

# NED

STUDENT HANDBOOK  
2019-2020





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2019-20

[www.neo.edu](http://www.neo.edu)

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Our Mission:

Northeastern Oklahoma A&M College is dedicated to providing opportunities that promote excellence in learning, service and leadership in a global society.

This handbook is published for the purpose of providing information about NEO A&M College student affairs policies and programs. All information contained in the handbook is subject to change without notice and may not be regarded in the nature of binding obligations to the College. NEO A&M College reserves the right to change prices, policies, and practices described in this handbook as circumstances require.

## **STUDENT ACTIVITIES AND CAMPUS LIFE**

Northeastern Oklahoma A&M College offers a variety of activities and organizations for students to become involved. Each semester students can participate in on-campus events and activities, off-campus excursions to athletic, cultural, and entertainment venues, and intramural athletics. Information concerning events, activities, trips, and intramurals can be directed to the Coordinator for Student Activities located in the Student Center of the Bruce G. Carter Student Union. Suggestions for activities, events, and trips are welcomed. Please submit suggestions to the Coordinator of Student Activities.

### **Intramural Sports**

Intramural athletics include: flag football, co-ed softball, volleyball, bowling, basketball, pool, table tennis and video games. Schedules and procedures for participation are arranged through the Coordinator of Student Activities, who is located in the Student Center in the Bruce G. Carter Student Union.

### **Student Organizations**

A variety of clubs and organizations are available at Northeastern Oklahoma A&M College. Additional organizations are added at the request of the student body upon approval of the student body government.

New Organizations: Any club or organization that wishes to be recognized as a registered campus organization and be represented by the Student Body Government must present a request for recognition in writing to the Office of Student Affairs as well as a written constitution, current list of elected officers, and the name of the club's sponsor(s). New organizations are also welcome to submit a budget request to help cover the costs of participation in campus activities. New organizations must be approved through the student body government before a budget request will be reviewed and approved.

Membership: To qualify for membership in clubs, students must be currently enrolled and must be free of probation. Membership shall not be restricted based on race, sex, creed, or national origin.

Eligibility: Students who represent the college in organizations, clubs, competitive and non-competitive activities, athletics, or as officers of organizations and student body government must be passing twelve hours. These activities include but are not limited student body government, athletics, agriculture teams, cheerleading, Norse Stars, drama, band, chorus, Meistersingers, Band/Jazz Band, or any other activity. Returning NEO students and transfer students must also have completed a minimum of 12 hours the preceding semester with an earned grade point average of 1.75 or higher.

Advisor: A faculty or staff advisor who is recommended by the club members shall be required for all organizations. The advisor will be responsible for checking student eligibility and for assisting in the club's activities. The advisor does not have veto power for the club/organization.

NEO A&M College Student Organizations/Clubs: (For details on any club or organization please contact the Office of Student Affairs)

Accounting	Global Initiative
African-American Society	International Club
Ag Ambassadors	Investment Club
Agriculture Education Club	LGBT and Friends
Aggie Society	Masquers
American Indian Center for Excellence	Medical Lab Technician Club
Band	Native American Student Assoc.
Baptist College Ministry	NEO Cheerleaders
Blue Crew	NEO Nursing Students
Broadcasting Club	Nursing Student Association
Catholics in Action	Norse Stars
Choir	Phi Beta Lambda
Christ Follower's Fellowship Club	Phi Theta Kappa
Criminal Justice Club	Physical Therapist Assistant
Christian Student Fellowship	Psychology Club
College Republicans	Resident Life Council
Engineering Club	Social Work Club
Equine Club	Student Ambassadors
Forestry and Wildlife Club	Wesley Foundation

***THE CONSTITUTION OF  
THE STUDENT BODY GOVERNMENT  
NORTHEASTER OKLAHOMA A&M COLLEGE  
Miami, Oklahoma  
(REVISED Constitution, SPRING, 2013)***

**PREAMBLE**

Realizing the need for student government to facilitate cooperation and communication between the administration and the students of Northeastern Oklahoma Agricultural & Mechanical College, we do hereby establish the following rules for our government.

**ARTICLE I  
(Name)**

The name of this organization shall be the Student Body Government of Northeastern Oklahoma Agricultural and Mechanical College.

**ARTICLE II**  
**(Memberships)**

**Section I**

Any campus organization, which has a recognized advisor and is duly registered with the Vice President for Student Affairs is a member of the Student Body Government and is entitled to full representation therein.

**Section II**

The membership shall consist of: (1) Students enrolled full-time in an NEO academic program with a 2.0 grade point average or (2) Student enrolled less than full-time with a 2.0 grade point average that have been approved for participation by the advisor of the organization

**Section III**

**Clause I.** The voting membership of the Student Body Government shall consist of the officers of the Student Body Government, one representative from each administrative approved campus organization, one representative from the freshman class, one representative from the sophomore class and, two Senators-at-Large, and the chairperson of the Grove Center Student Council.

**Section IV**

Ex-officio members of the Student Body Government shall be the President of the College, the Vice President for Student Affairs and the Student Body Government Advisors.

**ARTICLE III**  
**(Attendance)**

**Section I**

**Clause I.** If a member of the Student Body Government and his alternate should be absent, they shall appoint someone of their organization to represent the organization. No member of the Student Body Government shall be counted present for more than one organization.

**Clause II.** If any representative is absent three times total without sending a representative in their place, they shall lose their seat in the Student Body Government. The sponsor of the club will be notified by the SBG Sponsor of its member's absences in order that the club may know that its representative has been dropped and the club may send a new representative in his/her place.

**Section II Clause I.** When an organization has three absences, the organization will be excluded from the Government. The organization will be notified after the second absence and each subsequent absence by the Student Body Government sponsor.

**Clause II.** Any organization that accumulates three absences in a semester is considered an organization in bad standing and shall be considered suspended as a recognized campus organization until such time as that organization is re-instated as per the requirements of the Constitution and By-laws. To regain good standing and full representation in the Student Body Government, an organization must pay a \$50 fee to the Government through the Student Affairs Office. If an organization fails to pay the fee, the organization is also ineligible to receive appropriated funds for the next academic year.

**ARTICLE IV**  
**(Officer and Duties)**

**Section I**

The officers of the Student Body Government shall be: (a) President, (b) Vice-President, (c) Secretary, (d) Treasurer, and (e) two Senators-at-Large.

**Section II**

**Clause I.** The President shall be a member of the sophomore class, having a total of at least 24 hours credit, 15 of which were earned at this institution.

**Clause II.** The Vice President may be a second semester freshman with 12 hours from this institution.

**Section III**

**Clause I.** It shall be the duty of the President to preside at all regular and special meetings of the Student Body Government and to appoint committees.

**Clause II.** It shall be the duty of the Vice President to: (a) assume the duties of the President in his/her absence, (b) annually form a committee to conduct a constitutional review and suggest necessary procedural amendments and by-laws revisions, if any.

**Clause III.** It shall be the duty of the Secretary to keep complete and accurate minutes of all council and business meetings of the Student Body Government. The Secretary shall notify the SBG Sponsor of any organization who is in jeopardy of losing their good standing due to absences. The Secretary shall provide a copy of the constitution and by-laws for the Student Body Government at the first meeting of each semester.

**Clause IV.** It shall be the duty of the Treasurer to monitor the financial status of the Student Body Government and to give a report as necessary at SBG meetings. The Treasurer shall assist in the budget appropriations process.

**Clause V.** It shall be the duty of the Senators-at-Large to serve as representatives for the entire student body.

**ARTICLE V**  
**(Elections)**

**Section I**

**Clause I.** The officers of the Student Body Government shall be nominated by declaring their candidacy in writing to the Vice President for Student Affairs at least one week prior to elections.

**Clause II.** Officers shall be elected by secret ballot before the end of the spring semester and serve for the entire school year. A simple majority vote shall be necessary for election.

**Clause III.** The ballots shall be counted in the presence of the Vice President for Student Affairs or SBG Advisor and at least two representatives of the Student Body Government not involved as candidates.

**Section II**

**Clause I.** All vacancies of officers with the exception of the Presidency will be filled by a special election of the Student Body. If a vacancy occurs in the Presidency, the Vice President assumes the responsibilities of that office.

**Clause II.** In the event that the Vice President is a second semester freshman and a vacancy occurs in the office of the President, Article IV, Section II, Clause IV shall be waived and the Vice-President shall assume the duties of the President.

**Section III**

**Clause I.** All elections on campus will be held on Wednesday.

**Clause II.** Absentee ballots may be picked up in the Vice President for Student Affairs' office the Monday prior to the election. The ballots are to be filled out and left in the office until the other ballots are returned.

**Section IV**

**Clause I.** All articles of advertisement including handbills, posters, banners, signs, emblems, buttons, pens or other types of advertising paraphernalia shall be prohibited from the polling place at any time.

**Clause II.** No electioneering can take place within fifty (50) feet of the polling place on the day of the election.

**Clause III.** All election advertising shall be removed from all areas the day following the election. Anyone who is discovered and proved to be in violation of these rules will be subject to a penalty/fine!

**ARTICLE VI**  
**(Impeachment)**

**Section I**

Any office of the Student Body Government shall be subject to impeachment.

**Section II**

Impeachment proceedings may be initiated by a majority vote of the Student Body Government. The motion to impeach may be introduced by any duly enrolled full-time (12 hours or more) student of NEO but must be seconded by a member of the Student Body Government.

**Section III**

Officers shall be removed from office by a two-thirds vote of the voting student body in a special election to be held one week after impeachment proceedings are initiated.

**Section IV**

Removal of an officer due to impeachment constitutes a vacancy and is treated by Article V, Section III, clauses I & II.

**ARTICLE VII**  
**(Budget Appropriations)**

**Section I**

**Clause I.** The Student Body Government shall have the power to appropriate at least \$.50 per credit hours of the student activity fee.

**Clause II.** Every campus student organization in good standing with the Student Body Government is eligible to receive appropriated funds. The Student Activities Director shall also be eligible to receive appropriated funds.

**Clause III.** The Vice President for Student Affairs will solicit budget applications from student organization during the spring semester. There are three levels of funding for general appropriations. The white level is \$300 and an organization must verify participation in at least one event in each of the fall and spring semesters. The blue level is \$800 and requires participation in three events in each of the fall and spring

semesters. The gold level is \$1200 and requires participation in at least five events in each of the fall and spring semesters. Additional appropriations for travel and one-time or special events will be requested through a separate process. These applications will be submitted to the Vice President for Student Affairs at least one week prior to a regularly schedule SBG meeting to be reviewed and voted upon at the meeting.

**Clause IV.** The Budget Appropriations Committee must submit a budget for ratification by the Student Body Government by the Student Body Government's prior to the end of the spring semester.

**Clause V.** The President of the Student Body Government must either sign or veto the Government's approved budget. After the final budget has been signed, it shall be forwarded to the Office of the Vice President for Student Affairs and the Office of the Vice President for Fiscal Affairs.

**Clause VI.** The Budget Appropriations Committee shall consist of a chairman, the SBG Treasurer and SBG Representatives as appointed by the SBG President; The President of the Student Body Government and the Vice President for Student Affairs or the SBG advisor will serve as ex-officio members of the Appropriations Committee.

**Clause VII.** If funds are available, contingency funds will be given to the Student Body Government for additional activities sponsored by the SBG.

**Clause VIII.** Any club or organization in good standing has the right to appeal the decision of the Appropriations Committee within thirty (30) days of the date they receive the notification of the approval, disapproval or amendment of their budget appropriation application. Clubs or organizations that are not in good standing shall not have the right of review or appeal until re-instated in good standing according to the requirements of this constitution.

## **ARTICLE VIII**

### **(Powers of the Student Body Government)**

#### **Section I**

The Student Body Government shall have the power to: (a) perfect its own organization and amend its own by-laws, (b) represent the associated student body in its relation with the Board of Regents, administration, faculty, alumni and other persons, organizations and institutions, (c) initiate and foster college traditions and extra-curricular activities, (d) grant club status and privileges to those organizations and groups that properly complete constitution and registration procedures.

## **ARTICLE IX**

### **(Quorum)**

#### **Section I**

A quorum shall consist of one-half plus one percent of the voting membership of the Student Body Government.

## **ARTICLE X**

### **(Amendments)**

### **Section I**

**Clause I.** This constitution may be amended by a three-fourths majority vote of the voting student body.

### **Section II**

Amendments may be presented by any student to the Secretary in writing and must be approved by a majority of the Student Body Government before being placed on the ratification ballot.

### **BY-LAWS**

## **ARTICLE I**

### **(Regular Government Meetings)**

#### **Section I**

**Clause I.** The Student Body Government of Northeastern Oklahoma A&M College will meet the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month at 5:30 pm during the fall and spring semesters except those weeks when classes are not in session. Adjustments to the meeting calendar can be made after being presented to and approved by the SBG.

**Clause II.** The meetings will be conducted as follows: The President will call the meetings to order; roll will be called, committee reports will be given, the floor will open to new business then old business, announcements will be made and the meeting will be adjourned.

**Clause III.** Any variation from Clause I and II must be passed by a two-thirds majority vote of the Student Body Government members present.

## **ARTICLE II**

### **(Rules of Order)**

#### **Section I**

**Clause I.** The rules contained in Roberts Rules of Order Revised shall govern the Student Body Government in all cases to which they are applicable and in which they are not inconsistent with the Constitution, by-laws or the special rules of order of the Student Body Government.

#### **Section II**

**Clause I.** Interpretation of Roberts Rules of Order shall be decided upon jointly by the President of the Student Body Government and the Parliamentarian. Strict interpretation shall not be necessary unless otherwise deemed by the President and Parliamentarian.

**Clause II.** Any Student Body Government member can introduce a proposed change of the by-laws of this organization at any regular meeting of the Student Body Government.

**Clause III.** The exact amendment or portion of the by-laws to be permanently suspended will be available to every Student Body Government member and officer in writing at least one week before voting.

**Clause IV.** All business is considered new business until it has been brought before the Student Body Government at a previous meeting of that semester.

## **ARTICLE III**

### **(Committees)**

#### **Section I**

**Clause I.** The President will appoint committees as they are needed to take care of all business possible in the regular meeting. (S)he may appoint non-members to committees with the approval of the Student Body Government.

**Clause II.** It is the duty of the chairman to call the committee together, but if (s)he is absent or neglects or declines to call a meeting of the committee, it is the duty of the committee to meet on the call of any two members.

**Clause III.** It is the duty of the chairman to report progress and/or problems to the Student Body Government at each meeting but any committee member can make the report. Committee reports will stop when the committee's business is completed.

**Clause IV.** The chairman of the committee and a member (s)he appoints will write a report giving a synopsis of their experiences to pass on to future committees. These reports should be filed each semester in the Student Body Government Office or at the end of the committee's function, whichever comes first.

**Clause V.** No committee has purchasing power unless it is specifically granted by a motion of the Student Body Government.

**Clause VI.** Each committee with business carrying over from one semester to another will require a motion to reform the committee.

### **Section II**

**Clause I.** The President will appoint a Reporter and a Parliamentarian at the first Student Body Government meeting of each semester. They shall be voting members.

**Clause II.** Duties of the Reporter are: (a) to take the Secretary's place in the absence of the secretary; (b) to obtain copies of and distribute the minutes of each meeting. Copies should be placed in the library; in the Student Body Government permanent file; and on each bulletin board in the residence hall lobbies, the classroom buildings, the Post Office, the gym, and the Student Union; (c) the Reporter shall investigate and report to the Student Body Government about any matter to which a committee is not formed.

**Clause III.** Duties of the Parliamentarian are to assist the President in maintaining orderly conduct of the meeting and to assist the President in answering questions concerning parliamentary procedure.

## **ARTICLE IV**

### **(Clubs and Organizations)**

#### **Section I**

**Clause I.** At the beginning of each school year, every club and organization must register with the Student Body Government by submitting the names of officers and sponsors, dates and times or regular meetings and a current constitution. Notice of any changes in this information during the year should be given to the Student Body Government within thirty (30) days of the change.

**Clause II.** The freshman and sophomore classes will elect a Student Body Government Representative in the fall of each year.

#### **Section II**

**Clause I.** Officers of all clubs and organizations shall be nominated by declaring their candidacy in writing to the advisor of said club or organization at least one (1) week prior to election.

**Clause II.** Officers shall be elected by secret ballot on a date agreed upon by the membership of said club or organization and shall serve for the entire school year. A simple majority vote shall constitute election to office.

**Clause III.** Ballots shall be counted by a (3) person committee of the membership of the club or organization in the presence of the advisor. No candidate shall be on the counting committee.

**Clause IV.** Article V, Section IV of the Student Body Constitution affection electioneering shall be observed in club and organizational elections.

### **Section III**

**Clause I.** Application for recognition is as follows: (a) any club or organization who wishes to be recognized as a registered campus organization and a member of the Student Body Government of Northeastern Oklahoma A&M College must request membership recognition in writing to the Office of Student Affairs; (b) any club or organization wishing to be recognized must present a written constitution, current list of elected officers and the name of its sponsor(s) to the Office of Student Affairs.

**Clause II.** Recognition procedure shall be as follows: (a) any club or organization wishing to be recognized as a campus organization must attend a regularly scheduled meeting of the Student Body Government and request from the floor said recognition; (b) upon request for recognition, the organizational president or duly appointed representative shall present a typed copy of the organizations constitution and by-laws to the Student Body Government for approval and acceptance; (c) The Student Body Government President shall discuss the purpose of the organization and allow for any questions by the voting membership; (d) the President of the Student Body Government shall then ask for a motion to accept or reject the application of said organization for recognition; (e) as courtesy in the matter of protocol and in recognition of said organization, a member of the officers of the Student Body Government shall make the motion of acceptance of said applicant organization, but a second may come from the floor; (f) voting for acceptance of said organization shall follow in that session under normal voting procedures.

**Clause III.** Review shall be as follows: (a) should a club or organization be rejected for recognized membership as a campus organization they shall be informed by the Student Body Government as to the reason(s) for its rejection; (b) said organization, or club shall have ten (10) days in which to appeal the rejection and shall have their appeal reviewed by the officers of the Student Body Government and the Office of Student Affairs; (c) should the appeal review be in favor of the applying organization, that organization may re-apply for recognition following the normal application procedures. Re-application must be within fifteen (15) days of notification of the review board's decision.

## **ARTICLE V** **(Posting Regulations)**

## **Section I**

**Clause I.** The posting of signs, handbills and flyers in NEO buildings will be limited to chartered and recognized student groups and official units of the college, unless approved through the Student Affairs Office. All posting must receive a stamp of approval from the Student Affairs Office.. To obtain authorization for posting, a representative of the sponsoring group or unit must bring all material to be posted to the Office of Student Affairs for review. Upon authorization, the representative will stamp the publication indicating approval.

**Clause II.** Posters and flyers must not exceed 400 square inches in size. Signs exceeding this limitation must receive special permission from the Vice President for Student Affairs before posting. The name of the sponsoring group or unit must appear on each flyer or sign. The organization name spelled out is preferred but Greek letters, acronyms and logos will be accepted if they clearly identify the sponsor. Where symbols or initials may not be clearly understood, the group's name shall be spelled out. No posters in a language other than English will be approved unless the exact English translation appears on every poster. All posters are to be removed by the sponsoring group or unit following the advertised event. Signs without a registered stamp or those remaining up beyond the expiration date will be removed. Failure to remove signs or postings in unauthorized places may result in the individual group being billed for the sign's removal or denial of future posting privileges. Signs are not to be posted on interior or exterior walls, trees or shrubs, trash cans, elevators, etc. Only bulletin boards and wooden sign standards are approved for posting. Any signs posted in unapproved areas will be removed. A maximum of one (1) sign may be posted on each bulletin board. All signs for campus elections will be stamped and registered in the same manner as others that are posted.

**Clause III.** Persons wishing to post in the residence halls must make arrangements through the Housing Office, Harrill/Dobson Hall. All regular posting regulations apply to posting in residence halls.

**Clause IV.** Special community events handbills or signs may be posted for a maximum of thirty (30) days prior to the event they advertise. Informational handbills or signs may be posted for a maximum of thirty (30) days. Advertising handbills or signs may be posted for a maximum of thirty (30) days unless special permission is received through the Office of Student Affairs. Bulletin boards and wooden sign standards are approved for posting. Any signs posted in unapproved areas will be removed. A maximum of one (1) sign may be posted on each bulletin board. All signs for campus elections will be stamped and registered in the same manner as others that are posted.

## ARTICLE VI

(Grove Center Student Council)

### **Section A - Representation**

A Grove Center Student Council shall be recognized as a part of the Student Body Government to allow proper representation to the Student Government and the Administration of the college for the Grove Center. The purpose of the Grove Student Council is to provide organization for student clubs and activities at the Grove Center.

### **Section B – Membership**

The membership shall consist of: (1) Students enrolled full-time at the Grove Center in academic program with a 2.0 grade point average or (2) Student enrolled less than full-time with a 2.0 grade point average that have been approved for participation by the advisor of the organization

### **Section C – Authority and Responsibility**

The Grover Center Student Council will hold monthly meetings. The meetings will follow the same process as the SBG meetings on the main campus and be guided by Roberts Rules of Order. The Chair will call the meetings to order; roll will be called, committee reports will be given, the floor will open to new business then old business, announcements will be made and the meeting will be adjourned. The Council will review and make recommendations concerning issues students who attend the Grove Campus encounter.

### **Section D – Clubs and Organizations**

Any club or organization who wishes to be recognized as a registered campus organization and a member of the Grove Center Student Council must request membership recognition in writing to the Administration of the Grove Center; (b) any club or organization wishing to be recognized must present a written constitution, current list of elected officers and the name of its sponsor(s) to the Office of Student Affairs.

**Clause II.** Recognition procedure shall be as follows: (a) any club or organization wishing to be recognized as a campus organization must attend a regularly scheduled meeting of the Student Body Government and request from the floor said recognition; (b) upon request for recognition, the organizational president or duly appointed representative shall present a typed copy of the organizations constitution and by-laws to the Student Body Government for approval and acceptance; (c) The Student Body Government President shall discuss the purpose of the organization and allow for any questions by the voting membership; (d) the President of the Student Body Government shall then ask for a motion to accept or reject the application of said organization for recognition; (e) as courtesy in the matter of protocol and in recognition of said organization, a member of the officers of the Student Body Government shall make the motion of acceptance of said applicant organization, but a second may come from the floor; (f) voting for acceptance of said organization shall follow in that session under normal voting procedures.

**Clause III.** Review shall be as follows: (a) should a club or organization be rejected for recognized membership as a campus organization they shall be informed by the Student Body Government as to the reason(s) for its rejection; (b) said organization, or club shall have ten (10) days in which to appeal the rejection and shall have their appeal reviewed by the officers of the Student Body Government and the Office of Student Affairs; (c) should the appeal review be in favor of the applying organization, that organization may re-apply for recognition following the normal application procedures. Re-application must be within fifteen (15) days of notification of the review board's decision.

At the beginning of each school year, every club and organization that wishes to be recognized through the Grove Center Student Council must register with Council by submitting the names of officers and sponsors, dates and times or regular meetings and a current constitution. Notice of any changes in this information during the year should be given to the Student Body Government within thirty (30) days of the change.

Clubs and organizations that do not wish to form their own organization at the Grove Center but would like to participate with a similar organization at the main campus must petition the organization on the main campus for approval. Once approved the organization must submit a registration to the Grove Center Administration to confirm their participation. This group must attend Grove Center Student Council Meetings.

### ***Student Resources***

#### **Academic Support**

The main function of Academic Support is to help students who need assistance in math, reading and writing.

#### **Tutoring Center** (located on the second floor of the library)

Tutors are available to assist with math skills from basic math through college algebra, and with writing skills. Hours are posted in the tutoring center. Students may receive additional tutoring assistance through an online service, available 24 hours per day at [www.tutor.com](http://www.tutor.com)

#### **English Lab**(located on the first floor of Shipley Hall)

The English lab provides staff assistance and primarily serves students who enroll in Basic Composition, but anyone is welcome. Computers equipped with software that assists with English grammar and punctuation are provided. The equipment may be used to type essays and research papers as well. Available lab hours will be posted in the lab each semester.

#### **Reading Lab**(located on the first floor of Shipley Hall)

Students in CIED0133 Improved Reading complete lab assignments based on an individualized plan. A computer lab is available with software programs designed for self-improvement in reading skill areas and speed reading. Applications allow students to compose and print required course assignments. Available lab hours will be posted in the lab each semester.

### **Athletic Facilities**

Robertson field is home to the Golden Norseman football team. Thomas Field hosts the Golden Norseman baseball team located just north of the NEO Lady Norse Softball Field. The Golden Norse and Lady Norse basketball teams play in the gymnasium and the Lady Norse Volleyball team plays in the Student Activity Center. The Golden Norse and Lady Norse Soccer teams play on the soccer fields located near the residence halls at the south end of campus.

### **Bookstore**

The Bookstore is located in the Student Union and open fall and spring semesters Monday-Friday from 7:45 am to 4 pm; summer semester during the months of June and July Monday – Thursday 7:00 am to 4:30 pm.

Besides new and used textbooks, supplies and engineering drawing equipment, the Bookstore sells clothing, backpacks, novelties and sundries. Textbooks may be resold at the end of each semester during a scheduled period of time. Announcement of the time schedule for selling books will be made during the latter part of each semester. NEO contracts with a used book buyer to conduct its buy-back. The purchase price of a used textbook depends on whether the book is used again at the College. Fifty percent of the list price is usually paid for books that will be used the next semester. Books no longer used by the College will be purchased based on the supply and demand of the books and their general condition.

### **Business Office**

The Business Office maintains financial records for all student accounts and is the point of payment for all educational expenses. This office also disburses financial aid, including work-study, issues meal cards for commuter and residence hall/apartment residents and provides a check-cashing service for students. Business Office windows are open from 7:45 am to 4 pm Monday through Friday in the fall and spring semester. During the summer session the windows are open from 7:00am to 4:30pm Monday through Thursday.

**Note:** It is important to remember that state policy requires all tuition and fees be paid before classes begin. Credit toward these expenses will be given students to the extent of available financial aid. However, those expenses in excess of available aid must be paid in accordance with state policy. All other expenses are due and payable at the time they are incurred. A periodic payment plan is provided only for room and board expenses.

**Center for Academic Success and Advisement  
(CASA is located in the basement of the Library Administration Building)  
Academic Advisement**

Each NEO student will be assigned to a faculty advisor from his/her major field to provide guidance regarding academic coursework and planning in preparation for degree attainment and/or transfer to another institution. The Center for Academic Success and advisement (CASA) offers a variety of services to support students during the initial enrollment process and throughout their first year of college. Most students will be advised by a CASA advisor for their first semester of their education career at NEO. Advisors are available in the advisement center year round and also assist with schedule changes and academic planning.

### **Career Services**

The Center for Academic Success and Advisement (CASA) offers vocational counseling and resources intended to aid students in determining a major field of study and a career choice. The advisement center also maintains a web page that lists local job announcements for current students and alumni. The career/retention specialist in the Student Support Services program is also available to assist eligible students. Additionally, each academic school offers and requires a first year experience course for incoming students, which engages students in career exploration activities.

### **Counseling Services**

The Counseling Office provides services for all students and is designed to provide support and aid that will ensure a student's academic and social success. Issues discussed may include academic, vocation, social or personal problems. In addition, counselors provide information regarding occupational trends, colleges and scholarships. A number of issues are addressed through workshop, support groups and individual counseling. The NEO Counselor's Office is located in

**Note:** Referrals will be made for counseling services unavailable at NEO.

### **Retention Services**

The College has developed a system of positive intervention to notify students in jeopardy of failure in specific courses. Faculty use the academic warning system to send automated e-mail messages to students related to their academic progress and any problems. When a student receives four or more academic warnings in a given semester, the Center for Academic Success and Advisement (CASA) sends a letter to the student's home address to advise the student to contact his/her instructors. Students placed on academic probation are required to meet with the retention specialist in the CASA to discuss academic progress, any barriers to success and campus resources available. Students placed on academic probation are also required to enroll in a Psychology and Adjustment course. Psychology and Adjustment is an interactive, seminar course that explores real life issues and is designed to provide a springboard for personal growth.

### **Short Term Loans**

Funds were left in the memory of several individuals and organizations for emergency loans to students. Students may borrow up to \$50; however, the loan must

be repaid within three weeks. A \$1.00 service fee is charged per loan. This money is to be used to provide a scholarship to a deserving student with high academic ability. See the Center for Academic Success and Advisement in the Library Administration Building for additional details.

### **Distance Education**

NEO offers a variety of courses to students via distance education. NEO utilizes interactive television (I-TV), the internet and hybrid courses (utilizing I-TV and internet) to offer a comprehensive selection of courses every semester.

The I-TV courses are taught primarily from the NEO campus in Miami, OK over the statewide telecommunication network (OneNet). These courses are offered to area high schools, the NEO Grove Center, and other institutions of higher education. NEO also serves as a receive site, accepting courses from other colleges across Oklahoma.

Internet or Web courses are available to students anywhere access to the internet is available. NEO offers these courses via D2L, making learning convenient, flexible, and user-friendly.

### **Enrollment Management and Student Records**

#### **Denial of Admission or Readmission of Applicants**

Northeastern Oklahoma A&M College requires students to accurately report their criminal records on their application for admission. A committee consisting of the Registrar, Director of Financial Aid, and a Campus Police Representative will review each student who submits such information for admission. If a student is denied admission based on their criminal history, they have the right to appeal the decision to the Vice President for Academic Affairs and Vice President for Student Affairs who will review the application and make a final determination.

Northeastern Oklahoma A&M College reserves the right to review and consider applicant's previous actions, law violations, misconduct, rule violations, or any act interfering with the orderly conduct of the College in order to admit or readmit a student.

#### **Change of Schedule**

After registration, changes to a student's schedule may only be made with the permission of an academic advisor and the instructors involved. Students may not add a course after the first two weeks of the fall or spring semester. During the second week of each semester the student must have permission of the instructor to add a class. Students wishing to drop a course may do so using a Drop/Add form and obtaining the proper signatures. Once the second week of the semester has passed and a student drops a class, they will still owe tuition and fees for the class. The student's transcript will reflect a "W" for withdraw from that course. After the twelfth week of the semester, a student who withdraws from a class may receive a "W" or an "F" for that course, per the instructor's discretion.

### **PIN for Web Access**

All students are able to review information such as addresses, transcripts, grades, etc. on the NEO Web Product for Students. This information can be accessed through the web product by using the GoldKey login and password. GoldKey will send an automated email to new students when the GoldKey account is ready to activate. The brief email will let the student know the GoldKey account is ready to activate, provide a link for activation, and provide their PIN. The email will go to the alternate email provided by the student on their application, FASFA, or when they enroll. Any further questions should be directed to the Registrar's Office.

### **Transcript Request**

Official or unofficial copies of a student's transcript may be obtained at the Registrar's Office. NEO provides copies of transcripts at no charge since the service is covered in semester fees. Before a transcript can be released to a student or another school, a student's signature of authorization must be on file and their student account must be clear of holds for financial or other transcript holds. Students can print an unofficial copy of their transcript at any time by logging into the Student Webproduct and printing the copy. eTranscripts are available for students whose first term of enrollment at NEO was Fall 1999 or after. Information regarding how to obtain an eTranscript is available on the NEO website under Admissions and Transcript Request. There is an additional charge for eTranscripts.

### **Withdrawal from College**

Students finding it necessary to withdraw from college at any time other than the end of the semester should officially withdraw by beginning the process at the Admissions/Registrar's Office. The student's advisor as well as a representative from the Library, Center for Academic Success (short-term loans), Financial Aid and Business Office must sign the withdrawal form. Failure to complete the proper paperwork will result in the student receiving a grade of "F" for all classes for the semester.

After the established drop/withdraw for each semester have passed, a student may make an appeal to drop/withdraw retroactively if their circumstances prevented them from withdrawing within the allotted time. The appeal must include the reason for the request and provide any supporting materials to verify the circumstances. The appeal will be reviewed by the vice president for fiscal affairs and the registrar of the College to determine if a student will be completely withdrawn or receive a grade of "w" and be required to pay a portion of their bill. A portion of the tuition may be non-refundable to cover costs that the College has incurred for student services related to the enrollment.

**Refund of Tuition and Fees** – A student withdrawing from school within the first ten (10) school days of the fall or spring semester, within the first five (5) days of an eight week session, or within the first two (2) days of a four-week session will be eligible to receive a 100% refund for all tuition and fees. The student must withdraw in accordance with the published NEO A&M College Withdrawal Policy in order to receive the refund (See "Withdrawal from College" above.)

The College will not drop you from classes unless you submit the appropriate documentation to withdraw or do so electronically through the Webproduct. If you do not officially withdraw you will be charged tuition and fees and could receive failing grades (even if you never attended the College).

**Graduation** – NEO students may receive any of the following certificates or degrees when they meet all of the requirements outlined in the NEO College Catalog and have a 2.0 GPA: One-year certificate; Two-year certificate; Associate in Applied Science Degree; Associate in Arts Degree; Associate in Science Degree

Paperwork for graduation must be completed and submitted to the Registrar's Office by July 15 for fall graduation and December 1 for spring graduation. The student and his/her advisor will complete a degree check and the Registrar will verify the degree check. **STUDENTS WILL BE EXPECTED TO PARTICIPATE IN THE COMMENCEMENT EXERCISE WHICH IS HELD EACH YEAR IN MAY.**

**Identification Cards** – All students must obtain a student ID and are required to have their picture taken during registration. The Smart Card admits students to all home athletic contests free. If a student is unable to present a Smart Card, the student must pay the regular student admission prices. The Smart Card is also used for many other campus services and costs \$15. Students must carry a Smart Card for identification purposes at all times while on campus. Failure to do so can result in a \$25 fine.

### **Financial Aid**

**Purpose** – NEO's Financial Aid Program is administered through the Office of Financial Aid and has a dual purpose:

- i. To provide financial assistance to qualified students who could not otherwise finance their education and;
- ii. To offer budget counseling.

**Qualifications** – In order to qualify for Title IV and NEO financial aid, a student must be a high school graduate or have a GED .

**Grants and Scholarships** – Applications for scholarships and tuition waivers may be secured the Financial Aid Office located on the second floor of the Library Administration building. Several types of scholarships and tuition waivers are available to students. They include, but are not limited to: Dobson Presidential Award, Norse Academic Scholarship, Tri-County Scholarship, Viking Scholarship, athletic scholarship (awarded by the coaches), talent scholarships (based on expertise in a special area such as band, music, drama, livestock judging, etc.) and Out-of-State Tuition Waiver. Most scholarships are provided from funds donated to the college. Five percent of the current Education and General Budget is allocated for tuition waivers.

**Federal Pell Grant** – A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. A professional degree would include a degree in a field such as pharmacy or dentistry. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

**Oklahoma Tuition Aid Grants (OTAG)** – The Oklahoma Higher Education Tuition Aid Act authorizes a program of grants to assist Oklahoma college students with demonstrated financial need. Oklahoma residents may apply for this aid through the Free Application for Federal Student Aid (FAFSA). Please be aware of the application deadline.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – a Federal Supplemental Education Opportunity Grant (FSEOG) assists undergraduates with exceptional financial need; that is, students with the lowest expected family contributions (EFC), and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid. Monies are limited, however, and will be awarded to both full and part-time students according to priority until they are exhausted. The maximum award is \$500 and the minimum award is \$100.

**Federal College Work-Study Program (FCWS)** – The FCWS program is a need-based award. This is primarily a campus employment opportunity for a student who wishes to work during each semester to help offset their college expenses. Students are paid a minimum wage bi-weekly and may work up to 20 hours per week while enrolled in classes. Any student interested in this program should notify the office of financial aid. NEO also offers some off-campus positions called community service where students work directly with the public in not-for-profit agencies and the federal program pays 100% of the student's wages. In addition, the College offers an America Reads and American Counts Program where students work with elementary school children to increase their reading or mathematic skills. See the OFA for additional details on these programs, which are highly recommended for students who are interested in Elementary Education or a related field.

**William D. Ford Federal Direct Loan Program (DL)** – Federal Stafford Loans (Stafford Loans) are a major form of self-help aid and are available through the Direct Loan Program. Funds for the Direct Loan Program come from the U.S. Department of Education. Stafford Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the loan (i.e., “subsidizes” the loan) until you begin repayment and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized – that is, the interest will be added to the principal amount of your loan and will increase the amount you have to repay. If you choose to pay the interest as it accumulates, the total amount you pay will be less. An undergraduate student can borrow up to \$3,500 if (s)he is a first-year student enrolled in a program of study that is at least a full academic year, or up to \$4,500 once (s)he has completed 30 hours – and the remainder of her/his program is at least a full academic year.

**Federal Direct PLUS Loans** – A Federal PLUS loan enables parents with good credit histories to borrow for each child who is enrolled at least half-time and is a dependent student. These loans, like federal Stafford Loans, are obtained directly from the U.S. Department of Education. Loan funds may be used only to pay for a student's educational costs. Loan amounts are up to the student's cost of attendance minus any other aid.

**Vocational Rehabilitation** – The State of Oklahoma’s Department of Rehabilitation Services operates a vocational rehabilitation-training program that assists individuals with severe physical and/or mental impairments to obtain job skills and prepare for employment. Services for individuals with qualifying impairments include, but are not limited to, assistance with tuition and fees, textbook allowance, transportation allowance, uniforms and supplies, mobility/accessibility, durable medical equipment, interpreters and other disability related services.

**Bureau of Indian Affairs Grants** – The United States Government, through the Bureau of Indian Affairs, provides annual scholarship grants to Indian students to help them attend institutions of higher learning. In order to qualify for an award, the student must show a tribal membership card or CDIB card to his home agency, have a high school diploma or GED certificate, be accepted for admission by the College of his/her choice, prove need of financial aid through PELL and complete an interview with a home agency. High school seniors may apply for college admission prior to graduation and should contact the Tribal Office for an official need analysis at the earliest possible date. Students should apply for the fall semester in April and for the spring semester in October. Indian students planning to attend Northeastern Oklahoma A&M College must complete the following:

1. Free Application for Federal Student Aid (FAFSA)
2. Application for Admission
3. Application for BIA grant from appropriate agency.

**Foundation Scholarships** – To receive a foundation scholarship, students must be enrolled in at least twelve (12) credit hours and make application in the Development Foundation Office located in the Learning Resource Center, second floor. All scholarship qualifications are based on a 4.0 scale and questions should be directed to the Director of the Development Foundation by calling 540-6250 or visiting in person.

#### **NOTICE TO ALL FINANCIAL AID RECIPIENTS**

Stafford loans will be disbursed each semester on a schedule determined by the Office of Financial Aid. Under federal regulations, funds for first time Stafford Loan borrowers must be delayed 30 days from the beginning of the first semester of attendance. Also, Stafford loans must be disbursed in two (2) disbursements for students attending only one (1) semester. Other financial aid disbursement schedules will be announced at the beginning of each semester.

#### **Student Responsibilities**

**Student Aid Program Requirements** – Each financial aid program has specific conditions and it is the student’s responsibility to carefully study and know these conditions. Program conditions are online at the Office of Financial Aid website <http://www.neo.edu/FinancialAid/tabid/61/Default.aspx>

**Change in Financial Resources** – If a student’s financial circumstances change after an award has been made, the student must inform the Office of Financial Aid immediately. Documented changes may alter eligibility status and the amount of financial aid a student receives.

**Overaward** – If a student receives more financial aid than is needed to cover the student’s educational costs, it is called an overaward. If a student receives an overaward, the student may have to repay part or all of the financial aid received.

Therefore, students should include all financial resources on the aid application and notify the Office of Financial Aid of any new resources after the award has been made.

**Change of Address** – Students must notify the Office of Admission if there is an address change while attending college. In addition, if a student is a loan recipient, it is the student's responsibility to notify NEO and the student's lender of any address change while repaying the loan, even if the student is no longer attending NEO.

**Management of Funds** – Student financial aid is normally awarded for an academic year and students will receive funds for each semester on designated dates. Financial aid should be managed carefully so as not to deplete funds before the end of the semester.

**Withdraw from College** – Students must complete an official withdrawal in writing if voluntarily withdrawing from college. Official withdraw forms are available in the Admissions Office. Withdraw from the College may result in suspension of financial aid under NEO's required academic progress policy. If NEO determines that you have stopped attending classes without withdrawing you could be responsible for returning funds to Title IV.

**Cancellation of Aid** – Student aid will be cancelled and future applications may be refused consideration if a student does any of the following: provide false data; enroll in fewer than the minimum hours required for your type of aid; fail to report a change in financial resources; fails to fulfill the satisfactory academic progress requirement; uses financial aid funds for expenses unrelated to education; withdraws from the College. Cumulative grade point average, calculated by college registrar, shall be used in determining a student's eligibility to participate in Title IV programs; **NOTE:** Audited courses are not applicable when computing attempted or completed hours.

**Satisfactory Academic Progress Policy** – Federal regulation (CRD 668.16) states that a student must maintain satisfactory academic progress in the course of study being pursued, according to the standards and practices of the institution in which (s)he is enrolled in order to receive aid under the Higher Education Act. NEO programs covered under the Act include the Federal Pell Grant, Federal Work Study, Federal Supplemental Education Opportunity Grant, Oklahoma Tuition Aid Grant, FFEL Stafford Loans (subsidized and unsubsidized) and the Federal PLUS Loan Program. Students are urged to become familiar with this required policy and any other policy that may govern outside sources of financial aid they may receive, such as Vocation Rehabilitation, Job Training Partnership Act (JTPA), etc. This information is available on the NEO website under the financial aid link.

#### **Pace and GPA Requirements**

Both Pace and GPA standards for satisfactory academic progress shall be applied uniformly to all students whether or not the student has previously participated in Title IV programs. Pace is determined by dividing a student's number of completed hours by the number of attempted hours.

In order to satisfy both pace and GPA requirements, all students must satisfy a minimum standard. The minimum standard for pace is 67%. The minimum standard for cumulative GPA is 2.0.

For financial aid purposes, grades of F, W, AW, WP, WF, I and U shall be considered hours attempted. However, these are not considered hours satisfactorily completed. Cumulative grade point average (calculated by the college registrar) and hours

attempted (calculated by the OFA) shall be used in determining a student's eligibility to participate in the Title IV programs.

**Transfer and Continuing Students** – All transfer students entering Northeastern Oklahoma A&M and all continuing NEO A&M students who apply for financial aid for the first time must meet minimum pace and GPA requirements in order to receive federal aid.

**Evaluation Increment Period** – All students participating in Title IV programs will be evaluated at the end of each spring semester to determine if required academic progress is being maintained.

**Financial Aid Suspension** – In the event a student fails to meet minimum acceptable standards, (s)he will be placed on financial aid suspension for the subsequent semester, during which time the student will not be eligible to receive Title IV aid.

**Re-establishing Eligibility** – A student may re-establish eligibility to participate in Title IV programs by completing sufficient hours to meet both pace and GPA standards.

#### **Appeal of Financial Aid Suspension**

Students who are denied financial aid may appeal the decision if there are extenuating circumstances. Extenuating circumstances include, but are not limited to, death in the family, illness and hospitalization. Suspension appeals must be submitted in written form within the time frame outlined in the suspension notification and explain in detail the extenuating circumstances and what the student plans to do in the future to maintain satisfactory progress. Address correspondence to: **Office of Financial Aid, NEO A&M College, 200 I Street NE, Miami, OK 74354-6497. Note:** The appeal committee consists of the Vice President for Student Affairs/Enrollment Management, the Vice President for Fiscal Affairs, and the Registrar. The student is advised to provide supporting documentation. The student will be notified in writing of the committee's decision, which is final and cannot be appealed. If a student's appeal is approved they will be placed on probation or an academic plan at the discretion of the committee.

**Loan Repayment** – It is the student's responsibility to repay all loans made through the Office of Financial Aid and promissory notes should be read carefully before they are signed.

#### **Maximum Time Frame**

All students enrolled in a degree or certification program may attempt 150% of the hours required in pursuit of the degree or certification: For example: 1 year certificate program – 53 hours; 2 year degree – 90 hours; Nursing Degree –108 hours.

Students pursuing a subsequent degree will be required to complete and submit a second degree form to the Office of Financial Aid. Funding will only be allowed for those courses required to obtain the new degree. See the Office of Financial Aid for details. A student may not receive financial aid for more than three (3) degrees completed at NEO. A request for a second degree is required after completion of the first, and only hours required for this degree will be eligible for financial aid payment.

**Student Responsibility** – Students will be held responsible for knowing their eligibility status at the end of each semester. If in need of assistance, students may come to the Office of Financial Aid for counseling or verification of eligibility.

**Return of Title IV Funds Policy** – Students who withdraw from all classes prior to completing more than 60 percent of an enrollment term will have their eligibility recalculated based on the percentage of the term completed. If a student withdraws before completing more than 60 percent of the term, **the student will owe a refund to a federal program, and the student will owe a refund to NEO.** Students should contact the Office of Financial Aid **before** withdrawing from classes. If you stop attending courses, without withdrawing, and are academically withdrawn from classes, or receive all failing grades, you will have to repay a portion of your federal funds, as well.

#### **Limitation of Student Eligibility**

**Verification** – If a financial aid applicant is selected to have the information on his/her application verified, (s)he must submit any required documentation before financial aid will be awarded.

**Refund Policy** – The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school may retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. Read the Return of Title IV Funds Policy carefully if you are considering withdrawing from all classes **prior** to completing 60% of the semester. Then, contact the Office of Financial Aid **before withdrawing** to determine how it will effect financial aid repayment.

#### **Veterans Affairs**

**Veterans Education Benefit Program** – Veteran student classification for fall and spring semesters is full-time 12 or more hours, three-quarter time 9, 10, or 11 hours, half-time 6, 7, or 8 hours; summer semesters is full-time 6 or more hours, three-quarter time 4 or 5 hours, and half-time 3 hours.

**Chapter 30 (Montgomery GI Bill©), Active Duty Educational Assistance Program** – Veterans are eligible for Chapter 30 assistance if it has not been over 10 years since their discharge, if they have unused Chapter 34 eligibility, and if they have active duty service after June 30, 1985.

**Chapter 31, Vocational Rehabilitation** – For veterans who have service-connected disability. To receive services as veteran must be found both eligible and entitled. The outcome of these services should lead to suitable employment that is consistent with their aptitudes and interest, or achieving independence in their daily living.

**Chapter 33 (Post-9/11 GI Bill©)** – This program is for individuals who served on active duty on or after September 11, 2001. To be eligible a veteran must have served at least 90 aggregate days on active duty after September 10, 2001. Veterans are entitled to a percentage of: cost of tuition and fees, monthly housing allowance, and yearly book and supplies stipend. Veterans may receive up to 36 months of entitlement.

**Chapter 35, Survivor's and Dependents Educational Assistance Program** – This program provides educational benefits for the spouse and dependent children of veterans who are permanently and totally disabled from service connected causes, veterans who died in service or who died of service connected causes. And certain other veterans and servicepersons, such as those currently missing in action or captured in the line of duty. This benefit may be used for pursuit of a college degree, courses leading to a certificate or diploma from business, technical or vocational schools, apprenticeship, and on-the-job training programs. Benefits for correspondence courses are available to spouses only. The program provides up to 45 months of educational training.

**Chapter 1606, (Montgomery GI Bill©) Selected Reserve Educational Assistance Program** – This program is for members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corps and Coast Guard Reserves, the Army National Guard and the Air Guard. Eligibility requirements are: a six (6) year obligation in the Selected Reserves signed after 6/30/5, complete initial active duty for training, meet the requirements for a high school diploma or equivalency certificate before completing initial active duty for training, remain in good standing in a Selected Reserve Unit.

**Chapter 1607, (REAP) – Reserve Educational Assistance Program** – A member of a reserve component who serves on active duty on or after September 11, 2001 under title 10 U.S. Code for a contingency operation and who serves at least ninety (90) consecutive days when authorized by the President or Secretary of Defense for a national emergency and is supported by federal funds. Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. Disabled members who are injured or have an illness or disease incurred or aggravated in the line of duty and are released from active duty before completing ninety (90) consecutive days are also eligible.

## **FOOD SERVICES**

NEO's food service is managed by Sodexo. Sodexo offers students a variety of nutritious menu options and personalized service. The cafeteria (Café) and snack bar (The Galley) are located in the Student Union.

**Meal Plan – Resident Students** – NEO utilizes a pre-payment for meal purchase. A ten (10) (only available for students residing in the suites) fourteen (14) or nineteen (19) meals-per-week plan is purchased at the Business Office for the academic year and the ID Card is presented in the cafeteria at the time of service. Charge for the ID Card is \$15. Replacement cost is also \$15. **NOTE:** Meal plan payments for the academic year are payable in the Business Office the first of August, September, October and November.

**Non-Resident Students** – Non-resident students also use their ID Card to purchase meals. Pre-payment in the amount the student desired is made in the Business Office.

**Guests** – Parents or friends who are not on a prepaid meal plan may eat in the cafeteria and pay the cashier.

**Seconds** – Except on selected entrees, the cafeteria permits students to return for additional servings. However, please remember to eliminate waste by taking only what you want and eating what you take.

**Specials** – The cafeteria attempts to accommodate dietary needs in the case of illness. However, if a sick tray is needed, a note from the nurse is required. If a special diet is needed, a doctor’s request is necessary.

**Comments/Questions** – The cafeteria staff desires to meet everyone’s needs. Questions or concerns may be discussed with the Food Service Director, whose office is located in the northwest corner of the Student Union Cafeteria or call ext. 6357.

### **Dining Room Hours**

#### **Weekdays**

Breakfast 7 am to 9:30 am  
Lunch 11:00 am to 1:30 pm  
Dinner 4:30 pm to 7:00 pm

#### **Saturday & Sunday**

Brunch 10:30 am – 1:30 pm  
Dinner 5:00 pm – 7:00 pm

### **The Galley**

Monday – Thursday 8:00 am to 11:00 pm (Grill hours 11 am-3 pm; 6 pm –11 pm)  
Friday 8:00 am to 5:00 pm  
Saturday & Sunday - Closed

### **Health Services**

If it is not an emergency, students are expected to secure medical services through their own private physician. In cases of serious accident or illness, however, students will be referred to the nearest hospital for emergency care. It is understood that the student or his/her parents will assume full responsibility for the costs of emergency care, including ambulance charges.

A clinic is located in Harrill Hall for the purpose of providing first-aid services. Clinic hours are from Monday – Friday 9:00 am to 12:00 pm (noon) and 1:00 pm – 3:00 pm. If a student is unable to report to the clinic, (s)he should notify the Vice President for Student Affairs. Emergency care, if needed, will be secured. Tetanus boosters and tuberculosis tests are available from Public Health Service free of charge to students. For general health questions students, staff, and faculty can send a text message to the campus nurse at 918-533-4325.

**Learning Resource Center** – All NEO students have the privilege of using the Learning Resources Center (LRC), which provides many resources and services that enrich students’ lives, help prepare them for future careers, assist with classroom assignments and support areas of special interest. Fulltime students present their identification cards to check-out materials and part-time students, who do not have identification cards, present other ID, such as a driver’s license. Do not allow other individuals to use your identification because you are responsible for any materials they check out. Some of the information resources and services available in the LRC include:

**Periodicals** – More than 350 titles help students keep up with current events and special areas of interest.

**Reference Books** – These resources are guides to other sources of information and provide brief factual answers to many questions.

**Reserve Materials** – Books or other print materials that instructors require for special assignments are located at the main circulation desk on the first floor.

**Multimedia Programs** - These materials, videotapes, CD's, DVD's, etc. are located at the Audio-Visual Center on the second floor.

**Computers** - These are available for students to use for word processing, spreadsheets, learning modules or internet classroom related activities. There are about thirty-five (35) computers available in the LRC for student use. (See NEO Computer Usage Policy)

**Internet** - Computers are located in the reference area of the first floor and the computer area of the second floor. They provide students Internet access for class assignments, email, etc. (See NEO Computer Usage Policy)

**Copy Machines** - Photocopy machines are located on the first floor at the circulation and periodicals areas. These can be used to copy items that are normally non-circulating. The cost is ten (10) cents per copy.

**Databases** - Many full-text and other informational databases are available. Some are accessible via the Internet and others are available in the LRC reference and periodical areas on the first floor.

**Orientation** - An orientation to the many resources and services of the LRC is provided. If any student cannot attend one of these orientation sessions, professional librarians and other staff members are available to provide assistance whenever it is needed.

**Multimedia Lab** - High-end multimedia computer work stations, color printer, scanner and digital audio-visual equipment are available in LA 213

The LRC staff wishes to encourage students to utilize the many information sources available to them. These resources will help provide a successful college experience and enhance the lifelong learning process.

**Webpage**- <http://www.neo.edu/Academics/Library/tabid/208/Default.aspx>

**Hours of operation:**

**Fall & Spring Semesters**

Monday - Thursday 8 am - 8 pm

Friday 8 am - 4 pm

Sunday 2 pm - 6 pm

Exceptions: closed on college designated holidays and holiday weekends

**Summer and Intersession**

Monday - Thursday 7:30 am - 4:30 pm

Closed Friday, Saturday, and Sunday

**Lost and Found**

A lost and found is located at the Campus Police Department in the basement of the Library-Administration Building. Report all lost articles and turn in all found articles there.

**NOTE: Remember, to avoid theft:**

Do not leave your car unlocked at any time.

Do not leave things such as jackets, watches, wallets, purses, glasses, electronic devices, etc. unattended.

Report any theft to the Campus Police Department at once.

Do not leave books or any other class items in an empty classroom.

### **NEO Alumni Association**

The NEO Alumni Association operates as a direct link between former students and the College and distributes a Development Foundation/Alumni Newsletter twice a year to inform graduates about NEO news and upcoming activities. During Homecoming, the Association presents the Outstanding Alumni Award and throughout the year, plans reunion meetings and other activities.

Membership is open to graduates, former students, current students, faculty, staff and friends of the College. For more information, visit the NEO Development Foundation Office located in the Learning Resource Center second floor or call 918-540-6250. The website is [www.neo.edu/alumni](http://www.neo.edu/alumni).

### **Post Office**

The Post Office is open Monday – Friday from 8 am to 4:30 pm during the fall and spring semesters. During the summer it is open Monday – Thursday from 8 am to 4:30 pm. Students have twenty-four hour access to their locked mailboxes during the fall and spring semester.

A fee is charged for a postal box and a \$15.00 key deposit is required for the key. The deposit is refunded upon return of the key. Only one person is allowed to rent and use each postal box and students must have their key to pick up mail. Post Office personnel will not retrieve mail out of a box.

### **Resident Life**

**Residence Halls** – NEO provides housing for approximately one-third of its full-time students, each of whom must be enrolled a minimum of 12 hours. Should a student fall below twelve (12) hours, NEO reserves the right to remove the student from a residence hall. Available residence halls include Dobson and Harrill, Russell, Vann, and Dyer. Assignments to traditional residence halls are based on gender. In January 2012 the college opened suite style housing on the southwest corner of the campus. The suites are available to male and female students. Returning sophomores are given priority for the suite style housing. Freshman are placed on a waiting list to occupy open rooms. There are two bedroom and four bedroom suites available.

**Residency Requirements** – All non-veteran single students, under 21 years of age, who do not live with parents or a legal guardian within a 50-mile radius of NEO will be required to live in residence halls. Requests for exceptions to this policy must be submitted in writing and approved by the Vice President for Fiscal Affairs.

**General Information** – Students desiring residence hall reservations must submit a room application with the stipulated deposit. Assignments to the residence halls are made on a priority basis and based on the date the deposit is received in the Business Office.

Room and board payments do not include vacation and break periods when housing and food service facilities are closed. The traditional Residence halls (Dobson/Harrill, Vann, Russell, and Dyer) and food services are closed for Thanksgiving, semester break and spring break. Students residing in the suites are allowed to reside in their room during the breaks due to the availability of kitchen facilities.

The housing and food service contract is for the academic year and normally will only be broken for highly extenuating circumstances. Housing charges will not be refunded under any circumstances. Students must live in the room assigned to them. Inter-residence hall overnight visiting is not permissible without explicit permission from the Residence Director or Housing Office. Students living off-campus are not permitted to remain overnight without permission as well.

Each student is responsible for the residence hall room to which they are assigned. Damage to a room will be charged to an assignee. There will be periodic room inspections to determine cleanliness and damages. Anyone suspended for theft in a residence hall will not be allowed to reside in college housing thereafter.

**Single Rooms** – Single rooms are available for an additional charge and are assigned according to availability. When making single room assignments priority is given to returning students. Further assignments are made based on receipt of the housing deposit and no single rooms may be assigned if conditions are such that three people must be placed in a room.

**Terms and Conditions of Assignment to College Residences** – The following terms and conditions (1) provide standard operating policies for college housing facilities, (2) outline guidelines for mutual understanding between the student and college representatives and (3) provide a means by which prompt and accurate service and protection of property may be maintained.

Students must:

1. Check in personally with the Residence Director or Resident Assistant by processing a room condition card, Residential Life Behavior Agreement and student information card. Existing damage must be listed on the room condition card at this time.

**NOTE: This form is filed and used again for move-out procedures.**

2. Keep rooms clean and in good order. Room equipment and personal belongings should also be kept in good order and free from damage. **Note:** The room must be kept as it was found upon initial occupancy.

The College is not responsible for items left when a student leaves school without notifying someone or fails to check out properly. It will be at the Residence Director's discretion on how long to hold someone's personal belongings if a contact has not been made in a timely manner with reference to those items. After an appropriate length of time, the property will be discarded or donated locally after 30 days.

The College reserves the right:

- To cancel or change any assignment in the interests of the resident group or study conditions; in the enforcement of policies governing conduct and procedure; in the interests of health, sanitation, safety or reduction in occupancy during the semester; and in cases of recognized emergency;
- To enter into any quarters for inspection, cleaning, repairs or for maintenance requests. This includes, but is not limited to, regular room inspections. Should prohibited items be found during these inspections, NEO reserves the right to confiscate these items until the student can remove them from campus.
- To levy and collect charges for damages to individual rooms or equipment.

- To levy and collect charges for damages to public areas, which includes hallways, lobbies, vending machines and bathrooms. These charges may be assessed to all residents of a wing, floor or residence hall.
- To refuse housing to students who have been suspended from NEO or other institutions.
- The college is not responsible for personal injury or for loss or damage to personal property in residence halls by fire, theft or other causes.
- In the interest of health, safety and protection of property, the keeping of pets, possession or use of illegal drugs, inhalants, alcoholic beverages (or the possession of empty containers of such), incense, firearms, compression guns, slingshots, throwing knives, machetes, hatchets, tools, weights, explosive (including firecrackers), incendiaries, darts, cracking whips, roller blades, motor and motorbikes are prohibited in residence halls or hall areas.
- No pictures or articles may be tacked or fastened in any way that is damaging to walls, woodwork, furniture or electric light fixtures. Room lighting is not to be altered. Windows are to be kept clear of all objects. Murals, decals, etc. are prohibited.
- The possession or use of kerosene, gasoline, benzene, naphtha or any other flammable fluid is strictly prohibited. The striking of fire by students is prohibited on campus except as it is used in officially approved college programs.
- Cooking devices and cooking of food are not allowed in the residence hall rooms. Students may use the microwaves provided in the halls.
- Noise making is prohibited. Any type of unauthorized public address device is prohibited. This includes CD/tape players, drums, manual or electronic instruments and any other noise-making objects.
- Water balloons and flooding are prohibited.
- Items such as stop signs, street signs, parking meters, milk crates (except those purchased at a retail outlet) and street barricades are not allowed in residence halls.
- To ensure quietness and privacy for all students, babysitting in the residence hall is prohibited.
- Loitering around residence hall room windows is prohibited.
- Porches and stairways are considered a part of the residence hall and these areas are considered the same as inside areas. Loitering and noise-making in these areas is prohibited.
- Nude pictures or posters are not allowed on doors, on room walls or on ceilings.

The college reserves the right to restrict student curfews.

**Note: The college reserves the right to interpret, revise, extend or grant exceptions to these terms and conditions on the basis of need and merit of individual cases.**

**Visitation Program for Residence Halls** – Visitation is open twenty-four hours per day. All on campus and off-campus guests/visitors must be escorted at all times by the resident. Only one visitor per resident is allowed at all times.

All students and guests shall dress appropriately and decently at all times. This includes, but is not limited to shoes, shirts and pants/shorts.

There will be no scuffling, fighting, loud noise or distractions of any kind in the halls or bathrooms. Loud, abusive, or otherwise improper language, loitering, assembling, creating a hazard to persons and lewd or obscene conduct are prohibited. Verbally or physically abusing, harassing, threatening, assaulting or endangering the health or safety of any person, including staff, on campus will not be tolerated.

Guests of the opposite sex must use the restrooms designated for visitors and must not use those belonging to residents.

Anyone guilty of violating residence hall guidelines will be escorted to the desk, Residence Director and Campus Police will be notified, if necessary, and the guest's identification will not be returned until appropriate action has been taken.

Anyone guilty of violating these guidelines will be reported to the Vice President for Student Affairs.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

**General Information** – Students with any type of disability that requires special accommodations for access to programs or services may request assistance from their instructor or the Americans with Disabilities Act (ADA) Coordinator. Please contact the Office of Student Affairs for additional information.

**Accessibility** – Classroom buildings are accessible by using ramps, chairlifts or elevators. Keys for the elevators and lifts may be obtained from the ADA Coordinator. A key deposit is required. Limited housing accommodations are available for ADA needs.

**Parking Permits** – Special parking permits may be obtained through the Campus Police Department located in the basement of the Library Administration Building or by request to the ADA Coordinator.

## **Policies**

### **Academic Probation/Suspension**

**Academic Notice** – If a freshman student with less than thirty (30) hours has a cumulative GPA between 1.7 and 2.0, (s)he will be placed on academic notice. Students on academic notice will be required to enroll in CLS 1011 Skills for Success class the following semester. To remove the academic notice, the student must raise his/her cumulative GPA to above a 2.0.

**Academic Probation** – If a student with less than thirty (30) hours has a cumulative GPA of less than 1.7, (s)he will be placed on academic probation. If a student with more than thirty (30) hours has a cumulative GPA of less than 2.0, (s)he will be placed on academic probation. Student on academic probation will be required to enroll in CLS 1023 Strategies for Academic Success class the following semester. To remove the academic probation, the student with less than thirty (30) hours must raise his/her cumulative GPA to above a 1.7. The student with more than thirty (30) hours must raise his/her cumulative GPA to a 2.0. Student who achieve a 2.0 GPA for twelve (12) hours of regularly graded coursework but have a cumulative GPA of less than 2.0 will remain on continued probation.

**Academic Suspension** – If a student who was on academic probation the previous semester fails to raise his/her GPA to 2.0 or achieve a 2.0 GPA for twelve (12) hours of regularly graded course work, not to include activity or performance courses, the student will be suspended from NEO.

**Academic Suspension Appeals** – Suspended student have the right to appeal to the Academic Appeals Committee. The suspended student must document any extraordinary personal circumstances that contributed to his/her academic deficiencies.

**Re-admissions of Suspended Students** – Academically suspended students will not be allowed to re-enter NEO until one regular semester, either fall or spring, has elapsed. Suspended students may be re-admitted only one time and have a probationary status. Should a re-instated student be suspended a second time, (s)he cannot return to NEO until such time as (s)he has attended another institution and raised her/his cumulative GPA to the retention standards.

**Re-instatement of Suspended Students from Other Institutions** – Students suspended from other institution will be treated the same as students suspended from Northeastern Oklahoma A&M College. Students have the right to appeal to the Academic Appeals Committee for immediate admission.

### **Academic Warning System**

The academic warning system is a method of informing students of their standing in a class. When receiving an academic warning, the student should consult with his or her advisor and/or the instructor who issued the warning. If ten (10) working days have passed since issuing the warning, the instructor has the right to **administratively withdraw** the student from the class. Instructors also have the right to **reinstate** a student who has been administratively withdrawn from class.

### **Assessment Plan**

The Oklahoma State Regents for Higher Education and the Higher Learning Commission requires all accredited institutions to assess student academic achievement. NEO complies with this requirement by administering internally prepared and externally prepared assessment measures.

### **Class Attendance Policy**

Students are expected to attend class regularly and participate fully according to individual instructor's requirements. A record of the student's attendance will be kept and all absences are considered unexcused until work is completed according to the instructor's make-up policy.

### **Grade Appeals Policy**

It is the responsibility of the faculty members of NEO to communicate to students early in the term a clear statement of the grading practices and procedures that will be used to determine the student's final grade. If a student believes in good faith those practices and procedures were not consistently and accurately followed when the faculty member determined the student's final grade, the student shall have the right

to appeal the case to the Academic Appeals Board (AAB) if informal discussion fail to resolve the issue.

In hearing a case, the AAB shall base its decision of changing the assigned grade solely upon whether the grade was assigned fairly within the grading system adopted and whether the grading system was announced by the faculty member. In all other instances, the case will be referred back to the departmental and college levels for resolution.

The AAB has the authority to instruct the Registrar to change a final course grade.

The AAB consists of six faculty members and four students who are appointed by the President of the College. One faculty member serves as a chair and votes only in case of a tie vote. Another faculty member is designated as the co-chair and serves in the absence of chair. A quorum for the Board shall consist of six voting members, four of whom are faculty. In addition, the Board will be assisted by an executive assistant who is appointed by the Vice President for Academic Affairs.

**Procedure** – In cases where a student appeals in a final course grade and where allegations of academic dishonesty are not involved, the following procedures shall be utilized:

1. The student obtains and completes and appeal form. Appeal forms are available at the Office of the Vice President for Academic Affairs. In completing the form, the student must discuss the action with his/her advisor, his/her instructor, the instructor's department chair, and the Vice President for Academic Affairs. The deadline for filing grade appeals is no later than four months after the date the grades are officially due in the Registrar's Office or six weeks after the student begins a new semester, whichever comes first.
2. Form is submitted to the Executive Assistant of the Appeals Board. The Executive Assistant, who can be contacted in the Office of the Vice President for Academic Affairs, accepts the form and notifies all parties concerned when the case is ready for hearing. Prior to the hearing, the student will receive a copy of the instructor's verification form and the instructor will receive a copy of the student's form and written statement. The Executive Assistant to the Academic Appeals Board meets with both the instructor and student before the hearing is scheduled to obtain information pertaining to the case.
3. Appeal Board schedule and hearing. The date and time of the hearing are confirmed by mail after agreed upon by telephone. The parties will be responsible for presenting their witnesses and any documentary evidence. The hearing is otherwise closed to non-parties.
4. Instructor's verification form. If a student has conferred with the instructor in question and has delivered the appropriate form to the instructor but the completed instructor's form is not returned in a reasonable amount of time, the AAB may hear the case without the instructor's form. In such a case the AAB should hear the case without prejudice and the obligation and right to the instructor to present evidence and testimony before the Board should not be restricted. A statement of this policy and the address to which the forms are to be returned are included on the instructor's grade appeal form.
5. Appeals Board renders decision. Written notice of the decision is sent to the student, the student's advisor, the instructor, the instructor's department

chair and the Vice President for Academic Affairs. When the Board votes to alter a grade, the decision is sent to the Office of the Registrar and the grade is changed.

The procedures of the AAB assume the faculty will ensure the existence of and preservation of relevant evidence in the form of major projects and exams. (A major project or exam is one that is worth ten percent or more of the final grade.) The Faculty member is expected to do this by (a) returning the project or exam to the student, or (b) retaining it for a period not less than the time during which an appeal can be made. It is understood that if the faculty returns the work, the student shall be provided a reasonable opportunity to pick it up.

### **Midterm and Final Grades**

NEO issues midterm grades by the 7<sup>th</sup> week of each fall and spring semester. These grades are not official. NEO issues final grades by the last day of finals week are 4:00 pm.

**Grade Points** – To compute your grade point average (GPA), multiply the number of credit hours by the following scale and then divide this product number by the number of credit hours.

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

For example, a student who made six (6) hours of “C” and nine (9) hours of “B” would have a GPA of 2.6. Six (6) hours C x 2 = 12 and Nine (9) hours B x 3 = 27; 15 hours/39 = 2.6 GPA

### **Non-discrimination Policy**

Northeastern Oklahoma A&M College does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category, in any of its policies, practices or procedures. This provision includes, but is not limited to, admissions, employment, financial aid, and educational services.

Title IX Coordinator, Lisa Bell

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918-540-6169

GY 149

504 Coordinator, Carla Murphy

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SH 309

### **Equal Opportunity Statement**

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 503 and 504 of the

Rehabilitation Act of 1973, and other federal laws and regulations, Northeastern Oklahoma A&M College does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, 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.

### **Computer Usage Policy**

The electronic communication facilities and services provided by NEO primarily are intended for teaching, educational, research, and administrative purposes. Their use is governed by all applicable NEO policies, including the sexual harassment, patent and copyright, and student and employee disciplinary policies, as well as by applicable federal, state, and local laws.

Persons using the College's electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send, or display. Persons who make use of NEO electronic communications facilities are warned that they may unwillingly come across, or be recipients of, material that they find offensive.

Persons using NEO computing and electronic communications facilities are expected to demonstrate good taste and sensitivity to others in their communications. It is a violation of NEO policy to access and view materials in a manner that would create the existence of sexually hostile working and/or educational environment.

Use of NEO computing and electronic communications facilities is a privilege that may be revoked for inappropriate conduct. Persons who violate applicable federal, state, or NEO policies will be asked to cease those activities and also are subject to suspension/revocation of such privileges, and/or disciplinary action. Examples of inappropriate conduct include, but are not limited to:

- Using NEO facilities for unlawful or malicious activities or for proprietary purposes
- Using abusive or harassing language
- Misrepresenting oneself or NEO
- Sending chain letters or overly broad mass mailings or post
- Activities that could cause congestion and disruption of networks and "systems"
- Activities that embarrass, denigrate, or libel an individual or organization
- Activities that imply NEO endorsement of any commercial products
- Viewing sexual or erotic images which are obscene or which could create a hostile educational or working environment

NEO makes no warranties of any kind, whether expressed or implied, for the service it is providing. NEO will not be responsible for any damages you suffer through the use of NEO electronic communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions cause by its own negligence or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. NEO specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communications services.

## **Drug and Alcohol Policy**

**Purpose** – The Drug Free Schools and Communities Act Amendment of 1989 require an institution of higher education to certify to the U.S. Department of Education by October 1, 1990, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Northeastern Oklahoma A&M College to comply with this statutory directive.

**Policy** – As set forth in local, state, and federal laws, and the rules and regulations of the College, Northeastern Oklahoma A&M College prohibits for unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of Northeastern Oklahoma A&M College activities either on or off-campus. The possession or use of alcohol on college-sponsored trips is prohibited. .

**Internal Sanctions** – Any student or employee of the College alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individuals expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violation of this policy.

**External Sanctions** – Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. Information regarding these local, state, and federal laws may be found in the Learning Resource Center and is available to students and employees. Students and employees are encouraged to review this information.

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

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

Amphetamines/Stimulants - (spend, uppers, crank, caffeine, etc.) spend up to nervous system and cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsion and death due to a stroke or hearth failure.

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

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

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

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

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

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

Tobacco/Nicotine – Causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some thirty (30) percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten (10) times more likely among smokers.

**Drug/Alcohol Counseling and Rehabilitation Programs** – The Northeastern Oklahoma A&M College counseling services and the employee assistance program have programs of this nature for students and employees. This program should meet the needs of the institution; however, there are other programs in the community or nearby that may better suit your needs. A list of such programs, their location and phone numbers is maintained in the above-referenced offices. Seeking from, be referred to or from these services is confidential, and will not, result in disciplinary action. Individual privacy will of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free, hotline numbers may be of use to someone needing help or advice:

**National Institute on Drug Abuse** 1-800-662-HELP

**National Alcohol & Drug Abuse Hotline** 1-800-234-0420

**National Drug Hotline** 1-800-662 HELP

**Cocaine Helpline** 1-800-COCAINE

**Reach-Out Hotline** 1-800-522-9054

(Alcohol, drug crisis, intervention, mental health referral)

## **Drug-Free Workplace Policy**

The Drug-Free Workplace Act passed by Congress in 1989 requires federal contractors and grantees to certify to the contracting or granting agency that they will provide a drug-free workplace. This policy is adopted in order to comply with this statutory directive.

### **Definitions**

Workplace – NEO owned or controlled property or the site for performance of work.

Controlled Substance – cocaine, marijuana, opiates, amphetamines and any other substance designated a “controlled substance” in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812)

Criminal Drug Statute – A federal or non-federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

Conviction – A finding of guilt (including judicial acceptance of a plea of nolo contendere) or imposition of sentence, or both, by a judicial body determining violations of federal or non-federal criminal drug statutes.

Project Director – The individual having administrative supervision over a project resulting from a federal grant or contract.

Employee – Shall include NEO faculty, administrative and professional staff, classified staff, graduate assistants and student appointments.

**Policy** – In support of this anti-drug abuse legislation, it is the policy of NEO to establish and maintain appropriate compliance by:

- Publishing and distributing to all employees a written statement regarding this controlled substance prohibition in the workplace with descriptions of disciplinary actions which may be taken against employees for violation of such prohibition. **SEE EXHIBIT A.**
- Establishing a drug-free awareness program.
- Notifying the contracting or granting agency within ten (10) days of receiving notice of an employee’s criminal drug statute conviction for a violation occurring in the workplace.
- Imposing appropriate administrative disciplinary action or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted or who has otherwise violated this policy.
- Making a good-faith continuous effort to maintain a drug-free workplace through the implementation of the requirements set forth in the Drug-Free Workplace Act.

**Procedures** – A copy of the written statement referenced above regarding the controlled substance prohibition in and on the workplace shall be disseminated to all current employees, posted in each department of the college and given to each new employee.

The project director will have the responsibility of explaining this policy to employees working on a federal contract/grant.

An employee shall notify the project director, or in the absence of a project director, his/her immediate supervisor or other supervisory administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The project director shall notify the Department of Grants and Contracts Financial Administration (GCFA) of an employee's criminal drug statute conviction for a violation occurring in the workplace. The GCFA shall notify the federal contracting or granting agency of such a conviction within ten (10) days of the notice or otherwise receiving notice of such conviction. Then project director's notification shall be made in a timely manner so that GCFA may comply with time requirement set forth therein.

**Suspension and Disciplinary Actions** – An employee found at any time to have violated the drug-free workplace policy may be disciplined by NEO even when the violation has not resulted in a criminal conviction. Employees may also be temporarily suspended if such is deemed necessary to protect the best interest and safety of the College, its components and participants. As an alternative to disciplinary action, the College may require satisfactory participation in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

In determining whether a violation of the Drug-Free Workplace Policy has occurred and the disciplinary action to be imposed as a result of the violation, relevant provisions of the Faculty Handbook shall be followed insofar as staff employees are concerned.

Discipline or satisfactory participation in a drug abuse assistance/rehabilitation program shall be taken within thirty (30) days of receiving notice from an employee of a conviction.

Failure of an employee to report his/her criminal drug statute conviction for a violation in the workplace within five (5) days of the conviction is grounds for dismissal of that employee.

For staff employees, appropriate and established leave policies will be determine on an individual basis.

Where necessary because of conviction and incarceration, decisions relative to suspension or dismissal or the granting of leave for treatment will be determined individually.

**Counseling and Rehabilitation Success** – The College Employee Assistance Program may be contracted for preliminary counsel and advice regarding chemical dependency problems and referral to approved chemical dependence treatment agencies.

#### **EXHIBIT A.**

##### **TO ALL EMPLOYEES**

In accordance with the Drug-Free Workplace Act of 1989, NEO hereby notifies all employees that the manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated t his prohibition may be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. This drug abuse assistance/rehabilitation program shall be on that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to

satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

As a condition for employment at NEO, all employees will (1) comply with the terms of the statement; and (2) notify the College through either their immediate supervisor or supervisory administrator or project director of any criminal drug-statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Such conviction may, of course, result in the employee being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee to report his/her conviction as required herein constituted grounds for dismissal.

As a further requirement of the Drug-Free Workplace Act, the College has established a drug-free awareness program for the purpose of informing employees about the dangers of drug abuse in the workplace; the College's prohibition of controlled substances in and on NEO property; any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for drug abuse violations. An employee assistance program has been created in furtherance of the drug-free awareness program. Information about the drug-free awareness program may be obtained from NEO's Counseling Services.

Check the Policy and Procedures Letter and the Drug-Free Workplace Act of 1989 as sources of information and clarification.

## **Tobacco-Free Policy**

*(Updated January 2014 per Executive Order 2013-43 to specifically name electronic cigarettes/vaping devices)*

### **Purpose**

The purpose of this agency policy is to be in compliance with Governor Fallin's Executive Order prohibiting the use of tobacco products on state property issued on February 6, 2012 intended to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by Northeastern Oklahoma A&M College or in state vehicles used for Northeastern Oklahoma A&M College business.

### **Tobacco-Free Environment**

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products and electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the Northeastern Oklahoma A&M College including parking lots owned or under the control of said agency, and in vehicles used by said agency or its employees whenever conducting business anywhere. Tobacco products include all forms of tobacco but is not limited to cigarettes, cigars, pipes, chewing tobacco,

snuff, and other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to cloves, bidis, and kreteks. Usage includes smoking, chewing, dipping or any other consumption or use of tobacco products.

2. This administrative procedure applies to all faculty, staff, students, clients, visitors and others on business at all Northeastern Oklahoma A&M College property.

3. Northeastern Oklahoma A&M College will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate faculty, staff, students and all other persons using or visiting the property regarding this policy.

4. The Grove Higher Education Center facility is covered under this policy as operating a state agency in a city owned building.

5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.

5. Northeastern Oklahoma A&M College employees will not use tobacco products while providing services to clients regardless of location.

6. Northeastern Oklahoma A&M College is committed to providing support to students, staff, and faculty who wish to stop using tobacco products. Northeastern Oklahoma A&M College is committed to ensuring that all students, staff, and faculty have access to several types of assistance, including cessation products and telephone counseling through the Oklahoma Tobacco Helpline (Helpline).

Supervisors are encouraged to refer employees to the Helpline as appropriate.

7. Noncompliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with faculty and staff drug free campus statement.

8. Noncompliance by students will be directed to and handled by Campus Police.

9. Noncompliance by visitors and others will be handled as stated in this policy as follows: 1<sup>st</sup> offense – verbal warning; 2<sup>nd</sup> offense – ticket; 3<sup>rd</sup> offense- removal from campus.

### **Action**

The Director of Human Resources and Vice President for Student Affairs are responsible for ensuring the annual review of this administrative procedure.

### **Student Right-to-know and Campus Security Act**

In general, Title I of the Act, “Student Right-to-Know Act” requires the college to compile and release graduation rates to all students and more detailed information concerning graduation rates of athletes to the Department of Education and certain individuals. NEO’s Right to Know information is located at:

<http://neo.edu/StudentLife/RighttoKnow> .

In general, Title II of the Act, “Crime Awareness and Campus Security Act of 1990”, requires the college to compile and distribute an annual campus crime statistics and

security policies report and make timely warning reports to the campus community regarding crimes considered to be a threat to students and employees, publish and distribute annual report. This information can be obtained at by contacting the Campus Police Department or at:

<http://neo.edu/Portals/4/Jeanne%20Clery%20Disclosure%20Campus%20Crime%20Statistic%20%20%202011%20PDF%20FILE.pdf>

## **Campus Safety and Security**

### **Department of Campus Safety Scope of Authority**

Under provisions of Senate Bill 174, 29<sup>th</sup> Oklahoma Legislative Session, 1963, the Board of Regents may bestow peace officer status on Campus Police. The Board by appropriate action has bestowed on Campus Police, therefore, all powers, duties, authority and obligations of peace officers as that term is defined by applicable Oklahoma Statutes. (HB 810, effective 7-1-65).

### **Student Right-to-know Policy (Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act)**

President G.H. Bush signed the Student Right-to-Know and Crime Awareness and Campus Security Act of 1990 into law on November 8, 1990. The Act requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics on a yearly basis to current as well as prospective students, faculty and employees.

Such information for Northeastern Oklahoma A&M College is reported and maintained in the Annual Campus Security Report found at:

<http://www.neo.edu/StudentLife/RighttoKnow/tabid/545/Default.aspx>

The report can also be obtained by contacting the Campus Police Office at 918-540-6373.

The report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by NEO; and on public property within, or immediately adjacent to and accessible from the campus.

### **Parking Regulations and Student Responsibilities**

#### **General Information**

- All city, state, and Northeastern Oklahoma A&M College traffic regulations and rules governing the use of motor vehicles must be followed on all parts of the campus through all hours of the day and night. The speed limit on all parts of the campus is fifteen (15) miles per hours. Pedestrians shall have the right-of-way at all times.
- Northeastern Oklahoma A&M College assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on campus. The College campus includes all property of Northeastern Oklahoma A&M College and properties leased, rented or maintained. The College reserves the right to impound any vehicle that is in continuous violation of College parking regulations and/or becomes a hazard to pedestrians and traffic.

Traffic regulations are printed in a separate bulletin. All students are responsible for knowing the bulletin's contents.

Northeastern Oklahoma A&M College considers the use of a motor vehicle a convenience and parking has been found to be adequate.

The College holds all operators responsible for the proper registration, use and operation of their vehicles. Violations of these responsibilities necessitate appropriate penalties.

- All students enrolled in NEO A&M College who operate a motor vehicle on campus must register that vehicle at the Campus Police Office before they are allowed operation and parking privileges on campus. Ownership of the vehicle used by the student is immaterial. Registration of a motor vehicle (including motorcycles) is a part of the academic registration procedure and noncompliance will incur fines.
- Only one vehicle per person is permitted parking privileges on campus at one time. The violation penalty is a \$5 per day fine. A broken-down vehicle must be taken care of within a week after the vehicle broke down and cannot be left in a no parking zone or in a parking violation situation during the break-down period. Fines will be \$5 per day or impoundment at the discretion of school officials. The fine for impoundment is determined by the towing firm. Giving of false information is a violation.
- A parking decal must be affixed to a vehicle within twelve (12) hours from the time of the decal's purchase. Replacement decals will be issued without charge when there is a transfer of automobiles, change of window, or defective permit. Try to bring remnants of the original decal to the Campus Police Office. The parking permit charge is \$15 per student for up to two decals. Additional vehicle decals will cost \$1 each. A bulletin of traffic regulations is issued with each motor vehicle registration.

### **Email**

All students at NEO are issued a student email account. **All communication from the Financial Aid, Business, and Admissions/Registrar's Office will be accomplished through your NEO Student Email account.** You can access the account through the NEO website [www.neo.edu](http://www.neo.edu) by clicking on the student email link.

### **Family Education Rights and Privacy Act of 1974 (FERPA)**

NEO students have certain rights to privacy regarding educational records. NEO will release only the following information to an outside party:

- Student's name
- Local and permanent address or hometown
- Electronic mail addresses
- Telephone number
- Major Field of Study
- Dates of Attendance at NEO A&M College
- Degrees, honors, and awards granted or received

- Academic classification (freshman or sophomore)
- Most recent educational institution previously attended
- Participation in officially recognized organizations, activities, sports, and weight and height of student participating in officially recognized sports.

All other information will not be given to outside parties, including spouses and parents, without the written permission of the student.

FERPA also ensures that a student may access his/her official records and have an opportunity to challenge such records on the grounds they may be inaccurate, misleading or otherwise inappropriate. FERPA further ensures that NEO personnel must obtain written consent from the student before releasing data from their records that identifies them personally. Exceptions to this requirement relate to:

- NEO officials who have a legitimate educational interest
- Guaranteed Student Loan and Pell granting institutions or agencies
- Parents of dependent students as documented by the most recent federal income tax form. Records kept by the college and accessible to the student and the record's location are:

*Enrollment Management/Student Records (Admissions Office):*

- Applications, college transcripts, high school records, admission test scores, academic histories, personal correspondence. This data is used for advisement, placement, permanent records, transcript evaluations and graduation checks.

*Financial Aid Office:* Free application for federal student aid and authorization to credit form. This data is used to create a financial aid package for each student.

*Counseling:* Vocational testing information, skills test information, job placement papers and resume. This data is used for career decision making, course placement and job placement.

*Office of the Vice President for Student Affairs:* Disciplinary record. This data is an official record. Students who want to inspect their records must make an appointment with the administrator who is responsible for the records.

Educational records that are not governed by FERPA and not accessible to the student are:

- Records kept by college personnel such as faculty, counselors and administrators and used only by the maker or an official substitute and are not available to any other person.
- Employment records for college employees that are kept only for business reasons
- Student records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in an official capacity. When these records are made, maintained or used only in connection with providing treatment. However, such records may be personally reviewed by a physician or other appropriate professional of the student's choice.

Prior to the release of directory information, NEO must give public notice of the categories of information to be released. Students who want to challenge a record may do so by making an appointment with the respective administrator responsible for the record. If the matter is not resolved satisfactorily, the student will have an

opportunity to request a hearing through the Office of the Vice President for Student Affairs

### **Infectious Disease Policy**

NEO officials are concerned with the health, welfare and safety of students, faculty and staff. Therefore, an important part of the institution's policy is the prevention and control of infectious disease. In the case of communicable illness and individual's confidentiality will be maintained. Information will be provided on a "need to know" basis and official statements, if necessary, will be released only by the College president or his/her designated spokesperson.

Once a potentially infectious disease has been identified, the following guidelines will be followed:

- Depending upon the circumstances, the Institutional Infectious Diseases Advisory Committee will convene for the purpose of reviewing and evaluating on an individual basis to status of the situation. This committee will be composed of the Director of the Nursing Program, Director of the Medical Laboratory Technician Program, and Director of Counseling.
- If there is reasonable cause to believe that a student, faculty or staff member is infected, an appropriate medical consultation will be requested with the Ottawa County Health Department. The designated individual in the County Health Department will respond directly to the Chief Executive Officer of the College regarding proper procedures.
- As a result of their evaluation, action will be taken for the protection of non-infected individuals.
- For the protection of the non-infected individual's access to the college activities and classes will be determined based upon recommendations received from the appropriate authorities at the Ottawa County Health Department. Appeal of such rulings may be made to the Infectious Diseases Policy Committee.
- The Infectious Diseases Policy Committee shall be composed of an appropriate representative from Integris Baptists Regional Health Center, the patient's parents or spouse or guardian, the patient's physician, an appropriate representative from the Ottawa County Health Department, and the College President and/or designated representatives.
- The infectious Diseases Policy Committee will conduct an on-going evaluation to monitor any changes in the individual's case. Based on the decision of the Committee, any infected person posing a threat to those with whom they come in contact will be evaluated and appropriate action will be taken.
- Once a semester NEO may host a meeting with representatives from the Ottawa County Health Department, Integris Baptists Regional Health Center and various campus representatives for the purpose of exchanging information pertaining to infectious diseases.
- Information concerning communicable disease and the availability of services at public agencies will be communicated through orientation classes, student nurse and student organizations.

- An ongoing program of information regarding all infectious disease, including Acquired Immune Deficiency Syndrome (AIDS) will be instituted at NEO. Education programs will be given for faculty and staff, covering AIDS and other infectious diseases during in-service training meetings. Students will be provided information through a variety of informational sessions, including orientation classes and special seminars throughout the school year, as needed.
- The Infectious Diseases Advisory Committee, in consultation with other NEO representatives will have the authority to recommend revisions to the policy as the need arises.
- The Infectious Disease Policy Committee will be responsible for implementation of this policy and procedure statement.

### **Sexual Misconduct**

Northeastern Oklahoma A&M College will not tolerate nor condone any form of sexual misconduct whether 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 a reason to believe that NEO A&M's policies prohibiting sexual misconduct have been violated, the College will pursue disciplinary action. Students may also elect to pursue the concern through the state criminal justice system as well as through NEO's student conduct system. If NEO has reason to believe that sexual misconduct has occurred, the College's sanctions may include warnings, probation, restrictions, suspension or expulsion.

**Sexual assault** – is defined as having sexual contact or sexual intercourse with another person without the consent of the 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 act or transaction involved. Consent will not be implied from silence, passivity or from a state of intoxication or unconsciousness. 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 Misconduct** – In the event of sexual misconduct, the victim is encouraged to report the incident to appropriate college authorities: Campus Police, College Nurse, Residence Hall Directors, Counselor, or the Vice President for Student Affairs. Victims of sexual assault should take care to preserve evidence which may be necessary to the proof of a crime (**i.e... do not take a shower**). False reporting of a crime is a misdemeanor and will be treated seriously.

### **Student Code of Conduct**

**Statement of Philosophy** – As a member of the academic community of Northeastern Oklahoma A&M College (hereafter referred to as the College), students have both rights and responsibilities. Whereas each student retains those rights, protections and guarantees allowed by law, each student accepts the obligation and

responsibility to respect the rights of others and to conform to standards of conduct essential to the purpose and processes of the College community.

**Scope of Code of Conduct** – The Code of Student Conduct (hereafter referred to as the Code) is applicable to every student enrolled at the College whether part-time or full-time by extension, correspondence or otherwise and will apply to non-students when using College facilities or participating in College programs. The Code also extends to student conduct off-campus.

Students are expected to comply with College policies and all federal, state and local laws. Any student who violates any federal, state or local law is also subject to College disciplinary action, notwithstanding any civil/criminal action taken by other authorities.

There are two types of misconduct; academic and non-academic.

### **Administration of College Discipline System**

The responsibility of administering the discipline system is delegated by the President to the administrative offices designated in this Code by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. On matters relating to suspension or non-academic misconduct, the Vice President for Student Affairs retains reviewing authority to convert any sanction imposed to a lesser sanction, to rescind any previous sanction or return a recommended sanction to a committee or individual for review and /or reconsideration. On matters relating to academic misconduct, excluding suspension, the Vice President for Academic Affairs retains review authority to convert any sanction imposed to a lesser sanction, to rescind any previous sanction or to return a recommended sanction to a committee or individual for review and/or reconsideration.

### **Academic Misconduct**

Act of Academic Misconduct – Any student found guilty of academic misconduct will be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

- Plagiarism or the representation of previously written material; **Note: Paraphrased materials must be acknowledged in the same manner as material that is used verbatim.**
- Collaborating with another person without authorization on projects, exams or other academic work or representing work as solely one's own when it is a result of an unauthorized joint effort.
- Cheating on examinations or preparation of the academic work by copying from another student's test, report, files, data or programs or using unauthorized notes or other unauthorized aids.
- Knowingly and without authorization using, buying, selling, stealing, soliciting, copying or possessing, in whole or in part, the contents of an un-administered exam.
- Substituting for another student or permitting another student to substitute for oneself in taking an exam or preparing other academic work.
- Knowingly cooperating with another person in an academically dishonest undertaking.

**Sanctions for Academic Misconduct** – A student who is found guilty of an act of academic misconduct may be subject to one or more of the following sanctions:

- The student may be required to perform additional academic work or substitute assignment or examination.
- The student's grade for the examination, assignment of course may be reduced, including a reduction to the grade of "F".
- The sanctions specified under disciplinary sanctions in this policy.

**Procedures in Cases of Academic Misconduct**

If a member of the faculty determines that a student has committed an act of academic misconduct, the faculty member will, as soon as possible, discuss the matter with the student and give the student an opportunity to respond to the allegations. If after consulting with the student and reviewing the facts and evidence surrounding the allegation, the faculty member is convinced that an act of academic misconduct did occur, the faculty member will advise the student of such fact and the sanction to be imposed. The faculty member will communicate in writing the action taken and the basis for the action to:

- The student
- The faculty member's department chair
- The Vice President for Academic Affairs
- The Vice President for Student Affairs/Enrollment Management

In addition to items in Disciplinary Sanctions the faculty member may recommend that more stringent measures be initiated and this recommendation will be made to his/her Department Chair. If the Department Chair agrees that the alleged offense merits more stringent disciplinary sanctions, the Department Chair will write a memorandum to the Registrar requesting that the student's transcript/diploma be withheld until a decision can be made concerning recommendation for more stringent disciplinary sanctions. The Department Chair will follow the steps set forth in the disciplinary sanctions procedures in reference to his/her decision for more stringent disciplinary sanctions.

If the student disagrees with the decision regarding academic misconduct and the decision does not involve suspension, the student may appeal the decision to the Vice President for Academic Affairs. The appeal must be in writing and filed in the Office of the Vice President for Academic Affairs within three (3) college working days from the date the decision is mailed to the student at the student's last known address. If the decision is received in person, the student must file an appeal with the Office of the Vice President for Academic Affairs the date the student received the decision. The Vice President for Academic Affairs will review the file and may either:

- Uphold the decision and the disciplinary sanction imposed
- Uphold the decision but modify the disciplinary sanction imposed
- Remand the matter for additional investigation or information. The student will be informed in writing of the decision of the Vice President for Academic Affairs.

If the decision involves suspension, the student may appeal the decision to the Committee on Student Conduct (hereafter referred to as the Committee). Steps set forth in disciplinary sanction procedure will be followed.

### **Acts of Non-academic Misconduct**

The following list constitutes violations for which individuals are subject to disciplinary action. This list is not designed to be all inclusive, but reflects examples of the types of prohibited behavior:

- Any act that violates federal and/or state law, local ordinances or College policies, whether on or off College property
- Physical abuse or undue harassment of any person
- Theft or improper possession of College property or property belonging to another
- Individual or group activities that result in defacement, damage or destruction of College or personal property
- Actions, activities or situations, planned or negligent, producing undue mental and/or physical discomfort, embarrassment, harassment, ridicule, excessive fatigue, physical injury, interference with scholarship or danger
- Sexual assault/harassment.
- Failure to comply with the lawful direction of any College employee acting within the scope of their official duties and/or failure to identify oneself to such a person when requested to do so.
- Intentionally or recklessly interfering with normal College or College sponsored activities, including but not limited to studying, teaching, College administration, or fire, police or emergency services
- Forgery or unauthorized use of College documents, records, computers, telephones, identification or property. This includes providing false representations to the College in any form, written or verbal
- Possession or firing of firearms, fireworks or other explosives on College property or in the course of any College activity.
- False reporting of a bomb, fire or other emergency
- Misuse or unauthorized use of fire fighting, fires sprinkling systems and other safety equipment or warning devices
- Unauthorized entry into or use of any College building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes, including telephone codes
- Illegal use, possession, sale or serving of alcoholic beverages, 3.2 beer or any drug that is prohibited by State statues on the campus, on any College property, College housing or at any affair sponsored by or for a student organization
- The use of tobacco in any form in any College building

### **Disciplinary Sanctions**

**General Policies** – Disciplinary sanctions may not begin until either the time for appeal has been exhausted, until the entire appeal process has been completed or until the student voluntarily waives his/her further right to appeal in writing.

**Sanctions** – Although not exclusive, the following are possible sanctions that may be imposed either singularly or in combination upon a student for violations of the Code:

- Reprimand – A reprimand is an oral or written notification to the student warning that continuation or repetition of specific conduct may cause further disciplinary action. A reprimand becomes part of the student’s disciplinary record but is not a part of the student’s academic record.
- Restrictions – A restriction on a student’s privileges may include, but is not limited to, denial of the right to represent the College in any way, denial of the use of facilities or denial of the opportunity to participate in extracurricular activities for a period of time.
- Special project or community service – The student may be required to complete special project or attend a community service or educational class.
- Restitution – The student may be required to pay for physical or property damage, loss or misappropriation.
- Fines – The assessment of a fine in an amount not to exceed \$50 per occurrence.
- Conduct probation – A student placed on conduct probation is not in good standing with the College and the student’s continued enrollment is conditioned upon adherence to the College’s rules and regulations and terms of probation. Any conduct by the student in violation of the terms of the probation will result in the imposition of additional restrictions, suspension or expulsion
- Disciplinary suspension – Disciplinary suspension is separation from the College for a definite time period during which the student shall not be permitted to attend classes or participate in any College activity. The conditions for re-admission will be stated in a letter of suspension. The order of suspension will remain a part of the student’s disciplinary record and will be recorded on the face of the student’s academic transcript during the suspension period. If the student is successfully re-admitted to the College, the notation of the suspension recorded on the transcript will be moved to the back of the student’s academic transcript.
- Summary suspension – Summary suspension is separation from the College that begins immediately upon notice from the Vice President for Student Affairs and occurs without a formal or informal hearing. Summary suspension is enhanced when in the judgment of the Vice President for Student Affairs there is a danger to the safety of the student. Other persons or College property or there exists an ongoing threat that will disrupt the academic process. Summary suspensions may also include physical exclusion from the campus. The student will be withdrawn from school unless permission is given to attend class during an appeal. An appeals hearing may be requested by the student according to the appeal guidelines found under the appeal section of this policy.
- Disciplinary Expulsion – Expulsion would entail a permanent separation from the College. The imposition of this sanction will permanently become a part of the student’s disciplinary record and will be recorded on the front of the student’s academic transcript. In cases involving disciplinary expulsion, the

hearing procedures specified in the Oklahoma Administration Procedures Act will be followed.

- Withholding or cancellation of enrollment
- Withholding of an official transcript or degree

### **Procedures**

**Investigations** – Reports of misconduct in violation of the Code will be made to the Office of the Coordinator of Resident/Life Discipline. The Coordinator will investigate the alleged violation. The student alleged to have violated the Code will be advised of the alleged violation and will be given an opportunity to explain any facts or other matters bearing on the alleged violation. The investigation may also include a review of the incident with other individuals involved. Any person involved in the investigation will attend meetings as requested.

**Administrative Disposition** – After a fair and impartial review, the Coordinator will make a disposition of the matter. If the Coordinator determines that a violation of the Code has occurred, the Coordinator will impose an appropriate disciplinary sanction. The student will be informed in writing of the decision within seven (7) college working days.

**Appeal** – If the decision of the Coordinator does not involve suspension and the student disagrees with the decision or the sanction imposed, the student may appeal the decision to the Vice President for Student Affairs. The appeal must be in writing and filed with the Office of the Vice President for Student Affairs within three (3) college working days from the date the decision is mailed to the student at the student's last known address. If the decision is received in person, the appeal must be filed with the Office of the Vice President for Student Affairs the date the student received the decision.

The Vice President for Student Affairs will review the file and may either (a) uphold the decision and the disciplinary sanction imposed; (b) uphold the decision, but modify the disciplinary sanction imposed; or (c) remand the matter for additional investigation or information. The student will be informed in writing of the decision of the Vice President for Student Affairs within seven (7) college working days.

**Appeal to the committee on student conduct** – If the decision involves suspension for any time period and the student disagrees with the decision or the suspension imposed, the student has the right to appeal the decision to the Committee on Student Conduct. The Committee on Student Conduct is appointed by the President of the College and composed of four faculty members, one staff member and two members of the student body. The appeal to the Committee must be in writing and filed with the office of the Vice President for Student Affairs within three (3) college working days from the date the decision is mailed to the student at his/her last known address. If the decision is received in person, the appeal must be filed with the Office of the Vice President for Student Affairs the date the student received the decision.

The hearing should be held as soon as possible, normally within five (5) college class attendance days after receipt of the request for appeal. The hearing may be held earlier if attendance of the committee members is possible and the student involved requests an earlier hearing date. The Hearing Committee shall be composed of at least five (5) of the seven (7) members of the Committee on Student Conduct.

The student appealing the decision will be informed in writing of the date, time and location of the appeal hearing and the nature of the allegations, including the date, time and place that the alleged violation was to have occurred and the act or omissions that constitute the alleged violation committed by the student.

### **General Rules for committee on Student Conduct Hearings**

The hearing should be conducted in a manner conducive to a determination of the truth and which provides for and protects the rights of due process of the parties involved. The Process and hearings are structured only insofar as it is necessary to provide for order and efficiency. It is not required that the hearings conform to the procedure formalities of a trial, nor are the legal rules of evidence always applicable. The following rules should govern the conduct of the hearings.

- a. The student alleged to have violated the Code will have the right to have an advisor, parent, guardian or legal counsel present to advise the student during the hearing. The advisor is limited to advising the student and may not participate in presenting the case, questioning witnesses or making statements during the proceedings.
- b. All parties shall have the privilege of presenting witnesses, subject to the right of cross-examination by Hearing Committee members.
- c. The chairperson of the committee will preside over the hearing, rule on admissibility of evidence and control the decorum of the hearing.
- d. The hearing proceedings shall be closed and all persons present at the hearing will consider all matters discussed confidential.
- e. A transcript, summary recording or audio tape recording of the hearing proceedings, excluding committee deliberations, should be made.
- f. The committee hearing should use the following procedure
  1. Opening statement by the College.
  2. Opening statement by the student.
  3. Presentation of witnesses and evidence by the College
  4. Presentation of witnesses and evidence by the student.
  5. Rebuttal evidence, if any.
  6. Closing statement by the College.
  7. Closing statement by the student.
- g. At the conclusion of the hearing, the Hearing Committee will deliberate in private. The Hearing Committee will determine, by majority vote, whether or not the evidence as presented proved by a preponderance of the evidence that a violation of the Code by the accused student did occur and, if so, a recommendation for appropriate disciplinary sanction(s). The Committee's findings and recommendations will be made to the Vice President for Student Affairs
- h. Upon receipt of the recommendation from the Committee, the Vice President for Student Affairs will review the same and render a final decision. The student will be informed in writing of the decision by the Vice President for Student Affairs within five (5) college working days from the receipt of the recommendation from the Committee.

### **Violation of Policy Fines & Administrative Charges**

**(List of incidents and recommended fines)**

Alcohol Violation	\$250
Altercation among students	\$200
Assault & Battery	\$250
Attempt to Intimidate an Officer	\$100
Burglary	\$250
Disrespect to Staff/Faculty	\$100
Disturbance	\$100
Dumping trash	\$ 50
Failure to carry student ID	\$ 25
Failure to comply	\$ 75
Failure to obey a lawful order	\$ 75
Harassing phone calls	\$ 50
Incite to riot	\$100
Intentionally/Recklessly interfering with College or college sponsored activities	\$100
Intimidation or harassment of a person	\$200
Larceny	\$250
Loitering	\$ 50
Loud Music	\$ 50
Malicious destruction of property	\$100 + restitution
Misuse of college property	\$100
Misuse of fire alarm	\$100
Obstructing an officer	\$100
Possession or firing fireworks	\$250
Possession of marijuana	\$250
Possession of paraphernalia	\$100
Possession or use of tobacco	\$250
Unauthorized access	\$100
Unauthorized use of college property	\$100
Unlawful carrying of weapon	\$250
Vandalism	\$100
Verbal abuse	\$ 50
Visitation violation	\$ 50

Subsequent offenses may result in doubling of the fine. Some offenses warrant removal from campus on first offense. Residence hall probation may be added to any sanction at the discretion of the Coordinator of Discipline. The Coordinator reserves the right to utilize creative sanctioning in the form of community service, educational research, etc.

Students are responsible for any damages that occur in their assigned room and lounge areas. Those responsible for damages will be billed for the cost of repairs. College maintenance employees or the housing administrator will determine the cost

for repair/replacement. Public area damage charges not attributed to specific individuals will be charged in equal amounts to residents of the suite, wing, or floor.

Under Oklahoma State Statute 21-1851, it is a violation of state law for any person to falsely report the existence of a fire, which includes pulling or tampering with fire alarms in the residence halls. Anyone caught doing so is guilty of a misdemeanor that could result in a \$100 fine or action by the local authorities.

**Disciplinary Procedure** – When an alleged violation occurs in the residence hall, the Discipline Officer will address the violation with the student(s) involved and the facts of the situation will be documented. Documentation is in the form of a Housing Incident Report. Depending on the severity of the alleged violation (s) and/or the behavior history of the resident, one of the following may occur:

- a. The resident will receive a written warning from the Housing Staff.
- b. The resident will receive a notification that a sanction has been issued and a meeting will be scheduled by the Coordinator of Discipline
- c. The resident will receive a Disciplinary Memorandum outlining specific sanction (s). The student has the right to appeal. All appeals are handled through the Committee on Student Conduct.

### **Student Grievances**

NEO A&M College is responsible for providing an environment where people are able to study and learn. To accomplish this, and at the same time protect student rights, grievance procedures have been developed. If a student believes that an action has been taken against him/her that misrepresents an established policy or procedure and/or violates the student's right to an education, the student may request that the action be reviewed by following the procedures described below. (Grievances or concerns on matters related to the Americans with Disabilities Act, Section 504, or the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972 should be filed under the same guidelines.)

**Grievance Procedures** – The student must first informally discuss the action with the College staff member involved. If the student is uncomfortable with discussing the situation with the College staff member, (s)he may seek guidance from appropriate professionals, such as an advisor or counselor. If possible, the student and staff member should resolve the grievance at this initial stage. If there is a resolution, the grievance shall be deemed concluded.

If the student is not satisfied with the results of the informal discussion with the staff member, (s)he should discuss the matter informally with the staff member's supervisor.

Following the informal discussion with the staff member's supervisor, if the student is still not satisfied, (s)he may formally bring the matter before the Director of Counseling by filing an official Student Grievance Form. If a formal grievance is filed, the written and signed document shall:

- Include the date and individuals present at the time of the alleged offense, the staff person responsible and other pertinent information;
- Provide supporting information regarding the specific policy, procedure or student's right alleged to have been violated;
- Recommend a resolution;
- Be received by the Director of Counseling no later than ten (10) calendar days from the date of the action alleged to be a violation of the student's rights or to be a violation of the College's policies and procedures.

The Director of Counseling shall notify the Vice President for Student Affairs that a formal grievance has been filed and shall provide the Vice President with all information provided by the student. It is the responsibility of the Vice President to review the grievance, including supporting documents, and determines whether or not to forward the grievance to the Dean, department head or staff member's supervisor. The Vice President for Student Affairs will notify the student of his/her action regarding the grievance no later than ten (10) calendar days after receiving notice of the grievance, whether it be directing the form to the appropriate staff person for review or sending it back to the student.

The Dean, department chair or staff member's supervisor shall monitor the process for resolution and shall provide the student with the opportunity to meet with the staff member in the presence of the supervisor within thirty (30) calendar days of receipt of the grievance. The Dean, department chair or staff supervisor shall develop a resolution of the grievance.

Upon final resolution by the Dean, department chair or staff supervisor, the student shall receive written notification regarding the resolution. A copy of this notification and the resolution will be forwarded to the Vice President for Student Affairs and the Director of Counseling by the Dean, department chair or staff supervisor.

If the issue is not resolved the student should contact the Vice President for Student Affairs through the Director of Counseling.

The Vice President for Student Affairs will review the documentation available and meet with the aggrieved student to determine whether to pursue the matter further. The decision of the Vice President for Student Affairs shall be final.

### **Grievance Procedure for Students with Disabilities**

Northeastern Oklahoma A&M College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states in part that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination in programs or activities sponsored by a public entity. The Director of Counseling has been designated to coordinate ADA compliance efforts and may be reached at 918-540-6229.

### **Complaints**

- A complaint may be filed verbally or in writing and should include the name and address of the person filing the complaint as well as a brief description of the alleged violation.  
Complaints should be addressed to:  
**Director of Counseling**  
**PO Box 3959**  
**Miami, OK 74354**
- A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- An investigation, as may be appropriate, shall follow a filing of a complaint. An informal but thorough investigation shall be conducted by the Director of Counseling, who will afford all interested persons and/or their representatives an opportunity to submit evidence relevant to a complaint.
- A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Director of Counseling and a copy forwarded to the complainant no later than thirty (30) working days after the filing.
- The complainant may request a reconsideration of the case in instances where (s)he is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) days to the Vice President for Student Affairs.
- The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- The ADA Coordinator shall maintain the files and records of NEO A&M College relating to complaints filed.

These rules shall be construed to protect the substantive rights of interested person to meet appropriate due process standards and to assure that Northeastern Oklahoma A&M College complies with the ADA regulations.

### **EthicsPoint at NEO (Confidential Reporting System)**

NEO uses EthicsPoint to provide an easy way to discreetly and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of NEO policies. The system can be used to report issues involving fraud, abuse, misconduct, and other violations. The system is carefully designed to allow you to maintain your confidentiality when submitting and following up on a report.

EthicsPoint can be accessed at:

[www.neo.edu/administration/HumanResources/EthicsPoint](http://www.neo.edu/administration/HumanResources/EthicsPoint)

### **Tuberculosis Screening for International Students**

**Groups to be Screened for TB** – All international students must be screened for freedom from tubercular disease within ten (10) days of arrival on the NEO A&M campus. Test results remain confidential.

**Screening Tests and Procedures** – The NEO A&M school nurse will provide screening for all first time arrival and transfer international students. Persons with a positive TB skin test will be required to have further screening at the Ottawa County Health Clinic, including the probability of a chest x-ray. Prophylactic medication and follow-up may also be required as determined by the Ottawa County Health Department. Test results remain confidential. **Note:** The Mantoux skin test is used when identifying persons with infection regardless of whether a BCG vaccine was received in the past.

**Consequences of Failure to Meet Freedom from Tubercular Disease Requirements** – Student who do not complete TB screening within ten (10) days of arrival on the NEO A&M Campus and who do not take subsequent screening exams or prescribed treatment regimes if necessary:

- May be prohibited from attending classes until such time as they are determined to be of no public health risk, e.g. contagious
- Will be blocked from registering for subsequent semesters
- Will not be allowed to apply for a Social Security Card

**Rationale for TB Requirements** – The United States takes an active role in the eradication of tuberculosis (TB) by implementing strict screening and treatment programs. These measures are necessary because TB is an airborne disease spread much like the common cold or flu. In addition, in the past few year, TB has become multi-drug resistant in countries that lack adequate medical programs and facilities. Since our society has become global, this means that if left unchecked, the disease could become incurable worldwide.

### **Unattended Minor Children**

Because of potential safety and supervision problems, minor children will not be permitted on campus unless they are attended by a parent or guardian. No children are permitted in the classrooms or teachings areas.

### **Unclaimed Fee Deposit Policy**

It is the policy of Northeastern Oklahoma A&M College to use unclaimed or forfeited student fees, housing and auxiliary deposits as follows:

- Students who never appear for class during the semester will automatically lose their deposits. The deposits will be used to cover the accounts receivable for students fees due to NEO and will be forfeited on the enrollment reporting date for that semester
- Students who withdraw or drop out of college and do not claim refunds by the beginning of the regular semester at least two years from the last date of enrollment will automatically forfeit their deposits. First claim for each deposit will be for unpaid accounts owed to the College
- Students who graduate from the College and do not claim their refunds by the beginning of the fall or spring semester at least three months after completing graduate requirements will automatically forfeit their deposits. First claim for each deposit will be for unpaid accounts owed to the College
- Security deposits required for residence hall housing and residence hall keys are refundable providing the property is properly returned or control thereof is relinquished and there is no damage beyond fair wear and tear.

