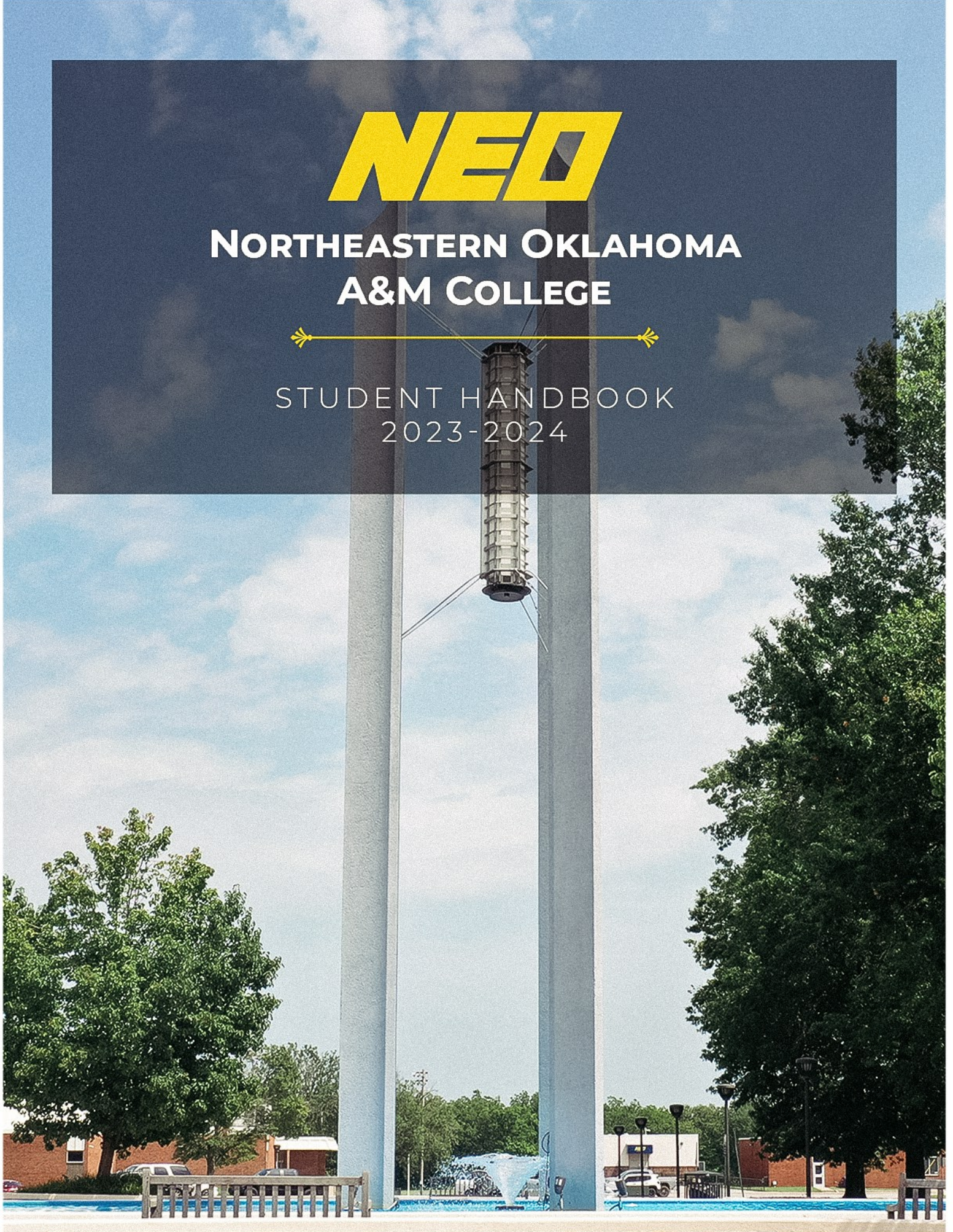




# NORTHEASTERN OKLAHOMA A&M COLLEGE



STUDENT HANDBOOK  
2023-2024







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2023-2024

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

200 I Street NE  
Miami, OK 74354  
918-542-8441

Our Mission:

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

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

## **STUDENT ACTIVITIES AND CAMPUS LIFE**

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

### **Intramural Sports**

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

### **Student Organizations**

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

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

Membership: To qualify for membership in clubs, students must be currently enrolled and must be free of probation. Membership shall not be restricted based on race, sex, creed, or national origin. Eligibility: Students who represent the college in organizations, clubs, competitive and non-competitive activities, athletics, or as officers of organizations and student body government must be passing twelve hours. These activities include but are not limited student body government, athletics, agriculture teams, cheerleading, Norse Stars, drama, band, chorus, Meistersingers, Band/Jazz Band, or any other activity. Returning NEO students and transfer students must also have completed a minimum of 12 hours the preceding semester with an earned grade point average of 1.75 or higher.

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

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

Ag Ambassadors	eSports Club	Phi Theta Kappa
Aggie Society	Honors Club	Prof Business Leaders
Baptist Collegiate Ministry	LGBTQ & Friends	Physical Therapy Asst.
Behavioral Science Club	Medical Lab Technician Club	Resident Life Council
Choir	Native American Student Assoc	Student Ambassadors
Christian Student Fellowship	NEO Nursing	Tabletop Game Club

**THE CONSTITUTION OF THE STUDENT BODY GOVERNMENT  
NORTHEASTERN OKLAHOMA A&M COLLEGE  
Miami, Oklahoma**

**(REVISED Constitution, SPRING, 2021)**

**PREAMBLE**

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

**ARTICLE I**

**(Name)**

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

**ARTICLE II**

**(Memberships)**

**Section I**

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

**Section II**

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

**Section III**

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

**Section IV**

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

**ARTICLE III**

**(Attendance)**

**Section I**

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

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

**Section II**

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

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

## **ARTICLE IV (Officers and Duties)**

### **Section I**

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

### **Section II**

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

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

### **Section III**

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

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

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

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

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

## **ARTICLE V (Elections)**

### **Section I**

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

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

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

### **Section II**

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

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

### **Section III**

All elections on campus will be held on the Wednesday of that week.

### **Section IV**

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

**Clause II.** No electioneering can take place within fifty (50) feet of the polling place on the day of the election, in the case of in-person voting.

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

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

### **Section I**

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

### **Section II**

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

### **Section III**

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

### **Section IV**

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

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

### **Section 1**

**Clause I.** According to Article VII Budget Appropriations of the constitution of the Student Body Government, the SBG will have the power to appropriate at least \$.50 per credit hour of the student activity fee for clubs and organizations.

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

**Clause III.** The Vice President for Student Affairs will solicit budget applications from student organization during the spring semester. To receive funding for an activity or event, the club/organization must submit a funding request. Funding requests must be submitted a minimum of one week prior to the next scheduled SBG general meeting so the request can be voted upon at the general meeting. Funding requests should be for events that are open to all students. The request must include a budget for the event/activity. Requests cannot exceed \$500 and each organization cannot be allotted more than \$750 in one academic year. Organizations must be in good standing to request and receive funds. These applications will be submitted to the Student Body Government

at least one week prior to a regularly schedule SBG meeting to be reviewed and voted upon at the meeting.

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

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

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

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

**Clause VIII.** Any club or organization in good standing has the right to appeal the decision of the Appropriations Committee within thirty (30) days of the date they receive the notification of the approval, disapproval or amendment of their budget appropriation application. Organizations must be in good standing to request and receive funds.

## **ARTICLE VIII**

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

#### **Section I**

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

## **ARTICLE IX**

### **(Quorum)**

#### **Section I**

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

## **ARTICLE X**

### **(Amendments)**

#### **Section I**

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

#### **Section II**

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

**BY-LAWS**  
**ARTICLE I**  
**(Regular Government Meetings)**

**Section I**

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

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

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

**ARTICLE II**  
**(Rules of Order)**

**Section I**

The rules contained in Roberts Rules of Order Revised shall govern the Student Body Government in all cases to which they are applicable.

**Section II**

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

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

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

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

**ARTICLE III**  
**(Committees)**

**Section I**

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

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

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

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

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



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

### **Section II**

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

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

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

## **ARTICLE IV**

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

#### **Section I**

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

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

#### **Section II**

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

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

**Clause III.** Review shall be as follows: (a) should a club or organization be rejected for recognized membership as a campus organization they shall be informed by the Student Body Government as to the reason(s) for its rejection; (b) said organization, or club shall have ten (10) days in which to appeal the rejection and shall have their appeal reviewed by the officers of the Student Body Government and the Office of Student Affairs; (c) should the appeal review be in favor of the applying organization, that organization may

re-apply for recognition following the normal application procedures. Re-application must be within fifteen (15) days of notification of the review board's decision.

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

### **Section I**

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

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

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

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

## ***Student Resources and Services***

### **Academic Support**

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

**Tutoring Center** (located in the Success Center)

Tutors are available to assist with math skills from basic math through college algebra, and with writing skills. Hours are posted in the tutoring center. Students may receive additional tutoring assistance through an online service, available 24 hours per day within your courses in Canvas

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

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

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

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

### **Athletic Facilities**

Robertson field is home to the Golden Norseman football team and men's and women's soccer. Thomas Field hosts the Golden Norseman baseball team located just north of the Iverson Field, the home of the Lady Norse Softball team. The Golden Norse and Lady Norse basketball teams play in the gymnasium and the Lady Norse Volleyball team plays in the Student Activity Center. The wrestling team also hosts its duals in the Student Activity Center.

### **Bookstore**

The NEO Bookstore is located in the Student Union and is open year-round for your educational and NEO apparel needs. The NEO Bookstore is owned and operated by Northeastern A&M College to provide textbooks and related instructional supplies. Its diverse selection of books, collegiate clothing and supplies reflects the wide variety of backgrounds and interests that make the College a world-class institution. The bookstore ~~is located in~~ is in the Bruce G. Carter Student Union and is open 7:45 am to 4:00 pm, Monday through Friday during the Fall and Spring Semesters. Summer hours are Monday through Thursday 7:15am to 4:30 pm. You will also want to check out the NEO Bookstore website to keep you up to date on textbook information. <https://bookstore.neo.edu/>

Textbooks can be purchased one week before classes begin. At the end of the Fall and Spring semester textbooks can be sold back to the bookstore or the book company conducting the book buy back.

Besides new and used textbooks, supplies and laptops, the NEO Bookstore sells clothing, backpacks, novelties, and sundries. Textbooks may be resold at the end of each semester, typically during the week of finals. ~~during a scheduled period of time.~~

~~Announcement of the time schedule for selling books will be made during the latter part of each semester.~~ NEO contracts with a used book buyer to conduct its buy-back. The purchase price of a used textbook depends on whether the book is used again at the College. Fifty percent of the list price is usually paid for books that will be used the next semester. Books no longer used by the College will be purchased based on the supply and demand of the books and their general condition.

The NEO A&M Bookstore is where you will also find all your NEO Gear. We carry several different clothing brands such as The Game and Champion to name a few. We carry infant to adult sizes; you are sure to find something for everyone. We also have supplies for game day, house flags and drinkware. Stop in and check it out.

### **Business Office**

The Business Office maintains financial records for all student accounts and is the point of payment for all educational expenses. This office also processes refunds, all aspects of payment plan, creates invoices, receives housing deposits and horse stall deposits, and issues meal plans for commuter and residence halls. Business Office windows are open from 7:45 am to 4 pm Monday through Friday in the fall and spring semester. During the summer session the windows are open from 7:15 am to 4:45 pm Monday through Thursday.

**Note:** All expenses are due and payable at the time they are incurred. Payment plans are available through our office to allow monthly payments to student accounts during the semester; payments should be completed at the end of each semester. A student is not allowed to enroll with a balance of more than \$500.

***Financial Responsibility:*** By registering for class at Northeastern Oklahoma A&M College or receiving any service from Northeastern Oklahoma A&M College you accept full responsibility to pay all charges during your academic career that may incur as a student.

### **Campus Safety and Security**

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

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

### **Distance Education**

NEO offers a variety of courses to students via distance education. NEO utilizes several methods to offer a comprehensive selection of courses every semester. These methods include, on-line courses, hybrid courses which combine on-line and face-to-face meetings, and courses taught through Zoom technology.

On-line courses are available to students anywhere access to the internet is available. NEO offers these courses via Canvas (On-line Learning Management System), making learning convenient, flexible, and user-friendly.

### **Email**

All students at NEO are issued a student email account. **All communication from the Financial Aid, Business, and Admissions/Registrar's Office will be accomplished**



**through your NEO Student Email account.** You can access the account through the NEO website [www.neo.edu](http://www.neo.edu) by clicking on the student email link or going directly to mail.neo.edu and logging in with your Goldkey credentials (NEO email and password).

### **Food Services**

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

**Meal Plan – Resident Students** – NEO utilizes a pre-payment for meal purchase. A ten (10) (only available for students residing in the suites) twelve (12) fourteen (14) or nineteen (19) meals-per-week plan is purchased through your housing contract for the academic year. Present your ID Card in the cafeteria at the time of service. Charge for the ID Card is \$15. Replacement cost is also \$15. **NOTE:** Meal plan payments for the academic year are payable in the Business Office the first of August, September, October and November.

All students residing on campus are required to purchase a meal plan. A student with dietary concerns can contact Sodexo for assistance with providing meals that meet the student's health needs or to request an exception to the meal plan policy. Exceptions to the meal plan policy have to be pre-approved by Sodexo and NEO Student Affairs.

**Non-Resident Students** – Students who reside off campus, staff, and faculty also have the option to purchase voluntary meal plans through the NEO Business Office. After purchasing a pre-paid amount at the NEO Business Office, patrons use their ID Card for access to the cafeteria. Voluntary meal plan options are available for review in the Business Office.

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

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

**Specials** – The cafeteria attempts to accommodate dietary needs in the case of illness. If a special diet is needed, a doctor's request is necessary.

**Comments/Questions** – The cafeteria staff desires to meet everyone's needs. Questions or concerns may be discussed with the Food Service Director, whose office is located in the northwest corner of the Student Union Cafeteria or call ext. 6387.

### **Dining Room Hours**

#### **Weekdays**

##### **Monday-Friday**

Breakfast 7 am to 9:30 am

Lunch 11:00 am to 1:30 pm

##### **Monday-Thursday**

Dinner 5:00 pm to 7:30 pm

##### **Saturday & Sunday**

Brunch 10:30 am – 1:30 pm

##### **Friday-Sunday**

Dinner 5:00 pm – 7:00 pm

### **The Galley**

Monday – Thursday 9:00 am to 3:30 pm

Friday 11:00 am to 2:00 pm

Saturday & Sunday - Closed

### **Health Services**

A clinic is located in Harrill Hall for the purpose of providing first-aid services. Clinic hours are from Monday – Friday 8:00 am to 12:00 pm (noon) and 1:00 pm – 5:00 pm.

If a student is unable to report to the clinic, (s)he should notify the Vice President for Student Affairs. Emergency care, if needed, will be secured. For general health questions students, staff, and faculty can send a text message to the campus nurse at 918-540-6298.

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

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

**Periodicals** – These resources help students keep up with current events and special areas of interest.

**Reference Books** – These print resources are guides to other sources of information and provide brief factual answers to many questions. These items are not available for check-out so that they are always available to students.

**Reserve Materials** – Books or other print materials that instructors require for special assignments are located at the Circulation Desk.

**Online Databases** – The Library provides 24/7 access to EBSCOhost. Contact the Circulation Desk for information on logging in.

**Computers** – These are available for students to use for word processing, spreadsheets, learning modules or internet classroom related activities. There are about 10 computers available in the Library for student use. (See NEO Computer Usage Policy)

**Internet** – Computers are located in the Library Computer Lab, near the Circulation Desk. They provide students Internet access for class assignments, email, etc. (See NEO Computer Usage Policy)

**Copy Machines** – A copier is available for student use in the Library at a cost of 10 cents per page. (Coins required.)

**Orientation** – Students may request an orientation to any or all of the services offered. Please visit the Circulation Desk for information.

**Webpage-** <http://www.neo.edu/library>

#### **Hours of operation:**

##### **Fall & Spring Semesters**

Monday – Thursday 8 am – 9 pm

Friday 8 am – 5 pm

Exceptions: closed on college designated holidays and holiday weekends

##### **Summer and Intersession**

Monday – Thursday 7:00 am – 5 pm

Closed Friday, Saturday, and Sunday

### **Lost and Found**

A lost and found is located at the Campus Police Department.

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

Do not leave your car unlocked at any time.

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

Report any theft to the Campus Police Department at once.

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

### **Post Office**

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

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

### **Resident Life**

**Residence Halls** – NEO provides housing for approximately one-third of its full-time students, each of whom must be enrolled in a minimum of 12 hours. Should a student fall below twelve (12) hours, NEO reserves the right to remove the student from a residence hall. Available residence halls include Dobson and Harrill, Rusell, Vann, Dyer, Suites and Milligan Hall. Assignments to traditional residence halls are based on gender. In January 2012, the college opened suite style housing on the southwest corner of the campus. The suites are available to male and female students. In 2017, NEO added Milligan Hall for a quad style housing option, with two roommates per room and two rooms share a bathroom between.

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

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

Room and board payments do not include vacation and break periods when housing and food service facilities are closed. Food services are closed for Thanksgiving, semester break and spring break. All students must check out of the dorms for these breaks.

The housing and food service contract is for the academic year and normally will only be broken in highly extenuating circumstances. Housing charges will not be refunded under any circumstances. Students must live in the room assigned to them. Students living off-campus are not permitted to remain overnight without permission.

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

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

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

Students must:

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

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

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

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

The College reserves the right:

- To cancel or change any assignment in the interests of the resident group or study conditions; in the enforcement of policies governing conduct and procedure; in the interests of health, sanitation, safety or reduction in occupancy during the semester; and in cases of recognized emergency;
- To enter any quarters for inspection, cleaning, repairs or for maintenance requests. This includes, but is not limited to, regular room inspections. Should prohibited items be found during these inspections, NEO reserves the right to confiscate these items until the student can remove them from campus.
- To levy and collect charges for damages to individual rooms or equipment.
- To levy and collect charges for damages to public areas, which includes hallways, lobbies, vending machines and bathrooms.
- To refuse housing to students who have been suspended from NEO or other institutions.
- The college is not responsible for personal injury or for loss or damage to personal property in residence halls by fire, theft or other causes.
- In the interest of health, safety and protection of property, possession or use of illegal drugs, inhalants, alcoholic beverages (or the possession of empty containers of such), incense, firearms, compression guns, slingshots, throwing knives, machetes, hatchets, tools, weights, explosive (including firecrackers), incendiaries, darts, cracking whips, roller blades, motor and motorbikes are prohibited in residence halls or hall areas.
- No pictures or articles may be tacked or fastened in any way that is damaging to walls, woodwork, furniture or electric light fixtures. Room lighting is not to be altered. Windows are to be kept clear of all objects. Murals, decals, etc. are prohibited.



- The possession or use of kerosene, gasoline, benzene, naphtha or any other flammable fluid is strictly prohibited. The striking of fire by students is prohibited on campus except as it is used in officially approved college programs.
- Cooking devices and cooking of food are not allowed in the residence hall rooms. Students may use the microwaves provided in the halls.
- Noise making is prohibited. Any type of unauthorized public address device is prohibited. This includes drums, manual or electronic instruments and any other noise-making objects.
- Water balloons and flooding are prohibited.
- Items such as stop signs, street signs, parking meters, milk crates (except those purchased at a retail outlet) and street barricades are not allowed in residence halls.
- To ensure quietness and privacy for all students, babysitting in the residence hall is prohibited.
- Loitering around residence hall room windows is prohibited.
- Porches and stairways are considered a part of the residence hall and these areas are considered the same as inside areas. Loitering and noise making after 11pm in these areas are prohibited.
- Nude pictures or posters are not allowed on doors, on room walls or on ceilings.

The college reserves the right to restrict student curfews.

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

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

All students and guests shall always dress appropriately and decently.

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

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

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

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

### **Services for Students with Disabilities**

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

**Accessibility** – Classroom buildings are accessible by using ramps, chairlifts or elevators. Limited housing accommodations are available for ADA needs.

**Parking Permits** – Special parking permits may be obtained through the Campus Police Department.

### **Success Center**

**(The Success Center is located on the first floor of the Library Administration Building)**

#### **Academic Advisement**

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

#### **Career Services**

The Success Center offers vocational counseling and resources intended to aid students in determining a major field of study and a career choice. The advisement center also maintains a Facebook page (@NEOSuccessCenter) that lists local job announcements for current students and alumni. The Advisor in the Student Support Services program is also available to assist eligible students. Additionally, each academic school offers a Freshmen Year Experience (FYE) class for incoming students, which engages students in career exploration activities.

#### **Counseling Services**

The Counseling Office provides services for all students and is designed to provide support and aid that will ensure a student's academic and social success. Issues discussed may include academic, vocation, social or personal problems. In addition, counselors provide information regarding occupational trends, colleges and scholarships. A number of issues are addressed through workshops, support groups and individual counseling. The NEO Counselor's Office is located on the 3<sup>rd</sup> floor of Shipley Hall Room 304.

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

Additional counseling services are available to all students, staff, and faculty through ComPsych® GuidanceResources®. Access is available to the Student Assistance Program for confidential Counseling which provides short-term counseling services and GuidanceResources® Online. The online services provide access to timely, expert information on thousands of topics. Services are available 24 hours a day, 7 days a week. Services can be access by calling 1-800-272-7255 to speak to a counseling professional or visit GuidanceResources® online at [www.guidanceresources.com](http://www.guidanceresources.com) and enter ID: NEO.

#### **Success Coaching/Retention Services**

Between the Success Center and American Indian Center for Excellence, there are three Success Coaches ready to support your educational journey. These individuals work to ensure that all students are engaging in their classes and provided with resources to achieve success. Students can choose to meet with our coaches on a regular basis or see them as needed throughout any given semester. Students placed on academic probation are required to enroll in CLS 1023 Strategies for Academic Success. This is an interactive,

seminar course that explores real life issues and is designed to provide a springboard for personal growth. Topics covered include personal management, time management, emotional intelligence, and goal setting. Additionally, at least one appointment with a Success Coach is required as part of the Strategies for Academic Success class.

### **Short-Term Loans**

Funds were left in the memory of several individuals and organizations for emergency loans to students. Students may borrow up to \$50; however, the loan must be repaid within three weeks. A \$1.00 service fee is charged per loan. These short-term loans can be accessed through the Success Center in the Library Administration Building.

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

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

Northeastern Oklahoma A&M College requires students to accurately report their criminal records on their application for admission. A review of each student who submits such information for admission will be completed. If a student is denied admission based on their criminal history, they have the right to appeal the decision. The review will be conducted by the Vice President for Student Affairs and the Vice President for Academic Affairs and make a final determination if the student will be allowed to enroll.

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

#### **Change of Schedule**

After registration, changes to a student's schedule may only be made with the permission of an academic advisor and the instructors involved. Students may not add a course after the first two weeks of the fall or spring semester. During the second week of each semester the student must have permission of the instructor to add a course. Once the second week of the semester has passed and a student drops a class, they will still owe tuition and fees for the class. The student's transcript will reflect a "W" for withdrawing from that course. After the twelfth week of the semester, a student who withdraws from a course may receive a "W" or an "F" for that course, per the instructor's discretion. Students that are not on campus do have the option to email the NEO Admissions/Registrar's office their drop request from their NEO email account. They will need to include their advisor's email in their request.

#### **PIN for Web Access**

All students can review information such as addresses, transcripts, grades, etc. on the Self-Service portal. This information can be accessed through my.neo.edu by using the GoldKey login and password. GoldKey will send an automated email to new students when the GoldKey account is ready to activate. The brief email will let the student know the GoldKey account is ready to activate, provide a link for activation, and provide their PIN. The email will go to the alternate email provided by the student on their application. Any questions should be directed to the Registrar's Office.

#### **Transcript Request**

Official or unofficial copies of a student's transcript may be obtained at the Registrar's Office. NEO provides copies of transcripts at no charge since the service is covered in semester fees. Before a transcript can be released to a student or another school, a student's signature of authorization must be on file. Students can print an unofficial copy

of their transcript at any time by logging into the Student Self-Service portal and printing the copy. eTranscripts are available for students whose first term of enrollment at NEO was Fall 1999 or after. Information regarding how to obtain an eTranscript is available on the NEO website under Transcripts. There is an additional charge for eTranscripts.

### **Withdrawal from College**

Students finding it necessary to withdraw from college at any time other than the end of the semester should officially withdraw by beginning the process at the Admissions/Registrar's Office. Students will be referred to offices The student's advisor as well as a representative from the Library, Success Center (short-term loans), Financial Aid and Business Office must sign the withdrawal form before the form is submitted to the Admissions/Registrar's office. Failure to complete the proper paperwork will result in the student receiving a grade of "F" for all classes for the semester. Students not on campus do have the option to email the NEO Admissions/Registrar's office their drop request from their NEO email account. They will need to include their advisor's email in their request. After the established drop/withdraw for each semester have passed, a student may make an appeal to drop/withdraw retroactively if their circumstances prevented them from withdrawing within the allotted time. The appeal must include the reason for the request and provide any supporting materials to verify the circumstances. The appeal will be reviewed by the Vice President for Fiscal Affairs, the Vice President of Academic Affairs, and the Registrar of the College to determine if a student will be completely withdrawn or receive a grade of "W" and be required to pay a portion of their bill. A portion of the tuition may be non-refundable to cover costs that the College has incurred for student services related to the enrollment.

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

The College will not drop you from classes unless you submit the appropriate documentation to withdraw or do so electronically by emailing the Admissions/Registrar's office from your NEO email account. If you do not officially withdraw you could be charged tuition and fees and could receive failing grades. The College does request a no-show list from each instructor that includes any student(s) that did not participate/attend their course during the add/drop period. A student could be dropped from courses if all instructors submit that the student did not attend ANY course during the add/drop period.

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

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

**Identification Cards** – All students must obtain a student ID and are required to have their picture taken during registration. The Smart Card admits students to all home



athletic contests free. If a student is unable to present a Smart Card, the student must pay the regular student admission prices. The Smart Card is also used for many other campus services and costs \$15. Students must carry a Smart Card for identification purposes at all times while on campus. Failure to do so can result in a \$25 fine. If you lose your identification card a replacement may be issued for a fee. Identification cards are issued at the Campus Police Department.

### ***Financial Aid***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Student Responsibilities**

**Student Aid Program Requirements** – Each financial aid program has specific conditions and it is the student’s responsibility to carefully study and know these

conditions. Program conditions are displayed in Financial Aid Self-Service at the time a student accepts their awards.

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

**Overaward** – If a student receives more financial aid than is needed to cover the student's educational costs, it is called an overaward. If a student receives an overaward, the student may have to repay part or all of the financial aid received. Therefore, students should include all financial resources on the aid application and notify the Office of Financial Aid of any new resources after the award has been made.

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

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

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

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

### **Financial Aid Satisfactory Academic Progress**

Federal regulations (CFR 668.34) require that a student maintain satisfactory academic progress in the course of study being pursued, according to the standards and practices of the institution in which they are enrolled in order to receive aid under the Higher Education Act. These programs at NEO A & M include the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Direct Stafford Loans, (subsidized and unsubsidized) Federal PLUS Loan, and Oklahoma Tuition Aid Grant and Oklahoma's Promise. NEO must use both a *qualitative standard* (GPA) and a *quantitative standard* (time-based). The following policies apply to all students attending NEO, ***whether or not the student has or will receive financial aid at NEO.***

#### **MINIMUM REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS**

##### **Qualitative Progress Requirement (GPA)**

- A student's cumulative Grade Point Average (GPA) will be evaluated at the end of each semester. In order to be considered making satisfactory progress, a student's cumulative GPA must be 2.0 or above on a 4.0 scale.

#### **Quantitative Progress Requirement (Pace)**

- At the end of each semester, a student must have satisfactorily completed at least two-thirds, or 67%, of all attempted hours, including transfer credits. Attempted credit hours are those courses for which any grade appears on the student's transcript, including transfer credits, remedial courses, withdrawn courses, and repeated courses.
- In order to determine a student's pace, all hours successfully completed are divided by all hours attempted, including all transfer credits, remedial courses, withdrawn courses, and repeated courses.
- Grades of F, W, AW, WF, WP, I, DEV-D, DEV-F, and DEV-I are considered hours attempted but not completed successfully for satisfactory academic progress.

#### **Maximum Time Frame**

- The maximum timeframe for which an undergraduate student may receive financial aid may not exceed 150% of the published length of their academic program, measured in credit hours, whether or not the student received any federal aid during this time frame.
- For example, if the published length of a program of study is 60 hours, the maximum number of hours the student may attempt cannot not exceed 90\* hours. This includes all transfer hours and prior learning credits that apply toward the student's current degree.
- When it becomes mathematically impossible for a student to complete their degree in the maximum time frame due to an extremely low pace and/or GPA, the student will lose eligibility for further federal student aid at that time.
- For the length of your particular program, please refer to the NEO catalog.
- *\*60 credit hours x 150% = 90 credit hours*

#### **Remedial Courses**

Remedial courses are eligible for financial aid and will count toward a student's attempted hours for the purpose of determining a student's Pace. Grades of DEV-D, DEV-F, and DEV-I are considered hours attempted, but not successfully completed and will affect the student's pace calculation.

#### **Incompletes**

Incomplete grades are considered hours attempted but not completed successfully, until the "I" is removed and changed to a valid letter grade.

#### **Repeated Courses**

Students may receive financial aid for repeating a course one (1) time. When a course is repeated, the grade given at the end of the repeated course becomes the official grade. Both grades will remain on the permanent record, but the second grade is used to compute the GPA in the calculation of a student's Satisfactory Academic Progress status. Each repetition will count towards the attempted hours; however, only the course(s) being counted in the GPA calculation will be counted in completed hours for SAP.

**Transfer Credits**

Transfer credit hours are subject to Satisfactory Academic Progress measurements. All courses from all previous schools are used in the calculation of a student's grade point average. Transfer courses that are accepted toward a student's degree at NEO will be counted as attempted hours.

**Withdrawn Courses**

Courses that a student withdraws from after the refund, or drop/add period, are considered hours attempted toward a student's pace and maximum time frame.

**Changes in Major or Degree**

When a student changes major or degrees, the 150% maximum time frame still applies to all credit hours earned at NEO that count toward the new degree, as well as all transfer credits accepted. A student is only eligible to receive financial aid for the completion of three (3) degrees or certificates at NEO.



## **CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

### **FINANCIAL AID WARNING**

The first semester a student fails to maintain satisfactory academic progress (SAP) by the end of a semester, the student automatically receives a **Financial Aid Warning** semester. A student in **Warning** status is still eligible to receive financial aid, but is notified via email that their progress must meet the minimum requirements the following semester or the student will be placed on Financial Aid Suspension.

### **FINANCIAL AID SUSPENSION**

After the **Warning** semester, if a student is still not meeting the minimum requirements for SAP, the student will be placed on Financial Aid Suspension. Students on Financial Aid Suspension are not eligible to receive any federal financial aid; including the Federal Pell Grant, Federal Direct Stafford Loan (both subsidized and unsubsidized), Federal PLUS Loan, Federal Supplemental Education Opportunity Grant (SEOG), Federal Work Study, Oklahoma Tuition Aid Grant (OTAG), and Oklahoma's Promise.

### **FINANCIAL AID APPEAL PROCESS**

- Students who have been placed on financial aid suspension may appeal the decision if there are extenuating circumstances. Extenuating circumstances include, but are not limited to illness, death in the family, and hospitalization.
- The appeal must be submitted in written form to the Office of Financial Aid. Appeal forms are available in the Office of Financial Aid and on the Forms page of the NEO Financial Aid webpage. The student's appeal will be forwarded to the Financial Aid Suspension Appeals Committee. This committee consists of the Vice President of Student Affairs, the College Registrar, and the Vice President of Fiscal Affairs. Students should provide supporting documentation with their appeal, if possible, and may be asked for more information by the committee.
- The student will be notified, in writing, of the Appeal Committee's decision. ***The decision of the committee is final and cannot be appealed.***
- If the student's appeal is approved, they will be placed either on Financial Aid Probation or on an Academic Plan, depending on the circumstances surrounding their appeal.
- A student may appeal their suspension two (2) times.

### **FINANCIAL AID PROBATION**

Students on Financial Aid Probation can receive financial aid for one (1) semester. If the student is still not making SAP at the end of the probationary semester, they will be placed on Financial Aid Suspension again.

### **ACADEMIC PLAN**

An Academic Plan is an option for some students instead of Financial Aid Probation. An Academic Plan is a plan of study that will include a minimum number of hours and term GPA that a student must complete over the course of more than one semester. If the student follows and successfully completes the Academic Plan, they will be making SAP at the end of the plan timeframe. Each student's Academic Plan will be unique and may include specific courses, or other requirements, depending on the student's situation.

### **RE-ESTABLISHING ELIGIBILITY**

If a student's financial aid appeal is denied, the student may re-establish eligibility for financial aid by successfully meeting the minimum standards for satisfactory academic progress. This can include taking classes at NEO or transferring hours from another institution.

### **Return to Title IV Policy**

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The School and/or the student must return the remaining 70%.

### **Total institutional charges (times) percent of unearned aid = Amount returned to program(s)**

- Unearned Title IV aid shall be returned to the federal programs in the following order:
  - Unsubsidized Stafford Loan
  - Subsidized Stafford Loan
  - Parent Loans (PLUS)
  - Federal Pell Grant
  - Iraq and Afghanistan Service Grant
  - Federal SEOG
- When the total amount of unearned aid is greater than the amount returned by NEO from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) in the order as follows:
  - Unsubsidized Stafford Loan\*
  - Subsidized Stafford Loan\*
  - Parent Loans (PLUS)\*
  - Federal Pell Grant\*\*
  - Iraq and Afghanistan Service Grant
  - Federal SEOG\*\*

\*Loan amounts are returned within the terms of the master promissory note.

\*\*Amounts to be returned by the student to federal grant programs will receive a 50% discount.

### **Students Enrolled in Modules**

- Student who are enrolled in classes that do not span the entire semester are considered to be enrolled in "modules".
- Students who are enrolled in modules are considered withdrawn under the following circumstances:
  - Have withdrawn from school and are not scheduled to begin another course within the payment period for more than 45 calendar days after the end of the module the student ceased attending.
  - Have not given NEO written confirmation that they will attend a future module in the same semester that begins no later than 45 calendar days after the end of the module the student ceased attending.
    - Withdrawal exemptions for student enrolled in modules.
      - Student completes all the requirements for graduation before completing the semester.
      - Student successfully completes one module that includes 49% or more of the number of days in the semester, excluding scheduled breaks of five or more consecutive days and all

days between modules. Successful completion means earning a passing grade.

- Student successfully completes at least six hours for the semester.

### **Post-Withdrawal Disbursement**

- If a student has accepted his/her federal aid and it has not been disbursed, the reason for the non-disbursal will be determined. If any of the conditions below have been met the aid will be included in the “Aid that Could Have Been Disbursed” section of the calculation to determine if a post-withdrawal disbursement is due:
  - Federal Pell Grant-ISIR received with an “official” EFC preceding the withdrawal date and the student meets all other eligibility requirements.
  - FSEOG-Aid was awarded prior to withdrawal date.
  - Direct Subsidized, Unsubsidized, and PLUS loans-Loan had originated prior to withdrawal date and Master Promissory Note was signed prior to R2T4 calculation date.
  - If the post-withdrawal disbursement calculation indicates that a post withdrawal disbursement is due from grant funds and a student has outstanding institutional charges, the funds will automatically be applied to the student’s account. If the calculation indicates that a post-withdrawal disbursement is due from loan funds the student/parent is sent a letter notifying them of the amount available. The student/parent is asked to return the letter within 14 days indicating whether they wish to receive the aid and if so, the amount. When a loan is offered, the letter contains language reminding the student of the loan obligation should they choose to receive it. If the letter is not received within 14 days but is received within the applicable late disbursement provisions outlined in 34CFR168.164 and the student/parent requests the funds, NEO will disburse the funds.
- Refunds and adjusted bills will be sent to the student's home address on file in the Office of Admissions, following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

### **Unofficial Withdrawal**

- Instructors must report a “last date of attendance” (LDA) when giving a student a failing grade in a term. The LDA as reported by a student’s instructors will be used to determine the date when a student ceased attending classes.
- Students who receive failing grades in all of their classes in a term, because of non- attendance, will be considered to have “Unofficially Withdrawn” from NEO.
- Students who are considered an “Unofficial Withdraw” will be subject to the same Return to Title IV policy as students that officially withdraw from NEO.
- **Institutional and student responsibilities in regard to the return of Title IV funds:**
  - NEO's responsibilities in regard to the return of Title IV funds include:
    - providing each student with the information given in this policy;
    - identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students:

- Returning any Title IV funds that are due the Title IV programs.
- The student's responsibilities in regard to the return of Title IF funds include:
  - becoming familiar with the Return of Title IV Policy and how complete withdrawal affects eligibility for Title IV aid;
  - Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
  - The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.
  - Any notification of a withdrawal or cancellation of classes should be in writing and addressed to the Office of Admissions.

*If you would like examples of the refund policy, contact the  
Financial Aid Office.*

### **Limitation of Student Eligibility**

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

### **Veterans Affairs**

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

**Chapter 30 (Montgomery GI Bill®<sup>1</sup>), Active Duty Educational Assistance Program** – Veterans are eligible for Chapter 30 assistance if it has not been over 10 years since their discharge, if they have unused Chapter 34 eligibility, and if they have active duty service after June 30, 1985.

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

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

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

*"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>."*

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

*“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.”*

## **Policies**

### **Academic Integrity Policy and Procedures**

An institution’s reputation and intellectual freedom depend on its uncompromising commitment to the ideal of academic integrity. Northeastern Oklahoma A&M College (hereafter referred to as NEO A&M) is committed to instilling and upholding integrity as a core value. NEO A&M is dedicated to maintaining an honest academic environment and ensuring fair resolution of alleged violations of academic integrity.

- I. All members of NEO A&M community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. Therefore, students and instructors are expected to demonstrate academic integrity.
  - A. Students are expected to:
    1. Understand and uphold the academic integrity guidelines established by NEO A&M and their instructors.
    2. Present their own work for evaluation by their instructors.
    3. Appropriately cite the words and ideas of others.
    4. Protect their work from misuse.
    5. Accept responsibility for their own actions.
    6. Trust instructors to enforce the academic integrity policy and procedures.
    7. Treat instructors with respect when violations of academic integrity are examined or appealed.
  - B. Instructors are expected to:
    1. Understand and uphold this academic integrity policy and procedures, as well as reasonable standards established within the guidelines.
    2. Clearly discuss and communicate information about academic integrity to students.



3. Conduct vigilant exam security and proctoring.
4. Give clear instructions for homework and projects.
5. Fairly and consistently evaluate students and award credit based on professionally judged academic performance.
6. Trust students to follow the academic integrity policy until sufficient information substantiates a violation, then confront the students with information about the alleged violations, follow the procedures, and report the violations.
7. Fairly evaluate the information that may indicate a student has violated academic integrity.
8. Treat students with respect while violations are examined or appealed.
9. Trust the Department Chairs, the Vice President for Academic Affairs, and any committee selected to enforce the academic integrity policy and procedures when violations are appealed.

II. Behaviors that violate the fundamental values of academic integrity may include but are not limited to:

A. Plagiarism: Presenting the written, published, or creative work of another as the student's own work. Whenever a student uses others' work, arguments, data, designs, etc., in a paper, a report, an oral presentation, or other assignment, the student must correctly cite the appropriate references or sources. The student must fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased materials. The following are examples of plagiarism:

1. Copying or paraphrasing material from an Internet or written source without proper citation.
2. Copying words and then changing them slightly, even if the source is cited.
3. Copying verbatim without using quotation marks, even if the source is cited.
4. Expressing in the student's own words someone else's ideas without the proper credit.
5. Copying another student's assignment, computer program or examination with or without permission from the author.
6. Copying another student's computer program and changing only minor items such as logic, variable names, or labels.
7. Submitting a paper obtained in full or in part from a term paper "mill" or website.

B. Unauthorized collaboration: Working on laboratory work, homework, take-home examinations, projects, or other assigned work with others

when individual work is required; excessively relying upon and borrowing the ideas and work of others in a group effort.

- C. Multiple submissions: Submitting substantial portions of the same academic work for credit to more than one class (or for the same class if the student repeats a course) without permission of the instructor.
- D. Online coursework completed by another individual: Having a person other than the student who enrolled in the course complete a portion or all of the assignments and/or evaluations in the online course or hybrid course.
- D. Cheating on examinations or assignments:
  - 1. Gathering unauthorized information before or during an examination from others; using notes, cell phones, or other unapproved aids during an examination.
  - 2. Unauthorized advance access to examinations, obtaining an advance copy of an examination without the instructor's permission or getting questions and answers from someone who took the examination earlier.
  - 3. Failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of the examination).
  - 4. Unauthorized access to an Instructor's Edition of a textbook or the solutions manual for a course and use of this information to complete examinations or assignments.
  - 5. In a course requiring computer work, copying another student's program rather than writing one's own.
  - 6. Substituting for another person or allowing another person to substitute for oneself in the taking of an examination.
- E. Fabricating information: Making up references for a bibliography, falsifying laboratory or research data, or using a false excuse for an absence or an extension on a due date.
- F. Altering or destroying the work of others: Changing or damaging computer files, papers, or other academic products that belong to others.
- G. Fraudulently altering academic records: Altering graded papers, computer materials or records, course withdrawal slips, or academic documents. This includes forging an instructor or advisor signature and altering transcripts.

- H. Assisting another person in any of the above examples of academic misconduct.
  - I. Other behaviors identified by the instructors.
- III. A student who is found responsible of an act of academic misconduct may be subject to one or more of the following sanctions:
- A. The student may receive a failing grade on the assignment or examination.
  - B. The student's grade for the course may be reduced, including a reduction to the grade of "F."
  - C. The student may be suspended from NEO A&M.
- IV. Procedures in cases of academic misconduct
- A. The instructor discovers sufficient information to substantiate an alleged violation of academic integrity. The information should support a determination that it is "more likely than not" that a violation of academic integrity occurred.
  - B. Within five school days of the discovery date, the instructor prepares an Academic Integrity Notification Form and gives the form to the student or sends the form to the student's NEO email address. A school day is defined as a regular class day during the fall or spring semester. (If a student is enrolled in a class during the summer school or intersession, a school day includes regular class days during the term.) The discovery date is defined as the date when the instructor obtains sufficient information to determine if it is "more likely than not" that a violation occurred; the instructor may take a reasonable amount of time to gather additional information before making the determination.
  - C. Once the instructor has identified an alleged violation of academic integrity, the student may not drop the course until the issue is resolved. Students who drop the course will be re-enrolled by the Registrar.
  - D. Within five school days of receiving the Academic Integrity Notification Form, the student contacts the instructor to schedule a meeting.
  - E. If the violation is the student's first violation, the meeting involves the student and the instructor and results in one of the following:

1. The instructor and the student agree that no violation of academic integrity occurred. The student will sign the Academic Integrity Resolution Form. The instructor gives a copy to the student, retains a copy, and sends a copy to the appropriate Department Chair. No further action is needed.
2. The student admits responsibility for a violation and accepts the instructor's sanction. The instructor gives a copy to the student, retains a copy, and sends a copy to the appropriate Department Chair.
3. The student admits responsibility but does not agree with the sanction. To initiate an appeal, the student must submit documentation to the Department Chair within five school days after signing the Academic Integrity Resolution Form. The instructor will provide the necessary documentation to the Department Chair.
4. The student denies responsibility for the alleged violation and does not agree with the sanction. The instructor assigns a sanction and refers the case to the Department Chair. To initiate an appeal, the student must submit documentation to the Department Chair within five school days after completing the Academic Integrity Resolution Form. If agreement is reached concerning the sanction, no further action is necessary.
5. The student fails to appear for the resolution meeting. After the instructor and the Department Chair discuss the alleged violation, the instructor assigns a sanction. The Department Chair signs the Academic Integrity Resolution Form. The instructor sends a copy to the student's NEO email address, and retains a copy. The Department Chair retains a copy and sends a copy to the Office for Academic Affairs.
6. If the student does not accept the sanction, the student, the instructor, the Department Chair, and the Vice President for Academic Affairs meet to determine if the student has violated academic integrity. If the student agrees with the sanction, no further action is required.
7. If the student does not agree to the sanction after meeting with the instructor, the Department Chair, and the Vice President for Academic Affairs, a committee composed of two (2) students, two (2) faculty members, and two (2) administrative personnel will review the documentation and determine if the student has violated academic integrity. The committee's decision is final.
8. The assigned sanction becomes final if the student does not submit documentation to the Department Chair by the five-school-day deadline.
9. The instructor may permit the student to drop a course with a grade of "W" if the allegation is dismissed or if the student admits

responsibility for the violation. However, the student must meet the required deadline for grade of a “W.”

- F. A student who is accused of a second alleged violation of academic integrity with a sanction of a “zero” or “F” on an assignment or examination will be directly referred to the appropriate Department Chair.
1. At this time the student, the instructor, the Department Chair, and the Vice President for Academic Affairs will meet to determine if the student is responsible for violating academic integrity. If the student is found responsible for violating academic integrity, the student will be suspended from NEO A&M for no less than one regular (fall or spring) semester. The student will also be suspended from the subsequent summer session.
  2. In rare circumstances, the instructor, the Department Chair, and the Vice President for Academic Affairs may consider a different sanction if the two violations occur in different classes.
  3. If a student follows the appeal procedure and an agreement has not been met with all parties concerned, a committee of two (2) students, two (2) faculty members, and two (2) administrative personnel will be assigned to review the written materials and documentations. After the committee reviews the materials and documentations, its findings will be final.
- G. Third violation: A student who has three reported violations will be suspended.

Note: In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), an incomplete grade should be assigned until the allegation is resolved.

1.

### **Academic Probation/Suspension**

**Academic Notice** – If a freshman student with less than thirty (30) hours has a cumulative GPA between 1.7 and 2.0, (s)he will be placed on academic notice. To remove the academic notice, the student must raise his/her cumulative GPA to above a 2.0.

**Academic Probation** – If a student with less than thirty (30) hours has a cumulative GPA of less than 1.7, (s)he will be placed on academic probation. If a student with more than thirty (30) hours has a cumulative GPA of less than 2.0, (s)he will be placed on academic probation. Student on academic probation will be required to enroll in CLS 1023 Strategies for Academic Success class the following semester, as a part of the curriculum for CLS



1023 students will be required to meet with a success coach. To remove the academic probation, the student with less than thirty (30) hours must raise his/her cumulative GPA to above a 1.7. The student with more than thirty (30) hours must raise his/her cumulative GPA to a 2.0. Student who achieves a 2.0 GPA for twelve (12) hours of regularly graded coursework but have a cumulative GPA of less than 2.0 will remain on continued probation.

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

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

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

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

### **Assessment Plan**

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

### **Class Attendance Policy**

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

### **Academic Warning System**

The academic warning system is a method of informing students of their standing in a class. When receiving an academic warning, the student should consult with their advisor and/or the instructor who issued the warning. For students identified with excessive absences, appropriate corrective action should be taken within the following time period, or the instructor has the right to administratively withdraw the student from the class.

- 10 business days for a 16-week course
- 5 business days for 8-week course
- 3 business days for a 4-week course

Instructors also have the right to reinstate a student who has been administratively withdrawn from class.

## Grade Appeals Policy

It is the responsibility of the faculty members of NEO to communicate to students early in the term a clear statement of the grading practices and procedures that will be used to determine the student's final grade. If a student believes in good faith those practices and procedures were not consistently and accurately followed when the faculty member determined the student's final grade, the student shall have the right to appeal the case to the Academic Appeals Board (AAB) if informal discussion fail to resolve the issue.

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

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

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

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

2.1. \_\_\_\_\_ The student obtains and completes and appeal form. Appeal forms are available at the Office of the Vice President for Academic Affairs. In completing the form, the student must discuss the action with his/her advisor, his/her instructor, the instructor's department chair, and the Vice President for Academic Affairs. The deadline for filing grade appeals is no later than four months after the date the grades are officially due in the Registrar's Office or six weeks after the student begins a new semester, whichever comes first.

2. Form is submitted to the Executive Assistant of the Appeals Board. The Executive Assistant, who can be contacted in the Office of the Vice President for Academic Affairs, accepts the form and notifies all parties concerned when the case is ready for hearing. Prior to the hearing, the student will receive a copy of the instructor's verification form and the instructor will receive a copy of the student's form and written statement. The Executive Assistant to the Academic Appeals Board meets with both the instructor and student before the hearing is scheduled to obtain information pertaining to the case.

3. Appeal Board schedule and hearing. The date and time of the hearing are confirmed by mail after agreed upon by telephone. The parties will be responsible for presenting their witnesses and any documentary evidence. The hearing is otherwise closed to non-parties.

4. Instructor's verification form. If a student has conferred with the instructor in question and has delivered the appropriate form to the instructor but the completed instructor's form is not returned in a reasonable amount of time, the AAB may hear the case without the instructor's form. In such a case the AAB should hear the case without prejudice and the obligation and right to the instructor to present evidence and testimony before the Board should not be restricted. A statement of this policy and the address to which the forms are to be returned are included on the instructor's grade appeal form.

5. Appeals Board renders decision. Written notice of the decision is sent to the student, the student's advisor, the instructor, the instructor's department

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

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

#### **Midterm and Final Grades**

NEO issues midterm grades by the 7<sup>th</sup> week of each fall and spring semester. These grades are not official. Final grades are issued at the end of each term after semester finals.

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

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

#### **Non-discrimination Policy**

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

Title IX Coordinator for Northeastern Oklahoma A&M College is Lisa Bell. Contact can be made in person at the gymnasium room 249, through email at [lbell@neo.edu](mailto:lbell@neo.edu) or phone at 918-540-6169.

The 504 Coordinator is Carla Murphy. Contact can be made in person at Shipley Hall Room 309, through email at [carl.murphy@neo.edu](mailto:carl.murphy@neo.edu) or phone at 918-540-6969.

#### **Retaliation**

Behaviors including but not limited to, intimidation, threats, coercion, or discrimination against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process because of their report or participation. For more information, see the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy 3.06 Non-Retaliation.

#### **Computer Usage Policy**

The electronic communication facilities and services provided by NEO primarily are intended for teaching, educational, research, and administrative purposes. Their use is

governed by all applicable NEO policies, including the sexual harassment, patent and copyright, and student and employee disciplinary policies, as well as by applicable federal, state, and local laws.

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

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

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

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

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

### **Drug and Alcohol Policy**

**Purpose** – The Drug Free Schools and Communities Act Amendment of 1989 requires 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 either on or off-campus. The possession or use of alcohol on college-sponsored trips is prohibited. .

**Internal Sanctions** – Any student or employee of the College alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individuals

expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violation of this policy.

**External Sanctions** – Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Information regarding these local, state, and federal laws may be found in the Learning Resource Center and is available to students and employees. Students and employees are encouraged to review this information.

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

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

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

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

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

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

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

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

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

Tobacco/Nicotine – Causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some thirty (30) percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus,



bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten (10) times more likely among smokers.

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

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

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

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

**Cocaine Helpline** 1-800-COCAINE

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

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

### **Drug-Free Workplace Policy**

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

#### **Definitions**

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

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

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

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

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

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

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

- Publishing and distributing to all employees a written statement regarding this controlled substance prohibition in the workplace with descriptions of disciplinary actions which may be taken against employees for violation of such prohibition.  
**SEE EXHIBIT A.**
- Establishing a drug-free awareness program.
- Notifying the contracting or granting agency within ten (10) days of receiving notice of an employee’s criminal drug statute conviction for a violation occurring in the workplace.

- Imposing appropriate administrative disciplinary action or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted or who has otherwise violated this policy.
- Making a good-faith continuous effort to maintain a drug-free workplace through the implementation of the requirements set forth in the Drug-Free Workplace Act.

**Procedures** – A copy of the written statement referenced above regarding the controlled substance prohibition in and on the workplace shall be disseminated to all current employees, posted in each department of the college and given to each new employee. The project director will have the responsibility of explaining this policy to employees working on a federal contract/grant.

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

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

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

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

Discipline or satisfactory participation in a drug abuse assistance/rehabilitation program shall be taken within thirty (30) days of receiving notice from an employee of a conviction. Failure of an employee to report his/her criminal drug statute conviction for a violation in the workplace within five (5) days of the conviction is grounds for dismissal of that employee.

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

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

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

#### **EXHIBIT A.**

#### **TO ALL EMPLOYEES**

In accordance with the Drug-Free Workplace Act of 1989, NEO hereby notifies all employees that the manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated t his prohibition may be subject to disciplinary action up to and including dismissal or be

required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. This drug abuse assistance/rehabilitation program shall be on that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

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

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

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

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

### **Tobacco-Free Policy**

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

#### **Purpose**

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

#### **Tobacco-Free Environment**

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products and electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the Northeastern Oklahoma A&M College including parking lots owned or under the control of said agency, and in vehicles used by said agency or its employees whenever conducting business anywhere. Tobacco products include all forms of tobacco but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to cloves, bidis, and kreteks. Usage

includes smoking, chewing, dipping or any other consumption or use of tobacco products.

2. This administrative procedure applies to all faculty, staff, students, clients, visitors and others on business at all Northeastern Oklahoma A&M College property.
3. Northeastern Oklahoma A&M College will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate faculty, staff, students and all other persons using or visiting the property regarding this policy.
4. The Grove Higher Education Center facility is covered under this policy as operating a state agency in a city owned building.
5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.
5. Northeastern Oklahoma A&M College employees will not use tobacco products while providing services to clients regardless of location.
6. Northeastern Oklahoma A&M College is committed to providing support to students, staff, and faculty who wish to stop using tobacco products. Northeastern Oklahoma A&M College is committed to ensuring that all students, staff, and faculty have access to several types of assistance, including cessation products and telephone counseling through the Oklahoma Tobacco Helpline (Helpline). Supervisors are encouraged to refer employees to the Helpline as appropriate.
7. Noncompliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with faculty and staff drug free campus statement.
8. Noncompliance by students will be directed to and handled by Campus Police.
9. Noncompliance by visitors and others will be handled as stated in this policy as follows: 1<sup>st</sup> offense – verbal warning; 2<sup>nd</sup> offense – ticket; 3<sup>rd</sup> offense- removal from campus.

### **Action**

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

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

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

NEO’s Right to Know information is located at: <http://neo.edu/StudentLife/RighttoKnow> .

In general, Title II of the Act, “Crime Awareness and Campus Security Act of 1990”, requires the college to compile and distribute an annual campus crime statistics and security policies report and make timely warning reports to the campus community regarding crimes considered to be a threat to students and employees, publish and distribute annual report. This information can be obtained at by contacting the Campus Police Department or at:

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

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

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

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

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

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

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

## **Parking Regulations and Student Responsibilities**

### **General Information**

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

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

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

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

- All students enrolled in NEO A&M College who operate a motor vehicle on campus must register that vehicle at the Campus Police Office before they are allowed operation and parking privileges on campus. Ownership of the vehicle used by the student is immaterial. Registration of a motor vehicle (including motorcycles) is a part of the academic registration procedure and noncompliance will incur fines.
- Only one vehicle per person is permitted parking privileges on campus at one time. The violation penalty is a \$5 per day fine. A broken-down vehicle must be taken care of within a week after the vehicle broke down and cannot be left in a no parking zone or in a parking violation situation during the break-down period. Fines will be \$5 per day or impoundment at the discretion of school officials. The fine for impoundment is determined by the towing firm. Giving of false information is a violation.

- A parking decal must be affixed to a vehicle within twelve (12) hours from the time of the decal's purchase. Replacement decals will be issued without charge when there is a transfer of automobiles, change of window, or defective permit. Try to bring remnants of the original decal to the Campus Police Office. The parking permit charge is \$15 per student for up to two decals. Additional vehicle decals will cost \$1 each. A bulletin of traffic regulations is issued with each motor vehicle registration.

### **Weapons on Campus**

Campus Policy and State Law prohibit the possession of firearms, edged weapons, brass knuckles, machetes, and other items considered to be weapons on campus. Violations may result in student discipline and/or criminal charges.

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

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

- Student's name
- NEO Student ID number
- Local and permanent address or hometown
- Electronic mail addresses
- Telephone number
- Major Field of Study
- Dates of Attendance at NEO A&M College
- Degrees, honors, and awards granted or received
- Academic classification (freshman or sophomore)
- Most recent educational institution previously attended
- Participation in officially recognized organizations, activities, sports, and weight and height of student participating in officially recognized sports.

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

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

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

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

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

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

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



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

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

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

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

### **Infectious Disease Policy**

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

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

- Depending upon the circumstances, the Institutional Infectious Diseases Advisory Committee will convene for the purpose of reviewing and evaluating on an individual basis to status of the situation. This committee will be composed of the Director of the Nursing Program, Director of the Medical Laboratory Technician Program, and Director of Counseling.
- If there is reasonable cause to believe that a student, faculty or staff member is infected, an appropriate medical consultation will be requested with the Ottawa County Health Department. The designated individual in the County Health Department will respond directly to the Chief Executive Officer of the College regarding proper procedures.
- As a result of their evaluation, action will be taken for the protection of non-infected individuals.
- For the protection of the non-infected individual's access to the college activities and classes will be determined based upon recommendations received from the appropriate authorities at the Ottawa County Health Department. Appeal of such rulings may be made to the Infectious Diseases Policy Committee.
- The Infectious Diseases Policy Committee shall be composed of an appropriate representative from Integris Baptists Regional Health Center, the patient's parents or spouse or guardian, the patient's physician, an appropriate representative from

the Ottawa County Health Department, and the College President and/or designated representatives.

- The infectious Diseases Policy Committee will conduct an on-going evaluation to monitor any changes in the individual's case. Based on the decision of the Committee, any infected person posing a threat to those with whom they come in contact will be evaluated and appropriate action will be taken.
- Once a semester NEO may host a meeting with representatives from the Ottawa County Health Department, Integris Baptists Regional Health Center and various campus representatives for the purpose of exchanging information pertaining to infectious diseases.
- Information concerning communicable disease and the availability of services at public agencies will be communicated through orientation classes, student nurse and student organizations.
- An ongoing program of information regarding all infectious disease, including Acquired Immune Deficiency Syndrome (AIDS) will be instituted at NEO. Education programs will be given for faculty and staff, covering AIDS and other infectious diseases during in-service training meetings. Students will be provided information through a variety of informational sessions, including orientation classes and special seminars throughout the school year, as needed.
- The Infectious Diseases Advisory Committee, in consultation with other NEO representatives will have the authority to recommend revisions to the policy as the need arises.
- The Infectious Disease Policy Committee will be responsible for implementation of this policy and procedure statement.

### **Sexual Misconduct**

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

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

**Consent** – is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily and have knowledge of the act or transaction involved. Consent will not be implied from silence, passivity or from a state of intoxication or unconsciousness. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

**Procedure for Reporting Sexual Misconduct** – In the event of sexual misconduct, the victim is encouraged to report the incident to appropriate college authorities: Campus Police, College Nurse, Residence Hall Directors, Counselor, or the Vice President for Student Affairs. Victims of sexual assault should take care to preserve evidence which may be necessary to the proof of a crime (i.e... **do not take a shower**). False reporting of a crime is a misdemeanor and will be treated seriously.

## **Student Code of Conduct**

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

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

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

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

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

### **Academic Misconduct**

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

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

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

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

### **Procedures in Cases of Academic Misconduct**

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

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

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

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

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

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

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

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

- Any act that violates federal and/or state law, local ordinances or College policies, whether on or off College property
- Physical abuse or undue harassment of any person
- Theft or improper possession of College property or property belonging to another
- Individual or group activities that result in defacement, damage or destruction of College or personal property

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

### **Disciplinary Sanctions**

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

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

- Reprimand – A reprimand is an oral or written notification to the student warning that continuation or repetition of specific conduct may cause further disciplinary action. A reprimand becomes part of the student's disciplinary record but is not a part of the student's academic record.
- Restrictions – A restriction on a student's privileges may include, but is not limited to, denial of the right to represent the College in any way, denial of the use of facilities or denial of the opportunity to participate in extracurricular activities for a period of time.
- Special project or community service – The student may be required to complete special project or attend a community service or educational class.
- Restitution – The student may be required to pay for physical or property damage, loss or misappropriation.
- Fines – The assessment of a fine in an amount not to exceed \$50 per occurrence.
- Conduct probation – A student placed on conduct probation is not in good standing with the College and the student's continued enrollment is conditioned upon adherence to the College's rules and regulations and terms of probation. Any

conduct by the student in violation of the terms of the probation will result in the imposition of additional restrictions, suspension or expulsion

- **Disciplinary suspension** – Disciplinary suspension is separation from the College for a definite time period during which the student shall not be permitted to attend classes or participate in any College activity. The conditions for re-admission will be stated in a letter of suspension. The order of suspension will remain a part of the student's disciplinary record and will be recorded on the face of the student's academic transcript during the suspension period. If the student is successfully re-admitted to the College, the notation of the suspension recorded on the transcript will be moved to the back of the student's academic transcript.
- **Summary suspension** – Summary suspension is separation from the College that begins immediately upon notice from the Vice President for Student Affairs and occurs without a formal or informal hearing. Summary suspension is enhanced when in the judgment of the Vice President for Student Affairs there is a danger to the safety of the student. Other persons or College property or there exists an ongoing threat that will disrupt the academic process. Summary suspensions may also include physical exclusion from the campus. The student will be withdrawn from school unless permission is given to attend class during an appeal. An appeals hearing may be requested by the student according to the appeal guidelines found under the appeal section of this policy.
- **Disciplinary Expulsion** – Expulsion would entail a permanent separation from the College. The imposition of this sanction will permanently become a part of the student's disciplinary record and will be recorded on the front of the student's academic transcript. In cases involving disciplinary expulsion, the hearing procedures specified in the Oklahoma Administration Procedures Act will be followed.
- Withholding or cancellation of enrollment
- Withholding of an official transcript or degree

### **Procedures**

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

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

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

The Vice President for Student Affairs will review the file and may either (a) uphold the decision and the disciplinary sanction imposed; (b) uphold the decision, but modify the disciplinary sanction imposed; or (c) remand the matter for additional investigation or

information. The student will be informed in writing of the decision of the Vice President for Student Affairs within seven (7) college working days.

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

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

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

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

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

- a. The student alleged to have violated the Code will have the right to have an advisor, parent, guardian or legal counsel present to advise the student during the hearing. The advisor is limited to advising the student and may not participate in presenting the case, questioning witnesses or making statements during the proceedings.
- b. All parties shall have the privilege of presenting witnesses, subject to the right of cross-examination by Hearing Committee members.
- c. The chairperson of the committee will preside over the hearing, rule on admissibility of evidence and control the decorum of the hearing.
- d. The hearing proceedings shall be closed and all persons present at the hearing will consider all matters discussed confidential.
- e. A transcript, summary recording or audio tape recording of the hearing proceedings, excluding committee deliberations, should be made.
- f. The committee hearing should use the following procedure
  1. Opening statement by the College.
  2. Opening statement by the student.
  3. Presentation of witnesses and evidence by the College
  4. Presentation of witnesses and evidence by the student.
  5. Rebuttal evidence, if any.
  6. Closing statement by the College.



7. Closing statement by the student.
- g. At the conclusion of the hearing, the Hearing Committee will deliberate in private. The Hearing Committee will determine, by majority vote, whether or not the evidence as presented proved by a preponderance of the evidence that a violation of the Code by the accused student did occur and, if so, a recommendation for appropriate disciplinary sanction(s). The Committee's findings and recommendations will be made to the Vice President for Student Affairs
- h. Upon receipt of the recommendation from the Committee, the Vice President for Student Affairs will review the same and render a final decision. The student will be informed in writing of the decision by the Vice President for Student Affairs within five (5) college working days from the receipt of the recommendation from the Committee.

**Violation of Policy Fines & Administrative Charges**  
**(List of incidents and recommended fines)**

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

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

Students are responsible for any damages that occur in their assigned room and lounge areas. Those responsible for damages will be billed for the cost of repairs. College maintenance employees or the housing administrator will determine the cost for repair/replacement. Public area damage charges not attributed to specific individuals will be charged in equal amounts to residents of the suite, wing, or floor.

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

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

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

### **Student Complaints and Grievances**

NEO A&M College is committed to providing and maintaining a fair and respectful environment where people are able to study and learn. NEO Students may need to pursue concerns or issues involving academic or nonacademic aspects of student life. NEO adopted the following procedures to provide students with a mechanism to file a formal complaint and/or grievance. Students should use the Student complaint procedure for filing a complaint not covered in other specific grievance or complaint procedures. Please refer to the NEO Student Handbook before completing the complaint form. If you are uncertain of how to file a grievance or complaint, or which process is appropriate for the issue, contact the Office of Student Affairs, located in the Student Union; 918-540-6212 or Amy Ishmael, Vice President for Student Affairs at [aishmael@neo.edu](mailto:aishmael@neo.edu).

### **Informal Complaint Process**

The first step in resolving a difference or dispute between a student and a staff member or faculty member is for the student to meet with the NEO employee to seek a resolution. If a resolution is not achieved or if the student chooses to not to engage in a meeting with the staff member or faculty member, the student should contact the employee's supervisor to discuss the complaint and seek a resolution.

### **Formal Complaint Process**

If the complaint is not resolved at the informal level, the student may file a formal complaint by completing the Student Complaint Form available online at <https://neo.edu/about/campus-policesafety/student-complaint-forms/> . A paper copy of the complaint form can be requested from the Office of the Vice President for Student Affairs. Paper copies should be returned to the same office.

Once the student complaint form has been submitted, it will be reviewed by the Vice President to determine which office should investigate the complaint. The Student Complaint Form and supporting documents will be forwarded to the Vice President responsible for the persons or areas named in the complaint.

The Vice President assigned to the investigate the complaint will contact the student within five (5) business days to arrange a formal meeting to discuss the complaint. The meeting will be at a mutually agreeable time and date within normal business hours and, if possible, within 10 days of contact with the student. The Vice President may request additional information, documentation or supporting materials at or before the formal meeting with the student. If the Vice President is unable to meet at the scheduled time, the student will be notified in advance and arrangements will be made to reschedule the meeting.

If the student is unable to meet at the schedule time, the student should contact the Vice President's office prior to the meeting time to reschedule the meeting.

Once the designated Vice President has investigated the complaint, the Vice President will send the student a written decision regarding the complaint. Written communication with the student may be in the form of email, using the College's official email address, or by postal mail.

### **Student Grievances and Grievance Procedures**

Northeastern Oklahoma A&M College does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category, in any of its policies, practices or procedures. This provision includes, but is not limited to, admissions, employment, financial aid, and educational services. If a student believes that an action has been taken against the student that misrepresents an established policy or procedure and/or violates the student's right to an education, the student may request that the action be reviewed by following the procedures described below. Grievances or concerns on matters related to the Americans with Disabilities Act, Section 504, or the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972 should be filed under the same guidelines. Northeastern Oklahoma A&M College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints and grievances including any action prohibited by the U.S. Department

of Justice regulations implementing Title II of the Americans with Disabilities Act.

**Complaints**

- A complaint may be filed verbally or in writing and should include the name and address of the person filing the complaint as well as a brief description of the alleged violation. Complaints should be addressed to: Vice President for Student Affairs PO Box 3892 Miami, OK 74354
- A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- An investigation, as may be appropriate, shall follow a filing of a complaint. An informal but thorough investigation shall be conducted by the Vice President for Student Affairs, who will afford all interested persons and/or their representatives an opportunity to submit evidence relevant to a complaint.
- A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Director of Counseling and a copy forwarded to the complainant no later than thirty (30) working days after the filing.
- The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- The ADA Coordinator shall maintain the files and records of NEO A&M College relating to complaints filed. These rules shall be construed to protect the substantive rights of interested person to meet appropriate due process standards and to assure that Northeastern Oklahoma A&M College complies with the ADA regulations

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

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

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

**Tuberculosis Screening for International Students**

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

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

**Consequences of Failure to Meet Freedom from Tubercular Disease Requirements**  
– Student who do not complete TB screening within ten (10) days of arrival on the NEO

A&M Campus and who do not take subsequent screening exams or prescribed treatment regimes if necessary:

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

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

### **Unattended Minor Children**

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

### **Unclaimed Fee Deposit Policy**

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

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