



# LANGSTON

## UNIVERSITY

Student Handbook

## MOTION FOR APPROVAL OF STUDENT HANDBOOK

Madam Chair:

For some time the governing Board of Regents has been aware there was considerable effort being given by various personnel of Langston University and the Board of Regents in revising the Student Handbook for Langston University.

Upon the recommendation of the Langston University President, I move that the Handbook as presented by President Holloway be approved by the Board of Regents with the following exceptions and/or substitutions:

“A Preface page should be added at the beginning of the Handbook, which contains the following language:”

*“The Board of Regents for Oklahoma Agricultural and Mechanical Colleges appreciates student, faculty, and staff input pertaining to the development of policies affecting students and encourages the institutional administration to provide adequate opportunity for such input on student matters prior to presenting recommendations to the governing Board of Regents.”*

*“In discharging its duties and responsibilities, occasions may arise where the collective judgment of the Board of Regents requires the Board to act independently in the development and implementation of policies and procedures. In approving the Student Handbook for Langston University, the governing Board of Regents is not waiving or restricting its lawful power, duty, and responsibility to act at any future time upon its own will and judgment independent of any other source or party to establish policies, regulations, and procedures and to implement other decisions of the Board. In such instances, affected students and other personnel will be informed through the official public record where such actions were approved and the institutional administration is encouraged to take appropriate steps to help ensure that affected students and other personnel are informed.”*

*Approved by the Board of Regents  
For A&M Colleges, \_\_\_\_\_, 2004  
Langston University Student Hand book*

## AFFIRMATIVE ACTION COMPLIANCE STATEMENT

“This institution is in compliance with Title IV of the Civil Rights Act of 1964, Executive Order 112646 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 handicap, 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, OKLAHOMA**

Under the authority of Article 6, Sections 31 and 31a of the Constitution of the State of Oklahoma and Title 70, Oklahoma Statutes Section 3412(a), the Board of Regents governing Langston University is granted full authority to promulgate rules and regulations governing the institution including the conduct of its students.

This handbook is designed for you, the student, at Langston University to assist you in understanding your responsibilities as a member of the University community. You will find general information about the University as well as specific information concerning current policies and regulations. You will be responsible for knowing the information covered in this handbook. If you lose your copy or desire an update copy, you may secure the latest issue from the Office of Student Affairs.

### **FORWARD**

The Handbook Committee, composed of administrators, faculty, staff and students, has prepared this handbook to ensure better understanding of the purposes, services, activities, rules and regulations of the University.

When used properly, this handbook will provide useful and convenient, guiding you through a successful college experience. It should answer many questions and concerns which may arise during the school year.

This handbook is supplemented by other University documents such as the University Catalog, Policies and Procedures Manual, etc. Therefore, do not expect all of the University's policies, regulations and procedures to be included.

The forgoing is not intended to be inclusive of all students' rights and responsibilities governing students' behavior at Langston University. To become familiar with other regulations and policies governing students' behavior, you may pick up a copy of the student handbook via the Student Affairs Office.

## **COMPLIANCE STATEMENTS**

### **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, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Educational Amendment of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, qualified handicap, 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.

### **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. A brochure containing this information is available through the Langston University Police Department at (405)466-2231, ext. 3368 and/or ext. 3366.

# Langston University

## The Characteristics of a Langston University Student

**PREAMBLE:** 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 membership in the University community and society as a whole.

### Profile

#### **A student in good standing with the University will:**

1. Attend classes and University functions.
2. Have respect for the rights and property of others.
3. Refrain from the use of profanity and obscene language.
4. Maintain appropriate dress and standards of cleanliness.
5. Exhibit moral character.
6. Exhibit courteous behavior.
7. Obey rules, regulations and laws.
8. Assist in keeping University property clean.
9. Be an advocate of academic integrity.
10. Be an advocate of social integrity.
11. Demonstrate leadership qualities.

Langston University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Educational Amendment of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, qualified handicap, 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.

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## **POLICY STATEMENT**

Langston University reserves the right to designate certain areas of the campus as “Restricted Areas.” Failure to adhere to policies regarding such could result in disciplinary action and/or removal from campus by Langston University Security.

## **NON-DISCRIMINATION STATEMENT**

Langston University is dedicated to equality of opportunity within its community. Accordingly, Langston University does not practice or condone discrimination, in any form, against color, national origin, religion, sex, age, qualified handicapped, or status as a veteran. Langston University commits itself to positive action to secure equal opportunity regardless of those characteristics.

Langston University supports the protections available to members of its community under all applicable Federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973 and Executive Order 11246.

## **LANGSTON UNIVERSITY FACTS**

### **Brief History**

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 a member of the Oklahoma State System of Higher Education. Langston University is accredited by the North Central Association of Colleges and Secondary Schools, the National Council of Education, and a number of other regional and national accrediting agencies.

In its over 100-year history, it has graduated more than 10,000 students.

### **Location**

The main campus of the University is located in the Town of Langston 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.

### **Mission**

The Mission of Langston University is to place its graduates in a highly favorable position to assume careers that meet the changing demands in the world of work today and in the future. This is to be achieved by demanding a high degree of excellence in its instruction, research, and community service as a land grant institution.

# STUDENT AFFAIRS

Vice President for Student Affairs  
Page Hall – First Floor, room 128  
Phone Number: (405)466-3444

The ultimate goal of the Office of Student Affairs is to enhance the total learning environment by providing for the social and emotional development of students as well as enhancing their educational development. Those involved in Student Affairs are concerned with finding ways to bring about wholesome community living so that each student develops a sense of identity and belonging; self-responsibility for behavior, satisfactory personal involvement in University programs and effective inter-personal relationships.

The Student Affairs staff believes that today's young men and women want and expect good, positive leadership and respect for their individuality. With your cooperation, the Student Affairs staff will provide the leadership you desire and the respect you require.

In order that we may enjoy mutual cooperation and understanding, we urge you to read this handbook carefully and be cognizant of its contents. We hope that you will have a successful college career, academically and socially.

Assistant to the Vice President for Student Life  
Page Hall – First Floor, room 119  
Phone Number: (405) 466-3445

Assistant to the Vice President for Student Services  
Gandy Hall – Second Floor, Room 222  
Phone Number: (405) 466-3421

The Assistant to the Vice President for Student Life works directly with the Student Government Association and Resident Life Council in formulating policies and regulations for students of the University. Students may also find help with problems of adjustment to campus life, suitable housing, interpretation of University rules and counseling for disciplinary problems. Inquiries and suggestions from students, as well as from parents and guardians are welcomed in this office.

## **RESIDENCE COMMUNITIES GENERAL POLICY**

The Langston University Resident communities are committed to maintaining an academic and social environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community.

Each resident community is supervised by a Manager and Assistants. Each residence has Resident Assistants and/or Community Assistants selected and trained to promote the best interest of his or her resident community.

Each resident community has a House Council. It also has room inspection to ensure proper sanitary conditions for the student's health. Desk Clerks are students who assist the manager by serving as receptionists for guests, paging and taking messages for the students and record keeping.

Housekeepers have been employed to keep the resident communities attractive, comfortable and sanitary. Residents can assist the housekeepers by assuming their share of the responsibility for cleanliness.

## **STUDENT ACTIVITIES**

Co-curricular activities are an integral part of the educational program of the University. The various organizations and activities are designed to make leisure time a learning experience for students. Participation is voluntary; however, students are encouraged to fully utilize those activities which best meet their particular needs and interests.

## **HEALTH SERVICE**

The Health Service provides facilities for diagnosis and office treatment of illness at the Medical Clinic for all University students. The staff at the clinic consists of a part-time physician and 2 nurses. The clinic hours are posted at the Medical Clinic.

Students are required to have on file in the Medical Clinic records showing a complete physical examination by a physician. This service is provided at the Medical Clinic for a fee of fifty dollars (\$50.00). The health record must be on file in the Medical Clinic to receive services. When a student becomes ill, he/she should report to the Medical Clinic. If a doctor or hospitalization is needed, these arrangements will be made at the Medical Clinic.

All students are expected to have accident and medical insurance of their own.

## **TRANSPORTATION**

Transportation by First Capitol Trolley is available from Langston University to Guthrie Monday through Friday. For information on pick up times, please contact the Student Union Manager at ext. 2927.

## **OTHER STUDENT SERVICES**

### **POST OFFICE**

The University Branch Post Office is maintained in the Student Union Building and the main post office is located in the Town of Langston. Student may purchase stamps and envelopes from the University Branch Post Office. Students may rent boxes and attend to other postal matters at the main post office.

### **CAFETERIA**

Students living on campus have their meals in the Student Union Cafeteria which is located in the Student Union Building. The purchase of a meal ticket is mandatory for students living in campus housing. Student living off campus may purchase a meal ticket from the Langston University Business Office located on the first floor/east side of Page Hall.

### **CAREER DEVELOPMENT, PLACEMENT, ASSESSMENT & COOPERATIVE EDUCATION CENTER**

First Floor – Gandy Hall, ext. 3462

The Career Development Center is an integral part of the activities planned for each student during his matriculation at the University. Each member of this staff is concerned with the development of the student's career, his/her testing, and his/her placement in profitable and pleasant employment before and/or after graduation.

The Director assumes responsibility for endeavoring to bring students in contact with prospective employers, assisting in placing students and graduates in appropriate jobs, and helping them to make a wholesome adjustment to their work situations. A concerted effort is made to make all students aware of the services available to them through this office.

### **FINANCIAL AID OFFICE**

Third Floor – Page Hall, ext. 3282

The University program of financial assistance includes a limited number of scholarships, loans and part time employment for deserving students. Applications for financial aid should be made five or six months prior to the time of need in order to insure the proper execution of forms.

A Financial Aid Form (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.

## UNIVERSITY HOUSING

### RESIDENCE HALLS

Young Hall & Brown Hall are dormitory style living. All rooms are private unless special circumstances arise. Each room consists of 2 twin size beds, cable ready (local basic cable is provided), 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 the rooms. Microwaves are provided on each floor for the students to utilize 24 hours a day. Small refrigerators are allowed in the rooms. Absolutely no pets are allowed. Young Hall provides housing for both male and female students were as Brown Hall is specifically for the Lions Football Team. **All students are permitted to reside in Young Hall**

### CENTENNIAL COURT APARTMENTS

The Centennial Court apartments are 4 bedroom, fully furnished apartments that include free basic cable, microwave ovens, refrigerator with ice maker, dishwasher and individually locking bedrooms. Centennial Court also has a volleyball/basketball court, full live in staff and many fun activities. There are 6 buildings for female residents and 5 buildings for male residents. There are also assigned buildings for the Langston University Marching Pride Band members. **Only students with a 2.0 GPA and higher can reside in Centennial Court.**

### CIMARRON GARDENS APARTMENTS

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 bills are paid and free basic cable is provided. **Only students who are married and students with children can reside in Cimarron Garden.**

### SCHOLARS INN APARTMENTS

Scholars Inn apartments are designated for scholar students e.g. students receiving Regents scholarships, McCabe I & II scholars, Thurgood Marshall scholars Presidents scholars etc., and first time entering freshmen and upper-classmen. There are 2 & 3 bedroom apartments available. The two bedroom apartments are reserved for Seniors. Each bedroom is equipped with a double bed, desk, nightstand, dresser, microwave, refrigerator and closet. There are 2 bathrooms and 2 showers. The apartment also has a sitting area and partial kitchen. All bills are paid. **Only Freshman scholars, Freshman with 3.0 GPA or higher and Upper-classmen with a 2.5 GPA can reside in Scholars Inn.**

**THE COMMONS APARTMENTS**

The Commons apartments new facilities off campus. The Commons are specifically designed for married couples, single-parents, faculty and staff. These apartments are two bedroom, full kitchens and washer/dryer units provided. All apartments are fully furnished with all bills paid. **Only married student, students with children, faculty and staff can reside in The Commons.**

Langston University Housing Fees  
2004-2005

[Young Hall \(405\) 466-3386](#)

Private Room per person per semester	\$1350.00 utility bills included
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[Centennial Court \(405\) 466-3939](#)

4 bedroom apartment per person per semester	\$1800.00
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[Scholar's Inn \(405\) 466-6028](#)

2 bedroom apartment per person per semester	\$2450.00 utility bills included
3 bedroom apartment per person per semester	\$2375.00 utility bills included

[Cimarron Gardens \(405\) 466-2964](#)

*Unfurnished with air conditioning	\$420.00/mo utility bills included
Unfurnished without air conditioning	\$337.00/mo utility bills included
*Furnished with air conditioning	\$470.00/mo utility bills included
Furnished without air conditioning	\$435.00/mo utility bills included

\* Apartments are central heat only. Personal air conditioners are permitted

[The Commons \(405\) 466-6044](#)

2 bedroom apartment per semester	\$3275.00 utility bills included
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- *[All leases are for a full academic year](#)*
- *[A \\$35.00 application fee is required for all properties](#)*
- *[All properties require a \\$200.00 deposit](#)*
- *[All properties require a \\$10.00 technology fee per semester](#)*
- *[A lease termination fee of \\$300.00 for apartments and \\$150.00 for the Residential hall are in affect](#)*
- *[All residents are required to choose a meal plan with the exception of residents living in Cimarron Gardens & The Commons and students with verified health conditions](#)*
- *[For an application, please contact the facility in which you are interested in residing](#)*

## **OFFICE OF ADMISSIONS AND RECORDS**

Page Hall/3<sup>rd</sup> Floor/Extension 2984

This office is responsible for providing materials and giving attention to applicants who wish to enroll at the University, maintaining accurate records of class grades and test scores, evaluating transcripts of transfer students and certifying students for graduation. Each student should check his records in this office.

## **TELEPHONE AND WESTERN UNION SERVICE**

Public telephones are located in the residence halls and in other strategic places on campus. The residence hall desk phones are used for business and emergency purposes only. Western Union service is available in the Langston University Bookstore (Follet) located in the William H. Hale Student Union Building.

## **UNIVERSITY TRADITIONS**

Much of the personality of any college lies in its tradition. Unlike fads which come and go, traditions live forever as a vital part of college life. All members of the Langston University family are expected to become acquainted with and participate in the traditional events of the University.

## **ORIENTATION WEEK**

In order that freshmen and transfer students may become familiar with the aims and ideals of Langston University, an orientation program is held annually the week before classes begin. In addition to the various tests which are administered to freshmen, there are other enjoyable get-acquainted activities.

## **FORMAL OPENING OF THE INSTITUTION**

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

## **OUR FIRST FOOTBALL GAME**

On the night before the first game, students promote a grand rally at which they sing the college songs and yells around a huge bonfire. This rally is given in honor of the "MIGHTY LIONS."

## **HOMECOMING**

Each year, Langston University and its alumni celebrate Homecoming. The activities begin on Thursday night with the coronation of Mr. and Miss Langston University and a Coronation Ball. Other activities include the Senate Meeting Friday night, Breakfast Dance, Langston University Parents Organization Coffee Hour, Parade on Saturday morning and the football game on Saturday afternoon. The activities end with an All School Dance on Saturday night.

## **CHRISTMAS DINNER**

The Student Government Association sponsors a beautiful Christmas Dinner to welcome the Yuletide season and the end of the fall semester

## **RELIGIOUS EMPHASIS WEEK**

Each school year, the Religious Activities Committee selects some widely known and ably prepared ministers who are thoroughly familiar with moral, spiritual, and social needs of students to spend three or four days on the campus. During the period, there are daily morning worship services and evening discussion groups which provide opportunities for students to obtain counseling on personal problems.

## **FOUNDER'S DAY**

Founder's Day is usually celebrated by an all school convocation or other public meetings to commemorate the founding of the University and to re-emphasize its place in higher education in the State and in the nation. The Langston University Development Foundation makes its annual fund-raising report at this time.

## **PARENTS DAY**

Once during each year the parents of all students in attendance at Langston University are invited to the campus for visitation with the college family. Opportunities are provided for informal exchange among parents, faculty, students and administrators.

## **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.

## **HIGH SCHOOL AND CAREER 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.

## **SIXTH GRADE DAY**

Sixth Grade Day has received national recognition as a motivation method aimed at encouraging youngsters 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 youngsters to stay in school and ultimately make some difference in the dropout rate.

## **STUDENT LEADERSHIP CONVOCATION**

The Student Leadership Convocation is a formal assembly to pay special recognition to those students having distinguished themselves as leaders of various campus organizations.

## **DINNER FOR RETIRING PERSONNEL**

One of the warmest and most beautiful occasions of the school year is the dinner at which all retiring staff members are honored for their years of service to the institution.

## **SENIOR RECEPTION**

All graduating seniors, faculty and staff are entertained at a reception following commencement exercises.

## **COMMENCEMENT**

The annual Spring Convocation is the closing event of the school year. This is the most reverent and colorful event of all traditions. All students are urged to attend the commencement exercises.

## **BLACK HERITAGE WEEK**

Each year the University community takes leave of its struggle for progress and advancement to pay homage to the storied past of our ancestors. The week is marked with the presentation of Black men and women in various fields who have achieved national and international acclaim.

## **PRIDE IN LANGSTON WEEK**

During the spring semester, one week is set aside to remind Langstonites of the glorious opportunities that are afforded on this campus. Students are deeply involved in implementing the week's programs.

## **ALL SPORTS BANQUET**

Near the end of the spring semester, students, and coaches who have participated in the various athletic programs during the school year are honored at a banquet. The speaker for this occasion is carefully chosen from persons who have excelled in athletics.

## STUDENT AFFAIRS REGULATIONS

Under the authority granted by Article 6, Section 31 and 31a of the Constitution of the State of Oklahoma and Title 70, 1981 Oklahoma Statutes, Section 3412, the governing Board of Regents for Langston University is granted full authority to promulgate rules and regulations governing the institution and the conduct of its students.

### WHEN UNIVERSITY RULES GOVERN

Each student who is enrolled at Langston University is subject to the rules and regulations of this institution. Students are expected to exhibit respect for order, personal honor, good citizenship and the rights of others on or off campus

### STUDENT RESPONSIBILITY FOR HANDBOOK INFORMATION

Each student is responsible for knowledge of the information appearing in this handbook. Failure to read the regulations and policies will not be considered an excuse for non-compliance. The University reserves the right to change regulations and policies as may be deemed necessary and desirable with appropriate public notice of any changes. Any questions should be clarified through the Office of Student Affairs.

### JUDICIAL PROCESS

The University reserves the right to hold students responsible for offenses committed either on or off campus when such offenses affect the general welfare of other students and/or the general welfare of the University community.

Reports of misconduct are made initially to the Office of Student Affairs for investigation and initiation of appropriate action. Investigation of the complaints and the interview with the student(s) concerned are conducted by staff members of the Office of Student Affairs. After appropriate investigation has been made, the previously mentioned staff members have the responsibility and the authority to propose imposition of disciplinary action as such appears in their judgment to be warranted and refer the case to the Residence Hall Council, Preliminary Hearing Committee, Student Government Association Judiciary Court or the Student Disciplinary Committee, whichever is appropriate.

1. **The Residence Life House Council** – This council functions as the governing body of the residential housing facilities. It meets regularly to formulate policies and consider concerns pertinent to residence life. The council will act on cases involving infractions of residence community regulations. Its membership consists chiefly of officers, floor representatives, CA's, RA's and staff members. Appeals of decisions are made to the Student Government Supreme Court.
2. **The Preliminary Hearing Committee** – This committee consists of two (2) students (one from the freshman/sophomore level and one from the junior/senior level), two (2) staff and two (2) faculty persons. This committee is a fact-finding

- committee for those serious situations that are other than residential life violations reviewed by the House Council, suspensions that are for seven (7) days or less or other major violations. This committee may recommend suspensions or to expel from the University. When charges are received, a thorough review is made including all known persons involved and recommendations are made to the appropriate person in the Office of Student Affairs.
3. **Student Government Judicial Court** – This court consists of one (1) Chief Justice appointed by the President of the Student Government Association and eight (8) justices (one male and one female selected from each of the four classes). This court may try referred disciplinary cases that involve a student or students of Langston University and recommend action they deem necessary for correction and/or rehabilitation of students involved. The recommendation is made to the Vice President for Student Affairs or designee.
  4. **Committee on Student Disciplinary Hearing** – This committee on Student Disciplinary Hearings consists of nine (9) persons: four (4) faculty and staff selected by the Vice President; four (4) students and the Chief Justice of the Student Government Association Judicial Court. This committee shall serve as an appeals committee. When disciplinary cases are to be heard, one (1) faculty member representing the student’s major department is asked to serve on the committee. After hearing the case, the committee will make recommendations to the Vice President for Student Affairs.

The basic fundamentals of fair play, human understanding, and adherence to the rules and regulations of the University must always from the basic premise of the judicial process and disciplinary hearings. In a disciplinary situation in which a student is charged with an infraction, (violation) of University rules and regulations, he/she shall have the procedural right to:

1. Written notice provided not less than forty-eight (48) hours prior to the convening of a disciplinary hearing which shall include:
  - a. A description of the alleged violation written by the appropriate person
  - b. The circumstances of the case, the date, place, and conduct for which a violation is being charged
  - c. Written notification of names of the witnesses who are directly responsible for having reported the alleged violation. If there are no witnesses, written notification of how the alleged violation came to the University’s attention
  - d. The option to be heard by a Preliminary Hearing Committee or by the Vice President for Student Affairs
2. A fair and impartial hearing, including the right to present evidence in defense, extenuation, or mitigation and the right to cross-examine witnesses. If the student does not appear (barring serious illness), the case will be heard as planned and recommendation will be made on the basis of evidence presented.
3. Notification in writing of the decision following the judicial hearing (48) hours
4. Select own defense counsel. Counsel does not include a professional attorney except in cases involving possible suspension for more than seven (7) days or expulsion.

## **PENALTIES FOR VIOLATION OF UNIVERSITY REGULATIONS**

### **1. Reprimand**

May be given in writing or orally for first-time violation of minor regulation

### **2. Restrictions**

Must be given in writing with specifications as to the nature of the restrictions and the length of time they are in effect. Residence Hall Managers and/or House Councils have the authority to impose administrative restrictions.

### **3. Fines**

Langston University reserves the right to impose reasonable monetary fines for violations of University policy and/or regulations which may be satisfied by work assignments in schools and/or departments at the University.

### **5. Conduct Probation**

When a student is placed on conduct probation, he is notified in writing via the Office of Student Affairs. If a second violation occurs, disciplinary action may be initiated on both charges. A student who is placed on indefinite conduct probation may request in writing to be removed from probation status after the passage of one semester following the date he/she has been placed on probation. Records of conduct probation are kept in the student's personal file and may be removed when the student redeems himself/herself.

### **6. Suspension**

A student may be suspended for a definite period. Re-admission to the University will be granted only upon recommendations via the Vice President for Student Affairs. A student suspended for misconduct may apply for re-admission. A student who is suspended for disciplinary reasons will automatically receive a grad of "W." Any student who is suspended cannot return to the campus for any reason except with written permission by the Vice President for Student Affairs or the Chief of Police

### **7. Expulsion**

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

## **COMMITTEE FOR ACADEMIC APPEALS**

### **Joint Statement on Academic Rights and Freedoms of Students**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Freedom to teach and freedom to learn depends upon appropriate facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the

campus and in the larger community. Students should exercise their freedom with responsibility.

To ensure that all students of the academic community of Langston University have access to the opportunities for growth and learning, this enumeration is intended as a safeguard for that freedom. To ensure that this freedom is not betrayed, safeguards are incorporated that protect its performance and create a responsible attitude in the minds of the students enjoying this liberty.

## **ARTICLE I**

### **Classroom Freedom**

#### **Section 1. Protection of Freedom of Expression.**

Students should be free to take reasoned exception to the data views offered in any course of study.

#### **Section 2. Protection Against Improper Academic Evaluation.**

Students are responsible for maintaining standards of academic performance established for courses in which they are enrolled. At the same time, they should have protection against prejudiced or capricious academic evaluation. To provide this protection, the Academic Appeals Committee is empowered to review all cases of academic disputes that arise, request information and witnesses if necessary, and render a decision in all cases subject to the University Review Process.

## **ARTICLE II**

### **Student Records**

#### **Section 1. Maintenance of Records.**

To minimize the risk of improper disclosure of student records, academic and disciplinary records shall be separate; conditions of access to each are set forth in an explicit policy statement. Transcripts of academic records shall contain only information about academic areas.

#### **Section 2. Access to Student Records.**

Information from disciplinary or counseling files shall not be available to unauthorized personnel without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved

## **ARTICLE III**

### **Procedural Standards in Academic Disciplinary Proceedings**

#### **Section 1. Standards of Conduct Expected of Students.**

Langston University has an obligation to clarify those standards of behavior which it considers to its educational mission and its community life

Section 2. **Investigation of Student Conduct.**

Students detected or arrested in the course of serious violations of University regulations for infractions of ordinary law, should be informed of their rights. No form of academic harassment should be used by University representatives to coerce admission of guilt or information about conduct of other suspected persons.

Section 3. **Procedures of the Committee for Academic Appeals.**

If the student questions the fairness of disciplinary action taken against him/her by faculty, staff or administration, he/she shall be granted, upon acceptance of appeal by the Committee of Academic Appeals, the privilege of a hearing before the aforementioned committee. The following procedures shall be the standards employed by the Committee for Academic Appeals in the rendering of its decision:

- Clause 1. The Committee for Academic Appeals shall include four (4) faculty members (one of whom will serve as Chairperson), one (1) staff, and three (3) students. The Chair votes only in cases of a tie. NO member of the Committee of Academic Appeals who is otherwise interested in the particular case shall serve on the committee during the proceedings; in such case, the Chairperson shall name a replacement or, the vacancy will be filled by a substitute member.
- Clause 2. The student appearing before the Committee for Academic Appeals shall have the right to be assisted in defense by an advisor of his/her choice.
- Clause 3. The burden of proof shall rest upon the party bringing the charge.
- Clause 4. The student shall be given an opportunity to testify and to present evidence and witnesses. He/she shall have an opportunity to hear and question adverse witnesses. In no case shall the Committee for Academic Appeals consider statements and of the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
- Clause 5. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the Committee for Academic Appeals. The decision shall be based solely upon such matters. Improperly acquired evidence shall not be admitted.
- Clause 6. In the absence of a transcript there should be both a summarized and verbatim record, such as a tape recording of the hearing.
- Clause 7. The decision of the Committee for Academic Appeals shall be final; however, the Vice President for Academic Affairs may review any academic discipline case involving suspension or expulsion of the student

and make recommendations to the President if requested by the student. In cases of academic dishonesty, the burden of proof shall be upon the faculty member.

### **GENERAL RULES OF PROCEDURE**

- A. All hearings shall be closed to everyone except advisors, counsel, the participants and the committee
- B. The Vice President for Academic Affairs may extend deadlines on request of the parties or the committee. New dates shall be set and all parties informed in writing.
- C. A tape-recording of the formal hearing will be taken by the University and made available to the parties on request.
- D. All formal hearing documents shall be kept in the confidential file in the Office of the Vice President for Academic Affairs

### **GRADE APPEALS POLICY**

In the case of a grade appeal, the student shall be considered to have an authentic grievance when he can demonstrate that his/her grade for a course has been adversely affected because a faculty member has:

- 1. Made a prejudiced or capricious evaluation of the student's performance;
- 2. Failed to notify (or to make a reasonable attempt to notify) the student of course requirements, instructional policies, and grading criteria.

### **ARTICLE IV**

#### **Procedures of the Committee for Academic Appeals**

The steps and procedures of the academic appeals process are set out below:

- 1. The student meets with the instructor with whom he/she has a grievance. If the grievance cannot be resolved, the student then meets with the Department Chairman. If the grievance is still not resolved, the student meets with the School Dean to determine: (a) whether the student has exhausted opportunities for resolving the problem with the instructor and chairman and (b) whether the problem is resolvable through existing University procedures other than the Committee for Academic Appeals. The School Dean is free to indicate that a case is inappropriate, but the student maintains the right to appeal if desired.
- 2. If student decides to appeal, he picks up an appeals form from the Office of Academic Affairs. The completed appeals form is returned to the Vice President for Academic Affairs for distribution to the appropriate Department Chairman and Dean of School. This will be the instructor's Department Chairman and Dean, not the student's though they may, in some cases, be the same.
- 3. The Office of Academic Affairs forwards a copy of the appeals form to the School Dean, who notifies the Department Chairman and the faculty member that an appeal is in process.

4. The Chairman of the Committee for Academic Appeals will, after receiving the case, inform the instructor in writing of its receipt. The notification letter will indicate that a pre-hearing will be held to determine whether the case merits the Committee's full attention. The instructor may write to the Committee for Academic Appeals if he or she wishes to indicate why the case should not be heard.
5. At the pre-hearing, the Committee for Academic Appeals will decide (1) whether it has jurisdiction as indicated by the substance of the appeal; (2) whether the case has sufficient merit in the Committee for Academic Appeals' views to justify a hearing. A quorum of the Committee for Academic Affairs must be present. A majority of those present must vote affirmatively to move to a full hearing.
6. If the Committee for Academic Appeals decides to hear a case, the instructor and student should be notified in writing no less than two (2) weeks in advance of the projected date of the hearing, along with information pertaining to the exact time and place.
7. A document titled COMMITTEE FOR ACADEMIC AFFAIRS will be made available to the student and instructor at the time the appeal is guaranteed that all parties are informed. (This is the responsibility of the Vice President for Academic Affairs).
8. The following procedures will be followed in an actual hearing:
  - a. All hearings are closed
  - b. Hearings will be kept as informal as possible but a taped record will be maintained in the Office of Academic Affairs for one (1) year only to resolve points in dispute and will be treated as confidential
  - c. Either the student or the instructor may bring witnesses to present testimony relevant to the case.
  - d. The instructor and the student will have access to the written statement of each other prior to the hearing or prior to any questioning by members of the Committee for Academic Appeals at the time of the hearing.
  - e. Relevant faculty and student records are to be made available to the Committee for Academic Appeals upon request. The confidential nature of these records will be safeguarded.
  - f. Both parties to the appeal have the right to question the other during the hearing.
  - g. Members of the Committee for Academic Appeals may question both parties of the dispute.
  - h. Decisions of the Committee for Academic Appeals are based on a majority vote of the total membership of the Committee (five members).
9. The decision and the reason for the decision shall be reported in writing to both parties and to the officials who review the appeal.

If the decision calls for a grade change, a recommendation will be submitted to the Vice President for Academic Affairs for review and disposition.

A student must file an appeal within one (1) semester after the termination of the course. (The Committee for Academic Appeals may, in exceptional circumstances, suspend this rule).

## **STUDENTS' CODE OF CONDUCT**

The Code of Conduct of students at Langston University sets out the exemplary behavior expected of a student both as an individual and as an ambassador of the University. This Code of Conduct applies to each student who is enrolled, whether as boarding or day students, whether on campus or off campus, during sessions or in-between sessions.

A student who willfully violates this Code of Conduct may expect to account for such actions and accept disciplinary action in relation to the circumstances of the act.

### **PERSONAL BEHAVIOR**

The Office of Student Affairs shall maintain a personal record for each student enrolled at the University

#### **1. PERSONAL CONDUCT (STUDENT'S OBLIGATION)**

Each student upon matriculation at the University assumes an obligation to observe all the rules and regulations made by properly constituted authorities to preserve faithfully all property of the state for his education and to discharge his duties as a student with diligence, fidelity, and honor.

#### **2. CIVIL LAW**

All students are expected to conform to all local, state, and federal laws. Particular attention is called to laws pertaining to theft, gambling, possession of liquor, and/or narcotics, forgery, and passing of worthless checks.

#### **3. PERSONAL RECORD**

Any student defaming a university employee by using false and malicious statements will be subject to suspension, expulsion, or other appropriate disciplinary action.

The conduct of the individual is an important indication of character and further usefulness in life. It is, therefore, incumbent upon each student to maintain the highest standards of integrity, honesty and morality.

Students who do not observe University rules will be subject to such actions as may be deemed reasonable by appropriate University and civil authorities. Some types of behavior which are completely contrary to the principles and values of the University, and as such, will not be tolerated are:

- a. Violation of the rules and decorum of the cafeteria and residential facilities

- b. Loitering in unauthorized places such as unoccupied buildings, parked cars, parking lots, etc.
- c. The use of profane and abusive language.
- d. Disturbing the peace, i.e., loud music, etc.

**4. SOCIAL CUSTOMS**

All students are expected to conform to the ordinary and usually accepted social customs and to conduct themselves at all times in a manner befitting a University student.

**5. HONESTY AND HONOR**

Honesty and honor constitute measures of individual worth. Cheating, falsification of records, stealing or any other forms of dishonesty is not tolerated.

**6. COED VISITATION**

Students MAY NOT participate in coed visitation other than in the main lounges of the residence halls or as designated in the residence halls regulations.

**7. ACADEMIC INTEGRITY**

The following will apply to cases of academic dishonest. 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,

- a. The instructor will take appropriate academic disciplinary action which may include the awarding of an "F" on the particular assignment or in the course.
- b. The instructor will make a report of the incident and of action taken, if any, to this departmental chairman, the Vice President for Academic Affairs, Vice President for Student Affairs, and the student
- c. The Student Disciplinary Committee may review the incident and impose conduct discipline, including conduct probation and suspension.
- d. The student may, if he/she so desires, discuss the matter with the Student Disciplinary Committee and/or the Student Judicial Court.

**8. UNAUTHORIZED POSSESSION OF EXAMINATIONS**

Any student who illegally obtains possession of or access to a copy of an examination before the examination is given is subject to suspension from the University.

**9. UNAUTHROIZED POSSESSION OF KEYS**

The possession of keys to University property, except those keys specially issued to the student by competent authority, is absolutely forbidden. This restriction applies to access codes and lock combinations.

**10. PAYMENT OF ACCOUNTS**

It is expected that a student shall make satisfactory arrangements for the settling of accounts promptly. Failure on the part of the student to make satisfactory arrangements of an account with the University by the due date will result in either the cancellation of the student's enrollment or the placing of a **HOLD** on the student's account, and (2) paid a \$5.00 service charge to cover the administrative expense involved in placing a **HOLD** on his/her records.

**11. PASSING OF WORTHLESS CHECKS**

The passing of worthless checks to the University or the failure to immediately redeem a worthless check unintentionally passed to the University constitutes sufficient reasons for suspension from the University.

**12. PLACES OF ENTERTAINMENT**

Each student should exercise sound judgment when selecting places of entertainment so that the patronage of the place will not bring discredit to the University.

**13. ALCOHOLIC BEVERAGES**

The consumption or possession of beer or other alcoholic beverages on the campus, in the University housing, or at any affair sponsored by or for a student organization, whether on/off campus, will result in immediate disciplinary action for the student(s) involved.

**14. DANGEROUS DRUGS**

The University observes all state and federal laws relating to the possession, use, sale, transfer, or production of dangerous drugs and associated illicit paraphernalia. No student shall possess, manufacture, sell, distribute, or use narcotics, barbiturates, amphetamines, LSD or other hallucinogens and any other drugs classified illegal or dangerous by the Federal and/or state statutes and regulations unless prescribed by a medical doctor.

**15. FIRECRACKERS**

The firing of firecrackers or other unauthorized explosives, is prohibited by University regulations.

**16. LETHAL WEAPONS**

The possession of lethal weapons, including firearms and knives, is prohibited except as they may be used in University sponsored or authorized programs.

**17. DISORDERLY CONDUCT**

No student shall threaten, push, strike physically, or verbally assault any member of the faculty, administration, staff, visitor to the campus or other members of the student body; nor behave disorderly so as to cause breach of the peace at functions sponsored or supervised by the University or any recognized organization.

**18. EXCESSIVE NOISE**

No student shall habitually use loud and noisy speech in the residence halls, apartments, classrooms, or chapel; nor shall musical instruments, radios, televisions or tape recorders be played at a volume that disturbs others.

**19. SMOKING, EATING, AND DRINKING**

Students shall obey the no smoking, eating or drinking signs in areas where they are posted.

**20. LITTERING**

Students shall dispose of bottles, cans, paper, and other forms of litter in the receptacles provided.

**21. USE OF UNIVERSITY BUILDINGS**

Students or student organizations authorized to use a building of the University or an area of the campus must have in their possession while occupying the building or area, the written authorization of the Activities Director. The authorization shall be presented to Security or administrative officials upon request and the users shall ensure that the building is secure when they leave.

**22. ARSON AND FIRE SAFETY**

No student shall set, or cause to be set, any fire with intent to damage University property; possess, sell, furnish or use any incendiary or explosive device on campus; tamper with any fire safety device equipment; make or cause to be made a false fire alarm. Students are expected to cooperate and participate in fire and exit drills.

**23. GAMBLING**

No student shall engage in games of chance for money or, while in a University residence, place wagers on events.

**24. DISRUPTIVE BEHAVIOR**

No individual or group shall behave in a manner that interrupts or interferes with the educational activities of the University; infringe upon the rights and privileges of others; incite disobedience to University administrators, faculty, and/or staff members; commit any acts which substantially interfere with maintenance of laws and public order.

**25. RESPECT FOR PROPERTY RIGHTS**

No student shall find and keep or take any article which does not belong to him/her with the intent of depriving the rightful owner of its use; willfully conceal, mutilate, or destroy any property belonging to another person or association.

**26. DISORDERLY ASSEMBLY**

It is expressly forbidden that any group of students gathered in such a manner as to disturb the public peace, do violence to any person(s) or property, disrupt the function of the University or interfere with its faculty or staff in the performance of their duties. Any student who encourages or in anyway participates in the formation of prolonging of such a gathering, may expect to be immediately dismissed from the University. Whenever any student, organization, or group of students disturbs the peace, destroys, molests, defaces, or removes state or University property under the guise of initiation, pledging, student celebrations, or any other purpose, the student, officers of the organization, if there be such, or other responsible persons will be subject to disciplinary action and assessed damage of same.

## **STUDENT SERVICES**

### **CAMPUS SECURITY SERVICES**

A staff of police officers is employed to help protect University property, to regulate parking and traffic, and to assist in maintaining a lawful and orderly environment on campus. The police officers also supplement supervision of the housing communities. Students are strongly encouraged to report promptly any violations, suspicious loitering and/or unruly behavior to the Campus Police Station or to contact housing personnel or other University officials. Your cooperation is vital for a safe and secure campus. Please show your I.D. when requested to do so, and work with the Campus Police to protect your rights and property.

### **MOTOR VEHICLES ON CAMPUS**

Students who wish to operate a motor vehicle on campus must register that vehicle and pay the prescribed parking fee at the Langston University Business Office. Please observe the traffic regulations and the parking areas. Violators will be ticketed and fined and persistent violators may have their vehicles towed away.

### **LAUNDRY SERVICES**

The University provides a modern coin-operated washer and dryer or near each of the residence communities for student use. It is the responsibility of each student to use the facility with care and to leave the area he/she occupied in a clean and tidy condition.

### **TELEPHONE SERVICES**

All residence halls are provided with telephones for convenience of students. Please use this service prudently with regard to the rights and needs of other students. Telephones in the administrative offices of the University are provided for business calls and students should not use those instruments for personal use.

### **EMERGENCY STUDENT LOANS**

A small revolving loan fund has been established to help students meet short term cash needs in an emergency. Loans made to students under such circumstances are interest free and should be repaid in the shortest possible time so as to keep the fund solvent for use in future emergencies. Normally, loans are repaid on return to campus, but in no case later than one (1) month. For more details, please contact the Office of Financial Aid.

### **OUTINGS**

Student groups (especially residential students) wishing to organize outings should contact the Residence Hall Managers in advance to discuss details and gain form approval for the outings.

## STUDENT ORGANIZATION REGULATIONS

There are a number of student organizations on campus. Each student is free to select the organization within the scope of his/her interest and to seek membership in that group. Membership in Student Organizations provides a wonderful opportunity for leadership training and good experiences for social learning.

### 1. ESTABLISHING STUDENT ORGANIZATIONS

Student organizations are groups organized by students. They may be one of the following:

#### 1. **Professional Organizations**

Students in many professional fields join organizations formed to promote the particular interests of the future professional career. These professional organizations sponsor meetings, speakers, field trips, volunteer or field work, tutoring, and job information among other activities. Some are affiliated with national professional associations and provide an opportunity for students to get a more realistic view of their anticipated professional career.

#### 2. **Educational/Departmental Organizations**

Student who have an interest in a particular academic area may participate in one of the departmental organizations or in one of the groups interested in educating and creating awareness regarding academic issues in the student population and the public at large. These groups sponsor outings, business meetings, and social activities that promote development in a particular field and enhance the formal classroom experience.

#### 3. **Service Organizations**

Service groups are organized around general and particular service and volunteer projects. Many sponsor fund-raising events to support their projects or to donate to particular charities or causes.

#### 4. **Honorary Organizations**

Scholastic and professional honorary organizations are intended for students who are pursuing a particular field of study and who demonstrate a high level of academic excellence.

#### 5. **Recreational Organizations**

All registered student organizations that provide athletic-oriented programs and/ or recreational activities are included in this category. Some are official university club teams that compete on the intercollegiate level; some groups are formed around specific recreational activities such as dancing or games.

6. **Social Organizations**

Social groups are just what the names imply-social! Many fraternities, nationality groups, and special interest groups are found in the category.

7. **Residence Hall Groups**

Note: Denominational sponsored groups adjacent to the campus. i.e. Baptist Student Union, etc., are not classified as Student Organizations for the purpose of these regulations.

2. **ADMINISTRATION AND ENFORCEMENT**

The administration and enforcement of the regulations shall be the joint responsibility of the Director of Student Activities and the Office of Student Activities. Requests for exceptions to any portion of these regulations shall be made in writing to the Director of Student Activities.

Violation of any portion of these regulations shall subject the student organization to disciplinary action. Disciplinary action shall be designed to fit the offense and shall vary from verbal or written reprimands to the expulsion of the organization from the campus. Appeals should be made directly to the Office of Student Affairs.

3. **PROCEDURES FOR FORMING A NEW STUDENT ORGANIZATION**

All organizations must be officially approved by the University. Applications for chartering new organizations should be submitted to the Director of Student Activities for recommendations to the Student Welfare Committee for approval and to the Office of Student Affairs which will arrange final consideration with the Langston Administration. Any group of campus students who desire to form a new organization other than a national fraternity or sorority, shall proceed as follows:

- a. Secure two (2) faculty and/or staff sponsors.
- b. Obtain from the Activities Office an application form for the formation of the new organization.
- c. Submit to the Director of Student Activities the completed application form for the formation of the new organization giving all information requested including a separate sheet of signatures of all students interested in becoming members of the organization.
- d. The Director of Student Activities shall review the application and make recommendations for approval or disapproval to the Student Welfare Committee. If the application is approved by the Student Welfare Committee, its is forwarded to the Office of Student Affairs which will arrange final consideration by the Langston Administration.

#### **4. REQUIREMENTS FOR MEMBERSHIP**

Membership shall be confined to Langston University students and to any student concerned with the Urban Centers in any official capacity. Students must be enrolled in at least twelve (12) semester hours. Any student who is placed on academic probation shall be considered on social probation as well as he/she shall not hold any office, either elective or appointive, or serve on any committees.

#### **5. INTAKE EDUCATION PROCESS**

Freshmen (beginning students in their first semester) are eligible to participate in the intake education process. Continuing students not on academic or disciplinary probation who have a minimum of 2.50 grade point average on their college record are eligible.

Eligibility of a student to participate in the programs of intake education must be approved in writing by the Director of Student Activities. Intake Education is defined as any training, either formal or informal, designed to prepare a potential member for intake. Intake Education period shall terminate at the end of twelve (12) calendar days.

#### **6. FACULTY SPONSORS/ADVISORS AND THEIR RESPONSIBILITY**

Every student organization must have a qualified faculty sponsor to attend the meeting of the organization he/she sponsors. Each organization shall be free to choose its own faculty sponsor who shall advise the organization in the exercise of responsibility, but he/she shall not have the opportunity to control the policy of such organization

A faculty sponsor shall be a member of the full-time faculty, a member of the administrative staff, or the husband or wife of such a person. Each faculty/staff advisor must sign a form accepting the sponsorship of the organization.

The faculty/staff sponsor shall have the duty of interpreting the policies of the University to the organization whose sponsorship he/she accepts. Organizational sponsors shall also advise the officers in the discharge of their duties and make themselves aware of the financial affairs of the organization. Faculty sponsors of organizations presenting plays, skits, assembly programs and other forms of entertainment shall be sure that the material presented is in good taste. No program shall be presented unless the faculty sponsor has full knowledge of its contents and manner of presentation.

It is the responsibility of the faculty sponsor or an approved alternate to be present at all activities scheduled by the organization for which he/she is the sponsor.

## 7. ORGANIZATIONAL REPORTS

Each organization will file a report with the Activities Office by September 1 of each year. The report should include the following information:

- a. Officers and Faculty Sponsor/Advisor of the organization.
- b. Time and place of regular meetings.
- c. Complete membership list.
- d. Financial Report.

Organizations shall submit a summary of all meetings, social activities and other activities at the end of each semester to the Director of Student Activities. These summaries shall be used in determining the best organization awards.

Organizations shall conduct all activities in compliance with their constitutions. By the end of each semester, each student organization shall submit to the Director of Student Activities a financial statement to be placed in the organization's permanent record. All fund raising activities must be approved by the Student Welfare Committee. Requests for approval shall be made at least two (2) weeks prior to the event. Organizations shall be permitted to use receipts from fund raising activities to support projects and activities sponsored by their faculty sponsor and which are consistent with the aims of the University. The organization must submit to the Director of Student Activities each semester, a list of active members.

## CAMPUS ORGANIZATIONS

### HONOR SOCIETIES

Undergraduate members of organizations are classified as "Honor Societies" shall meet the grade point average of that organization. Membership is governed by the constitution and by-laws of each organization.

Alpha Chi	to promote and recognize high scholarship. (Open to Juniors and Seniors in the top 10% of class academically)
Alpha Kappa Mu	to promote scholarship in the languages.
Beta Beta Beta	to promote scholarship in the area of Biology. (Membership by selection).
Kappa Delta Pi	to foster professional growth by honoring achievements in educational growth
Sigma Rho Sigma	to promote scholarship in the social sciences.
Kappa Kappa Psi	to promote outstanding performance in band (male).

Tau Beta Sigma to promote outstanding performance in band (female).

## **HONORS POSITIONS**

### **Qualifications of Miss Langston/Mr. Langston University:**

Candidate must be eligible for at least the first semester senior status at the next period of enrollment. They must maintain a minimum grade point average of 2.50.

- Must be enrolled as a full-time student at Langston University at the time of selection
- Candidates must be in good standing with the University
- Candidates running for Miss LU or Mr. LU must have completed twenty-four (24) hours on campus
- Candidates must be single and non-parents
- Candidates cannot hold another King/Queen position
- Finalists must display some talent

### **Qualifications for Campus Queen/Kings:**

- Candidate must be eligible as a full-time student at Langston University at the time of selection
- Candidate must be single
- Candidate must be in good standing with the University
- Candidate must have a minimum grade point average of 2.00 with exception of freshmen with less than three (3) credit hours
- A person may serve in only one (1) position as Queen – King

### **Qualifications for Cheerleaders:**

- Must be a full-time student enrolled at Langston University
- Must maintain a 2.00 grade point average
- Must be in good standing with the University
- Selection will be made by a panel of three (3) independent judges

## **STUDENT ORGANIZATIONS**

The Student Government Association is the organization to which all students of the University belong. Its executive branch consists of a President, Vice President, Coordinator of Student Activities, Treasurer and a Secretary of State.

The Executive branch offers leadership in all phases of student government and social activities. The Student Senate, which is the legislative branch and the Student Judicial Court, are important facets of the organization.

The Student Government Association keeps the student body abreast of developments within the college and other relevant information through regularly published newsletters, bulletins, and open forums.

The Residence Hall Councils are the self-governing bodies of the residence halls. The chief function of the councils are to regulate matters pertaining to student life which are not covered in the handbook such as visiting hours, curfews, etc., further spirit de corps among the residents; promote cultural and social programs in the residence halls; and serve as a medium through which University social standards may be elevated.

## **OTHER ORGANIZATIONS**

Cheerleader Squad	Open to all interested students. Functions at basketball and football games
Residence Hall Council	Governing bodies of the residence halls. Plans social and educational functions and has limited quasi-judicial power. Membership by election only.
Phi Beta Lambda	Future Business Leaders of America. Open to all students enrolled in business subjects.
Student National Ed. Assoc. (SNEA)	Designed to help develop attitudes which will make for good teaching personalities. Open to pre-teachers and other interested students.
University Band	Plays for football games and gives concerts. Frequent trips. Open to all students interested.
University Choir	Composed of students interested in singing and who can pass the simple try-out audition.
Intramural Sports	Campus teams for friendly competition in many sports.
NAACP	National Association for the Advancement of Colored People. A local chapter is established on campus and is open to all interested students.
Dancers	Open to all interested students. Functions with the Marching Band.
Pan-Hellenic Council	Serves as the coordinating body between the University and all Greek letter organizations on campus.

## **GREEK LETTER ORGANIZATIONS**

### **Purpose On Campus**

The main purpose of Greek-letter organizations at Langston University is to assist in achieving the objectives of the University. In terms of students, these objectives are (1) encouraging scholarship and academic excellence, (2) personal and social development, (3) career and vocational attainment, (4) fostering high moral and ethical standards and (5) exemplifying the ideal college student.

Sororities and fraternities have much to offer to their members in the way of developing leadership ability, social maturity, scholastic achievement, a moral concern for others and a concept of service to others.

The activities of Greek-letter organizations should show evidence of contributions to (1) personal and scholastic growth of the members individually and collectively, (2) service contribution to the University, (3) leadership development, (4) social contribution to the University, (5) knowledge of the member's Greek-letter organization in general, and (6) development of a fraternal spirit.

### **PAN-HELLENIC COUNCIL**

The Pan-Hellenic Council shall be composed of one member and one alternate from each of the existing fraternal groups. This council shall act as the parent group of each Greek-Letter Organization. It shall provide an atmosphere where Greek-Letter Organizations may discuss policies and problems and evaluate campus activities of the Greek groups. It shall serve as a clearing house for groups desirous of setting up a court of appeals for problems involving Greek-letter organizations. The Pan-Hellenic Council shall be chartered by the National pan-Hellenic Council, Inc., and follow the guidelines set forth in the handbook of the council.

The Pan-Hellenic Council shall have a local constitution approved by the Director of Student Activities, Student Welfare Committee, and the Office of Student Affairs to govern itself and all other Greek organizations.

### **Sororities**

The following are the local sororities having chapters on the Langston University campus. Membership is by selection.

Alpha Kappa Alpha    Founded in 1908, its colors are Pink and Green.  
Its pledge group is called the Ivy Leaf Club.

Delta Sigma Theta    Founded in 1913, its colors are Crimson and Cream.  
Its pledge group is called the Pyramid Club.

Zeta Phi Beta            Founded in 1920, its colors are Royal Blue and White.  
Its pledge group is called the Archonian Club.

Sigma Gamma Rho        Founded in 1922, its colors are Blue and Gold.  
Its pledge group is called the Aurora Club.

### **Fraternalities**

The following are the social fraternities that have chapters on the Langston University campus. Membership is by selection.

Alpha Phi Alpha        Founded in 1906, its colors are Black and Gold  
Its pledge group is called the Sphinx Club.

Kappa Alpha Psi        Founded in 1911, its colors are Crimson and Cream.  
Its pledge group is called the Scrollers.

Omega Psi Phi            Founded in 1911, its colors are Purple and Gold.  
Its pledge group is called the Lampados Club.

Phi Beta Sigma            Founded in 1914, its colors are Blue and White.  
Its pledge group is called the Crescent Club.

### **RULES & REGULATIONS GOVERNING FRATERNITIES & SORORITIES**

Request for a fraternity or sorority to begin functioning on the Langston University campus must be made through the Director of Student Activities and Student Welfare Committee to the Pan-Hellenic Council. IF the group is to organize, it must:

1. Secure two (2) graduate advisors who will attend and aid in formulating policies and programs of activities.
2. Secure official registration forms from the Director of Student Activities
3. File a copy of its anticipated program meeting schedule and a roster of its members and officers with the Director of Student Activities.
4. File a copy of the constitution and by-laws of the national and local organization in the Office of the Director of Student Activities and with the Pan-Hellenic Council.
5. Follow the rules of the Council under which it functions.
6. Hold its meetings on campus unless special permission has been granted for an off-campus meeting.
7. Any individual member who does not maintain a grade point average of 2.50 is to be automatically declared inactive and the chapter will bare the responsibility for implementing this.
8. The Pan-Hellenic Council will have the authority to impose withdrawal of chapter privileges or penalties for violation of any of the Greek Letter guidelines.

9. The National body of each group may withdraw chapter privileges according to its constitution.
10. All date requests of Pan-Hellenic members should be submitted to the Pan-Hellenic Council for review and initial clearance. After review by the Pan-Hellenic Council, all dates should be sent to the Director of Student Activities' Office.

## **Langston University**

### **Greek-Letter Organizations**

#### **GUIDELINES FOR ELIGIBILITY FOR GREEK-LETTER ORGANIZATIONS**

### **1.1 Role and Scope**

Since their founding, Greek-Letter Organizations have made significant contributions to the human development process. Greek-Letter Organizations have maintained a constructive tradition for their members and for the broader community. This tradition has included academic support, bonding in extended family hood, community service and promotion of ideals and values that have aided personal and group development.

The quality of student life on campus is a subject of increasing concern to higher education leaders and observers. A positive environment for living and learning is necessary for all members of the academic community. Fraternities and sororities, therefore, play an important role in the life of many colleges and universities. The Greek-Letter system has the potential for developing leadership, creating long-lasting friendships, enhancing student retention, and encouraging community service. Recently, Greek-Letter Organizations have received national attention for problems associated with pledging (hazing) and unruly and violent behaviors. These problems are compounded by the growing threats of litigation against the host institution.

### **2.1 Student Affairs Regulations**

Under the authority granted by Article 6, Section 31 and 31a of the Constitution of the State of Oklahoma; Title 70 of the 1981 Oklahoma Statue, Section 3412, the governing Board of Regents of Langston University is granted full authority to promulgate rules and regulations governing the institution and the conduct of its students.

Each student who is enrolled at Langston University is subject to the rules and regulations of this institution. Students are expected to exhibit respect for order, personal honor, good citizenship and rights of others on or off campus.

The University reserves the right to change regulations and policies as may be deemed necessary and desirable with appropriate public notice of any changes. Any questions should be clarified through the Office of Student Affairs.

### **3.1 Policy Statement**

The primary responsibility of Langston University is to provide an environment that is conducive to the development and success of the student. To this end, regulations governing Greek-Letter Organizations have been established to protect students and to preserve the orderly educational process of the University. Through intake activities, Greek-Letter Organizations have continued to violate the established guidelines set forth by the University, State Law and the national governing boards of the Greek-Letter Organizations.

Be it resolved that Langston University supports and adopts a pledge-free environment and will not permit Greek-Letter Organizations to be active on campus which promote or engage in pledging activities. Langston University recognizes that pledging has no significant role in the pursuit of academic excellence and the University, therefore, prohibits pledge activities on or off campus as part of the membership intake process.

### **4.1 Requirements**

University approval and/or recognition of Greek-Letter Organizations is based on the following requirements:

- A. Membership Intake – Submit to the Office of Student Activities the membership intake procedures as adopted by the national governing body of the respective Greek-Letter Organizations.
- B. Advisor Agreement – The Advisor Agreement Form is due in the Office of Student Activities the first week of September of each academic year.
- C. Financial Reports – During the regular academic year, written status reports are due at the end of each month.
- D. Membership Roster - Rosters of both active and inactive members who are currently enrolled are due in the Office of Student Activities at the beginning of each semester.
- E. Vesper Service – A copy of the vesper service program with the number of persons attending must be submitted the next school day after each vesper.
- F. Community Service Projects – A written report must be submitted to the Office of Student Activities by the last day of the fall semester (December) and the last day of the spring semester (May). The report should include a description of the project, the implementation of the goals, and an evaluation of the success.

- G. Year-End Report – Each Greek-Letter Organization must submit a year-end report to the Office of Student Activities by March 30<sup>th</sup> and it should show evidence of the following activities: 1) personal and academic growth of the members individually and collectively; 2) service contribution to the University and community; and 3) leadership development.

## **5.1 Qualifications (As revised from the 1990 Student Handbook)**

Membership shall be confined to officially enrolled students in the Langston University system who meet the following criteria:

- A. Must have completed at least 24 hours of residency in the Langston University system and earned a cumulative grade point average of at least 2.50.
- B. A transfer student must have completed at least 12 semester hours of residency in the Langston University system and earned a cumulative grade point average of at least 2.50.
- C. Must be in good standing with the University (personal and social conduct on campus).

These recommendations are made in concert with the Pan-Hellenic Council, the Advisors of the Greek-Letter Organizations and the Office of Student Affairs.

## **6.1 Sanctions**

In a community of learning, disruption of the educational process, destruction of property, and the interference of the rights of other members of the University will not be tolerated. Any organization and/or member who has violated or is in non-compliance to the above University rules and regulations will be subject to disciplinary action.

The basic fundamentals of fair play, human understanding, and adherence to the rules and regulations of the University must always form the basic premise of the judicial process and disciplinary hearings. In a disciplinary situation in which an organization and/or member is charged with an infraction (violation) of the University rules and regulations, the organization and/or member shall have the procedural right to the judicial process in accordance with the Student Handbook, page 17 under “Student Affairs Regulations”.

- A. Reprimand – This action is a written rebuke which may be issued alone or as a part of an overall decision. It will specify that more severe action will occur should the individual and/or organization be involved in similar violations.

- B. Probation – This action is more serious than a reprimand. It sets a specific period of time (usually through the end of a semester) for which the individual and/or the organization will be on probation.
- C. Suspension – This action separates the individual and/or the organization from the University for a definite period of time, with the provision of the right to a review of the case and a decision regarding eligibility for re-admission.
- D. Expulsion – This action separates the individual and/or the organization whereby the individual and/or the organization is not eligible for re-admission to the University.

## **7.1 Membership Intake Process**

### **STEP 1 - REQUEST FOR INTAKE**

In order to sponsor an intake program an organization must submit a request form and receive approval from the Office of Student Affairs. If approved for an intake program the organization must submit an informational program agenda at least one week prior to the informational program date.

### **STEP 2 - INFORMATIONAL PERIOD**

The informational period is one in which organizations are permitted to structure one program and invite students to review the organization for the purpose of becoming a member. The informational activities of all Greek-Letter Organizations must take place during an approved informational week. An informational week calendar should be developed by the Pan-Hellenic Council to give each sorority and fraternity an opportunity to have an informational program approved by the student welfare committee and the Director of Student Activities.

### **STEP 3 - REQUEST FOR MEMBERSHIP INTAKE**

Greek-Letter Organizations should evaluate and select prospective members only within an approved time frame from the Office of Student Affairs. The evaluation & selection of the prospective members should be based on their application package. An intake clearance request form must be submitted to the Office of Student Affairs within 48 hours of the informational program.

### **STEP 4 - MEMBERSHIP SELECTION**

Greek-Letter Organizations must secure a membership intake request form from the Office of Student Affairs to conduct membership intake. A membership selection form must be submitted to the Office of Student Affairs at least 48 hours prior to the intake ceremony.

## STEP 5 – INTAKE CEREMONY

The intake ceremony must take place no later than 3 weeks after membership selection form has been submitted to the Office of Student Affairs. The intake ceremony must not require more than 48 hours for completion.

## STEP 6 – MEMBERSHIP VERIFICATION

Membership verification should be submitted no later than 24 hours after the intake ceremony to the Office of Student Affairs.

# LANGSTON UNIVERSITY MEMBERSHIP INTAKE PROCESS BY TIME PERIODS

- Step 1** Request for intake from organization to Office of Student Affairs. The request is for clearance to have membership intake which includes:
- (1) informational program
  - (2) intake ceremony
- Step 2** Informational program agenda must be submitted to the Office of Student Affairs at least one week prior to the date of the program.
- Step 3** Request for intake membership clearance must be in the Office of Student no later than 48 hours after informational program.
- Step 4** Membership selection for intake from the membership clearance must be submitted to the Office of Student Affairs 48 hours prior to the intake ceremony.
- Step 5** Intake ceremony must take place no later than three weeks after clearance for membership selection from the Office of Student Affairs.
- Step 6** Membership verification should be submitted no later than 24 hours after the intake ceremony to the Office of Student Affairs.

**LANGSTON UNIVERSITY**

**DIVISION OF STUDENT SERVICES  
INTAKE PROGRAM REQUEST FORM  
STEP – 1**

\_\_\_\_\_ request permission to schedule an intake process for the  
Organization

\_\_\_\_\_. The following dates are being submitted for approval:  
Semester

Informational Requested date:\_\_\_\_\_ Approval date:\_\_\_\_\_

Intake Ceremony Requested date:\_\_\_\_\_ Approval date:\_\_\_\_\_

The request to schedule an intake program must be approved by the Office of Student Affairs. The organization also understands that the request intake program must remain In compliance within the revised intake process at Langston University.

Signature \_\_\_\_\_  
Office of Student Affairs

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

## Intake Procedures, Step 2 Informational Program Agenda

**(MUST BE SUBMITTED TO THE OFFICE OF STUDENT AFFAIRS  
AT LEAST ONE WEEK PRIOR TO THE PROGRAM DATE)**

\_\_\_\_\_ Fraternity/Sorority will use the following agenda for the  
Informational on \_\_\_\_\_ (date). Interviews will take place on  
\_\_\_\_\_ (date) at \_\_\_\_\_ (time)\*.

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_
- VI. \_\_\_\_\_
- VII. \_\_\_\_\_
- VIII. \_\_\_\_\_
- IX. \_\_\_\_\_
- X. \_\_\_\_\_

\_\_\_\_\_  
Signature of Advisor      Date

\_\_\_\_\_  
Signature of Chapter President      Date

\*Names of perspective members must be submitted to the Office of Student Affairs  
within 48 hours after the Informational Program Date.

**Division of Student Services**  
**Intake Clearance Request Form (Step 3)**  
**(MUST BE SUBMITTED 48 HOURS AFTER INFORMATIONAL PROGRAM)**

To: Student Affairs

From: \_\_\_\_\_  
Organization

Re: Request for Membership Intake Clearance

The following lists of names are being submitted to the Office of Student Affairs for clearance to participate in an intake ceremony on \_\_\_\_\_.

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_  
Hours Completed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Advisor                      Date

LANGSTON UNIVERSITY  
**INTAKE PROCESS**  
**MEMBERSHIP SELECTION FORM (Step 4)**  
**(MUST BE SUBMITTED TO OFFICE OF STUDENT AFFAIRS 48 HOURS PRIOR TO**  
**INTAKE CEREMONY)**

The \_\_\_\_\_ chapter of \_\_\_\_\_ has selected the following students to complete the intake process and become members of the organization:

- |           |           |
|-----------|-----------|
| 1. _____  | 12. _____ |
| 2. _____  | 13. _____ |
| 3. _____  | 14. _____ |
| 4. _____  | 15. _____ |
| 5. _____  | 16. _____ |
| 6. _____  | 17. _____ |
| 7. _____  | 18. _____ |
| 8. _____  | 19. _____ |
| 9. _____  | 20. _____ |
| 10. _____ | 21. _____ |
| 11. _____ | 22. _____ |

The following students were not selected for membership:

Name	Reason
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Signed: \_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Chapter Advisor

**LANGSTON UNIVERSITY**  
**DIVISION OF STUDENT SERVICES**  
**INTAKE CEREMONY AND MEMBERSHIP VERIFICATION FORM**  
**(MUST BE SUBMITTED TO OFFICE OF STUDENT AFFAIRS NO LATER THAN 24**  
**HOURS AFTER COMPLETION OF INTAKE CEREMONY)**  
**STEP – 5/6**

The students listed below have completed the intake process and were officially inducted as members of the \_\_\_\_\_ chapter of \_\_\_\_\_ on (date) \_\_\_\_\_:

- |           |           |
|-----------|-----------|
| 1. _____  | 12. _____ |
| 2. _____  | 13. _____ |
| 3. _____  | 14. _____ |
| 4. _____  | 15. _____ |
| 5. _____  | 16. _____ |
| 6. _____  | 17. _____ |
| 7. _____  | 18. _____ |
| 8. _____  | 19. _____ |
| 9. _____  | 20. _____ |
| 10. _____ | 21. _____ |
| 11. _____ | 22. _____ |

The following students did not complete the intake process:

Name	Reason
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Signed: \_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Chapter Advisor

## SCHDEULING STUDENT ACTIVITIES

Scheduling of regular business and/or committee meetings held on the campus must be cleared with the Office of Student Activities. This office will be responsible for clearing with the person in charge of the facility where the meeting will be held. After scheduling the event, the sponsoring group will be responsible for:

1. Notifying the Office of Student Activities in case of cancellation or changes in the event.
2. Submitting required forms.
3. In the case of serenades, obtaining an activity form from the Office of Student Activities.
4. In the case of queen contests, obtaining approval of the list of candidates from the Office of Student Activities before publication of such list.
5. In the case of fund-raising activities, advance permission must be obtained from the Office of the Director of Student Activities.
6. Complying with all other regulations pertaining to the conducting of student organization activities.

Extracurricular events which must be scheduled at least one (1) week in advance include such activities as banquets, carnivals, conventions, dances, designation of special days or weeks, fund-raising, receptions, retreats, serenades, talent shows, teas, vespers, wiener roasts, and field trips.

Conflicts in scheduling: As a normal procedure, the event scheduled first will have priority. Failure to comply with scheduling regulations will result in either cancellation of the event, the organization's being placed on probation, for forfeiture of scheduling event. Organizations having questions relative to the scheduling or conducting of student activities should contact the Office of the Director of Student Activities.

## SOCIAL FUNCTIONS

Student organizations shall be expected to conduct all social functions in keeping with the regulations and ideals of the University. Failure to do so shall result in disciplinary action for the organization.

Organizations must have an Out-of-Class Activities Form signed by the faculty/sponsor before an event shall be placed on the Activities Calendar. All organizational activities

must be registered in the Office of the Director of Student Activities. Meetings or other activities shall not be held during the week of mid-term or final examinations.

### **WHERE SOCIAL FUNCTIONS MAY BE HELD**

Social functions are to be held on campus. With special permission social events may be held outside the campus area. Such events must be scheduled at least one calendar month prior to the date of the event. A tentative plan for the event must be presented to the Office of the Director of Student Activities for approval and scheduling.

### **CHAPERONES REQUIRED**

All social functions shall be chaperoned by faculty or staff personnel.

### **DUTIES OF CHAPERONES**

The chaperones will be expected to:

1. Familiarize themselves with the regulations pertaining to social events.
2. Be present during the entire event.
3. Make any suggestions deemed advisable relative to hospitality, comfort, and entertainment of the guests.
4. Call attention to the person in charge of the event to any observed violation of University policies or regulations and assist as necessary in correcting any such violation.

### **RESPONSIBILITY FOR CONDUCT AT SOCIAL FUNCTIONS**

The group sponsoring a social function is responsible for the conduct of all those in attendance, both members and guests.

### **SECURITY**

Security Officers may attend **ANY** social function.

## **CLASS SCHEDULE MODIFICATION**

Modification of the announced schedule of classes will not be permitted except under unusual circumstances as authorized by the President of the University.

## **OFF CAMPUS SPEAKERS**

When a student organization is to have a speaker from off-campus, the appropriate departmental, school, or college officer will be notified in advance so that said officer may lend assistance in receiving the visitor.

Programs of organizations inviting speakers shall be turned into the Office of the Director of Student Activities on a Campus Arrangement Sheet. It must be signed by the sponsor and approved by the Office of Student Affairs.

The sponsor must be present at the organizational meeting at which the speaker is addressing the organization. Publicity must reflect the fact that the speaker is sponsored by the organization and not by the University.

In all cases, the event must be scheduled with the Vice President for Student Affairs Office at least four (4) weeks prior to the event for meetings open to the public; two (2) weeks prior for events open only to members of the sponsoring organizations. These time periods may be modified by the Vice President for Student Affairs. For detailed instruction, organizations that plan to invite speakers to the campus who are not members of the University community are referred to the "Guidelines for Assemblies and Convocations" Page 44.

## **USE OF FACILITIES**

Organizations shall be permitted to use all facilities of the Student Union Building free of charge. Reservations for space and facilities shall be made on a first-come basis in the Director of Activities' Office.

Classrooms shall be permitted to be reserved for organizational activities provided such activities do not disrupt the general college routine.

## **SUPERVISION**

Each student organization's officers and faculty advisors are responsible for insuring that all student plays, entertainment, parades, and exhibitions, which the organization presents are in good taste, clean, moral, and commendable. The Student Welfare Committee also serves as a supervising committee for the University.

## **SIGNS, HANDBILLS, BANNERS, AND OTHER PROMOTIONAL MATERIAL**

Any promotional material designed to be displayed on any surface is restricted to permanent bulletin boards, telephone poles, or improvised sign frames. It is the responsibility of the individual or organization posting signs or distributing promotional material to remove such signs and material from the campus after their use. Signs posted on glass doors is absolutely forbidden.

### **SIGN PAINTING**

No signs, regardless of the type of paint used, may be painted on the streets, sidewalks buildings, or other University property.

### **ANONYMOUS MATERIALS**

The distribution of display of anonymous signs, handbills, cartoons, or any other promotional materials is expressly forbidden. All materials distributed or displayed on the campus must be readily identifiable with the person or organization responsible for the materials.

### **DECORATING REGULATIONS**

All materials used for decoration purposes inside buildings must be non-inflammable nature. Decorations for all student functions to be conducted indoors must be approved by the Office of Student Affairs.

### **CONTESTS AND CAMPAIGNS**

Organizations wishing to sponsor a contest or campaign on the campus (fund-raising campaign, queen contest, etc.), must record the event in the Office of Student Affairs at least one (1) week before the event. Failure to record the event will nullify the contest or campaign.

### **SALES SOLICITATION ON CAMPUS (To include University housing)**

Student organizations and/or individual students who wish to engage in any type of selling activity on the campus must, before initiating such selling, obtain written permission from the Office of Student Affairs.

Sales solicitation on behalf of a commercial enterprise, whether by non-students or by students, is not permitted on the campus except when specifically approved by the University administration.

## **LOCAL RESIDENCE**

Each student is required to keep the University informed of his/her local residence. At the time of enrollment, the local mailing addresses will be indicated on the enrollment form. If this address is changed during the semester, a change of address form must be completed in the Registrar's Office.

## **PHYSICAL EXAMINATIONS**

All new students (freshmen and transfer) entering Langston University for the first time are required to present a physical examination by the family physician or county health doctor recorded on the University's Health Application. The Health Application may be obtained from the Office of Admission, First Floor, Page Hall.

## **PARKING AND TRAFFIC REGULATIONS**

Each student, before operating a motor vehicle on campus, is required to register the vehicle with the University. There is a charge of \$10.00 for this registration. Students are responsible for becoming familiar with the parking and traffic regulations. Students are required to park in those areas designated for student parking. Copies of the registration are available in the Safety and Security Office.

## **OFF CAMPUS HOUSING FOR STUDENTS**

The University is concerned with the quality of living facilities of all students both on and off-campus. However, the University does not approve or disapprove off-campus housing, recognizing that the selection of off-campus housing is a decision to be made by the student and his parents.

The University is concerned with student behavior and conduct whether such is in University housing or off-campus housing. All regulations pertaining to personal conduct, as well as other University regulations that relate to student life, behavior, and conduct, are applicable to students living in off-campus housing.

## **MARRIED STUDENT HOUSING**

Married students shall use their own judgment in selecting a place to live.

## **BOARDING STUDENTS**

In all places where food is served to students, the person in charge must require that all employees preparing or serving food, including dishwasher, to furnish a certificate from a competent physician certifying that the employee is not a carrier of any communicable diseases; such certificates must be renewed annually. University students may receive these required health certificates from the Langston University Medical Center.

Additional information as relates to international students can be acquired at the Office of the Registrar.

## **APPENDIX A**

The Oklahoma Agricultural and Mechanical Colleges and Universities are institutions of higher education organized for the purpose of providing a curricula of graduate, undergraduate and technical programs for their students, and

Included in its many obligations to these Universities and Colleges, imposed by the Constitution and Statutes of Oklahoma is the responsibility of the Board of Regents to provide police protection for the properties and staff, faculty, and student personnel of its institutions of higher learning, and

Under the provisions of Title 74, Oklahoma Statutes, 1963 Supplement, Section 360.11, as amended by Title 70, Oklahoma Statutes, 1965 Supplement, Section 4304, the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges is authorized to appoint necessary officers to be designated as Campus Police for the purpose of protecting all properties of institutions under its operations, management and control, wherever located in the State of Oklahoma, and to prescribe their duties.

By specific authority of the above named statutes, any campus policeman appointed under the provisions of the Act shall have all the powers vested by Oklahoma Statutes in peace officers, except the serving or execution of civil process.

The Board of Regents desires to more specifically define the duties of Campus Police at all of the institutions under its management and supervision as provided in the aforementioned statutes:

- I. In addition to those prescribed by Title 74, Oklahoma Statutes, 1963 Supplement, Section 360.11, amended by Title 70, Oklahoma Statutes, 1965 Supplement, Section 4304, and the provision of Title 22, Oklahoma Statutes 1961, Sections 1311-1318, inclusive, and any other Oklahoma Statutes not herein listed, but governing the authority of peace officers, in this state, the following described responsibilities shall constitute a delineation of additional duties for campus police at any of the colleges or universities under the operation, management, supervision and control of this board:
  - A. Endeavor to prevent crime, or in cooperation with other law enforcement agencies and/or private persons or corporate organizations endeavor to solve criminal acts committed on institutional property with the end that the perpetrator may be brought to trial:
  - B. Endeavor to protect life and property and to this end foster and encourage respect for law and order.

- C. Endeavor to preserve and maintain the cultural and economic welfare of the University or College with specific emphasis on the preservation of the constitutional form of government in the University, the State of Oklahoma, and the United States.
- D. Enforce such federal and state laws, Board of Regents policies, University rules and regulations and any other law or rule applicable to the institution.

II. The delineation of the additional duties mentioned herein shall not be construed as limiting in any manner the authority of the presidents of the institutions. The additional duties shall be performed as necessary by direction of the presidents concerned.

(Adopted by the Board of Regents for Oklahoma Agricultural and Mechanical Colleges, September 8, 1967).

## **APPENDIX B**

### **Guidelines for Assemblies and Convocations**

A University is by definition a place of free inquiry. Without freedom to seek information in the library, in the classroom, in the laboratory, in field studies, and in the word of campus speakers, the objectives of a University cannot be achieved. In accordance with this basic principle of freedom to seek information whenever it may be found, Langston University makes this specific statement of policy with respect to the appearance of campus speakers who are not members of the University community:

- A. Any faculty or recognized student group may invite to the campus any speaker the group would like to hear, subject to the procedure outlined.
- B. The appearance of an invited speaker on the campus does not involve an endorsement of his views by the University.

Recognizing that University facilities are used primarily for the fulfillment of the educational mission of the University and student organizations, the following guidelines are drawn in the area of Assemblies and Convocations.

## **I. STUDENT ORGANIZATIONS**

- A. All student organizations shall meet requirements stated in the Langston University Student Handbook.
- B. Student Organizations are referred to the General Student Regulations regarding scheduling of activities. Constant use of the Master Calendar and the Student Activities Calendar of the University as administered respectively by the Vice President for Academic Affairs and the Vice President for Student Affairs, is insisted upon. This program is necessary in order to avoid conflicts which deter an effective program.
- C. Student organizations are expected to use University facilities.
- D. Student organizations expecting to present a speaker who is not a member of the University community in a meeting open to the public shall.
  - 1. Petition its Faculty Advisor in writing for the privilege at least one (1) month in advance of the meeting. In unusual or unforeseen circumstances, the faculty advisor may waive the one (1) month notification period at his
  - 2. Reserve space as needed.
  - 3. If a meal at the Student Union is involved, reservations must be made in advance through the Business Office.
  - 4. If applicable, observe the Board of Regents' statement of "Policy" relative to the appearance of political speakers on the campus.

## **II. STUDENT ORGANIZATIONS AND UNITS OF THE UNIVERSITY (Departments/Schools)**

- A. Student organizations and units of the University expecting to schedule special weeks during the year shall confer with the Office of Student Affairs for approval before setting the initial instance of the proposed week. Approved weeks may be continued upon proper scheduling with the Master Calendar as directed by the Office of Student Affairs. The University class-teaching schedule is not to be altered for any week unless approved by the Office of Student Affairs.
- B. All campus entertainment, shows and programs, for which admission is charged and which are sponsored by student organizations must have the University President's approval. It is understood that the President of the University may grant permission for such entertainment to be staged on the campus with the understanding that

1. Such approval does not set precedent, as each request is considered on its own merits. Such shows shall be exception rather than the rule.
  2. Conflicts with other campus events must be avoided by consulting the Master Calendar and appropriate officers in charge of the facility to be used.
  3. Contracts involved are to be examined by the Vice President of Administration and Fiscal Affairs and Legal Counsel in advance of signing.
  4. Financial supervision will be vested in the University Comptroller, subject to the discretion of the Vice President of Administration and Fiscal Affairs.
- C. Student organizations and individual students are urged to avoid group involvement in too many activities in order to conserve student energy needed in their educational pursuit. Departments and schools of the University are also urged to adhere to this policy.

### **III. OFF-CAMPUS ORGANIZATIONS**

Organizations not connected with Langston University but which propose to rent any facility of the University will make their initial contact with the University Vice President of Administrative and Fiscal Affairs. Groups not sponsored by University departments or personnel and groups not previously convened on the Langston University campus must have approval of the President or the Vice President of Academic Affairs. The Committee on Public Relations and the committee on Assembly and Cultural Relations shall be available to consult with and to advise any administrator having responsibility for assemblies and convocations requesting consultation and advise concerning the discharge of responsibility. Any off-campus group approaching the Vice President of Administrative and Fiscal Affairs must realize that time is needed for a decision. An immediate answer to a request will not be the rule. Scheduling must be compatible with the University Master Calendar. Off-campus organizations granted use of University space will normally not be allowed to charge an admission fee. However, in case an admission charge is approved, the off-campus group will reimburse the University for staff manpower use, electricity, use of all facilities, etc.

### **IV. STATEMENT OF POLICY CONCERNING THE APPEARANCE OF POLITICAL SPEAKERS ON CAMPUS**

Political speakers may use the facilities of the University for political speeches, but only under the sponsorship of a recognized student organization by and with the advice and consent of the Committee on Assemblies and Cultural Activities. Such student

organizations sponsoring the appearance of political speakers must satisfy University rules concerning their organization, recognition, and the continuance of their activities. When political speakers thus speak under this sponsorship, the University itself will not take responsibility for the statements made. The University will, however encourage student organizations to bring speakers with opposing points of view to the campus in order that students may have the opportunity to weigh all evidence. Use of University facilities for political speeches shall be subject to reasonable and appropriate rules and regulations to be worked out by the faculty committee mentioned above and approved by the President. However, all such political meetings contemplated by this statement of policy shall be specifically subject to the following conditions:

1. Only candidates for major state and federal offices will be permitted to appear in furtherance of their candidates.
2. Such meetings shall be held outside of regular class hours and at times when the facilities desired are conveniently available for the purpose and on dates which do not seriously conflict with other activities on the University Calendar.
3. The Committee on Assemblies and Cultural Activities shall work with interested student organizations to establish a policy to govern political meetings which will reflect credit upon the institution and those engaged in sponsoring the meetings. Such policy shall be directed to the end that speakers given the use of University facilities for political purposes will refrain from personal attacks on other candidates, public officials, and other individuals, and that discussions shall be limited to a dignified and instructive consideration of policies and issues.

## **APPENDIX C**

### **THE CONSTITUTION OF THE LANGSTON STUDENT GOVERNMENT ASSOCIATION PREAMBLE**

We, the students of Langston University, in order to provide a closer unity; promote the student welfare; establish a greater adult atmosphere; establish a more self-governing body; be more versed in the democratic process; have a greater student involvement in decision-making; and to promote the University, do ordain and establish this constitution for the Student Government Association of Langston University.

## **ARTICLE D**

### **GENERAL PROVISIONS**

#### **SECTION I:**

Name of Organization

The name of this organization shall be the Langston University Student Government Association.

#### **SECTION II:**

##### **Purpose of the Organization**

The purpose of the organization is to assist in governing the student body through the democratic process of government.

#### **SECTION III:**

##### **Membership**

Each student officially enrolled in the University by virtue of his enrollment shall be a member of the organization.

#### **SECTION IV:**

##### **Composition of Organization**

This organization shall be composed of three (3) branches: Executive, Legislative, and Judicial.

## **ARTICLE II**

### **EXECUTIVE BRANCH**

#### **SECTION I:**

The executive power shall be vested in the President of the Student Government Association who shall have the assistance of a Vice President, Secretary of State, Secretary of the Treasury, Coordinator of Student Activities, and a Chief of Justice. The President, Vice President, and Coordinator of Student Activities shall be elected by the President of the Student Government Association with the approval by and of a three-fourth vote of the Student Legislature.

#### **SECTION II:**

##### **The President**

The President shall serve a term of one (1) academic year. Once a student has been elected President, he/she shall remain in office throughout his/her term unless he resigns or is withdrawn from the University or is impeached by the House of Representatives and removed from office as a result of trial by the Senate with the Chief Justice presiding. In case of impeachment and removal from office, a three-fourths (3/4) vote of the membership will be necessary in each house.

## **Duties and Powers of the President**

1. Shall be responsible for the administration of the Student Government Legislature.
  2. Shall appoint whatever officers are not elected under the constitution of the Student Government Association and such other officers necessary to aid in the work of the President. Financing office functions shall be requested by the President and approved by the Legislature for that same appointed officer.
  3. Shall call special sessions of the legislature when action is deemed necessary. A special quorum shall be necessary to any action taken in a special session. The definition of a special quorum shall be three-fifths of the membership of each house.
  4. A special session of the Legislature may be called by a petition of sixty percent (60%) of the student body or two-thirds (2/3) of the legislative members.
  5. Will sign or veto all bills passed by the two houses of the Legislature.
  6. A proposed budget will be made by the President and submitted to the Legislature in the first joint session called for the purpose of convening the Legislature.
  7. The President shall call a joint session for the purpose of convening the Legislature not later than two (2) weeks after the election of the Legislature.
  8. Before the President enters on the execution of his office, he shall take the following oath or affirmation:

“I, do solemnly swear (or affirm) that I faithfully execute the Office of the President of the Student Government Association, and will, to the best of my ability, honor, preserve, respect, and in all ways possible, seek to defend, promote, and encourage all others to defend and promote the constitution of the Langston University Student Government Association and the honor and welfare of the University, so help me God”.
- The oath is to be administered by the Vice President for Student Affairs.
  - The President shall, at stated time, receive for his service a stipend which shall never diminish during the period for which he had been elected.
  - The President shall, from time to time, give to Congress information and recommend measures he judges necessary and expedient; the President, can in case of a disagreement between the two (2) houses, adjourn them to such a time as he shall think proper.
  - The President shall appoint the Chief Justice of the Supreme Court (The Judicial Branch).

The President shall appoint replacements for all vacancies that occur in Congress (The Legislative Branch). He shall act as the official student representative of the University. He, with the approval of his cabinet, shall transact such business necessary, with respect to time, without the approval of Congress.

The qualifications of the President by succession shall be the same as the qualifications for the Vice President:

**Qualifications of the President (if elected)**

1. Must be a senior at the time of his tenure.
2. Must have completed no fewer than 75 semester hours with a grade point average of 2.5 or better.
3. Will have completed at least 90 hours by the close of the semester in which the election is to be held.
4. At least 60 hours must have been completed at Langston University.
5. 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.

**SECTION III:**

**Qualifications of the Vice President**

1. Shall have completed forty-five (45) semester hours with a grade point average of 2.5 or better and will have completed at least sixty (60) semester hours by the close of the semester in which the election is held.
2. Shall preside over the Senate and shall assume all responsibilities and privileges of the President in absence of the President.
3. Shall be chairman of the program committee of the Senate.
4. Shall, at state time and upon approval of the University Administration, receive a stipend which shall never diminish during the period for which one has been elected.

**SECTION IV:**

**The Secretary of State**

1. Shall be appointed by the President.
2. Shall be entrusted with the responsibilities of official publications and documents of the Student Government Association.
3. Shall be responsible for the publication of all proposed legislation and duly authorized laws of the Association.
4. Shall be responsible for the Association's communications and correspondence; and shall serve as the Associations public relations officer developing with the President any and all new releases.

**SECTION V:**

**The Secretary of the Treasury**

1. Shall be appointed by the President.
2. Shall be responsible for the expenditures of funds for the Association as approved by the University Administration.
3. Shall present an itemized statement to: Congress each month and to the University Comptroller for auditing within (2) weeks of the close of each semester.

## **SECTION VI:**

### **Coordinator of Student Activities**

1. Shall be elected by a majority vote of the Association.
2. Shall work with the Assistant to the Vice President for Student Affairs in providing recreational activities for the students.
3. Shall, at 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.

## **SECTION VII:**

### **Order of Succession**

1. In the event the elected President is unable to fulfill his responsibilities or is impeached, the order of succession to the Office of the President will be the Vice President, and then the individual elected by Congress in a special session.

## **ARTICLE III LEGISLATIVE BRANCH**

### **SECTION I: Legislature**

The Student Government Association Legislature shall convene every other week during the course of each academic year.

The first session shall convene four (4) weeks after the election of the members of the Legislature.

### **SECTION II: All legislative powers are to be vested in the Senate and House of Representatives**

1. All presidential vetoes may be overridden by a two-thirds vote of both the House of Representatives and the Senate.
2. Each House shall make rules governing their respective members.
3. The quorum for each House shall be sixty (60) percent of their respective members.

### **SECTION III: The Senate/Membership of:**

1. Each residence hall shall be guaranteed two (2) senators elected from that hall by a majority vote of the occupants of that hall.
2. The married apartment students shall be guaranteed two (2) senators elected from the off-campus students by a majority vote of the occupants.
3. The off-campus students shall be guaranteed two (2) senators elected from the off-campus students by a majority vote of the occupants.

The Senate shall hold trial for all student officers who have been impeached by the House of Representatives, a three-fourths (3/4) vote will be necessary to remove an official from office. During the impeachment trial, the Chief Justice will preside.

The Senate shall approve all presidential appointments.

**SECTION IV: The House of Representatives/Membership of:**

1. Each residence hall shall be guaranteed two (2) representatives.
2. The off-campus students shall be allowed two (2) representatives.
3. Students living in apartments shall be allowed two (2) representatives.
4. All Representatives shall be elected by a majority vote of the people they represent.
5. All legislation must be passed by both houses and submitted to the President in writing before his signature may be affixed to make it law.

**ARTICLE IV  
JUDICIAL BRANCH**

**SECTION I: The Judiciary (all powers are vested in the Judicial (Court))**

1. Each class shall elect by a majority vote, two (2) Associate Justices.
2. Term of office shall be one (1) academic year.
3. The Judicial Court shall try all formal, referred disciplinary cases involving a student of the University unless this is waived by the student involved.
4. The Judicial Court shall interpret the Constitution.
5. The Chief Justice shall be appointed by the President.

**ARTICLE V  
ELECTION OF OFFICERS**

**SECTION I: Election of Officers**

1. The elective executive officers, those being the President, Vice President, and the Coordinator of Student Activities shall be elected by the entire student body; whereby filing deadline for executive officers shall take place by five o'clock (5:00 p.m.) not later than three (3) weeks prior to the election date. All Student Government Association Officers shall take an oath to preserve, protect, and uphold this constitution. The Inauguration ceremony shall take place within ten (10) days after the election, or otherwise, after the resolution of a disputed election.
2. No elected executive officer shall serve in the same position more than two (2) consecutive terms.
3. An affirmative vote by the majority of the votes cast in an election called for that purpose will be necessary for an individual to become an executive officer.
4. Term of office shall be one (1) academic year.

**SECTION II: Legislative Officers**

1. The legislative officers shall be elected and serve a term of one (1) academic year beginning at the first legislative session called by the President and terminating on the last official day of the academic year (closed during summer session).
2. Each house shall elect its officers by a majority vote of the members of that house.
3. The Vice President shall preside over the Senate.

**ARTICLE VI  
AMENDMENT PROCEURE**

**SECTION 1: Amendments**

1. Amendments to this constitution shall require a two-thirds (2/3) majority Vote of both branches of the Legislature.

**ARTICLE VII  
RATIFICATIONS**

**SECTION 1: Ratification**

1. Ratification of this constitution shall be by two-thirds (2/3) vote of the present Student Government Association Officers.

**BY-LAWS**

All meetings shall be carried out in conformity with "Robert's Rules of Order."

A meeting of the Association's entire membership shall be held at least once each semester.

**LANGSTON UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION  
JUDICIAL COURT**

**SECTION 1: Establishment of Court**

The Langston University Student Government Association Judiciary Court, henceforth known as the "Court" was provided for and established in the Langston University Student Government Association Constitution, which was ratified on May 10, 1971.

**SECTION II: Purpose**

1. The purpose of this court shall be (1) to try all formal, referred disciplinary cases that involve a student or students at Langston University unless this is waived by the student involved, and (2) to interpret the Student Government Association Constitution.
2. To recommend action they deem necessary for the punishment or rehabilitation of a student involved in a disciplinary situation.
3. The powers of this court are those only of recommendation.
4. In certain cases the court may set up guidelines for the convicted party to follow.
5. The University, through its proper channel, shall normally enforce the decisions of the courts.

**SECTION IV: Qualifications of Justices**

1. Each shall be in good standing with the University.
2. The Chief Justice shall be appointed by the President and approved by the Senate

**SECTION V: Composition of Court**

1. This court shall be composed of two (2) elected justices from each class and headed by a Chief Justice appointed by the President of the Student Government Association.

**SECTION VI: Duties of the Justices**

1. Hear cases.
2. Report their findings.
3. Suggest action to be taken by the University.

**SECTION VII: Tenure of Justices**

1. Shall be one (1) academic year beginning with the first hearing date and terminating on the last day of the academic school year.

**SECTION VIII: Removal of Justices**

1. The Justices shall be removed by a three-fourths (3/4) vote of the executive branch and also two-thirds (2/3) vote of the Legislative branch. A justice tenure shall terminate automatically if he fails to meet six (6) consecutive meetings or a total of twelve (12) hearings.

**SECTION IX: Vacancies**

1. All vacancies shall be filled by appointment by the President and approved by the Senate.

**SECTION X: Notifications**

1. The court shall notify in writing each party involved in the case of the place, time and date that the hearing is to be held. The court shall assure that the accuser has notified the accused in writing of the reasons for the accusation(s).

**SECTION XI: Procedure for Hearings**

1. The court shall offer the parties the right to have witnesses testify in their behalf.
2. Each party shall be offered the opportunity to present their case in the presence of the accused and the accuser.
3. The Vice President Student Affairs (or his representative) shall have the right to be present at all hearings.

**SECTION VII: Official Records**

1. The official records should be recorded by the secretary of the Student Government Association and kept in the Office of Student Affairs.

**SECTION XIII: Appeals of Decision**

1. Either party can petition for review of decision of the court within forty-eight (48) hours to: (1) the Committee on Student Disciplinary Hearings, (2) the President of the University, or (3) the Board of Regents.

**SECTION XIV: Court Docket**

1. Any case that is on the court docket longer than two (2) weeks shall be evaluated by the Vice President for Student Affairs.

**SECTION XV: Method of Voting**

1. The court shall determine by secret vote the guilt of a party. No justice can abstain from voting unless he is directly involved in the incident.

**SECTION XVI: Meetings**

1. A regular meeting of the court shall be held every Tuesday.

**SECTION XVII: Representation by Counsel**

1. Either party shall be entitled to representation by qualified counsel.

**SECTION XVIII: Quorum**

1. The quorum for the court shall consist of six (6) members.

**SECTION XIX: Special Sessions:**

1. The Chief Justice shall, when necessary, call a special session of the court.

**APPENDIX D  
SUMMARY OF CERTAIN STATE STATUTES**

**T-21 S 1327\_\_\_\_\_ADVOCATING OF UNLAWFULNESS, CRIMINAL  
SYNDICALISM, SABOTAGE, SEDITION OR TREASON  
UPON PUBLIC SCHOOL GROUNDS PROHIBITED**

(Paraphrased)-any person on the campuses or school grounds of any public state-supported institution of higher learning or public school facilities who, by word of mouth or writing, advocates... the destruction of or damage to any property, the means of accomplishing or effecting any industrial or political ends, change, or revolution, or for profit,... is guilty of a felony and upon conviction thereof shall be punished by imprisonment in the State Penitentiary for a term not less than two (2) years, nor more than ten (10) years. (1910)

**T-21 S 1362 \_\_\_\_\_ DISTURBING PEACE, CREATING A PUBLIC DISTURBANCE**

If any person willfully or maliciously disturb, either by day or night, the peace and quite of any city of the first class, town, or village, neighborhood, family or person by loud or unusual noise, or by abusive, violent, obscene or profane language, weather addressed to the party so disturbed or some other person, or by threatening to kill, do bodily harm or injury, destroy property, fight, or by quarreling or challenging to fight, or fighting, or shooting off any firearms, or brandishing the same, or by running any horse at unusual sped along any street, alley, high way or public road, he shall be deemed guilty of a misdemeanor, and, on conviction there of, shall be fined in any sum not to exceed one hundred dollars (\$100.00), or by imprisonment in the county jail not to exceed thirty (30) days, or both such fines and imprisonment at the discretion of the court or jury trying the same. (April 1, 1968)

**T-21 S 1376 \_\_\_\_\_ FAILURE TO LEAVE INSTITUTION OF LEARNING AS DIRECTED. (1) INTERFERING WITH PEACFUL CONDUCT OF ACTIVITIES AT INSTITUTIONS OF LEARNING**

- A.** The chief administrative officer or anyone designated by him to maintain order at an institution of learning shall have the authority and power to direct ant person to leave the institution of learning who is not a student, officer or employee, thereof, and who:
  - 1. Interferes with the peaceful conduct of activities at an institution of learning; or
  - 2. Commits an act which interferes with the peaceful conduct of activities at an institution of learning or;
  - 3. Enters the institution of learning for the purpose of committing an act which may interfere with the peaceful conduct of activities at an institution of learning.
  
- B.** Any person to whom this section applies, who fails to leave the institution of learning as directed or returns within thirty (30) days thereafter, without first obtaining written permission from the chief administrative officer, shall be guilty of a misdemeanor. (April 16, 1971)

**T-21 S 1753.3 \_\_\_\_\_ THROWING LIGHTED SUBSTANCE OR DEBRIS ON ROADWAY OR PUBLIC PROPERTY**

- A.** It shall be a misdemeanor for any person to throw, drop, deposit, or otherwise place any litter upon or within the limits of any state or federal highway, county road, or other public property. The operator of a vehicle

shall be liable for any act of throwing, dropping, depositing or otherwise placing litter from his vehicle upon such highways, roads, or public property unless any other person in the vehicle admits to having committed said act. Any person who admits to having committed said act shall be liable for the said act.

- B. Any person convicted of violating the provisions of subsection A of this section shall be punished by a fine of not more than one hundred dollars (\$100.00) or by imprisonment in the county jail for a term of not more than thirty (30) days, or both such fine and imprisonment. In lieu of imprisonment, the court may direct the person to pick up and remove litter upon such highways, roads, or public property. The dates, time, and location of such activity shall be scheduled by the court in such a manner as not to interfere with the employment or family responsibilities of the person.
- C. As used in this section, "litter" means any flaming or glowing substances except those which by law may be placed upon highway rights-of-way, any substance which may cause a fire, any bottles, cans, trash, garbage, or debris of any kind. As used in this section "litter" collection by a garbage or collection agency, or deposited upon or within public property subdivisions as an appropriate place for such deposit is authorized to use the property for such purpose.

**Amended by Laws 198 c. 54, +1, operative Nov. 1, 1983.**

**S 1753.8. Defacing, stealing, or possessing road signs or road signs or markers----  
Penalties**

Any person who defaces, steals, or possesses any road sign or markers posted by any city, state, or county shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than one hundred dollars (\$100.00) or by imprisonment in the county jail for a term of not more than thirty (30) days or by both such fine and imprisonment. (1985)

**DISCIPLINARY HEARING FORMS**

The following disciplinary forms are used via the Office of Student Affairs for processing students charged with violating University regulations.

1. Report of violation (To be used by all 1<sup>st</sup> level hearing committees).
2. Preliminary Hearing Committee
3. SGA Judiciary Hearing Committee

4. Residence Hall House Council
5. Student Affirmation Form (To be used by all 1<sup>st</sup> level hearing committees).
6. Incident Report Form.

### **APPEALS PROCESS**

Student Disciplinary Hearing Committee (1<sup>st</sup> Level - Appeals Process).

President's Office (2<sup>nd</sup> Level - Appeals Process).

TO: \_\_\_\_\_ Room# \_\_\_\_\_  
SS# \_\_\_\_\_ Violation# \_\_\_\_\_ Classification \_\_\_\_\_

FROM: Marc Flemon  
Assistant to the Vice President/Student Life

RE: **REPORT OF VIOLATION**

DATE: \_\_\_\_\_

A "Report of Violation" has been submitted to this office via:

\_\_\_ Young Hall \_\_\_ Centennial Court \_\_\_ Scholar's Inn \_\_\_ Langston Commons \_\_\_ Brown Hall  
\_\_\_ Campus Police \_\_\_ Other, which reflects that you allegedly violated the following University  
regulation(s) on \_\_\_\_\_.

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| ___ Honesty and Honor               | ___ Excessive Noise               |
| ___ Coed Visitation                 | ___ Smoking, Eating, and Drinking |
| ___ Unauthorized Possession of Keys | ___ Littering                     |
| ___ Alcoholic Beverages             | ___ Arson and Fire Safety         |
| ___ Dangerous Drugs                 | ___ Gambling                      |
| ___ Firecrackers                    | ___ Disruptive Behavior           |
| ___ Lethal Weapons                  | ___ Respect For Property Rights   |
| ___ Disorderly Conduct (Fighting)   | ___ Disorderly Conduct            |
| ___ Other i.e. _____                |                                   |

In accordance with University regulations, you are hereby being charged with the violation(s) as checked above (see Student Handbook, page(s) \_\_\_\_\_, # \_\_\_\_\_). Pursuant to the judicial process, you are afforded the opportunity to appear before the Preliminary Hearing Committee on \_\_\_\_\_ to present your position, explanation, and/or evidence. The hearing will be held in the Student Affairs Conference Room located on the 3<sup>rd</sup> floor of Page Hall, Room #308 at \_\_\_\_\_. **YOU ARE ENCOURAGED TO COMMUNICATE THIS ACTION TO YOUR PARENTS OR GUARDIANS. THEY WILL BE RECEIVING A COPY OF THIS LETTER FOR INFORMATIONAL PURPOSES ONLY.** The following individual(s) are requested to be present at the hearing, to present specific grounds and evidence on which the charge(s) are being made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Be advised that you have the right to bring witnesses in your behalf to the hearing. However, you should know that the Preliminary Hearing Committee reserves the right to evaluate the character of your witnesses.

MF:cat

Cc: Dr. Elbert L. Jones, Vice President/Student Affairs  
Mrs. Gail Anderson, Chairperson/Preliminary Hearing Committee  
Parents  
File



Summary of facts/findings continued:

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Disposition of committee members by vote based on findings:

_____	_____
_____	_____
_____	_____
_____	_____

Recommendations and/or comments of committee based on findings:

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Signature of Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE OF STUDENT AFFAIRS  
LANGSTON UNIVERSITY  
SGA JUDICIARY HEARING COMMITTEE

School Year: \_\_\_\_\_

Violation #: \_\_\_\_\_

NOTE: The purpose of this committee is FACT FINDING. Any recommendations made via this committee should be based on such findings. FACTS presented as the result of the committee's review, the Office of Student Affairs will make the FINAL decision as to the disciplinary action(s) to be taken.

Name of Student: \_\_\_\_\_ Gender: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Class: \_\_\_\_\_

On Campus Address: \_\_\_\_\_ Room #: \_\_\_\_\_  
Housing Facility

Off Campus Address: \_\_\_\_\_  
Street/P.O. City State Zip

Date of Hearing: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Charge(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Regulation or policy violated (Be specific, give citation.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issue in case:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of facts/findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of Facts/Findings Continued:

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Disposition of committee members by vote based on findings:

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Recommendations and/or comments of committee based on findings:

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Signature of Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE OF STUDENT AFFAIRS  
LANGSTON UNIVERSITY  
RESIDENCE HALL HOUSE COUNCIL

\_\_\_\_\_ Young \_\_\_\_\_ Brown \_\_\_\_\_ Centennial \_\_\_\_\_ Scholars \_\_\_\_\_ Commons  
School Year: \_\_\_\_\_ Violation #: \_\_\_\_\_

NOTE: The purpose of this committee is FACT FINDING. Any recommendations made via this committee should be based on such findings. FACTS presented as the result of the committee's review, the Office of Student Affairs will make the FINAL decision as to the disciplinary action(s) to be taken.

Name of Student: \_\_\_\_\_ Gender: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Class: \_\_\_\_\_

On Campus Address: \_\_\_\_\_ Room #: \_\_\_\_\_  
Housing Facility

Off Campus Address: \_\_\_\_\_  
Street/P.O. City State Zip

Date of Hearing: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Charge(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Regulation or policy violated (Be specific, give citation.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issue in case:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of facts/findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of Facts/Findings Continued:

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Disposition of committee members by vote based on findings:

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Recommendations and/or comments of committee based on findings:

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Signature of Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_





OFFICE OF STUDENT AFFAIRS  
LANGSTON UNIVERSITY  
STUDENT DISCIPLINARY HEARING COMMITTEE

School Year: \_\_\_\_\_ Violation #: \_\_\_\_\_

NOTE: The purpose of this committee is FACT FINDING. Any recommendations made via this committee should be based on such findings. FACTS presented as the result of the committee's review, the Office of Student Affairs will make the FINAL decision as to the disciplinary action(s) to be taken.

Name of Student: \_\_\_\_\_ Gender: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Class: \_\_\_\_\_

On Campus Address: \_\_\_\_\_ Room #: \_\_\_\_\_  
Housing Facility

Off Campus Address: \_\_\_\_\_  
Street/P.O. City State Zip

Date of Hearing: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Charge(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Regulation or policy violated (Be specific, give citation.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issue in case:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of facts/findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of Facts/Findings Continued:

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Disposition of committee members by vote based on findings:

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Recommendations and/or comments of committee based on findings:

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# Langston University

## Important Numbers

Academic Affairs.....	(405) 466-2307
<b>Admissions</b> .....	(405) 466-3231
Alumni Affairs.....	(405) 466-2999
<b>Arts &amp; Science</b> .....	(405) 466-3419
Assessment & Career Service.....	(405) 466-3240
Athletics.....	(405) 466-3262
Biology.....	(405) 466-3309
<b>Bookstore</b> .....	(405)466-3374/2963
<b>Brown Hall</b> .....	(405) 466-3304
<b>Business Office</b> .....	(405) 466-3212
<b>Campus Police</b> .....	(405) 466-3367
Centennial Court.....	(405) 466-3939
Chemistry.....	(405) 466-3314
Commons.....	(405) 466-6044/466-6045
Communications.....	(405) 466-3297
Computer Science.....	(405)466-3235/3236
Corrections.....	(405) 466-3345
<b>Counseling Center</b> .....	(405) 466-3400
Development Foundation.....	(405) 466-3232
English.....	(405) 466-3318
<b>Financial Aid</b> .....	(405) 466-3282
Gerontology.....	(405) 466-3427
Health Administration.....	(405) 466-3429
Health Services(Clinic).....	(405) 466-3335
Honors Program.....	(405) 466-3371
Health, Physical Education, & Recreation (HPER).....	(405) 466-3349
Human Resources-Federal Work Study.....	(405) 466-3203
<b>Library</b> .....	(405) 466-3293
<b>Library Computer Lab</b> .....	(405) 466-3463
Mathematics.....	(405) 466-3328
Mathematics High Energy Physics Lab.....	(405) 466-3332
Military Recruitment.....	(405) 466-2922
Music.....	(405) 466-3417
Nursing.....	(405) 466-3411
<b>Office of the President</b> .....	(405) 466-3201
Radio Station (KALU 89.3).....	(405) 466-3248
<b>Registrar 's Office</b> .....	(405) 466-3225
School of Business.....	(405) 466-3290
School of Education.....	(466) 466-3382
Student Government Association.....	(405) 466-3443
Student Support Services.....	(405) 466-2989
Young Hall (Front Desk).....	(405) 466-3386

As required by the Family Rights and Privacy Act of 1974-Buckley Amendment, Langston University hereby acquainting students with their privacy rights

Student of Langston University have the right to:

1. Inspect and review information contained in their educational records.
2. Challenge the contents of their educational records.
3. A hearing if the outcome of their challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in their educational record if the outcome of the hearing is unsatisfactory.
5. Prevent disclosure, with certain exception, of personally identifiable information from their educational records.
6. Secure a copy of the institutional policy, which includes the location of all educational records.
7. File complaints with the U. S. Department of Education concerning alleged failures of Langston University to comply with the Act.
8. File with the Registrar's Office during the first two weeks of the Fall semester, written requests not to release directory information pertaining to them. Directory information will be released by the Registrar until receipt from the student asking that the information not be released. Information that Langston University has declared to be directory information:
  - a. Student's name, local and permanent address.
  - b. Telephone number.
  - c. Date and place of birth.
  - d. Major Field of study.
  - e. Weight and height of students participating in officially recognized sports.
  - f. Dates of attendance at Langston University.
  - g. Degrees and Awards granted.
  - h. Academic classification as Freshman, Sophomore, Junior, Senior, ect.
  - i. Sex.
  - j. Class schedule.
  - k. Educational institutions previously attended.
  - l. Degrees held, dates granted, and institutions granting such degrees.
  - m. Dissertation or thesis title.
  - n. Advisor.
  - o. Participation in officially recognized organizations, activities and sports.
  - p. Parent's name and address.

The following have been designated as the offices where educational records are maintained and where information may be released:

The Registrar's Office- for academic records and directory information.  
Student Affairs- for disciplinary records.  
Placement Office- for records pertaining to securing employment.

### **EQUAL EDUCATIONAL OPPORTUNITY POLICY**

"This institution is in compliance with Title VI of the Civil Rights Acts 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, religion, national origin, sex, age, qualified handicap or disability or status as a veteran in any of its policies, practices, or procedures. This provision includes but is not limited to admission, employment, financial aid, and educational services."

### **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.

## UNIVERSITY REGULATIONS

Under the authority granted by Article 6, Section 31 and 31a of the Constitution of the State of Oklahoma and Title 70, 1981 Oklahoma Statute, Section 3412, the governing Board of Regents for Langston University is granted full authority to promulgate rules and regulations governing the institution and the conduct of its students.

Langston University recognizes the right and responsibility of students to express themselves in the manner of dress. Students have the right and responsibility to choose their own grooming and clothing styles, provided that such apparel is not disruptive to the living and learning environment.

The University's community standards of health, safety, and morality shall not be violated nor shall the style of dress disrupt the learning climate of the University. In choosing attire, students should give strong consideration to the effect such attire will have upon other individuals at the University.

The following apparel is discouraged: Clothing with profanity or suggested slogans related to the purchase or use of drugs, paraphernalia, alcohol, sex, or violence. Attire, caps, hats, jackets, or bandannas associated with gang symbols or secret societies. Obscene or vulgar jewelry.

### **Curfew Policy**

In accordance with University regulations, A CAMPUS CURFEW WILL BE IN EFFECT WEEKDAYS AT 1:00 A.M. AND WEEKENDS AT 2:00 A.M.

Langston University students are required to carry identification at all times. The valid I.D. is necessary for entry into all campus events, library, and other activities requiring student I.D. for entry.

Students who fail to comply with the lawful directions given by any University employee acting within the scope of their official duties and/or who fail to identify themselves to such a person when requested to do so, will be subject to disciplinary action.

In accordance with University regulations, lethal weapons i.e. guns, knives, etc. are strictly prohibited on the Langston University campus. This regulation also includes the sale, transfer, or the production of drugs or associated illicit paraphernalia.

Street gang activities i.e. displaying colors, signs, or graffiti resulting in disorderly conduct and/or destruction of property, is prohibited. Disciplinary sanctions will be applied to individuals found to be in violation of the aforesaid regulations.

## **Concealed Weapons Policy**

The purpose of this policy is to protect human life and to promote the safety of all persons who may enter the premises of Langston University, including visitors, students, employees, customers, clients and others.

The Oklahoma Self-Defense Act (the "Act") provides that any person who has valid concealed weapon license may lawfully carry a concealed weapon. The Act does not, however, diminish or impair any existing rights of property owners to control the possession of firearms on their property. In the exercise of such rights, Langston University wishes to control the possession of firearms, concealed or otherwise, on its premises.

This policy is implemented in accordance with the provisions of 21 OS 1277 A.4 and 1290.22 (with modifications to other sections as defined in the Act).

No person shall enter the premises of Langston University with any firearm, including a "licensed concealed handgun". For the purpose of this policy, "premises" means Langston University's primary location and any facilities owned and operated in conjunction with Langston University, including any parking facilities, Langston University owned vehicles, ancillary facilities, and any other related facilities owned, leased, operated or managed by Langston University.

The Langston University Police Department will receive reports or respond to and investigate the unauthorized presence, possession, or use of firearms on campus and will submit findings of such allegations within investigation report documentation. The Langston University Police Department will initiate criminal prosecution whenever circumstances have been established that a violation of the law has occurred in relation to the Act.

Copies of police reports regarding alleged unauthorized firearm incidents will be submitted to the Office of Student Affairs. Upon determining that a student, staff, or faculty member has violated this policy, the Office of Student Affairs will initiate action to immediately suspend or expel the student or terminate the employment of the staff or faculty member found to be in violation. Disciplinary action will be in addition to criminal prosecution arising from the unauthorized possession or use of firearms and need to await the outcome of the criminal prosecution.

It shall be unlawful for any person having a valid concealed handgun license pursuant to the provisions of the Oklahoma Self-Defense Act, Section 1 through 25 of this Act, to carry any concealed handgun pursuant to a valid license as authorized by the Oklahoma Self-Defense Act with the permission of the President of the College or University. Additionally, the policy of Langston University shall include all owned, leased, or rented property. The person carrying the concealed weapon must have WRITTEN PERMISSION from the President on his person at all times, in addition to a valid form of identification and the concealed weapon permit.

### **Campus Security Act of 1990**

It is the policy of Langston University to record and investigate all reported incidents of crime and other emergencies. To report a crime or other emergencies, a victim or witness should contact the University's Police Department. Once the official report of the incident is made, a copy of same is given to the person who reported the incident. An incident report can be made by contacting the Langston University Police Department (466-3366) or in person.

Access to the Campus Police Department is on a twenty-four (24) hour basis. A network of emergency telephone numbers include:

On Campus \_\_\_\_\_ 5555

Off Campus \_\_\_\_\_ (466-3366 or 466-3368)

Each day, incidents reported during the previous twenty-four (24) hours are made available to the Vice-President for Student Affairs, key staff personnel, local law enforcement agencies, and the media (if requested).

On a monthly basis, all crimes that are found to be true upon investigation are reported to the Oklahoma State Bureau of Investigation. Langston University encourages the maintenance of a safe and secure environment for its campus community and advocates that safety is the responsibility of everyone. Policies governing access to academic buildings, residence halls, and other facilities include:

1. There are schedule times for all building lock-ups.
2. The Langston University Police conduct building security checks daily.
3. The Langston University Police conduct building security sweeps and surveys on a regular basis.

4. Students may be authorized to be in a non-resident building after regular hours if under the direct supervision (physically present) of a member of the faculty or staff.
5. Members of the faculty and staff employees must check in with the Langston University Police Department if they are in the building after normal working hours.
6. Faculty and staff employees are prohibited from lending building keys to students or non-employees.
7. Faculty and staff employees must report the loss of/or misplacement of keys to the Langston University Police Department.
8. Students are expected to keep their residence hall doors locked.
9. Students must report the loss of/or misplacement of room door keys to the residence manager who in turn will make a report to the Langston University Police Department.
10. Residence of campus apartments are expected to ensure that there is a safe and secure environment at all times.
11. The campus and its facilities are patrolled by the Langston University Police Department and inspected by personnel from the Physical Plant.

### **Drug-free School Policy**

Langston University recognizes its responsibilities as an educational and public service institution to promote a healthy and productive environment. This responsibility demands implementation of progress and services which facilitate the 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 program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on University property, or as part of any University sponsored activity.

Further information regarding these local, state, and federal laws may be found in the Offices of Student Affairs and Personnel Services and is available to students and employees. Students and employees are encouraged to review this information.

Under Langston University Student Code of Conduct/Alcohol Beverages-the consumption or possession of beer or other alcoholic beverages on the campus, in University housing, or at any affair sponsored by or for a student organization whether on/or 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 in his possession on campus, nor shall a

student who finds himself "Under the Influence" of alcoholic beverages return to the campus in that condition.

Dangerous Drugs---the University observes all state and federal laws relating to the possession, use, sale, transfer, or production of dangerous drugs and associated illicit paraphernalia.

No student shall possess, manufacture, sell, distribute, or use narcotics, barbiturates, amphetamines, LSD, or other hallucinogens and any other drugs classified illegal or dangerous by Federal and/or State statutes and regulations unless prescribed by a medical doctor.

A conviction for such an offense is a serious blemish on a student's record which could prevent him/her from entering many careers or obtaining that badly wanted job.

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

In accordance with the Drug-Free Workplace Act of 1988 Langston University hereby notifies all employees that the unlawful manufacture, distribution, dispensation or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition may be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The Drug Abuse Assistance/Rehabilitation Program shall be one that has been previously approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a chemical conviction.

The University has established a Chemical Dependency program for the purpose of informing employees about the dangers of drug abuse in the workplace, the University's prohibition of controlled substances in and on Langston University property, any available drug counseling, rehabilitation and the penalties that may be imposed for drug abuse violations. A Chemical Dependency Program has been created in furtherance of the Drug-Free Policy. Information about the Drug-Free Workplace Act and/or the Chemical Dependency Program may be obtained from the University Counseling Center.

### **Sexual Harassment Policy**

It is the responsibility of Langston University to provide an educational, employment, and business environment free to unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal Statutes. Langston University's policy regarding sexual harassment is designed to apply only to employment and/or relationships among faculty, staff, and students.

It is the policy of Langston University that sexual harassment of faculty and staff is prohibited in the workplace and in the recruitment, appointment, and advancement of employees; sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student's academic performance. It is also the policy of the University that accusations of sexual harassment which are made without good cause, shall not be condoned. It should be remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards, and enforcement procedures.

Grievance procedures consistent with the principles of due process have been developed and implemented for faculty and staff. The latter includes both Administrative and Professional employees and Classified staff. Grievance procedures are available for students in the Office of the Vice-President Student Services. The grievance procedures for faculty and staff are included in the Faculty/Staff Handbook.

### **The Smoking In Public Places Act/Policy**

The Oklahoma Legislature, acknowledging that smoking is widely recognized as a major public health problem, passed SB327, The Smoking in Public Places Act. The bill, signed by the Governor in 1987, is designed to control smoking in public places with the best interest of all individuals in mind. It represents an important step in lessening the danger of smoking to all citizens of the state.

Smoking has been shown to be responsible for much illnesses and early death. Smoke-laden (passive smoke) also effects the non-smoker's health and causes discomfort. Therefore, in an effort to provide a pleasant environment at Langston University for all faculty, students, staff, and patrons while recognizing the preferences of smokers, all buildings/facilities are designated as non-smoking except for designated smoking areas which are identified by "Smoking Permitted" signs.

### **Sexual Assault Policy**

In accordance with the Higher Education Amendment Act of 1992 Policy Developments-Section 485 (F), Langston University prohibits sexual assault on its campuses and/or in connection with University -sponsored activities. To that end and based on policies established by Langston University and federal laws, the process shall include education programs to promote the awareness of rape, and other sexual assault offenses and shall address the possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding such offense. Langston University will distribute procedures to be followed once a sex offense has occurred, such procedures to include all substantive, informational, and notification requirements established by law.

Langston University has taken pro-active measures to prevent or minimize the occurrences of these offenses. The following counseling, prevention, and educational services are available to students and employees to promote the awareness of sexual assault crimes, prevention techniques, and procedures victims should follow:

Campus Police  
Professional Counseling  
Student Support Services  
Student Health Services

As an additional service to students, the campus Police Office and the Emergency Dispatch Service provide the following:

1. 24-hour Campus Police
2. Police officers trained in crime prevention
3. 24-hour Emergency Dispatch Service
4. 24-hour staff in residence halls
5. Operation Safety Walk
6. Campus Police escorts to automobiles when classes are in session (day and Night)

Any student or employee who wishes assistance (on a voluntary basis) may Contact the Professional Counseling Center, Campus Police Department, Office of Student Affairs, or the Student Health Center. All contact and assistance provided is confidential and includes referral to outside professional services.

### **Regulation/Policy on Erecting Permanent Monument (Marker) on the Langston University Campus**

Request from campus organizations to erect permanent monuments (markers) on the Langston University campus must be submitted in writing by the advisor of the organization to the Office of Student Affairs. The request should include (1) Statement of purpose; (2) Specifications; (3) Name of Contractor; (4) a Non-Encroachment Easement Certificate, and (5) Estimated cost of Project.

### **ADA Statement**

Langston University recognizes that existing federal laws require Universities to provide reasonable accommodations to student with handicaps and documented disabilities that substantially impair or limit their ability to achieve maximum potential in the education environment.

## **AMERICANS WITH DISABILITIES EXCERPTS FROM HANDBOOK FOR STUDENTS WITH DISABILITIES**

### **Introduction**

The American with Disabilities Handbook for disabled Students has been developed to provide students with an outline of services available to meet academic needs. Every effort will be made to assist students in working toward individual academic programs. Please familiarize yourself with the services outlined in this handbook and if you have additional needs which are not address, please contact the ADA Compliance Officer in the Office of Student Affairs/Room#119.

### **How Do Students Access Services?**

Students with disabilities that wish to access services may initiate their request by contacting the Office of Student Affairs. Student can expect to meet with a staff member to discuss their academic needs. During intake process, students will have an opportunity to identify specific academic accommodations and they will be asked to provide documentation about their disability.

### **How So Students Qualify for Services?**

The Division of Student Services is committed to serving all students with disabilities as defined by federal regulations. A qualified person with a disability means:

"an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the academic accommodations whenever possible."

Please notify a member of the Student Affairs staff if an accommodation is necessary.

### **How Often Must A Student Request Services?**

Planned services are provided based upon the requests of the student. Ordinarily, students arrange services at the time of enrollment. Therefore, services must be requested at least each semester or at the time a need is identified.

### **What Services Are Available?**

The Division of Student Services in committed to encouraging students to be independent. We do not wish for students to become dependent on services bur instead to use services as a support to accomplish their academic goals. Reasonable accommodations are based on need, not desire.

The Division of Student Services works with students to help remove architectural or attitudinal barriers encountered on campus. This could include moving classes to accessible buildings, facilitation of ramps or curb cuts, placement of adjustable tables in classrooms, and acting as a liaison with faculty and staff. The Student Affairs Office also offers programs to faculty, staff and students on topics related to issues of disability.

Students are encouraged to experiment with services and develop a package of services which allows them to remain as independent as possible on campus. Students should be aware that services will be designed in a manner intended to remove barriers in the classroom which could hinder a student's ability to learn. Services are not intended to give the student an unfair advantage over other students in the class.

Services provided on an individual basis are:

- Assistance in obtaining class notes.
- Alternative testing accommodations.
- Assistance in obtaining texts in alternative formats.
- Assistance in obtaining an interpreter.
- Priority enrollment.
- Building accommodations.
- .....and additional accommodations when necessary.

### **Notetaking Services**

Student may arrange for note taking assistance by requesting a volunteer note taker or they may tape record lectures. If the volunteer note taking option is selected, students with disability will receive a volunteer note taker. Students with disabilities are responsible for selecting a volunteer note taker for the classes in which they desire a note taker.

If the tape-recorded option is selected and a student does not have a tape recorder, students with disabilities may check out a tape-recorder and tapes. Students are responsible for return of the tape recorder and tapes at the conclusion of each semester.

### **Interpreter Services**

The Division of Student Services will work with other agencies and individuals providing interpreter services and help coordinate interpreter services on campus. Students using interpreter services must notify their interpreter at least 24 hours in advance if class will be missed.

### **Alternative Testing Services**

Students requesting alternative testing accommodations will be provided a testing packet. The test proctoring services is designed as an appropriate academic accommodation for the disabled student and to benefit faculty. Through alternative test administration, the

faculty member can evaluate the student with a disability on the same basis as non-disabled students. The service is designed to assist the student with a disability in demonstrating his/her skills or acquired knowledge rather than his/her disabilities.

If the student has additional questions, a complete outline for this service is provided in the test-proctoring packet.

### **Incident Reporting Form and Procedures**

The purpose of this form is to help identify gaps in services, procedures, and policies of the Student Affairs Office. The goals for implementing this procedure are twofold: (1) to improve communication with students and (2) to use feedback from students to improve the delivery of services.

Students who believe they receive either inappropriate, inadequate, or EXCEPTIONAL services from the Division of Student Services are encouraged to, and have the right to, file an incident report with the ADA Compliance Officer in the Office of Student Affairs. Students must take the initiative to file a form on their own behalf. Students are encouraged to file a report within five (5) school days of the incident if possible. Writing assistance will be provided by the ADA Compliance Officer if requested.

Incident forms filed will be kept confidential. Students will receive a written response within five (5) school days. Students are encouraged to recommend options to help rectify the issue if needed. This will assist the Division of Student Services staff in resolving the incident.

If students are not satisfied with the response, the incident report will be forwarded to the ADA Compliance Officer and if a resolution is not reached at this level, students may file a complaint with the Office of Civil Rights in Oklahoma City, Oklahoma. The address and additional information are available upon requested.

**LANGSTON UNIVERSITY  
STUDENTS WITH DISABILITIES  
INCIDENT REPORT FORM**

When completing this form, the student should be as detailed as possible.

Student: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Class: \_\_\_\_\_

Place: \_\_\_\_\_

Problem: \_\_\_\_\_

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Recommended Solution:

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Student's Signature: \_\_\_\_\_ Date Filed: \_\_\_\_\_

-----For Office Use Only-----

Response:

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Staff Signature: \_\_\_\_\_ Date of Response: \_\_\_\_\_

**LANGSTON UNIVERSITY**  
**ARCHITECTURAL BARRIER IDENTIFICATION FORM**

**Briefly Describe Barrier**

Barrier- (Curb-cut, unavailability of ramp or classroom, ect.)

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Location - (Building or Street)

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Recommendation - (if appropriate)

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Submitted By: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

**RECEIPT OF STUDENT HANDBOOK**

I have received a copy of the Americans With Disabilities Handbook for Disable Students. I understand it is my responsibility to read this handbook and if I have questions regarding policies and procedures, I can contact the Office of Student Affairs for Clarification.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADA Compliance Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_