

UNIVERSITY OF CENTRAL OKLAHOMA

CODE OF **STUDENT CONDUCT**

2025-2026



UNIVERSITY OF CENTRAL OKLAHOMA

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I. Introduction

A. Purpose

The Code of Student Conduct and the statements and policies included or referenced here are provided to inform the student body of the expected standards of behavior and policies that are fundamental to participation in education programs and activities at the University of Central Oklahoma. This Code of Student Conduct describes the guidelines applied by UCO to ensure a reasonable and comfortable living and learning environment for all University of Central Oklahoma community members. The intent of the University is to ensure that students do not overlook their civic and social responsibilities or lose their rights as citizens and members of the University of Central Oklahoma community.

B. Transformative Learning Statement

The University of Central Oklahoma helps students learn by providing transformative experiences so that each student may become productive, creative, ethical, and engaged citizens and leaders contributing to the intellectual, cultural, economic and social advancement of the communities they serve.

Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. All students at the University of Central Oklahoma will have transformative learning experiences in six core areas: discipline knowledge; leadership; research, creative and scholarly activities; service learning and civic engagement; global and cultural competencies; and healthy lifestyles.

II. Definitions

For the purposes of this policy, these definitions apply:

1. The term "University" means the University of Central Oklahoma, an institution of higher learning.
2. The term "student" includes all persons enrolled at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term but who have a relationship with the university are considered "students." This definition includes but is not limited to incoming freshmen, transfer students, anyone participating in university sponsored programs and activities for students, and persons who enroll for courses from time to time, and participants in third party programs.
3. The term "University official" includes faculty, staff, and agents of the University having responsibility for working with students in admissions, registration, advisement, housing, counseling, student conduct, teaching, financial aid, payment of fees, or any other activity directly related to the student's academic



program, or pursuant to law or governmental regulation including, but not limited to, contractors, consultants, volunteers, and other outside parties to whom the University has outsourced services or functions it would otherwise use employees to perform with a legitimate educational interest. A University official has a legitimate educational interest if the official needs to review the contents of an educational record in order to fulfill his or her professional responsibilities.

4. The term "member of the University community" includes any person who is a student, faculty, University official, person employed by the University (directly or by contract), or volunteer for the University. The Director of Student Accountability and Conflict Resolution shall determine a person's status as the situation requires.
5. The term "University premises" includes all land, buildings, facilities, sidewalks, roadways, parking lots, and/or grounds controlled, owned, or leased by the University. University premises also include, but are not limited to, all University-owned, leased, or rented vehicles.
6. The term "policy" is defined as any written regulation of the University as published on the UCO website, found in, but not limited to, the Code of Student Conduct, Residence Life Community Standards Handbook, Student-Athlete Code of Conduct, Fraternity and Sorority Life policies,

Student organizations' National Hazing Policy and Risk Management Policies, Employee Handbook, Faculty Handbook, and the Graduate / Undergraduate Catalogs, which have been approved and/or signed by the President of the University.

UCO Hazing Policy: <https://www.uco.edu/policy/hazing>

7. The term "Office of Student Accountability and Conflict Resolution" means the Director of Student Accountability and Conflict Resolution or an appropriate departmental staff designee(s) from the Office of Student Accountability and Conflict Resolution.
8. The term "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student, faculty, or staff member that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to create a substantial disruption or interference with the school's educational mission or the education of any student.
9. The term "harassment" means only that expression that is unwelcome, so severe, pervasive and subjectively and objectively offensive that a student is effectively denied equal access to educational opportunities or benefits provided by the public institution of higher education, or that interferes with faculty or staff in the performance of their duties.

10. The term “tobacco products” includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, hookahs, “vapes”, cloves, bidis, and kreteks. The only nicotine-containing products permitted on campus under the tobacco-free policy are those which are FDA approved for cessation purposes.
11. The term “tobacco use” includes smoking, chewing, dipping or any other consumption or use of tobacco products.
12. The term "antisemitism" is defined by the International Holocaust Remembrance Alliance as: "A certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

Any question of interpretation regarding these definitions should be referred to the Office of Student Accountability and Conflict Resolution.

III. Expectations of Students Generally

The objective of the University is to provide an opportunity for education to all of its students. In order to achieve this objective, it is important to define standards of conduct and boundaries of behavior that will enable students to work together with University officials in a positive manner.

A. Standards of Behavior

Attendance at the University is not compulsory. The voluntary entrance of a student into the University means the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the University. The rules and regulations are designed to ensure conditions that are reasonably conducive to learning for all students. Standards of conduct for students are seen as a base or foundation of behavior rather than arbitrary limits of behavior. The University's approach to student discipline emphasizes assisting students in understanding and accepting responsibilities for their behavior. Both the interests of the student and the University community are taken into account in deciding the desirability and appropriateness of undertaking a course of accountability and discipline.

Students physical or mental disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, are expected to meet the same standards of conduct as any student. The University, to the extent required by law, is not required to retain or readmit a student with a disability whose behavior poses a direct threat to the safety of others.

If you believe that a student is engaging in misconduct, exhibiting behaviors that are disruptive to the classroom, or the student's behavior patterns cause concern for their well-being, you should immediately file a [General Misconduct](#) form with the Office of Student Accountability and Conflict Resolution. Concerning behaviors may



include: signs of depression, appearing to be under the influence of drugs or alcohol, irrational statements or behavior, suicidal ideations, threatening statements, or significant change in attendance. In cases of threat or emergency, contact UCO Police Department at (405) 974-2345. Students are responsible for the consequences of their actions even when the conduct may have been influenced by their physical or emotional state (irrespective of any medical or clinical diagnoses).

B. Scope of University Authority

The University's authority to regulate student conduct is delegated from the Oklahoma State Regents for Higher Education, the Regional University System of Oklahoma, and the President of the University of Central Oklahoma. This includes authority to control and regulate various aspects of student behavior through disciplinary means. The President of the University of Central Oklahoma delegates to the Vice President for Enrollment & Student Success or the Vice President's designees the authority to investigate potential or alleged violations of University regulations or law and to determine and administer appropriate outcomes using a preponderance of evidence standard. The Vice President for Enrollment & Student Success delegates the authority to manage the student disciplinary process and appropriate resolutions to the Office of Student Accountability and Conflict Resolution.

The Office of Student Accountability and Conflict Resolution shall administer university policies governing and establishing minimum standards of student conduct and the procedures for student conduct hearings, outlined in this Code.

C. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be applicable to misconduct which occurs on or near University premises, including UCO owned social media and electronic communications. Additionally, the University shall exercise jurisdictional discipline to address misconduct which violates local, state, and/or federal law and adversely affects the University community and/or the safe and orderly pursuit of its educational objectives.

D. Admission and Readmission of Student Applicants Under Disciplinary Sanctions

Student applicants previously suspended or expelled for disciplinary reasons are ineligible to enroll in courses unless an exception is granted by the Vice President of Enrollment and Student Success, or their designee. The student applicant seeking admission may be contacted to provide additional information to facilitate the final decision on eligibility. The decision shall be final. Student applicants who are seeking readmission after a University suspension due to a finding of student misconduct or conviction of local, state or federal law, must demonstrate that they have met all previously required sanction criteria prior to re-admittance. The student applicant seeking readmission may be contacted to provide additional information to facilitate the final decision on eligibility. The decision shall be final.

The University reserves the right to deny or rescind admission or readmission to any student applicant based upon prior conduct history, prior and/or pending criminal charge(s)/conviction(s), and/or false or omitted information on submitted admission applications. The University typically upholds current suspensions from other institutions.

E. Admission and Readmission of Student Applicants with Felony Records

Pursuant to our commitment of creating and supporting a safe living and learning environment for students, staff, and faculty, the University of Central Oklahoma requires a pre-admissions review for student applicants who indicate on their admission application that they have been convicted of a felony or any lesser crime involving moral turpitude.

The Office of Undergraduate Admissions, Office of International Services, The Academy of Contemporary Music at UCO (ACM@UCO), and the Jackson College of Graduate Studies will forward the applications of those charged with a felony to the Office of Student Accountability and Conflict Resolution. Student applicants that are deemed academically admissible will be notified by the Office of Student Accountability and Conflict Resolution and provided with instructions for pursuing eligibility consideration. Each individual will be assessed to determine if additional review is required. Applicants may be required to submit to a background check. If so, a \$35.00 background check fee will be required to complete all national background checks. In order to be considered for eligibility, the student applicant may need to provide additional documentation, including the following:

1. Indictment information;
2. Police Affidavit(s) of Probable Cause;
3. Plea Document(s);
4. Pre-Sentencing Reports;
5. Judgement and Sentencing Forms;
6. Transcripts from previous colleges/universities attended; and
7. Two professional letters of recommendation.

The applicant must be complying with the conditions of any parole or suspended sentence requirements. If an individual is on parole, they must sign two documents (a release allowing their parole officer to communicate with the Office of Student Accountability and Conflict Resolution AND a release allowing the Office of Student Accountability and Conflict Resolution to communicate with the parole officer). Both of these forms can be obtained by contacting the Office of Student Accountability and Conflict Resolution. If the felony or crime was considered violent or one of moral turpitude, the final decision regarding eligibility rests with the Student Applicant Review Board, a panel of faculty and staff members designated to interview academically admissible student applicants who have disclosed a violent charge on their application. The Student Applicant Review Board meets with student applicants and makes decisions of eligibility based upon level of risk to the University community, which is determined after an examination of the aforementioned documents and/or other materials.



The applicant must schedule and keep an interview with a Case Manager in the Office of Student Accountability and Conflict Resolution. Student applicants will be notified by the Office of Student Accountability and Conflict Resolution once a determination of eligibility has been made. Any applicant who participates in the Student Application Review Board process but is determined to be ineligible to continue the admissions and enrollment process at UCO must wait at least 90 days before reapplying at UCO.

F. Emergency Removal

Applicable only to students and participants in a member university's educational program or activity, an emergency removal is a removal, either partially or entirely, of a student or participant from the member university or its educational programs and activities on an emergency basis when an individualized safety and risk analysis has determined an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The individualized risk assessment will be conducted by the appropriate member university personnel, in conjunction with the member university's team that assesses behavior (e.g. Behavioral Assessment Team) using its standard risk assessment procedures. A removed student will receive a written notice of the decision, which notice will include information about how the student may challenge the removal decision.

G. Emergency Removal Appeal

If you would like to initiate an appeal of this decision, you must make an official request. The Office of Student Accountability & Conflict Resolution Request form must be completed within three business days of receiving the Emergency Removal notice. When completing the appeal request form, please provide a detailed justification for the reason of the appeal as it relates to one or more of the or the three appeal justifications:

1. A procedural irregularity occurred that affected the outcome of the matter
2. New evidence that was not reasonably available at the time the Student Accountability Hearing Determination or dismissal was made, that could affect the outcome of the matter
3. The Student Accountability Director/Coordinator or a Decision Maker had a conflict of interest or bias for or against Respondent that affected the outcome of the matter

The Appeal form can be accessed at this link: https://uco.co1.qualtrics.com/jfe/form/SV_3ma4W1tztWjb5fU

IV. Prohibited Conduct

Any student found responsible for engaging in any of the following misconduct or in violation of any university policy is subject to the disciplinary outcomes outlined in this code.

1. **Encouragement:** Attempts to or encouraging others to commit acts prohibited by this code will be sanctioned to the same extent as if one had committed the prohibited act. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy and may constitute a violation of the policy that prohibits the conduct or behavior.
2. **Acts of Dishonesty:** Acts of dishonesty, including but not limited to the following:
 - a) Cheating, plagiarism, bribery, or other forms of academic dishonesty, as stated in the code.
 - b) Knowingly assisting in the act of, providing false information to any University official or office through forgery, unauthorized alteration or falsification of an official record, or misuse of any University document, record, or instrument of identification. This includes the submission of documentation in which required information or documents have been omitted.

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- c) Tampering with the election of any University recognized student organization.
 - d) Assuming the identity of another.
 - e) Any other act of dishonesty.
3. **Disruption:** Disruption or obstruction of other students' ability to learn or actively participate in class, teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off-campus, or other authorized non-university premises.
 4. **False Report:** Initiating, causing, or contributing to any false report to a university official or law enforcement agency.
 5. **Failure to Comply:** Failure to comply with the directions of University officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 6. **Disturbing the Peace:** Conduct which would disturb the peace, injure any person, cause property damage, directly impede the lawful activities of others, interfere with University faculty or staff in the performance of their duties, or interfere with the educational process and the orderly operation of the University or which may impede its teaching, research, administration, disciplinary proceedings, and public service functions.
 7. **Retaliation:** Retaliation, such as initiating (directly or indirectly) any adverse action against an individual or organization in reprisal to the person's or organization's reporting of a university policy violation or crime. Retaliation includes any adverse action against an individual or organization assisting in or witnessing such a report.
 8. **Assault:** Assault, including but not limited to objectively offensive (or abusive) verbal abuse (persistent or severe), threats, intimidation, harassment, bullying (verbal, physical, and/or cyber), coercion and/or other conduct that threatens or endangers the health or safety of any person.
 9. **Battery:** Battery, including but not limited to attempted or actual physical abuse that results or could result in bodily injury, pain, or impairment. This includes fighting, assault, battery, or any other form of physical violence against another person.
 10. **Potential for Harm:** Conduct in which a student engages or threatens to engage in conduct that poses a danger of causing physical harm to others.
 11. **Hazing:** "Hazing" or "hazing activity" means any intentional, knowing, or reckless act, occurring on or off of the campus of an educational institution, by one person alone or acting with others, directed against a person, for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization. Organization leadership that facilitates hazing and/or is aware of hazing without taking tangible steps to prevent it from occurring in their organization may also be charged under this violation. Hazing includes but is not limited to:
 - a. any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance in or on the body, or similar activity;
 - b. any type of physical activity that involves or results in sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other



- activity that subjects the person to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person;
- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, that subjects the person to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person;
 - d. any activity that intimidates, demeans, embarrasses, or threatens the person with ostracism, that subjects the person to stress, shame, or humiliation, that adversely affects the mental health or dignity of the person or discourages the person from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a person to leave the organization or the institution rather than submit to acts described in this subsection;
 - e. any activity that involves coercing a student to consume a drug or an alcoholic beverage or liquor in any amount;
 - f. any activity that threatens the wellbeing of a person by restricting their ability to communicate with others to get medical help, to document prohibited conduct, or report misconduct; such as, but not limited to, the confiscation of a personal communication device;
 - g. any activity that induces, causes, or requires the person to perform a duty or task that involves a violation of the Laws of Oklahoma; and
 - h. any activity prohibited under the State of Oklahoma's Hazing Law.
12. **Sexual Harassment:** Sexual harassment, as defined and will be adjudicated under the [RUSO Title IX policy](#).
13. **Theft:** Attempted, actual theft of, or unauthorized removal of University property, property of another individual, property of a commercial entity, or public property.
14. **Property Damage:** Attempted or actual damage to University property (including university housing properties), property of another individual, commercial entity, or public property.
15. **Violation of Law:** Violation of any federal, state or local law.
16. **Use of Controlled Substances:** Unlawful use, sale, possession, manufacturing, cultivation, being under the influence of or distribution of any federally controlled substances (illicit drugs including marijuana), in any form, or drug paraphernalia, on University-owned or controlled properties, including University Housing, University vehicles, any recognized student organization housing, or University sponsored activities, including all student organization activities, is prohibited.
- a. Individuals with Medical Marijuana Registry cards are not permitted to use or distribute medical marijuana on campus.
 - b. Intentionally or recklessly inhaling or ingesting substances (e.g. nitrous oxide, glue, paint, etc.) that will alter a student's mental state is also prohibited.
17. **Nonmedical Prescription Medication Use:** The nonmedical use of prescription medication is expressly prohibited. This includes possession and distribution of medications that are off label and those that are not prescribed to the person in

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- question, or use of prescription medication at a rate not congruent with the prescription.
18. **Illegal Use of Alcohol:** Use, possession, manufacture, distribution, and being under the influence of alcoholic beverages, wine or beer as defined in Oklahoma statutes except as expressly permitted by state law and regulations, or public intoxication on campus properties, in University Housing and any student organization housing, or other University sponsored activities, is strictly prohibited, unless explicitly and lawfully approved by authorized University officials for students. This policy is applicable to alcohol in liquid or powdered forms.
 19. **Driving Under the Influence:** Driving, operating, or in physical control of a motor vehicle (47 O.S. §11-902):
 1. While under the influence of alcohol, any other intoxicating substance, or a combination thereof is prohibited;
 2. With a blood or breath alcohol concentration level at or above the applicable legal limit is prohibited.
 20. **Alcohol Distribution:** Distribution or attempted distribution of alcoholic beverages, beer or wine (including powdered forms of alcohol), in any circumstances, by or to any person under the age of twenty-one (21).
 21. **Tobacco:** The use, sale, or distribution of all forms of tobacco products as defined in this Code, including, but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, spit tobacco, e-cigarettes, “vapes”, and herbal tobacco products. UCO prohibits tobacco use on all University grounds, in all University buildings, all University grounds (including parking areas), outside of buildings, common outdoor areas, and University vehicles(s) owned or leased by the University. Possession of tobacco products under the age of 21 is prohibited. For additional information please refer to the [UCO Tobacco Free Campus Policy](#).
 22. **Improper Key/ID Use:** Unauthorized possession, duplication, or use of keys or any University identification card to attempt to or to gain access to any University premises, property, or equipment.
 23. **Aiding Unauthorized Access:** Aiding and/or facilitating the access means of any unauthorized person to University premises, property, or equipment.
 24. **Unauthorized Access:** Unauthorized access to any University premises, property, or equipment or the violation of any University access policies, procedures, rules or regulations.
 25. **Violation of Housing and Dining Policies:** Violation of any UCO [Housing and Dining Services policies](#), this Code, and/or contracts.
 26. **Weapons:** Illegal or unauthorized possession, usage, or storage of firearms, explosives, electronic control devices, such as taser or other stun guns, other weapons, or dangerous chemicals on University premises in a manner that would reasonably be expected to threaten, harm, incapacitate, or cause fear to other University community members. The possession or firing of firearms, fireworks, explosives, ammunition, replica firearms (as referenced in section 1 of 8.12.025 of the Edmond, OK Municipal



Code) or weapons such as bb guns, paintball guns, rifles, bows, swords, metal knuckles, blackjacks, hand chains, daggers, bowie knives, dirk knives, spring-type knives, switchblade knives, loaded canes, billy clubs, knives and inappropriately-used knives or bladed instruments by students is prohibited on-campus, in any sorority, fraternity, or University-operated housing facilities, except as used in officially approved University programs. Lawfully stored handguns may not be removed from vehicles without prior valid written consent of the college or University President while the vehicle is on University property. (21 O.S. 1277.) To obtain permission to safely and lawfully store or display unloaded and approved weapons while on campus property, contact the University of Central Oklahoma Police Department at (405) 974-2345.

27. **Obstruction of Traffic:** Obstruction of the free flow of pedestrian or vehicular traffic on University premises or University sponsored or supervised functions.
28. **Technology Violation:** Any violation of the University [Technology and Network Usage Policy](#) or [Security Policy](#).
29. **Abuse of Accountability Process:** Abuse of the Student Accountability and Conflict Resolution system including but not limited to:
 - a. Failure to adhere to the notice of a hearing officer or body to appear for a meeting, interview or hearing.
 - b. Falsification, distortion, or misrepresentation of information before a hearing officer or a hearing body (board, committee, or panel).
 - c. Disruption or interference with the orderly conduct of a hearing body proceeding.
 - d. Threatening or bullying/intimidating a participant in a case investigation.
 - e. Facilitation of an unauthorized Student Accountability and Conflict Resolution Hearing.
 - f. Attempting to discourage an individual's proper participation in, or use of.
 - g. Attempting to influence the impartiality of a member of a hearing body (board, committee, panel, or designee) prior to and/or during the course of a hearing or proceeding.
 - h. Harassment (verbal or physical) and/or intimidation of a member of a hearing body (board, committee, panel, or designee) prior to, during, and/or after a hearing body (board, committee, or panel) proceeding.
 - i. Failure to comply with outcomes, whether temporary or final, imposed by the Office of Student Accountability and Conflict Resolution, or any other designated hearing body who has the authority to impose outcomes.
 - j. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
 - k. Failure to complete assigned outcomes by the specified deadline(s).
30. **Gambling:** Gambling for money or other things of value on campus or at University sponsored activities, except as permitted by law.
31. **Selling Graduation Tickets:** The redistribution or exchange of any commencement ceremony tickets for monetary purposes.

32. **Catfishing:** Catfishing or online impersonations, as referenced in Oklahoma State Statutes (12 O.S. 1450.)
33. **Lewd Conduct:** Conduct which is disorderly or lewd, as defined by law and legally obscene material.
34. **Contact Information:** Students are responsible for keeping their contact information current with the University.
35. Violation of University policies, procedures, rules or regulations.
36. Harassment or discrimination motivated by or including antisemitic intent.

V. Student Conduct Proceedings

Student accountability proceedings may be initiated by the Office of Student Accountability and Conflict Resolution to review a student's behavior at any time upon a report of an alleged violation(s) of this Code or other UCO Policy. The following procedures describe the process which applies to receipt of reports of violations, investigations into such reports, resolution of such reports through either informal resolution or formal hearing, outcomes and appeals. The following process is not applicable to allegations of sexual harassment, which are governed by the Regional University System of Oklahoma (RUSO) Title IX Policy.

A. Conduct Subject to Legal Process

A student may be subject to criminal arrest and prosecution in addition to student conduct proceedings where the alleged conduct violates applicable criminal law. If the alleged criminal offense is also the subject of a report of an alleged violation of this Code, the University may advise off-campus authorities of the existence of the UCO Code of Student Conduct and of how such matters are typically handled internally within the University community. The University will cooperate with law enforcement and other federal, state, or local agencies in the enforcement of criminal law on campus and with the conditions imposed by state and municipal courts for the rehabilitation of students, as required by federal privacy and compliance laws including, but not limited to, the Family Educational Rights and Privacy Act of 1974.

Proceedings under this Code may be carried out prior to, simultaneously with, or following civil and/or criminal proceedings. Students, acting in their personal capacities, remain free to interact with federal, state and local governmental representatives, as they deem appropriate. Determinations of responsibility or non-responsibility for violations of this Code or outcomes imposed under this Code shall not be subject to change because of criminal charges arising or dismissed out of the same facts.

B. Reporting Incidents

Any person may report a student whose conduct allegedly violates the UCO Code of Student Conduct or other University Policy. Incident reports shall be made in writing and submitted to the Office of Student Accountability and Conflict Resolution. Reports may be submitted at "[Report an Incident](#)", via email at studentconduct@uco.edu, by phone



at (405) 974-5380, via campus mail at box #300, by fax at (405) 974-3930, or by hand delivery to the Office of Student Accountability and Conflict Resolution in the Nigh University Center, Room 323. Reports should be submitted as soon as possible after the incident takes place or after becoming aware of an incident, preferably within forty-eight (48) University business hours.

Reports and subsequent documentation and other materials are maintained in accordance with state and federal record retention requirements. Records may not be deleted outside of what is permitted under the law.

C. Prohibition of Retaliation for Reporting

Retaliation against anyone reporting a violation of this Code or anyone who may have experienced conduct violating this Code is prohibited by University policy and federal and state laws. Retaliation includes, but is not limited to, threats, hazing, intimidation, stalking, and/or reprisals against anyone who reports or files a complaint against a UCO student. This policy also prohibits retaliation against witnesses of alleged policy violations.

D. Statement on Self-Defense

Violence is inconsistent with the standards and values of the University. Yet, if a student has taken objectively reasonable steps to avoid a physical altercation and violence is still unavoidable, then the efforts of avoidance may be considered as a mitigating factor in determining responsibility for alleged policy violations related to violence.

In cases in which mutual physical assault is reported, participants of violent circumstances may face reduced or no disciplinary action where the investigation supports a finding that the student's involvement primarily demonstrated one or more of the following attempted or actual courses of action:

1. De-escalation of the conflict;
2. A self-preservation physical position was assumed (i.e. covering of self or another in a protective manner); and/or
3. A minimal amount of force was used to remove oneself or another from the violent circumstance.

Failure to take an opportunity to remove oneself from a physically violent or potentially violent situation and choosing to offensively engage in physical violence, negates claims of self-defense.

E. Amnesty Policy

UCO encourages the reporting of alleged violations of this Code and further encourages students to seek emergency medical assistance for themselves or others in alcohol or drug-related medical emergencies. Because the potential for disciplinary action by the Office of Student Accountability and Conflict Resolution may act as a deterrent to reporting and/or seeking emergency medical assistance, UCO has implemented an

amnesty policy which recognizes and promotes the well-being, health, and safety of students as a primary concern of student conduct proceedings.

Students who report incidents of alleged violation(s) of this Code or the RUSO Title IX Policy will not face disciplinary action from the Office of Student Accountability or Conflict Resolution for their personal engagement in the unlawful or prohibited use of alcohol or drugs during incidents of such alleged violations.

In cases of a medical emergency, the amnesty policy only applies to alcohol- or drug-related medical emergencies, but does not apply to other prohibited conduct such as assault, property damage, or distribution of illicit substances. In cases where an individual fails to seek emergency medical assistance, the typical investigation and resolution process will ensue. Once reported, the students reporting and receiving medical assistance during an alcohol or other drug-related emergency will need to participate in the investigation of the incident(s) and exploration of recommended educational options, yet will not face disciplinary action from the Office of Student Accountability and Conflict Resolution for the mere possession or use of alcohol or drugs.

F. Temporary Remedies and Sanctions

In certain circumstances, the Office of Student Accountability and Conflict Resolution may impose a temporary remedy or temporary sanctions. Temporary remedies are reasonable adjustments that may be made to provide a temporary means of assistance for students prior to or during an investigation of alleged violations of this Code.

Some examples of temporary remedies include, but are not limited to, class section change, residence hall room change, a no contact order, realignment of class groups, adjustments to class attendance or participation requirements, student organization attendance, and participation guideline adjustments or exceptions. *Note: The Office of Student Accountability and Conflict Resolution and other partnering entities can only request classroom adjustments or exceptions for attendance which may not result in any material change as each instructor of record controls their own classroom attendance policies.*

Temporary sanctions are timely, precautionary safety measures, which may be utilized as a means to address reasonable concerns of potential dangerous, disruptive and/or threatening behaviors based on an individualized assessment of the reported misconduct and surrounding circumstances. Temporary sanctions will not be more restrictive than necessary to minimize the potential negative impact upon academic success of the student(s) involved. Students directly impacted by implemented temporary sanctions will be notified of this action in writing and the rationale for such action upon implementation.

Some examples of temporary sanctions which may be employed include, but are not limited to a loss of privileges, conduct holds on a student account, fines,



parental notifications, assessments/evaluations, a no contact order, restitution, discretionary or educational sanctions, UCO Housing residence hall or room transfers, withholding of diplomas, UCO Housing temporary suspension, and University temporary suspension, as described in this Code.

When a student poses an immediate and present danger or ongoing threat of damage to life, University property, or disruption of normal University operations, the University may impose a temporary suspension from a University residence hall/apartment or from the entire University prior to a hearing. During the specified temporary suspension period, a student may be denied access to the University residence halls/apartments, to all University premises (including classes), and/or all other University sponsored on- and off-campus activities, including, but not limited to approved student organization on- and off-campus events.

Temporary sanctions do not replace the student conduct proceedings process, as described in this Section, and are not final. A student receiving a temporary sanction will be provided an opportunity to respond to all reports and allegations within five (5) business days of the imposition of the temporary sanction, and demonstrate why their continued participation in UCO educational activities or programs does not constitute a disruption and/or threat to other members of the UCO community or themselves. The decision is final.

G. Investigations

Upon receiving a report of alleged violation of this Code, the Office of Student Accountability and Conflict Resolution will start an investigation of the report. The designated investigator will advise each person identified in the report (each a "Party") of their rights, options, and resources available. The investigator will also notify each Party of the opportunity to proceed under informal resolution or formal resolution as described in this Code.

Investigations may consist of interviews with the reporting person and each of the persons identified in the report, including any witnesses, and evaluation of documentation such as photographs, social media dialogue and posts, videos, electronic messaging and cellular telephone logs. The Office of Student Accountability and Conflict Resolution will typically contact the persons identified in the report and any witnesses by telephone call, email, university system text messages, U.S. Mail, on- or off-campus addresses or classrooms. This contact is established to arrange for an interview by the investigator.

Students who are contacted by the Office of Student Accountability and Conflict Resolution are expected to respond as soon as possible by following the directions specified in the notice. Students may contact the investigator in person, phone call, voice mail, email, University system text message, and/or U.S. Mail to schedule a meeting with

the investigator by the deadline identified within the notice. Notices issued through University email addresses are considered proper notification to students. Students are responsible for checking their email on a regular basis for University communication. Failure to comply with the directions in any communication from the Office of Student Accountability and Conflict Resolution can be considered a violation of University policy and this Code and may subject the student to outcomes described in this Code.

If a person identified during the course of the investigation as having information related to the report does not appear for an investigation interview or at any hearing, then the information provided by such person may be disregarded or given little weight by the investigator or the hearing panel determining responsibility or outcomes. The purpose of the interview is to give each person identified in the report the opportunity to convey their version of the reported incident.

H. **Advisors**

Students may be accompanied by an advisor of their choice during any interview, informal resolution or formal resolution hearing, at their own expense. The advisor may be an attorney. A Party to a complaint of alleged violation of this Code or university policy may have a maximum of one procedural advisor and one support person during any interview, meeting or hearing. The advisor may participate directly to the same extent as the student. The presence and/or actions of advisors or support persons must not disrupt the investigation and/or operations of the hearing. Advisors and/or support persons may be excused from an interview or hearing if their behavior or presence is deemed disruptive to the investigation and/or operations of the hearing.

Students needing accessibility or communication assistance during any phase of the Student Conduct process may request permission to have an additional support person present. The University official presiding over the process may allow for the presence of an additional support person in such cases. In such circumstances, the support person may not serve in the role of a witness or advisor simultaneously. Students with disabilities who need special accommodations must make their requests by contacting the Office of Student Accountability and Conflict Resolution.

UCO Procedural Advisors

Students who file a complaint of alleged violation of this Code or who receive notice of a complaint alleging they have alleged violated this Code will receive information about the UCO Procedural Advisor service. UCO provides a free service for students in matters under investigation by the Office of Student Accountability and Conflict Resolution. A UCO Procedural Advisor is a trained UCO faculty, staff, or student community member who has volunteered their knowledge, time, and communication abilities to help students understand and navigate the student conduct process and procedures. [Request a UCO Procedural Advisor.](#)



I. Restorative Resolution Process

The University of Central Oklahoma offers Restorative Justice practices as a way to respond to instances of harm and to meet needs that may arise in the community. Cases may be referred to the University's restorative resolution process at the discretion of the Director of Student Accountability and Conflict Resolution, or their designee, and when parties voluntarily choose to participate. Restorative resolution processes include, but are not limited to, dialogue, conflict coaching, facilitated dialogue, mediation, restorative practices, and shuttle diplomacy. The goals of restorative processes are to provide an opportunity to collaboratively explore the nature of the harm and how the incident has impacted individuals and the community, and to identify opportunities to best address the harm and associated needs. Depending on the process, students may enter into a binding agreement that is enforceable. Students who choose restorative practices do not have their incident reported out as a misconduct violation.

J. Informal Resolution

Reports of violations of this Code, with the exception of reports of sexual harassment, may be resolved through an informal resolution process at the discretion of the Office of Student Accountability and Conflict Resolution. Informal resolution is conducted by the Director of Student Accountability and Conflict Resolution, or their designee, who will review the investigation report, any written evidence or statements provided by the parties, and any oral statements or responses by the parties and witnesses.

The informal resolution determination will be made on the basis of whether the assigned hearing officer finds it is more likely than not that the student(s) violated the Code of Student Conduct or other University Policy. Following their review of the investigation, the Director of Student Accountability and Conflict Resolution will advise the respondent in writing of its determination, outcome, and of the sanction(s) imposed, if any.

If the matters raised in a report cannot be resolved through informal resolution, or at the discretion of the hearing officer, then the report will be referred to a formal resolution and notice of the formal hearing will be provided in writing to the persons identified in the report.

K. Formal Resolution

1. Alleged Code violations not resolved through informal resolution shall be subject to a formal resolution in which the investigator and the parties present their respective positions to a hearing panel for determination of responsibility or non-responsibility and outcomes. The hearing panel shall consist of at least three (3) faculty staff, and/or students, and shall be facilitated by a panel chairperson selected by the panel members prior to the hearing. All hearings are closed to the public and shall be conducted in private.

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2. At least three (3) days prior to the formal hearing, the Office of Student Accountability and Conflict Resolution shall distribute to the students identified in the report a Notice of Hearing containing the following information:
 - a) A statement of the date, time, place, and nature of the hearing;
 - b) A reference to the particular sections of this Code or University policies that are the subject of the report;
 - c) A copy of the investigation report;
 - d) Notice of the date by which the students involved in the report may submit a written response to the investigation report; and
 - e) A date by which each party must submit a list of witnesses and the name of their advisor, if any, to the other party and the Office of Student Accountability and Conflict Resolution.
3. The record in a formal hearing shall include:
 - a) A copy of the investigation report;
 - b) A copy of any responses to the investigation report;
 - c) Information received or considered at the hearing;
 - d) Entries and offers of new information, challenges, and decisions;
 - e) Any decision, opinion, or report by the panel chairperson at the hearing; and,
 - f) All other information or data submitted to the formal hearing panel chairperson in connection with their consideration of the case, provided all parties have had access to such information.
4. Formal hearings shall be recorded. Such recordings shall be maintained for such time as required under state law and as necessary to protect the record through any further review.
5. Parties to the report and their respective advisor(s), if any, shall be allowed to attend the entire formal hearing, except the deliberation period(s). Only the hearing panel and UCO legal counsel shall be present during the deliberation period(s). Admission of any additional person(s) to the hearing or the role adjustment of any currently involved person(s) shall be at the discretion of the chairperson of the hearing panel.
6. In hearings involving more than one (1) student alleged to have violated this Code out of a single event, the chairperson of the hearing panel, at his or her discretion, may permit the hearings concerning each student to be conducted separately or jointly.
7. Formal hearings involving allegations of sexual harassment shall be conducted in accordance with the [RUSO Title IX policy](#).
8. Conduct of Formal Resolution Hearing:
 - a) Any party to the report shall have the right to challenge the participation of any member of the hearing panel due to alleged bias. The chairperson of the hearing panel shall consider the merit of the challenge and make a



- decision to either retain the panel member or dismiss the panel member for that particular case.
- b) Parties involved in the report are responsible for presenting their own case. Students should select an advisor or person whose schedule allows attendance at the allotted dates and times for student conduct hearings. Generally, delays shall not be allowed because of scheduling conflicts of advisors.
 - c) Each party to the report and the members of the hearing panel shall have the opportunity to question the other party and witnesses presented by the other party(ies). Questions from a party to another party or a witness may be asked directly to such person. Only relevant questions will be permitted and the chairperson of the hearing will make all determinations of relevance.
 - d) Advisors may not serve as witnesses during any hearing arising out of the same incident. Witnesses may be called to provide information to and answer questions from the hearing panel and opposing parties.
 - e) Each party shall have the opportunity to offer information on their own behalf and to review all information, statements, or information presented by the investigator and the other parties to the report.
 - f) Additional records, exhibits and written statements may be accepted during the hearing as information for consideration by a hearing panel at the discretion of the chairperson.
 - g) All procedural questions are subject to the final decision of the chairperson of the hearing panel. The chairperson may consult with a representative of the Office of Student Accountability and Conflict Resolution and/or University legal counsel at any point during the hearing.
 - h) Formal rules of evidence and civil or criminal procedure, such as those applied in criminal or civil court, are not used in UCO student conduct proceedings.
 - i) Members of the hearing panel may ask questions of any person present during a hearing and the chairperson may invite questions and comments from hearing participants. The chairperson may also invite questions or comments from advisors or others present. The chairperson may reconvene a hearing if the hearing panel decides that essential information has not been presented. The hearing shall be reconvened at the earliest practical time that the necessary information will be available. After the chairperson has determined all necessary information has been presented and questions answered, the hearing panel will go into closed session to deliberate and all parties and other persons will be excused.
9. During deliberations, the hearing panel shall determine whether the student(s) identified in the report is responsible for violation of this Code.

Safety Precaution Options: The hearing panel may accommodate for the personal safety, wellbeing, and/or fears of confrontation of any party or witnesses during a hearing by providing separate facilities, video conference capabilities, by permitting participation by telephone, written statements, or other means, as deemed appropriate by the Vice President for Enrollment & Student Success or their delegee.

L. Notice of Outcome and Sanctions Following Formal Hearing

The hearing panel shall provide simultaneous written notice of the outcome of the formal hearing, including outcomes imposed, if any, to the parties, the Office of Student Accountability and Conflict Resolution and the Office of General Counsel within five (5) University business days of the completion of the formal hearing.

The Notice of Outcome shall include a notice notifying the parties of the opportunity to request an appeal of the Report and the procedures for submitting an Appeal Request.

M. Outcomes

1. Outcomes for violations of University policies may include, but are not limited to, one (1) or more of the following:
 - a) **Warning** - A verbal and/or written notice to the student that the student is violating or has violated University regulations.
 - b) **Apology Letter** - A typed and signed apology letter by the respondent(s) acknowledging responsibility for the University violation(s) and providing a sincere expression of remorse to the victim(s) and/or stakeholders of the misconduct.
 - c) **Reprimand** – A written warning status for a specified period of time.
 - d) **Probation** - A written reprimand for violation of specified regulations and a loss of privilege from representing the University in on- or off-campus co-curricular academic, athletic, or other social functions sponsored by the University during the probationary period. Probation is for a designated period of time and includes the probability of more severe sanctions, such as suspension or expulsion, if the student is found responsible for violating any further institutional regulation(s) during the probationary period.
 - e) **Deferred University Suspension** – University suspensions may be deferred for a definite or an indefinite period of time. The suspension will be automatically enforced for any subsequent violation of the Code of Student Conduct or local, state, or federal laws. In addition, the party(ies) may be responsible for complying with assigned sanctions applied for the most recent violation.
 - f) **Loss of Privileges** - Denial of University privileges for a designated period of time, such as denial of entry or usage of certain areas on-campus, loss of tailgating privileges, removal from an officer position in a registered student organization, or restricted usage or attendance of



certain University privileges or events, including but not limited to commencement ceremonies. Students may also be restricted from physically attending a class during or after the conclusion of an investigation to preserve the safety and/or normal operations of a particular and/or surrounding classrooms.

- g) **Conduct Hold** - A student given a conduct hold may be required to have all enrollment and release of academic records approved through the Director of Student Accountability and Conflict Resolution and/or their designee. A conduct hold may also be utilized to ensure compliance with other actionable sanctions or requests to appear for meetings with the Office of Student Accountability and Conflict Resolution.
- h) **Fines** - Established and published fines may be imposed for violating University policies including, but not limited to, the Tobacco Free Campus Policy. In addition, fines may be imposed for failure to complete assigned sanctions by designated deadlines.
- i) **Parental Notifications** –If a student is under the age of twenty-one (21) and has been found responsible for violating any local, state, or federal laws, including any alcohol or controlled substance policies, then the Director of Student Accountability and Conflict Resolution and/or their designee may contact and discuss the matter and/or resolution with the parents or legal guardian of the student.
- j) **Assessments/Evaluations** - A directive to attend and actively participate in as many appointments or sessions as necessary or recommended that will aid in the direction of the overall sanction learning outcome. These appointments or sessions may be facilitated by the UCO Center for Counseling and Well-Being, the Alcohol and Drug Abuse Prevention Office, or other campus or non-campus agency. A student must deliver written verification of completion of the program or assessment signed by the non-campus agency including any results or recommendations from an assessment provided by a qualified agency to the Office of Student Accountability and Conflict Resolution.
- k) **Program Participation** - A directive to attend, actively participate, and successfully complete individual and/or group appointments or sessions that will aid in the direction of the overall outcome learning purpose. These appointments or sessions may be facilitated by the UCO Center for Counseling and Well-Being, or other campus or non-campus agency. Generally, outcomes that involve therapy shall specify a certain number of appointments or sessions for successful completion. Typically, program participatory outcomes will aim to provide students with a transformative learning experience in the areas of academic integrity, alcohol and/or drug abuse, civility, or anger management. It is the student's responsibility to deliver written verification of compliance with

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a program participation outcome to the Office of Student Accountability and Conflict Resolution. Acceptable forms of verification include a certificate of completion from the agency that includes the student's name and date of completion or in some cases a screenshot from the agency website that verifies the student has fully complied with the outcome.

- l) **No Contact Order** - A directive that prohibits all forms of contact with another person or persons, which specifies a time period of enforcement. Forms of prohibited contact may include, but are not limited to, phone calls, contact through another person, contact initiated through social media, text messages, e-mail, or any other electronic means. Attendance to a valid, school-related or work-related event may not constitute a violation. A no contact order may be temporarily instituted prior to a hearing as a means of preserving the safety of all parties and the University community. A no contact order may also be included with assigned outcomes that are part of a final resolution to a case. Violation of a no contact order may result in University suspension and other outcomes.
- m) **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- n) **Discretionary or Educational Sanctions** - Community service, program development/promotion, program participation and/or completion, written assignments, service to the University, research assignments, or other related discretionary assignments. Such assignments must have the prior and concluding approval of the Office of Student Accountability and Conflict Resolution or their designee.
- o) **Residence Hall Transfer** – A student resident may be required to transfer residence halls due to a policy violation or pattern of policy violations that affect a particular residence hall community. This transfer may be for a specified or indefinite period of time.
- p) **Residence Hall Contract Termination** - Separation of the student from the Residence Halls for a period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- q) **Residence Hall Expulsion** - Permanent separation of the student from the Residence Halls.
- r) **Temporary Suspension from Housing and/or University** – A student may be temporarily suspended from the University or University Housing facilities prior to, during, or after an investigation if one (1) or more of the following is necessary:
 - 1) To ensure the safety and well-being of the University community members or the preservation of University property;



- 2) To protect against an ongoing threat of disruption or interference with, the normal operations of the University; and/or
 - 3) To preserve the current academic status and pursuits of the parties involved.
- s) **University Suspension** - A student may be suspended from a University residence hall/apartment and/or the University for a finite period of time, not less than the remainder of the current semester in which he or she is enrolled. During the suspension, a hold will remain on the student's account to prevent enrollment during the period of suspension. During the time of suspension, enrollment will be prohibited on any main campus, distance, online, downtown, or ACM@UCO classes. Furthermore, the suspended student will not be allowed to enter any UCO campus properties, programs, or events for the duration of the suspension period. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. Conditions for readmission may be specified. A suspension hold may be placed on the transcript during the period of suspension. Likewise, a notation of the suspension may be placed on the student's academic transcript at the discretion of the Director of Student Accountability and Conflict Resolution or their designee. No refunds are issued if the student is suspended from the institution.
- t) **University Expulsion** - Permanent separation of the student from the University. When a student is expelled, a notation of the expulsion will be placed on the student's academic transcript at the discretion of the Director of Student Accountability and Conflict Resolution or their designee. No refunds are issued if a student is expelled from the institution. A student who is expelled will not be allowed to reenter the University premises. A hold will be placed on the student's account to prevent re-enrollment.
- u) **Degree Revocation or Rescission of Credit** - For those students found to have violated University policy and who have already graduated, the University may elect to revoke the degree(s) of a given student. Likewise, the University may elect to rescind credit for a specific course or program based upon a responsible finding of a UCO policy violation.
- v) **Withholding of Diploma(s) or Transcript(s)** – The University may withhold the awarding of a diploma, withhold the access to student transcripts, or withhold the ability to send copies of student transcripts until the completion of a pending investigation or completion of one or more pending assigned outcomes, per a responsible finding of a UCO policy violation.

- w) **Transcript Notation** – A notation on a student’s academic transcript indicating that a student is ineligible to return to the University, due to a behavioral conduct suspension or expulsion.
 - x) **Removal from Study Tour** – Students participating in a UCO Study Tour, whether foreign or domestic, are subject to be sent home immediately, if their behavior is or becomes disruptive and/or contrary to the established policies within the Code of Student Conduct and related standards of behavior established within the published UCO Study Tour behavioral agreements and statement(s) of understanding documents, which are reviewed prior to each tour. Any additional costs associated with the immediate return home will be applied to the student’s bursar account.
2. The above listed sanctions are not meant to be a comprehensive list.
 3. Other than University suspension, expulsion, degree revocation, or transcript notation, outcomes shall not be made part of the student’s permanent academic record, but shall only become part of the student’s private education records.
 4. Any student found responsible for a violation of this Code or other university Policy may request an appeal of such determination as provided in this code.
 5. If a student makes an appeal request of a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will remain in effect during the appeal request and review, until a final decision is rendered.
 6. Failure by any student or student organization to comply with assigned outcomes may result in additional or escalated outcomes, including but not limited to, University suspension, being assigned by the Office of Student Accountability and Conflict Resolution.

N. Appeal Requests

A party affected by a decision reached or outcome assigned by a hearing officer or panel may [request review](#) of the decision by an Appeal Officer.

Office of Student Accountability and Conflict Resolution Appeals

All appeal requests must be completed and signed by the appealing Party, and received by the Associate Vice President of Student Affairs, or their designee, within three (3) business days after the date the Notice of Outcome was transmitted to the parties. Failure to check or claim notice of the disciplinary decision by email, US Postal Service, or campus mail will not constitute an acceptable reason for non-receipt of the original decision.

1. Grounds for Appeal - An appeal is limited to a review of the record of the original investigation, hearing, finding of responsibility, outcomes assigned, and/or hearing procedures. The appeal request must be received within the appeal request deadline and must substantially articulate one (1) or more of the



following exclusive grounds for appeal together with documentation supporting the appeal:

- a) Procedural Error: which substantially affected the outcome or outcomes imposed: The party requesting an appeal due to procedural error shall provide:
 - i a detailed description of the alleged procedural error(s) which are alleged to have occurred during the investigation or during the formal hearing, or
 - ii a detailed description of the alleged impact on the outcome of the hearing or outcomes imposed.
- b) New Information: which was unavailable at the time of the investigation or formal hearing: The party requesting an appeal due to new information shall provide a detailed description of any documentation, witness statement, or other information that was unavailable during the investigation or formal hearing and a description of the alleged impact such new information would have on the outcome and/or outcomes initially imposed.
- c) Bias: The party requesting an appeal due to bias shall provide a detailed description of alleged conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, demonstrated by the investigator(s), or a decision-maker and the alleged affect such alleged bias had on the outcome of the matter.

2. Appeal Request Reviews - Upon receipt of an appeal request, the Associate Vice President of Student Affairs, or their designee, will review the appeal request to determine if the appeal request was received within the three (3) University business day window and substantially articulates one (1) or more of the aforementioned grounds for appeal.

- a) Request Denials: If the appeal request IS NOT received within three (3) business days and/or the appeal request DOES NOT substantially articulate one (1) or more of the appeal merits, then the Associate Vice President of Student Affairs, or their designee, will notify the requesting party and other party that the appeal request is denied. A decision on the appeal will be made within fifteen (15) business days of the submitted appeal request.
- b) Requests Granted: If the appeal request IS received within three (3) business days AND the appeal request DOES meet one (1) of the grounds for appeal, then the Associate Vice President of Student Affairs, or their designee, will notify the parties that the appeal request is granted and will notify the non-appealing party of an opportunity to submit a response to the appeal request. A decision on the appeal will be made within fifteen (15) business days of the submitted appeal request.

3. Appeal Review

- a) Appeal requests that DO NOT involve University suspension, expulsion, temporary suspension, rescission of credits, or degree revocation are

reviewed by the Vice President for Enrollment & Student Success, or their designee.

- b) Appeal requests that DO involve University suspension, temporary suspension, expulsion, degree revocation, or rescission of credit are reviewed by the Appeal Review Panel consisting of no less than three persons, with at least two from faculty, staff members, and student members. The Appeal Review Panel review will be limited to the hearing record, the appeal request and any response to such appeal request. An oral appeal hearing is not guaranteed but may be permitted at the sole discretion of the Appeal Review Panel.
4. Pending Outcomes during Request and Review - All outcomes imposed by the original hearing panel will remain in effect during the appeal process. A request may be made to the Office of Student Accountability and Conflict Resolution for special consideration due to urgent circumstances, but the presumptive stance of the University is that the outcomes will continue to be in effect through the consideration of a party's appeal. Graduation, study abroad, internships, cocurricular activities, and athletic team involvement do not, in and of themselves, constitute urgent circumstances. In cases where the appeal results in a reinstatement to the University or of a return of previously lost privileges, all reasonable attempts will be made to restore the students to their prior status and assist with correspondence for missed coursework, while acknowledging that some opportunities may be lost in the short term.
5. No Guarantee of Appeal Hearing - Appeals will be considered through a review of the written and/or video record by the Vice President for Enrollment & Student Success or the Appeal Panel, as appropriate. The presentation of oral argument or an in person hearing to present additional evidence shall not be of right, but may be permitted at the discretion of the Appeal Panel.

Housing Department Appeals

For cases heard by Residence Hall Directors, appeals go to the Assistant Director of Residence Life. Cases initially heard by the Assistant Director of Residence Life area appeal to the Director of Housing and Dining. All other parts of this section, including the timeline and grounds for appeal, apply to Housing Department cases.

O. Outcome of an Appeal

Appeals reviewed by the Vice President for Enrollment & Student Success or an Appeal Panel will result in one (1) of four (4) outcomes:

1. The original determination is affirmed;
2. The original determination be modified;
3. The original determination be reversed; or
4. The matter is remanded to the hearing panel for acceptance of additional evidence. On remand, instructions may include guidance regarding the scope of



information to be further investigated and any appropriate stipulations, including the appointment of a new investigator and/or hearing panel.

The decision of the Vice President for Enrollment & Student Success or the Appeal Panel shall be final.

P. Notice of Final Outcome

The parties to an appeal and their advisor, if any, shall be notified simultaneously, in writing (which may be email) of the final outcome of the appeal within fifteen (15) business days of the date the appeal request was granted.

VI. Academic Policies, Rights, and Responsibilities

The University of Central Oklahoma seeks to develop the whole individual and the skills needed for successful living. The educational experience is designed to enable students to practically apply the knowledge and skills gained to individual and social problems. The University promotes an international understanding as well as an appreciation for the democratic way of life.

A. Release of Student Records

Students are responsible for reviewing the information contained in the official University catalog. The catalog contains regulations governing academic programs, course requirements, campus life, and other important information. When a student requests his or her transcript be sent to another institution, the University shall have the right to supply other academic information as may be requested by that institution. Information concerning disciplinary action may be released in accordance with federal law.

Certain colleges, departmental, and administrative officers at the University have a legitimate interest and need for information contained in students' records and are authorized to access this information as necessary. Information may be released from students' records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or the University community.

Records maintained by a physician, psychologist, or other recognized professionals are typically not open for parents' or students' inspection. Inquiries regarding medical records should be directed to the office maintaining those records, i.e., the Center for Counseling and Well-Being.

B. Record Holds

There are various holds that may be placed on a student's records that could prohibit the student from being able to conduct business on the campus. The types of holds are: admissions, library, deans, financial, registrar, advisor, enrollment, housing delinquency,

conduct, or loan delinquency. The various holds may be put in place until such a time that the student is in compliance with University policies. Should the student find they have one or more of the above holds, they should contact the appropriate office to resolve the issue that created the hold.

C. Academic Dishonesty Policy

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Academic dishonesty violations may be handled by the instructor of record or the Office of Student Accountability and Conflict Resolution and may be subject to sanctions ranging from a requirement to complete a substitute assignment or examination to probation, suspension, or expulsion from the University. Specific examples of academic dishonesty include, but are not limited to:

- 1) Cheating on an examination or the preparation of academic work;
- 2) Copying from another student's test paper, laboratory report, other report, or computer files, data, listings, and/or programs;
- 3) The unauthorized use of artificial intelligence sites, such as ChatGPT, Google Translate, etc.;
- 4) Using materials not authorized by the professor or instructor, including, but not limited to teaching resources, artificial intelligence platforms, or test banks;
- 5) Collaborating with, aiding another person, or failure to comply with instructor directions for group collaboration, during an examination or in preparing academic work;
- 6) Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing in whole or in part, the contents of an examination;
- 7) Substituting for another student, or permitting another student to substitute for one in taking an examination or preparing academic work;
- 8) Bribing another person to obtain an examination or information about an examination;
- 9) Turning in counterfeit or unoriginal work;
- 10) Stealing academic material;
- 11) Plagiarizing or appropriating another's work or idea without properly acknowledging incorporation of that work or idea into academic work; students of a group are responsible for plagiarized material contained in group work. Examples of plagiarism include, but are not limited to, the following:



- a. The submission of any work that has been downloaded from the internet.
 - b. The submission of any work that includes quotations, paraphrasing, or the ideas of another without proper citation.
- 12) Reuse of work or the turning in of the same work to more than one (1) class without the expressed permission of the instructors involved;
 - 13) Knowingly falsifying academic documents;
 - 14) Accessing confidential academic records without authorization;
 - 15) Any forgery, alteration, or misuse of academic documents, forms or records, in hard copy or electronic format;
 - 16) Disclosing confidential academic information without authorization;
 - 17) Attempting to bribe any faculty, staff, or student to alter a grade;
 - 18) Attempts by unauthorized individuals or organizations to access student records without the expressed written consent of the student. Examples of violations include, but are not limited to the following:
 - a. Illegally accessing information from student or faculty information terminals;
 - b. Misrepresenting oneself to obtain another student's transcript, semester grades or class registration; and,
 - c. Using a student's ID number without his or her expressed written permission to gain access to other University services.
 - d. Knowingly falsifying admissions information.

D. Academic Appeal Procedures

In order to provide a means for students to pursue a solution to grievances affecting them individually, two appeals procedures exist. The first enables a student to seek redress when the student believes a faculty member has not met professional obligations or has behaved in an unethical manner in a professional relationship with the student. The second allows a student to appeal the assignment of a grade. If a student believes practices and procedures were not consistently and/or accurately followed, the student has the right to appeal the final grade within specified timeframes.

1. Appeal of an Alleged Violation of Professional Ethics

Members of the University's faculty are subject to the [Faculty Conduct Policy](#). A student should report an alleged violation of professional ethics to the faculty member's department chair/school director.

2. [Grade Appeal Process](#)

If a student believes the practices and procedures used to determine his or her final grade were not consistently and/or accurately followed, the student has the option to have his or her appeal considered by the Board of Academic Appeals. All appeals must be filed with the Office of Academic Affairs no later than the end of the fourth week of the next semester immediately following the semester in which the grade was assigned. A spring grade appeal may be filed during the subsequent summer, but must be filed no later than the end of the fourth week of the next fall semester.

E. [Study Tours & University-Sponsored and/or Funded Trips](#)

A study tour is any credit or non-credit course in which the majority of the academic work is accomplished through group study and travel outside the UCO campus. It provides a group of students with an applied, supervised experience at an off-campus location, whether foreign or domestic, and enhances the student's classroom knowledge of an academic discipline(s) through firsthand exposure.

This section also applies to students who are attending a conference, school visit, or other trip sponsored, supported by, or funded by the institution.

The UCO Code of Student Conduct and related standards of behavior established and published by the associated University department, within the trip behavioral agreements and statement(s) of understanding documents, which are reviewed prior to each trip, remain applicable while participating in UCO Study Tour and University sponsored and/or funded trips and activities.

Students participating in a UCO Study Tour, whether foreign or domestic, are subject to be sent home immediately, if their behavior becomes disruptive and/or contrary to the established policies within the current Code of Student Conduct and related standards of behavior established within the published study tour behavioral agreements, policies, and statement(s) of understanding documents, which are reviewed prior to each tour. Any additional costs associated with the immediate return home will be applied to the student's bursar account. In the event that it is necessary for designated leaders to send a student home early from a study tour, the Office of Student Conduct will conduct a full investigation into the matter, as deemed necessary.

Prohibited Behavior on Study Tours include, but are not limited to the following:



1. Participation on a study tour without submitting the required signed and notarized waiver(s) and agreement forms prior to the departure for the study tour;
2. Submission of any false paperwork in order to participate on a study tour;
3. Failure to comply with the pre-departure and/or post-departure instructions of the University Officials tasked with facilitating and teaching the study tour trip;
4. Failure to comply with the designated and distributed schedule and itinerary of the study tour designated faculty or staff leaders. Every study tour must include at least one designated leader who is a current UCO faculty and/or staff member.
5. Consumption, possession, and/or distribution of alcohol, of any kind, on study tours within the borders of the United States;
6. Alcoholic possession or use that violates the international laws of the specific destination of the study tour;
7. Public Intoxication, regardless of the study tour destination;
8. Non-Study Tour participant guest visitation into hotel or any other temporary dwelling of the study tour; and
9. Violations of any other established and accessible policies stated with the UCO Code of Student Conduct.

VII. University Resources and Services

A. University Police Department

UCO Police Department is a unit of Safety and Transportation Services. The mission of the Police Department is: To serve, support, and protect the University of Central Oklahoma community. Safety and Transportation Services is comprised of five (5) operational units: Police Department, Environmental Health and Safety, Access Control, Transportation and Parking Services, and Emergency Management.

Safety and Transportation Services' mission is to protect life and property, through proactive police operations, provide safety training and maintain a safe campus environment, effectively and efficiently manage parking and transportation operations, ensure the integrity of security systems and equipment, maintain and implement emergency response activities, and to educate members of the community on public safety issues affecting their safety and personal welfare.

The [UCO Police Department](#) assists University community members and visitors by providing a number of programs including SafeWalk and motorists assistance and also distributes information through a number of mechanisms including the Annual Security report.

[What To Do if You Are A Victim of Crime](#)

Integrity, Community, Development, and Fairness

If you become a victim of a crime, the following information may be of assistance in recovering your property or solving the case:

- a) A criminal incident reported to UCO Police Department will be reviewed by a police supervisor, and will be investigated by an officer if it is determined that follow-up is possible. Normally, for such an investigation to be fruitful, the investigating agency needs one or more of the following pieces of information: physical evidence, witness(es), suspect(s), serial numbers or other unique identifying markings and a description of the property taken, or other information useful for developing leads.
- b) Serial numbers or unique identifying markings are essential for recovery of property. Stolen items with such identification can often be recovered through pawn shops, law enforcement arrests, or by inquiry through the National Crime Information Center computers operated by the FBI. Serial or model numbers can frequently be developed from original packing containers, sales receipts, warranty documents, through the manufacturer or seller, maintenance agreements or receipts, or from household or "Operation I.D." records completed prior to the theft.
- c) Often, the victim of a crime may obtain or encounter information which might be helpful to an investigation after the initial crime report has been given to the police. Such information may include new witnesses, suspects or victims, value of property taken, and identifying data on the property. If you develop any additional information, please call or contact the UCO Police Department.
- d) Another frequent occurrence involves the victim failing to report the recovery of all or part of the property taken in the theft. This oversight may create problems if the victim later transfers the property's ownership, the item is recovered by police, or ownership of the property is questioned. Your cooperation in promptly informing the UCO Police Department unit of recovery of any of the property reported taken is in your own interest, and is solicited.
- e) The University of Central Oklahoma does not carry insurance for the theft of personal property. If personal property has been stolen from you, we suggest you contact your insurance agent for possible coverage under your homeowner's, automobile, or renter's insurance. The UCO Police Department unit provides a copy of the incident report to your insurance company at their request. Residents of UCO Housing facilities that do not have insurance coverage through a parent/guardian homeowner's policy are encouraged to seek Renter's insurance which is reasonably priced by most insurance companies doing business in Oklahoma.



- f) UCO Police Department coordinates their criminal investigations with and/or furnishes information to other law enforcement agencies. If the offense took place on-campus, it is generally not necessary for you to also report it to another law enforcement agency. If in doubt, however, ask the investigating officer.
- g) If the investigation is successful and an offender is identified and/or property recovered, UCO Police Department will need your continued cooperation. You will be required to make positive identification of the property. It may be necessary to hold the item(s) in police custody until the investigation or criminal prosecution is completed. UCO Police Department will assist you through each step of the process.
- h) If you are the victim or witness to a crime, UCO Police Department will do everything possible to solve the crime and apprehend the offender. If you would like additional crime prevention material or assistance, please call UCO Police Department at (405) 974-2345.

B. Behavioral Assessment Team (BAT)

The mission of the UCO Behavioral Assessment Team (BAT) is to refer members of the Central community (students, faculty, and staff) who may be experiencing personal crisis or demonstrating behaviors that may be early warning signs of possible disruptive or violent behavior to appropriate campus resources. The BAT's goal is to intervene at the earliest possible indication and facilitate successful resolution of concern. The focus of the team is to care for students, faculty, and staff members who may be in distress. Team members coordinate resources and implement a multidisciplinary response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the UCO community healthy and safe.

To alert the BAT about a person of concern, please complete the [Concerning Behaviors](#) form or call (405) 974-2590 during normal business hours.

In an emergency, when a person may be about to harm themselves or another person, please contact the UCO Police Department at (405) 974-2345 or call 9-1-1.

An additional resource for community members is the Call SAM (Student Assistance by Health and Wellness) helpline. The 24/7, toll-free helpline service can be reached by calling 855-225-2SAM (2627). Students may also call 2-1-1, a community-based resource, referral, and crisis support line. Both of the aforementioned options provide support for issues like substance abuse, mental or emotional well-being and family crises, and are managed by behavioral health providers and medical providers trained in mental health issues.