



## STUDENT RIGHTS AND RESPONSIBILITIES

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### XI. Other University Policies

**A. Student Mailing Address** All students are responsible for keeping the university informed of their current local mailing address. If a residence has not been established at the time of enrollment or if the student changes addresses during the semester, a change of address form must be completed in the Registrar's Office

**B. Official Announcements** Official announcements are published in the Official Bulletins section of the Daily O'Collegian. Students are held responsible for regularly checking this section.

**C. Definition of Fund Raising and Sales Solicitation** For the purpose of this document, the terms "fund raising" and "solicitation of funds" will mean the solicitation of donations, the charging of admission, or the selling of products and services.

**D. Solicitation on Campus** No sales or solicitation may be conducted if such is in competition with products or services offered on campus or in conflict with the covenants of the university bond requirements. Bond indentures or buildings financed with self-liquidating bonds pledge all revenues collected in the building to be deposited with the official depository or accounted for by the university administration; therefore, close supervision of sales must be maintained. Normally, solicitation can be divided into the following categories. 1. Student Organizations: Solicitation by recognized student organizations will follow these steps: a. Secure permission from the Office of Student Affairs. b. Secure permission from the head of the department affected by the sale, if appropriate. c. Sales solicitation to more than one campus group or residence must have the approval of all student groups and department heads which are affected by the sale. The scheduling of space and/or charges for space rental will be determined by the director of student affairs. 2. Private Enterprise: No private enterprise will be permitted to solicit business on university grounds, in academic buildings, or in university Physical Plant service facilities.

Special permission may be granted for sales and solicitation from tables in approved non-academic public spaces. A rental fee may be assessed by the university agency assigned responsibility for approving the solicitation space. Newspapers sold through wire racks will not be charged a rental-solicitation fee. Door-to-door sales to students' rooms are not permitted; however, deliveries may be made to rooms.

**E. Charitable Fund Drives on Campus** Solicitation of funds for charitable purposes wherein such solicitation involves the personnel of one college, one department, or one residence group, must be cleared in advance by the college dean, the department head, or the program coordinator. Solicitation involving broader segments of the student body must be cleared with the director of student affairs.

**F. Distribution of Literature** Handbills, pamphlets, and other literature distributed on campus must bear the name of the organization or responsible individual on the front page of the material distributed. Such material may be distributed only in those areas designated as distribution areas by the Office of Student Affairs. A copy of the literature to be distributed must be filed with the Office of Student Affairs. 1. The privilege of distribution which is accorded to any free student publication shall be equally accorded to all free student publications. 2. The director of student affairs shall determine, after consultation with the administrative occupants, the places of distribution within campus buildings. 3. The establishment of self-service stands for the sale of student publications shall be permitted in the lobby of North Hall without charge to the sponsoring department, agency, or group subject to scheduling procedures. 4. Free distribution and sale by students of student publications shall be permitted on the campus outside the confines of campus buildings subject only to such limitations as deemed necessary by the Office of Student Affairs to prevent interference with the use of streets, sidewalks, and building entrances and as are consistent with the guidelines established herein.

**G. Use of Tobacco in Academic Facilities** The use of tobacco (including smokeless tobacco) is prohibited in all Oklahoma State University academic buildings except in designated smoking areas.

**H. Extracurricular Use of University Facilities, Areas or Media for the Purpose of Expression** A goal of the faculty, students, administration, staff, and Board of Regents, is for Oklahoma State University to be a superior educational center for the preservation, transmission, and discovery of knowledge. The mission of the university recognizes and protects free inquiry and free expression as indispensable components of the critical examination of philosophies and ideas. Accordingly, the Board of Regents has adopted a policy statement governing the use of university facilities, area, or media for the purpose of expression. A complete copy of this policy statement is annexed as "Appendix A" to this document.

**I. Sexual Harassment and Discrimination** Oklahoma State University prohibits discriminatory practices in any of its academic offerings or benefits or in employment situations based upon the gender of a person. Sexual harassment of faculty and staff is prohibited in the work place and in the recruitment, appointment, and advancement of employees; sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance. It is also the policy of the

promoted in and out of the classroom and in the evaluation of students' academic performance. It is also the policy of the university that accusations of sexual harassment which are made without good cause shall not be condoned. It should be

remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals. This policy is equally applicable to faculty, staff and students. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

Grievance procedures consistent with the principles of due process have been developed and implemented for faculty, students and staff; the latter includes both administrative and professional employees and classified staff. (Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievance procedures for the accuser. Complaints and grievances concerning disciplinary action will be reviewed under the appropriate grievance procedures for the person accused.) Grievance procedures are available for students in the Office of the Vice President for Student Affairs. The grievance procedures for faculty are included in the Policy Statement To Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University. Grievance procedures for staff can be obtained in the Office of Academic Affairs or in the Office of University Human Resources-Tulsa. Copies of the university's policy and procedures letters regarding sexual harassment may be found at Oklahoma State University Policy and Procedures Letter No. 1-0702, and in "Appendix B" annexed to this document.

**J. Other Student Discrimination Grievances** In addition to the prohibition of discrimination on the basis of gender (Section I) it is the policy of Oklahoma State University to provide equal opportunity to all students enrolled at the university without discrimination because of race, age, status as a veteran, sexual orientation, national origin, religion, or qualified disability. Oklahoma State University students shall have available to them certain procedures for resolving complaints and grievances regarding alleged illegal discrimination as well as alleged invidious, arbitrary, and/or capricious acts of discrimination, which may arise in areas related to admission or treatment while enrolled at the institution and non-academic complaints related to employees, campus living, and student life not otherwise covered by applicable university policy.

All students enrolled at the university who have a non- gender discrimination complaint related to an area as previously described that cannot be resolved informally between the parties involved, may request a hearing before a grievance committee which shall hear the alleged grievance and make recommendations to the appropriate vice president to resolve the complaint.

Formal student discrimination complaints will be filed with and administered by the Student Conduct Office and will be resolved following due process procedures as described in Section IV (Disciplinary Responsibility) of Student Rights and Responsibilities Governing Student Behavior. Detailed informal and formal complaint procedures are available in the Student Conduct Office and the Affirmative Action Office.

These grievance procedures neither supersede nor take precedence over established university procedures of due process for any and all matters related to Academic Appeals, Traffic Appeals, and Disciplinary Appeals. Approved by the Board of Regents, June 1998.

**K. Family Rights and Privacy Act of 1974 (Buckley Amendment)** Oklahoma State University provides students with all protection provided under the Family Rights and Privacy Act of 1974, as amended, also sometimes referred to as the "Buckley Amendments." As part of these policy statements, students have the right to file with the Registrar's Office during the first two weeks of the fall semester, written requests not to release directory information pertaining to them. Directory information will be released by the registrar until a specific request by a student is received asking that the information not be released. A complete statement of student rights under these laws and the university's declaration of what constitutes "directory information" can be found in "Appendix E" annexed to this document.

**L. Equal Opportunity Policy** Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1974 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and student services.

**M. Avoidance and Control of Serious Communicable Diseases on Campus** Oklahoma State University is concerned for the health, welfare, and safety of students and employees of the university. An important element of the governing policy for the institution is the prevention and control of serious communicable diseases on campus and for the protection of the confidentiality of persons who may be infected with communicable or infectious diseases. A copy of the university's policy on avoidance and control of serious infectious and communicable diseases may be found in "Appendix F" annexed to this document.

**N. Drug Free School and Workplace Programs** Oklahoma State University complies with the provisions of the federal Drug Free Workplace Act of 1989 and the Drug Free School and Communities Act Amendments of 1990. University policies adopted to implement these federal requirements provide for the possibility of serious disciplinary action in the event of alcohol abuse or illicit drug use on campus or in connection with university functions, or for mandatory referral to approved rehabilitation, assistance programs. Copies of the university's policy statements are annexed to this document as "Appendix G" (Drug Free Workplace Act) and "Appendix H" (Drug Free Schools and Communities Act Amendments).

**O. Financial Aid Policies and Procedures** Oklahoma State University complies with all federal laws and administrative regulations concerning the availability and disbursement of financial aid. A synopsis of the university policies and procedures affecting financial aid is annexed to this document as "Appendix I."

**P. Student Complaints Regarding Faculty or Non-faculty Staff** Students who believe that they have been unfairly treated by members of the faculty or non-faculty staff of the university have the right to seek redress through several different procedural