



LANGSTON
UNIVERSITY

Student Handbook

Langston University

Student Handbook

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Dear Langston Lion,

On behalf of the Langston University family, I would like to welcome you! The Langston family is happy to have you as a valuable member. You are embarking on an exciting period in of your life, and we are thrilled that you have chosen to join us here at Dear Langston! As you matriculate in college to earn either the Associate of Science, Associate of Arts or one of the many Baccalaureate degrees offered at Langston University we wish you the best in your academic endeavors. The Division of Student Affairs under the leadership of the Dean of Students has assembled a Student Handbook to serve as a reference guide for important information as well as policies and procedures which will help you in achieving your educational goals.

The purpose of the Student Handbook is to help you locate information that will assist you with being successful at Langston University. The University Course Catalogue is another resource which is provided for you. Both documents are located on the Langston University website. Much of the information in the Student Handbook is provided in hyperlinks which take you to the referenced document. As you read through the Student Handbook please make certain to open and read each of the links.

After reading the Student Handbook, please meet with your advisor to review the contents and discuss any questions you may have about the information provided and the policies and procedures outlined in the Handbook. Information in the Student Handbook is updated on a regular basis. It is recommended you review the Student Handbook at the start of each semester to stay abreast of any changes that may have occurred.

As the Dean of Students, I am available to assist you with any questions you may have pertaining to the contents of the Student Handbook. I can be reached at jabusby@langston.edu.

I want to again welcome you to Langston University and I wish you the very best during this exciting and enriching time of your life! Go Lions!!!

Sincerely,

Joshua A. Busby
Dean of Students
Chief Student Affairs Officer

Section 1.0 Langston University

Langston University Mission

Grounded in its rich traditions as a historically Black college and university, and a land-grant institution, Langston University offers quality post-secondary education to diverse populations through academic, research, community engagement, extension, and co-curricular experiences that lead to professional competence and degree completion.

Langston University Vision

Vision Langston University fosters an environment that cultivates leaders, innovators, and engaged citizens who meet the challenges of local, national, and global communities

Langston University Motto

Education for Service

Langston University Expected Student Learning Outcomes

Graduates of Langston University will be able to demonstrate:

- Critical thinking skills through academic problem-solving
- Effective communication skills
- Knowledge of challenges faced by rural and urban communities, both global and domestic
- Knowledge of current technology
- Positive leadership skills
- Use of quality methods for conducting research or inquiry
- Respect for diversity in its many forms
- Commitment to responsible citizenship
- Competence in their chosen field of study

Langston University Core Values

- **Strong work ethic and dedication** – We are united in our dedication to working as hard and as long as necessary in order to realize our vision of developing creative solutions to the problems facing underserved populations in Oklahoma, the nation and the world.
- **Passion for learning** – Our zeal for knowledge, our quest to understand “why”, and our desire to develop innovative answers create a vibrant academic community.

- **Courage to have exemplary character** – We are building a community in which high ethical and moral standards are maintained and valued by our faculty, staff, and students.
- **Excellence** – We value, treasure and reward excellence in scholarship, teaching, and community service.
- **Scholarly innovation and a commitment to scholarship** – We are a community of pragmatic intellectuals, using our knowledge to better our state, nation, and the world.
- **Appreciation of difference** – We believe firmly that everyone must be respected, and that there is always more than one way to consider any issue. We value diversity of opinions, ideas, ideals, cultures, and perspectives.
- **Fiscal accountability** – We believe that solid fiscal management is the foundation upon which a great university is built.
- **Social responsibility** – We believe that knowledge is a gift which must be used to create a better world.
- **Commitment to fundamental human rights** – Above all, we value the right of every human being to enjoy freedom, respect, and the opportunity to realize his or her potential.

Langston University Administrative Leadership

President Kent J. Smith is the 16th President of Langston University. The President's Administrative Council serves in an advisory capacity to President Smith and provides a forum for exchange of information among the university's other administrative staff members and departments. The University [Organizational Chart](#) provides information on the key administrators and departments.

Langston University and the Oklahoma Higher Education System

Langston University is a land grant, multi-purpose institution of higher education, established by the territorial legislature on March 12, 1897, ten years prior to Oklahoma Statehood. It is one of Oklahoma's 27 state institutions of higher education and is governed by the Board of Regents of the Oklahoma Agricultural and Mechanical Colleges under the auspices of the Oklahoma State Regents for Higher Education. Langston University is accredited by the Higher Learning Commission. In its long history, Langston University has graduated more than 10,000 students.

Langston University is committed to creating an environment that promotes scholarly activity. This is achieved by the creation of a community characterized by civility, diversity, free inquiry,

mutual respect and individual safety. Students at Langston University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to the University community and society as a whole

Langston Campus

The main campus of the University is located in the Town of Langston City on State Highway 33, 10 miles east of Guthrie, 45 miles northeast of Oklahoma City and 85 miles west of Tulsa. On its 400 acre plot, the University maintains a 40 acre campus site on a beautiful hillside overlooking a vast expanse of open prairie.

LU OKC and LU Tulsa

Two Langston University urban campuses were established as a result of the assigning of an urban mission to Langston University in 1978 by the Oklahoma State Regents for Higher Education. Located in Oklahoma City and Tulsa, the urban campuses of Langston University offer junior, senior, and graduate level courses in selected academic disciplines. In addition, the campuses serve as clinical bases for the Langston campus.

All programs, curricular offerings, class schedules, activities, faculty, staff, and students connected with the urban campuses are governed and directed by the policies, procedures, and regulations of Langston University. Academic units earned at the urban campuses are official and legal documents of Langston University and may be applied as resident credits toward a baccalaureate degree or master's degree.

The urban campuses attempt to fulfill the special urban mission of Langston University, which is to provide educational opportunities for urban residents and to train and fully educate citizens for living, working and coping with the realities of urban society problems and urban life. The urban campuses and metropolitan areas serve as special environments and clinics for teaching, learning experiences, resources for direct urban dialogue and interaction, urban planning and research, internships, systematic identification and analysis of urban problems, urban ecology studies, and related urban dynamics and phenomena.

The urban campuses provide career counseling, placement, testing, community service, special opportunity for adult education, and direct student contact with municipal governments, local, federal and state agencies, and public libraries, as well as professionals, practitioners, and other urban facilitators in the teaching-learning process. Student teachers and those doing an internship or practicum in business and industry are supervised and coordinated by the faculty of the urban campuses.

Langston University Academic Programs and Degrees Offered

Langston University educational programs are offered within six Schools:

- School of Agriculture and Applied Science
- School of Arts and Sciences
- School of Business
- School of Education and Behavioral Sciences
- School of Nursing and Health Professions
- School of Physical Therapy

Langston University confers the following academic degrees:

- Associate of Science
- Associate of Arts
- Bachelor of Arts
- Bachelor of Business Administration
- Bachelor of Science
- Bachelor of Science in Education
- Bachelor of Science in Nursing
- Bachelor of Science in Public Health
- Master of Education
- Master of Entrepreneurial Studies
- Master of Science
- Doctor of Physical Therapy

The [Langston University Course Catalogue](#) provides information on the various educational programs of study—majors and minors—in the different schools. Dr. Clyde Montgomery is the Vice President for Academic Affairs.

Section 2.0 Division of Student Affairs

The Division of Student Affairs consists of the Dean of Students, Counseling Center, Student Health Services, Student Life, and Recreation & Wellness. The Division of Student Affairs is under the administrative leadership of Dean Joshua A. Busby. The administrative offices are located in the William H. Hale Student Success Center, Suite 210. The telephone number is 405-466-3444.

In the Division of Student Affairs, we foster students' intellectual, personal, social, and professional growth, and prepare them for success on campus and beyond graduation. Most importantly, we strive to create a safe, diverse and stimulating campus environment responsive to the needs of our students. While striving to create an environment that facilitates the holistic development of students, we provide quality services and programs that assist with retention, progression and graduation.

Division of Student Affairs Vision Statement

The Division of Student Affairs aspires to support and challenge students by providing a dynamic co-curricular experience that promotes student success, student learning, social responsibility, and the acquisition of skills necessary to become a productive global citizen.

Division of Student Affairs Mission Statement

The Division of Student Affairs fosters a student centered, quality driven, and values based co-curricular environment with emphasis on the holistic development of the student in the areas of emotional wellness, intellectual growth, leadership development, professional acumen, spiritual enrichment, self-discovery, and community engagement.

Division of Student Affairs Goals

The goals of the Division of Student Affairs are as follows:

1. Facilitate the retention, progression, and graduation of undergraduate and graduate students.
2. Create and deliver co-curricular programs, initiatives, and services through partnerships with faculty, staff, alumni, and community partners to enhance the student experience.
3. Foster a safe and responsive campus environment.
4. Create a stimulating professional climate that allows the Division of Student Affairs to recruit, hire, and retain talented professionals committed to serving students.

Dean of Students

The Office of the Dean of Students upholds [standards of conduct](#) to promote a civil community dedicated to the highest standards of respect, ethical behavior and accountability, and promotes a positive and safe living and learning environment for all members of the Langston University community. Through a student conduct system of fair and efficient due process, Langston students are held accountable for their actions on campus, within the local community and beyond.

The Dean of Students is the chief Student Affairs officer. The Division of Student Affairs is a central resource for students, parents/families, community partners, and guests of the University. The Dean of Students oversees Student Conduct, Counseling and Health Services, Co-curricular education, Student Government, and student clubs and organizations. The Office

of the Dean of Students in conjunction with the Counseling Center and the Student Health Center also provides awareness programs, student advocacy education, and resources.

The Dean of Students, oversees the Behavioral Intervention Team (BIT)/Admissions Clearance Team to discuss Langston students and its members who may need assistance or have been referred to BIT for intervention and review.

If you have any questions, ideas or concerns, stop by the Office of the Dean of Students, located in Student Success Center, second floor, Suite 210 Room 211. You can schedule an appointment or stop in during open hours to meet with the Dean of Students.

Student Conduct and Expectations

The [Langston University Student Code of Conduct](#) encourages students to assess how their attitudes, actions and behaviors impact the university community. Students are expected to obey the laws of the state of Oklahoma and the policies implemented by Langston University. These policies and procedures are designed for students to maintain a high level of respect for self, others and the institution. As members of the Langston University community, students willfully consent to following policies and procedures as outlined in the Student Handbook and Student Code of Conduct while retaining certain rights. Through educational and/or punitive sanctioning, students are challenged and supported to become positive contributors to the University, as well as to local and global communities.

Additional Policies that Support the Student Code of Conduct

A. [Conflict Resolution](#)

Langston University encourages the practice of conflict resolution and recommends the following general procedures:

1. The student should identify the area and issue of the conflict.
2. The student will address the issues of concern directly to the person(s) involved.
3. The student and involved parties together should establish a time frame for resolving the issues.
4. All parties should allow adequate time and alternative strategies to result in conflict resolution.

If a student feels that the conflict is not being resolved by use of the above steps, the mediation may be necessary. The student should first make an appointment with his/her advisor. If after meeting with the advisor, the student still feels that the conflict is unresolved and concerns persist, the student should make an appointment to meet with the program chairperson. If the student still requires further assistance to resolve the conflict the student should make an appointment to meet with the Dean of the School or the Dean of Students.

The faculty support and enforce the protocol recommended for conflict resolution. Faculty are expected to encourage all students to use the established protocol. Students should always feel able to approach faculty members with issues and concerns. All issues and conflict concerns should be taken directly to the involved parties with mediation by the instructor, academic advisor, program chairperson, or dean as a last resort.

Confidentiality in matters of conflict is to be observed by the student, faculty, and staff member(s) during the process of conflict resolution. Gossiping is considered unprofessional behavior and should be avoided at all times.

B. The Honor System

All students are expected to act honorably and ethically in all aspects of student and professional life. There is no tolerance for violations such as lying, cheating, plagiarizing or sabotaging. Respect for the rights of others and tolerance of individual and cultural differences is expected of all students at all times. Violation of the honor system and/or the rights of others may result in dismissal from the program or the University.

C. Complying with Academic Rules and Regulations

All students are expected to comply with the academic rules and regulations of Langston University. The following suggestions will help the student be in compliance:

1. Complete the assigned readings and homework prior to class.
2. Be punctual to all class sessions.
3. Discuss absences with faculty members.
4. Ask for tutoring or supplemental instruction as needed.
5. Participate fully in lectures, laboratory sessions, and discussions.
6. Complete course and instructor evaluations at the end of each semester for every course taken.
7. Meet with advisor on a regular basis and when specifically requested by the advisor.

D. Academic Integrity

The following will apply to cases of academic dishonesty. The instructor ordinarily has final authority over the grades given to students or the lowering of grades because of cheating or plagiarism. If it is established by clear and convincing evidence that cheating or plagiarism has occurred,

1. The instructor will take appropriate academic disciplinary action which may include assigning a grade of "F" on the particular assignment or in the course.
2. The instructor will make a report of the incident and action taken to the program chairperson or school dean

3. The program chairperson or school dean will:
 - Report the incident and action taken to the Dean.
 - Meet with the student and describe the academic dishonesty consequences and provide the student with the process for academic appeals.
 - If the student chooses to appeal the decision of the dean, the Vice President for Academic Affairs convenes a committee to review the academic appeal.
 - The student will be invited to come before the Academic Appeal Committee and discuss the matter.
 - After meeting with the student and evaluating the details, the Academic Appeal Committee will render a decision. The decision could find that there was no wrongdoing on the part of the student. The committee could rule that there was academic dishonesty and recommend disciplinary action including academic probation, suspension, or dismissal from the program/university.

Counseling Center and Health Clinic

Counseling Center

110 & 111 University Women

405-466-3400

855-225-2726 (Call SAM After-Hours Helpline)

<http://www.langston.edu/student-life/student-affairs/counseling-center>

The Counseling Center has licensed mental health professionals who provide counseling services to LU students for personal, emotional, and social development. Through counseling, students learn how to cope with various challenges related to identity development, goal setting, social coping skills, managing emotions, and/or how to resolve or cope with conflicts both internally and externally. Services include individual, couples, and group counseling to assist students in dealing with a variety of concerns including academic difficulties, relationship matters, anxiety, eating disorders, identity confusion, grief/loss, family issues, depression, among other things. Services are confidential in accordance with ethical guidelines and state and federal laws. Outreach and consultation services are also provided to members of the campus community, including faculty and staff. There are no additional fees for services.

Health Clinic

First Floor University Women

405-466-3335

<http://www.langston.edu/healthclinic>

The Health Clinic provides a range of immediate medical needs for LU students. The Health Clinic is staffed by a nurse practitioner and a licensed nurse who can professionally diagnose, treat, and prescribe medications as needed. Our range of services includes women's exams, diagnosis and treatment of common ailments, sexually transmitted infections (STI) and Human Immunodeficiency Virus (HIV) testing, flu shots, and preventative education. No appointment necessary. All services are confidential and available at no charge to students.

Section 3.0 Office of Student Life

The Office of Student Life (OSL) is the center of involvement on campus and at the University, and is located on the second floor of the William H. Hale Student Success Center. The OSL provides opportunities for students, staff, faculty, parents, and alumni to be involved in and connected to Langston University. In an effort to support the mission of the Division of Student Affairs, the OSL encourages students to participate fully in campus life. Our initiatives, programs and events offer opportunities for personal growth and development that enrich the Langston experience. Functions of the office include advising the Student Activity Board (SAB), Student Government Association (SGA), Ambassador Program, student clubs and organizations, awareness programs, fraternity and sorority life, leadership development, Student Life programs, the Elite Connection (Royal Court), and recreation and wellness.

Office of Student Life Vision

Office of Student Life aspires to create an engaging environment where students are able to connect with the institution through social, physical, intellectual, cultural, entertaining, and spiritual programming that places the student at the center of the learning experience.

Office of Student Life Mission

The Office of Student Life fosters a student-centered, quality-driven and value-based co-curricular environment with the emphasis on the holistic development of the student in the areas of: emotional and physical wellness, intellectual growth, leadership development, professional acumen, spiritual enrichment, self-discovery, and community engagement.

Office of Student Life Motto

Where engagement meets discovery and learning takes place.

Student Government Association

The Student Government Association (SGA) is the voice of the student body at Langston University. The SGA is an organization of students elected by their peers, which advocates for the development and advancement of student interests both inside and outside of the University community. Members of the SGA are elected by the student body annually. Some of their responsibilities include supporting student initiatives, allocating student activity funds, and communicating student issues and opportunities to staff and faculty. Participation in SGA offers an excellent opportunity to learn the legislative process in a hands-on environment.

Qualifications of the President (if elected)

- Must be a senior at the time of his or her tenure.
- Must have earned no fewer than 75 semester hours with a grade point average of 2.75 or better.
- Will have earned at least 90 hours by the close of the semester in which the election is to be held.
- At least 60 hours must have been earned at Langston University.
- Shall, at the stated time and upon approval of the University Administration, receive a stipend which shall never diminish during the period for which one has been elected.
- Shall, at the time of election, be appointed as a member of the President's Administrative Council

Qualifications of the Vice President (if elected)

- Shall have earned at least forty-five (45) semester hours with a grade point average of 2.75 or better and will have earned at least sixty (60) semester hours by the close of the semester in which the election is held.
- Shall preside over the Senate and shall assume all responsibilities and privileges of the President in absence of the President.
- Shall be chairman of the program committee of the Senate.
- Shall, at the stated time and upon approval of the University Administration, receive a stipend which shall never diminish during the period for which one has been elected.

Qualifications of Activities Coordinator (if elected)

- Shall be elected by a majority vote of the Association.
- Shall have earned at least forty-five (45) college-level semester hours with a grade point average of 2.75 or better and will have completed at least sixty (60) semester hours by the close of the semester in which the election is held.
- Shall work with the Director of Student Life in providing recreational activities for the students.
- Shall, at stated time and upon approval of the University Administration, receive a stipend which shall never diminish during the period for which one

Student Activities Board

The Student Activities Board (SAB) provides programs for the students of Langston University. The SAB is appointed after an application and interview process. This group plans and produces social, educational, entertainment, and health-related programs while helping SAB members gain experience in event planning, marketing, public relations, and leadership.

Student Clubs and Organizations

Student clubs and organizations provide ways to get involved and stay connected to Langston University. Students are encouraged to find an organization that interests them and get involved or start a new organization. We expect the students, who participate in student clubs and organizations to enhance the Langston experience, demonstrate effective communication skills and develop leadership skills. Learn more about Langston University's Student Clubs and Organizations on Lion Links. OSL will use the technology to streamline systems related to student events on campus. Lion Links provides the tools necessary to create a comprehensive, coordinated and centralized assessment and planning approach for OSL. Visit [Lion Links](#) on the Langston University website.

Fraternity and Sorority Life

Fraternities and sororities have been part of Langston University for more than 80 years, and were formed to support the academic and social mission of the university. Our fraternity and sorority community strives to maintain a balanced life congruent with upholding the following core values: academic excellence, citizenship, campus involvement, membership development, and chapter development.

Leadership Development

Leadership development programs provide formal and informal leadership opportunities in the areas of individual growth and organizational development. Through the various programs offered, students are encouraged and challenged to extend learning beyond the classroom in experiential activities that will prepare them for navigating complex issues in their community and chosen profession. The Social Change Model of Leadership serves as the leadership framework for our student leaders.

Student Ambassador Program

The Langston University Ambassadors are a diverse group of student leaders who volunteer their time to serve as campus tour guides and resident assistants. They assist with special events and represent our University in a manner that exemplifies campus pride and professionalism. LU Ambassadors are carefully selected and trained by the Office of Student Life and service as mentors to first year and transfer students. LU Ambassadors strive to promote a spirit of unity among the student body and provide

exemplary service. Students interested in applying to become Langston University Ambassadors may contact the Office of Student Life at 405-466-3444 for an application form.

Student Life Programs

Student Life programs provide opportunities for student learning beyond the classroom and enhance the mission of the university through the coordination and support of a variety of special programs that promote campus life, leadership and community engagement. Special programs include programs for new students and families, leadership conferences, seminars and workshops, and campus-wide programs.

Policy that Governs Campus Clubs and Organizations

A. Timeline:

Review of the petitions for new campus clubs and organizations will occur on a year-around basis. Applications for new organizations should be completed in their entirety within the Lion Links system. Applications will be reviewed within two weeks of the submission date. Incomplete applications will be voided after 14 business days of submission date.

B. Process:

Upon receipt of the application and advisor recommendation, the Assistant Director of Student Life will review the application. If approval is recommended, the petition will be forwarded to the Director of Student Life for final approval. If the petition is denied, the individuals attempting to charter the new organization will be notified in writing.

C. Registered Organizations:

Organizations that are approved by the Director of Student Life will be registered with Office of Student Life. As an approved organization, the organization may reserve campus facilities for programming and can collaborate with all campus organizations.

D. Requirements/Responsibility:

Club/Organization:

Organizations formally registered and approved with the Office of Student Life must submit the following information each fall semester before they are approved to be active on the campus in Lion Links:

- Current Constitution (only necessary if revisions have been made)
- List of newly elected officers and advisors

- Officers and Advisor Contact Information

Executive Board:

Student organizations are encouraged to hold an election for officers each spring semester with terms running through the following academic year. However, groups may vary from this recommendation as needed or as outlined in the organization's constitution. In order for students to be eligible to serve as an executive board member of a student organization, they must meet the following criteria at the time of election and continuously throughout their tenure.

- Be enrolled in at least twelve (12) credit hours at Langston University
- Maintain a minimum cumulative GPA of 2.5
- Remain in good academic and disciplinary standing
- Abide by the Student Code of Conduct
- Exhibit appropriate behavior of a Student Leader on and off campus
- A graduate/professional student must be in good academic standing and be enrolled in a full course of study.
- Students who are on academic probation or conduct probation are not eligible to serve as officers at Langston University.

Advisor:

In an effort to meet the expectation of the Office of Student Life and better serve students, the following is a list of the requirements and expectations to serve as club/organization advisor.

Advisor Requirements:

- Primary advisor must be a full-time employee, faculty, or staff member of the university
- Secondary advisor may be community member, university employee, faculty, or staff member
- Secondary advisors do not have authority to sign off on any official documents

Primary/Secondary Advisor Expectations:

- Attend all organization meetings and events
- Discuss Organizational goals and direction
- Assist with development of organization programs
- Discuss internal organizational difficulties
- Discuss financial status of the organization
- Give honest feedback and direct expectations to the board
- Possess a firm understanding of university policies
- Ensure that all members of the organization abide by the Student Code of Conduct
- Ensure that all executive board members maintain a 2.5 GPA
- Provide continuity and stability as student leadership changes
- Share experiences and expertise when appropriate

Organizational Membership:

Membership in any student organization is limited to students only.

Only students that are fully matriculating at Langston University and meet organizational eligibility requirements are allowed to join Greek letter organizations. This includes organizations within the National Pan Hellenic Council and the Musical Greek Letter Organizations. University faculty or non-faculty staff employees may be associate or honorary members in student organizations. In order to be a member of campus club organizations, students must maintain a cumulative GPA of at least 2.0.

Greek Letter Membership Requirements (As revised from the 2004 Student Handbook):

Langston University is proud to host the charters of the Beta Kappa Chapter of Alpha Phi Alpha Fraternity, Inc., the Alpha Zeta Chapter of Alpha Kappa Alpha Sorority, Inc., the Alpha Pi Chapter of Kappa Alpha Psi Fraternity, Inc., the Phi Psi Chapter of Omega Psi Phi Fraternity Inc., the Beta Upsilon Chapter of Delta Sigma Theta Sorority, Inc., the Beta Epsilon Chapter of Phi Beta Sigma Fraternity, Inc., the Lambda Alpha Chapter of Zeta Phi Beta Sorority, Inc., the Iota Chapter of Sigma Gamma Rho Sorority, Inc. whom comprise the Langston University National Pan Hellenic Council. The institution is also host to the Delta Alpha Chapter of Kappa Kappa Psi National Honorary Band Fraternity, the Delta Alpha Chapter of Tau Beta Sigma National Honorary Band Sorority, the Pi Kappa Chapter of Phi Mu Alpha Sinfonia Fraternity of America, Inc., and the Kappa Rho Chapter of Sigma Alpha Iota International Music Fraternity. Membership into these organizations shall be confined to enrolled students of Langston University system who meet the following criteria:

- A. Must have earned at least 24 credit hours of in the Langston University system and earned a cumulative grade point average of at least 2.50.
- B. A transfer student must have earned at least 12 credit hours at Langston University and earned a cumulative grade point average of at least 2.50.
- C. Must be in good standing with the University

E. Principle for all Clubs and Organizations.

Membership in clubs/organizations is open to all enrolled students. No organization may limit the membership of their group based on age, race, religion, gender or sexual orientation. Honors/Professional groups have limited membership based on GPA and /or major.

All clubs/organizations must abide by the rules and procedures as stated in the Langston University Student Code of Conduct and Student Handbook.

Section 4.0 Residential Life and Housing Services (RLHS)

The Office of Residential Life and Housing Services mission is to foster a diverse, healthy and vibrant residential living experience. RLHS is one of many Langston University educational instruments that supports the student voice, while cultivating critical thinking and co-curricular leaning opportunities. The Office of Residential Life and Housing Services is committed to serving the Langston University community and its constituents. RLHS seeks to model an

environment committed to life-long learning while exercising respect, accountability and compassion for all persons and facilities.

Students seeking University Housing at Langston University must complete a housing application each semester. The housing application serves as a preliminary room reservation for University Housing. Student's room reservation is confirmed once all University requirements are met with the Office of Student and Employee Services including a paid application fee and required room reservation fee. University Housing offered at Langston University includes:

- **Centennial Court** is a first-year student residential facility. The apartments are fully furnished and include free basic cable, centrally-located microwave ovens and a refrigerator with ice maker, dishwasher and four individually locking bedrooms.
- **Scholars' Inn Apartments** is a residential facility designated for upperclassmen. Units with 2 or 3 bedroom apartments are available. Each bedroom includes a bed, desk, dresser, and closet. Each apartment is equipped with a microwave, refrigerator, and restrooms including a shower. The apartment also has a community sitting area and partial kitchen with all utilities included.
- **The Commons Apartments** are designed specifically for married couples, single parents, faculty and staff. These apartments have two bedrooms, full kitchen and washer/dryer units. All apartments are fully furnished with all utilities included.
- **Langston Cottages** are designed for faculty and staff only. Langston Cottages have 2 or 3 bedrooms and are unfurnished units. All bills are paid by the tenant. Washer and dryer hook-ups and free basic cable are provided
- **Cimarron Garden** Cimarron Garden apartments are designed for married students and students with children. Cimarron Garden provides a two bedroom apartment furnished and unfurnished units are available. All utilities are paid and free basic cable is provided. **Only students who are married and students with children may reside in Cimarron Garden.**
- **Young Hall** Young Hall is a traditional style residence hall. Each room consists of 2 twin size beds, with basic phone jack, 2 closets, a work desk and two chairs, dresser drawers and blinds. There are restrooms & showers located on every floor as well as washers & dryers located on the first floor. Cooking is prohibited in Young Hall rooms. Microwaves are provided on each floor for the students to utilize 24 hours a day. Small refrigerators are allowed in the rooms, but are not provided. Absolutely no pets are allowed in Young Hall.

University Housing leases are for a semester. At the end of each semester, students must have a zero balance to retain their housing assignment. Each semester, students must be enrolled as a full-time student at Langston University to reside in University Housing. Students who drop to part-time status during the fall or spring semester are not permitted to live in University

Housing. Housing Applications are to be fully completed and the room reservation fee must be. The room reservation fee and application must be received by Langston University in order to reserve housing. If a student leaves the University prior to the end of his/her lease, the student is responsible for all housing charges for the duration of the lease. The housing contract should be read and signed when received. In the Langston Commons Apartments, one resident(s) whether married or single, must be enrolled or employed in order to live in the facility. Both residents must be on the lease to reside in Commons Apartments. All housing rates and related fees are subject to change upon approval by the Board of Regents.

If you have any questions, ideas or concerns, stop by your respective residential facility or contact the office at your facility:

Main Office Contact Information (before 5 p.m. weekdays):

- | | |
|---------------------------------------|---------------------|
| ▪ Centennial Court (Freshman Village) | Phone: 405-466-3939 |
| ▪ Scholars Inn and Young Hall | Phone: 405-466-6028 |
| ▪ The Commons | Phone: 405-466-6044 |
| ▪ After Hours On-Call | Phone: 405-466-5510 |

Room and Board Housing Refund Policy

University housing rates for are subject to change based upon approval of fees by the Board of Regents. In addition, a \$10 per semester telecommunication fee will be assessed. Housing assignments are made based on a room reservation fee priority basis.

No refund or credit will be given for room and board after the first day of classes for each semester and summer term. Students who are required to complete an off-campus internship may have their charges prorated for the length of time the student resides on campus versus the length of the applicable enrollment period.

Meal Plans

All students who live on campus are charged for a meal plan. Commuter students and Commons residents who are a family, faculty or staff are eligible for a commuter meal plan. Please visit dining services website at: <https://ludining.sodexomyway.com/> for meal plan information. Meal plan exemptions may be granted for special circumstances. Meal plan exemptions are granted for one (1) academic year or the portion of an academic year which remains when the exception is granted. Meal plan exceptions do not automatically roll over to the next academic year. Documentation of medical conditions which require dietary restrictions must be provided from the student's physician, along with confirmation from our food service provider that the dietary accommodations necessary cannot be met through their services.

Langston University Residency Requirement

All students are required to live in University approved housing until they have earned sixty (60) college level credit hours. Langston University will automatically bill students who are required to live on campus. Students who reside in University approved housing are required to have a meal plan. McCabe Scholars and Regents' Scholars are required to live in University approved single-student housing for no less than eight consecutive fall and spring semesters (four years). McCabe and Regents' Scholarships will not cover the cost of off campus housing at any time.

Exceptions to Residency Requirement

In some instances, exceptions to the residency requirement may be granted. Each case must be submitted to the Director of Housing in writing for the request to be considered. Cases will be heard individually and determined by the Director of Housing. Once the request for exception has been reviewed, the student will be notified by email and formal written notice whether the exception has been approved or denied or if more information is needed.

If the Director of Housing denies the exception, students can submit a letter of appeal in writing to the Vice President of Fiscal Affairs. The Vice President of Fiscal Affairs will review the appeal and make the final decision. The student will be notified by email and formal written notice whether the appeal has been approved or denied. All decisions made by the VP of Fiscal Affairs are final.

Exceptions may include:

- Married students and/or students who have children, veterans of the United States Armed Forces, or local residents whose permanent address is within a 30 mile radius of the Langston campus.
- Students who study abroad qualify for a housing exception if the student abroad experience takes place during the fall or spring academic semester.
- Students who are participating in a required student teaching experience that is located beyond a 30 mile radius of the Langston campus.

Pets

Pets are not allowed in any University Housing facilities. Residents are subject to immediate removal from housing for unauthorized pets and guests. Unauthorized pets must be removed immediately and may be removed by University staff or other University officials. Residential Life & Housing at Langston University is not responsible for what happens to any pet when it is removed or while it is living on Langston University property. If a prohibited animal(s) is observed on University-controlled property, the owner may face disciplinary measures by appropriate authorities which may include but are not limited to Student Conduct and Residential Life and Housing Services. RLHS, in conjunction with Langston University police department, will enforce this policy.

Service Animals

All Service Animals must be approved prior to their arrival to campus with the Office of Student and Employee Services/Americans with Disabilities Act Office at Langston University. Residents whom need accommodations for an emotion support/assistance animal will need to complete the agreement on the Housing and Residential Life all forms are located at Langston University Office of Student and Employee Services/ Americans with Disabilities Act Office.

For more information about Residential Life and Housing Services (RLHS) please visit us at: <http://www.langston.edu/future-students/first-steps/housing-residential-life>

Property Damage

The University will seek restitution for any unauthorized pet and for damages to University controlled property, facilities or grounds. The repair or replacement cost of damaged property is the sole responsibility of the owner of the unauthorized pet and/or the resident who permitted the unauthorized stay which resulted in damage.

Pet/Animal Fines:

1st Violation: Judicial Hearing and \$500.00 Fine

2nd Violation: Judicial Hearing; Immediate Removal from the Residential Halls; and \$500.00 Fine

A detailed listing of other damages and/or fines may be obtained from Residential Life and Housing Services (RLHS).

Section 5.0 Division of Enrollment Management

The Office of Enrollment Management is the executive office in the Enrollment Management Area with responsibility for the University's enrollment planning and analysis. Additionally, it is responsible for resource allocation, contract management, and supervision of all reporting offices within the division which include:

Office of Admissions, Recruitment, and Outreach Programs is responsible for the recruitment, evaluation, and admission of prospective students. Its scope spans all three campuses and includes coordination of the graduate admissions process.

Office of Financial Aid serves the University by managing its Title IV federal financial aid. Additionally, the OFA maintains the University's scholarships and other institutional aid. The primary goal of the OFA is to assist students and their families with making their Langston University education as affordable as possible.

Office of the University Registrar serves the University through its management of semester scheduling, registration, record keeping, and timely reporting. Additionally, it administers the core certification components for students' Veteran's Affairs benefits.

University College is the University's educational vehicle for the first and second-year experiences. It assists students in their transition from high school to college and supports students as they navigate their academic and co-curricular challenges by connecting them to University resources and key personnel.

Office of Financial Aid

The mission of the Office of Financial Aid is to provide assistance and deliver federal, state and institutional aid to all Langston University students, staff, and or parents by providing a fast and efficient service. The Office of Financial Aid is located on the second floor of Page Hall in room 222.

The Office of Financial Aid serves the University by managing its Title IV federal financial aid. Additionally, the OFA maintains the University's scholarships and other institutional aid. The primary goal of the OFA is to assist students and their families with making their Langston University education as affordable as possible.

A Free Application for Federal Student Aid (FAFSA) is required of all students making application and receiving aid from federally funded programs. All necessary forms for financial assistance are available in the Financial Aid Office. The Office of Financial Aid is located on the 2nd floor of in Page Hall.

Satisfactory Academic Progress (SAP) Policy

The Langston University Satisfactory Academic Progress (SAP) is used to review progress at the end of each semester. To view the Satisfactory Academic Progress (SAP) Policy, visit the [Office of Financial Aid](#) website for more information on SAP.

Title IV Aid Return Policy

Students receiving federal financial assistance who completely withdraw from all classes or fail to receive a passing grade in all courses during a period of enrollment will be subject to the Return of Title IV funds refund policy required by federal regulation. View the Return of Title IV Funds for complete withdrawal for more information.

Verification Policy

The Langston University Office of Financial Aid utilizes the Federal Verification Guide as the primary tool for guidance in processing aid for students who are selected for verification. Primarily, those students selected by the federal processor are the only ones to whom we apply the verification process. Financial Aid Counselors have been given the authority to select other students (not selected by the federal processor) if they determine it is necessary to resolve conflicting information to process the distribution of aid.

Required verification documents are assigned through the tracking system based on the verification group assigned through the federal process. Students selected for verification are

notified by email that they have been selected and sent the documents required to complete the verification process.

The file is not reviewed until all requested documents are received. Eligibility and decisions about the cost of attendance cannot be determined until the verification review is complete.

Eligible students must submit requested verification documents within two weeks of the end of the term for which they are requesting aid. Failure to do so within the established time frame can affect the ability to receive funding from certain programs. Applicants will be notified by email the results of the verification review. If the verification review results that corrections are needed, the Office of Financial Aid will submit those corrections on behalf of the student. LU will notify the student that corrections were made and a new Student Aid Report will be produced and sent to the student by the Central Processing Center of the United States Department of Education.

Special Circumstances

Although the Free Application for Federal Student Aid gives useful data for determining financial need, it does not address every student's situation entirely. Sometimes the factors affecting the family may be larger than what is shown on the FAFSA form. We can recalculate aid eligibility in some cases as listed below.

Changes in household income create unique burdens for families. The federal government allows some consideration of this in aid calculations. We factor such changes into a recalculation of current year financial aid after new tax returns are filed showing a decrease of at least 10 percent on a family's adjusted gross income from the year before.

To be considered for an adjustment we need:

Special Circumstances Form

A written letter by the student requesting consideration of the special circumstance which clearly explains the financial factors to be reviewed.

A copy of the fully completed FAFSA including Worksheet ABC.

A copy of prior and current year completed federal tax returns used on the FAFSA.

Occasionally other documents may be requested as well.

Aid eligibility is typically calculated using the income from the prior-prior year. By this request, we will recalculate your current year aid eligibility based upon the actual income earned rather than using the prior-prior year as an estimate of your income. In making adjustments this way, we can adjust to actual confirmed figures. Any grant or improved loan eligibility the new calculation creates can be paid to you, or paid down on student loans you may have borrowed if required, for the hours you completed in fall with passing grades and your current enrollment in spring hours.

This process must be completed after new tax returns are prepared, but at least two weeks before the end of the semester.

Medical / Dental Expenses

Similar to income decreases, having high medical or dental expenses paid can be factored into a review. The federal government assumes that 11 percent of your family adjusted gross income will go toward medical and dental expenses each year. If your amount paid (not billed) exceeds 11 percent, we may make some adjustments related to the excess amount.

To do so, we need:

A written statement from the student requesting consideration of the medical or dental expenses in the aid calculation

Documentation of the paid costs. The best verification is usually a copy of Schedule A from your federal tax return. It shows the amount claimed to the IRS as expenses. Copies of bills, unfortunately, do not help unless they show the paid amounts since we can only consider the actual costs paid out of pocket for a possible adjustment.

Dependency Override

A Dependency Override allows a dependent student to be recognized as an independent for financial aid eligibility purposes. In cases where a student is in an abusive family situation which creates extreme hardship preventing them from attending college, a dependency override may be considered by the Director of Student Financial Aid. Documented child abuse cases, release into DHS or court custody, or parental incarceration are examples of extreme situations that may be considered for an override. Such conditions must be documented by two non-family sources and must involve a total abandonment by the parents from all emotional, financial and physical support for the student.

Parental willingness to give information or financial help to a student, whether or not the parents claim the student on their federal tax return and whether or not the student lives with the parent, does not make a student eligible for a dependency override by themselves.

To have a Dependency Override request considered, students must supply the following:

The completed Dependency Override Form

A written request by the student requesting consideration as an independent student. This must clearly explain their relationship with their parents and detail how the family structure has been completely dissolved.

A copy of the current and prior year completed federal tax returns for the student showing sufficient income to have paid for all expenses.

At least two supporting letters submitted (on letterhead) from independent agencies validating the student's breakdown in family structure. This may include, but is not limited to: Letters from social services, foster caregivers, high school counselor, youth protection agency, church pastor OR copies of police records confirming abuse. No provider of a letter should be a family member. Other documentation may be submitted as the student deems appropriate.

Office of the Registrar

The Office of the Registrar is located on the first floor of Page Hall in room 134. The University Registrar is the keeper of the official enrollment records for students. The Registrar coordinates registration events and advisors meet with students before enrollment in the course(s). Students that have 60 hours or less must go through University College to register for courses. Students with 61 or more hours must go through their major specific advisor to register for courses or be advised by a major specific faculty advisor and register themselves online for courses. The Office of the Registrar is also responsible for students' academic records, the preparation, and publication of the fall, spring, and summer class schedules. Additionally, the office is in charge of the inventory of courses and for determining whether students have successfully met all degree requirements for graduation. Finally, the office verifies the transferability of credits for students and determines all course equivalencies.

Institutional Holds

The following is a list of "HOLDS" that will prevent a student from completing the registration process:

- Business Office (BO) – Students with financial holds or who owe library fines;
- Housing (H) – Students who may owe housing, fees, lost key, damaged apartment, utility bills or have disciplinary problems;

Student Affairs (SA/SW) – Students who have not completed their sanctions about judicial matters.

- Registrar Office (R) – A student who is on either Academic Probation or Academic Suspension;
- Admissions Office – Students who haven't completed or submitted their medical history reports from a certified doctor, Transfer Reference Form, 24 hour rule or all incoming first time entering or transfer students who have missing documents, students who have not taken Placement, SAT, or ACT Test or have not paid for the ACT, and students who have not submitted their official transcripts.
- Financial Aid Office – Students who have not completed their exit interview, dropped below six hours for the semester, have missing documents, or on financial aid suspension.

University College

University College is located on the second floor of University Women and is the University's educational vehicle for the first and second-year experiences. It assists students in their transition from high school to college and supports students as they navigate their academic and co-curricular challenges by connecting them to University resources and key personnel. It is the central hub for students needing assistance with their academic progress. This office coordinates all campus-wide retention services and activities as well as provides the following services:

Tutoring

Academic Advising

Support and Resources

Reading and Writing Workshops

Seminars

Early Alert Programs

Five-Year Limitation Rule

A student may elect to be graduated under the requirements outlined in the academic catalog in effect at the time of his/her first enrollment in the state system provided the work is completed within five (5) years. If the work for a degree covers a period longer than five (5) years, the School, in consultation with the student, will determine the catalog to be used. Credits in a student's major which are more than five (5) years old may not be applied toward a bachelor's degree unless validated by the major department.

Official Registration

Students are officially registered at Langston University upon enrolling in classes through their academic advisor, or self-registration, and payment of tuition and fees.

Enrollment Status

Undergraduate students enrolled in 12 credit hours or more each semester—fall and spring—are classified as full-time students. Undergraduate students with less than 12 semester hours during the fall and spring semesters are classified as part-time students.

During summer semesters, students enrolled in 6 credit hours are classified as full-time students. Less than six credit hours are classified as part-time students.

Graduate students enrolled in 6 or more credit hours per semester are classified as full-time students. Graduate students enrolled in less than six credit hours are classified as part-time students.

Classification of Students

Freshmen level students are first-time entering students with earned college credits from 0 - 30 hours.

Sophomore level students are those students who have earned 31 - 60 college credits hours.

Junior level students are those students who have earned 61 – 90 college credit hours.

Senior level students are those students who have earned 91 and above college credit hours of unsuspended credit and have satisfied all requirements of the freshman, sophomore, and junior levels.

Section 6.0 Division of Academic Affairs

The Division of Academic Affairs, which is comprised of the School of Agriculture and Applied Sciences, the School of Arts and Sciences, School of Business, the School of Education and Behavioral Sciences, the School of Nursing and Health Professions, the School of Physical Therapy, is responsible for the faculty who provide the academic program development and instruction at Langston University. The Vice President for Academic Affairs is the chief academic officer. The Office of Academic Affairs is located on the first floor of Page Hall.

The Office of Academic Affairs is responsible for assuring that all students enrolled at Langston University have a plan of study that allows for completion of the general education curriculum and the major field of study requirements. The [general education curriculum](#) provides the foundation for successful progress to the major field of study curriculum.

The Office of Academic Affairs is responsible for assuring that academic integrity is observed in each of the courses offered in any format—face-to-face, online distance learning, or hybrid instruction. The Academic Integrity Manual developed by the Office of Academic Affairs details the role of the faculty and the students in upholding academic integrity. Please review the Academic Integrity Manual in detail and discuss the contents of the manual with your advisor to assure that there is adequate understanding of the policies and procedures. Langston University has zero tolerance for academic dishonesty in all its forms.

Mid-Level Assessment

Students enrolled at Langston University must complete a mid-level assessment prior to enrolling in the major field of study curriculum. The mid-level assessment is scheduled when the student has completed the majority of the general education curriculum.

Exit-Level Assessment

Students enrolled at Langston University must complete an exit-level assessment at the end of the major field program of study. The exit-level assessment is established by the faculty and administrators in the major field.

Student Load and Overload

Twelve (12) semester credit hours is the minimum full-time student load. Students are encouraged to take a minimum of 15 credit hours per semester to complete the requirements for degree completion within four years.

Only students earning a grade point average of 3.0 ("B" average) in the preceding semester will be allowed to take more than eighteen (18) semester credit hours. In every case, application to carry extra credit hours must be made to the Vice President for Academic Affairs. The Vice President for Academic Affairs will grant permission for semester credit hours above the 18 hour limit, only upon the recommendation of the chairperson of the department in which the student is enrolled.

Student overload in any given semester or term will be limited to the number of semester credit hours fifty (50) percent greater than the number of weeks in the applicable academic semester or summer term.

Withdrawals and Changes of Enrollment

Changes in course schedules and complete withdrawal from courses or from the institution can occur during the defined Add/Drop period. If a change occurs during the scheduled Add/Drop time-frame students will receive full charges for courses added and full credit for courses dropped. No refunds will be provided for changes made after the official Add/Drop period for that academic session. For students enrolled in the Summer Term, refunds will not be given after the first five days of classes.

Withdrawal Period

Students may drop a course up to the end of the tenth (10th) week of a regular semester and receive a grade of "W". See Add/Drop & Withdrawal dates each semester.

Total Withdrawal from a Course

A student should withdraw from a course within the first ten days during the regular semester (Fall & Spring) to receive 100% refund, and the first five days during the summer term. After the designated drop/add period, no refunds will be given. Non-payment and/or non-attendance does not constitute withdrawal from classes.

Withdrawal from Langston University

Students wishing to withdraw from all classes must initiate the action in the Office of Academic Affairs. If this is not done, the student will not have officially withdrawn, and all grades for the semester will be recorded as received from the instructor. Any student withdrawing after the tenth (10th) week of a regular semester will receive a grade of "W". A grade of "W" or "F" for a shorter session will be computed on the basis of a proportionate period.

Change of Major

Once a student has declared a major and then wishes to change to another major, the student should:

1. Meet with their current academic advisor
2. Pick up a student academic change form from the Registrar's Office;
3. Pick up their file folder from their current advisor and have the advisor sign the academic change form;
4. Take the file folder to the new advisor and have the new advisor sign the form; and
5. Return the student academic change form to the Registrar's Office.

Center for Instruction Technology

Langston University Center for Instruction Technology (CTI) is available to students when learning to use the Learning Management System –Bright Space Desire2Learn (D2L). The CTI is located on the first floor of Gandy Hall. On the Langston University website, there are online resources for learning to use Bright Space D2L. Additionally, CTI staff will provide tutorials in use of Web 1.0 and Web 2.0 tools as well as other instructional technology tools. The telephone number to contact CTI is 405-466-2000.

Information Technology Services

Information Technology Services (ITS), located in Calvin Hall, delivers key systems, products and services to support and enhance instruction, research, and administration at Langston University. We bring our clients secure and ready access to vital information, everywhere from labs and offices to classrooms and student residences. We provide high-quality support services that enable students, faculty, and staff to take maximum advantage of an innovative technology-inspired environment. We develop standards, policies, and systems that safeguard LU's information assets, and we track and harness emerging technologies to benefit the University. ITS is responding aggressively to the University's ever-growing demand for cost-effective delivery of information technology services. We are also exploring avenues to deliver services to heightened expectations of "anywhere/anytime" access to new and expanded services. Our services also include the following:

- Student PC Repair (if not under store of manufacturer warranty)
- Assistance with logging into the University Email Account
- Assistance with LionKey activation
- Assistance with Accessing the Banner Portal Page
- Assistance with Dining Hall Card Activation

ITS may be reached by phone at 405-466-3215.

Langston University E-mail

Each student is issued a university e-mail account for use. This is the student's official Langston University e-mail address and is the address the University will use for all student-related electronic communications related to academic and University business. E-mail is a valuable

mechanism and is the official form of communication by the University with students. The University will only correspond electronically to a student's Langston e-mail account. Accordingly, students are expected to check their e-mail on a frequent and consistent basis in order to stay current information from the University. Students must also insure that there is sufficient space in their accounts to allow for e-mail to be delivered and have the responsibility to recognize that certain communications may be time-sensitive.

Active Military Duty Policy

When a student is called to active military service during a term in which the student has not completed an amount of work sufficient to receive a grade, the institution may refund the tuition and fees paid by the student for the current term or the institution may waive the amount of tuition and fees paid from the amount owed for tuition and fees for a future term following the student's tour of duty.

Once a copy of the student's military orders is received in the Office of Academic Affairs, Langston University will process the necessary forms for the student to receive a refund. 100% of the student's tuition and fees will be refunded when the student must withdraw from the semester to meet the military obligation.

When a student is called to active military duty late in the term, he/she may ask the instructor(s) for an incomplete (I) in the class. Should the instructor agree, Langston University will continue the student's enrollment for that academic term. The instructor will record the appropriate grade at the end of that term. Any student, faculty or department head requiring assistance with active military duty status or associated matters should contact the Office of Academic Affairs.

Articulation Policy

Langston University cooperates fully with the requirements of the Oklahoma State Regents for Higher Education Articulation Policy for transfer of students among institutions in the Oklahoma State System of Higher Education. A student who has been awarded the Associate of Arts Degree or Associate of Science Degree from an approved Oklahoma State Accredited College or Junior College will have completed general education requirements so long as the degree includes the minimum course requirements outlined in the Articulation Policy and so long as no requirement is lacking which is mandated by the Oklahoma State Regents for Higher Education for a bachelor's degree. Students majoring in a Teacher Education Program must meet all Admission to Teacher Education requirements. Students with the Associate of Arts Degree or Associate of Science Degree from a properly accredited out-of-state college or junior college will be given benefit of the Oklahoma Articulation Policy only if the degree contains the minimum requirements of the policy.

Second Major Policy

A student may earn a second major either from the school from which he/she received the first major or from another school in the University. In order to receive a second major, a student must complete the additional hours in that department and meet departmental requirements.

Grading System

A	Excellent	Equals four (4.0) quality points per semester hour
B	Good	Equals to three (3.0) quality points per semester hour
C	Average	Equals to two (2.0) quality points per semester hour
D	Below Average	Equals to one (1.0) quality point per semester hour
F	Failure	Equals Zero (0) Zero quality points per hour
I	Incomplete	No quality points

I Incomplete No quality points are obtained when an incomplete is given as the grade. An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. (It is not a substitute for "F" and no student may be failing at the time the "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within one year will remain as a permanent "I" and not contribute to the student's GPA.)

AU Audit No grade points. Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. (The allowable time to change an enrollment status from audit to credit may not exceed the institution's add period. Students changing their enrollment status from audit to credit must meet institutional admission/retention standards. The allowable time to change an enrollment status from credit to audit must not exceed the institution's last date for withdrawal from classes.)

W Withdrawal No grade points. An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period (after the tenth day of classes in regular sessions and the fifth day of classes in the summer term and shall not exceed 12 weeks of a 16-week semester or, in general, not exceed 3/4 of the duration of any term). For any drop or withdrawal accepted after this deadline, a "W" or "F" grade will be assigned by the instructor, depending upon the student's standing in the class. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

AW Administrative Withdrawal indicates that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons or

inadequate attendance. Such institutional penalties follow institutional procedures. Administrative withdrawals are GPA neutral.

P-F Pass-Fail Pass/Fail is used in specified courses. The Pass grade indicates hours earned but does not contribute to the GPA. The Fail grade is an "F" and is calculated into the GPA.

N No Grade No grade points. An "N" grade may be used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.

NP Not Pass Remedial course grade only—An NP grade does not contribute to GPA.

P Pass Remedial course grade only—A Pass grade does not contribute to GPA

Thesis in Progress No grade points. An "X" grade is assigned for graduate thesis in progress and is GPA neutral.

Repeated Courses

A student shall have the prerogative to repeat courses where a D or F was the grade. When the student repeats the course the second grade earned, even if it is lower than the first grade, will count in the calculation of the retention/graduation GPA. Students are permitted to repeat up to a maximum of four (4) courses (but not to exceed 18 hours), for courses in which the original grade earned was a "D" or "F." Both attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned.

The explanation of grades section of the transcript will note that only the second grade earned is used in the calculation of the retention/graduation GPA. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPA. Students repeating courses above the first four courses or 18 credit hours of "D's" or "F's" repeated may do so with the original grades and repeat grades averaged.

Academic Forgiveness

Circumstances may justify a student's being able to recover from academic problems in ways which do not forever jeopardize his/her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student's academic life. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic

forgiveness provisions reflected in such matters as how the retention/graduation GPA is calculated.

Specifically, for those students receiving academic forgiveness by repeating courses or through academic reprieve or renewal, the transcript will reflect the retention/graduation GPA excluding forgiven courses and/or semesters. The transcript will also note the cumulative GPA which includes all attempted regularly graded course work. Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances:

- For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention/graduation GPA under the prescribed circumstances listed below;
- There may be extraordinary situations in which a student has done poorly in up to two semesters due to extenuating circumstances which, in the judgment of the appropriate institutional officials, warrants excluding grades from those semesters in calculating the student's retention/graduation GPA;
- A student may be returning to college after an extended absence and/or under circumstances that warrant a fresh academic start. Students may seek academic forgiveness utilizing the following institutional procedures. A student may receive no more than one academic reprieve or renewal in his/her academic career, and only one option (reprieve or renewal) can be used.

The repeated courses provision may be utilized independent of reprieve or renewal within the limits prescribed below. Langston University will conform to the "repeated courses" forgiveness provision and Institutions may elect to offer a student academic reprieve or academic renewal as detailed below.

Academic Reprieve

Offering academic reprieve for students is optional for all Oklahoma State Higher Education System institutions. Academic Reprieve is a provision allowing a student who has experienced extraordinary circumstances to disregard up to two semesters in the calculation of his or her retention/graduation GPA. A student may request an academic reprieve consistent with these guidelines listed:

1. Must have completed a minimum of 60 hours at Langston University.
2. At least three (3) years must have elapsed between the period in which the grades being requested to be reprieved were earned and the reprieve request.
3. Must have a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding physical activity and performance courses. This course work may have been completed at any accredited Higher Education institution.

4. The reprieve may be requested for one or two semesters. If the reprieve is awarded, all grades and hours during the semester or term are included. If the request is for two consecutive semesters, the institution may choose to reprieve only one semester.
5. The student must petition for consideration of an academic reprieve according to institutional policy.
6. The student may not receive more than one academic reprieve during his or her academic career.

Application for Academic Reprieve, which includes additional information concerning Academic Reprieve, may be picked up in the Registrar's Office, located on the first floor of Page Hall.

Academic Renewal

Under Academic Renewal, course work taken prior to a date specified by the institution is not counted in the student's graduation/retention GPA.

A student may request Academic Renewal from Langston University with academic renewal policies consistent with these guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request.
2. Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses.
3. The request will be for all courses completed before the date specified in the request for renewal.
4. The student must petition for consideration of Academic Renewal according to institutional policy.
5. All courses remain on the student's transcript, but are not calculated in the student's retention or graduate GPA.
6. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

Retention Graduation Grade Point Calculation

In calculating grade point averages, the total grade points earned are divided by the total number of hours attempted, excluding the repeated or reprieved hours.

Cumulative Grade Point Average (GPA)

Cumulative grade point average is calculated by dividing the total number of attempted hours into the total number of grade points (A-4.0, B-3.0, C-2.0, D-1.0, and F-0). I, W, N, and AW are GPA-Neutral.

Grade Corrections

An instructor who submits an incorrect grade to the Registrar's Office may request the Registrar to correct the grade. The request must be in writing, have the approval of the Vice President for Academic Affairs, and must be within the grade reporting period prior to posting the transcript.

In order to change a grade, the following procedure must be adhered to:

- A letter must be submitted from the student to the instructor.
- A letter from the instructor must be submitted to the chairperson with substantiating data.
- A letter from the chairperson must be submitted to the dean with a recommendation.
- A letter of approval from the Dean must be submitted to the Vice President for Academic Affairs with copies of all correspondence and documents.
- If the Vice President for Academic Affairs approves the grade change, a letter from his/her office will be sent to the Registrar authorizing the grade change.

[Committee for Academic Appeals](#)

To ensure freedom of expression (students should be free to take reasoned exception to data or views presented in any course of study) and protection against improper academic evaluation, a Committee for Academic Appeals has been established. The committee is composed of four faculty members, one staff member, and three students. A student shall be considered to have an authentic grievance when it can be demonstrated that a grade has been adversely affected because a faculty member has (1) made a prejudiced or capricious evaluation of the student's performance or (2) failed to notify (or to make a reasonable attempt to notify) the student of course requirements, instructional policies, and grading criteria.

Students are encouraged to seek to resolve the grievance first by talking with the instructor with whom they have the grievance. If the grievance cannot be resolved, the student should then meet with the Department Chairperson and the School Dean in that order. If the grievance is still unresolved, the student has the right to appeal if he/she so desires. Appeal forms and additional information concerning the appeals process are available in the Office of Academic Affairs.

Retention Standards

Each student's transcript will list the student's current retention/graduation GPA and will denote each semester when a student is placed on academic probation or is academically suspended from the institution.

Effective academic retention policies have several components, the foremost concern being student success. Thus, an early notification to students experiencing academic difficulties must be inherent in such policies as well as academic integrity. Such integrity is reflected in the student's grade point average, retention requirements, and the uniformity of application coupled with an acknowledgment of individual circumstances. When addressing retention the following definitions apply:

- **Good Academic Standing:** Any student who meets the retention requirements as set forth in this policy is in good academic standing.
- **Academic Warning:** Freshman students with 30 or fewer credit hours attempted with a retention grade point average of 1.7 to less than 2.00 will be placed on academic warning.
- **Academic Probation:** Any student whose retention grade point average falls below the requirement in the following section (Cumulative GPA Requirements) for a given semester is on academic probation.
- **Academic Suspension:** Any student who was on academic probation the previous semester who fails to raise his/her GPA to the required retention or to achieve a 2.00 semester GPA in a minimum of 12 hours of regularly-graded courses, excluding physical activity or performance courses, following academic probation will be suspended from the institution.

Grade Point Averages

Langston University utilizes the student's grade point average (GPA) as the benchmark for determining student status for continued enrollment in the university. The cumulative Grade Point Average (GPA) is calculated for all credits attempted. There is a minimum GPA requirement to remain a student in good standing in the undergraduate programs:

- Students with 0 - 30 credit hours must achieve a cumulative GPA of 1.70 /4.0
- Students with 30 or more credit hours require a GPA of 2.00/4.0

Freshman students with 30 or fewer credit hours with a GPA of 1.70 or less than 2.00 will be placed on academic warning. Students not meeting the criteria set forth above will be suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.0 in regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

Students suspended in the spring semester may attend, at the discretion of the Vice President for Academic Affairs, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. Only students under first-time suspension status at the suspending institution are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

The student's transcript will note suspension at the end of the spring semester. For students who fail to achieve retention standards after the summer session, the phrase "suspension continued" should be entered on the transcript at the end of the summer session.

Remedial courses, audited courses, and courses in which the grades of I, W, AW, S, U, P, NP, N, and X are given are not calculated in the retention/graduation or cumulative GPA's.

Academic Deficiency Policy

Students with basic academic skills deficiencies or lacking curricular requirements must remove the deficiencies at the earliest possible time but within the first 24 college level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 hour limit.

Students who fail to remediate a basic academic skills deficiency in a single subject must receive prior permission from the Vice President of Academic Affairs in order to continue to enroll in collegiate level courses or remedial course work beyond the 24-hour limit. The student must have demonstrated success in collegiate courses to date.

Senior Students with Academic Suspension

A student with 90 or more hours in a specified degree program who has failed to meet the cumulative grade point average of 2.00 or the semester GPA of 2.00 which would allow him/her to continue, may enroll in an additional 15 semester hours in a further attempt to achieve the requirements for retention. Such students will be afforded this extension one time only.

Academic Suspension Appeal

Students who fail to earn at least a semester grade point average (GPA) of 2.00 are placed on academic suspension from Langston University. Students on academic suspension have the right to appeal; however, this request must be in writing to the Admission and Retention Appeals Subcommittee. Academic Suspension Appeals must be submitted to the Registrar's Office at the end of each semester, no later than two weeks before next semester begins.

Readmission of Suspended Students

Students who are academically suspended by Langston University will not be allowed to re-enter Langston University for at least one regular semester (fall or spring) except as noted under Academic Suspension Appeals. Should a student be readmitted, he/she is readmitted on probationary status and must maintain a 2.00 GPA each semester attempted while on probation or raise his/her cumulative GPA to the designated level. Should a reinstated student be suspended a second time from Langston University, he/she cannot return until such time as he/she has demonstrated by attending another institution the ability to succeed academically by raising his/her cumulative GPA to retention standards.

Scholastic Honors

Scholastic honors are awarded each semester to those fulltime students who maintain a minimum grade point average of 3.00 with no grade below a "C". Students who maintain a grade average of 4.00 (all grades "A") are eligible for membership in the President's Honor Cabinet.

Honors are awarded with the bachelor's degree for excellent performance in all areas of study. To receive the following honors, a student must have no grade below a "C" in all college work, transfer hours included.

- Cum Laude Grade point average of 3.00 to 3.39
- Magna Cum Laude Grade point average of 3.40 to 3.69
- Summa Cum Laude Grade point average of 3.70 to 4.00

“With Distinction” is awarded to students who graduate with a grade point average of 3.00 or higher but did not complete a minimum of 45 upper division hours at Langston University.

Students who graduate from Langston University with the Associate of Arts Degree may graduate with the same honors as a four-year student.

Student Disability Services

Procedures for Initiating a Request for Services/Accommodations

Students with disabilities who wish to access services may initiate their request by contacting the ADA Compliance Officer in Page Hall room 112. Students must provide documentation of their disability and their need for accommodation before receiving services.

In the case of a medical, physical, or psychological disability, students should submit documentation from a qualified professional stating:

- The nature and severity of the disability
- Current functional impact

- The diagnostic procedures used
- Recommendations for assistance

Students with Learning Disabilities or Attention Deficit/Hyperactivity Disorder must submit documentation of an adult evaluation from one of two sources:

- Students diagnosed prior to graduation from an accredited high school may submit the psycho-educational evaluation (performed at approximately age 15) on file at the respective high school or
- Students diagnosed after the completion of high school must submit a psycho-educational evaluation performed by an appropriately qualified professional.

All requests for accommodations and services must be accompanied by appropriate documentations of disability (documentation by a licensed medical professional or licensed psychologist) and submitted to the ADA Compliance Office. Additional documentation may include academic history (transcripts from Langston University and/or previous institutions). All requests for services must be initiated at the beginning of each semester, or at the end of the previous semester to ensure timely provision of the necessary accommodations.

Students must identify themselves to their instructors to facilitate implementation of the identified classroom accommodations. The ADA Compliance Office will officially communicate with the instructors of the student via a memorandum regarding the requested accommodations. Consultation among the student, his/her instructor(s), and the ADA Compliance Office may be necessary for some accommodations. Each student is encouraged to act as his/her own advocate and has the major responsibility for securing assistance. Early and regular contact with the ADA Compliance Office will help ensure the timely identification and provision of services and accommodations.

Students who believe they received inappropriate and/or inadequate services have the right to file an incident report with the ADA Compliance Office using the Incident Report Form. Students are encouraged to file the report with the ADA Compliance Office within five working days of the incident, if possible. All Incident Report Forms are kept confidential. Students will receive a written response from the ADA Compliance Office upon the completion of the Office's investigation of all allegations. As part of the incident report form, students are encouraged to recommend options to help rectify the issues of concern.

All students will be given a copy of the ADA Handbook and will be required to sign the Receipt of Student Disability Services Handbook Waiver.

Academic Degree Requirements

In accordance with the policies and procedures of the Office of Academic Affairs, each academic program of study identifies the minimum number of credit hours and the acceptable

plan of study for completion of the Associate, Baccalaureate, Masters, or Doctorate degree. All prospective degree candidates must meet with their academic advisors, department chairs and dean for a review of their transcripts to determine graduation status during the last semester of their junior year. Academic Advisors, chairs and deans must provide academic audits for all prospective degree candidates to the Office of the Registrar for certification prior to the submission of a degree application.

All prospective degree candidates must graduate at the time they are certified eligible based on satisfactory fulfillment of all requirements by the Office of the Registrar. This does not mandate participation in commencement exercises.

Langston University formally confers degrees at the spring commencement exercises. However, students who complete the requirements for graduation at the end of the summer or the fall semesters will be graduated at that time. The degree and date of the completion are entered on the student's permanent academic record (transcript). The date of completion for each term shall be the last day of examinations.

Written notification of the status of all eligible degree candidates who have satisfactorily completed all degree requirements will be provided to the Office of Student Financial Aid from the Office of the Registrar

Degree Application

All prospective degree candidates must submit a completed Degree Application to the Office of the Registrar during the last semester of their junior year. The degree application must adhere to the deadline to apply for graduation for the date specified by the registrar's office.

Dual Degree

To meet requirements for a Dual Degree, the student must complete all requirements of the second degree program with a minimum of 30 hours above the first degree.

Library Services

Research Sources

Visit www.langston.edu/library. All library materials including digital books are listed in the **Catalog**. You can find the **Catalog** at <https://langstonuniversitylibraries.on.worldcat.org/discovery> or visit the Library webpage and click on **Catalog, Databases and Subject Guides**. You will also find journal articles for your research by clicking on **Databases A-Z**. Databases vary by subject but all include digital journal articles, books and book chapters. Assistance with library materials is available at the **Information Desk** in Harrison Library or you can chat with a librarian on the library **Text-a-Librarian** page.

Course Reserves

Textbooks for 0, 1000 and 2000 level classes offered for the current semester are available on the Reserve Shelf at Harrison Library. These resources are available for use in the library for 2 hours. Students must present their Langston University ID card for check out.

Go to the Library webpage, on the *Catalog, Databases and More* tab, click on "Search the Catalog" then click on the "Course Reserves" link, you can search by course number, instructor and title of book.

Interlibrary Loans

Interlibrary loan is a service by which materials not owned by the Langston University Libraries can be borrowed from another library. Books and articles from journals not owned by the Langston University Libraries may be requested through interlibrary loan.

You can request materials by sending an email to ill@langston.edu or by clicking the Request Item button in the WorldCat Discovery Catalog. If you are requesting a book please include the author, title, date, publisher and place of publication in your email. Requests for journal articles must include the full title of the periodical, the volume number, year, pages required, and the author and title of the article. Interlibrary Loan is a free service. However, in the event that the only available source of a particular request has a fee, the borrower will be notified and given the option of paying the fee to obtain the item.

Group Study Rooms

Study Pods for small study groups are located on the second floor of Harrison Library. There are two Group Study Rooms for larger groups on the third floor. These rooms must be checked out before use at langston.evanced.info/dibs using your LU campus email. They check out for a maximum of 2 hours two times per day.

OK Share Card

The OKShare Card is a cooperative agreement among the college and university libraries of the state of Oklahoma whereby a library ID card is issued by the home Library that will allow them to check out materials from other Oklahoma college and university libraries. Any student, staff, or faculty of Langston University is eligible for an OKShare Card. The card is good for one semester and can be renewed continuously until you are no longer affiliated with Langston University. OK Share Cards are available at G. Lamar Harrison Library, the LU-Tulsa Learning Resource Center and the LU-OKC library.

Section 7.0 Additional University Policies

Alcohol Free University Policy

The consumption or possession of beer or other alcoholic beverages on the campuses, or in any university housing, or at any function sponsored by or for a student organization whether on/off campus will result in immediate disciplinary action for the student(s) involved. No student shall possess or consume any alcoholic beverages while on campus, nor entertain any guest who has any alcoholic beverages in his possession on campus, nor shall a student who finds himself "under the influence" of alcoholic beverages return to the campus in such condition.

Drug Free Campus Policy

Students attending Langston University, regardless of their age are considered to be responsible adults, capable of ever increasing maturity in effectively managing their affairs. Although Langston University, as an institution does not condone violations of the law for persons of any age, Langston University does not operate in loco parentis with regard to our students. Langston University does not view our responsibility towards students as one of solely or primarily controlling in their behavior, but rather as one of educating students to make and implement appropriate and effective decisions in their lives.

Langston University, in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law No. 101-226, 20 U.S. C. 31145g), recognizes its responsibilities as an educational and public service institution to promote a healthy and productive environment. This responsibility demands implementation of programs and services which facilitate that effort. Langston University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The University includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on University property, or as part of any University sponsored activities.

American Disabilities Act Policy

Langston University is in compliance with Title IV of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, and does not discriminate on the basis of race, color, national origin, sex, age, religion, qualified 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 educational services."

Langston University is committed to providing an institutional environment in which all persons may pursue their studies, careers, duties, and activities in an atmosphere free from all threat, unwelcome or unwanted sexual advances. Langston University does not condone sexual offenses and will not tolerate sexual offenders.

Tobacco Use in University Buildings and Grounds Policy

It is the intent of Langston University to promote the health, well-being and safety of students, faculty, staff and visitors. In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, Langston University is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited. This includes the use of e-cigarettes and other vapor products.

The Oklahoma State System of Higher Education may be designated as tobacco free, including smoking or smokeless tobacco, by the institution upon adoption of a policy stating the tobacco restrictions for the institution and an intent to enforce the penalty for violations as set forth in subsection N of 21 O.S.§1247 effective November 1, 2010. As well as ensure compliance Executive Order 2013-43, effective January 1, 2014.

This policy applies to all non-leased buildings and grounds owned or under the control of Langston University, including any housing or residence facility owned, operated, or managed by the University. Tobacco use is also prohibited in all vehicles owned, leased or under the control of Langston University.

All faculty, staff, students, and visitors are requested to honor the tobacco free policy. Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. Appropriate corrective action will be taken for any individual failing to comply with this policy. In addition to appropriate corrective action by the University, any commissioned law enforcement officer may issue a citation in accordance with the Langston University's Tobacco Use in University Buildings and Grounds policy.

Family Educational Rights and Privacy Act of 1974 Langston University makes every effort to comply with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This Act is designated to protect the privacy of your educational records, to establish your right to review and inspect your records, and to provide guidelines for the correction of inaccurate information through informal and formal hearings.

The policy permits disclosure of educational records under certain limited circumstances and routine disclosure, at the University's discretion, of information referred to as directory information: Name, local address, phone number, major, participation in sports, current and past class schedule, height, weight, degrees, honors, and major dates of attendance, and previous colleges attended. A student has the right to prevent the disclosure of directory information by filing a request in the Registrar's Office on a form provided by that office. Copies of this document may be obtained from Admissions and Registrar's Offices.

ADA/Equal Opportunity Statement Langston University is in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 as well as other Federal Laws and regulations, and does not discriminate on the basis of gender, race, ethnicity, color, sex, age,

veterans' status, sexual orientation, gender identity, national origin, religion or qualified disability in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Title IX

Langston University, as a public educational institution, must abide by Title IX regulations because it receives federal funding through federal financial aid programs used by students. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Both Title IX and University Policy prohibit discrimination in services or benefits offered by the University based upon gender.

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

The following are examples of types of conduct that may constitute sexual harassment:

- Inappropriate touching, patting, or pinching
- Physical assault or coerced sexual activity
- Demands or subtle pressure for sexual favors
- Obscene phone calls, texts, email, or gestures

In addition, Title IX prohibits sexual misconduct, sexual violence, stalking, and domestic violence. The Langston University Title IX Coordinators may offer reasonable interim accommodations to complainants bringing forth reports of such incidents.

Any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender may discuss these concerns and file informal or formal complaints of possible violations of Title IX with the Title IX Coordinator.

It is the policy of this university to provide equal employment and educational opportunity on the basis of merit without discrimination because of age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status, or disability.

This policy is in keeping with the spirit and intent of various federal guidelines that address the issue of fair employment practices, ethical standards, and enforcement procedures.

The University will not tolerate retaliation against a person who, in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation or conduct process is prohibited. For more information, please see the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, [3.11 Non-Retaliation](#).

Incidents may be reported to the Langston University Title IX Coordinators:

Title IX Coordinator
112 Page Hall
405-466-3204
titleix@langston.edu

Title IX Coordinator
102 Page Hall
405-466-3201
titleix@langston.edu

Reports may also be made any time in writing, with an option for retaining anonymity, through the [EthicsPoint system](#).

Availability of University Crime Statistics In harmony with the “Disclosure Requirement of Crime Awareness and Campus Security Act of 1990”, (Senate Bill 580, EL. 101542), Langston University is making available to the public annual information concerning crime statistics in the five defined areas of the federal mandate. These areas include murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft.

University policy and procedures have been developed outlining the manner in which these statistics will be kept. The statistics are available by clicking [here](#). A brochure containing this information is available through the Langston University Police Department at (405)466-2231, ext. 3368 and/or ext. 3366.

Section 8.0 Intercollegiate Athletics

C. Felton Gayles Field House Suite 122

Langston currently competes in the NAIA Red River Athletic Conference for all sports except football. Football is a member of the Central State Football League. Langston University competes in 9 intercollegiate sports, four men's and five women's:

Men	Women
Basketball	Basketball
Football	Softball
Indoor Track and Field	Indoor Track and Field
Outdoor Track and Field	Outdoor Track and field
	Volleyball

Department of Athletics Mission Statement

It is the mission of the Department of Intercollegiate Athletics at Langston University to provide student athletes with excellent opportunities to compete at the highest level of NAIA collegiate sports; to prepare students for lifelong contributions to society; to embrace equality, educational opportunity and diversity; to operate with fiscal integrity and operate in compliance with NAIA, CSFL, RRAC, university and departmental guidelines; and to be a positive influence on the reputation and purposes of Langston University.

Goal/Core Values

The goal of the Department of Athletics is consistent with the core mission of the University: to provide excellent educational opportunities for a diverse student population. Our student-athletes will be viewed as students first and athletes second. The Department of Athletics will focus on producing graduates who are successful, well-rounded and prepared to make positive contributions to society.

Athletic department staff members, including administrators, staff, coaches and student-athletes will embrace the five core values of the NAIA *Champions of Character* initiative: *Integrity, Servant Leadership, Responsibility, Respect and Sportsmanship*. Academic achievement in the classroom, together with development of character, individual and team skills, the desire to win, a sense of fair play and sportsmanship in athletic competitions determines distinction intercollegiate athletic programs. Such distinction is a source of pride and enthusiasm for Langston University's constituent groups including students, faculty and staff, alumni, community and friends at all levels of interest.

The Sports Information Department maintains, creates, and manages all editorial, statistical, and biographical content for the official web site for Langton University athletics. The Department of Athletics website can be accessed by utilizing the following web address: www.langstonsports.com.

Langston University student athletes must review the Student-Athlete Handbook with their head coach and/or athletic department administrators upon acceptance to their prospective athletic program.

Section 9.0 Public Safety

Langston University Police Department

The Langston University Police Department is staffed 24 hours a day, 365 days a year by at least one officer on duty. The police staff are sworn to enforce federal, state, and local laws upon campus. The Langston University Police Department is also charged to enforce the traffic and parking regulations within campus jurisdiction.

It is the mission of the Langston University Police Department to encourage the maintenance of a safe and secure environment for the campus community in which it serves, thereby advocating that safety is the responsibility of every member of the Langston University community.

Crime Statistics and Clery Act Compliance

Langston University maintains data on crime and fire for each of the three campus locations: [Langston, OK](#); [LU-Tulsa](#); and [LU-OKC](#). Reporting crime statistics is mandated by the Clery Act: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These statistics reflect incidents that have been reported the Langston University Police Department as well as to other University Officials who have significant responsibilities for student and campus activities as defined by the Clery Act. The LU Safety Report is available on the LU website and includes the crime report for all three campuses.

Services & Victim Assistance

The Langston University Police Department recognize that the traditional methods of managing students, from a campus law enforcement prospective, specifically from an authoritarian style of enforcement and interaction, may be less effective and in many cases exacerbate interpersonal conflicts. With this in mind the Langston University Police Department has developed a common based relationship with the Langston University [Professional Counseling Center \(PCC\)](#) to provide counseling, and mental health services to the university population when such needs are identified and determined to be necessary to address a situation.

The Langston University Police Department is committed to the service of providing a safe, and secure environment to preserve and promote educational growth and development within the Langston University community. During the course of duties on a daily basis the Langston University Police Department offer the following services:

- Parking and Traffic Control (Updated Rules and Regulations - 2016-2017)
- Various motorist assistance tasks such as jumpstarts and vehicle lockouts
- Safety and Security Seminars
- Operation I.D. (marking personal property)

Safety & Security Responsibilities of Langston University Community

The following precautions should be taken:

- Report all suspicious activity to the campus police immediately.
- Never take personal safety for granted.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or where too many people are drinking excessively.
- Remember to call campus police at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
- Carry your keys at all times, and do not lend them to anyone.
- Lock-up your bicycles, lock doors, and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner-recognized numbers, such as driver's license number, on items of value.

Campus Alerts

The Campus Alert system is available to all campus faculty, staff, and students. You can register your phone to receive a text message and/or voicemail. To register for the alerts click [here](#).

Crisis Management

Langston University uses a first alert system to communicate with students when there is the potential for inclement weather or any other emergency situation. The Police Department has developed a Crisis Management Plan for the campus. Students should become familiar with the safety and protective practices that Langston University has outlined in the [Crisis Management Plan](#). Please review Crisis Management Plan thoroughly. After the review schedule a meeting with your advisor to discuss the Crisis Management Plan.

Campus Parking Regulations

Every student with a vehicle on campus must have a proper parking decal displayed. To view the Parking Rules and Regulations Guide click [here](#).

Section 10.0 Student Employment

The Langston University Student Employment Office is committed to making experiences as a student employee of Langston University as rewarding and convenient as possible. The purpose of the Federal-Work Study and Student Payroll programs are to provide part-time employment outside of class time to eligible students needing income to assist in meeting educational costs. These programs encourage participation in community service jobs and can be used to create an employment history and to develop job skills. To visit our website click [here](#).

Student and Employee Services

The Student and Employee Services office is primarily responsible for servicing student and employee accounts including, but not limited to, processing of tuition, fees, and room and board payments. This office is also responsible for employment, payroll and benefit services.

Students may reconcile any outstanding balances in the Student and Employee Services office during regular business hours Monday through Friday 8:00 am to 5:00 pm. Payments may be made at the cashiering window Monday through Friday 8:30 a.m. to 4:00 p.m., via cash, cashier's check, money order, and personal check. If you have concerns or questions about your student account, stop by the Student and Employee Services office located in Page Hall room 112.

Langston University has several tools available to assist with financial literacy and management of your finances. Click the following links for information about your Bank Mobile Card, Cost of Attendance and Money Tool questions. For more information, visit the [Student and Employee Services Website](#).

Student Payroll Positions

Only a few Payroll Jobs are available, for tips on how you may be able to successfully attain a payroll position, review the following:

- Check with the department of your major to see if they have a need for Payroll Student Employees.
- Check with various departments across campus to see if they need to hire a Payroll Student.
- Check the Student Employment website for positions by clicking [here](#).

If you do the above, and are offered a Payroll Position, please report to the Student Employment Office immediately to complete necessary paperwork. If this is your first time working on campus, please bring two forms of ID i.e., Social Security Card and Driver's License. For the complete listing of acceptable ID's click [here](#).

Section 11.0 University Services

ATMs

For your convenience an ATM machine is located on the first floor of the Student Success Center, just outside of the bookstore.

Bookstore

The Langston University Bookstore, operated by Follett, is located on the first floor in the William H. Hale Student Success Center. The bookstore has textbooks, notebooks, technology materials, and other goods. It also has a variety of Langston University clothing and gifts for your family and friends. The hours of operation during regular university schedule are Monday through Thursday 9am to 5pm and Fridays 9am to 4pm. On Saturday and Sunday the bookstore is closed. See the bookstore for extended hours at the beginning of each semester. For additional information contact the bookstore directly at: Phone: (405) 466-3374 Email: lu@bkstr.com

Dining Services

Dining services at Langston University are provided by Sodexo Campus Services and are located in the William H. Hale Student Success Center, room 154. Dining Services staff may be reached by phone during business hours at 405-466-3375. In addition to all the great offerings in the Dining Hall, there are 3 locations on campus that you may visit.

Jazzman's Café and Bakery is located on the first floor of the G. Lamar Harrison Library. In this location, you can find breakfast pastries, coffee, lattes, espresso and iced coffee. You will also find quick grab and go salads, sandwiches and fruit cups, and other beverages of choice.

The C-Store and Lion's Den are located in the William H. Hale Student Success Center. The newly renovated C-Store has been extended to offer more selections of choice that aligns with a convenient store approach.

The Lion's Den provides a great menu and offers classic burgers, wings, salads, wraps, and more. The Lion's Den is the perfect location to hang out with friends while enjoying great food.

Langston University ID Cards

Every Langston University student must have a current and valid student identification card at all times. If you need a new card go to the Registrar's Office for assistance.

Printing Services

The Lions Print Shop is located on the second floor of Page Hall. Services include full printing, binding, banners, scanning, trimming/cutting services as well as many other amenities. Student copy services are also available in the University Library.

First Capital Trolley

Complimentary transportation by First Capital Trolley is available from Langston University to Guthrie Monday through Friday. The trolley will also be providing transportation to Edmond and Oklahoma City on select dates as well. First Capital Trolley may be reached by phone at 405-282-6000.

Section 12.0 Langston University Annual Programs and Traditions

Lion Camp New Student Orientation

Lion Camp is a time for new Langston students to come to campus, meet fellow Lions and begin their academic and co-curricular experience. The purpose of Lion Camp is to make your transition to college life as smooth and enjoyable as possible, while integrating you and your family into the Langston University community. Lion Camp serves three main goals:

- To welcome students to Langston University and engage them in the history, traditions and values of our community.
- To introduce students to rigorous academic habits and the opportunities, responsibilities and resources available to encourage success.
- To assist students in connecting with peers, university officials and the local community.

Commencement

A Graduation Ceremony is held towards the end of spring semester at both Main & Tulsa Campus. The degree and date of the completion are entered on the student's permanent academic record (transcript). The date of completion for each term shall be the last day of examinations. In order to march in the Graduation Ceremony, a candidate must have no more than nine (9) hours to complete during the summer term. If courses are not offered during the summer term, students will have to march in the following year's commencement ceremony." Candidates must apply for graduation prior to registering for their last classes. The deadline to apply for graduation is set by the Office of Enrollment Management for each semester. For a list of deadlines, contact the Office of Enrollment Management at 405-466-2957.

Convocation

Early in the semester all members of the faculty and staff participate in an assembly program which launches the new school year.

Founder's Day

Founder's Day is celebrated by an all-school convocation and other public meetings to commemorate the founding of the University and to re-emphasize its place in higher education within the State and in the nation.

Fifth & Sixth Grade Day

Sixth Grade Day has received national recognition as a motivation method aimed at encouraging middle school students to stay in school. It is hoped that this annual exposure to a college campus at such an early age and well-planned program for the day will influence middle school students to stay in school and ultimately make some difference in the dropout rate.

High School Day

Langston University is host each year to students of Oklahoma high schools. The purpose of Career Day is to acquaint our own students with high school students with the new career opportunities that industry and the world of work currently offer. A Career Fair is held in conjunction with the High School Career Day.

Homecoming

Each year, Langston University and its alumni come back to campus to celebrate and join in with their favorite LU traditions, such as the Homecoming Football Game, Band Extravaganza at halftime, Homecoming Parade, and the Homecoming Step Show.

Honors Convocation

Honors Convocation is a formal assembly held each semester to pay tribute to those student who have achieved a grade point average of 3.0 or above the preceding semester.

Orange and Blue Fridays

Every Friday students, faculty and staff wear orange and blue or some form of Langston paraphernalia.

Langston University Alma Mater

"DEAR LANGSTON"

Words By Samuel Sadler

Music By John W. Work

First Stanza

High on a thorn with royal mien,
Our Hope and our mother stand.
All gaze with pride upon the scene
High o'er the silv'ry strand;
All gaze with pride upon the scene
Where our Hope and our mother stand.

Chorus

Dear Langston, Dear Langston,
Thy sons and daughters brave
Will strive on with courage
Their honored shrine to save
With a "Sis! Boom! Bah! And a Hip! Hurrah!"
With a "Hip-hur-rah!"
We rally to Langston, Dear Langston, to thee

Second Stanza

If ever man should dare bring low
Thy blazoned banner high,
We'll battle with the vicious for
And for thy honor die
We'll strive and overcome the foe,
Or for thy honor die.

APPENDICES

- Appendix A Langston University Organizational Chart
- Appendix B Langston University Student Code of Conduct
- Appendix C Langston University Course Catalogue
- Appendix D General Education Curriculum
- Appendix E Langston University Conflict Resolution Policy
- Appendix F Langston University Committee on Academic Appeals –Joint Statement on Rights and Freedoms of Students
- Appendix G Langston University Academic Integrity Manual
- Appendix H Langston University Map
- Appendix I Langston University Tornado Shelters
- Appendix J Langston University Police Department Public Safety Guide and Annual Crime and Fire Report:
 - Langston, OK Campus
 - LU-Tulsa
 - LU-OKC
- Appendix K Langston University Crisis Management Plan