

## 5.0 Student Development Policies/Practices

University policies relating to student life are intended to give each student programmed opportunities within the context of a Christian community to develop and to expand those potentialities which can give full expression to the individual person.

University policies relating to the classroom and campus life are published in the University catalog and the student handbook, The Green Book. These publications are issued periodically and are subject to modification, deletion and addition. Faculty members should regularly review these publications and the pertinent information distributed between publication dates.

### 5.1 Student Rights

#### 5.1.1 Student Academic Freedom

Freedom to teach and freedom to learn are inseparable 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.

To protect the academic freedom of students the university faculty, staff, and administration shall (1) encourage free discussion, inquiry, and expression in the classroom and in private conference, (2) provide library research facilities which will allow students to research all sides of significant issues relating to the university curriculum, (3) protect the student right to freedom of the press for all student publications in accordance with the attendant rights of the publisher, and (4) keeping in mind the University's mission, aid student groups in selecting guest speakers who represent a variety of interests and intellectual points of view.

Students are expected to exercise their freedom with responsibility.

#### 5.1.2 Privacy of Information

Oklahoma Baptist University is responsible for effectively supervising any access to and/or release of official data/information about students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be disposed of appropriately when the justification for its collection and retention no longer exists.

Students have a legal right to know the nature of information maintained by which a student is personally identifiable and to know who has access to such records and for what reasons. Students have the right of petition as defined by law for correction of information maintained in files.

Access to and release of student records is restricted to the student concerned, to others with the student's written consent, to officials within the University, to a court of competent jurisdiction, and otherwise pursuant to law.

The faculty advisor and current instructors are among designated persons having authorized access to the education records of a student. Such access must be either for internal educational purposes or for routine clerical, administrative, and statistical purposes. The faculty

advisor and current instructors are prohibited by law from releasing information from a student's education record to a third party.

The complete policy statement on "Access to and Release of Student Data/Information" is printed in The Green Book by which means it is distributed annually to students as required by law. The policy is also reproduced in Appendix E of this Handbook.

### 5.1.3 Grievance/Complaint Procedures

It is the right of the student to seek official response to a grievance or complaint arising in University relationships.

A University student who is also a University employee can enter a complaint that his rights as an employee have not been afforded. The student may obtain information concerning procedures applicable to this type of complaint or grievance from the Assistant Vice President for Business Affairs or the Dean of Students.

A University student can file a complaint concerning a faculty member (e.g., sexual harassment or discrimination, violation of civil rights). Information concerning procedures is available from the Dean of Students, the Chief Academic Officer, or the appropriate academic dean. (See also sections 2.10.3 and 2.10.4.)

A University student can file a complaint concerning an academic matter (e.g., a grade, a textbook). Information concerning procedures is available from the student's academic dean, from the Chief Academic Officer, or from the Dean of Students. (See also sections 2.16 and 2.17).

Students should be aware that in some grievance and complaint procedures the student forfeits his opportunity to grieve if he does not initiate the procedure within a given time period.

### 5.2 Student Responsibilities

The following are some of the Student Development policies which are of most interest to faculty members. For additional information, the faculty member may consult The Green Book or contact the Office of the Dean of Students.

### 5.2.1 College Citizenship

All members of the University community are expected to maintain the highest standard of moral conduct and a concern for the well-being and rights of their fellows. Behavioral requirements for students reflect the influence of Baptist mores and those of society in general which are expressed in local and state laws. Basic expectations are defined in The Green Book in the section entitled "College Citizenship." The behavior of OBU students generally reflects admirable standards of personal decorum and genuine respect for the privacy and property of others.

Some of the prohibitions, or behavior defined as subject to penalty, speak to academic or faculty-related matters and are as follows:

a. a student may not perform an action which disrupts the peace and/or the functional processes of the University.

b. a student may not furnish false or misleading information to University officials or provide such information to be placed on official University records, nor shall a student alter or tamper with such records;

c. a student may not engage in plagiarism, cheating, or other forms of academic dishonesty (see sections 2.10.9.2 and 2.16);

d. a student may take no action which damages or tends to damage public property;

e. the use of tobacco in any form is not permitted in any classroom building;

f. a student may not possess and/or use alcoholic beverages and/or drugs on campus nor appear on campus when the use of an alcoholic beverage or drugs is discernible. Possession, use and/or sale of alcoholic beverages and/or drugs on University related off-campus trips and/or group activities is strictly forbidden;

g. a student may not, without specific authorization, enter a University building, office, or other room which is locked;

h. a student must observe the rules related to the use of campus buildings;

i. members of the University community are expected to be appropriately dressed at all times. A faculty member may determine whether a given mode of dress disrupts the academic process in his classroom. (See also section 2.10.9.1)

A description of the rights of the faculty member to control certain aspects of the learning environment is described in section 2.10.9 of this Handbook.

### 5.2.2 Disciplinary Proceedings

The disciplinary power of the University is inherent in its responsibility to protect its high purpose of offering a liberal arts education in an atmosphere of Christian culture and is exercised through regulation of the use of University facilities and through the setting of standards of conduct and scholarship for the students who attend the University.

A student accused of violating University regulations has certain procedural due process rights which are published in The Green Book and which guide University personnel involved in the processes of disciplinary action.

Disciplinary proceedings are instituted for violation of University regulations established in advance. Penalties imposed for violation of a regulation must bear a reasonable relationship to the violation.

A student attending the University on disciplinary probation may be ineligible for OBU-related scholarships/grants.

### 5.3 International Students

#### 5.3.1 Special Regulations

The University welcomes international students. The University requires that before admission to the United States and OBU an international student provide documented evidence of sufficient financial support for the period of study in the University.

#### 5.3.2 Advisement

The Admissions Office maintains contact with international students until they are admitted; the Office of Student Development and the Office of International Studies function in an advisory capacity after their arrival. Faculty members will occasionally have international students as advisees and are urged to anticipate the special needs of these students who find themselves in an alien social and cultural environment.

#### 5.3.3 OBU Exchange Agreement

Oklahoma Baptist University has a student-faculty exchange agreement with Seinan Gakuin University of Japan for those interested in Asian studies. Further information may be obtained from the Office of International Studies

### 5.4 Student Development Services

#### 5.4.1 Residential Life and University Housing

The administration of housing is a function of the Director of Residential Life. University policy requires full-time unmarried students who do not reside with parents to live in University housing. Exceptions to this requirement are defined in the policy statement on student housing published in The Green Book.

Visiting hours in the public rooms of dormitories and living rooms of apartments are from noon until housing closing hours (11:30 p.m. on week nights; 1:00 a.m. on weekends). Visitors of the opposite sex (including faculty members) are not allowed in residence hall rooms or apartment bedrooms.

Guest rooms are maintained in Brotherhood, Kerr, and WMU dormitories, principally for guests of students and the University. Guest facilities are available only on a short-term

basis. Reservation requests must be directed to the Director of Residential Life. A fee is charged for guest room occupancy.

Sale of food or other products by members of chartered campus organizations in University housing is permitted, provided that permission is obtained from the Office of the Director of Residential Life at least 24 hours before the desired time of sales. Door-to-door sales solicitation is not permitted in University housing. This restriction is not intended to limit the right of OBU students to canvass or solicit support on campus for religious or political causes and candidates. OBU students canvassers must notify the dormitory director or the Office of Student Development of such planned activity.

#### 5.4.2 Student Health Service

The Campus Nurse is available during health service office hours Monday through Friday to consult with students concerning health needs and practices. Housing administrators also assist the ill or injured in finding professional medical attention. The continuation of a student in University housing who suffers a contagious or extended illness is an administrative decision.

The University catalog and The Green Book contain statements pertaining to absences from class because of illness. Instructors are encouraged to visit with the Campus Nurse or appropriate housing director for additional information about a student's illness which necessitates absence from class.

#### 5.4.3 Geiger Center for University Life

The Geiger Center for University Life is a facility of vital importance to the college community and its constituencies. The building houses the University cafeteria; the Bookstore; several administrative offices; the Student Government Association Office; the Student Services Center which include the Health Service Office, the University Testing Service, the Career Planning Office, and the Placement Service; the Campus Post Office; and the Copy Center. Meeting places are provided for campus committees and organizations and many visiting groups. Lounges, a game room, television, and a snack bar are available to all members of the campus community.

The Director of the Geiger Center reports to the Assistant Vice President for Business Affairs. The Director is responsible for the University Calendar and for scheduling meetings of organizations and groups in University facilities.

Faculty and faculty groups are not charged a fee for use of facilities unless admission is charged for the scheduled event. Persons or groups are, however, billed for operational costs related to any scheduled meeting and for food services provided through the University Food Service.

Faculty members are invited to use the Geiger Center Game Room on the same bases governing student use.

Tickets at special prices for meals in the University cafeteria are available to faculty members and may be purchased at the Cashier's Office in Thurmond Hall.

Further information concerning Geiger Center policy is printed in The Green Book.

## 5.5 Personal Services

### 5.5.1 Counseling

The primary responsibility of the faculty member as an advisor is to provide academic counseling, as described in section 2.11.11 of this Handbook. Students and faculty members should be advised that the final authority with respect to academic requirements is found in the official publications and regulations of the University. Any advice which students obtain which is inconsistent with those policies and regulations does not become binding to the degree program until it is confirmed in writing by the academic officer responsible for administering the pertinent degree or program area.

Because of the close relationships which can develop between students and faculty in the Oklahoma Baptist University community, a student may wish to discuss personal problems with a faculty member. Faculty members are encouraged to offer assistance to students who request help with personal matters; however, when offering such assistance, a faculty member should be aware of his personal limitations as a counselor.

If the faculty member believes that the student should be referred to another source for assistance with personal problems, he should refer the student to the University Counselor or to the Office of the Dean of Students. If the student requires services beyond those which the University can provide, the student will be referred to an appropriate external agency.

### 5.5.2 Testing

The Student Services Center supervises the OBU Testing Service. The testing service administers the following types of tests:

- a. tests devised by external agencies which serve as a criterion of admission to undergraduate and graduate studies or which allow the student to acquire credit by examination;
- b. tests required by the University or any of its administrative components;
- c. tests useful in advising and guiding students.

The Testing Service administers the American College Test (ACT) to high school students on national testing dates and in a residual context upon request. College-Level Examination Program (CLEP) examinations and the OBU English Proficiency Exam (EPE) are also given.

Among evaluative instruments available in the testing office are the General Educational Development exam (GED), the Institute for Personality and Ability Testing Instrument (IPAT-PF16), the Minnesota Multiphasic Personality Inventory (MMPI), the Myers-Briggs Personality Inventory, Fundamental Interpersonal Relationship Orientation/Behavior Inventory (FIRO-B), the Kuder DD Occupational Interest Survey, and the Strong-Campbell Interest Inventory (SCII), Fundamental Interpersonal Relationship Orientation/Behavior..

Specific and detailed information about testing, including the use of additional instruments is available in the Student Services Center.

### 5.5.3 Career Planning Office

The Career Planning Office, located in the Student Services Center, provides career assessment services for students and information concerning vocational opportunities. Students are responsible for confirming information concerning vocational opportunities and/or qualifications necessary to pursue those opportunities with the specific employer or agency involved.

### 5.5.4 Student Employment Assistance.

Students may arrange on-campus and off-campus jobs directly with the employer; however, a survey is conducted prior to the opening of school to assist students in locating work opportunities. A "master list" of both campus and community job opportunities is available the Monday prior to the beginning of classes. Job opportunities are posted for student inspection on the job board outside the Student Services Center.

Most departments offer part-time employment to departmental student assistants for grading, secretarial assistance, laboratory service, and other related work. The University also employs a number of student tutors. (See sections 2.10.12.3, and 4.5.)

### 5.5.5 Placement Service

The Placement Service, a function of the Career Planning Office, serves graduating seniors, alumni, and former students by providing information concerning job openings and

by sending student or alumni credentials to prospective employers. The Placement Service also invites employers to the campus to interview students.

Employment information provided by the Placement Service is not authoritative. Students and others using the service should always be advised to confer with a prospective employer to determine the specific conditions and qualifications for positions.

#### 5.5.6 Students with disabilities

The Student Services Center provides support services to students with disabilities. The office is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities.

Students must provide documentation of disability prior to the provision of services. Students are required to self-identify to request services. Faculty members are encouraged to provide students the opportunity to self-identify by including a statement regarding accommodations for students with disabilities on their syllabus and verbally at the first class meeting.

Students must initiate their request for reasonable accommodation through the Student Services Center. The university's counselor assesses the individual's need as related to his/her academic program and notifies instructors of recommended specific accommodation only after the student signs the assessment and requests that the instructor be notified. Students are responsible for meeting with their instructors to jointly agree on the accommodation.

Other available services include alternative testing (contact Student Services Center to make arrangements), tutoring arranged through the department chairman, priority enrollment which is arranged with the Academic Center before enrollment begins, note taking through arrangements with a volunteer note taker (Student Services Center will provide two-part carbonless paper), and tape recording lectures, with the instructor's permission.

### 5.6 Student Organizations

#### 5.6.1 Student Government

There are three principal agencies of student government on the OBU campus.

##### 5.6.1.1 Student Government Association

Each student enrolled in six or more hours is a member of the Student Government Association and is thus provided opportunities for practical experience and responsible citizenship by participating in the activities of student government.

The Student Government Association is the recognized voice of the student body in the decision-making processes of the University. The SGA President recommends to the University President the students who serve on University committees. Each of the University committees with student membership has an SGA Senate representative.

##### 5.6.1.2 Residence Hall Association

All women students hold membership in the Association of Women Students. The Association is concerned with matters pertaining to the life of women students and with fostering

a spirit of unity among them. RHA is specifically involved in matters affecting residential life by assisting in the establishment and monitoring of residence hall regulations.

#### 5.6.1.3 Association of Resident Men

Men who are University housing residents are members of the Association of Resident Men. The ARM Council serves as a governing and disciplinary body for student housing residents and guests as they relate to dormitory life and activity. The ARM Council creates programs of activities for residents and guests which are intended to contribute to personal development.

### 5.6.2 Campus Organizations

#### 5.6.2.1 Types of Organizations

Student organizations are chartered under a general law of incorporation which requires approval by the SGA Senate and the University administration. The nature of the organization will normally qualify student interest, and organizations may establish criteria for membership provided they are not based on race, color, age, or creed. In general, student organizations can be classified as co-curricular, religious, honor, interest group, or social. There are approximately fifty student organization. Each student organization must have one or more faculty and/or staff sponsors.

#### 5.6.2.2 General Regulations Governing Campus Organizations

Organizational activities are generally governed by University regulations. National and/or state affiliation of student organizations is subject to the approval of the University. The philosophy and purposes of student organizations must be consistent with the philosophy and purposes of the University.

Off-campus activities scheduled by student organizations and personalities invited to the campus by organizations for program appearances must be approved by the Dean of Students. Speakers invited to the campus by student organizations must respect the philosophical bases of the University.

University policy states that no student shall belong to any campus organization which has not been properly approved and that membership in any secret organization may constitute sufficient reason for dismissal from the University.

#### 5.6.2.3 Behavioral Regulations Governing Campus Organizations

Behavior of persons attending an organizational activity is the responsibility of each individual and the group.

#### 5.6.2.4 Financial Regulations Governing Campus Organizations

Each student organization is required to keep its treasury on deposit with the University Business Office except for a sum of petty cash not to exceed \$25.00

#### 5.6.2.5 Responsibilities of Faculty Sponsors

An active faculty sponsor is essential to the vitality of a student organization. A faculty sponsor is expected to acquaint the organization's leaders with their responsibilities, to encourage the achievement of the group's goals and objectives, to provide advice and counsel consistent with University expectations, and to attend meetings and activities on a regular basis.

A list of student organizations and basic policies governing student organizations are published in The Green Book.

## 5.7 Activities

Oklahoma Baptist University is essentially a residential campus, and student life outside the classroom is an important aspect of the OBU collegiate experience. A goal of the Office of Student Development is to provide a slate of activities which can address the educational, spiritual, physical, social, and cultural needs of students who, for the most part, are in their formative years. Building on traditional and perennial University activities, the several departments of Student Development seek to add a variety of programmed activities to achieve sufficient developmental experiences.

The participation of faculty members in campus activities (in addition to sponsorship of organization) encourages student attendance because of the responsiveness of students to professors. Faculty involvement in campus activities contributes importantly to the vitalization of the community concept.

### 5.7.1 Orientation

The University offers an orientation program for new students. The principal effort is directed toward freshmen enrolling for the fall term, and the format calls for the arrival of freshmen on campus for the orientation activities approximately four days before the opening of the fall semester. A separate track for transfer students entering in the fall begins a day or two before housing is opened to returning students. A more modest presentation is provided new students entering at mid-term or for the summer session.

Faculty members and academic administrators participate in the orientation program in various ways: as sources of academic information and advice, as participants in social activities, and as performers in programs presented for the entertainment of new students. Faculty members are also invited to participate in the development and evaluation of the orientation program.

### 5.7.2 Traditional Events

- Harvest Festival/Homecoming
- Kerr Old-Fashioned Christmas
- Hanging of the Green
- Parents' Day
- Freshmen Follies
- Biggie
- Spring Affair
- Student Foundation Stampede of Stars

### 5.7.3 Perennial Events

- UCS Concerts
- All-Campus Picnics
- Student and Faculty Recitals
- Varsity Games/Matches
- Christian Focus Week
- Campus Revival
- Drama Productions
- Midnight Movies
- Student Awards Convocation/Assembly

### 5.7.4 Programmed Activities

- BSU
- Intramurals
- Campus Activities Board Programs
- Resident Hall Programming
- Catering Service Special Dinner Events

### 5.7.5 University Concert and Lecture Series

The University Concert and Lecture Series was established by the University President in 1962. The program is financed by a mandatory student fee authorized by the Board of Trustees. Popular entertainers artists, and lecturers in a variety of fields are brought to campus.

The series also provides financial assistance to certain University programs, and other academic programs. Equipment purchased with series funds is available for use by campus organizations if conditions of use are met. Selection and development of the series program is the responsibility of the University Concert Series Committee, which works in consultation with the Director of Student Activities.

### 5.7.6 University Calendar

The Director of the Geiger Center is responsible for the campus-wide University Calendar and serves as the official clearinghouse for scheduling all meetings of campus organizations and all other non-academic meetings or activities held on campus.

Faculty members who are sponsors of organizations, chairpersons of committees, on-campus hosts of off-campus organizations and groups, and initiators of course-related non-class activities must place these events on the University Calendar and arrange for appropriate facilities with the Director of the Geiger Center at least one week prior to the event.

### 5.7.7 University Facilities

Commitments of University facilities must not be made prior to approval by the Director of the Geiger Center.

The several University buildings in which meetings may be scheduled are normally dedicated to specific educational or institutional uses. The Geiger Center Director's Office is responsible for initiating contracts for use of any building on campus. This procedure provides appropriate information to campus departments which are responsible for heating/cooling, building opening/closing, room set-up, sound, and custodial care, thus insuring that the facility will be ready for use.

The University will not necessarily honor any unauthorized commitments of University facilities.

The Geiger Center for University Life is the principal building for meetings of organizations and groups. Breakfast, luncheon, and dinner meetings can be arranged through the Director's office. Formal contracts are required for meetings and activities which necessitate charge-bearing services.

Detailed information about meetings and facilities is published in The Green Book.

## 5.8 Publications

The Student Development Office or its administrative departments are involved in producing student-related publications:

The Green Book, the student handbook, contains University policies related to student life, pertinent academic and non-academic information, and the instruments of student government. The Green Book is published annually and distributed without charge to members of the University community.

The University Directory contains the names, local addresses, and local telephone numbers of students, faculty, and staff. Efforts of the Academic Center, the Computer Center, the Copy Center, and the Office of Student Development are essential to the publication of the directory. The University Directory is published each fall. Directory information is exempted from the restrictions of the Privacy of Information Act, although a student may request that such information not be published in the University Directory.

The SGA Newsletter is a journal of information and opinion funded and edited by the Student Government Association.

Several University housing units periodically publish newsletters containing items of import to their residents.