

Student Responsibility Policies



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Instructional & Promotional Release

As a student of NEO you will not be compensated for any recorded media (i.e. audio, video, photographs, or written text) in which you may appear, to be used in the classroom for the purpose of instruction and for use in promotional materials.

Computer/Internet Usage Policy

Persons who make use of Northeastern Oklahoma A&M College's electronic communications facilities are warned that they may unwillingly come across, or be the recipient of, material that they find offensive. However, if you choose to use NEO's computers and electronic communication facilities and services, you bear the primary responsibility for the material you access, send, or display.

You will forfeit your privilege to use NEO's computers and electronic communication facilities and services if you do not demonstrate good taste and sensitivity to others in your communications and/or if you do not adhere to NEO policies regarding computer usage. In addition, if you violate applicable federal or state laws, you will be required to cease those activities and will be subject to suspension and/or revocation of your privileges, disciplinary action and legal remedies.

Examples of inappropriate/illegal conduct include, but are not limited to:

1. Using electronic mail to libel, harass or threaten others;
2. Using NEO facilities for unlawful or malicious activities or for proprietary purposes;
3. Using abusive or harassing language;
4. Misrepresenting oneself or NEO;
5. Sending chain letters or overly broad mass mailings or postings;
6. Activities that could cause congestion and disruption of networks and systems;
7. Activities that embarrass, denigrate or libel an individual or organization;
8. Activities that imply NEO endorsement of any commercial products;
9. Viewing sexual or erotic images which are obscene or which could create the existence of sexually hostile educational or working environment.

NEO A&M Student Email Responsibility

All communication from the Financial Aid, Business, and Admission/Registrar's Offices will be accomplished through your NEO email account. Northeastern A&M College provides an email address for you while you are a student at NEO. You can access this account through the NEO website www.neo.edu by clicking on the student email link. It is your responsibility to regularly check your NEO email account. Internet access is available in the Educational Technology Center (LA 213) and the Learning Resource Center/Library (LA 2nd floor computer lab). See attached instruction sheet for more details.

Tobacco-Free Policy

In order to provide for a healthier environment, encourage healthier lifestyle choices and protect visitors to state property, Governor Mary Fallin signed Executive Order number 2012-1 prohibiting the use of tobacco products on state property and Executive Order number 2013-43 prohibiting the use of e-cigarettes and other vapor products on all state property.

For NEO to be in compliance with Governor Fallin's Executive Orders the use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, other tobacco products and electronic cigarettes/vaping device or any other product packaged for smoking or the simulation of smoking) is prohibited throughout all indoor and outdoor areas of property owned, leased or contracted by NEO or in state vehicles used for NEO college business.

To view the complete policy go to the online Student Handbook:

<http://www.neo.edu/student-handbook/current-student-handbook.pdf>

Sexual Assault Prevention Training Requirement

Northeastern Oklahoma A&M College takes acts of sexual violence and sexual harassment very seriously. In an effort to comply with the Violence Against Women Act and the Office of Civil Rights federal guidelines, all students are required to complete online training on sexual violence prevention. At the beginning of the first semester that you enroll you will receive an email that provides login instructions.

Emergency Alert System

Sign up to receive a text/voice mail message if campus becomes unsafe...

After the shooting tragedy at Virginia Tech in April of 2007, NEO administrators began putting their heads together to think of ways to make our campus even safer. One great tool that many colleges have begun to implement is an emergency alert system. By signing up for this system, you will be sent a text and/or a voicemail if our campus ever became unsafe. Campus administrators will determine when or if such messages need to be sent out. The process to register takes only 3-5 minutes.

HOW TO REGISTER FOR EMERGENCY ALERT SYSTEM:

Approximately 2 weeks after the beginning of the semester you will be sent an email with instructions and a link to register for our campus alert system. If you have questions or difficulty with this process, please contact the NEO Help Desk, (918)540-6253 or neohelpdesk@neo.edu.

Student Right-to-Know and Campus Security Act of 1990

Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, or Clery Act, provides students and family, as higher education consumers, with the information they need to make informed decisions. Statistics reporting is required by the United States Department of Education and the Federal Bureau of Investigation. For further information and to view NEO's campus crime statistics go to <http://www.neo.edu/consumerinformation>

Annual Security and Fire Safety Reporting

This data collection is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act. The crime statistics represent alleged criminal offenses reported to NEO Campus Police Department/or through local law enforcement agencies. Therefore, the data collected do not necessarily reflect prosecutions or convictions for crimes. Because some statistics are provided by non-police authorities, the data are not directly comparable to data from the FBI's Uniform Crime Reporting System which only collects statistics from police authorities. The fire statistics are reported only on-campus student housing facility or facilities, and the fire statistics are for the NEO Miami, Oklahoma campus only. <http://www.neo.edu/annual-security-and-fire-safety-reporting>

Vaccination Compliance

Oklahoma state law requires verification of hepatitis B and MMR (measles, mumps, and rubella) vaccinations for all students and meningococcal vaccination for students residing in campus housing. Please go to <https://www.cdc.gov/vaccines/parents/diseases/hepb.html> and <https://www.cdc.gov/vaccines/vpd/mmr/public/> or call 1-800-232-2522 to obtain information concerning hepatitis B & MMR.

NEO A&M College – Drug & Alcohol Policy

PURPOSE

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

POLICY

As set forth in local, state, and federal laws, and the rules and regulations of the College, Northeastern Oklahoma A&M College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of Northeastern Oklahoma A&M College activities.

INTERNAL SANCTIONS

Any student or employee of the College alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program.

Any disciplinary action shall be taken in accordance with application policies of the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

EXTERNAL SANCTIONS

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

HEALTH RISKS

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

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

Amphetamines/Stimulants – (speed, uppers, crank, caffeine, etc.) speed up the nervous system and 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 a stroke or heart failure.

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

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

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

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

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

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

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

DRUG/ALCOHOL COUNSELING AND REHABILITATION PROGRAMS

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

National Institution on Drug Abuse 1-800-662-HELP
Information and Referral line
(M-F, 8:30am – 4:30pm)

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

National Drug Hotline 1-800-662-HELP

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054 (Alcohol, drug crisis, intervention, mental health referral)

NEO Drug and Alcohol Policy:

<http://www.neo.edu/wp-content/uploads/2018/03/Drug-free-Workplace-policy.pdf>

GoldKey Activation

After you were admitted to NEO, you should have received an “Eligible to Activate” email with GoldKey activation instructions. If you have not already activated GoldKey, follow these directions: copy and paste goldkey.neo.edu into your web browser, then click on the “NEO Account Activation”.



NEO Goldkey Account Services

NEO Goldkey Account Services Access

New Users:

Click the NEO Goldkey Account Services Activation icon below to activate your account.

NEO Account Activation

Current Users:

Enter your Login address and password to continue:

Email address:

Password:

[Reset password](#)

You will need the unique PIN provided from the “Eligible to Activate” email. If you have already set up your GoldKey account, but need to retrieve your Banner PIN, follow the instructions listed below:

1. www.neo.edu
2. Scroll down to the bottom of the page
3. Click “GoldKey”
4. Login to GoldKey using your @neo.edu email address and password.
5. Once completely logged in, click “Receive Banner PIN” located in the menu list on the left side of the webpage.

myNEO

The myNEO Student Portal can be used to:

- Check and accept your financial aid
- Make payments
- Update addresses and phone numbers
- View unofficial transcripts
- Request official transcripts
- Review midterm and final grades
- Check account status (including holds)
- Register for classes
- View student class schedule

To access the myNEO Student Portal:

1. Type my.neo.edu or click **myNEO**, located at the top of the www.neo.edu homepage



Gold Key - Sign In Service

Login Address:

Password:

[Login](#)

[Forgot password?](#)
[Need Help?](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

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2. Login with your GoldKey Email and Password.

Canvas – Online Learning

NEO A&M College uses Canvas as its learning management system (LMS). If you are currently enrolled in an “online” course, Canvas is what delivers this course to you via the internet.

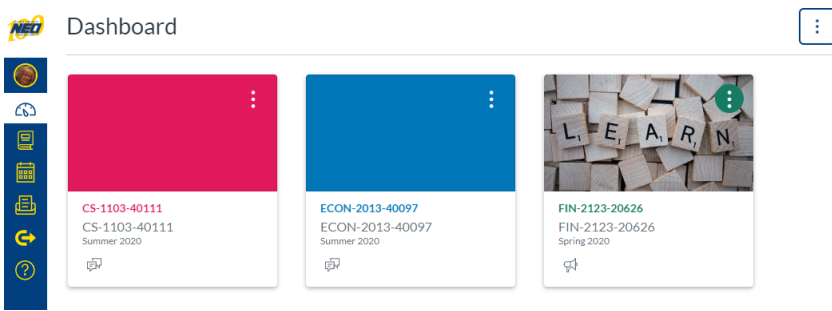
Canvas requires three things to work:

1. Active GoldKey account
2. Internet access
3. Enrollment in a class at NEO

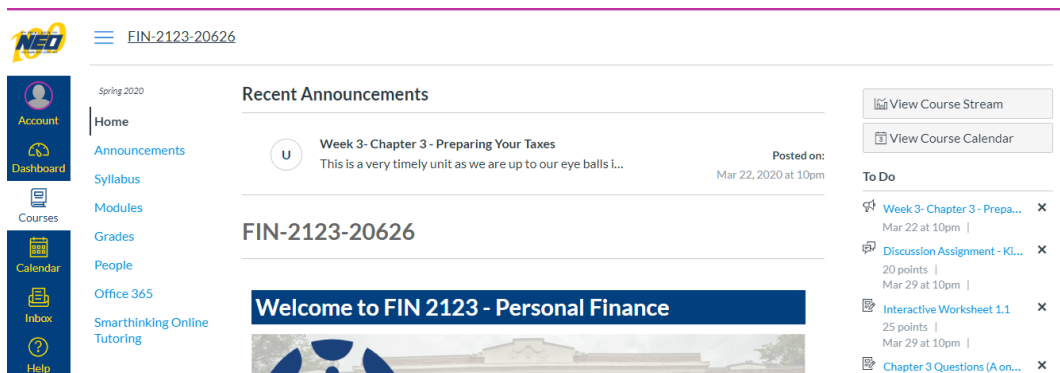
To access Canvas, go to <https://neo.instructure.com/> or you may login to my.neo.edu and click the Canvas icon.

NOTE: Do NOT use Internet Explorer to access Canvas.

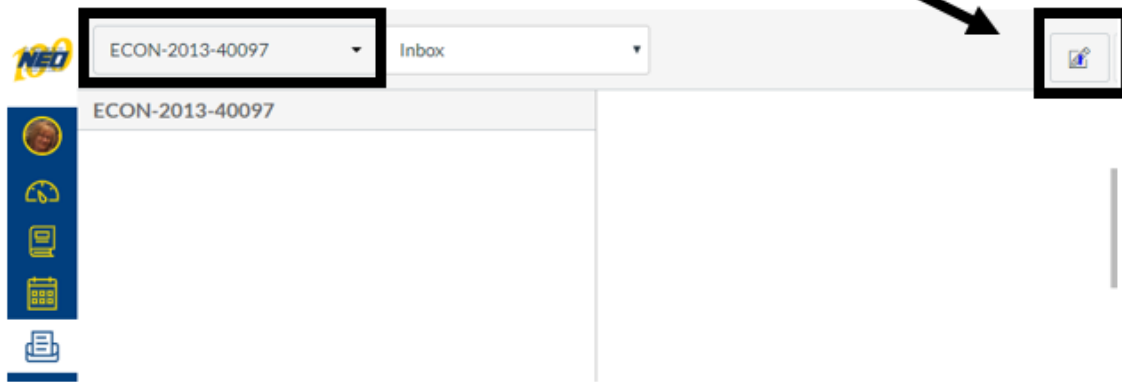
Use your GoldKey credentials to login to Canvas. Once logged in, your personal Canvas Dashboard will display. A list of all courses you are currently enrolled in will display on the homepage. Please note that this list will include every course you are enrolled in at NEO, not just your “online” courses. If you click one of the courses from this list, it will bring you to the course home page.



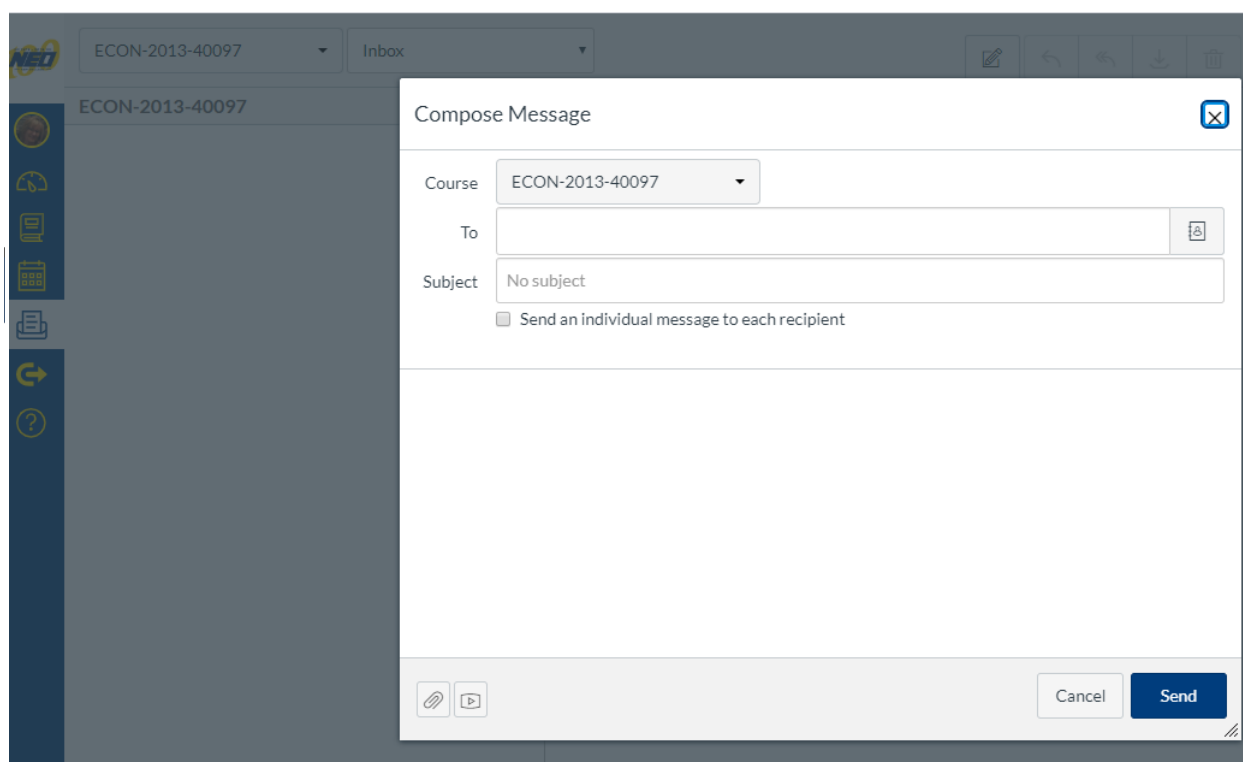
Once you are on the course home page, links will display on the left side of the page under the “Home” heading. You will see announcements, syllabus, modules, grades, people, Office 365 and Smarthinking.



To email an instructor from Canvas, select “Inbox” icon on the far left of your screen, then use the dropdown menu to select your class. Finally, select the “compose message” icon on the far right of your screen.



When the “Compose Message” dialog box appears, select your instructor’s name for the “To” field, include a “Subject” relevant to the message, type your message in the large dialog box, then “send”.



In addition to “online” courses, Canvas is often used as a supplemental component to a traditional “face-to-face” course. What that means to you is that your instructor can offer you additional resources to be successful within the course. Those resources could include links to websites, course Syllabus, custom content created by the instructor, assignments, quizzes or simply a means of viewing your scores and overall course grade.

It is critical to maintain communication with your instructor in the event of an issue. If you need help, contact the IT Help Desk at 918.540.6253 or stop by the IT Help Desk, located on the 2nd floor in the Library Administration Building.

Federal Educational Rights and Privacy Act (FERPA) Policy

The Federal Education Rights and Privacy Act of 1974 (the Buckley Amendment) affords current students certain rights with respect to their education records. These rights include:

- The right to inspect and review education records maintained by Northeastern Oklahoma A&M College. Schools are not required to provide copies of records unless it is impossible for students to review the records in person. School may charge a fee for copies.
- The right to request corrections to records they believe to be inaccurate or misleading. If NEO chooses not to correct the record the student can request a formal hearing. If the record is still not changed, the student has the right to place a statement of record about the contested information.
- Northeastern Oklahoma A&M College must have written permission from the student to release any information from a student's education record not considered to be "directory" information with the exception of release to:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
 - The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Any such complaint would be submitted to Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Directory Information

The following is considered "directory" information by Northeastern Oklahoma A&M College and may be disclosed, without consent:

- Name of student
- Local address and zip code
- Local telephone number
- Email address
- Major field of study
- Educational level (freshman or sophomore)
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degree awarded
- Honors and awards received
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Personal statistics for members of athletic teams (height and weight)
- Photographs

Information adapted from the US Department of Education Federal Educational Rights and Privacy Act Guidelines for colleges and universities. www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Request to Keep Directory Information Confidential

Students may request that the school not disclose directory information. This request must be submitted in writing to the Admissions/Registrar's Office by completing the form located at: <http://www.neo.edu/admissions/ferpa/>. A copy of the signed form can be returned via email to neoadmission@neo.edu.

Release of records to any third party including a parent or spouse requires a written release including specific records to be released that is signed by the student. The completed, signed release must be on record in the Admissions/Registrar's Office before any information is released to the third party.

Pursuant to 34 CFR § 99.36 Northeastern Oklahoma A&M College may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The Solomon Amendment to FERPA requires Northeastern Oklahoma A&M College provide directory-type information on students at least 17 years of age who are registered for at least one credit, upon request from representatives of the Department of Defense, for military recruiting purposes.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state- supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FERPA FAQ

What are my rights under FERPA?

Students have four primary rights under FERPA. You have the right to:

- 1) Inspect and review your education records;
- 2) Exercise some control over the disclosure of information from your education records
- 3) Seek to amend your education records
- 4) File a complaint to with the US Department of Education

When do my FERPA rights begin?

FERPA covers enrolled students. Northeastern Oklahoma A&M College considers students enrolled on the first day of the FIRST term when they begin taking classes. At this point, your admission records also become covered by FERPA.

What are "Education Records"?

Education records are records that are maintained by NEO as part of the educational process. They do not include alumni records, records made by the campus police, or records made for employment, medical, or counseling purposes.

Who can access my confidential education records without my permission?

NEO school officials may access your education records only where there is a demonstrated "legitimate educational interest". This includes faculty, administrative, clerical, and professional employees of the College.

What is "Directory Information"?

Directory Information is information that would not generally be considered harmful or an invasion of a student's privacy if disclosed. We have defined the following items as Directory Information:

Name of student	Local Address & Zip Code	Local Telephone Number
Email Address	Major Field of Study	Educational Level (freshman or sophomore)
Dates of Attendance	Enrollment status	Degree Awarded
Honors/Awards	Photographs	
Most recent educational institution attended		
Participation in officially recognized activities and sports		
Personal statistics for members of athletic teams (height and weight)		

What's the Solomon Amendment and how does it affect me? The Solomon Amendment to FERPA requires institutions to provide directory-type information on students at least 17 years of age who are registered for at least one credit, upon request from representatives of the Department of Defense, for military recruiting purposes.

What if I don't want my information released?

You can limit release of some or all of the above Directory Information by completing the request to keep directory information confidential. This will remain in effect until you submit a request to change the status in writing. There may be times when, by law, NEO is required to release this information. In these circumstances we will make every effort to notify you before your records are released to enable you to block the request if desired.

Will Restricting Directory Information have any adverse effects?

Your name will not appear in the commencement program or any press releases; a prospective employer, school, or insurance company will not be able to receive degree or enrollment verification; your contact details will not be given to family members wishing to notify you of a serious illness or crisis in the family.