's ideas. A student should no more take credit for another's thoughts than for another's language. Any distinctively original idea taken from another should be credited to its author. If the student does not know whether another's idea is distinctively original, he/she should incline to believe that it is; no fault attaches to over-acknowledgement, but under-acknowledgement is plagiarism.

ENROLLMENT

Students are responsible for their own enrollment. They should familiarize themselves with the information contained in the official University Catalog available from the University Bookstore. General information, general academic regulations, majors, and degrees should be carefully studied. Enrollment occurs at various times throughout the year. Check class schedule for dates and times. Each student is assigned a faculty advisor to assist with enrollment.

TUITION AND FEES

Tuition and fees are due on or before the first day of classes each semester. Total withdrawals are processed through the office of the Registrar. Refunds are made for approved withdrawals during the first ten days of the regular semester or the first five days of the summer semester at the rate of 85%. After the tenth class day during the regular semester or fifth day of summer session, there will be no refund.

GRADING SYSTEMS AND POLICIES

The following system of grading is used at SWOSU:

A	Excellent:	4 points per semester hour
B	Good:	3 points per semester hour
C	Average:	2 points per semester hour
D	Below Average:	1 point per semester hour
F	Failure:	0 points per semester hour
I	Incomplete:	0 points per semester hour until work completed
	An "I" grade not changed by the instructor will remain a permanent "I" and will not contribute to the GPA	
W	Withdrawal Without Failure	
S	Satisfactory Progress	
U	Unsatisfactory Progress (Failing Grade)	

KEYBOARDING PROFICIENCY PROGRAM

Southwestern students are expected to use computer labs, writing labs, the on-line library card catalog, computer information sources, and computer networks. In order to use computer information technology effectively and efficiently while at Southwestern and as a job-related skill, keyboarding proficiency is necessary.

Students must meet Southwestern's keyboarding proficiency by fulfilling one of the following requirements:

1. Students who have completed a typing or keyboarding class in high school have already met proficiency requirements for this program.
2. Students who do not have a typing or keyboarding credit on their high school transcript may take a keyboarding proficiency exam at SWOSU. A minimum of 35 words-per-minute on a three-minute timed writing with no more than seven errors will fulfill the minimum proficiency requirement.
3. Students who do not meet the high school course requirement and/or do not score the minimum proficiency requirement on the keyboarding exam must enroll in a zero-credit hour keyboarding course (0121) during their first semester of

enrollment at Southwestern. Completion of this course will fulfill the keyboarding proficiency requirement.

Contact the University Assessment Center (580/774-7084) to obtain more information concerning the keyboarding exam or to set up a testing date and time.

There is no charge for the keyboarding proficiency exam.

REMEDIAL COURSES

The Oklahoma State Regents for Higher Education established an ACT score of 19 as the "first cut" in determining student readiness for college level course work.

Students entering college after spring 1996 must score a 19 or above in the four subject areas on the ACT test (Math, English, Reading and Science Reasoning) in order to avoid second level testing and/or remedial courses. The computerized placement testing program (CPT) is used as the second level test.

Students who score below 19 on any ACT subtest have the option of (1) taking the CPT test prior to enrollment or (2) enrolling in the corresponding remedial course. Students electing to take the CPT exam should contact the University Assessment Center (580-774-7084) for more information. The following CPT scores have been established for course placement for entering freshmen beginning with the 1996 summer semester.

Mathematics

Students with Math ACT scores below 19 and CPT scores below 65* must enroll in 0123 Basic Algebra. (*Effective Fall 2006 the CPT score changes to below 75.)

English

Students with English ACT scores below 19 and CPT scores below 75 are required to take 0123 Fundamentals of English.

Reading

Students with reading ACT scores below 19 and CPT scores below 75 are required to take 0122 Improvement in Reading.

Science

Science students with ACT Science Reasoning scores below 19 must satisfy remediation requirements (if any) in English, Mathematics, and Reading before enrolling in science courses. The first science course must be Biological Concepts or Concepts of Physical Science.

Remedial Course Fee is \$20.00 per hour for each course in addition to tuition.

RETENTION STANDARDS

Credit Hours Attempted and GPA Requirement:

0 through 30 semester hours - 1.7

Greater than 30 semester credit hours - 2.0

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

Any student not maintaining satisfactory progress toward an academic objective will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.0 on regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required in order to continue as a student.

Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. A student suspended from SWOSU a second time may not re-enroll until he/she enrolls in another institution and raises the GPA to the level required for admission as a transfer student.

Suspended students who wish to appeal their status may contact the office of the Dean of Students. Contact must be made no later than one week prior to the beginning of classes. Appeals are heard by the Academic Advisory and Scholarship Council.

WITHDRAWAL

Students may need to withdraw from an individual class or classes during a semester, or they may need to withdraw completely from all of their currently enrolled classes during the semester.

1. To withdraw from an individual class, students should obtain and complete an add/drop form from the Registrar's Office in the Administration.
2. A total withdrawal from the University for the semester is accomplished by obtaining a withdrawal form from the Office of the Registrar in the Administration Bldg., Room 108. Signatures from the Student Financial Assistance Office is required for withdrawal. Students who withdraw from classes or the University before the 11th week have a "W" recorded on their transcript. After the 11th week, students are given "W" or "F" for each class, depending on whether they are failing or passing at the time of withdrawal. Grades of students leaving the University without officially withdrawing are recorded as "F." Refunds are made for approved total withdrawals according to dates published each semester in the class schedule bulletin. Total withdrawal from the university must be done prior to the first day of classes in order not to incur financial penalties.
3. The Refund Policy for Southwestern Oklahoma State University is maintained from past years, but the federal government has made changes related to federal student aid recipients who initiate complete withdrawals from the university. All students who receive federal aid, including the Federal Pell Grant, SEOG Grant,

Stafford Loan, Unsubsidized Stafford Loan or Parent PLUS Loan, who withdraw during the first 60% of a semester must repay 60% of their aid back to the federal government. Students are strongly advised to confer with the Office of Student Financial Services before initiating a complete withdrawal so the economic impact of that decision can be clearly understood.

SEMESTER EXAM POLICIES

1. Students may drop classes through the Friday preceding finals.
2. During the regular semester, the three days prior to the beginning of finals on Monday are considered “**dead days**” in that **no examinations, quizzes, extracurricular events (other than unscheduled league play-off events) or required field trips are to be scheduled, and no papers or reports or projects be due or presented during these days.**
3. If students feel that the dead days policy is not being followed, students should speak with the faculty. If no resolution is reached, students should contact the department chair and ask for their help. If that route is unsuccessful, students should speak with the dean of their school.
4. Exams for single classes must follow the schedule.
5. Multi-section exams scheduled by an instructor must have the approval of the Associate Provost for both time and room space. These are scheduled on a first-come, first-serve basis.
6. Multi-section exams **must be approved one week before the first final exam** and classes notified of the schedule.
7. In case of conflict between single sections and multi-sections, the single section takes precedence for the student’s time.
8. Occasionally the final exam schedule results in a student having more than three exams on any given day. Students may seek assistance in alleviating this excessive schedule from the Associate Provost on the Weatherford campus or from the Dean at the Sayre campus.
9. **NO EARLY FINALS.** Early finals are any final given prior to 8:30 a.m. on the Thursday of finals week. (Lab finals are scheduled prior to finals week.)
10. Students unable to meet the regular examination schedule will receive an “I” (*Incomplete*) and will have the next full semester in which they are enrolled to complete their work.

INFORMATION: WHOM TO SEE ABOUT WHAT

Absences.....	Your Instructor
Academic Program	Academic Advisor
Academic Grievance	Instructor
Activities Scheduling	Dean of Students, STF 214
.....	774-3767
ADA Information	Dean of Students, STF 214
.....	774-3767
Add or Drop a Class	Registrar Office, ADM 108
.....	774-3777
Admissions	Registrar Office, ADM 108
.....	774-3777
Change a Major	Academic Advisor
Change of Name or Address.....	Registrar Office, ADM 108
.....	774-3777
Clubs and Organizations	Dean of Students, STF 214
.....	774-3767
Counseling Services	Student Counseling Services
.....	774-3233
Credit Evaluation.....	Academic Advisor or Registrar
.....	774-3777
Employment on Campus	Human Resources, ADM 101
.....	774-3275
Filing for Student Elections.....	Student Senate Office
.....	120 W College
.....	774-0615
Financial Assistance	Student Financial Services, STF 224
.....	774-3786
Health Services	Student Health Center
.....	Bradley and Davis Street
.....	774-3776
Housing Information.	Residence Life, Neff, 103
.....	774-3024
Make Up on Incomplete Grades.....	Instructor
Obtaining Calendar Dates & Event	Dean of Students, STF 214
.....	774-3767
Placement (Jobs After Graduation)	Burton House
.....	774-3233
Student Career Services.....	Burton House
.....	774-3233
Posting Notices	Student Services, STF 214
.....	774-3767
Problems in Courses	Instructor
Student Government.....	Student Senate

.....	120 W College
.....	774-0615 Fax 774-0612
Testing.....	Assessment Office
.....	8th & College St.
.....	774-3084
Transcripts.....	Registrar Office, ADM 108
.....	774-3777
Vehicle-Parking Fines & Appeals.....	Dept. of Public Safety
.....	College & State St.
.....	774-3111
Vehicle Registration.....	Dept. of Public Safety
.....	College & State St.
.....	774-3111
Veteran Assistance.....	Registrar Office, ADM 108
.....	774-3008
Withdrawing from the University.....	Registrar Office, ADM 108
.....	774-3777

GRADUATION

Degree Check.....	Registrar Office
.....	774-3777
Graduation Fees.....	Cashier Window, ADM 111
.....	774-3019
Invitations.....	University Bookstore
.....	774-3245
Class Ring.....	University Bookstore
.....	774-3245
Cap and Gown.....	University Bookstore
.....	774-3245

ALUMNI MEMBERSHIP

Alumni Magazine.....	Institutional Advancement Office, ADM 201
.....	774-3267
Alumni Membership.....	Institutional Advancement Office, ADM 201
.....	774-3267
Alumni Dues.....	Institutional Advancement Office, ADM 201
.....	774-3267

EMERGENCY PHONE NUMBERS

Dept. of Public Safety.....	774-3111
Student Health Center.....	774-3776
Ambulance.....	911
Fire.....	911
Weatherford Police.....	911

IF ON CAMPUS, YOU MUST DIAL 9-911

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CAMPUS SECURITY POLICY

REPORTING CRIMES AND EMERGENCIES ON CAMPUS

Reports of criminal actions or other emergencies occurring on the Southwestern Oklahoma State University campus should be made to the campus Department of Public Safety (DPS) who will respond in accordance with established law enforcement procedures. Victims of serious crimes may request support personnel such as ministers and counselors during and after reporting.

SECURITY OF FACILITIES AND ACCESS TO RESIDENCES

Security is provided in the maintenance of the university's facilities through a number of mechanisms, including limitations on hours of operation, policies on keys, restriction of access to those bearing appropriate identification as university staff or students and the provision of adequate lighting. A guide for living in residence halls is given to each student residing in the halls.

The campus DPS performs building checks and lock-ups on all campus buildings at scheduled times seven days per week, 365 days per year. Students may be authorized to be in a building after lock-up, if under the direct supervision or written permission, by a permit card, of an authorized faculty or staff employee.

SECURITY PROCEDURES AND PRACTICES

The DPS is staffed by commissioned officers who meet the standards of the Oklahoma Council for Law Enforcement Education and Training and who have the power to arrest and bring before the proper courts persons violating the law on university property. The university's peace officers cooperate with local police authorities in the exercise of their responsibilities. It is the practice of the DPS to encourage accurate and prompt reporting of all crimes to the DPS or the appropriate local police authorities.

PROGRAMS RELATED TO SECURITY PROCEDURES AND PRACTICES

SWOSU provides information to students and employees about campus security procedures and practices, encourages them to be responsible for their own security and the security of others, and informs them about the prevention of crime through programs and literature distribution.

The programs presented to the students include the following:

Presentations by the campus DPS are provided upon request to individual residence halls and the campus community on a regular, on-going basis. These presentations are also made by student organizations who sponsor speakers or panel discussions on topics related to safety and security. These activities include the role and services of the campus DPS, alcohol awareness, date rape and sexual assault prevention, domestic abuse, crime prevention, and illegal drugs.

Programming includes videos, self-defense workshops, campus crime information, speakers on topics of sexual assault, safe sex, and public service announcements.

New Student Orientation and enrollment offers material to incoming freshmen students focusing on acquaintance rape, student safety on campus, and building safety.

Printed materials are distributed to all students and include the Residence Halls Handbook and Student Handbook, which provide security policy information to students. Policy and training information is conducted regularly for university employees regarding emergency situations including building evacuation, emergency rescue procedures, etc.

COOPERATION WITH AREA POLICE AGENCIES

SWOSU cooperates with local police authorities to monitor and record information concerning criminal activity occurring away from the campus but involving university students or university-recognized student organizations.

POLICY AND PROGRAMS ON ALCOHOL

The consumption or possession of alcoholic beverages or illegal narcotics in any form on the campus, in the university housing, or at any affair on the campus sponsored by or for a student organization is forbidden. Further information regarding prohibited activities related to the alcohol policy is stated in the Student Handbook.

The University also acts in accordance with the Drug Free Schools Act, the Drug Free Workplace Act, and other applicable provisions of state and federal law. Southwestern Oklahoma State University offers the following programs dealing with alcohol and other drug abuse:

1. Alcohol Awareness Month focuses on fostering responsible drinking behavior. Various programs bring awareness concerning the disadvantages of alcohol and drug use and promote the non-use of all drugs.
2. Alcohol 101 Plus is an interactive CD-ROM program designed to improve students' knowledge, attitudes, and skills relating to issues associated with abusive drinking behaviors. Poster displays focus on the disadvantages of drug use and promotes the non-use of all drugs.
3. Red River Transit provides transportation assistance to students from the community of Weatherford. It enables students to travel safely to and from various locations on campus and in the city.

PETS ON CAMPUS

The following are regulations regarding pets on campus:

1. Only service animals that are used for persons with disabilities are allowed in the university buildings. Students that require the use of service animals must provide the appropriate documentation to the Dean of Students following the university A.D.A. procedures.
2. Pets are not allowed to run free, nor may they be left unattended on university property.
3. Pets are not allowed in the residence halls at any time either on a permanent or transient basis.

The penalties for violations are as follows:

1. First violation - warning.
2. Second violation – meeting with the Dean of Students.

STUDENT CODE OF CONDUCT

GENERAL STUDENT CONDUCT

The University's basic standard of behavior requires a student (a) not violate any municipal, state, or federal laws, or (b) not interfere with or disrupt the orderly educational process of Southwestern Oklahoma State University. Any student violating either of these basic principals is violating the rules and regulations of Southwestern Oklahoma State University. A student is not entitled to greater immunities of privileges before the law than those privileges enjoyed by the citizens of the state of Oklahoma.

Authority is vested in the Board of Regents of Oklahoma Colleges and the President of the University. This includes authority to control and regulate various aspects of student behavior through disciplinary means. Generally speaking, disciplinary authority and judicial latitude necessary to accomplish it are delegated to the Dean of Students Office. The objective of Southwestern Oklahoma State University is to provide an opportunity for education to all students. In order to achieve this objective, it is important to define standards of conduct or limits of behavior that will enable students to work together with the faculty, staff, and administration in a positive manner.

The enrollment of a student into Southwestern Oklahoma State University means that the student voluntarily assumes obligations of performance and behavior reasonably expected by the University. University rules and regulations are designed to insure optimal conditions for learning for all students. Standards of conduct for students are seen as a base or foundation of behavior rather than arbitrary limits of behavior.

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

The student code of conduct is also available on the Southwestern website.

The Board of Regents of Oklahoma State Colleges adopted the following disciplinary regulations and administrative procedures. Additional changes become effective upon their adoption by the Board of Regents.

STUDENT OBLIGATIONS AND REGULATIONS

Each student, upon enrollment at the University, assumes an obligation to obey all rules and regulations made by the University, to preserve faithfully all property provided by the state for his or her education, and to discharge duties as a student with diligence, fidelity, and honor. Failure to observe the following regulations will subject the student to disciplinary action:

1. Public Law

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

2. Personal Behavior

Each student shall maintain the highest standards of integrity, honesty, and morality, and shall obey the university rules and regulations.

3. Disorderly Assembly

No group of students shall gather in such a manner as to disturb the public peace, do violence to any person or property, or disrupt the function of the university, or interfere with its faculty or staff in the performance of their duties. No student shall encourage or in any way participate in the formation or prolonging of such a gathering.

4. Disturbing the Peace and Destruction of Property

No student, organization or group of students may disturb the peace, destroy, molest, deface or remove State or university property, or intentionally or negligently injure another person (including "hazing"). In addition, the officers of the organization may be held accountable in cases of hazing.

5. Alcoholic Beverages or Illegal Narcotics

The consumption or possession of alcoholic beverages, or illegal narcotics in any form, on the campus, in university housing (to include sorority and fraternity housing), or at any event sponsored by or for a student organization or other university sponsored activity for students, is forbidden.

6. Falsification of Records

No student may falsify or participate in the falsification of any official university record.

7. Payment of Accounts

Students shall make satisfactory arrangements for the settling of university accounts promptly. Failure on the part of a student to make satisfactory arrangements for the settlement of a university account by the due date will result in either suspension or the placing of a "hold" on the student's records. A student may neither re-enroll, receive a diploma, nor obtain a transcript until the student has both (1) cleared the account, and (2) paid the assessed service charge to cover the administrative expense involved in placing the "hold" on the record.

8. Weapons

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

9. Failure to Comply with Lawful Directions

Failure to comply with the lawful direction of a University official acting in the performance of their duty may result in disciplinary action.

10. Change of Address

It is the student's responsibility to update addresses in the Registrar's Office.

11. Off Campus

Actions not committed on University property may also be subject to university disciplinary action in cases where a clear and distinct interest of the University is involved or affected. This includes, but is not limited to, offenses related to the security and welfare of persons and/or property or the integrity of the educational process.

PROHIBITED ACTIVITIES DEFINED

Misconduct is considered a matter of concern to the University. Reports of misconduct labeled offensive, unacceptable, destructive, or in violation of university regulations usually are made in the first instance to the Office of Dean of Students for investigation. The Dean of Students will then determine appropriate action, if any. The following actions, among others, are specifically prohibited by Southwestern Oklahoma State University:

1. Interference by any means, directly or indirectly, with functions or activities of the University or with its educational or service programs, either by breach of peace, force, violence, noise disturbance, disorderly conduct, physical obstruction, or unauthorized occupation of premises.
2. Dishonesty, such as cheating, violating the integrity of examinations, plagiarism, or knowingly furnishing false information to the University or staff.
3. Forgery, alteration, destruction, damage, or misuse of official University documents, records, identification cards, or devices.
4. Physical or verbal abuse, threats, assault mistreatment of any person on University owned or controlled premises, including the premises used at University sponsored or supervised functions or any acts of misconduct which endanger the health, safety, or property of others.
5. Classroom misconduct including disrespect for faculty, fellow students, or disruption of classes by any means. (Faculty members are authorized to dismiss disrespectful or disorderly students from classes pending other action. It shall be a further offense for any student not to leave a classroom when told to do so by a faculty member.)
6. Theft, vandalism, defacement, or damage to property of the University, its premises, or to property of other students or members of the University community.
7. Unauthorized use, entry, or occupancy of university facilities or premises.
8. Violation of university policies or campus regulations requiring the registration of student organizations, soliciting, or unauthorized use of university premises or facilities without prior written approval.
9. Unlawful use, sale, possession, distribution, or being under the influence of or association with narcotics, drugs, marijuana, hallucinogens, or other dangerous drugs while on or off campus.
10. Drinking, being in possession of, or under the influence of alcoholic beverages on the campus or at university sponsored events off the campus. Confiscated liquor and beer will not be returned to those persons from whom it was seized. All beverages which are confiscated will be destroyed pending resolution of any legal action taken against parties in possession of the alcohol.
11. Possession of any form of illegal contraband or paraphernalia which is usually associated with the use of narcotics and/or dangerous drugs.
12. Rooms in the residence halls may not be decorated with alcoholic beverage containers.
13. Disorderly conduct, lewd, indecent, or obscene conduct, dress, or expression on university owned or controlled property, or at a university sponsored or supervised function.

14. Failure or refusal to comply with directions of university officials, faculty, or staff acting in the performance of their duties, including directions to leave classroom or university premises.
15. Hazing, mistreatment of others, particularly as it applies to student organizations or groups, who endanger, mistreat, harass, degrade, or disgrace other students or persons, or in any way interfere with educational activities.
16. Unlawful possession or use of weapons, knives, objects capable of being used as dangerous weapons, fireworks, chemicals, and explosives; law enforcement officers subject to emergency calls may possess weapons authorized by law on school premises.
17. Gambling.
18. Failure to make satisfactory settlement of university indebtedness.
19. General misconduct that adversely affects the student's suitability as a member of the university community such as immorality, commission of major crimes, inciting disorders, association with known criminals, peace disturbances, disorderly conduct, and all acts that recklessly endanger the students or others.
20. Distribution of any type of publicity, printed materials, handbills, or advertisements without prior approval, including the unauthorized posting of posters on school premises.
21. Refusal to exhibit ID cards to school officials, faculty, staff, or security personnel when required to do so on school premises.
22. Intentional misuse of institution owned property to include, but not limited to, fire alarms, fire equipment, elevators, and mutilation or defacement of library materials.
23. "Malicious mischief" which is either the injury or destruction of property of another with malice. Malice, in this instance, shall be injury done wantonly and without justification.
24. Littering of university property.
25. Defacement by writing, drawing, or marking of any kind upon any permanent interior or exterior wall, sign, or similar vertical surface, in any medium, including chalk, paint, felt marker, etc., or any writing, drawing or marking of any kind in any medium, upon any sidewalk, wall, patio, terrace, or street, except as authorized.
26. Any advertisement which promotes the use, purchase, or giveaway of drugs, including alcohol, in university supported publications, flyers, or handbills.

PENALTIES

Any student accused of a violation of the Student Code of Conduct for which he or she could be temporarily suspended, suspended, or expelled, or for which his or her degree could be revoked, shall be entitled to an opportunity upon appeal to choose (A) an Administrative Hearing or (B) a hearing with the Committee on Student Conduct.

Penalties for violation of University regulations or public law may include one or a combination of the following:

1. Warning

A formal warning will be a written notice documented in a disciplinary letter.

2. Specified Restrictions/Requirements

The imposing of specified restrictions, including but not limited to: letter of apology, presentation of a workshop, preparation of a research paper project, social probation, community service, assessment or evaluation, counseling, restitution for damages, punitive fines, eviction from residence halls, loss of privileges (i.e., visiting privileges in housing or denial of access to computer services), or any combination of the above, and any other appropriate educational expectation.

3. Personal Probation

Personal probation is an informal probation. A second violation means that disciplinary action will be based on both charges.

4. Conduct Probation

Conduct probation is a formal probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's disciplinary file and the disciplinary hold on his or her record is removed at the discretion of the Dean of Students.

5. Suspension Delayed

Suspension Delayed is an agreement between the student and Dean of Students that a future violation of the student code of conduct or failure to comply with sanctions will result in immediate suspension. The Committee on Student Conduct may also issue this sanction.

6. Temporary Suspension

A student may be temporarily suspended from the university without a hearing when there is an immediate and present danger of damage to life, property or disruption of university life. Such an administrative decision will be effective immediately.

7. Suspension

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

8. Expulsion

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

9. Degree Revocation

When a degree is revoked or credit rescinded, a record of this action will be made a part of the official record of the graduate or student in the Office of the Registrar.

10. Disciplinary Hold

A disciplinary hold may be placed on records of students who have been placed on conduct probation, suspension, or expulsion.

EXPLANATION OF RIGHTS

Prior to the commencement of any disciplinary action the Dean of Students shall explain to the accused student the student's rights under the terms of the Student Code of Conduct.

1. Prior to disciplinary action resulting in suspension, expulsion, or degree revocation, the Dean of Students or a representative shall explain to the student the student's rights under the terms and conditions of these rules and regulations.
2. Each student involved in a proposed disciplinary action of suspension, expulsion, or degree revocation, will be asked to sign a statement explaining the disciplinary policies and procedures of the University. A copy of this statement is available in the Office of the Dean of Students.
3. To initiate an appeal, a student must make the request. The request and reason for appeal should be made in writing, by hard copy, signed, and dated, to the Associate Provost within twenty-four (24) hours after the disciplinary decision is rendered. If the student appeals a decision of temporary suspension, suspension, expulsion, degree revocation, or rescission of credit, the student may indicate in the appeal to choose an administrative hearing or a hearing before the Committee on Student Conduct. If the student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will not become effective until after the administrative hearing or after the Committee on Student Conduct hearing. A decision to temporarily suspend becomes effective immediately, but may be overturned after an appeal hearing. Hearings will be held as soon as practical after the request is made by the student.
4. In cases of an appeal of an expulsion decision with a request for a hearing with the Committee on Student Conduct; shall follow expulsion hearing procedures outlined according to the Board of Regents of Oklahoma Colleges Policy Manual, Chapter 4 on Student Policies.

COMMITTEE ON STUDENT CONDUCT

A committee consisting of faculty members and students will be created to consider the appeal of cases resulting in temporary suspension, suspension, expulsion, degree revocation or rescission of credit of students. The committee shall be designated as the "Committee on Student Conduct." The committee shall be appointed by the president of the university and shall include faculty members whose primary duties are not concerned with administration of student conduct and affairs. In those universities where Faculty Senates are organized, the president will receive nominations for committee memberships from the Faculty Senate

The Student Senate or a similar governing body will nominate student committee members and submit those nominees to the President of the University for selection. A student instituting an appeal to the Committee on Student Conduct shall have the right to exclude the student members of the committee upon proper request. One or more students may be included in the membership of the committee, such number to be determined by the President of the University. Any act by a properly constituted committee, at which a quorum of the committee is present, shall be binding.

HEARING BEFORE COMMITTEE ON STUDENT CONDUCT

Should a student appeal a case to the Committee on Student Conduct for temporary suspension, suspension, degree revocation, or rescission of credit, the student may appear personally to make whatever statements the student desires and to answer any questions of the committee members. The University's disciplinary policies provide students the following procedures:

1. The Associate Provost will notify in writing the student filing the appeal of the date, time and place of the hearing, the reason of the hearing, and the procedures and possible outcomes.
2. All hearings are closed and information presented in them and all supporting documents are confidential.
3. During the hearing, the accused student may be accompanied by an advisor of the student's choice so long as the availability of the advisor does not hamper the timeliness of the hearing. The student may choose to have an attorney serve as advisor; however, the advisor does not represent the student in a student conduct hearing and the student will be expected to speak for him or herself at all times.
4. During the hearing, the student has the opportunity to offer information on his or her own behalf and to review all information, statements, or evidence presented.
5. The chair of the Committee on Student Conduct will decide any questions or objections to hearing procedures that are raised during the hearing.
6. Members of the committee may ask questions of any person present during the hearing and the chair will invite questions or comments from the accused student if present. The chair may also invite questions or comments from advisors or others present. Since decisions are based on the standard of "more likely than not a violation occurred" the chair may reconvene the hearing if the committee decides that essential information has not been presented. The hearing shall be reconvened at the earliest practical time that the necessary information will be available.
7. After the chair has determined that all necessary information has been presented and questions answered, the committee will go into closed session and all other persons

will be excused. The committee will determine whether or not it believes the accused student is responsible for a violation of the regulations and, if so, whether the penalties determined by the Dean of Students are reasonable. The committee hearing will result in one of two outcomes:

- a. the Dean of Students decision stands; OR
- b. the Dean of Students determination is modified in accordance with the committee's recommendation.

8. The committee's decision shall be final unless within three (3) days following the decision, the student files a written appeal with the President of University. This appeal may only relate to procedural matters.

GENERAL POLICIES

AMERICANS WITH DISABILITIES ACT (ADA)

The American with Disabilities Act (ADA) requires the provision of "reasonable accommodations" to those qualified individuals with disabilities by providing equal, nondiscriminatory program access in the academic setting. The student is responsible for providing current documentation from a qualified professional to support their request for accommodations.

Students need to take the verifying documentation by a qualified professional to the Dean of Students Office where it will be kept confidential and private. In most cases, verifying documents can be obtained from doctors, licensed psychologists, or other professionals licensed to determine the existence, severity of, and characteristics of the disability or disabilities. It is the student's responsibility to request documentation from such professionals, and to request the accommodations received at any other educational institution. If accommodations are needed by the student, the student should provide the information and documentation in a reasonably early manner to allow time for the development and arrangement of reasonable accommodations. In some cases, as when books on tape need to be requested, several weeks advance arrangement is needed. The Dean of Students will determine on an individual case by case basis what documentation will be required.

The student should meet with each instructor after the first class period or during the instructor's office hours within the first week of class and discuss the specific accommodation options that have been recommended and how they will be adopted in his or her class.

Accommodations can not be retroactive and begin only after verifying documentation from a qualified professional is received and reasonable time for accommodation development has been allowed. The faculty is encouraged not to provide an accommodation without the proper documentation from the Dean of Students office verifying the need for a reasonable accommodation.

Although it is the student's responsibility to identify their disability, it is recommended that a statement be included in the course syllabi regarding the need to self identify. A sample statement follows:

"If any member of the class feels that he/she has a disability and is in need of special academic accommodations, the instructor will work with the student and Student Services in order to provide reasonable accommodations. This will help ensure that the student has an equal opportunity to perform in this class. The student will please advise the instructor of such disability and the desired accommodations at some point before, during, or immediately after the first scheduled class period."

If a student does not believe their accommodation request has been fulfilled in a reasonable manner by the Dean of Students, the student may file an appeal with the Associate Provost. If a student with a disability believes that faculty members have not provided the appropriate accommodations, he or she may file a grievance with the Dean of Students.

Southwestern Oklahoma State University
Student Grievance Procedure
For
TITLE IX, TITLE VI, SECTION 504, AND ADA

Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, or marital status in a vocational program and activities have the right to file a grievance.

Grievance Coordinator
Dean of Students
Gen. Tom Stafford Center, Room 214
580-774-3767

INFORMAL GRIEVANCE PROCEDURE

Step 1.

If a complainant feels that he/she has been discriminated against, the individual with a disability must first bring the problem to the attention of the Grievance Coordinator within five (5) working days of the knowledge or alleged cause for grievance occurs.

Step 2.

The coordinator will work informally to negotiate a solution within five (5) school days or a total of ten (10) school days from filing a grievance.

Step 3.

If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance within five (5) school days or a total of fifteen (15) school days from filing a grievance.

Step 4.

A formal grievance may be filed within fifteen (15) days of starting the informal Grievance Process by following the procedures outlined in the Formal Grievance Process.

This grievance procedure is a prerequisite for the pursuit of other remedies.

FORMAL GRIEVANCE PROCEDURE

Step 1.

The student will notify the Dean of Students in writing and within fifteen (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violations, the dates that the violations occurred, and be signed and dated by the person making the complaint. The Dean of Students shall notify the complainant in writing within five (5) school days from the date of the formal complaint as to the action taken or within a total of twenty (20) school days from the initiation of the Grievance Process.

Step 2.

If the complainant is not satisfied with the action taken by the Dean of Students, the complainant may notify in writing within five (5) school days the Associate Provost. The written notice must identify the grievance (or violations) and the dates they occurred which includes a description of the action taken at the Dean of Students and copies of the notifications the complainant received. The Associate Provost will notify the complainant in writing within twenty (20) school days of the date of the appeal as to action taken or within fifty-five (55) school days from the initiation of the Grievance Process.

Step 3.

If the complainant is not satisfied with the action taken in the second step, the complainant may notify in writing within five (5) school days the University President. The written notice must identify the grievance (or violations) and the dates they occurred, which includes a description of the action taken at the university level by the complainant, the Dean of Students, and copies of the notifications the complainant received from the various levels. The University President will notify the complainant in writing as to action taken.

Step 4.

If appeals *are not made*, it is assumed the decision at any level is accepted.
(*The complainant sign and date acceptance*)

This grievance procedure is a prerequisite for the pursuit of other remedies.

NOTE:

At least once a year, university officials are responsible for informing all students, staff, and parents of the University Grievance Procedure and the Coordinator's name, address, and phone number.

Amended 1/9/01

ACADEMIC APPEALS PROCEDURE**I. ACADEMIC APPEALS COMMITTEE**

The academic appeals committee will be composed of seven members. Four members of the ad hoc committee will be SWOSU faculty and three members of the committee will be SWOSU students. Verification should be provided to the committee, instructor, and student, that no member of the committee will be from the academic department of the major of the student making the appeal, nor from the academic department of the faculty member involved in the appeal. In addition a student assigned to the committee should: not have previously taken, be currently enrolled in, or anticipate future enrollment in any class taught by the instructor.

The Faculty Senate will nominate ten faculty members and the Student Government Association will nominate ten student members for the pool from which the final committee will be selected. The University President, or the President's designee, will select the final committee members from nominations made by the Faculty and Student Senates.

The chairperson of the committee will be a faculty member selected by the president. The chairperson or designee will preside over the appeal hearing process. The chairperson will serve as a non-voting member and will only vote in case of a tie.

II. AUTHORITY OF THE ACADEMIC APPEALS COMMITTEE

- (A) The committee will have the authority to review the procedural fairness of an instructor's grading policy upon the filing of a written student academic appeal. The committee will have the authority to call witnesses and collect evidence pertinent to the matter. The committee will be authorized to review the following:
1. Whether or not the student had fair and timely notice of the instructor's grading procedures.
 2. Whether or not all materials (tests, assignments, etc.) used by the instructor to determine the student's final grade for the course were made available to the student in a fair and timely manner.
 3. Whether or not the student's grades were calculated accurately.
 4. Whether or not the grades were scored and communicated in a timely manner.
 5. Whether or not the grade was assigned according to the instructor's stated policy.
 6. Whether or not the student had fair opportunity to address the above issue(s) with the instructor of the course.
 7. Whether or not the method of assignment of grades was consistent for all students and if adjustments were made for one were they made for all.
- (B) The committee will not be authorized to review the following:
1. The subjective assessments of the instructor on course assignments including, but not limited to: essay examinations, course project assignments, performance assessments, portfolios, presentations, etc.
 2. The instructor's teaching method.
 3. The instructor's grading policy.
 4. The instructor's attendance policy.
 5. Course materials.
 6. Course activity or project requirements.
- (C) After review of the written appeal, the committee will also have the authorization to perform the following:
1. Call upon parties involved for interview.
 2. Call persons relevant to appeal information.
 3. Call for any additional information deemed necessary to the appeal.

III. APPEAL PROCEDURES FOR CONTESTING A COURSE GRADE.

- (A) The student must exhaust all appeal requirements of the academic department from which the appeal is made before the student may file an appeal with the committee. Any appeal made by a student to the committee will be denied by the committee if the student has not exhausted all departmental appeal procedures.
- (B) In addition, the student must exhaust the following university administrative remedies before filing a written APPLICATION FOR ACADEMIC APPEAL of a course grade unless they are included in the departmental appeals procedure:
1. The student must discuss the issue with the course instructor. If the issue is not resolved to the satisfaction of the student, the student must proceed to the next step.
 2. The student must discuss the issue with the chair of the appropriate department. If the instructor assigning the grade has left the university before the start of the appeal, the department chairperson shall represent the instructor in the appeal process. If the chair of the department is directly involved in the matter, or if the issue is not resolved to the satisfaction of the student, the student must proceed to the next step.
 3. The student must discuss the issue with the dean of the college in which the course is taught. If the dean is directly involved in the matter, or if the issue is not resolved to the satisfaction of the student, the student may file a written APPLICATION FOR ACADEMIC APPEAL.

The chair of the department or the dean of the college may invite the student and instructor to confer to resolve the issue. If the student and/or instructor does not wish to confer, or if the issue is not resolved to the satisfaction of the student, the student may file a written APPLICATION FOR ACADEMIC APPEAL of the course grade.

- (C) If the student has exhausted all of the remedies available in Sections A and B, the student may request an APPLICATION FOR ACADEMIC APPEAL form from the Office of the Provost.
- (D) The deadline for filing an APPLICATION FOR ACADEMIC APPEAL form with the Office of the Provost is no later than the close of the 6th week after the grade was assigned.

Grades assigned during spring semester: Apply no later than the close of the 6th week of the following fall semester.

Grades assigned during summer session: Apply no later than the close of the 6th week of the following fall semester.

Grades assigned during fall semester: Apply no later than the close of the 6th week of the following spring semester.

Upon receipt of the completed APPLICATION FOR ACADEMIC APPEAL form, the Office of the Provost will notify the instructor, departmental chair, dean of the school, and appeal committee members within ten (10) class days.

- (E) The APPLICATION FOR ACADEMIC APPEAL must include:
 1. A concise, complete statement of the issue being appealed.
 2. Any information to support the student's basis for an appeal.
 3. Signatures of the student making the appeal, the academic departmental chair, and dean of the school from which the appeal arises.

- (F) The committee will convene within fifteen (15) class days after the beginning of the semester following the receipt of the appeal notice from the Office of the Provost. Notice will be given to the parties involved by university mail or United States mail or personal communication from the committee chairperson. (Written record of the communication by the chair or the phone conversation followed by written confirmation.)

- (G) The committee will conduct a review of the written appeal made by the student. The instructor will also have the opportunity to provide a written response. Each party should have the assurance that no written materials were submitted to the committee without their knowledge or opportunity to review in advance. All information provided to the Appeals Committee, whether requested by the committee or not, will be given to both the student and faculty member at least one work week prior to the hearing.

IV. APPEAL HEARING PROCEDURES

If the committee decides to hold a hearing to hear witness testimony on the matter, the chairperson of the committee will set the date, time, and place of the hearing. The instructor and student have the right to be present at the meeting. The chairperson or designee will preside over the hearing. Also persons requested by the instructor and/or student and who are approved by the chair of the Appeals Committee may be present during the hearing. The chair shall provide the above list of participants to both the faculty member and the student at least two class days in advance of the hearing.

- (A) The student and instructor of the course will each be afforded the following rights:
 - (1) An orderly hearing conducted in a civil manner by all participants of the hearing.
 - (2) The right to present oral and written information.

- (B) At the hearing, student and instructor will not be allowed to:
 - (1) Have legal representation.
 - (2) Call witnesses unless permitted by the chairperson.
 - (3) Cross-examine the other party.

- (C) The order of the hearing:
 - (1) Testimony and presentation of evidence by the student.
 - (2) Questions by board members.
 - (3) Response and presentation of evidence by the instructor.
 - (4) Questions by board members.
 - (5) Response by the student.
 - (6) Response by the instructor.
- (D) The committee may request additional evidence and/or witnesses as well as conduct separate questioning and statement interviews with each party solely within the discretion of the committee.
- (E) The instructor, student and committee should recognize that the process is in place to provide a fair and impartial mechanism to resolve differing opinions regarding the assignment of course grades.

V. COMMITTEE RECOMMENDATIONS

- (A) After consideration of the evidence and testimony presented at the hearing, the committee will make one of the following recommendations on the matter to the Provost.
 1. Uphold the final course grade given by the instructor.
 2. Change the final course grade.
 3. Recommend alternative resolution.
 4. Continue the hearing and request additional information and/or witness testimony.
- (B) The recommendation will be by simple majority vote of the committee.
- (C) The recommendation of the committee will include a recitation of the basic or underlying facts relied upon by the committee in reaching its recommendation.
- (D) The committee will notify the student and instructor of its recommendation within five (5) class days by certified mail, restricted delivery, return receipt requested. A copy of the recommendations will be sent to the dean and department chair through campus mail.
- (E) Notice of the committee's recommendation.
 - (1) If the committee recommends to uphold the grade given by the instructor, the chairperson of the committee will notify the student, instructor, and the Provost.
 - (2) If the committee recommends changing the grade given by the instructor, the chairperson of the committee shall notify the student and the instructor. Upon said notification, the instructor will have up to five (5) class days to:
 - (a) change the grade of the student pursuant to the recommendation of the committee; or

- (b) notify the committee chairperson of said instructor's decision not to change the student's grade per the committee's recommendation.
- (F) If the instructor elects not to change the student's grade per the committee's recommendation, the committee chairperson will immediately submit a complete report of the committee's findings, recommendation, and the instructor's response to the committee's recommendation to the Provost. All recommended grade changes (if any) will be made by the Provost. Records of these proceedings shall be kept on file in the office of the Provost.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with the Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment), Southwestern Oklahoma State University hereby institutes the following policies effective November 19, 1974. These policies shall be published annually in the Update on Contemporary Issues. Additional copies are available to any student or interested party, on request, in the Registrar's Office.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or

research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Parents of dependent students as documented by the most recent federal income tax form are entitled to see the educational records.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *Southwestern Oklahoma State University* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
202-260-3887

Students who do not want their directory information to be made public must notify the Registrar no later than the 10th class day of the semester.

DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974, SWOSU identifies the following numbered items as "directory information." This information can be released to interested parties on a "need to know" basis unless the custodian of the record is notified in writing to the contrary by the tenth class day at the beginning of each semester:

1. Student's name
2. Local and permanent address
3. Telephone number
4. Date and place of birth
5. Major and field of study
6. Academic classification
7. Participation in officially recognized organizations, activities and sports.
8. Weight and height of participants in officially recognized sports
9. Educational institutions previously attended
10. Dates of attendance at SWOSU
11. Degrees and awards granted
12. Degree(s) held, date(s) granted and institution(s) granting such degree(s)
13. Part or full-time enrollment status
14. Photographs of enrolled students

15. E-mail

TYPES OF RECORDS

In accordance with item one in the preceding subsection, SWOSU provides the following list of educational records maintained and the title of the individual(s) in custody of those records:

Type	Custodian of Record
1. Academic:	Registrar
2. Discipline:	Dean of the College of Pharmacy, Dean of Students
3. Health:	University Nurse
4. Placement:	Director of Placement
5. Financial Aid	Director of Student Financial Services
6. Admissions	Registrar/Admissions Counselor

An official copy of the Student Privacy Rights can be found in the Registrar's Office, Administration Building, Room 108, 774-3777.

STUDENT DRESS AND APPEARANCE

Neatness and appropriate dress are important at all times. It is assumed that students who attend SWOSU will exercise mature discretion in regard to their personal appearance and hygiene. For obvious reasons of hygiene and safety, students shall not be shirtless and/or barefoot. Extreme modes of dress that cause undue attention, interfere with the educational process, or exercise poor taste are discouraged.

STUDENT GRIEVANCE

A student may file a grievance at any administrative level: (1) adviser, (2) department chair, (3) academic dean, (4) Dean of Students, (5) Associate Provost, or (6) Provost. If the grievance cannot be resolved at the level to which the complaint is made, it is referred to the next higher level. The decision of the Provost is considered final; the President will review lower level decisions if an appeal is made to him. The President may overrule any and all decisions. Also, anyone choosing to do so may file a grievance directly with the President; the complaint will then be processed through the administrative channels to attempt resolution prior to the taking of final action. Academic appeals are considered in a separate section under this cover.

RESIDENCE HALL RULES AND POLICIES

Residence hall guidelines and policies are listed in the Residence Hall Handbook which is located online at www.swosu.edu. Hard copies of the handbook are available upon request.

In addition, each building has residence hall rules and policies determined by the individual residence hall's House Council and university staff responsible for hall supervision.

TRAFFIC AND VEHICLE REGISTRATION

Students are responsible for obtaining a complete copy of SWOSU's Traffic Regulations from the SWOSU Department of Public Safety located at the corner of Bradley and State, 774-3111.

SOLICITATION

It is a violation for any person or group to solicit or sell to individual students or groups of students at any time on the property, campus, or grounds of SWOSU, except in those cases where specific authorization has been extended by the office of the Dean of Students or by the Student Union.

POLICY ON USE OF TOBACCO

In keeping with the University's intent to provide a safe and healthful work environment, and in accordance with state mandates, the use of tobacco in any University facility or University vehicle is prohibited. Additionally, there is to be no smoking within 25 feet of a point of entrance or exit to a building. This policy extends to faculty, staff, employees and campus visitors. **Note:** Outdoor stadium seating is designated as a no smoking area.

POLICY ON DRUG-FREE WORKPLACE AND SCHOOLS

Southwestern Oklahoma State University recognizes its responsibility as an educational and public service institution to promote a safe and productive educational and work environment. This responsibility demands implementation of programs and services which facilitate that effort. Southwestern supports federal laws requiring the establishment of anti-drug programs which prohibit the use of illegal drugs in the schools and the workplace. Toward this goal, the University has implemented the following policies:

Students and employees are required to abide by the terms of the Drug-Free Schools and Drug-Free Workplace Policies as a condition of enrollment and/or employment.

Illegal manufacture, distribution, possession or use of illegal drugs on university property is strictly prohibited.

A violation of the policy is to be considered a major offense that can result in immediate expulsion for students, termination of employment or require satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an individual for violation of this policy.

Employees are required to notify their supervisors of a criminal conviction for drug-related offenses occurring in the workplace no later than five days following the conviction. Students

are required to notify the Dean of Students of such a conviction on university property within the same time frame.

Students and employees are provided access to the University's Employee Assistance Program (EAP), counseling and training programs which are designed to inform individuals about the dangers of drug abuse. Voluntary participation in or supervisory referrals to the Employee Assistance Program are on a confidential basis.

Students and employees are forbidden from performing sensitive safety functions while a prohibited drug is in their system.

Drug testing is mandated for sensitive safety positions prior to employment when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653.) This legislation is available for review in the Human Resources Office.

All students, faculty and staff receive a copy of this policy annually.

GUIDELINES ON INFECTIOUS DISEASES

Purpose

The purpose of this policy is to establish procedures to be followed when a university employee or student is infected with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, HIV/AIDS, whooping cough, measles, diphtheria, chicken pox, and tuberculosis.

General Policy

The University is committed to providing a working and learning environment free of health hazards for its students and employees. So long as medical evidence supports, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, those areas will not be considered to be hazardous as a result of the presence of an infected student or employee.

The University will comply with all federal and state laws applicable to employees, students, and job applicants with communicable diseases.

The confidentiality of information regarding individuals infected with a communicable disease shall be respected.

As long as an employee (including student employees) with a communicable disease is able to perform job duties satisfactorily and medical evidence indicates that their condition is not a threat to themselves or others, the employee is to be treated consistently with others in the workplace. Similarly as long as a student with a communicable disease is able to pursue their education within the established academic standards and medical evidence indicates that their condition is not a threat to themselves or others, the student is to be treated consistently with other students.

Discrimination against and/or harassment of the employee and/or student may result in disciplinary action.

The University will make educational materials on communicable diseases available for students and employees through the University Health Center (office of the University Nurse).

PROCEDURE FOR INDIVIDUALS INFECTED WITH A COMMUNICABLE DISEASE

An individual with a communicable disease shall be required to inform the proper university personnel that they have a communicable disease. Failure to do so may cause the employee to be suspended and/or the student to be administratively withdrawn from classes.

Employees

An employee will inform their immediate supervisor if they have been diagnosed as having a communicable disease. It will be the responsibility of that supervisor to inform the administrator within their channel of communication of this situation. The University shall request from the employee, and the employee will provide, a medical report from a licensed physician which may be reviewed by a physician designated by the University.

The University reserves the right to request that the employee be examined a second time by a physician designated by the University. Medical reports or medical evidence will be used to assess each reported illness on a case-by-case basis. Those evaluating each case will include members of the university administration in conjunction with the employee and, if desired, the employee's physician. A determination will be made, based on reasonable medical judgments given the state of medical knowledge, concerning the nature of the risk, the severity of the risk, and the probability the disease will be transmitted and will cause varying degrees of harm.

Consultation with the United States Department of Health, the State Health Department, the County Health Department, and guidelines as determined by the Centers for Disease Control, Atlanta, Georgia, may be used in making this determination.

If, upon the request of the University, the employee refuses or otherwise fails to provide the medical report, the employee will not be allowed to return to work until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided not less often than every six (6) months as required by the University.

The employee may be placed on appropriate leave status or suspended in accordance with established university policy if it is determined that their continued association poses an unacceptable risk to themselves or to others.

Students

A student will inform the University Nurse if they have been diagnosed as having a communicable disease. It will be the responsibility of the University Nurse to notify the appropriate administrator(s) within the normal channel of communication of this situation. In the event the student is a minor and the minor's parents are aware of the disease, the student's parents shall have a concomitant duty to so inform the University Nurse. The University shall request from the student (or if the student is a minor, from the parents of the minor) a medical report from a licensed physician, which may be reviewed by a physician designated by the University. The University reserves the right to request that the student be examined a second time by a physician designated by the University. The medical report or medical evidence will be used to assess each reported illness on a case-by-case basis.

Those evaluating the case will include the Dean of Students, University Nurse, the contracted University Physician, and appropriate administrative personnel, in conjunction with the student (the student's parents or legal guardians if the student is a minor) and, if desired, the student's physician. A determination shall be made, based on medical evidence concerning the nature of the risk posed by the illness, the likely duration of the risk, the severity of the risk, and the probability that the disease will be transmitted and will cause varying degrees of harm. If, upon the request of the Dean of Students, the student refuses or otherwise fails to provide the medical report, the student will not be allowed to return to the University until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided not less than every six (6) months as required by the University.

The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to himself/herself or to others.

SEXUAL HARASSMENT POLICY

Southwestern Oklahoma State University is committed to providing an education and work environment that is free of discrimination. Demeaning actions or comments based on an individual's gender, race, national origin, age, religion, disability or any other legally-protected characteristic will not be tolerated. Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should immediately inform the person engaging in such action that the conduct is offensive and must stop.

Education Environment

Within the education environment, sexual harassment is prohibited between employees and students and between non-students and students.

Work Environment

Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees, and between non-employees and employees.

Definition of Sexual Harassment

General Definitions:

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

1. is made either explicitly or implicitly a term or condition of an individual's educational status or employment;
2. is used as a basis for educational or employment decisions affecting the individual;
3. has purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational, social or working environment.

Examples that may constitute sexual harassment:

For the purpose of further clarification, sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal, physical and/or visual contact with sexual overtones. (Examples include, but are not limited to: suggestive comments, slurs, jokes, or epithets. Physical examples include, but are not limited to: assault, touching, impeding, or blocking movement. Visual examples include, but are not limited to: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.)
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
3. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. For example, within the work environment either implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting the preparation of a poor performance report; or suggesting other failures. Within the educational environment either implying or actually withholding grades earned or deserved, suggesting the preparation of a poor performance evaluation; or suggesting the denial of a scholarship recommendation or college application.
4. Within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control influence or affect the educational opportunities, grades, and/or learning environment of a student.
5. Offering favors, educational benefits, or employment benefits such as grades, promotions, favorable performance evaluations, favorable assignments,

favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

(Reference Section 703 of Title VII of the United States Civil Rights Act, as interpreted by the United States Equal Employment Opportunity Commission, 29 CFR 1604.11)

Note: Southwestern's investigation is conducted independently of any action (or inaction) on the part of law enforcement and criminal justice authorities. Disciplinary sanctions for violation of this policy may include warnings, probation, expulsion, termination of employment and/or expulsion.

Should the Affirmative Action Officer be named in the harassment charge and/or should the Associate Provost/Dean of Students hold that the charged individual has such a relationship with the Affirmative Action Officer that a report could legitimately be contested on the grounds of bias, then an alternative investigator shall be appointed.

At every step of the procedure, confidentiality will be maintained to the extent possible to protect the individuals involved. Employees or students failing to restrict confidential information or who knowingly provide false information will be subject to disciplinary action.

Complaint Procedures

1. Informal Resolution

Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should immediately inform the person engaging in such conduct that the conduct is offensive and must stop.

2. Formal Complaints

Sexual harassment is against the law and requires immediate attention and APPROPRIATE DISCIPLINARY ACTION. Anyone who feels victimized by this behavior should contact the Dean of Students, (or proper supervisory personnel), and/or the Affirmative Action Officer in the Office of Human Resources (A101). The Dean of Students, immediate supervisor or chairperson authority should in concert with the academic dean, department head or educational should be given the opportunity to investigate the situation and take appropriate action. A work supervisor receiving such a complaint should immediately advise the Affirmative Action Officer and keep that office informed of actions.

At every step of the procedure, confidentiality will be maintained to the extent possible to protect the individuals involved. Employees or students failing to restrict confidential information or who give false information will be subject to disciplinary action.

SEXUAL MISCONDUCT

Southwestern Oklahoma State University will neither tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. This includes, but is not limited to, rape (including 'date or acquaintance' rape), sexual assault, or sexual harassment.

In instances where there is reason to believe that Southwestern Oklahoma State University's policies prohibiting sexual misconduct have been violated, the University will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as the university's student conduct system. If the University has reason to believe that sexual misconduct has occurred, the university's sanctions may include warnings, probation, restrictions, suspension, expulsion or degree revocation.

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

Consent is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily, and have knowledge of the first act or transaction involved. Consent will not be implied from silence, passivity, nor from a state of intoxication or unconsciousness. Lack of consent is implied if the victim is incapable of giving consent because of mental, developmental, or physical ability (including intoxication), or lack of legal age in giving consent. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

PROCEDURE FOR REPORTING SEXUAL ASSAULTS

In the event of a sexual assault, the victim is encouraged to report the crime to the campus Department of Public Safety (DPS) if the act occurred on campus or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve the evidence of a sexual assault which may be necessary to the proof of the crime (i.e., do not take a shower, wash your clothing, etc).

Prosecution of the perpetrator is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of a crime. Students may also report the incident to the staff within the residence halls, the Office of Student Services, or other university staff who will in turn inform the Department of Public Safety.

Victims are also encouraged to report the crime to the Office of the Dean of Students in order to pursue disciplinary action through the Student Code of Conduct system. Students may request that campus personnel assist them in the reporting of the crime of sexual assault. False reporting of a crime is a misdemeanor and will be treated seriously.

DISCIPLINARY PROCEDURES IN ALLEGED CASES OF SEXUAL MISCONDUCT

Students who wish to file a student misconduct report should contact the Office of the Dean of Students, Gen. Thomas P. Stafford Center, Room 214. If the matter cannot be resolved by

the Dean of Students in an informal manner acceptable to the person bringing the complaint, it will be the option of the complainant to pursue the formal process.

In the event that the complaining person wishes to file a formal grievance against another student accused of sexual misconduct, the President will appoint a committee, designated as the Committee on Student Conduct, to hear the case. This committee will be comprised of faculty and students in the same manner as outlined in the Student Code of Conduct policy. Should the complaining student name a faculty or other employee of the institution as the alleged perpetrator, the established university policy for grievance as found in the University Staff Handbook shall be followed.

To initiate this action, contact the Office of Affirmative Action.

- a. The complainant shall be permitted to have a person or persons of their choosing accompany them throughout the disciplinary hearing.
- b. The complainant shall be permitted to be present during the disciplinary hearing (except during the deliberations of the panel).
- c. The complainant shall have the right to be informed of the outcome of the formal hearing upon its conclusion by the panel.
- d. The person alleged to have engaged in sexual misconduct shall also be afforded all of the rights set forth in this section.
- e. If the sanctions against the alleged perpetrator include expulsion or suspension, the perpetrator may appeal the committee decision to the Associate Provost within 5 (five) working days of the issuance of the decision.

EDUCATION

Educational materials related to sexual misconduct will be disseminated to each incoming student during orientation as well as those students currently enrolled on the campus. Orientation of all new students will include a component related to sexual assault and its prevention. Programming to promote the awareness and prevention of sexual misconduct will continue to be offered in the residence halls as well as other locations accessible to the greater student body. Self defense seminars are offered to the student body through the Department of Public Safety.

SERVICES TO VICTIMS

Medical treatment is available through local physicians or at the Southwestern Memorial Hospital where evidence may be collected to preserve the option of prosecution if the victim

so chooses. Students are encouraged to see the University Nurse, who will make an appropriate referral to area physicians, Red Rock West Behavioral Health Services, Great Plains Resource Center, or Custer County Health Department. The Student Counseling and Career Services office will provide initial counseling and referral to those students requesting assistance. Victim Services Program offered by the office of the District Attorney (580-323-3232) are available to students who choose to prosecute.

If requested by a victim, reasonable accommodations will be made to victims of sexual assault living on campus who request a room assignment change or an adjustment in their academic schedule as is possible within the existing curricular offerings.

The University will foster an environment of safety for the entire student body and will support a climate of acceptance and concern for victims of sexual assault.

ENGLISH LANGUAGE PROFICIENCY (FACULTY ONLY)

All candidates for employment shall be proficient in speaking the English language so that they may adequately instruct students. All candidates who speak English as a second language must demonstrate this proficiency as an employment requirement. If upon the judgment of interviewers a problem in communication exists, an institutional committee will confer with the applicant who is interviewing for a position at this institution. Note: This policy pertains only to faculty.

OUR STORY

Southwestern Oklahoma State University, a member of the Oklahoma State System of Higher Education, is located in Weatherford, Oklahoma. SWOSU is authorized to offer curricula in arts and sciences, business, teacher education, and health sciences. The branch campus at Sayre is authorized to provide Associate of Science and Associate of Applied Science degrees in both general and specialized areas of study, as well as career and technical education.

Weatherford, with a population of approximately 9,600 people, is a modern, progressive municipality. The Southwestern Oklahoma State University campus includes 73 acres along the crest of an elevation overlooking the city of Weatherford and the Little Deer Creek Valley. Sayre, with a population of 2,800, lies just 23 miles east of the Texas state line.

The University was established by an act of the Oklahoma Territorial Legislature in 1901 as the Southwestern Normal School, authorized to offer two years training for public school teachers. The first classes met in 1903. In the beginning, four years of preparatory work for students not yet qualified to enter college were set up.

In 1920 the preparatory, or academy, courses were eliminated and two additional years of college work were added. The state legislature approved a change of name to Southwestern State Teacher's College. The first baccalaureate degrees were awarded in May 1921.

Other major changes in name and purposes occurred in 1939 when the institution was designated as Southwestern State College of Diversified Occupations. In 1941 it became Southwestern Institute of Technology when the college added a School of Pharmacy, degree work in the arts and sciences, and trade schools to its original function as a teacher-training institution.

The Oklahoma State Legislature in 1949 again changed the name, this time to Southwestern State College, without altering the broad scope of its purposes and educational objectives. Since that time, Southwestern has been fully accredited by the North Central Association of Colleges and Schools. In addition, the University is accredited by fourteen other accrediting agencies.

In 1953, Southwestern inaugurated an advanced professional program leading to the Master of Teaching degree, now called the Master of Education degree. In addition to the M.Ed. degree in 16 different fields of specialization, Southwestern also offers the M.S. in Applied Psychology degree, the Master of Business Administration degree, and the Master of Music degree.

In 1974 the Oklahoma State Legislature changed the name of the institution to Southwestern Oklahoma State University. The University merged with Sayre on July 1, 1987.

PUBLISHED Fall 2005

Southwestern Oklahoma State University reserves the rights to make timely and appropriate changes and corrections to its policies and procedures.

ALMA MATER "Hail To Thee, Southwestern"

Verse 1

Standing firmly on the hilltop
Clearly outlined 'neath the blue
Emblem of the best and noblest
Alma Mater true.

Verse 2

Foster mother, friends so loyal
Honor, love, and faith we bring.
With thy spirit ever near us
This our song shall ring.

CHORUS

Hail! All hail! to thee, Southwestern
Alma Mater true.
We will ever sing our praises
To the White and Blue.

STAND UP AND CHEER "FIGHT SONG"

Stand up and cheer
Cheer loud and long for dear Southwestern
For today we'll raise
The White and Blue above all others
Our sturdy band now is playing
And we are sure to win the fray
We've got the vim;
We're here to win;
For this old Southwestern's day.

University Mascot:

"Brandy the Bulldog"

University Colors:

Blue and White

University Newspaper:

The Southwestern

Southwestern Oklahoma State University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act of 1990 and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.