



**NORTHERN**  
Oklahoma College

**NORTHERN  
OKLAHOMA COLLEGE  
STUDENT HANDBOOK  
2023-2024**

## MESSAGE FROM THE PRESIDENT



Welcome Northern Oklahoma College students. We are pleased to have you as part of the Northern family. You are commended on taking charge of your future and choosing NOC. At NOC the faculty and staff are committed to assisting you on your educational path by providing the services that will help you achieve your academic goals. You will gain life-changing experiences as you engage in campus life and embrace the challenges in your classes. The faculty have earned a reputation for creating a caring and engaging learning environment, and it is an honor for us to be here to serve you.

The NOC family is working to Build a Better NOC. A College goal is to improve the quality of life for students at all NOC locations, and we have taken significant steps to improve the residential experience and enhance your time on campus. We encourage you to become a dedicated learner and to be active in campus life by participating in student organizations, supporting athletics, the performing arts, and attending campus events. The friends you make and the memories that you will cherish are dependent on you getting involved.

As you progress through your educational journey and develop as leaders you will grow as competent professionals. We strive to give you the skills to compete at a high level in today's global workplace. As you enter your professional life our communities will grow and prosper.

You are encouraged to use the support services and resources available to you, such as advising, tutoring, disability services and financial assistance. Use this Student Handbook to discover information that will help you make decisions on your academic future and to familiarize yourself with the expectations that you must follow as a student at Northern.

Best wishes on a productive year. I look forward to interacting with you on campus.

Clark Harris, Ph.D.  
President

*Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex, disability, genetic information, or age in its programs, services, and activities. This notice is provided as required by Age Discrimination Act, Title II of the Americans with Disabilities Act Amendments Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Oklahoma Personnel Act, as well as other legislation dealing with discrimination and harassment for categorically protected students and personnel.*

*Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator:*

**Jason Johnson, Vice President for Student Affairs**

**Northern Oklahoma College**

**1220 East Grand Avenue, P.O. Box 310**

**Tonkawa, OK 74653-0310**

Telephone 580-628-6240 (8 a.m. to 5 p.m. CST Monday through Friday)

[jason.johnson@noc.edu](mailto:jason.johnson@noc.edu)

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## ABOUT THE STUDENT HANDBOOK

This student handbook offers information about the policies and support services of the College and is as accurate as possible, but the information may not remain current for all of the academic year. Such changes authorized by the College apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

For information, call, 580.628.6240 or write to:  
Northern Oklahoma College:  
Office of Student Affairs  
P.O. Box 310, Tonkawa Oklahoma 74653-0310



### **Tonkawa**

1220 East Grand  
P.O. Box 310  
Tonkawa, OK 74653-0310  
Phone: 580.628.6200  
Fax: 580.628.6209  
Photo: Central Hall



### **Enid**

100 South University  
P.O. Box 2300  
Enid, OK 73702-2300  
Phone: 580.242.6300  
Fax: 580.548.2216  
Photo: Marshall Building



### **Stillwater**

615 North Monroe Street  
P.O. Box 1869  
Stillwater, OK 74076-1869  
Phone: 580.628.6900  
Fax: 405.744.7965  
Photo: NOC Classroom Building

Website: <http://www.NOC.edu>

## TABLE OF CONTENT

### Message from the President..... ii

#### **Institutional Policies 1**

Campus Safety	1
Campus Solicitations	1
Tobacco-Free Policy	1
Parking Policy	2
Student Parking	3
Accessible Parking	3
Visitor Parking	3
Motorcycles	3
Parking Regulations	3
Towing and Impounding of Vehicles May Occur with any of the Following:	4
Fines and Violations	4
Appeals Process	5
Parking at Off-site Locations	5
NOC/OSU Gateway Parking	5
Social Networking and Social Media Policy	5
NOC Tagline & Standards	5
Use of School Colors & Logos	5
Information Technology Policy Statement	6
Institutional Policy Relevant to Sexual Conduct	6
Complaint Procedure	7
Faculty-Student Relationships	8
Staff/Subordinate or Student Relationships	9
Previous Relationships	9

#### **Student Consumer Information 9**

Student Files	11
Permanent Academic Files	11
Disciplinary Case Files	11
Counseling Case Files	11
Financial Aid Case Files	11

### **Student Expenses, Financial Aid, and Scholarships 12**

Expenses	12
Auditors	12
Enrollment Billing	12
Housing and Food Services	12
Fee Payment	13
2022-2023 Cost Comparison	13
Resident Tuition & Fees	13
2022-2023 Cost Comparison	14
Non-Resident Tuition & Fees	14
Northern Oklahoma College	
Tuition and Fees for 2022-2023	14
Tonkawa campus	14
Enid Campus	14
NOC/OSU Gateway Program – Stillwater	15
Northern Oklahoma College	
Tuition and Fees for:	16
2022-2023 Online Classes	16
LIVE ONLINE, Off-Site Concurrent and Education Centers	16
Other Fees	16
Class/Lab Fees Tonkawa	17
Class/Lab Fees Enid	18
Financial Aid	19
Pell Grant	19
Federal Supplemental Educational Opportunity Grant	19
Federal Work-Study Program	19
Federal Direct Loans	20
Vocational Rehabilitation Scholarships	20
Oklahoma Tuition and Grant Program	20
Bureau of Indian Affairs	20
Employment	20
Campus Employment	20
Off-Campus Employment	20
Other Awards	21
Institutional/Private Scholarships	21
Administration of Scholarship Awards	23

<b>Student Life</b>	<b>24</b>	Definitions	36
Student Clubs and Organizations	24	Policy	36
Fundraising Activities		Internal Sanctions	37
(Student Organizations & Clubs)	24	External Sanctions	37
Procedures for Establishment of a New		Health Risks	38
Club or Organization	25	Counseling & Rehabilitation Services	41
Social Activities	25		
Voter Information	25	<b>Disciplinary Regulations</b>	<b>42</b>
Voter Registration	25	Committee on Student Conduct	42
Constitution Day	25	Hearing Procedure	42
Constitution Day at NOC	26	Appeal to the President	43
Student Hosts	26	Temporary Suspension	44
		Burden of Proof	44
<b>Campus Policies</b>	<b>27</b>	Penalties	44
Sidewalk Chalking Policy	27	Suspension	45
Hover Board Policy	27	Freedom of Expression Policy	45
NOC Student Identification Card	27	Disorderly Assembly	46
Athletic Mascots & Colors	28	Disturbing the Peace or Destruction of	
Student Dress & Grooming	28	Property	46
Student Workers Dress Guidelines Policy	29	Unauthorized Possession of Keys	46
General Dress Guidelines	29	Weapons	46
The Office/Classroom Environment	30	Automobiles & Other Vehicles	46
The Trade Environment	30		
Student Travel Policy	30	<b>Residential Life</b>	<b>47</b>
Risk Management & Safety	31	Housing Information and Policies	47
Student Abroad Travel Policy	33	Vaccinations	48
		Staff	48
<b>Student Code of Conduct</b>		Regulations	48
<b>Philosophy &amp; Purpose</b>	<b>33</b>	Precautions	50
Special Note on Conduct	33	Bedbug Policy	51
Social Affairs, Sports Events & Other		Checking out of Residence Hall	52
Activities	33	Residence Hall Services	53
Library, Student Union & Other Facilities	33	Residence Hall Visitation	53
Banishment From Campus	34	Alcohol Exception Policy & Procedures	54
Language and Discourtesy	34	Institutional Fundraising Policy	56
Campus Security Officers	34	TikTok Ban	56
Mechanical Noisemakers	34		
Signs & Posters	34		
Hazing Policy	34		
Missing Student Notification Policy	35		
NOC Stillwater Student Conduct	36		
Drug & Alcohol Abuse Prevention	36		
Purposes	36		





## **INSTITUTIONAL POLICIES**

### **CAMPUS SAFETY**

Northern Oklahoma College is committed to providing a safe environment for faculty, staff, and students. All employees are expected to follow the guidelines outlined in the Emergency Response Plan. Updated protocols and CDC recommendations specifically can be found on our website: <http://www.noc.edu/emergency/>. These protocols are subject to change based on current conditions and are effective until amended in writing.

When students are not following these guidelines, employees should address these concerns with students. However, if behavior continues after concerns have been addressed, then a referral should be made to Student Conduct: Ryan Paul, Dean of Students; Jason Johnson, Vice President for Student Affairs; Jeremy Hise, Vice President for Enid; or Marsh Howard, Vice President for Stillwater. Student Conduct will have specialized educational sanctions for students found responsible for violating this policy.

When employees are not following these guidelines, supervisors should address these concerns with employees. If behavior continues after concerns have been addressed verbally, concerns should be addressed in writing and the Disciplinary Action procedures outlined in 3.12 will be followed.

### **CAMPUS SOLICITATIONS**

It is the policy of Northern Oklahoma College that no solicitations, dissemination of literature, collection, picketing or drawing of assemblages or meetings for the purpose of promoting either sales or cause may be done by any off-grounds group, organization or person without clearance from and permission of the Dean of Students. All activities of college groups are within the jurisdiction of the Student Senate and the Office of the Vice President for Student Affairs.

### **TOBACCO-FREE POLICY**

The use of tobacco products (including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco including chewing on an unlit cigar, or other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned, leased, rented, maintained, or under the control of the College, including parking lots owned or under the control of the College, facilities leased by the College and in College vehicles. This policy also prohibits the use of e-cigarettes as well as herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products.

This policy applies to all faculty, staff, students, guests, contractors, vendors, visitors or anyone else on Northern Oklahoma College property. NOC will not accept donations, gifts, money or materials intended to promote the use of tobacco. NOC will not participate in any activity that promotes the use of tobacco. The sale of tobacco products or tobacco-related merchandise on NOC property is prohibited.

Northern Oklahoma 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 College will also utilize printed

materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy.

Northern Oklahoma College employees will not use tobacco products while providing services regardless of location. Northern Oklahoma College is committed to providing support to all College employees and students who wish to stop using tobacco products. The College is committed to ensuring that its employees and students have access to several types of assistance, including cessation options and telephone counseling through the Oklahoma Tobacco Helpline 1.800.

QUIT.NOW (1.800.784.8669). Individuals are encouraged to refer employees or students to the Helpline as appropriate or to the NOC Counseling Office at their respective locations.

Noncompliance by an employee will be cause for management or supervisor intervention and may result in corrective or disciplinary action in accordance with Northern Oklahoma College Policies and Procedures. Faculty shall be directed to and handled by the Office of Academic Affairs. Staff shall be directed to and handled by the Office of Human Resources. Noncompliance by students will be cause for intervention and may result in fines or disciplinary action in accordance with Northern Oklahoma College Policies and Procedures. Students shall be directed to and handled by the Office of Student Affairs. Violations occurring within College housing shall be directed to and handled by the Office of Student Affairs. Noncompliance by guests, contractors, vendors, visitors or anyone else on Northern Oklahoma College property shall be directed to and handled by Campus Security or the Office of Student Affairs.

## **PARKING POLICY**

Operating a motor vehicle on College property is a privilege which is conditioned, in part, by compliance with these rules and regulations;

- Any appropriately licensed driver choosing to park an automobile on campus may do so provided a parking permit is obtained and the driver understands that the permit neither obligates the College to set aside a space for every vehicle nor allows drivers to violate parking regulations. Visitor parking is provided only for persons who are not registered students or employees of the College and temporary parking permits will be issued.
- The College reserves the right to restrict the use of an automobile on College property if the owner or driver has abused the privilege of operating a vehicle on campus.
- The College assumes no responsibility for a vehicle or its contents.
- All vehicles parking on College-owned property must display a VALID Northern parking permit.
- Failure to pay fines will result in refusal to renew permits, withholding of transcripts, delaying of enrollment and/ or collection efforts.
- It is the responsibility of any vehicle operator to request information needed from Campus Security to correct any special circumstances regarding his/her individual needs in a prompt manner and before a citation is issued.
- Any person who persists in repeating violations of the Northern Oklahoma College Parking policies, damages property or commits any act detrimental to the safety of others or to the best interests or needs of the College community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.
- Only parking permits issued or authorized by the Office of Student Affairs are valid and will be honored. Such substitutes as signs or decals issued by others, handwritten notes left on the



exterior of the vehicle, etc. are unacceptable and will not be honored by enforcement personnel.

- Parking citations will be issued Monday through Friday from 7:30 a.m. to 4 p.m. unless otherwise stated in this policy.
- Parking citations will be issued Monday through Friday from 7:30 a.m. to 4 p.m. unless otherwise stated in this policy.

## **STUDENT PARKING**

Students who park vehicles on College property are required to immediately obtain and display a parking permit. Students must register their vehicles by the first week of class. All parking permits expire on July 31 of the following year.

Students must present their Northern ID card at the time of permit registration. Students must pay all outstanding citations before a parking permit may be issued. Students should present to the Office of Student Affairs a completed vehicle registration form to obtain a parking permit. Permits are the responsibility of the student and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only current permits shall be displayed on a vehicle. A permit must not be altered or defaced. Students will be issued a permit that allows parking in any area not designated.

## **ACCESSIBLE PARKING**

Vehicles displaying a state issued Physical Disability Permit, along with a valid Northern parking permit, may park in any student parking space or any handicapped parking space that is identified with a blue sign or paint.

## **VISITOR PARKING**

Northern defines a visitor as any person unaffiliated with the College such as a vendor or community member. Whenever applicable, the host, whether student, staff, faculty or administrator, should obtain visitor parking permits from the Office of Student Affairs for his/her guests that will be on campus for an extended period of time. Visitor parking is clearly marked and reserved for visitors only.

## **MOTORCYCLES**

Motorcycles will receive a permit to be placed on the front left fork. Permits must be placed where they can be easily seen.

## **PARKING REGULATIONS**

- A copy of this parking policy can be obtained online at [www.NOC.edu/Student-affairs](http://www.NOC.edu/Student-affairs).
- Vehicles found parking without displaying the appropriate parking permit will be cited.
- Parking is on a first come, first served basis.
- The issuance of a parking permit is merely authorization to park if space is available.
- The responsibility for finding a legal parking space rests with the vehicle operator.
- Lack of space in a particular lot is not a valid excuse for violating parking regulations.
- The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.

- If there is no sign at entry to the lot, parking is multipurpose.
- Persons may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting their legal parking spaces. Back/pull through parking is prohibited in the areas where one-way drive or angle parking exists.
- The owner-of-record or the individual registering a vehicle with the College is responsible for all College parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.
- Any vehicle parked in a fire lane, red zone, driveway, travel lane or any other area not specifically marked as a legal parking space will be subject to citation and may be impounded.
- "Maintenance/Service" and "Loading" zones are enforced 24 hours a day and are painted yellow.

## **TOWING AND IMPOUNDING OF VEHICLES MAY OCCUR WITH ANY OF THE FOLLOWING:**

- Parking in a space reserved for someone else or an accessible space.
- Unsuccessful attempts to contact owners with repeated parking violations and/or five (5) or more unpaid parking violations.
- Parking in drives, on grass, access road/service drives and traffic lanes.
- Creating a traffic hazard, obstructing sidewalks, crosswalks or other vehicles.
- Parking in yellow zones.
- Parking in a designated fire lane or obstructing a fire hydrant.
- Any vehicle that appears to be abandoned.
- Parking on campus after a permit has been revoked.
- Accumulation of five (5) or more violations by an unregistered vehicle.
- (For unregistered vehicles, a tow warning will be placed on the car giving the owner three (3) days to register the vehicle to avoid impoundment.)
- The owner of a disabled vehicle that is blocking right-of-ways, roadways or is improperly parked shall notify Campus Security immediately at 580.628.1947 for Tonkawa students or 580.977.9448 for Enid students. If the disabled vehicle requires removal by a wrecker, it will be towed at the owner's expense. Any person who has had his/her vehicle impounded or towed will be responsible for all accrued expenses, including towing, mileage, hookup fee, storage, etc.

## **FINES AND VIOLATIONS**

The following are the parking and traffic citation schedules and corresponding fines established by Northern Oklahoma College.

First offense ..... \$10

Second offense .....

\$25 Third offense

..... \$50

Fourth offense ..... \$75

## **APPEALS PROCESS**

An appeal for citation must be made in writing to the Dean of Students located in the Student Affairs Office within two working days from the date of the citation. Appeals will not be accepted after 48 hours.

## **PARKING AT OFF-SITE LOCATIONS**

Students and employees parking at off-site locations owned or leased by the College will follow all parking regulations posted on that location.

## **NOC/OSU GATEWAY PARKING**

Students and employees attending the NOC/OSU Gateway Program will follow parking policies set by Oklahoma State University. Parking permits may be purchased at the OSU Parking Office at 1006 W. Hall of Fame in Stillwater. Parking permits may be purchased online at [www.parking.okstate.edu](http://www.parking.okstate.edu). Students must have activated their O-KEY email account to purchase a parking permit. For questions concerning parking in Stillwater, please call 405-744-6525.

## **SOCIAL NETWORKING AND SOCIAL MEDIA POLICY**

Northern Oklahoma College recognizes the need for a strong presence in the social media realm. The use of social networking and social media websites are increasingly common for departments, students and employees, and these communication tools have the potential to create a significant impact on organizational and professional reputations. Northern Oklahoma College has developed a social network and social media policy and application process to ensure that any and all interaction on behalf of Northern represents the College's best interests. The intent of the policy is to properly portray, promote and protect the institution and to assist Northern entities in creating and managing their social media accounts. The policy also provides suggestions on how to protect personal and professional reputations while using social media.

Northern Oklahoma College is using social media technologies and websites to provide students with information in more places and more ways. All social networking and social media accounts recognized by Northern Oklahoma College are listed on the College website along with the complete policy at <http://www.noc.edu/socialmedia>.

## **NOC TAGLINE & STANDARDS**

"Life changing" is the official tagline on Northern Oklahoma College and the approved tagline for NOC print and online communications. Do not use the tagline as a headline except if approved by the Office of Development and Community Relations. Instead, as the name implies, it serves as a tag or closing thought for communications.

Whenever possible, use the tagline with the NOC symbol and/or logo:

<http://www.noc.edu/graphicstandards>.

Digital files of the symbols and logos with tagline are available online at <http://www.noc.edu/graphicstandards>. Northern Oklahoma College.

## **USE OF SCHOOL COLORS & LOGOS**

The logo (symbol and wordmark) replaces all older institutional designs. It is the only graphic device approved to identify Northern Oklahoma College. Do not try to alter or recreate the logo

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and always use an approved logo digital file. Students and student organizations wanting to use the official logo must receive permission from the Vice President for Development and Community Relations and the Dean of Students, and/or the Vice President for Enid or the Vice President for Stillwater. Digital files of all versions of the logos are available online at:

<http://www.noc.edu/graphicstandards>

## **INFORMATION TECHNOLOGY POLICY STATEMENT**

The College provides a wide variety of computer resources and facilities for use by Northern Oklahoma College students, faculty and staff. Students must read the Student Information Technology Policy located at [www.noc.edu/it](http://www.noc.edu/it) and under Planning and Policies. The College computer resources and facilities are provided to enhance all aspects of the College mission of total education.

It is necessary to establish policy and conditions to insure that equipment is not damaged or illegal acts performed. Policies for utilization of College computers have been developed to conform to state and federal law. State law, under the Oklahoma Computer Crimes Act, makes it a felony to willfully exceed the limits of authorization and damage, modify, alter, destroy, copy, delete, disclose or take possession of a computer, computer system, computer network or any other property; and makes it a misdemeanor to willfully and without authorization provide or assist in providing a means of accessing a computer, computer system or computer network. (Oklahoma Statutes annotated: Title 21 crime and punishments; section 1953).

Federal law concerning copyright is listed as Title 17 of the U.S. code. It states that it is illegal to make or distribute copies of copyrighted material without authorization (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117). It is illegal to make copies of software for any other purpose. For additional information, contact the Office of Information Technology.

## **INSTITUTIONAL POLICY RELEVANT TO SEXUAL CONDUCT**

Complaints alleging a violation of the Sexual Conduct Policy will be handled in accordance with the College grievance procedures as outlined below and at the following web link:

<http://www.noc.edu/title-ix-compliance>

Under the authority of the Civil Rights Act of 1991, PL 102-166, Title VII of the Civil Right Act of 1964, as amended, and Title IX of the Education Amendments of 1972, the Board of Regents of Northern Oklahoma College has adopted the following policy concerning sexual harassment:

The Northern Oklahoma College Board of Regents affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful – an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the College community, including students, faculty and staff, is a violation of both law and the Board policy and will not be tolerated. Sexual harassment is a particularly sensitive issue which may affect any member of the College community and as such will be dealt with promptly and confidentially by the College administration. The Board reserves the

right to deal administratively with sexual harassment issues whenever it deems it appropriate to do so.

#### Definition of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

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

#### Examples of Prohibited Conduct

Whether in person, in writing, by telephone, through social media, by electronic means, or otherwise, conduct prohibited by this policy may include but is not limited to:

- a. Unwelcome sexual flirtation, advances or propositions for sexual activity
- b. Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes. Sexually degrading language to describe an individual
- d. Remarks of a sexual nature to describe a person's body or clothing
- e. Display of sexually demeaning objects or pictures
- f. Offensive physical contact, such as unwelcome touching, pinching, brushing of the body g. Coerced sexual intercourse
- h. Sexual assault
- i. Actions indicating that benefits will be gained or lost based on response to sexual advances

#### Retaliation

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of the Board policy.

#### Sanctions

Violations of this policy may result in disciplinary action taken by the appropriate authority.

Sanctions may range from reprimands to suspension, expulsion, or termination. Sanctions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the NOC complaint procedure.

### **COMPLAINT PROCEDURE**

This policy is in addition to the current Board and College policies concerning discrimination and applies to all students, employees, guests, or visitors. Complaints alleging violation of sexual harassment policy will be reviewed and investigated by the appropriate College office. Complaints may be resolved informally or may proceed through applicable formal complaint proceedings.



Complaints may be filed in the following manner in accordance with the appropriate process as established by the College policy:

- a. Complaints against students or student organizations shall be filed with the Vice President for Student Affairs for review and investigation. A designated administrator may assist in the informal resolution of the complaint or in processing a complaint through the applicable procedures.
- b. Complaints against faculty shall be filed with the Vice President for Academic Affairs. The Vice President for Academic Affairs may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable procedures for college faculty. An administrator can be designated as the Academic Affairs representative to resolve any complaints in conjunction with the Vice President for Academic Affairs. 2020-2021 28
- c. Complaints against staff shall be filed with the Vice President for Financial Affairs. The Vice President for Financial Affairs may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable procedures for college staff. An administrator may be designated as a representative to assist in resolving any complaints in conjunction with the Vice President for Financial Affairs.
- d. Complaints against visitors or guests should be directed to the Vice President for Student Affairs. An administrator may be designated as a representative to assist in resolving any complaints in conjunction with the Vice President for Student Affairs.
- e. Complaints involving any combination of students, faculty, staff, guests, or visitors shall result in the appropriate vice presidents being included in the processing and/or resolution of the complaint.

An individual who believes that he/she has been wrongfully accused of sexual harassment may file a complaint.

Bad faith allegations or use of this policy for purposes other than those for which it is intended shall result in disciplinary action against the accuser. Disciplinary actions against employees may include but are not limited to: warning, reprimand, demotion, suspension or termination of employment. Disciplinary actions against students include but are not limited to the following: warning, reprimand, probation, suspension or expulsion.

## **FACULTY-STUDENT RELATIONSHIPS**

Within the Instructional Context: It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a romantic or sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work or performance is being supervised by the faculty member.

Outside the Instructional Context: Romantic or sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the faculty member may face serious conflicts of interest and should be careful to distance himself/herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had a romantic or sexual relationship

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will be deemed to have violated his/her ethical obligation to the student, to other students, to colleagues and to the College.

## **STAFF/SUBORDINATE OR STUDENT RELATIONSHIPS**

Romantic or sexual relationships between staff and students or subordinates are prohibited in cases where the staff member has authority or control. A staff member who fails to withdraw from participation in activities or decisions that may reward or penalize a student or subordinate with whom the staff member has or has had a romantic or sexual relationship will be deemed to have violated his/her ethical obligation to the student, to other students, to colleagues and to the College.

## **PREVIOUS RELATIONSHIPS**

Previous relationships of a romantic or sexual nature occurring prior to and ending before the professional/collegial, student/faculty or student/staff relationship would not be subject to these guidelines.

## **STUDENT CONSUMER INFORMATION**

The Student Consumer Regulations of the U.S. Department of Education requires colleges and universities to provide their students access to certain information to which they are entitled as consumers.

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.

Northern Oklahoma College is committed to providing access to information that will allow consumers such as students, parents, counselors, and others to make informed decisions about post-secondary education. The NOC website includes a link to the Consumer Information, which provides a single access point to all federally-mandated reports and disclosures. The annual notice will be posted under Consumer Information as well as emailed to all NOC students and employees in August of each year. As new policies and procedures related to Consumer Information and Students' Right to Know are modified and approved, they will be added to the appropriate publications and new website link.

[www.noc.edu/consumerinformation](http://www.noc.edu/consumerinformation). The Higher Education Act of 1965 website: <https://www.govinfo.gov/content/pkg/STATUTE-79/pdf/STATUTE-79-Pg1219.pdf#page=37> Higher Education Opportunity Act of 2008 website: <https://www2.ed.gov/policy/highered/leg/hea08/index.html>

All students at Northern Oklahoma College have a right to request and receive information regarding certain Student

Consumer Information disclosures. The following chart outlines the types of information available and where to obtain it:

Information	Publication	Where Available
Rights under the Family Education Rights and Privacy Act (FERPA)	College Catalog and Student Handbook	Office of Student Affairs Office of the Registrar / Online at <a href="http://www.noc.edu">www.noc.edu</a>
Federal Family Education Loan deferments for Peace Corps or volunteer service	Financial Aid Consumer Information	Office of Financial Aid / Online at <a href="http://www.noc.edu">www.noc.edu</a>
Available financial assistance including federal, state and local financial aid opportunities	Financial Aid Consumer Information	Office of Financial Aid / Online at <a href="http://www.noc.edu">www.noc.edu</a> Office of Student Affairs
Merit-based and need-based Scholarships	Course Catalog and Student Handbook	Scholarship Office
Institutional information including history and philosophy of NOC, accreditation, admissions, enrollment, academic regulations, estimated student expenses, student organizations and College services.	Course Catalog and Student Handbook	Office of the Registrar, Office of Student Affairs, online at <a href="http://www.noc.edu">www.noc.edu</a>
Completion/graduation/transfer rates	Fact Book	Office of Academic Affairs, online at <a href="http://www.noc.edu">www.noc.edu</a>
Report on athletic program participation rates and financial support data		Office of the Athletic Director
Campus security report	Clery Report	Office of Student Affairs, online at <a href="http://www.noc.edu">www.noc.edu</a>
Accessible services, activities and facilities	Student Disability Services Handbook	Office of Student Affairs
<u>Copyright and fair use information</u>	<u>Course Catalog and Student Handbook</u>	<u>Library. online at <a href="https://www.noc.edu/about-noc/consumerinformation/">https://www.noc.edu/about-noc/consumerinformation/</a></u>

## **STUDENT FILES**

### **PERMANENT ACADEMIC FILES**

The contents of a student's permanent academic file will include personal identification data, test scores, enrollment periods, courses and grades, institutional holds, transcripts or educational history, waivers and other individualized items. The following will have access to a student's permanent academic file: the student, faculty advisor(s), counselors, administrative officials, authorized state and HEW officials under law, accreditation officials, parties granted consent by student, parents of dependent students (as defined by IRS guidelines), researchers and officials of a granting agency for financial aid accepted by the student. The Registrar is responsible for maintaining these records.

### **DISCIPLINARY CASE FILES**

Only those cases in which the formal actions of probation or suspension are taken are considered official institutional records. These shall contain data on the charge, the evidence, the action and the outcome of an appeals hearing if held. Most of the content of records is made known to the student (and parents of students under 18 years old) in official communications of charges and actions (other data revealed only in a formal appeal hearing as prescribed by due process procedures), to administrative officers on the basis of their need to know and to officers of other institutions on a student consent basis. Information about a serious infraction of the law may be revealed even if records are not. However, such information may be subpoenaed by law. The Vice President of Student Affairs is responsible for maintaining these records. After a period of two (2) years following an action, a student may petition the Vice President for Student Affairs for destruction of his/her file; if not granted, he/she may appeal to the Student Conduct Committee and/or the President. All files are destroyed after five years.

### **COUNSELING CASE FILES**

Contents of counseling case files may vary and may include notes, diagnostic reports, psychological test data, observations, etc. Counseling case files may be made available to other counselors, psychologists and qualified professional persons on a case consultative basis; referral centers; and a student's own psychologist, physician or other professionals on a student consent basis. The files may be made accessible to administrative personnel charged with the safety of the individual or others. Case files are not accessible to the student. Counseling case files are maintained in the Office of Student Affairs. An appeal may be made to the Vice President for Student Affairs and/ or President in special cases. Case files are destroyed after five years.

### **FINANCIAL AID CASE FILES**

Financial aid case files may include family and student financial data, grants or loans advanced collection history, debts outstanding and personal history and identification. A financial aid file, without family financial data, will be made available to the student, authorized agents (collectors) of the College, court officials and others in collection procedures, Department of Health, Education and Welfare authorized officials, College officials, researchers and auditors, parents of dependent students (as defined by IRS guidelines) and officials of a granting agency of financial aid accepted by the student. Financial Aid Case files are maintained by the Director of

Financial Aid and Vice President for Financial Affairs. Appeals are filed with the Financial Aid Appeal Committee, Director of Financial Aid, Vice President for Student Affairs and President if necessary

## **STUDENT EXPENSES, FINANCIAL AID, AND SCHOLARSHIPS**

### **EXPENSES**

Tuition and fees at all institutions of higher education in Oklahoma are approved by the Oklahoma State Regents for Higher Education and are subject to change without notice. In the event that a tuition increase is approved, students will be assessed the additional amount and be given the option of making payment or making a complete withdrawal with a 100% refund (if applicable). The deadline for withdrawal is 5:00 p.m. Friday of the second week of the semester, except in summer. For a complete list of tuition and fees, please contact the Office of Financial Affairs and/or refer to the cost matrix on the following page of the catalog. Check after July 1 for current year expenses.

### **AUDITORS**

A regularly enrolled student may enroll as an auditor in any class at the time of enrollment. Although no credit will be registered for auditors, audit enrollment will show on the student record. The regular fees for the courses will be charged in each instance. Any student enrolled as an auditor is expected to maintain regular class attendance in the course.

### **ENROLLMENT BILLING**

Students will be billed for preliminary tuition and fees prior to the beginning of the semester. Statements are available for viewing online at myNOC. For tuition and fees due dates and information about payment and payment options, please visit the NOC Bursar website at: [www.noc.edu/bursar](http://www.noc.edu/bursar).

### **HOUSING AND FOOD SERVICES**

Comfortable and convenient living quarters are available on campus: Easterling and Threlkeld Halls for women; and

Markley, Bush-Duvall, and Boehme Halls for men on the Tonkawa campus and one wing each for women and men in EB Hall, Lankard Hall for women, and Elliott-Goulter Apartments on the Enid campus. In 2016, new residence halls opened—Mavericks Hall in Tonkawa and Jets Hall in Enid, both offering wings for men and women residents. A residence hall application must be completed and returned, along with a room deposit, to the Office of Student Affairs. Room assignments are made in the Office of Student Affairs. The room deposit is non-refundable. Students in the NOC/OSU Gateway Program are eligible to reside in OSU housing when space is available. All NOC students, unless 21 years of age or married, are required to live in college housing. Students are not bound by this rule if they are commuting from their parents' or guardians' home. Food services are catered in the Maverick Cafeteria at Tonkawa and in the Jets Cafeteria at Enid. All students living in a residence hall must purchase a 200 block or 250 block meal plan. Students

who do not live in the residence halls may purchase meals in the cafeteria on a cash basis daily or pre-purchase meals with a punch-card ticket.

## FEE PAYMENT

The total tuition and fees for which the student is responsible will be calculated based on the number of enrolled credit hours at the end of the Drop Period. A student who drops a class after this date must still pay full tuition and fees for the course. The College tuition and fee schedule is authorized by the Oklahoma Legislature and implemented by the policy of The Oklahoma State Regents for Higher Education. The college will accept cash, check or payment by debit card with PIN number, or online with Discover, VISA, or MasterCard for tuition and fee payment. For payment plan options, the College offers an interest-free monthly payment plan. For information on payment deadlines or full online payment or payment plans please visit the NOC payment plan website at: [www.mycollegepaymentplan.com/noc](http://www.mycollegepaymentplan.com/noc).

*Students are expected to make satisfactory arrangements for the prompt settling of accounts. Failure to do so by the due date may result in a late payment penalty. Continued failure to settle the College account will result in either the cancellation of the student's enrollment or the placing of a "hold" on the student's official records. If placing a "hold" on the student's records become necessary, the student may not re-enroll, receive a diploma or obtain a transcript until he/ she has (1) cleared the account and (2) paid a service charge to cover the administrative expenses involved in placing the "hold" on his/her record. Northern Oklahoma College is compliant with PL 115-407, in regards to the Veterans Benefits and Transition Act of 2018. Public Law 115-407 states that VA beneficiaries (using Chapter 33 and Chapter 31 VA benefits) will not be penalized in any way (to include late fees) due to delayed VA payments. Northern Oklahoma College is in compliant with 38 USC 3679(c) and will charge in-state tuition to any covered individual (those using VA education benefits under CH 30, 31, 33 or 35) living in the state where the institution is located regardless of their home of record. All students should verify tuition and fees after July 1 of each year to ensure the most current rates have posted. For the 2022-2023 academic year, the following tuition rates and fees will apply:*

### 2023-2024 COST COMPARISON

#### RESIDENT TUITION & FEES

Cost per credit hour\*

<b>Tonkawa Campus</b>	<b>Enid Campus</b>	<b>Live Online/Other Location</b>
Tuition \$122.70 per hour	Tuition \$122.70 per hour	Tuition \$122.70 per hour
Fees \$46.00 per hour	Fees \$59.00 per hour	Fees \$65.00 per hour
<b>Total \$168.70 per hour</b>	<b>Total \$181.70 per hour</b>	<b>Total \$187.70 per hour</b>
<b>University Center-Ponca City</b>	<b>Online Courses</b>	<b>NOC/OSU Gateway</b>
Tuition \$122.70 per hour	Tuition \$122.70 per hour	Tuition \$180.55 per hour
Fees \$92.83 per hour	Fees \$105.20 per hour	Fees \$258.55 per hour
<b>Total \$215.53 per hour</b>	<b>Total \$227.90 per hour</b>	<b>Total \$439.10 per hour</b>

## 2023-2024 COST COMPARISON

### NON-RESIDENT TUITION & FEES

Cost per credit hour\*

<b>Tonkawa Campus</b>	<b>Enid Campus</b>	<b>Live Online/Other Location</b>
Tuition \$348.20 per hour	Tuition \$348.20 per hour	Tuition \$348.20 per hour
Fees \$46.00 per hour	Fees \$59.00 per hour	Fees \$65.00 per hour
<b>Total \$394.20 per hour</b>	<b>Total \$407.20 per hour</b>	<b>Total \$413.20 per hour</b>
<b>University Center-Ponca</b>	<b>Online Courses</b>	<b>NOC/OSU Gateway</b>
Tuition \$348.20 per hour	Tuition \$348.20 per hour	Tuition \$697.90 per hour
Fees \$92.83 per hour	Fees \$105.20 per hour	Fees \$258.55 per hour
<b>Total \$441.03 per hour</b>	<b>Total \$453.40 per hour</b>	<b>Total \$956.45 per hour</b>

\*Additional class fees or program fees are not included in the charts above but are listed on the following pages.

## NORTHERN OKLAHOMA COLLEGE TUITION & FEES FOR 2023-2024

### TONKAWA CAMPUS

<i>Resident Tuition</i>	\$122.70 per credit hour
Student Activity Fee	\$19.00 per credit hour
Student Technology Services Fee	\$3.00 per credit hour
Student Union Fee	\$3.00 per credit hour
Campus Renovation Fee	\$5.00 per credit hour
Library Resources Fee	\$1.00 per credit hour
Assessment Fee	\$2.00 per credit hour
Student Safety, Health, & Wellness Fee	\$3.05 per credit hour
Student Government Fee	\$0.15 per credit hour
I.D. Fee	\$0.80 per credit hour
Records Management Fee	\$5.00 per credit hour
Student Accident Shield Fee	\$4.00 per credit hour
<b>Total Resident Tuition &amp; Fees</b>	<b>\$168.70 per credit hour</b>
<i>Nonresident Tuition</i>	\$225.50 per credit hour
<b>Total Nonresident Tuition &amp; Fees</b>	<b>\$394.20 per credit hour</b>

### ENID CAMPUS

<i>Resident Tuition</i>	\$122.70 per credit hour
Student Activity Fee	\$19.00 per credit hour
Student Technology Services Fee	\$3.00 per credit hour
Student Union Fee	\$3.00 per credit hour
Campus Renovation Fee	\$5.00 per credit hour



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Library Resources Fee	\$1.00	per credit hour
Enid Campus Fee	\$13.00	per credit hour
Assessment Fee	\$2.00	per credit hour
Student Safety, Health, & Wellness Fee	\$3.05	per credit hour
Student Government Fee	\$0.15	per credit hour
I.D. Fee	\$0.80	per credit hour
Records Management Fee	\$5.00	per credit hour
Student Accident Shield Fee	\$4.00	per credit hour
<b>Total Resident Tuition &amp; Fees</b>	<b>\$181.70</b>	<b>per credit hour</b>
<i>Nonresident Tuition</i>	\$225.50	per credit hour
<b>Total Nonresident Tuition &amp; Fees</b>	<b>\$407.20</b>	<b>per credit hour</b>

**NORTHERN  
OKLAHOMA  
COLLEGE TUITION  
AND FEES FOR  
2023-2024**

**NOC/OSU GATEWAY PROGRAM -STILLWATER**

<i>Resident Tuition</i>	\$180.55	per credit hour
Student Technology Services Fee	\$10.00	per credit hour
Information Technology Infrastructure Fee	\$5.00	per credit hour
Academic Records Fee	\$4.35	per credit hour
Advising & Assessment Fee	\$10.85	per credit hour
Student Facility Fee #1	\$5.95	per credit hour
Academic Facilities	\$25.70	per credit hour
Academic Excellence Fee #1	\$9.75	per credit hour
Academic Excellence Fee #2	\$5.75	per credit hour
Student Activity Fee	\$2.50	per credit hour
Student Activity Fee - Athletic	\$5.50	per credit hour
Student Facility Fee #2 - Campus Recreation	\$3.00	per credit hour
Student Health Fee	\$6.00	per credit hour
Parking and/or Transit Fee	\$2.50	per credit hour
Student Newspaper Fee	\$0.30	per credit hour
Student Technology Service Fee - General	\$8.20	per credit hour
Library Automation & Technology Fee	\$17.70	per credit hour
Student Development Fee	\$2.90	per credit hour
OSU Student Union Fee	\$5.15	per credit hour
Life, Safety, & Security Fee	\$6.45	per credit hour
Academic Excellence Program Fee	\$88.00	per credit hour

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Student Success Fee	\$13.00	per credit hour
Campus Infrastructure Fee	\$20.00	per credit hour
<b>Total Resident Tuition &amp; Fees</b>	<b>\$439.10</b>	<b>per credit hour</b>
<i>Nonresident Tuition</i>	\$517.35	per credit hour
<b>Total Nonresident Tuition &amp; Fees</b>	<b>\$956.45</b>	<b>per credit hour</b>

NORTHERN OKLAHOMA  
COLLEGE COLLEGE TUITION  
AND FEES FOR  
2023-2024 ONLINE CLASSES

Resident Tuition	\$122.70	per hour
Online Class Fee	\$105.20	per hour
<b>Total Tuition &amp; Fees</b>	<b>\$227.90</b>	<b>per hour</b>
Nonresident Tuition	\$225.50	per hour
<b>Total Nonresident Tuition &amp; Fees</b>	<b>\$453.40</b>	<b>per hour</b>

**LIVE ONLINE, OFF-SITE CONCURRENT AND EDUCATION CENTERS**

Resident Tuition	\$122.70	per hour
Online Class Fee	\$65.00	per hour
<b>Total Resident Tuition &amp; Fees</b>	<b>\$187.70</b>	<b>per hour</b>
Nonresident Tuition	\$225.50	per hour
<b>Total Nonresident Tuition &amp; Fees</b>	<b>\$413.20</b>	<b>per hour</b>

**University Center at Ponca City**

Resident Tuition	\$122.70	per hour
UC Facility Fee	\$27.83	per hour
Course Delivery Fee	\$65.00	per hour
<b>Total Resident Tuition &amp; Fees</b>	<b>\$215.53</b>	<b>per hour</b>
Nonresident Tuition	\$225.50	per hour
<b>Total Nonresident Tuition &amp; Fees</b>	<b>\$441.03</b>	<b>per hour</b>

**OTHER FEES**

	Frequency	Fall 2023	Spring 2024
NOC/OSU I.D. Fee	One Time Fee	\$17.00	\$17.00
UC Security/Badge Fee	Per Semester	\$20.00	\$20.00
Remedial Fee-Tonkawa & Enid	Per Credit Hour	\$13.00	\$13.00
Remedial Fee-NOC/OSU Gateway	Per Credit Hour	\$24.00	\$24.00
Corequisite Lab Fee	Per Credit Hour	\$25.00	\$25.00
International Student Maintenance Fee	Per Semester	\$50.00	\$50.00

Government Sponsored Student Program

Per Semester

\$500.00

\$500.00

**CLASS/LAB FEES TONKAWA****4-Letter****Course****Code****Course Title****Frequency of Fee****Fall 2023****Spring 2024**

ACCT	Accounting II 2203 (including Online Classes)	Per Course	\$20.00	\$20.00
AGRI	Introduction to Plant Science Lab	Per Course	\$40.00	\$40.00
	Introduction to Soil Science Lab	Per Course	\$40.00	\$40.00
ARTS	Ceramics I & II & III	Per Course	\$70.00	\$70.00
	Drawing I & II	Per Course	\$70.00	\$70.00
	Fundamentals of Two-Dimensional Art	Per Course	\$70.00	\$70.00
	Fundamentals of Three-Dimensional Art	Per Course	\$70.00	\$70.00
	Painting I & II	Per Course	\$70.00	\$70.00
BIOL	Science Labs	Per Course	\$40.00	\$40.00
CHDV	Child Development	Per Course	\$15.00	\$15.00
CHEM	Science Labs	Per Course	\$40.00	\$40.00
DMAD	Freshman Classes	Per Course	\$100.00	\$100.00
	Sophomore Classes	Per Course	\$75.00	\$75.00
	Honors English-Background Testing	Per Course	\$20.00	\$20.00
NGL				
ENGR	Engineering Mechanics I	Per Course	\$45.00	\$45.00
ESCI	Science Labs	Per Course	\$40.00	\$40.00
HPEA	Beginning Golf	Per Course	\$30.00	\$30.00
	Outdoor Recreation	Per Course	\$30.00	\$30.00
	First Aid Course	Per Course	\$45.00	\$45.00
HPET	Athletic Training Practicum I	Per Course	\$15.00	\$15.00
	Athletic Training Practicum II	Per Course	\$15.00	\$15.00
	Intro to Personal Training II	Per Course	\$199.00	\$199.00
MUSC	College Choir/ Madrigals Ensemble Fee	Per Course	\$160.00	\$160.00
	Private Lessons	Per Credit Hour	\$130.00	\$130.00
	Semi Private Lessons	Per Credit Hour	\$75.00	\$75.00
	Piano I & II	Per Credit Hour	\$60.00	\$60.00
NURS	Fundamentals of Nursing-Freshman	Per Course	\$150.00	\$150.00
	Test Taking Success Workshop	Per Course	\$97.00	\$97.00
	<u>HESI with Review</u>	<u>Per Course</u>	<u>\$340.00</u>	<u>\$340.00</u>
	Adult I-Freshman-Skills Lab	Per Course	\$150.00	\$150.00

	Nursing Supply Kit-Freshman	Per Course	\$150.00	\$150.00
	Maternal Child-Sophomore	Per Course	\$100.00	\$100.00
	Nursing Supply Kit-Sophomore	Per Course	\$100.00	\$100.00
	Adult II-Sophomore-Skills Lab	Per Course	\$100.00	\$100.00
	Name Tag Fee	Per Course	\$3.00	\$3.00
	Liability Insurance Fee	Per Course	\$15.00	\$15.00
	Background Testing Fee	Per Course	\$150.00	\$150.00
PHSC	Science Labs	Per Course	\$40.00	\$40.00
PHYS	Science Labs	Per Course	\$45.00	\$45.00
WIND	Wind Energy Fee	Per Course	\$50.00	\$50.00

## CLASS/LAB FEES ENID

### 4-Letter Course

Code	Course Title	Frequency of Fee	Fall 2022	Spring 2023
ACCT	Accounting II 2203 (including Online Classes)	Per Course	\$20.00	\$20.00
ARTS	Drawing I & II	Per Course	\$70.00	\$70.00
	Painting I & II	Per Course	\$70.00	\$70.00
ASTR	Science Labs	Per Course	\$40.00	\$40.00
BIOL	Science Labs	Per Course	\$40.00	\$40.00
CHDV	All Child Development	Per Course	\$15.00	\$15.00
CHEM	Science Labs	Per Course	\$40.00	\$40.00
ENGR	Engineering Mechanics I	Per Course	\$45.00	\$45.00
ESCI	Science Labs	Per Course	\$40.00	\$40.00
HPEA	Cardio	Per Course	\$50.00	\$50.00
	First Aid Course	Per Course	\$40.00	\$40.00
HPET	Athletic Training Practicum I	Per Course	\$15.00	\$15.00
	Athletic Training Practicum II	Per Course	\$15.00	\$15.00
	Intro to Personal Training II	Per Course	\$199.00	\$199.00
MUSC	Private Lessons	Per Credit Hour	\$130.00	\$130.00
	Semi Private Lessons	Per Credit Hour	\$75.00	\$75.00
NURS	Fundamentals of Nursing-Freshman	Per Course	\$150.00	\$150.00
	Test Taking Success Workshop	Per Course	\$97.00	\$97.00
	HESI with Review	Per Course	\$340.00	\$340.00
	Adult I-Freshman-Skills Lab	Per Course	\$150.00	\$150.00
	Nursing Supply Kit-Freshman	Per Course	\$150.00	\$150.00
	Maternal Child-Sophomore	Per Course	\$100.00	\$100.00
	Adult II-Sophomore-Skills Lab	Per Course	\$100.00	\$100.00

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	Nursing Supply Kit-Sophomore	Per Course	\$100.00	\$100.00
	Liability Insurance Fee	Per Course	\$15.00	\$15.00
	Name Tag Fee	Per Course	\$3.00	\$3.00
	Background Testing Fee	Per Course	\$150.00	\$150.00
PHSC	Science Labs	Per Course	\$40.00	\$40.00
PHYS	Science Labs	Per Course	\$45.00	\$45.00

## FINANCIAL AID

Northern requires financial aid and scholarship applicants to submit the Free Application for Federal Student Aid (FAFSA). Students may access the application on the FAFSA website at:

[www.fafsa.ed.gov](http://www.fafsa.ed.gov). Application worksheets for financial aid can be secured through the Financial Aid Offices on all campuses. Students may also be requested to submit a federal tax return transcript and verification of untaxed income sources. A package or combination of various financial aid programs can often be secured to meet the needs of the individual student in order that he/she may attend college. Those programs are listed below. Note: The following federal and state programs are subject to continuous change. Federal Programs

## PELL GRANT

The Pell Grant Award is a grant and, unlike a loan, does not have to be repaid. Pell Grants may range from \$650 to \$6495 per year. Amounts are determined each year by the U.S. Department of Education.

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

A limited number of Supplemental Educational Opportunity Grants have been made available by the Higher Education Act of 1965. These grants are awarded through institutions of higher education to qualified students of exceptional financial need who would not be able to attend college without such aid because of lack of financial means of their own or of their families. Grants are combined with other types of financial aid to the extent necessary to enable the student to meet his/ her educational expenses.

## FEDERAL WORK-STUDY PROGRAM

Northern Oklahoma College participates in the federal college work-study program. One of the basic conditions of student eligibility for this program is that the student show demonstrated financial need as determined by the FAFSA information. He/she must be at least a half-time student and be in good standing. A number of student jobs are available. Some community service jobs such as tutoring elementary students are available. Students who may be eligible are urged to contact the Financial Aid Office. The Office of Student Affairs is responsible for job placement.

## FEDERAL DIRECT LOANS

Under this program a student may borrow funds from the U.S. Department of Education. These loans are either

Subsidized (interest paid by federal government while the student is enrolled) or Unsubsidized. Under the Subsidized

Direct Loan program a dependent freshman student may borrow as much as \$3500 per year. Sophomores may borrow \$4500. In addition, dependent students may borrow up to \$2000 more and independent students may borrow up to \$6000 more under the Unsubsidized Direct Loan program. Interest rates are variable and capped at 8.25 percent. Repayment begins six months after the student has terminated his or her course of study. A half-time student enrolled in six (6) or more credit hours may qualify for this program. Parents may borrow Direct Plus Loans on behalf of their dependent children.

## **VOCATIONAL REHABILITATION SCHOLARSHIP**

The State Board of Education through the Vocational Rehabilitation Division offers payment of tuition and other services to students who have substantial employment handicaps, provided the vocational objective selected by the student has been approved by a representative of the division. Applications for Vocational Rehabilitation from this area should be made to the Vocational Rehabilitation Office through the local Department of Human Services.

## **OKLAHOMA TUITION AND GRANT PROGRAM**

The OTAG Program is operated by the Oklahoma State Regents for Higher Education. The allocation for the 2022-2023 award year is \$368,900. Students must have filed a 2022-2023 FAFSA, be an Oklahoma resident and be Pell eligible. The grant awards can range from \$200 up to \$1,500.00 based on unmet financial need and enrollment status.

## **BUREAU OF INDIAN AFFAIRS**

The Bureau of Indian Affairs (B.I.A.) administers a scholarship grant program to Native Americans whose tribal membership records are maintained. Recipients must have a certificate of degree of Indian blood and have membership in a tribal group served by the BIA. The grants are made for educational purposes. Both financial need and scholastic ability are considered in determining eligibility. To apply for a college grant, one should contact the specific tribal higher education office.

## **EMPLOYMENT**

### **CAMPUS EMPLOYMENT**

These jobs, limited in number, require the performance of certain duties on the campus.

Applications may be made at the Office of Student Affairs. Student employment applications can also be found at the "Student Employment" website: <http://northok.publishpath.com/student-employee>.

### **OFF-CAMPUS EMPLOYMENT**

Students interested in off-campus employment should inquire at the Office of Student Affairs.

## **OTHER AWARDS**

Other awards are available through:

- War Orphans Education Assistance
- Social Security Benefits



- Veteran Aid

A booklet containing current information about student rights and privileges in the student financial aid area is available from the Office of Financial Aid in the Vineyard Library-Administration Building on the Tonkawa campus, the Everest Administration Building on the Enid campus, and in the Administration area of the NOC/OSU Gateway Program on the Stillwater campus. Information includes types of financial help and how to obtain that help. The booklet also provides information on applying for and maintaining financial aid, and appealing decisions made in this area. This information is also available in the NOC Student Handbook, posted online at <http://northok.publishpath.com/student-handbook>.

## **INSTITUTIONAL/PRIVATE SCHOLARSHIPS**

A Northern Oklahoma College education is an excellent investment in your future. The faculty and staff are here to help you understand the various financial aid and scholarship programs that are available and to work individually with those who face financial difficulty during their time at Northern. Overall, sixty-five percent (65%) of our students receive some type of financial assistance – which includes state, federal and college grants and awards. We are committed to providing the highest level of support to our students possible.

The Northern Oklahoma College institutional scholarship program is divided into two areas: 50% merit-based and 50% need-based. Merit-based scholarship awards recognize and reward excellence to students who have demonstrated exceptional academic achievement or who have demonstrated talent in a participation program, i.e., athletics, fine arts, agriculture/livestock judging and journalism. The following scholarships are funded by the Oklahoma State Regents for Higher Education, the generosity of the Northern Oklahoma College faculty, staff, alumni and friends, local businesses and civic organizations, and by the Northern Oklahoma College Foundation. These awards are offered each year to qualified students whose participation, academic achievement, and/or leadership efforts merit recognition. For more information about scholarships, scholarship checklist, dates and deadlines, please contact the Institutional Scholarship Office at 580.628.6760, email address: [scholarships@noc.edu](mailto:scholarships@noc.edu) or visit our “Scholarships” website at [www.noc.edu/scholarships](http://www.noc.edu/scholarships).

*Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, political beliefs or disability in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations.*

*Northern Oklahoma College also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, PO Box 310, Tonkawa, OK 74653-0310; telephone 580.628.6240 8 a.m. to 5 p.m. Monday through Friday.*

Scholarship Policy and Procedures:

- Not every scholarship is available for award every year. Funding determines availability.
- While every effort is taken to ensure that the correct information is presented, current NOC policy, State Regents’ policy, NOC Foundation policy, state and federal laws, and/or the intent

of the donor who established a Foundation scholarship program (as applicable) will override any outdated or erroneous information listed here.

- To be considered for scholarships, applicants are required to complete the Free Application for Federal Financial Aid (FAFSA) at the FAFSA website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Northern's Title IV Institutional Code is 003162) within 30 days of accepting a scholarship award. Failure to do so may result in the scholarship being revoked. NOTE: All financial aid will be the primary source of funding education. Best consideration date for financial aid is December 1.
- **PRIORITY DEADLINE.** Applicants applying for the Presidential Leadership Scholarship, the NOC/OSU Gateway Ambassadors Scholarship or the State Regents Academic Scholarship must submit an application by February 20. Priority deadline for all other scholarships is February 20 with scholarships awarded to qualified applicants on a first- come, first-serve basis until August 25. For new or transfer students, the spring deadline is January 25.
- To be considered for scholarships, applicants must complete the Institutional Scholarship Application Form at [www.noc.edu/scholarships](http://www.noc.edu/scholarships) along with any required additional documentation and submit to the Scholarship Office by the stated deadline each year.
- The scholarship committees on each campus shall determine the recipients for the scholarship awards. The Institutional Scholarship Office shall administer the scholarship awards.
- Priority will be given to applicants who are an Oklahoma resident, United States citizen or permanent resident.
- Students on institutional academic achievement scholarships, i.e., PLC, academic, valedictorian/salutatorian, freshman/sophomore regents, etc. must be an Oklahoma resident and enrolled full-time.
- To align with Complete College America and the 15 to Finish model, students are encouraged to take 15 credit hours each semester/30 hours per year to graduate on time and start earning faster.
- Maximum institutional scholarships may not exceed five (5) full-time academic semesters. This does not include summer courses.
- To be considered for scholarships, applicants must adhere to the institutional academic standards policies, drug and alcohol policies, student conduct policies, and participation agreements. Failure to comply may result in removal of scholarship award.
- Scholarship funds will be applied for fall and spring semesters unless otherwise stated. Students who have a remaining scholarship balance within the current academic year and have maintained scholarship retention criteria may use their remaining balance during the summer semester.
- All students must reapply each academic year. A complete list of scholarships with criteria is available at [www.noc.edu/scholarships](http://www.noc.edu/scholarships).
- Any student whose scholarship award has been removed from Northern Oklahoma College may appeal the removal by filling out the Scholarship Appeal Form and submitting it along with supporting documentation to the Scholarship Office.
- Variation from any scholarship policies or procedures requires an appeal to the Scholarship Appeals Board. This subcommittee acts as a hearing body on scholarship appeals for students

or programs that are not in compliance with the institutional policies affecting their scholarship awards. Members shall consist of the Vice President for Development and Community Relations, Vice President for Financial Affairs, Vice President for Student Affairs, and the Scholarship Coordinator. The Appeals Board will evaluate information related to each appeal and solicit any additional documentation from the appropriate department/program representative and/or campus scholarship committee chair when necessary. Final decisions shall be submitted in writing to the President for approval.

- Scholarship appeals are limited to one year from the start of the semester last enrolled.
- Recipients of participation scholarships are required to reside in campus housing in accordance with the Statement of College Housing Policy outlined in the NOC Course Catalog and Student Handbook available at [www.noc.edu/course-catalog-student-handbook](http://www.noc.edu/course-catalog-student-handbook).
- Showing gratitude is an essential part of receiving a private scholarship. It is important that recipients thank our donors. Upon accepting your private scholarship from the NOC Foundation, students are asked to acknowledge it with a thank you letter submitted to the Institutional Scholarship Office. The NOC Foundation hosts various events to connect scholarship recipients with donors. It is expected that recipients will attend these events.

#### **ADMINISTRATION OF SCHOLARSHIP AWARDS:**

- Financial Aid: As a condition of this award, the student agrees to apply for federal financial aid within 30 days of signing this form at the FAFSA website: <https://fafsa.ed.gov/>. Failure to apply within 30 days could lead to the loss of this scholarship. State and federal financial aid grants will be the primary source of funding education.
- Scholarship awards will be reviewed after the Financial Aid Office has determined the student's Cost of Attendance\* budget. If a student receives state and federal financial aid grants, i.e., Pell, SEOG, OTAG, OHLAP, etc., his or her scholarship award will be applied secondary and cannot exceed \$1,000 of the actual student bill for the current semester. Scholarships sent to the College from outside sources will be refunded up to, but not to exceed the Cost of Attendance budget. Loans will be reduced before any other aid sources.
- Participation sponsors must collaborate with the Scholarship Office prior to making awards to students to assure maximization of resources and to avoid over-award situations resulting in post-notification adjustments. This guideline is intended to maximize the use of all college resources for scholarship and grants, as well as to assure clear and accurate communication with students.

\*Cost of Attendance means the aggregate cost to a student to enroll in a degree program, including tuition, the cost of books, fees, and other related educational expenses, as well as the cost of on- or off-campus room and board. See current tuition costs at the website link <http://www.noc.edu/tuition>.

## STUDENT LIFE

### STUDENT CLUBS AND ORGANIZATIONS

Northern Oklahoma College has a large number of student organizations on the campus which represent many fields of interest. While students should be primarily concerned with academic work, becoming involved in campus life can allow for a richer college experience. A complete listing of current clubs and organizations can be found on the Northern website at the following link or by clicking on “Students,” “Current Students” or “Future Students,” “Campus Life” and “Student Clubs and Organizations”: <http://northok.publishpath.com/student-clubs>

### FUNDRAISING ACTIVITIES (STUDENT ORGANIZATIONS & CLUBS)

All fundraising activities for student clubs and organizations must be pre-approved by the Vice President for

Development and Community Development and the Dean of Students, the Vice President for Enid, and/or the Vice President for Stillwater. The Institutional Fundraiser Policy and form are available online at: [www.noc.edu/development/foundation](http://www.noc.edu/development/foundation).

#### Campus Meetings

In a general way, meetings of groups at each location may be classified as follows:

1. Those formally scheduled as a part of the College curriculum or program.
2. Specially called meetings by an administrative office, academic division or some other official agency of the College.
3. Meetings scheduled or called by an officially recognized organization.
4. Meetings of off-campus groups in college facilities as a community service.

This last category is the subject of a special policy statement of the Northern Oklahoma College Board of Regents. The present statement addresses itself to the first three categories and variations thereof.

Meetings called by administrative offices or by academic divisions are normally a part of the teaching or service functions of the College but require some coordination and guidance. Scheduling classes is handled through the Division Chair and the Vice President for Academic Affairs. Any deviations from the schedule should be cleared in the same fashion. Similarly, changes in the instructional plan in any course or class, such as the arrangement of special programs and use of guest lecturers, should have clearance and approval through the Division Chair and the Office of Academic Affairs. Special student or adult meetings must be called by a Division Chair or administrative officer rather than by individual staff, and these require the approval of the Vice President for Academic Affairs. Only officially recognized student organizations are allowed use of College facilities for meetings. The policy guidelines and procedures for gaining recognition involve approval of the Student Senate and the Vice President for Student Affairs, and the subject is covered in other materials, supplied through the Office of Student Affairs. These require, among other things, a statement of purposes and program of activities. Regular reports of current officers and a schedule of meetings are necessary. Each meeting date, time and place must be submitted for the College calendar. Meetings off grounds by recognized organizations require prior approval, as do programs or activities on the grounds involving participation of non-students.

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## PROCEDURES FOR ESTABLISHMENT OF A NEW CLUB OR ORGANIZATION

- Contact the Office of Student Affairs for an interview for discussion of procedures, regulations and guidelines.
- Develop an organizational constitution with purposes, rules and procedures which will meet the standards of the College.
- Present the proposed constitution to the Student Senate Constitutional Committee.
- Vote on the proposed constitution by the Student Senate.
- If approved, present the Student Senate's recommendation to the following for approval: Dean of Students and the Vice President for Student Affairs.
- Elect officers and make committee appointments, schedule meetings on the College calendar and authorize use of College facilities by arrangement.

Only organizations which have followed this procedure have rights and privileges on the campus such as meeting facilities, publicity for meetings and other campus privileges.

## SOCIAL ACTIVITIES

All social events must be scheduled in the Office of the Dean of Students and approved for entry on the official College calendar. Reservations for space in the student unions and designated meeting places should be made at the Office of Financial Affairs for NOC Tonkawa, the Office of Dean of Students, or the Vice President for NOC Enid or NOC Stillwater. All social events must be approved by the Student Senate. The application form, signed by the Dean of Students and the Student Senate president, will list sponsors, chaperones, student hosts and other information and should be filed in the office of the Dean of Students.

## VOTER INFORMATION

### VOTER REGISTRATION

The Oklahoma State Election Board ([https://www.ok.gov/elections/Voter\\_Info/Register\\_to\\_Vote/](https://www.ok.gov/elections/Voter_Info/Register_to_Vote/)) provides voter information. Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission (<https://www.eac.gov>).

- OK Voter Portal (<https://www.ok.gov/elections/OVP.html>)
- Oklahoma Voter Registration Application (<https://www.ok.gov/elections/documents/Oklahoma%20Voter%20Registration%20Application%20form%20v4-20%20SEB%20web.pdf>)
- Online Voter Registration ([https://www.ok.gov/elections/Online\\_Voter\\_Registration.html](https://www.ok.gov/elections/Online_Voter_Registration.html))
- Voter Registration Application ([https://www.ok.gov/elections/documents/Voter\\_Registration\\_Application.pdf](https://www.ok.gov/elections/documents/Voter_Registration_Application.pdf))

### CONSTITUTION DAY

Constitution Day (or Citizenship Day) is an American federal observance that recognizes the ratification of the United States Constitution and those who have become U.S. citizens. It is observed on September 17, the day the U.S. Constitutional Convention signed the Constitution in 1787. The law establishing the holiday was created in 2004 with the passage of an amendment by Senator Robert Byrd to the Omnibus spending bill of 2004. Before this law was enacted, the holiday was known as "Citizenship Day". In addition to renaming the holiday



“Constitution Day and Citizenship Day,” the act mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. In May 2005, the United States Department of Education announced the enactment of this law and that it would apply to any school receiving federal funds of any kind.

- Declaration of Independence (<https://www.archives.gov/founding-docs>)
- Bill of Rights (<https://www.archives.gov/founding-docs>)
- Constitution (<https://www.archives.gov/founding-docs>)

### **CONSTITUTION DAY AT NOC**

NOC has recognized Constitution Day by holding voter registration drives on the Tonkawa, Enid and Stillwater campuses on September 17. NOC has won awards, at the state level, for our voter registration turnout. In 2020, NOC placed third in voter registration turnout for our division.

### **STUDENT HOSTS**

Each organization scheduling a social affair is required to have the signature of several students who have agreed to act as Student Hosts for the event. Hosts agree to the responsibility for greeting students, guests, sponsors or chaperones at the door, making guests feel welcome, encouraging them to participate and, in general, fulfilling the duties of host by promoting the enjoyment of the occasion. Student Hosts also have the privilege and duty of exercising supervision over student conduct at the event. They are to encourage their guests to respect college tradition and policy regarding the ban of alcohol consumption on the premises, request disorderly or improperly dressed guests to leave and in all respects maintain an acceptable atmosphere at the affair. Through the Student Hosts system, the College emphasizes its policy of students' responsibility for the conduct of their own affairs.



## **CAMPUS POLICIES**

### **SIDEWALK CHALKING POLICY**

Sidewalk chalking is permitted in order to promote the activities and events of student groups and organizations formally associated with Northern Oklahoma College. Student organizations choosing to utilize this method of communication must obtain approval from the Office of Student Affairs. Chalking sidewalks to advertise events and activities on the grounds is permissible within the following guidelines:

- The Office of Student Affairs must be notified three (3) days prior to event or activity if a group wishes to chalk on sidewalk as advertisement. The Office of Student Affairs must approve chalking ideas.
- Eligible chalking areas at NOC Tonkawa are in front of Foster-Piper Fieldhouse, Memorial Student Union, Maverick Cafeteria, Wilkin Hall, Harold Hall, Crowder Science Hall, Central Hall and in front of all residence halls.
- Chalking is not permitted within ten (10) feet of any building entrance.
- Chalking is not allowed on vertical surfaces. This includes buildings, walls, benches, picnic tables, signs, poles, Monuments, columns, mailboxes, light poles, trees, etc.
- Liquid chalk may not be used for the purpose of sidewalk chalking.
- Any chalking must be cleaned off within 24 hours of the event or activity.
- All chalk advertising must clearly identify the sponsoring organization's name.
- Chalking cannot contain any obscene, derogatory or defamatory words or images, threaten physical harm or include messages that otherwise are not entitled to the protection of free expression.
- All other chalking is subject to immediate removal and the individuals or groups responsible may be charged the cost of cleanup. Overwriting, erasing, defacing, altering or removing the chalking of another organization is prohibited except by Northern personnel. Northern Oklahoma College may remove, without notice, any chalked messages that do not comply with the stated policies and regulations. Student organizations which violate these chalking guidelines will be referred to the Office of Student Affairs.

### **HOVER BOARD POLICY**

- Due to safety issues related to the charging and operation of hover boards, and out of an abundance of caution, Northern Oklahoma College has restrictions on the use of hover boards on College property.
- Hover boards will not be allowed in residence halls.
- Hover boards cannot be recharged in any College-owned buildings.
- Individuals who choose to ride hover boards on College property must follow all traffic laws.
- Hover boards ARE NOT PERMITTED to be ridden in buildings.
- Hover boards ARE NOT PERMITTED in College vehicles or to be taken on College-sponsored trips.

### **NOC STUDENT IDENTIFICATION CARD**

It is essential for a student to have a Northern ID for the following:

- Cafeteria
- College-sponsored programs
- Library
- Social events
- Purchasing of textbooks
- Residence Hall access
- Wellness Center access
- Financial aid
- Business/Bursar's Office transaction

**NOTE: NOC STILLWATER STUDENTS MUST ALSO HAVE AN OSU ID**

Northern Oklahoma College athletic mascots include the Tonkawa Mavericks and the Enid Jets. Only the official College logos as shown in the NOC Graphics Standard guide may be used on official publications, and, promotional items and uniforms. The official color of Northern Oklahoma College is PMS 186 Red. This color shall be the primary spirit color for both NOC Tonkawa and Enid athletic teams. Black, red, grey and white are allowed on all uniforms and can be used as an outline for graphics. When using metallic, silver is the official option. No other colors are allowed to be used on uniforms or to represent the teams. See: <http://www.noc.edu/graphicstandards>.

## **ATHLETIC MASCOTS & COLORS**

Northern Oklahoma College athletic mascots include the Tonkawa Mavericks and the Enid Jets. Only the official College logos as shown in the NOC Graphics Standard guide may be used on official publications, and, promotional items and uniforms. The official color of Northern Oklahoma College is PMS 186 Red. This color shall be the primary spirit color for both NOC Tonkawa and Enid athletic teams. Black, red, grey and white are allowed on all uniforms and can be used as an outline for graphics. When using metallic, silver is the official option. No other colors are allowed to be used on uniforms or to represent the teams. See: <http://www.noc.edu/graphicstandards>.

## **STUDENT DRESS & GROOMING**

Northern Oklahoma College seeks to avoid the negative stigma of the “dress code” as it is viewed by students.

The general principle for student dress is that all students are expected to conform with the ordinary and usually accepted social customs and standards of grooming and dress and must conduct themselves at all times in a manner befitting a college student. In order that both faculty and students may understand, these guidelines are provided in the interest of acceptable grooming, general health standards and an appropriate classroom learning environment. They should not be viewed as recommendations for attire but rather as minimal standards. Cases of poor grooming, extreme dress or poor personal hygiene will be handled on an individual basis directly by the instructor or by the Dean of Students and/or the Vice President for Enid or Stillwater. Shoes and shirts must be worn in all buildings other than residence halls. Apparel must be neither vulgar, overly suggestive, distracting nor otherwise in poor taste.

## **STUDENT WORKERS DRESS GUIDELINES POLICY**

Northern Oklahoma College employees have constant interaction with students, persons from outside the College, and with other employees. A neat, well-groomed appearance creates a positive reflection on the employee as well as the College. Clothing and grooming should be appropriate for the particular work environment. Safety precautions should receive primary consideration. Northern Oklahoma College has identified two work environments: Office/Classroom and Trades. The following guidelines apply to both work environments. Each work environment will be more specifically discussed following the general guideline section.

### **GENERAL DRESS GUIDELINES**

An employee's supervisor may adjust the level of dress required depending on the employee's level of position or activities required for the job. Employees should consult their supervisor regarding any dress code requirements specific to their department. Northern Oklahoma College has established the following dress guidelines for Student Workers. These are intended to be used as guidelines; however, the specific work environment dictates the appropriate attire. The dress and grooming standards of this policy are intended to establish minimum standards for the student workers. Standards of appearance require careful implementation. In all cases, neatness, health and safety, appropriateness and good taste shall be observed. The following minimum standards shall be enforced at Northern Oklahoma College:

1. Any clothing, makeup, hairstyle or wig that has been demonstrated to contribute to the substantial disruption of the orderly operation of the College is inappropriate and unacceptable. Dress should be suitable for the work environment, present a professional image and should be clean and in good repair.
2. Skirts and shorts shall be worn at an appropriate and acceptable length for sitting as well as for standing so that undergarments shall not show (length should be no shorter than mid-thigh). Shorts must be hemmed; no cut-off s are allowed. Skirts and dresses may be of any style if all slits, openings and the length are no higher than half the distance between the knee and waist and do not expose one's undergarments. No under-garments or posteriors shall show. Shirts are required at all times.
3. Pants must fit at the hip so they will stay on without a belt. The key to dressing successfully is the use of common sense and good judgment. If the wearer questions the appropriateness of any attire, it should not be worn to work. As part of professional appearance, personal hygiene and grooming should be carefully maintained. Excessive body odors are offensive. Many fragrances can be harmful to some people with allergies. Tattoos and piercings (other than in the ears) are not to be displayed prominently while representing the institution.

If an employee's attire or appearance is unsuitable, he/she may be asked to return home to change before resuming regular duties. In keeping with a professional image, reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible. Employees are not allowed to wear halter tops, one-shoulder tops, midriff tops, beachwear, extremely low-rise pants, or extremely form-fitting attire. In addition, distracting, offensive or revealing clothes are not appropriate on any day of the week. Shirts cannot display alcohol, tobacco products, offensive words, offensive pictures or offensive logos. Supervisors are responsible for enforcing the dress guidelines. Failure of a supervisor to enforce dress guidelines may result in notification of the next

level of supervisor to enforce policies. Please refer to the Dress Guidelines List for acceptable and unacceptable items.

## **THE OFFICE/CLASSROOM ENVIRONMENT**

Northern Oklahoma College supports business casual attire. Business casual is crisp and neat. It should not look like cocktail or party or picnic attire. In addition, distracting, offensive or revealing clothes are not appropriate on any day of the week. When an employee's workday involves a lot of moving or lifting of materials, bending, filing or working in confined spaces, a more casual appearance is appropriate. This is referred to as Manual Work Day. The immediate supervisor must give prior approval for Manual Work Day attire, which may include jeans and athletic shoes.

## **THE TRADES ENVIRONMENT**

Departments that perform a service or trade for NOC may not require the stricter guidelines that have been established for the office/classroom environment. Within these departments it is acceptable and at times recommended that the employees wear jeans, t-shirts, hats, athletic attire or athletic shoes. This is to provide ease, protection and comfort while doing the job that is asked of the employee. Still, the employee must use common sense in wearing these items. Jeans that are frayed, ripped, patched or extensively faded are not appropriate. T-shirts cannot display alcohol, tobacco products, offensive words, offensive pictures or offensive logos. Athletic shoes must be in good condition. Hats displaying the NOC logo are preferred; however, hats must remain appropriate for the work environment and for the College.

Trades Environment may include laboratories, printing services, athletics, industrial arts and maintenance.

All employees are to abide by the safety policies and procedures of their department and to wear required protective clothing and safety equipment. An employee's supervisor may adjust the level of dress required, depending upon the employee's level of position or activities required of the job.

## **STUDENT TRAVEL POLICY**

Northern Oklahoma College seeks to promote safe travel to events and activities occurring beyond the boundaries of college property by students. Northern Oklahoma College supports the philosophy that student learning and development are an integral component of the collegiate experience and understands that students have a variety of travel needs based on the nature of their activities and organizations.

This policy applies to individual students and recognized student organizations travel both in cases where the travel is sponsored by a Northern Oklahoma College student organizations and in cases where the travel is independent of student organization sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more recognized student organizations of Northern Oklahoma College. The Vice President for Financial Affairs may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel or unusual circumstances.

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All travel by recognized student organizations must relate to the purpose of the organization and comply with the policies of Northern Oklahoma College and applicable local, state and national laws. These guidelines are designed to reduce risk and provide protection for all student travel. All students must comply with the requirements for travel. Travel is considered College travel if any one of the following conditions are met:

- The College or student organization pays for any part of the event, through an institution or organization account, NOC Foundation or collection of funds from individual members.
- There is reimbursement for expenses, food, registration fees, etc.
- The organization and College names are advertised or used in any way
- The College or organization is represented at the event in an official capacity.
- Attendance of students (regardless of how many there are) present at the event is based on their organizational affiliation rather than individual initiative.
- Travel that is an expectation placed upon a student as a component of the student's experience at Northern Oklahoma College, or a travel experience sponsored by the College.
- Any part of a trip utilizes Northern Oklahoma College fleet vehicles or rentals paid for by the College or NOCF.
- All trip participants should represent Northern Oklahoma College appropriately at all times and ensure they act as active, helpful participants for the duration of the trip. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent with unsupervised activity. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with college rules and regulations, the direction of College employees (sponsors), or applicable laws.
- While traveling, participants are bound by College policies as stated in the Northern Oklahoma College Student Handbook, including the Student Code of Conduct, Athletic Handbook when applicable, as well as applicable laws. Failure to abide by these policies and violations may subject participants and sponsoring organizations to College review and disciplinary action pursuant to the Student Conduct Administration Procedures.

## **RISK MANAGEMENT & SAFETY**

Due to the nature of students and student organizations, special instances may arise regarding the planning and execution of student and student organization travel. The following are the guidelines for Northern Oklahoma College:

- All occupants must use seat belts and remain seated when the vehicle is in motion.
- The number of passengers in a vehicle shall not exceed the number of working seat belts in the vehicle.
- Loading of the vehicle shall be done in accordance with vehicle manufacturers' recommendations.
- Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load.
- No drugs, alcohol or tobacco are to be in the vehicle at any time.



- The transportation, use or storage of any hazardous materials is prohibited. The transportation, use or storage of any firearms, weapons and/or explosives is prohibited.
- The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance.
- The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.
- Employees' family, non-student friends and family of students are not eligible to participate in travel opportunities.
- Drivers of the vehicle must comply with all College policies, as well as local, state, and federal laws.
- Drivers will comply with all applicable traffic laws, speed limits and regulations and will operate the vehicle in a safe, prudent manner at all times. The College is not responsible for uninsured costs, fines or citations received while driving on College business.
- Drivers must be 21 years of age or older.
- Drivers must be currently employed Northern employees.
- Drivers must have a valid U.S. driver's license for the vehicle being driven with the appropriate classifications, restrictions and endorsements.
- Drivers shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
- Drivers are prohibited from the use of headphones or earphones.
- Drivers are prohibited from texting or using hands-on mobile phones while driving and must limit use of communication devices.
- Drivers must have approved vehicle requests on file with the Maintenance Department and travel request forms approved from the Office of Financial Affairs.
- Drivers are expected to use good judgment and make appropriate safety decisions in the event of adverse weather or other factors that affect the ability to drive safely in observance of travel warnings as issued by the highway safety authorities or weather advisory service.
- The number of drivers required must be appropriate based on the distance and duration of the trip.
- Each driver is allowed to drive eight (8) hours at a time and must rest for eight (8) hours before driving again.
- One person must be in the front passenger seat and awake at all times to assist with navigation and trip safety.
- Authorized passengers of vehicles must comply with all College policies and travel guidelines.
- Authorized passengers include members of officially recognized Northern Oklahoma College student organizations, College employees or authorized volunteers while on approved College student organization travel.
- Transporting passengers in the bed of a pickup truck is prohibited.
- All student participants choosing to participate in student travel do so voluntarily and at their own risk.



## **STUDY ABROAD TRAVEL POLICY**

Students may view the Study Abroad Travel Policy at <http://www.noc.edu/ge>.

# **STUDENT CODE OF CONDUCT PHILOSOPHY & PURPOSE**

## **SPECIAL NOTE ON CONDUCT**

Please read the guide on the topics on disciplinary penalties and procedures. More use will be made of formal warnings, which become a matter of record. The words “disciplinary probation” will be entered in the College transcript file for those given this penalty. Unless this is cleared by the Vice President for Student Affairs, the transcript will be issued to other colleges or employers with those words stamped upon it. Suspension or expulsion must be considered for those who are repeated or flagrant offenders. Some offenders may expect to receive suspension of three (3) to five (5) days from classes and from the grounds, possibly accompanied by disciplinary probation upon return. The use of vulgar or abusive language in offices when discussing a problem will result in immediate suspension from the grounds and classes. Various student privileges may be withdrawn as a part of any disciplinary penalty. Work or other service requirements may be made. Counseling and/or the attendance in special course sessions may be required.

The student conduct procedures have been established to guide the fair and uniform interpretation and enforcement of the Northern Oklahoma College Student Code of Conduct. These procedures are applicable to any student or organization charged with a major violation which may result in suspension or expulsion. These conduct procedures are designed to allow for fact finding, decision making in the context of an educational community and to encourage students to take responsibility for their own actions.

The intent is to provide adequate procedural safeguards to protect the rights of the individual student and/or student organization and the legitimate interests of Northern Oklahoma College.

## **SOCIAL AFFAIRS, SPORTS EVENTS, & OTHER ACTIVITIES**

Students are expected to conduct themselves at any and all college events in such a manner as befits a college student. Conformity in conduct, dress, sportsmanlike behavior and any special rules for the specific occasion is expected. Proper courtesy to chaperones, other officials or students in charge is necessary.

Throwing objects at athletic contests or other public assemblies is forbidden by state law.

Students are expected to exhibit only the highest standards of conduct and sportsmanship and to refrain from extreme rowdy behavior, obscene gestures, vulgar or suggestive chants or other unsportsmanlike behavior either as a participant or as a fan at athletic events or other assemblies.

## **LIBRARY, STUDENT UNION, & OTHER FACILITIES**

Special rules or regulations may govern acceptable behavior in certain areas such as the library, student union, cafeteria or residence halls. These will be posted, published or made known to students in various ways. Violation of these rules or regulations may result in disciplinary action.

## **BANISHMENT FROM CAMPUS**

State law gives College administrators the authority to order any person off the campus who is presumed to constitute a threat to peace, order or safety. Persons failing to obey such an order may be arrested for trespassing. These orders may be given to outsiders or to students and employees who are under suspension or who have been expelled.

## **LANGUAGE AND DISCOURTESY**

Use of profanity and vulgar language is inappropriate on campus. It is particularly inappropriate in offices, classes, sporting events, meetings and in discussion or other sessions with faculty, residence hall directors, security officers, deans or other administrators and staff. Students who are discourteous, insulting, vulgar or profane during exchanges with campus authorities regarding a disciplinary matter forfeit their rights and leniency in the case and add an additional violation to the charges. The Vice President for Student Affairs, or a higher authority, may act to suspend the student immediately pending a time when his/her case may be considered more rationally. Any student who defies direct instructions from a College staff member acting within his/her province of authority is subject to immediate suspension.

## **CAMPUS SECURITY OFFICERS**

Students should become acquainted with the Campus Security Officer. He/she works closely with the Office of Student Affairs and is available to assist students. Occasionally students will have traffic or conduct problems and be in discussion with the Campus Security Officer or his/her student assistants. The student will be asked to visit the Office of Student Affairs as soon as possible during normal working hours.

## **MECHANICAL NOISEMAKERS**

With the exception of the school pep band, it is a violation of College policy and conference regulations to use mechanical noisemakers (horns, air equipment, bells, drums, etc.) at athletic events.

## **SIGNS AND POSTERS**

Signs and posters must be in good taste and must not contain vulgar or crude words as determined by the College administration. All material posted on College property must first have approval from the Dean of Students and/or the Vice President for Enid or Stillwater.

## **HAZING POLICY**

The Oklahoma Statutes, Section 1190 of Title 21 reads as follows:

No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. Any hazing activity described in subsection E of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500) and the forfeit for a period of not less than one (1) year of all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00) or by both such imprisonment and fine.

For purposes of this section:

“Hazing” means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;

“Endanger the physical health” shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, non-intoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance or any other forced physical activity which could adversely affect the mental health or safety of the individual; and

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

## **MISSING STUDENT NOTIFICATION POLICY**

If a member of the Northern Oklahoma College community has reason to believe that a student who resides in College housing is missing, he/she should immediately notify the Office of Student Affairs at 580.628.6240 for NOC Tonkawa or 580.548.2327 for NOC Enid. The Office of Student Affairs will generate a missing person report and initiate an investigation. For NOC Stillwater, follow Oklahoma State University procedures.

In addition to registering a general emergency contact, students residing in College housing have the option to identify confidentially an individual to be contacted by the Office of Student Affairs in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Office of Student Affairs will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so with his/her residence hall director. A student’s confidential contact information will be accessible only by authorized College officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the Office of Student Affairs determine that the student has been missing for 24 hours, the Office of Student Affairs will notify Tonkawa or Enid

police and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Northern will notify the student's parent or legal guardian immediately after the Office of Student Affairs has determined that the student has been missing for 24 hours.

## **NOC STILLWATER STUDENT CONDUCT**

Students who reside in Oklahoma State University (OSU) Residence Halls or who commit a conduct violation on the OSU campus are responsible to the OSU policies for adjudication through the Office of Student Conduct Education and Administration.

## **DRUG & ALCOHOL ABUSE PREVENTION**

### **PURPOSES**

The Drug-Free Workplace Act which was passed by Congress in 1988 requires federal contractors and grantees to certify the contracting agency that they will provide a drug-free workplace. The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This policy is to amend the Policy Declaring a Drug-Free Workplace, adopted by the Northern Oklahoma College Board of Regents July 13, 1989, in order to comply with the statutory directive, Section 1213.

### **DEFINITIONS**

**CONTROLLED SUBSTANCE** - (per Controlled Substance Act, Section 202, I-V, 21 U.S.C. 812) cocaine, marijuana, opiates, amphetamines and any other controlled substance defined in the Act. Note: Use of alcohol in the workplace, and penalties for such, are covered in employment policies.

**WORKPLACE AND CAMPUS** - Northern Oklahoma College or controlled property or the site for performance of work or instruction.

**PROHIBITED WORKPLACE AND CAMPUS ACTIONS** - Unlawful manufacture, distribution, dispensation, possession or use of defined controlled substance.

**STUDENT** - Any person enrolled at Northern Oklahoma College, including seminars, workshops and camps.

**EMPLOYEE** - Any person receiving pay through the College payroll system or any volunteer.

**CRIMINAL DRUG STATUTE** - A federal or nonfederal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

**CONVICTION** - A finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by a judicial body determining violations of federal or state criminal drug statutes.

**VICE PRESIDENT OR DIRECTOR** - Supervisor, Division Chair, Financial Aid Director or Vice President for Student Affairs.

**VISITOR** - any person unaffiliated with the College such as a vendor or community member.

## **POLICY**

As set forth in local, state, and federal laws, and the rules and regulations of the College, Northern Oklahoma College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol

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by students and employees in buildings, facilities, grounds or other property owned and/or controlled by the College or as part of College activities. Northern Oklahoma College will conduct biennial reviews of this policy/program to evaluate its effectiveness. The College will implement changes if needed to insure that disciplinary sanctions are consistently enforced.

## **INTERNAL SANCTIONS**

Any student or employee of the College who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College.

## **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.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a controlled substance and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of

\$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

Starting July 1, 2000, conviction under federal or state law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

State law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second



or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment

of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. In addition, the state law, Prevention of Youth Access to Alcohol, became effective July 1, 2006.

**MINORS CONSUMING AND/OR IN POSSESSION Of alcohol or 3.2 beer, the following penalties apply:**

- First violation: fines up to \$300 and/or community service not to exceed 30 hours, and mandatory revocation of driver's license for 6 months;
- Second violation: fines up to \$600 and/or community service not to exceed 60 hours, and mandatory revocation of driver's license for 1 year;
- Third violation: fines up to \$900 and/or community service not to exceed 90 hours, and mandatory revocation of driver's license for 2 years;
- All minors who violate this law are subject to drug and alcohol assessment;
- Minors who have not yet received a driver's license will not be allowed to obtain a license for the same amount of time as the license would have been revoked.

There are also municipal laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs.

Further information regarding these local, state, and federal laws may be found in the Campus Security Office and the Office of Student Affairs where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

## **HEALTH RISKS**

Alcohol and other drug use represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS and other diseases. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects follow.

**ALCOHOL** is a depressant drug that impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short term use may cause respiratory depression and when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-



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tern use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

**COCAINE/CRACK** are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exists whether cocaine is ingested by inhalation (snorting), injection or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

**DATE RAPE DRUGS** (Rohypnol, rophies, roofies, GHB, Ketamine, etc.) may incapacitate a person, particularly

when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate), etc., are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors and sweating. Ketamine may induce feelings of near-death experiences.

**ECSTASY** (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eyes movement involuntary teeth clenching, etc.

**HALLUCINOGENS** (acid, PCP, LSD, psilocybin [mushrooms]) are the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use. Marijuana (pot, grass, hash, cannabis sativa, etc.) impairs memory, attention, coordination and learning. Long-term effects of smoking marijuana include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

**NARCOTICS** (heroin, opium, morphine, codeine, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment

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and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

**NICOTINE** (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum, patches, etc.) is highly addictive and, according to the Surgeon General, a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

**SEDATIVE-HYPNOTICS** (depressants, Quaaludes, Valium, Xanax, etc.) depress central nervous, cardiovascular, and respiratory functions. Sedative-hypnotic use may lower blood pressure, slow reactions and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotic use. Consuming sedative-hypnotics with alcohol or 3.2 beer is especially dangerous.

**STEROIDS** (anabolic-androgenic) may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris and deepened voice.

**STIMULANTS** (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, caffeine, various over-the-counter stimulants, diet aids, etc.) are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions and death due to stroke or heart failure may also result from use.

Reference: National Institute on Drug Abuse, National Institutes of Health Additional information about health risks associated with alcohol and other drug use may be available from the following sources.

**NOTE:** IN JUNE 2018, STATE QUESTION 788 BECAME LAW IN OKLAHOMA. THIS STATE QUESTION WAS AN INITIATIVE TO LEGALIZE MEDICAL MARIJUANA. DESPITE PASSAGE OF STATE QUESTION 788, THE USE, POSSESSION, SALE, OR DISTRIBUTION OF MARIJUANA (INCLUDING MEDICAL MARIJUANA, EDIBLES, AND PRODUCTS CONTAINING MARIJUANA) ON ANY COLLEGE OWNED OR CONTROLLED PROPERTY OR AT ANY COLLEGE EVENT REMAINS ILLEGAL PURSUANT TO THE CONTROLLED SUBSTANCES ACT, THE DRUG FREE SCHOOLS AND COMMUNITIES ACT, AND THE DRUG FREE WORKPLACE ACT, AND AGAINST NORTHERN OKLAHOMA COLLEGE POLICY. YOU MAY NOT BRING MARIJUANA ON ANY COLLEGE PROPERTY OR TO ANY COLLEGE EVENT, SMOKE OR

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CONSUME MARIJUANA OR ANY PRODUCT CONTAINING MARIJUANA ON ANY COLLEGE PROPERTY OR AT ANY COLLEGE EVENT, AND YOU MAY NOT COME TO CLASS OR WORK UNDER THE INFLUENCE OF ANY ILLEGAL SUBSTANCE INCLUDING MARIJUANA.

Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law. As a recipient of federal funding, Northern Oklahoma College must abide by federal law which prohibits the unlawful manufacture, distribution, possession, and use of illegal drugs including medical marijuana.

Regardless of having a license for medical marijuana, its use on campus or at college events is strictly prohibited and violation of Northern Oklahoma College policy regarding controlled substances such as marijuana may result in disciplinary action.

## **COUNSELING & REHABILITATION SERVICES**

Outside sources available to Northern Oklahoma College students are as follows:

The Office of Student Affairs may be contacted for preliminary counsel and advice regarding chemical dependency problems and referral to approved chemical dependence treatment agencies. Students will be referred to appropriate agencies. Appointments are confidential. Northern Oklahoma College students that attend Stillwater have access to Oklahoma State University Counseling Services.

### Reach Out Hotline

(800) 522-9054 Statewide (Oklahoma)

Area drug and alcohol programs may be available at the following locations:

### Grand Lake Mental Health Center of Ponca City

Hours: All sites are open 8 am to 5 pm Monday-Friday. Hours may vary in smaller centers.

Convenient evening hours are available upon request. After hours call 800.566.1343.

### Kay County

Administrative Office, Outpatient Clinic, Systems of Care 1500 N. 6th St., Ponca City, OK 74601 580.762.7651

### Garfield County

Chisholm Trail Systems of Care

702 N. Grand, PO Box 152, Enid, OK 73072

580.234.3791

### Grant County

Systems of Care

158 E. Sunset, Medford, OK 73759 580.395.3142

### Noble County Systems of Care

102 E. Fir, Perry, OK 73077 580.336.5200

### Osage County

Outpatient Clinic, Systems of Care 124 E. 6th St, Pawhuska, OK 74056 918.287.1175

### Payne

Outpatient Clinic, Systems of Care

800 E. 6th St., Suite B, Stillwater, OK 74074 405.372.1250

Other agencies available for reference/inpatient/outpatient care and treatment:

Bridgeway

620 W. Grand, Ponca City, OK 74601 580.762.1462

Toll Free 877.762.1462 Fax 580.765.7299

Community Alcoholism Services

600 Denver St., Pawnee, OK 74058 918.762.3686

Integris Bass Behavioral Health 2216 S. Van Buren, Enid, OK 73703 580.234.2220

Turning Point Alcohol and Drug Center

622 SE Frank Phillips Blvd., Bartlesville, OK 74003 918.336.1188

Wheatland Mental Health Center

702 N. Grand, Enid, OK 73701

580.242.3638

## **DISCIPLINARY REGULATIONS**

The following constitute the disciplinary regulations of Northern Oklahoma College and the related administrative procedures.

Students who are enrolled in the College are subject to the rules and regulations of the institution. The aim of education is the intellectual, personal, social and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and a respect for the rights of all individuals.

Violators of the student code of conduct may be accountable to both civil and criminal authorities and to the College for acts of misconduct. At the discretion of College officials, disciplinary action at the College may proceed before, during, or after other proceedings. Sanctions may be imposed for acts of misconduct that occur on College property, or at any College-sponsored activity. As further outlined in these rules, off-grounds conduct may also be subject to discipline. With respect to student organizations, and their members, College jurisdiction extends to premises used or controlled by the organizations on- or off-campus.

### **COMMITTEE ON STUDENT CONDUCT**

Students and/or student organizations alleged to have violated the Student Code of Conduct for which a finding of "responsible" could result in suspension or expulsion from the College are normally accorded a hearing with the College's Committee on Student Conduct.

The Committee will be composed of six (6) members: two (2) students, and three (3) faculty or staff members. The Dean of Students is designated the chairperson and presides over the hearing.

### **HEARING PROCEDURE**

During the hearing, only the Dean of Students and the student are allowed to speak in regard to the charges, present evidence or examine and cross-examine witnesses. The hearing is private and is

open only to the student; the student's chosen advisor (at the discretion of the student), any witnesses, and college officials.

The accused student's advisor may counsel the student but may not speak on behalf of the student or address the panel. If a student chooses to have an advisor present, the student must notify the Dean in writing of the name, address and telephone number of the advisor three (3) days prior to the scheduled date of the hearing.

The committee hearing will use the following procedure:

- Opening statement by the College.
- Opening statement by the student.
- Presentation of witnesses and evidence by the College.
- Presentation of witnesses and evidence by the student.
- Rebuttal evidence, if any.
- Closing statement by the College.
- Closing statement by the student.

At the conclusion of the hearing, the Hearing Committee will deliberate in private. It will determine, by majority vote, whether or not the evidence as presented proved by a preponderance of the evidence that a violation(s) 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 presented to the Vice President for Student Affairs.

Upon receipt of the recommendation for the Committee, the Vice President for Student Affairs will review and render a final decision. The student will be informed in writing of the decision within three (3) working days from the receipt of the recommendation from the Committee.

No student or advisor has the right to speak or behave discourteously or disrespectfully to any person involved in the hearing. Breaches of common courtesy or respect by a party in a hearing may result in limitation of the offending party's right to any further involvement in the hearing and disposition of the case.

## **APPEAL TO THE PRESIDENT**

A student against whom disciplinary action has been taken may appeal the decision to the President of Northern Oklahoma College. After receiving the findings of the hearing, a written request for an appeal must be provided to the President within five (5) working days. Appeals may be based on one of the following reasons:

- Substantial improprieties in the hearing process which were so severe as to jeopardize a fair outcome.
- New evidence not available at the time of the hearing.
- A sanction that is excessively severe.
- Any other legitimate reason supporting a different outcome.
- The decision of the President will be final and may be one of the following:
  - Deny the appeal for lack of sufficient reasons as outlined above.
  - Uphold the decision of the disciplinary officer or panel.
  - Modify the sanctions by either reducing the penalties or changing the penalties.
  - Dismiss the charges against the student.

- Take other action as deemed appropriate and as fully explained to the student and the College disciplinary officer.

## TEMPORARY SUSPENSION

When a student's actions are judged by the Vice President for Student Affairs or the Dean of Students to represent a danger to the student or others, or when the student's actions or conduct disrupts the academic environment or threatens to prevent the college from fulfilling its academic mission, a student may be temporarily suspended pending a formal hearing.

## BURDEN OF PROOF

A preponderance of the evidence is used in the evaluation of student disciplinary cases. The criminal law burden of "beyond a reasonable doubt" is not applicable to the designated procedures. Should charges against the student also constitute violations of criminal law, the findings of a disciplinary panel of the College should not be viewed as meeting the standards.

## PENALTIES

The Dean of Students, NOC VP for Enid and NOC VP for Stillwater will serve as the College's primary disciplinary officers. Penalties for violation of College regulations may include one or a combination of the following: Formal (written) or informal (oral) warning and reprimands.

### CITATION SYSTEM

Certain minor violations may, at the discretion of the Dean of Students, be removed from the formal hearing process and handled via a citation/fine system. However, the Dean of Students reserves the right to take administrative action in cases of major violations which may result in the suspension or expulsion of a student. In such cases, the Dean will make a recommendation to the Vice President for Academic Affairs or Vice President for Student Affairs for a formal hearing with the Committee on Student Conduct. The following list represents prohibited conducts and corresponding fines:

Alcohol violation	\$100 - \$150
Altercation among students	\$100
Attempt to intimidate officer	\$100
Disrespect to faculty or staff	\$100
Dumping trash	\$50
Failure to comply	\$100
Interfering with college sponsored activities	\$150
Intimidation or harassment	\$100
Loud music	\$50
Malicious destruction of property	\$100 + repair
Tampering with fire equipment	\$250



Obstructing officer	\$100
Possession of or firing fireworks	\$150
Theft	\$100
<u>Marijuana Violation</u> <u>(Tobacco/Edibles/Smokeless)</u>	<u>\$200 +</u>
Tobacco Violation	\$100
Unauthorized access	\$100
Unauthorized use of college property	\$100
Vandalism	\$100 + repair
Vaping	\$50
Verbal abuse	\$75
Visitation violation	\$75-\$100 + removal after third offense

Subsequent offenses will result in doubling and tripling of the fine. Some offenses warrant removal from the campus on the first offense.

### **CONDUCT PROBATION**

When a student is placed on conduct probation, the Vice President for Student Affairs is notified. A second violation means that disciplinary action will be based on both charges. A student who is on indefinite conduct probation may petition to be removed from probation status no sooner than one (1) calendar year from the date placed on probation. Record of conduct probation is kept in the student's personal folder.

### **SUSPENSION**

A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by action of the Committee on Student Conduct or by special intervention of the President. A student who is suspended for reasons of conduct may apply for readmission no sooner than six (6) months from the date of suspension. Suspension is recorded on the transcript. Short-term suspensions of one (1) to five (5) academic days may be imposed by the Vice President for Student Affairs pending further investigation and/or a decision about an appropriate penalty to assess.

### **EXPULSION**

When a student is expelled, a record of this action is made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will normally not be allowed to reenter the College.

## **FREEDOM OF EXPRESSION POLICY**

Northern Oklahoma College (NOC) is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. NOC encourages the free exchange of ideas.

**Statement:** Northern Oklahoma College will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth by state and federal law. NOC maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Contact the Office of Student Affairs for information regarding expressive activities and to set up an activity. You can read our expressive activity policy here:

<https://media.websitedcn.net/sites/740/2023/10/EXPRESSIVE-ACTIVITY-POLICY-2023.pdf>

## **DISORDERLY ASSEMBLY**

It is expressly forbidden that any group of students gathers in such a manner as to disturb the public peace, do violence to any person or property, disrupt the function of the College or interfere with its faculty or staff in the performance of their duties or otherwise by such gathering bring disgrace and disrepute to the College. Any student who encourages or in any way participates in the formation or prolonging of such a gathering may expect to be dismissed from the College immediately.

## **DISTURBING THE PEACE OR DESTRUCTION OF PROPERTY**

Whenever any student, organization or group of students disturbs the peace, destroys, molests, defaces or removes state or College property under the guise of initiation, pledging, student celebration or for any other purpose, the student, the officers of the organization, if there be such, or other responsible persons are subject to disciplinary action and/or criminal charges assessed damage.

## **UNAUTHORIZED POSSESSION OF KEYS**

A student's possession of keys to College buildings, with the exception of keys specifically issued to the student by competent authority, is strictly forbidden.

## **WEAPONS**

The possession of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifle, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles or any other such offensive weapons of any description is prohibited on the College grounds or in College housing. Oklahoma law (Oklahoma Statutes, Title 21) does not permit the carrying of firearms on the grounds, either concealed or open. A request may be filed with the President's Office for individuals wishing to carry a firearm.

## **AUTOMOBILES & OTHER VEHICLES**

Automobiles or other vehicles must be registered and identified in conformity with College policies. Flagrant misuse of vehicles on campus and bordering streets in such a way as to create hazards to self and others or to create a disturbance of the academic climate may result in disciplinary as well as civil actions. Conformity with all traffic and parking regulations is expected. Fines or other penalties may be imposed. Failure to pay a traffic fine in a specified time makes a student subject to administrative suspension until the matter is settled.

## RESIDENTIAL LIFE

All freshmen students (with the exception of commuting students living at home or students enrolled in the NOC-OSU Gateway Program in Stillwater) who are unmarried and under 21 years of age are required to live on campus. In addition, all students who are on participation scholarships are required to live in resident housing regardless of freshman or sophomore classification. Northern Oklahoma College offers seven residence halls on the Tonkawa campus and three residence halls on the Enid campus; in both Tonkawa and Enid, students can choose from a 200-block meal plan or a 250-block meal plan. The permanent residence of a student is that of his/her parents or guardian unless the student can show reason why that residence should not be so defined. Students in doubt should request clarification by contacting the Dean of Students in advance of registration. Residence Hall applications can be found on the NOC website at the following link or by clicking on “Students,” “Current Students” or “Future Students,” and “Residence Hall Life”: <http://www.noc.edu/housing1>.

In the residence halls, residents have the opportunity to live and associate with students of different nationalities, races and religious beliefs. Each will have a contribution to make to the total life of the residence halls. As students live, work and play together, they will have an opportunity to learn to appreciate persons for their qualities and abilities. Living together cooperatively will help to broaden students’ knowledge of other people and places and will prove to be of inestimable value in learning how to live and work with others. Each student is expected to regulate his/her own life in accordance with the accepted standards of good taste. Good citizenship here is comparable to good citizenship in any other group involving, of course, an occasional sacrifice of personal desires for the general welfare. It is assumed that when students enter college they are well on the way to accepting the responsibilities of mature adults. However, some specific rules and regulations for group living in residence halls have been developed in cooperation with the elected representatives of the residents. These regulations have been kept to a minimum.

## HOUSING INFORMATION AND POLICIES

In following Regents’ policy, Northern Oklahoma College believes that the experience of living in college housing is important to a student’s education. Therefore, just as there are required courses, all students are required to live in college housing to the extent that facilities are available with the following exceptions:

- Students living with parents or legal guardians.
- Students who are 21 years of age or older.
- Students with children.
- Students who are married.
- Students with veteran status.
- Students that have completed 31 or more credit hours.
- All students who are on participation scholarships are required to reside in campus housing regardless of freshman or sophomore classification.

Any student who feels exceptions would apply to his/her circumstances and who wishes to be released from the requirements to live on campus must contact the Vice President for Student Affairs.

Students should protect their educational endeavors by following housing guidelines, rules and requirements. Several apartment units are near the Northern locations. Students who are under 21 years old should not sign a lease without receiving a written release from the Vice President for Student Affairs.

## **VACCINATIONS**

In compliance with Oklahoma Statutes, Title 70 §3243 Certification of Meningococcal Compliance Oklahoma Statutes, requires that all students who are first-time enrollees in any public or private postsecondary educational institution in this state and who reside in college student housing shall be vaccinated against meningococcal disease. Institutions of higher education must provide the student or the student's parents or other legal representative detailed information on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine. The statute permits the student or, if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

## **STAFF**

The Residence Hall Director is responsible for the total supervision of the staff and all employees working for the residence hall. He/she advises with the staff and students on program development and performance. In addition, the director is responsible for the image presented by the residents as they develop good study habits and build citizenship.

## **REGULATIONS**

### **ALCOHOLIC BEVERAGES**

The possession or consumption of beer or other alcoholic beverages in College residence halls, on College property or at any affair sponsored by or for a student organization is prohibited. Violation of this regulation is cause for dismissal from the College. Residents who enter the building in an intoxicated condition will be subject to disciplinary action.

### **POSSESSION OF DRUGS**

The consumption or possession of illegal or unprescribed barbiturates, amphetamines, marijuana, or hallucinatory drugs and substances on the campus, in College housing, organizational housing or at any affair sponsored by or for a student organization is forbidden, unless the individual is under a physician's care. Violation of this regulation is cause for dismissal from the College.

### **SOLICITING**

To protect students against swindles and an interruption of their studies and to insure that property of the college is not used for personal monetary gain, soliciting and selling on college property is prohibited unless written permission has been granted by the Vice President for Student Affairs. Solicitors can be kept out of the residence halls only with the full cooperation of the residents.

Residents encountering a solicitor or salesman who does not have written authorization are asked to report this person to the Residence Hall Director.

### **GAMBLING**

Gambling for money or stakes representing money is prohibited in the residence halls and on College property. Violation of this regulation is cause for dismissal from the College.

### **LANGUAGE**

Residents who use improper language in the residence hall are subject to disciplinary action.

### **FIREARMS, FIREWORKS, & EXPLOSIVES**

The possession of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifle, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles or any other such offensive weapons of any description is prohibited on College property or in College housing. Oklahoma law (Oklahoma Statutes, Title 21) does not permit the carrying of firearms on College property, either concealed or open.

### **DRESS**

Shoes and shirts must be worn in all College buildings except in the private living areas of the residence halls.

### **FURNISHINGS**

An inventory of the furnishings and their state of repair is maintained in the Residence Hall Director's Office.

Residents are advised to inventory and check the condition of the furnishings and report any irregularities to the

director. Residents are liable for TV lounge furniture and hall furnishings. All damage costs in these areas will be shared by all residents of that residence hall.

### **ELECTRICAL APPLIANCES**

All electrical appliances except the following are prohibited: desk lamps, radios, televisions, DVD Players, CD players, MP3 players, coffee makers, refrigerators, clocks, irons, hairdryers, electric shavers, blankets, fans, toothbrushes and computers. Do not plug more than two pieces of equipment into an electrical outlet. Extension cords are prohibited! Use a fused power strip instead. As mentioned above, residents may have radios, televisions and CD players in their rooms; however, they must be operated so that they do not interfere with study habits of others.

### **LIGHTS**

Residents are requested not to leave lights burning in their rooms when they are not present. Light bulb replacements may be obtained during the day or evening from the Residence Hall Director.

### **DECORATIONS**

In order to maintain an attractive residence hall, do not use tacks or nails in the walls. All pictures and decorations must be hung with products that will not damage the walls (Command strips, tape, etc.). Damage beyond reasonable wear which cannot be attributed to any one individual will necessitate a prorated charge.

### **CARE**

Residents are responsible for the care and cleaning of their rooms. Residents are required to keep their rooms neat and orderly.

### **INSPECTIONS**

Rooms are subject to regularly scheduled inspections by the residence hall staff in order to assist residents in maintaining clean and orderly rooms. The staff reserves the right to enter any student's room at any time that an inspection of the premises is deemed necessary. If the inspection involves definite aspects of a search, the Residence Hall Director or his/her relief will always be accompanied by the Vice President for Student Affairs or the Dean of Students, and the inspection will be based upon reasonable suspicion of a violation of rules or law. Residence Hall Directors are authorized to make "knock and enter" visits to rooms when active violation of rules or law is suspected.

### **PETS**

NO pets of any kind are allowed in the residence halls or apartments.

### **WINDOWS**

To maintain the attractive appearance of the building, the College does not allow items to be displayed in or on room windows. The display of materials, advertising, flags or signage in windows or viewable in or from public spaces is not permitted. Each window in student rooms is equipped with blinds provided by the college. These blinds should be the only object visible in the window.

### **QUIET HOURS**

Quiet hours are planned for study and are to be observed from 8 p.m. to 9 a.m., Sunday through Thursday and 10 p.m. to 10 a.m. Friday and Saturday. In addition, residents are to be considerate of fellow students and observe sufficient quiet so as not to bother anyone who wishes to study during those hours not specifically designated as quiet hours. It is recommended that students control their activities during the daytime and evening to such extent that they will not interrupt a person studying in an adjoining room and that activities be restrained to the point that a resident's sleep will not be interrupted.

## **PRECAUTIONS**

### **FIRE**

In the event of fire, residents are reminded to use the stairs. When possible, the door and windows to the room should be closed before departing. Firefighting equipment is provided for the protection of human life and property. Tampering with the firefighting equipment is justifiable cause for disciplinary action. The College does not carry insurance covering the loss or damage of residents' personal effects. Individuals desiring such protection must make arrangements for the necessary coverage at their own expense.

### **FIRE ALARMS & FIRE EXTINGUISHERS**

Illegal use of these fire protection devices can result in imprisonment and/or \$1,000 fine.

### **TORNADOES**

In the event of a tornado warning, please listen carefully to directions issued by the residence hall staff.

### **EMERGENCY ALERT SYSTEM**

Northern Oklahoma College uses an emergency alert system to help ensure the safety of students and employees during an emergency situation (e.g., impending severe weather, intruder on the property, etc.). The NOC Alert System uses text, voice and email messages to alert the NOC community in these events. To confirm your phone number, add numbers, make



changes to your account or opt out, log in to myNOC and click on the “NOC Alert” tab from the top navigation bar.

Northern faculty, staff and students are automatically signed up for the “NOC Alert.” If you need to make changes to your account, add a number or opt out, please sign in to myNOC. After logging in with your username and password, click on the tab that reads “NOC Alert,” and then click on the “Alert” icon. You will be asked to “Agree to the Terms”; then the screen following will allow you to add or change numbers and/or emails (your NOC email will always remain the same and cannot be deleted from your account). Click the “Help” tab for information on how to opt out. With the system, you can add extra numbers (home, parents, family members, a second line, etc.). You will not only get your notifications via text and email, but you will receive an actual phone call that will leave you a message.

NOC conducts a test of this system the first working day of each month. If you do not receive a test text message on your cell phone, please contact the Webmaster at 580.628.6330. If you receive the test text message and no longer want to receive these messages, you can opt out by logging on to myNOC, clicking the “NOC Alert” tab and following the online instructions. If you opt out, you will still receive email messages since you cannot unsubscribe to your NOC email address.

## **BEDBUG POLICY**

The Residence Life Staff and the Office of Student Affairs at Northern Oklahoma College are committed to an effective and efficient response to students who suspect they may have bedbugs. For the safety and comfort of all students living in the residence halls, the staff will adhere to the following guidelines:

- As soon as a student suspects that he/she may have bedbugs, he/she should immediately contact their Residence Hall Director (RHD).
- The RHD will notify the Dean of Students, who will contact Maintenance as soon as possible so that the staff can perform a thorough inspection of the room in question. Please note that should a student notify the RHD on a weekend or holiday day, the Dean of Students will be contacted on the next work day. It is recommended that students contact their RHD as early on a regular business day as possible.
- Students who report suspected bedbugs will NOT be granted an immediate temporary room change, nor will they be issued a new mattress UNTIL the extermination process has been completed. This is CRUCIAL so that the spread of bedbugs can be prevented if they are found to be in the student’s room and belongings.
- If the exterminator is unable to respond to the student’s room to inspect within 72 hours, Residence Life staff may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to wash and dry whatever clothing needs to be taken with him/her for the night. Upon doing that, the student should shower and put on clean clothes. The clean laundry is all the student can take with him/her to the temporary room. This ensures that if there are bedbugs in the student’s room, they do not travel to another room with the student.

- Students may not, at any time, deny the College's inspector or exterminator or facilities staff access to his/her living space (including his/her bedroom)

### **FINDINGS**

If the staff finds that no bedbugs are present in the student's room, then no further action will be taken. The student will be asked to continue monitoring his/her living space, and to notify the RHD immediately if there are further problems.

If the inspector concludes that bedbugs are present in the room, the Dean of Students will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items. Residence Life staff may in some cases assist students with laundry. The office will not cover the cost of anything a student wishes to dry clean or have laundered for him/her by an outside vendor.

Only the housing staff can confirm the presence of bedbugs – NOT students or any outside person.

Bedbugs are a serious community health issue, and ALL students are expected to comply with all instructions given to them within 24 hours if bedbugs have been confirmed within their living space.

### **WHAT SHOULD I DO IF I BELIEVE I HAVE BEDBUGS?**

Notify the Residence Hall Director or contact the Office of Student Affairs immediately.

Be prepared to follow the written instructions to the letter and in a timely manner.

### **WHAT SHOULDN'T I DO IF I BELIEVE I HAVE BEDBUGS?**

Do not panic! Although bedbugs can be annoying, they can be battled safely and successfully if you follow all guidelines given to you by Residential Life.

### **IF YOU BELIEVE YOU HAVE BEDBUGS:**

- Do NOT wait until after 5 p.m. on Friday to notify someone. It is not possible to get service from the exterminator on weekends.
- Do not apply pesticides on your own. The College hires a licensed pest control operator to confirm the infestation and to develop an integrated pest management plan.
- Do not move your mattress or any furniture out into the hallway. Infested furniture can be cleaned and treated. Placing infested furniture (particularly mattresses) into common areas or on the street may simply help spread bedbugs to the rooms and suites of other students.
- Do not sleep in a friend's room or in places off College property. If you actually have bedbugs, you will only spread them to others.

## **CHECKING OUT OF RESIDENCE HALL**

It is very important that each resident observe the following procedures when moving from his/her room:

- Remove all personal items and clean room thoroughly.
- Return all residence hall keys to the Resident Hall Director.
- Have a member of the residence hall staff inspect the room at the time of departure. If there are any questions regarding damage or cleaning charges, they may be settled at this time. Residents are expected to leave their rooms in the same condition as they were when they took occupancy.

- If returning to the residence halls either for the summer session or the forthcoming academic year, be certain that an application for housing has been filed.
- Turn in check-out slip to the Office of Student Affairs.

## **RESIDENCE HALL SERVICES**

### **CAFETERIA MEAL CARDS**

Replacement of lost student ID cards costs \$10. Half of that amount will be returned if the card is found and returned to the Office of Financial Affairs or the Office of Student Affairs.

### **COMPUTERS**

Student-owned computers can be connected to the Internet. Contact the Information Technology Office for details.

### **KEYS**

Residents are issued room keys upon arrival at the residence hall. Rooms should be kept locked when unoccupied. If a key is lost or misplaced, a replacement may be obtained from the hall office for \$10. It is not permissible for residents to have duplicate keys made other than through College sources. The College does not assume responsibility for personal belongings or other articles of value that may be lost or stolen.

### **LAUNDRY & LINEN SERVICES**

Laundry facilities are available. Machines may be used only between 8 a.m. and 12 midnight. Do not leave laundry articles unattended.

### **MAIL**

Mail is delivered to and picked up from each residence hall daily except weekends and holidays.

### **MAINTAINING RESIDENCE HALL ELIGIBILITY**

Resident status of students who allow their schedules to fall drastically because of nonattendance, nonperformance or other reasons may be canceled and these students must commute from home.

### **MUSICAL INSTRUMENTS**

The use of musical instruments, guitars, drums, etc., must be cleared in advance through the Vice President for Student Affairs. Abuse in the use of these instruments could result in the equipment being suspended from College property.

### **STEREO EQUIPMENT**

Sound and stereo equipment should be used at a very low level. Abuse of this type of equipment can result in its being sent home or stored temporarily in College facilities.

**VENDING MACHINES** Vending machines are located on campus for the convenience of the residents.

## **RESIDENCE HALL VISITATION**

In recognition of trends in College housing, the administration places increased responsibility for conduct on individual students and individual living groups, the following visitation policy has been instituted:

### **APPROVAL & GUIDELINE**

As defined by the policy, visitation is a privilege and assigns responsibility to the student host for maintaining and following each of the rules outlined. Visitation hours are 10 a.m. to 1 a.m. each day throughout the academic year.

### **PROCEDURES & RULES**

Rooms should be presentable. Each student will be responsible for making his/her room's appearance appropriate for visitors. The appearance of rooms will be monitored by the director of each residence hall. At the beginning of the visitation, each guest must be met in the residence hall lobby by the student host/hostess. During the visitation period, there shall be no roaming by non-residents within the hallway. The guest and host may move to one other room only. At the end of the visitation period, the guest will be escorted by the host. The maximum number of visitors to be in a room at one time is four (4). The participants will be on the honor system to follow these rules and to report anyone not following them to the Residence Hall Director and/or Vice President for Student Affairs.

### **OVERNIGHT GUESTS**

Overnight guests at Northern Oklahoma College are prohibited.

### **VIOLATIONS**

The responsibility for visitation is up to each participant, visitors as well as the host. Violations will be directed to the

Dean of Students for a hearing. Residence hall visitations will be monitored routinely by the director and periodic

reports filed in the Office of Student Affairs. Visitation will be monitored on an occasional basis by the Vice President for Student Affairs and the Dean of Students. In case of flagrant violations for failure to follow these guidelines, the Vice President for Student Affairs may cancel individual residence hall visitations for various periods of time. Such an action will include individual rooms as well as individual or all residence halls.

### **ALCOHOL EXCEPTION POLICY AND PROCEDURES**

In general, the consumption or possession of beer, wine and alcoholic beverages on the campuses of Northern Oklahoma College is prohibited as governed by the NOC Drug & Alcohol Abuse Prevention Policy. This policy outlines exceptions for when alcoholic beverage consumption is allowed at special on-campus and off-campus events. This policy applies to all NOC employees, students, alumni, visitors, and individuals renting facilities at Northern Oklahoma College.

1. Alcohol may be served at NOC, NOC Foundation and NOC Alumni on-campus and off-campus events on a case-by-case basis upon the written approval of the President or the President's designee.
2. Alcohol may be served at private functions on-campus when approved on a case-by-case basis with written approval of the President or the President's designee.
3. Individuals or groups seeking to sponsor college (or private) events where alcohol is to be served should submit to the President's Office a written proposal 10 days prior to the event, requesting written approval of the President or the President's designee.

4. All purchases, consumption, possession, and service of beer, wine and alcoholic beverages shall be in strict compliance with institutional policy, the Oklahoma Alcoholic Beverage Control Act and other applicable laws of the State of Oklahoma.
  - a. Event sponsors must cooperate with the licensed contractor to ensure that only individuals of legal age are allowed to consume alcohol. Alcohol cannot be served to or by any individuals who are less than 21 years of age.
  - b. Student organization functions may not serve or consume alcohol as governed by the Student Code of Conduct and the policies and guidelines provided by the Office of Student Affairs.
5. Alcohol may only be brought onto campus by approved, licensed contractors. No alcoholic beverages may be brought into the facilities, or into an event except by approved contractors. The contractor must be a licensed caterer of alcoholic beverages.
  - a. An approved list of contractors will be maintained by the NOC Development Office.
6. All sale and service of alcoholic beverages must be arranged for and purchased through the approved, licensed contractor.
  - a. All contractors serving alcohol are required to meet the College's standard insurance requirement.
7. When alcohol is served at an authorized event, there must be readily available a comparable quantity and quality of food and non-alcoholic beverages.
8. Beer, wine or alcoholic beverages are not allowed outside the designated rooms of the event and may not be taken off the premises.
9. College funds may not be used to purchase alcohol or alcohol related expenses.
10. Event sponsors are responsible for the behavior of those attending the function.
11. Event sponsors must assume all financial costs (custodial, security, damages, etc.) associated with any event where alcohol is served.
  - a. A licensed security personnel is required and must be present for all private events with over 100 people that will be serving alcohol. Additional security personnel may be required for events with over 200 individuals.
12. On the Enid campus, alcohol may only be served at approved events in Marshall Hall, room 100; Hallie Gantz Student Center, Montgomery Hall; and Briggs Auditorium Lobby.
13. On Stillwater campus, alcohol may only be served at approved events in the Brown Conference Room; and the Classroom Building Lobby.
14. On the Tonkawa campus, alcohol may only be served at approved events in the Renfro Center Banquet Hall and Lobby; the Kinzer Performing Arts Center Lobby; and the Memorial Student Union, Glass Room.
15. Alcohol may be consumed at the President's Residence and at NOC College Apartments by individuals that are 21 years of age or older.
16. Additional locations may be approved on a case-by-case basis upon the written approval of the President or the President's designee.
17. Publicity mentioning Northern Oklahoma College facilities may not mention sponsorship or advertising by alcoholic beverage companies.
18. No publicity of NOC events (or private events on NOC property) may be done promoting consuming alcohol beverages.

## **NORTHERN OKLAHOMA COLLEGE INSTITUTIONAL FUNDRAISING POLICY**

This Policy applies to any and all members of Northern Oklahoma College, as well as to any other individuals or organizations who may represent themselves to be members of the College or who claim to be acting on behalf the College. This Policy does not apply to members of the College when they are engaged in fundraising activities for other organizations and/or when they have explicitly stated that their fundraising activities are unrelated to the College. This Policy also pertains to Northern Oklahoma College Foundation, Inc. You may view the full policy at <https://www.noc.edu/development/foundation>.

### **Ban on Tik Tok Executive Order 2022-33**

On December 8, 2022 Executive Order 2022-33 was signed banning Tik Tok at State agencies. The order says that no executive branch employee or agency of the State of Oklahoma shall download or use the TikTok application or visit the TikTok website on government networks or government-issued devices, including State-issued cellphones, computers, or any other device capable of internet connectivity, and that TikTok shall be blacklisted from State networks and State-managed devices.

To the fullest extent of the law, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment. You may view the order at EO 2022-33 TikTok EO.pdf (oklahoma.gov).