

# UPDATE on Contemporary Issues

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# UPDATE

## on Contemporary Issues

2007-2008

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Greetings to all Southwestern Oklahoma State University Students and Employees:

At SWOSU, we educate, share and learn together. The U.S. Congress and the Oklahoma State Legislature have passed laws requiring universities to provide students and employees with detailed information about a number of issues which affect all of us. The intent of this document and that law is to insure that you have complete information about the extent of the issue, the risks involved, the legal standards adopted and the offices and/or agencies which may offer assistance. We have also included other policies for informational purposes which affect release of information or sanctions which may impact students while they are enrolled on campus.

In order to comply with some of the requirements of these laws, we have prepared the *Update on Contemporary Issues*. The detail we must include on these issues makes for heavy reading, but these are important matters for all of us. We are affected in one way or another, whether we are community members, victims or family members of a victim. Although the laws which require us to provide notice to you are quite different, these separate issues often come together creating difficulties for all.

We hope that you will take the time to read through this publication, learn more about these issues and join others in an effort to make a positive difference in our campus community.

Warm regards,

Cindy Dougherty

Dean of Students

580-774-3767

Cell 580-302-3655

David Misak

Director of Human Resources

580-774-3275

*Southwestern is firmly committed to a policy of equal opportunity for students and employees and will administer its policies and conduct its practices in a manner which treats each individual on the basis of merit, experience and other valid criteria without regard to color, religion, gender, national origin, disability, age or veteran status. Equal opportunity is to be a part of the fabric from which all University decisions at Southwestern are made.*

*Southwestern Oklahoma State University, in compliance with Title VII of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, The Americans with Disabilities Act of 1990, and other applicable Federal laws and regulations, does not discriminate on the basis of color, national origin, gender, age, religion, disability or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions, recruitment, employment, advancement, financial assistance and educational services.*

## IMPORTANT TELEPHONE NUMBERS

### Campus Resources

General Information.....	772-6611
SWOSU Public Safety.....	774-3111
Counseling Services.....	774-3776
Health Services.....	774-3776
Dean of Students/Director of Student Activities.....	774-3767
Information Hotline.....	774-3225
Student Career Services.....	774-3233
Sayre General Information.....	928-5533
Sayre Police.....	928-2122

### Community Resources

Weatherford Police.....	772-7791 or (911)
Weatherford Regional Hospital.....	772-5551
Sayre Memorial Hospital.....	928-5541
Red Rock West.....	323-6021
Action Associates.....	323-0838
Custer County Health Department.....	772-6417

## **Programs that offer Education on Alcohol Use, Abuse and Assistance**

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

1. Alcohol Awareness Days focus on fostering responsible drinking behavior. Various programs bring awareness concerning the disadvantages of alcohol and drug use and promote the avoidance of all drugs.
2. Alcohol 101+ is an interactive CD-ROM program designed to improve students' knowledge, attitudes, and skills relating to issues associated with abusive drinking behaviors. Poster displays focus on the disadvantages of drug use and promotes the avoidance of all drugs. The program is presented in all Freshman Orientation classes.
3. All currently enrolled students are mailed a federally mandated written copy of the SWOSU Drug-Free Schools and Drug-Free Workplace Policies and the Student Code of Conduct annually.
3. Red River Transit provides transportation assistance to students from the community of Weatherford. It enables students to travel safely to and from various locations on campus and in the city.

The abuse of alcohol and other drugs is an issue of concern in the University. Alcohol is our most widely used and abused drug and is a major concern. Its abuse contributes to many problems including sexual and other assaults (particularly date rape), group conflicts and disturbances, injuries and vandalism, academic problems and a great deal of personal pain.

## **Policy on Drug-Free Workplace and Schools**

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

- Students and employees are required to abide by the terms of the Drug-Free Schools and Drug-Free Workplace Policies as a condition of enrollment and/or employment.
- Illegal manufacture, distribution, possession or use of illegal drugs on University property is strictly prohibited.
- A violation of this policy is to be considered a major offense which can result in immediate expulsion for students, termination of employment or require satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an individual for violation of this policy.
- Employees are required to notify his or her supervisors of a criminal conviction for drug-related offenses occurring in the workplace no later than five days following the conviction. Students are required to notify the Dean of Students of such a conviction on University property within the same time frame.
- Students and employees are provided access to assistance programs designed to assist in counseling them about the dangers of drug abuse. Voluntary participation or supervisory referrals to these services are on a confidential basis.

- Students and employees are forbidden from performing sensitive safety functions while a prohibited drug is in his or her system.
- Drug testing is mandated for sensitive safety positions prior to employment when there is reasonable cause, after an accident, on a random basis, before returning to duty and after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653).
- Students desiring information regarding counseling services that are provided by the University at no cost should contact Counseling Services at (580) 774-3776.
- Employees desiring information regarding counseling services that are provided by the University should contact the Human Resources Office at extension 3275 and/or the Counseling Services.

### **Health Risks**

Alcohol and other drug use represent serious threats to health and the quality of life. More than 32,000 people die each year from drug related accidents or health problems. With many drugs, it is probable that users will develop psychological and physical dependence. The following provides the general categories and effects for selected drugs:

#### **Alcohol**

Short-term effects 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 tremors and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

#### **Amphetamines/Stimulants**

(Speed, uppers, crank, caffeine, etc.) Speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to stroke or heart failure.

#### **Barbiturates/Depressants**

(Downers, Qualudes, Valium, etc.) Slow down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsion, 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 which control 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 the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

## **Narcotics**

(Smack, horse, Demerol, Percodan, etc.) Initially produces 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.

## **Counseling and Rehabilitation**

Southwestern provides access to the University's Employee Assistance Program. The numbers found below may be used by those needing help.

Any questions regarding the rules, regulations and policies set by the Drug Free Workplace Act or the Drug Free Schools Act should be directed to the Human Resources Office, Administration-101, (580) 774-3275.

## **HOTLLINE NUMBERS FOR HELP OR ADVICE**

National Alcohol & Drug Abuse Hotline ..... (800) 234-0420

National Institute on Drug Abuse ..... (800) 662-HELP

SWOSU Human Resources Office ..... (580) 774-3275

SWOSU Counseling Services..... (580) 774-3776

SWOSU Health Services ..... (580) 774-3776

## **Policy on Campus Security**

### **Reporting Crimes and Emergencies on Campus**

Reports of criminal actions or other emergencies occurring on the SWOSU campus should be made to the campus Department of Public Safety (DPS) at (580) 774-3111 who will respond in accordance with established law enforcement procedures. Victims of serious crimes may request support personnel such as ministers and counselors during and after reporting. Students who witness to or are victims of crimes and wish to remain anonymous may complete the Silent Witness form found on the DPS website at <http://www.swosu.edu/safety/campus-police/witness.asp>

### **Security of Facilities and Access to Residences**

Security is provided in the maintenance of the University's facilities through a number of mechanisms, including limitations on hours of operation, policies on keys, restricting access to those not bearing appropriate identification as University staff or students, and the provision of adequate lighting. Security precautions are on file in respective offices for the various types of facilities at SWOSU. A guide for living in residence halls is given to each student residing in the halls.

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

### **Security Procedures and Practices**

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

### **Programs Related to Security Procedures and Practices**

SWOSU provides information to students and employees about campus security procedures and practices via the website @ [http://www.swosu.edu/administration/safety/safety/emergency\\_guide.asp](http://www.swosu.edu/administration/safety/safety/emergency_guide.asp) . SWOSU also encourages them to be responsible for their own security and the security of others and informs them about the prevention of crime through regular programs and literature distribution.

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

Freshman Orientation offers written material to incoming freshman students focusing on acquaintance rape, student safety on campus and building safety.

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

### **Cooperation with Area Police Agencies**

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

## **Policy on Hazing**

### **Notice to Students**

The following is an excerpt of an amendment to 21 O.S. 1981, Section 852. If you have any questions regarding this law, call the Office of Student Services at (580) 774-3767.

#### **SECTION 3. Related LAW**

A section of law has been codified in the Oklahoma Statutes as Section 1190 of Title 21, 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 participates in such activity.

**C.** A copy of the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given 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 or private school or the institution of higher education.

**D.** Any organization sanctioned or authorized by the governing board of a public or private school or institution of higher education in this state which violates 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) and the forfeit for a period of not less than one (1) year all of 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 purpose of this section:

**1. “Hazing”** means an activity which recklessly or intentionally endangers the mental health or physical 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 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 beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes, non-intoxicating 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.

**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.

SECTION 4. This act shall become effective July 1, 1990.

SECTION 5. It being immediately necessary for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, by reason whereof this act shall take effect and be in full force from and after its passage and approval.

## Policy and Programs on Harassment

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

*Sexual harassment occurs when:*

- A.** submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing.
- B.** submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
- C.** such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating hostile or offensive working/academic environment.

Anyone who feels victimized by this behavior should notify their immediate supervisor and/or the Affirmative Action Officer in the Human Resources Office, Administration-101 or call (580) 774-3275 with specific written information concerning the matter.

Upon such notification the Affirmative Action Officer shall begin an investigation within two working days; said investigation shall be concluded and recommendation for actions made to the President or his designee within a timely manner. The President or his designee shall take action on the recommendation within three working days.

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

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

At every step of the procedure, confidentiality will be maintained to the extent possible to protect the individuals involved. Only individuals with a qualified "right-to-know" shall be informed of events. Employees or students failing to restrict confidential information or who knowingly provided false information will be subject to disciplinary action.

### Sexual Harassment

It can be as subtle as a look or as blatant as rape. It can occur within or beyond the classroom and workplace. Although women are most often victims, both men and women can be sexually harassed. Verbal harassment may include jokes or humor about men and/or women, sex or sexual orientation. Sexual harassment will often occur in situations where one person has power over another, but it may also occur among peers.

# **Policy on Sexual Assault**

## **Sexual Misconduct**

SWOSU will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. This includes, but is not limited to, rape (including “date” or “acquaintance” rape), sexual assault or sexual harassment. In instances where there is reason to believe that SWOSU’s policies prohibiting sexual misconduct have been violated, the University will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as the University’s student conduct system. If the University has reason to believe that sexual misconduct has occurred, the University’s sanctions may include warnings, probation, restrictions, suspension or expulsion.

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

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

## **Procedure for Reporting Sexual Assaults**

In the event of a sexual assault, the victim is encouraged to report the crime to the campus Department of Public Safety (DPS), (580) 774-3111, if the act occurred on campus or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve the evidence of a sexual assault which may be necessary to the proof of the crime (i.e., do not take a shower).

Prosecution of the perpetrator is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of a crime. Students may also report the incident to the staff within the Residence Halls, the Office of Student Services or other University staff who will in turn inform the Dean of Students. Victims are also encouraged to report the crime to the Office of the Dean of Students in order to pursue disciplinary action through the Student Code of Conduct system. Students may request that campus personnel assist them in the reporting of the crime of sexual assault. False reporting of a crime is a misdemeanor and will be treated seriously.

## **Disciplinary Procedures in Alleged Cases of Sexual Misconduct**

Students who wish to file a student misconduct report should contact the Office of the Dean of Students, Stafford-214. If the matter cannot be resolved by the Dean of Students in an informal manner acceptable to the person bringing the complaint, it will be the option of the complainant to pursue the formal process. In the event that the complaining person wishes to file a formal grievance against another student accused of sexual misconduct, the President will appoint a committee, designated as the Committee on Student Conduct, to hear the case. This committee will be comprised of faculty and students in the same manner as outlined in the Student Code of Conduct policy. Should the complaining student name a faculty or other employee of the institution as the alleged perpetrator, the established University policy for grievance as found in the University Staff Handbook shall be followed. To initiate this action, contact the Office of Human Resources.

**A.** The complainant shall be permitted to have a person or persons of his or her choosing accompany him or her throughout the disciplinary hearing.

**B.** The complainant shall be permitted to be present during the disciplinary hearing (except during the deliberations of the panel).

C. The complainant shall have the right to be informed of the outcome of the formal hearing upon its conclusion by the panel.

D. The person alleged to have engaged in sexual misconduct shall also be afforded all of the rights set forth in this section.

E. If the sanctions against the alleged perpetrator include expulsion or suspension, the perpetrator may appeal the committee decision to the Associate Provost within five (5) working days of the issuance of the decision.

### **Sexual Assault**

One in six University women experiences sexual assault or attempted sexual assault during her college years. It is also estimated that one out of every six males is sexually assaulted before 18 years of age according to NASPA.

Although some sexual assaults are committed by strangers, the majority are perpetrated by someone the victim knows. The assailant may be a significant other, a friend, a teacher, an employer or a relative.

### **Education**

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

Medical treatment is available through local physicians or at the Southwestern Memorial Hospital where evidence may be collected to preserve the option of prosecution if the victim so chooses. Students are encouraged to see the University nurse who will make an appropriate referral to area physicians, Red Rock West Community Counseling and Mental Health Services, Inc., Great Plains Resource Center or Custer County Health Department. The Office of Counseling Services will provide initial counseling and referral to those students requesting assistance.

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

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

### **Policy on Use of Tobacco**

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

## **Policy on Four-Year Degree Plan**

SWOSU offers many educational programs resulting in BS/BA degrees designed to be completed in four years. The “SWOSU Four-Year Degree Plan” is designed as an agreement between the first-time freshman and the University specifying the conditions that must be met for progression toward completion of a BS/BA degree in four years. During the first semester of the freshman year, the student and his/her adviser will design the student’s tentative “SWOSU Four-Year Degree Plan.” The students are encouraged to make an appointment each semester with the adviser to review the plan and evaluate progress.

## **Policy on Academic Forgiveness**

The Oklahoma State Regents for Higher Education’s grading policy for state colleges and universities includes two academic forgiveness provisions. The repeated courses policy and the academic reprieve policy may help a student overcome low academic standing by establishing a retention and graduation grade-point average in addition to the cumulative grade-point average. Although the academic transcript will continue to be a full and accurate reflection of the student’s academic performance, the academic forgiveness provision will be reflected in such matters as how the retention and grade-point average is calculated. If you are currently enrolled and believe the academic forgiveness provisions will assist you in meeting academic goals, please contact the Office of the Registrar for application forms and additional information.

## **Policy on Withdrawal Charges**

Any student who totally withdraws from university enrollment during the defined add/drop period shall be charged an administrative amount of 15% of the total tuition and fees assessed to that student, **excluding** non-resident tuition. After the drop/add period, the charge shall be 100% of the total tuition and fees assessed to the student, **including** non-resident tuition.

Total withdrawals from the university are completed in the Office of the Registrar.

## **Policy on Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), (commonly called the Buckley-Pell Amendment), affords students certain rights with respect to their education records and personal information. They are:

- 1.** The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2.** The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures or personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SWOSU to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

***Family Policy Compliance Office***

***U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605***

SWOSU may include information in a student's education records concerning disciplinary action taken against the student for conduct which posed a significant risk to the safety or well-being of that student, other students or other members of the school community.

SWOSU is not required to notify parents or eligible students before complying with certain subpoenas, i.e. Federal grand jury subpoenas which the court has ordered that the school not disclose the existence or contents of the subpoena to the parent or student. However, if SWOSU initiates legal action against a parent or eligible student, SWOSU must make a reasonable effort to notify in advance the parent or student of its intent to disclose the information from education records in a court of law.

If a third party re-discloses personally identifiable student information in violation of FERPA, SWOSU shall be prohibited from permitting access to education records to that third party for a period of not less than five years. Persons filing complaints with the Department of Education must be a parent or eligible student affected by an alleged violation.

## **Types of Records**

SWOSU provides the following list of educational records maintained and the title of the individual(s) in custody of those records:

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

## **Directory Information**

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

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

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

## **Policy on Americans with Disabilities Act (ADA) / Section 504**

The Americans with Disabilities Act (ADA) requires the provision of “reasonable accommodations” to those qualified individuals with disabilities by providing equal, nondiscriminatory program access in the academic setting. Although it is the student's responsibility to self-identify their disability, it is recommended that a statement be included in the course syllabi regarding the need to self-identify. A sample statement follows: “If any member of the class feels that s/he has a disability and is in need of special academic accommodations, the instructor will work with you and Student Services in order to provide reasonable accommodations. This will help ensure that you have an equal opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at some point before, during or immediately after the first scheduled class period.”

Students with verified disabilities are entitled to reasonable accommodations in order to complete educational goals while attending Southwestern. It is necessary to meet with the Dean of Students, ADA compliance officer, to discuss accommodations and to complete the necessary paperwork. With your permission, the Dean of Students will notify faculty of your specific requests. If special physical accommodations will be required, notify the Dean of Students, Stafford -214, or (580) 774-3767, upon admission to the University. For Residence Hall accommodation, contact (580) 774-3024. For information regarding the ADA/504 grievance procedure, refer to the student handbook or the website.

Employees and applicants with verified disabilities are entitled to reasonable accommodations. Individuals who need additional information on this matter should contact the Director of Human Resources, Administration-101, (580) 774-3275.

## **Policy on Asbestos**

Southwestern periodically notifies employees of the presence of asbestos and asbestos containing material (ACM) at our worksite. The University has completed an extensive asbestos removal process that has

removed asbestos from most areas used by students and employees. However, the University does have buildings with ACM in various locations.

Southwestern has an approved Operations and Maintenance Plan designed to maintain the ACM areas where employees work. This Plan also provides guidelines for responding to emergency situations. The University conducts routine inspections in order to maintain the integrity of the ACM areas. Additionally, the University provides training for all maintenance and custodial workers concerning asbestos. Any employee who desires additional information regarding this matter should contact Tom Willis, Safety Specialist at (580) 774-3103.

## Safe Campus

SWOSU is one of the safest four-year universities in the state of Oklahoma, according to publishers of Crime at College.

### Crime Statistics

*The following data represents campus crime reported statistics for the Weatherford and Sayre campuses for the past two years:*

<b>Reported Crime</b>	<b>2006-2007</b>	<b>2005-2006</b>	<b>2004-2005</b>
Arson	0	1	0
Manslaughter	0	0	0
Murder	0	0	0
Rape	2	0	0
Robbery	0	0	0
Aggravated assault	2	2	1
Burglary	18	27	17
Motor vehicle theft	3	3	1
Larceny	20	35	24
Liquor law violations	51	49	20
Drug abuse violation	5	6	2
Weapons possessions	0	3	0
Hate crimes	0	0	0

## Policy on Title IV Aid

Student financial aid recipients who completely withdraw before the 60% point in a semester will be billed for all money required to be returned to the federal government due to the Return of Title IV Aid policy. The billing amount will be equal to 40% or more of the total tuition and fee charges for the semester, plus a proportion of any grant aid received. The formula for aid return is available in the Office of Student Financial Services.

## Graduation Rates

### **Fall 2000 New Freshmen** *(Includes Only Entering Freshmen Who Started Full-time)*

The federal legislation, Student Right-to-Know, requires that graduation rates for new freshmen entering an institution as full-time students and graduating within 1.5 times the normal time for their program be disclosed. The most current graduation data statistics are those students graduating by summer 2006, who were first time entering freshmen. The Graduation Completion Rates for fall 1999 and 2000 New Freshman is:

Graduation Completion Rate	2000	1999
SWOSU All Students	38.8	36.7
SWOSU All Athletes	42.6	32.6

## **Voter Registration**

Voter registration forms are available during election years in the vicinity of the Business Office located on the first floor of the Administration Building. Students are encouraged to complete the form in order to vote. Students may also complete the forms in their home community and request absentee ballots be sent in order to vote in the upcoming elections. Students may also find voter registration forms in the office of the Dean of Students (Stafford 214).

## **Policy on Satisfactory Academic Progress**

The financial aid satisfactory academic progress policy now requires all applicants maintain a 66% pass rate in all classes attempted. Also the maximum number of credit hours allowed to receive aid for a degree pursuit is now 186 for first bachelor's degree, 48 for first master's degree, 66 for second master's and 295 for the pharmacy doctorate program.

## **The ABCs of Student Life for SWOSU Faculty and Staff**

### **A. ADA**

Americans with Disabilities Act: Any student with a disability can initiate "reasonable accommodations" by meeting with the Dean of Students in Stafford 214 or by calling ext. 3767. All ADA questions related to students should also be addressed to the Dean.

### **B. Behavior Issues**

Can always be confidentially referred/reported to the Dean of Students. Faculty members will receive a report from the Dean on each referral.

### **C. Counseling**

Of all types is available through the Counseling Services at ext. 3776, located in the Wellness Center 146.

### **D. Drugs**

In the form of medication are legally distributed through the Office of the Nurse Practitioner at the Wellness Center 158, ext. 3776.

### **E. Email**

To the entire student body is sent through the Office of Public Relations Admin. 205, ext. 3063.

## **F. Family Educational Rights and Privacy Act (FERPA)**

Is the students' right to privacy as law. No faculty or staff member should share any student information with any non-university employee. All such requests should be referred to the Dean of Students. This includes external inquiries from parents, potential employers, et. all. Information shared between university employees is on a "need to know basis."

## **G. Gender Issues**

Fill our days in the offices of the Dean of Students, Counseling, the Nurse Practitioner, and others. We care for students dealing with restraining and protective orders, battling HIV/Aids, working through heterosexual, gay, lesbian, bisexual issues, and dealing with transgender issues. As such, referrals to any of these three offices are appropriate.

## **H. Harassment**

Is not tolerated at SWOSU. We are a zero tolerance environment. Any student harassment issues, whether the student is the victim or the perpetrator, should be confidentially reported to the Dean of Students.

## **I. Intercampus Activities**

Any recognized organization or department can partner with Collegiate Activities Board (C.A.B.) to present campus wide events by calling the CAB director at ext. 7153 or stopping by Stafford 214.

## **J. Judicial Officers**

At SWOSU include the Dean of Students for the campuses and for housing issues the Director of Residence Life, at Neff 103, ext. 3024.

## **K. Klubs and Organizations**

92 exist on the SWOSU campus. Lists of them, their sponsors, and officers are available in the Office of the Dean of Students and Director of Student Activities, Stafford 214.

## **L. Learning (as in Service Learning)**

a.) is great for the student, SWOSU, and the community

b.) is part of our accreditation standards (see criterion 5) and can be facilitated through the Office of the Dean of Students

c.) can get you published

## **M. Medical Excuses From Class**

DO NOT EXIST, but, Health Services often does notify the Dean of Students and the Dean notifies the relevant faculty members. It is up to the faculty, whether or not an absence is excused.

## **N. New Student Orientation/Freshman Orientation Program**

Is run by the Enrollment Management Department and available to all of SWOSU new students.

## **O. Open and Affirming Environment**

Is what we all create campus wide without discrimination of any kind.

## **P. Policies**

By which students must live at SWOSU are found online under Administration, click on the Dean of Students then to a.) Student Handbook or b.) Code of Conduct or c.) Contemporary Issues

## **Q. Questions**

Just ask – we are all here to help. All Student Life phone numbers are listed under “Z.”

## **R. Registrar**

This office handles all veterans benefits, international student affairs, degree checks, and much more in Admin. 108 or at ext. 3777.

## **S. Suicide**

If suspected or threatened should be reported to the Dean of Students or Chief of Campus Safety or Nurse Practitioner or Director of Counseling. We will all be involved in crisis management mode, so whomever you find first will help.

## **T. Testing**

For all ADA students, is available to all faculty members through the Office of the Dean of Students. Call ahead please. Forms are available on the Dean’s page of the SWOSU web site.

## **U. Unresolved Student Complaints**

Against faculty are first referred by the Dean of Students back to that faculty member. If not resolved there with faculty and student, they then go to the department chair, then to Dean of the College, then to Associate Provost, then to Provost.

## **V. Vans**

Provide transportation (with SWOSU on the side) for student, staff, and faculty related activities Contact the Physical Plant at ext. 3788. They also manage all maintenance issues.

## **W. Wellness**

Is that for which we strive. The Wellness Center is a big part of this and staff can be reached at ext. 3047.

## **X. Xeroxing**

Can be done by all students free of charge at the SGA Center. It is located at the corner of College and Broadway. SGA can be reached at 774- 0615 (you must dial the 774.)

## Y. Yearly Events

Coordinated through the Office of Dean of Students include: Alcohol Awareness Week, Black History Week, Bulldog Blitz, Cinco de Mayo Week, Constitution Days, Dawg Days, Different Abilities Week, Haunted Parker Hall, Homecoming, International Student Awareness Week and Bazaar, Martin Luther King Power Breakfast, Native American History Week, SWOSUpalooza, and Women's Her-story Week. Feel free to volunteer early for the one with which you wish to help.

## Z. Zany Behavior

Happens with each and every student at some point. Thank you for dealing with them. If you want help from Student Life professionals, we can be reached at:

<b>Student Lifers</b>	<b>Here to Help...</b>
<b>Office/Director</b>	<b>Extension</b>
Admissions	3782
Assessment/Testing	3084
Associate Provost	7172
Bursar	3018
Campus Safety	3111
Dean of Students	3767
Dean of Students--cell phone	302-3655
Financial Aid	3022
Food Services	3166
New Student Orientation	3233
Nurse Practitioner	3776
Physical Plant	3100
Registrar	3777
Residence Life	3024
Wellness Center	3187