

# CODE OF STUDENT CONDUCT

## GENERAL PROVISIONS

### 1.01 APPLICABILITY

This Code of Student Conduct is applicable to every student enrolled at the University, whether part-time or full-time and whether in residence, by extension, or otherwise and may at times apply to persons off-campus when using University facilities or participating in University programs. This code is adopted pursuant to authority granted by the University's Board of Regents.

### 1.02 DEFINITIONS

- a. "Academic work" means the preparation of an essay, thesis, report, problem assignment, computer program or other project which is submitted for purposes of grade determination.
- b. "Code" means this Code of Student Conduct.
- c. "Director" means the Director of Student Development or Director of Student Housing or designee.
- d. "Disciplinary action" means proceedings under Chapter Three of this code.
- e. "Hazing" means those activities defined in the Cameron University Hazing Code (See Appendix A).
- f. "Hearing Officer" means that person appointed by the Dean of Student Services, who in most cases will be the Director of Student Development, the Director of Student Housing, or the Chair of the Disciplinary Committee, to conduct hearings .
- g. "Notice" means correspondence (1) sent by mail, addressed to the addressee at the local address, as shown on University records in the Office of the Registrar; (2) personally delivered to the addressee; or (3) personal contact.
- h. "Preponderance of the evidence" means that quantum of evidence which, when given probative force, would tend to prove that a fact is more likely to be true than not.
- i. "Published University policy" means any provision of a Board of Regents order or rule, an official University policy or procedure, or a published directive, rule, or regulation of the University.
- j. "Record" means all written documents, forms, copies, reports, statements, tape recordings, or tangible evidence in a disciplinary action.
- k. "University" means Cameron University.
- l. "University officials" means those persons who have been given responsibility and authority by the appropriate agency or person, including regents, officers, faculty, and administrative staff.
- m. "University property" means property owned, controlled, used, or occupied by the University, including property physically removed from the main campus.
- n. "Dean/SS" means the Dean of Student Services unless otherwise noted.
- o. "Will" and "Shall" are used in the imperative sense.

### 1.03 AWARENESS OF POLICIES

Each student is expected to be fully acquainted with all published University policies, copies of which are available to each student for review online, in the Student Development Office, or in the Library. The University will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provision of those laws is subject to disciplinary

action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus which may have an adverse effect on the University or the educational process.

## RESPONSIBILITIES OF STUDENTS

### 2.01 CONDUCT REQUIRED

Each student shall conduct himself in a manner consistent with the University's mission as an educational institution. Any student who fails to conduct himself in such manner violates this code and a disciplinary penalty may be imposed.

### 2.02 CONDUCT PROHIBITED

Specific examples of conduct which violates section 2.01 above include, but are not limited to, the following and include any attempt to commit the following:

- a. Commission of an act which would constitute an offense under appropriate federal, state or local criminal statute.
- b. Violation of any published University policy.
- c. Failure to comply with the directives of a University official acting in the performance of his duties. This includes the failure to respond to an official summons to the office of an administrative officer within the designated time or failure to present identification upon request of any university official.
- d. Furnishing false information to the University and/or giving false testimony or other evidence at a University disciplinary or other administrative proceeding.
- e. Issuance of a check without sufficient funds or otherwise failing to meet financial obligations to the University.
- f. Unauthorized throwing of any object in or from University facilities.
- g. Misuse, abuse or unauthorized use of fire extinguishers or other safety equipment on University property.
- h. Engaging in conduct that interferes with or disrupts any University teaching, research, administrative, disciplinary, public service, any other authorized activity or the peace and welfare of any person, whether on or off the campus (See Appendix B for disruptive activities).
- i. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.
- j. Possession of or making use of University keys for an unauthorized purpose.
- k. Engaging in hazing which includes but is not limited to an initiation by an organization utilizing any dangerous, harmful, or degrading act towards a student (See Appendix A).
- l. Violation of the published University policies on the possession and use of alcoholic beverages (See Appendix C).
- m. Gambling in any form on University property.
- n. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance, as well as any drug paraphernalia, especially on University property or at University activities.
- o. Possession or use of any firearms, ammunition, or weapon on University property to include hunting/fishing knives; carrying knives with blades exceeding three inches is also prohibited.
- p. Unauthorized possession, ignition, or detonation or any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or University property.

- q. Theft, destruction, damage, or misuse of property belonging to or the responsibility of University or to any person/legal entity.
- r. Any forgery, alteration, or misuse of University documents, forms, records or identification cards.
- s. Violation of any published University policy governing student housing in University-owned facilities or the breach of a housing contract (see Appendix D).
- t. Advocating or recommending either orally or in writing the conscious and deliberate violation of any federal, state, or local law. “Advocacy” means addressing an individual or group for imminent action and steering it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.
- u. Unauthorized entry into or use of university buildings, facilities, equipment, or resources.
- v. Failing to maintain a current official mailing address in the Registrar’s office or giving a false or fictitious address.
- w. Knowingly (1) initiating, communicating, or circulating a report of a present, past or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; (2) placing a person in fear of imminent serious bodily injury; or (3) preventing or interrupting the occupation of a building, room or aircraft, automobile, or other mode of conveyance.
- x. Intentionally, knowingly, or recklessly harassing or threatening, in person, by telephone, in writing, or by other means, thereby causing or intending to cause annoyance or alarm. This includes racial, ethnic or sexual harassment.
- y. Engaging in academic dishonesty as defined and described in Section 6.07 of this code.
- z. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software or any violation of the Computer Use Policy or Residential Network Policy.
- aa. Malfeasance or misuse of elected or appointed office in a student organization.

## ADMINISTRATION OF STUDENT CODE

### 3.01 DIRECTORS

Under the direction of the Dean of Student Services (Dean/SS), the Director of Student Development shall be primarily responsible for the administration of the student conduct system. The Director of Student Housing or designee will be responsible for resolving disciplinary problems resulting from the violation of regulations within the Residence Halls and Cameron Village, according to the Code and the Student Housing Rules and Regulations (Appendix D).

### 3.02 DISCIPLINARY HEARING COMMITTEES

Each fall semester the Dean/SS shall appoint a Disciplinary Hearing Committee and a Student Housing Disciplinary Hearing Committee. Committee members shall serve for one year. The Committees will both be comprised of three faculty, three students and one staff member.

A Disciplinary Committee will hear all appeals of Administrative Dispositions and Temporary Disciplinary Actions and all matters that may result in suspension or expulsion. The Chairs of the Committees will work closely with the Dean/SS to follow appropriate procedures for the hearing (Section 5).

### 3.03 TEMPORARY DISCIPLINARY ACTION

- a. **When Appropriate.** In the event the President or the Dean/SS has reasonable cause to believe that a student poses (1) a danger to the safety of the student, other persons, or University property; or is (2) an ongoing threat of disrupting the academic process, the Dean/SS or the President may impose any of the disciplinary penalties provided in section 3.05, pending a hearing before the appropriate Disciplinary Committee. If the Director of Student Development or the Director of Student Housing has reasonable cause to believe that a student poses (1) a danger to the safety of the student, other persons, or University property; or is (2) an ongoing threat of disrupting the academic process, the Director may temporarily impose disciplinary penalties provided in section 3.05, with the exception of suspension and expulsion, pending a hearing before the appropriate Disciplinary Committee.
- b. **Notice of Temporary Action.** Upon the decision to impose disciplinary action, the student shall be notified by the most expeditious means available.
- c. **Hearing.** When temporary disciplinary action is taken, the Director shall immediately initiate the hearing procedures provided in the Code, and a hearing before the appropriate Disciplinary Hearing Committee shall be held no later than ten class days after the temporary disciplinary action was taken.

### 3.04 ADMINISTRATIVE INVESTIGATION OF ALLEGED CODE VIOLATIONS

- a. **Investigation**
  1. **Allegation.** After a code violation is alleged, information is sent by the reporting party to the appropriate hearing officer, the Director of Student Development or Director of Student Housing.
  2. **Preliminary Inquiry.** The appropriate hearing officer conducts a timely preliminary inquiry into the alleged violation to determine whether the complaint warrants further investigation.
  3. **Notice of Investigation and Administrative Review.** If the Director determines that the complaint warrants further investigation, he shall send notice to the student that a complete investigation will occur and request the student's attendance at a meeting to discuss the alleged code violations. This meeting shall occur as soon as possible, but no earlier than five class days after notice is given. The student may agree to a more expedient meeting.
  4. **Administrative Review.** The Director may discuss, consult and advise with the parties involved and they shall attend such meetings as summoned. On the student's appearance before the Director of Student Development, the Director shall give the student an opportunity to relate or explain any facts bearing on the alleged violation. The Director will conduct additional investigation as needed in order to make an administrative disposition.
- b. **Administrative Disposition.** After a fair and impartial assessment of all of the information collected during the investigation, the Director shall make a determination of whether a published University policy was violated. The Director shall indicate his decision, including disciplinary action, if any, in writing as soon as reasonably practical but no later than five class days after completion of the administrative review.
- c. **Appeal of Administrative Disposition.** The student has five class days after the notification of the administrative disposition in which to file a written appeal to the Dean/SS. Please refer to Section 4 - Appeals & Review.

## 3.05 DISCIPLINARY PENALTIES

- a. **Nature of Penalties.** The following penalties comprise the range of official University actions which may be taken when a student engages in prohibited conduct. Those penalties are not exclusive and may be imposed together with other penalties.
1. **Warning:** A verbal or written notice to the student that a violation of a published University policy has occurred and that the continuation of such conduct or actions could result in further disciplinary action.
  2. **Restricted privileges:** Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, dining privileges, visitation privileges, or participation in athletics or other extracurricular activities. The restriction may be imposed only for a definite term.
  3. **Special project:** The requirement that the student complete a special project, which may be, but is not limited to, writing an essay, attending special classes or lectures, or visiting a counseling center. The special project may be imposed only for a definite term.
  4. **Restitution:** Paying for physical or property damage, losses, or misappropriation, either monetarily or by the performance of specific duties.
  5. **Housing probation:** An indication that the student is not in good standing in Student Housing. In the event of a subsequent violation, sanctions may be more severe, up to and including cancellation of student housing contract.
  5. **Cancellation of student housing contract** with or without a refund.
  6. **Fines:** In addition to or in lieu of other sanctions, the hearing body may impose fines in accordance with the following maximums: Administrative Disposition-\$150.00; Disciplinary Hearing Committee-\$150.00. Should the Disciplinary Hearing Committee or appropriate administrative official determine a fine would result in an unreasonable hardship on the student, a work program can be imposed in lieu of a fine. The in lieu work program shall be jointly approved by the hearing body and the Dean/SS or designee.
  7. **Disciplinary probation:** An indication that the student is not in good standing and that his continued enrollment is conditioned upon adherence to published University policies. Probation may be imposed only for a definite term but automatically restricts the following privileges:
    - a. A student on disciplinary probation or harsher disciplinary sanction is ineligible to hold or be elected to an office of any student organization recognized by the University;
    - b. A student on disciplinary probation or harsher disciplinary sanction may not represent the University in any special honorary role, (e.g., debate tournament, athletic competition, etc.)
    - c. If a specific question is asked whether the student has been involved in any discipline situations, there is no alternative but to give an accurate answer to the question. (This situation automatically exists for items 7-13).
  8. **Withholding an official transcript or degree.**
  9. **Prohibition against readmission.**
  10. **Denial or non-recognition of a degree.**
  11. **Loss of or ineligibility for a student grant or loan.**
  12. **Suspension:** Separation from the University for a definite term, during which the student shall not be permitted to attend classes or participate in any University activity.

13. **Expulsion:** Termination of student status for an indefinite period. The conditions for readmission, if any, shall be stated in the order of expulsion. When an offense is so severe that the University will not allow the student to re-enroll, the student will be expelled. Expulsion is not a permanent separation, but neither is a definite time set when return is expected.
- b. **Recording of Penalties.** Disciplinary records will be maintained in the Office of Student Development. Housing disciplinary records will be maintained in the the Office of Student Housing. Penalties of suspension and expulsion shall be maintained permanently in the Office of Student Development and are subject to review if a written request is made to the Dean of Student Services.
- c. **Finality of Penalties.** Disciplinary action becomes final:
  1. In the event of an Administrative Disposition, upon acceptance by the student of the Director's decision. Disciplinary action may be imposed immediately following the Administrative Disposition, pending the outcome of an appeal.
  2. In the event of an appeal, upon notice to the student of the Committee's Final Disposition.
  3. In the event of a hearing in cases where suspension or expulsion may be sought, upon notice to the student of the decision of the Disciplinary Hearing Committee, and when the time in which to file a notice of appeal to the President of the University has expired.

## APPEALS AND REVIEW

### 4.01 REQUESTING APPEAL

- a. **Written Appeal Request.** A student wishing to appeal the Director's decision under Section 3.04b must file a signed, written notice of the appeal request with appropriate rationale with the Dean/SS no later than 5 p.m. five class days after notice of the Director's decision is mailed to the student.
- b. **The grounds for appeal should be:**
  1. Insufficient evidence to support the decision.
  2. The sanction imposed was too harsh.
  3. An error that significantly prejudiced the rights of the defendant.
  4. Significant new information discovered after the hearing and presented within 30 days.
- c. **Time.** The Dean/SS will notify the appropriate Hearing Committee Chair of the written appeal request. The Committee Chair will schedule a hearing no later than ten (10) class days after the appeal request, unless there are extenuating circumstances (such circumstances are to be shared with the student.) If disciplinary action is involved prior to appeal, the student may request a more expedient hearing.
- d. **Notice.** The Chair of the Committee will notify the student in writing of the time, date and place of the appeal Hearing with other required information. See Section 5 for detailed hearing procedures.

## HEARING PROCEDURES

The following procedures are applicable to any hearing before a Disciplinary Committee. A Disciplinary Committee will hear all appeals of Administrative Dispositions and Temporary Disciplinary Actions, and all matters that may result in suspension or expulsion.

## 5.01 PRE-HEARING PROCEDURES

- a. **Notice.** Upon initiation of the hearing process, as described in Sections 3.03c, 3.04a5. and 3.04c, the appropriate Disciplinary Committee will provide written notice to all parties:
1. **Time of Hearing:** Notice shall state the date, time and location of the hearing. A Disciplinary Committee Hearing shall be held no later than ten class days after the required written notice to the student. Every effort will be made to accommodate a student's request for a more immediate hearing.
  2. **Summary of Allegations:** Notice shall include a short and plain statement of the University policies alleged to have been violated, the factual background of the matter, and the basis for the Disciplinary Committee Hearing (i.e. student appeal of Administrative Disposition, expulsion hearing, etc.).
  3. **Service of Notice:** Service shall be by hand delivery or by certified mail, return receipt requested, to the student at the student's permanent or local address (as appropriate) on file in the Office of the Registrar. When the above steps have been taken, return receipt, whether signed or not, shall be deemed sufficient evidence that the student has been properly served and it shall be presumed that the student has received and read the notice.
- b. **Disclosures.** At least two (2) class days before the hearing, all parties shall make the following disclosures to the Committee, in writing. The Chair of the Committee will provide copies of the disclosures to all parties.
1. Whether any legal counsel or advisor will attend the hearing with a party.
  2. Names of all witnesses each party intends to call to testify during the hearing, including a brief summary of each witness's expected testimony.
  3. Copies of all documents and/or exhibits the parties intend to introduce during the hearing. NOTE: The Committee may, in its discretion, allow introduction of evidence not previously disclosed, in accordance with Section 5.03(b)(2)(e).
- c. **Pre-Hearing Meeting.** At the discretion of the Committee Chair, a pre-hearing meeting may be convened to present objections to documents or witnesses or clarify the charges, responses, or procedures to be used during the hearing.

## 5.02 HEARING REGULATIONS

- a. **General Decorum.** The Chair shall exercise control over the hearing to insure fairness and a professional atmosphere. Any person who disrupts a hearing or who fails to adhere to the established procedure or rulings of the Chair may be disciplined, including without limitation exclusion of witnesses or evidence.
- b. **Advisors.** Parties are entitled to have parents, legal guardians, and/or a legal advisor present during the hearing.
- c. **Confidentiality.** Hearings and matters discussed therein are confidential and should be closed to the public.
- d. **Evidence.** Formal judicial procedures are not required, and formal rules of evidence do not apply. The Committee Chair makes final rulings on all objections to evidence and the admissibility of evidence and testimony. Evidence will be admitted if the Chair determines that it is the sort of information reasonable people would rely upon in the conduct of their affairs.
1. All parties should have reasonable opportunity to respond, present relevant information, question witnesses, and present argument.
  2. A party may conduct cross-examinations required for a full and true disclosure of facts. When the Committee Chair determines that a hearing will be expedited

and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form. In case of an expulsion hearing, affidavits should not be permitted in lieu of live testimony unless agreed to by the opposing party or unless the Committee Chair determines that the parties' interests will not be prejudiced.

3. **Information from Non-Parties.** At the request of either party, the University shall instruct a University student or employee to appear as a witness. The University may require the witness to attend the hearing or to furnish documents or other physical evidence requested by the party.
4. **Transcript.** A record of the proceeding will be made, by electronic recording or through use of an official court reporter. Audio or written transcripts of the recording shall be provided by the Committee at the request any party, at the expense of the requesting party.
5. **Record.** The record in a proceeding shall include all evidence and testimony received or considered by the Committee at the hearing, any objections to evidence and the Committee's rulings, and all other information or data considered by the Committee, provided all parties have had access to such evidence.

### 3.03 HEARING PROCEDURES

#### a. General Rules

1. A hearing may be postponed at the discretion of the Committee Chair for good cause upon written request being filed with the Committee Chair at least 24 hours before the hearing.
2. The student or any pertinent party, may challenge the impartiality of a Hearing Committee member at any time prior to the hearing. The Committee Chair shall be the sole judge as to whether the specific individual can serve with fairness and objectivity. In the event the member is disqualified, a substitute will be chosen by the Dean/SS. A majority of the committee must be present for an appeals hearing.
3. During the hearing, only the Committee members, the student and the advisor, the student's parents or legal guardians, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. **All persons present at the hearing shall treat the matters discussed therein as confidential information not to be disclosed to others.**
4. The student may not be compelled to testify against himself, and the hearing officer and appropriate committee shall presume the student innocent of the charges until the Committee is satisfied, by a preponderance of the evidence, that a violation has occurred.
5. The hearing will occur regardless of the student's attendance, based on the information and evidence available.

#### b. Hearing Process

1. **Opening Remarks.** If desired the parties may briefly outline their cases before the presentation of evidence. The Committee should use discretion when determining the proper evidentiary value of information presented during Opening Remarks.
2. **Presentation of Evidence.**
  - a. The University will usually present its case first, followed by the student.
  - b. Each party is allowed an opportunity to cross-examine witnesses presented by the other party.
  - c. Further questioning of the witnesses by the parties is at the discretion of the Committee Chair.

- d. The Committee members may ask questions of the witnesses at any time, at the discretion of the Chair.
  - e. After each party has presented its case, upon request of either party the Committee, at its discretion, may permit introduction of additional evidence to clarify or rebut evidence presented during the course of the hearing.
3. **Closing Remarks.** At the Committee's discretion, the parties may make brief summary statements.

#### 5.04 POST HEARING PROCESS

##### a. **Committee Decisions.**

1. For appeal hearings, Committee Decisions shall be provided to all parties, in writing, within five class days of the hearing date.
2. For suspension and expulsion hearings, the Committee shall provide its written Decision to the President, who shall review the official record of the hearing and, in writing, either approve, reject or modify the Decision, or remand the matter back to the Hearing Committee for further hearing or consideration. Unless remanded, the action of the President, in conjunction with the approved or modified Decision, shall be Disposition of the matter.

a. The Final Disposition of an expulsion matter shall be subject to rehearing, reopening, or reconsideration by the President. Any application or request for such rehearing shall be made by an aggrieved party within ten class days from the date of the notice of Final Disposition. The grounds for such request may be:

- i. Newly discovered or newly available evidence, relevant to the issues;
- ii. Need for additional evidence adequately to develop the facts essential to proper decision;
- iii. Probable error committed by the Committee in the proceeding or in its decision, which would form a reasonable independent basis for reversal of the decision;
- iv. Need for further consideration of the issues and the evidence in the public interest;
- v. A showing that issues not previously considered ought to be examined in order to properly dispose of the matter;
- vi. Fraud practiced by the prevailing party or procurement of the Decision by perjured testimony or fictitious evidence.

b. Any rehearing, reopening or reconsideration by the President shall be confined to those grounds upon which the rehearing was ordered.

3. Each party shall be provided, either personally or by certified mail, a copy of the Final Disposition.

b. **Discretionary Review.** The Dean/SS, the President, and the Board of Regents may, on their initiative, review any disciplinary case. Upon such review they may approve, reject, or modify the decision or the penalties imposed, or may remand the matter to the Hearing Committee for presentation of additional evidence and reconsideration of the decision.

## ACADEMIC REGULATIONS

### Student Complaints Against Faculty Members

This university encourages students to meet with their instructor to attempt to resolve any issues and concerns. However, if a concern cannot be directly resolved with the faculty mem-

ber, students may pursue a complaint by progressing through the administrative channels by contacting the instructor's department chair, school dean, and the Vice President for Academic Affairs. This procedure, in addition to directly contacting the President of the university, may also be followed by students who have a complaint regarding an instructor's English proficiency as required by Sections 3224 and 3225 of Title 70 of the Oklahoma Statutes.

#### 6.01 SCHOLASTIC REQUIREMENTS FOR CONTINUING ENROLLMENT

a. Enrollment in Good Standing. A student who meets the University's retention standards is eligible for continuing enrollment.

1. Retention Standards. The following standards relating to retention of students pursuing study in an undergraduate program apply at all institutions in the Oklahoma State Systems of Higher Education. For continued enrollment at Cameron University, a student must have earned a cumulative grade point average as indicated below:

0 - 30 semester hours	1.70
Over 30 semester hours	2.00

Any student not maintaining satisfactory progress toward his/her study objective as indicated above will be placed on Academic Probation. To continue as a student, student must attain a semester grade point average (GPA) of 2.0 or meet the minimum retention standards required above. If a student does not make a 2.0 GPA for each subsequent semester after being placed on probation, he/she will be academically suspended. For information regarding suspension and academic appeals contact the Admissions Office. For information regarding suspension, if classified as a senior, contact the Registrar's Office.

b. Any student who achieves unconditional admission to the Graduate School but has a cumulative grade point average of less than 3.00 for graduate courses completed at Cameron after the completion of fifteen (15) graduate hours at Cameron will be placed on academic probation. Failure to achieve a 3.00 grade point average during any semester or summer term may result in dismissal from graduate school. The Office of the Dean of Graduate Studies will notify the student of the probationary or dismissal status. The Graduate Council serves as an appellate body for such decisions.

#### 6.02 ACADEMIC NOTICE

Freshman students, 30 or fewer credit hours, with a cumulative GPA of 1.70 to less than 2.00 will be placed on academic notice. Academic notice is not recorded on the transcript.

#### 6.03 ACADEMIC PROBATION

A student will be placed on academic probation if s/he fails to attain the grade point average noted in 6.01a. Scholastic probation is recorded on the transcript. (For Graduate School requirements refer to 6.01b.)

#### 6.04 ACADEMIC SUSPENSION

A student will be suspended if after one semester of academic probation he does not attain a minimum grade point average of 2.00 for the semester, or his cumulative grade point average (not to include activity or performance courses) does not meet the retention standards stated above. Suspension is recorded on the transcript.

#### 6.05 READMISSION AFTER SUSPENSION

The student who has been suspended from the University because of poor grades will be eligible to apply for readmission after one full semester. (A summer term is not a full semester.)

If a student is suspended twice from Cameron he/she is no longer eligible to attend Cameron University. Graduate students must receive permission from the Coordinator of Graduate Studies.

#### 6.06 ACADEMIC FORGIVENESS/REPRIEVE/Renewal POLICIES

Contact the Registrar's Office for the academic forgiveness, reprieve, and renewal policies.

#### 6.07 ACADEMIC OFFENSES

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of academic dishonesty, including, but not limited to the following, will be subject to disciplinary action:

- a. Cheating on an examination or the preparation of academic work. Cheating may include, but is not limited to:
  1. Copying from another student's test paper, laboratory report, other report, or computed files, data, listings, and/or programs;
  2. Using during a test, materials not authorized by the professor or instructor;
  3. Collaborating with another person without authorization during an examination or in preparing academic work;
  4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing in whole or in part, the contents of an unadministered examination;
  5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination or preparing academic work; or
  6. Bribing another person to obtain an unadministered examination or information about an unadministered examination;
  7. Attempting to bribe any faculty/staff or student to alter a grade.
- b. Plagiarizing: To plagiarize is to "pass off ideas or words of another's as one's own created production without crediting the source; to present as new and original an idea or product derived from an existing source." (Webster) Plagiarism applies to anything produced by a student to be graded in a course (i.e., papers, posters, term papers, books and all forms of reports, take home exams, essays, journals, diaries, oral presentations, etc.
- c. Any forgery, alteration, or misuse of academic documents, forms or records.

#### 6.08 PENALTIES FOR ACADEMIC DISHONESTY

In addition to the penalties specified in section 3.05 of this code, a student who is found guilty of an act of academic dishonesty may be subject to one or more of the following sanctions:

- a. The student may be required to perform additional academic work/project not required of other students in the course;
- b. The student may be required to withdraw from the course with a grade of "W" or "F"; or
- c. The student's grade in the course or on the examination or other academic work affected by the dishonesty may be reduced to any extent, including a reduction to failure.

#### 6.09 PROCEDURES IN CASES OF ACADEMIC DISHONESTY

- a. **Initiation of Action.** When any member of the faculty is of the opinion that a student in a course taught by him or taking an examination given or supervised by him or performing other academic work under his supervision has committed an act of academic dishonesty, he shall have the option of 1) summoning the student verbally or in writing to

a private conference, which constitutes a hearing or 2) to refer the matter to the Director of Student Development.

- b. **Faculty Disposition.** If, after presenting the student with evidence of academic dishonesty and allowing the student an opportunity to respond, the faculty member is convinced that an act of academic dishonesty did in fact occur, he shall advise the student of such fact and the penalty to be imposed under section 6.08 above. The student shall indicate either written acceptance or non-acceptance of the penalty.
- c. **Appeal of Faculty or Director of Student Development's Disposition.** The student may appeal to the Disciplinary Hearing Committee. A request for an appeal hearing must be made in writing to the Dean of Student Services within five (5) consecutive calendar days following notification of the faculty member's or the Director of Student Development's decision. The request should include a statement of the charge and the penalty imposed. The Dean/SS will convene the Disciplinary Hearing Committee to hear the appeal. The Dean/SS will also notify the faculty member, the department chairman, the appropriate dean and the Vice President for Academic Affairs that the request to appeal has been filed by sending each of them copies of the request to appeal. The hearing will be conducted as prescribed in Section 5. The Committee is empowered to dismiss the charge if the evidence does not substantiate that academic dishonesty did in fact occur or the Committee may change the penalty to another of the alternatives prescribed in 6.08. In the event a course grade is changed by the action of the Committee, a statement issued by the Committee shall authorize the university Registrar to make the change ordered by the Committee. The Committee's decision will be reported by the Committee to the Dean of Student Services who will notify the student, the faculty member, the department chairman, the appropriate dean and the Vice President for Academic Affairs.

## TERMINATION OF FINANCIAL ASSISTANCE

### 7.01 Termination of Financial Assistance

The University policy concerning termination of financial assistance is established by the Oklahoma Higher Education Code, Section 362 which provides:

- a. Any student loan, grant, fellowship or other means of financial assistance authorized by and/or under the control of the Oklahoma State Regents for Higher Education, any operating Boards of Regents of Oklahoma Universities or Colleges, or any employee or employees of any University, college, or other institution of higher learning, whether such loan, grant, fellowship, teaching fellowship or other means of financial assistance be financed by state or federal funds, or both, may be revoked or terminated by the person or persons authorizing and/or controlling same for any of the following reasons:
  1. Unlawful participation in a riot as defined by the Penal Code;
  2. Unlawful manufacture, preparation, delivery, sale, offering for sale, barter, furnishing, giving away, possession, control, use of or administering narcotic drugs, marijuana, barbiturates or stimulants;
  3. Willful or unlawful destruction of or damage to state property;
  4. Conviction, while enrolled in such University, college or other institution of higher learning, of a crime involving conversion of property or moral turpitude. (70 O.S. 1981, Section 624).

## APPENDIX A – HAZING

The University reserves the right to take disciplinary action against individual students and/or groups who are involved in hazing activities. Such disciplinary action may be taken independently of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus.

Section 1190 of Title 21 of the Oklahoma Statutes reads as follows:

- A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
- B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, **even if the student willingly participated in such activity.**
- C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be made available to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.
- D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violated subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year of all the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
- E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.
- F. For purposes of this section:
  1. “Hazing” means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;
  2. “Endanger the physical health” shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and
  3. “Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

## APPENDIX B – DISRUPTIVE ACTIVITIES

The University reserves the right to take disciplinary action against individual students and/or groups who are involved in disruptive activities. Such disciplinary action may be taken independently of state or local prosecutorial actions and/or regardless of the outcome of such prosecutorial actions.

Persons engaging in certain disruptive activities on the University campus will be subject to prosecution.

- a. No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of Cameron University.
- b. For the purposes of this section, disruptive activity means:
  1. obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
  2. seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
  3. preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration;
  4. disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
  5. obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.
  6. activity/behavior which prevents the academic process from proceeding in an orderly fashion and which continues after the academic official has repeatedly requested the behavior of the student to cease and/or been issued a written statement to refrain from such behavior.

The following are some examples of disruptive behavior that can result in disciplinary sanctions:

  - (1) Persistent or gross acts of willful disobedience or defiance toward college personnel.
  - (2) Verbal abuse of a student or college employee.
  - (3) Disorderly, lewd, indecent or obscene conduct.
  - (4) Breach of peace on college property or at any college sponsored or supervised function.
- c. For the purposes of this section, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to use of force or violence or due to a reasonable fear that force or violence is likely to occur.
- d. Any person who is convicted the third time of violating this section shall not thereafter be eligible to attend Cameron University for a period of two years from such third sanction. Other infractions or disruptive activities will be reviewed by the Director of Student Development for appropriate action.
- e. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the state of Oklahoma.

## APPENDIX C – USE OF ALCOHOL & CONTROLLED SUBSTANCES

**ON CAMPUS:** At no time will alcohol be served at student functions on campus. Alcohol and controlled substances are strictly prohibited on university property. Strong disciplinary measures will be taken against those persons in possession of or who have consumed alcohol or a controlled substance on campus. **Persons who are determined to be under the influence of alcohol or a controlled substance will be referred to the Director of Student Development for disciplinary action and/or may be subject to immediate arrest.**

**OFF CAMPUS:** Recognized student organizations must receive prior approval of the Director of Student Development for sponsoring off-campus events where alcohol is to be served. The Director may impose reasonable restrictions on any recognized student organization whether on or off campus. Recognized student organizations must abide by all local, state and federal laws with regard to the use of alcoholic beverages and will comply with directives of the Director of Student Development, including those stated in this handbook and the current Student Organizations Handbook.

## APPENDIX D – STUDENT HOUSING RULES & REGULATIONS

1. Students are required to participate in regularly scheduled fire drills. When fire bells sound (whether a drill or not), or when severe weather alerts occur, students are expected to take appropriate action immediately as well as follow any special instructions issued by the Student Housing staff or Office of Public Safety. These procedures are discussed at the floor meetings.
2. Sales solicitations are prohibited in Student Housing, except under official sponsorship of the University. Notify the Student Housing staff if you discover any solicitors in the buildings.  
Deliveries from commercial enterprises are not permitted, with the following exceptions:
  - University agencies or employees
  - U.S. Postal Service/Western Union
  - Licensed freight or express companies
  - Florists/Pharmacists/Fast Food Deliveries
  - Others, with written permission from the Director of Student Housing, which they must present to tenant before initiating each solicitation effort.
3. Vandalizing, threatening, harassing, or committing an act that is damaging to a person or property, in person, by telephone, in writing, or by other means, is strictly prohibited.
4. Athletic-type activities, roughhousing, kicking objects or walls, etc., are not permitted.
5. No pets other than fish are allowed. Fish tanks can be no larger than 10 gallons. When cleaning fish tanks, it is imperative that the tank rocks are not put in drains or toilets.
6. Fire exit signs, fire equipment, fire alarms or other safety equipment are not to be misused.
7. Possession or use of firearms, ammunition, or any type of weapon, as well as fireworks or similar items is prohibited on campus. Pellet and paintball guns are prohibited and will be confiscated if found.

8. Highly combustible materials and other dangerous chemicals, including gasoline, or gasoline engines are not allowed in any part of Student Housing. Open flames and candles or open coil appliances are also prohibited for safety reasons.
9. Unauthorized room changes are prohibited.
10. Violation of any stated policy in this publication or other Student Housing information publication will result in disciplinary action.
11. While there are no set visitation hours in Cameron Village, guests are not allowed to stay overnight in Cameron Village more than 2 consecutive nights and no more than 3 nights per month.
12. All Shepler residents must follow the following guidelines concerning visitation –
  - Opposite sex guest hours are from 1:00PM to 2:00AM, Monday through Thursday.
  - Opposite sex guest hours are 24 hours on the weekends, beginning at 1:00PM on Friday and ending at 2:00AM on Monday.
  - Same sex guests may be checked in from 8:00AM to 2:00AM, Monday through Thursday.
  - Same sex guest hours are 24 hours on weekends, beginning at 8:00AM on Fridays and ending at 2:00AM on Monday.
  - Any visitor must be escorted by the specific host at all times.
  - The resident and visitor must check-in at the North Shepler desk. Both the host and visitor must leave their ID. The host must leave their Cameron ID card, and the visitor must leave either their Cameron ID or a picture ID that includes date of birth.
  - Opposite sex guests may not use the restroom or shower facilities on the residential floors.
  - Minors are not permitted in the residence halls unless approved by the Hall Director or the Director of Student Housing at least 24 hours in advance.
  - North Shepler residents are considered guests in South Shepler, and vice versa.
13. Alcohol and illegal substances are not permitted in any area of Student Housing. No empty alcohol containers or drug paraphernalia are allowed, and if found, such containers will be considered the same as actually possessing or consuming alcohol or illegal substances.
14. Smoking and all tobacco products are not permitted in the apartments, residence halls or any other commons area of Student Housing.
15. Propping doors is a violation of fire safety code and is prohibited.
16. Residents are responsible for the actions of their guests.
17. Excessive noise is not permitted.