



Student Handbook

DISCLAIMER

For the purposes of this handbook and EOU policies that reference the Oregon University System, Senate Bill 80, section 3(8) (Oregon Laws 2015), states:

[T]he lawfully adopted rules and policies of the State Board of Higher Education pertaining to a university with a governing board that are in effect on the effective date of this 2015 Act (7/25/2015) continue in effect until lawfully superseded or repealed by the standards or policies of the governing board or the university. References in rules or policies of the State Board of Higher Education to the state board or an officer or employee of the state board are considered to be references to the governing board or an officer or employee of a university with a governing board.

The identical language appears in Senate Bill 270, section 170(8) (Oregon Laws 2013).

Policies that reference the Oregon University System, or State Board of Higher Education, will be revised at a later date.

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Student Services and Facilities

Academic Support

Academic Advising

Inlow Hall 112

Phone: 541-962-3378

E-mail: advising@eou.edu

www.eou.edu/advising/

Academic advising is a critical part of your educational experience! Your academic advisor will work with you to define and implement academic plans that match your values, goals and career ambitions.

It is essential for all first-year students to meet with an advisor prior to registering for classes. Even after you know the ropes, it is a good idea to touch base with your advisor at least once each term before registering for classes. Remember, their goal is to help you achieve yours!

To find out the name of your advisor, login to your account at www.eou.edu/it/webster and select "Student Services and Financial Aid" and then select "View Student Information." This is where you will also find where their office is located.

Advising at EOU

- Every EOU student is assigned an academic advisor by the Advising Office upon admission.
- On-campus students are assigned an academic advisor based on program interest.
- Online students are assigned to regional Center Directors, based upon their location. Directors also serve out-of-state degree-seeking students.
- Advising is required for all first year students, for all new students, and for students experiencing academic difficulty.
- If you change majors, you may need to change advisors – your current advisor will assist you with the process.
- You will meet with your advisor at least once every term, and are encouraged to see your advisor more often. Remember, your advisor is here to help you succeed!

Advisor/Advisee Roles

Advisor Roles: Your advisor is a guide, assisting you in achieving your goals, helping with your academic planning, interpreting policies, and referring you to appropriate resources.

Advisee Roles: It is your responsibility as an advisee to make an appointment to see your advisor and to come to advising appointments prepared.

Registering for the next term

During week 7 of each term, it will be time to register for the next term. Make an appointment to see your academic advisor well in advance of registration dates so that you can make your course plans for the next term. Registration dates are available on the academic calendar at www.eou.edu/registrar/calendar/.

Course levels and what they mean

- Lower Division: 100-200 level: Freshman/Sophomore level
- Upper Division: 300-400 level: Junior/Senior level
- Most 200 level courses are fine for freshmen to take, check pre-requisites and with your advisor.
- Below 100: Developmental (Math only) – these courses do not count toward the 180 total credits required for graduation but **do** count for financial aid, athletic eligibility, and full-time status.

Stay on Course

To graduate in 4 years with 180 credits, you must average 15 credits/term. If you change majors, it may take longer, work with your advisor to determine your best course of action. 12 credits is a full-time status.

Caution: Dropping Classes

Dropping classes may affect your financial aid, athletic eligibility, international student status, and housing eligibility. Always check with Financial Aid before dropping and discuss implications with your advisor.

Math requirement

All EOU students must complete the institutional math requirement, which varies by major (see the academic catalog, the check sheet for your major and be sure to check with your advisor). Students must begin math at the level they place into, based on the Accuplacer placement tool, transfer coursework, or SAT/ACT scores.

Bookstore

Hoke Union Building, 1st floor

Phone: 541-962-3691

E-mail: books@eou.edu

eou.bncollege.com

The EOU Bookstore-Barnes and Noble #8151 is located on the first floor of Hoke Union Building. Our business hours are Monday-Friday, 8:30 a.m. to 5:00 p.m. Some of the services offered include:

Bargain Books

Blossom Express (leis & bouquets for commencement)

Book Voucher Service

Buyback Program (in store only)

Convenience Store

Digital Titles for Rent or Purchase

Gift cards

Graduation Regalia

Online ordering

Textbook Rentals

Ticket Outlet for Campus Events

We also sponsor:

De-Stress Fest (fall and spring terms)

Faculty Event

Grad Fair

VIP Event (during Week of Welcome)

Various clothing sales throughout the academic year

For information regarding our textbook rental and return policies, please visit us online at:

<http://eou.bncollege.com>

Updated: 12-October-2016

Counseling Center

Corner of 6th Street and L Ave.

Phone: 541-962-3524

www.eou.edu/counsel/

What is Counseling?

Counseling is the process of talking with a trained professional to assist you with sorting out emotional, social and relational difficulties. This may also include educational and/or career goals. It may take the form of individual or group sessions. This process can help you become more aware of yourself and personal options available to you for effective problem solving and decision-making.

The Counseling Process

The counseling process involves a cooperative interaction between you and your counselor. Early in this process you and your counselor will make a number of decisions regarding your counseling plan. Among these decisions are the mode of counseling (individual/group), frequency and number of sessions, and establishing counseling goals. To meet the needs of as many students as possible, most clients are seen in a brief therapy format, i.e., from one to ten sessions. Counseling is concluded at the point when, as a client, you have the capacity to work through problems on your own without undue difficulty. If long-term counseling is required, a referral to the professional community may be made.

Counseling Effectiveness

Attending your scheduled sessions with a counselor is one of the first steps you take to bring about the positive changes in your life. Both you and your counselor are responsible for an effective experience. Your active participation in the counseling process is critical to increasing your self-understanding and reaching your personal goals. Being open and honest about yourself and your problems will also increase counseling effectiveness. If this is your first experience with counseling, you are encouraged to discuss this with your counselor.

Confidentiality

Counseling services are confidential. With the exception of a clear danger to oneself or others, or certain, very selective court subpoenas, no person or institution outside of the Counseling Center will have access to your counseling information without your written permission. Within the Counseling Center between counselors, however, information may be shared for the purpose of training and/or consultation.

Concerns with your Counselor or the Counseling Center

A trusting relationship is a key ingredient of successful counseling. Conflicts and tension are sometimes a part of the therapeutic process. If you experience this, you are encouraged to bring it up with your counselor. When such issues cannot be resolved through discussion, the counselor's responsibility is to facilitate an appropriate transfer to another counselor or service. As a client, you always have the right to raise a concern about your treatment with either your counselor, the Director of Counseling, or the Vice President for Student Affairs.

Evaluation

To provide more effective services, you may be requested to evaluate your counseling experience by completing a questionnaire. We appreciate your feedback and find it valuable in updating and improving our services.

Scheduling Appointments

Your initial intake will take approximately 20 minutes, and can be done during our drop-in hours: Monday and Wednesday: 9:30 a.m. – 11:30 a.m. also Tuesday and Thursday: 1:30 p.m. – 3:30 p.m..

A counselor is usually available during these times. After your initial intake, regular scheduled sessions are arranged between you and your counselor. Special arrangements may be made if these drop-in hours do not fit with your schedule.

Counseling Appointments

We will attempt to see all clients as soon as possible. For us to provide timely services to as many students as possible, we would appreciate you keeping your appointment once it is made, or rescheduling it well in advance. If you miss two consecutive sessions without contacting us, it will be assumed that you wish to stop the process, and your appointment time will be made available to other students. When you decide to discontinue counseling, we encourage you to discuss your plans with your counselor.

For after-hours or weekend emergency situations, you can call one of the following, depending on the kind of assistance you need:

Contact	Telephone Number
Grande Ronde Hospital (medical services)	541-963-8421
Center for Human Development (mental health services)	541-962-8800
Shelter From the Storm (domestic violence/sexual assault services)	541-963-9261
Emergency	911

Disability Services

Loso Hall 236 (inside the Learning Center)

Phone: 541-962-3081

E-mail: disabsvc@eou.edu

Eastern Oregon University's Disability Services Program provides students with disabilities equal access for successfully meeting their academic needs and higher education goals. We follow the guidelines established by the Americans with Disabilities Act (ADA) to offer equal access to students with physical, psychological, visual, hearing, learning problems and/or a medical issue.

How do you receive services in this program?

The Disability Services Office provides services to you if you have a documented disability that affects your academic performance. An example of the documentation may include a letter or report from a qualified professional- physician, psychologist or learning specialist.

What can EOU's Disability Services Program offer me?

We provide reasonable accommodations on an individual basis each term according to the courses in which you are enrolled. You will need to contact us each term and let us know what accommodations you will need.

Examples of accommodations are:

- Note-takers
- Alternative Textbooks
- Tutors
- Assistive Technology Software Programs
- Extended Testing Time
- Testing in a distraction free area

Information Technology

Ackerman Hall 209

Phone: 541-962-3111

E-mail: helpdesk@eou.edu

www.eou.edu/it

Student Computer Labs

General purpose computer labs for student use are located in several locations around campus. The largest lab is in the Learning Center on the second floor of Loso Hall. Lab aides are available at most times to help students with basic computer problems. The Learning Center has lab aides available for help during all operating hours and also provides tutorial help. Other labs are available in discipline areas, so check with your faculty advisor for the location and use of these labs.

The general purpose labs have internet access and are equipped with Microsoft Office software. In addition, scanners, color printers and black and white printers are available. The printers are for academic use only and you must provide your own paper.

Hours for the general purpose labs vary throughout the year due to holidays, breaks and special occasions. Please refer to the [Information Technology](#) homepage for more information at www.eou.edu/it/student-computer-labs/.

Mountie Pass / Student E-mail / Internet

All registered students are provided with a Mountie Pass username and password. This one username and password can be used across a wide variety of EOU services, such as EOU Gmail accounts which include email, documents and calendaring features, secure and encrypted wireless access, Canvas LMS, and much more. See eou.edu/it/intro/ for more introductory information.

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Hours for the general purpose labs vary throughout the year due to holidays, breaks and special occasions.

More information is available at www.eou.edu/it/student-computer-labs/.

[Revised March 2016]

Learning Center

Loso Hall 234

Phone: 541-962-3663

Email: lcenter@eou.edu

www.eou.edu/lcenter/

Eastern Oregon University's Learning Center, also known as the "LC," is a vibrant student resource facility located in Loso Hall 234. It provides academic support for all Eastern students. This includes on-campus and online peer tutoring assistance for individual, math, and writing needs. **ALL TUTORING SERVICES ARE FREE OF CHARGE.**

LC Tutoring

The LC offers both in-person, group study sessions, and online tutoring for a variety of classes in various subjects and disciplines. These subjects include the foreign languages, the sciences, the arts, liberal studies, and much more. Both on-campus and online tutoring sessions can be accessed via the Learning Center website.

On-campus Tutoring

On-campus tutoring sessions are located inside of the Learning Center. You will be able to meet face-to-face with your tutor to discuss your questions. Some of the tutoring services include:

- The Math Lab (located in Loso Hall, Room 232)
- Individual tutoring
- Writing tutoring (please refer to the Writing Center section in the student handbook for more information)

Online Tutoring

Online eTutoring sessions are available in many different academic disciplines for online students. There is writing tutoring available both synchronous and asynchronous. Math tutors and other individual tutors provide help via eChat or eQuestions. Please click on the green online tutoring link on the Learning Center webpage to login.

The Math Lab

The Math Lab is located in Loso Hall, Room 232. **It operates exclusively on a drop-in schedule.** The Math Lab offers:

- One-on-one tutoring for most EOU math classes
- Collaborative study groups with fellow students and a tutor.
- Math and study strategies that will help you to succeed in your math classes at EOU.

Learning Center Computer Lab

The Learning Centers houses one of the largest computer labs on campus. Some of the technologies available for student use are:

- Computers
- Scanners
- Black and White Printers
- Color Printer

Printing is free if you bring your own paper. Paper can also be purchased at the Lab Aide desk. Student Lab Assistants are available to answer computer related questions. They can also assist with equipment and software needs. By having Student Lab Assistants, the Learning Center is able to provide excellent service to the many students who stop by each day.

Library

Pierce Library

Phone: 541-962-3868 or 541-962-3579

pierce.eou.edu/home/

Pierce Library is the intellectual heart of the University and community. The Library supports the institutional mission of Eastern Oregon University by providing materials and services for all members of the University community. It supports the regional mission of the University by providing materials and services in connection with institutional outreach programs, through cooperative participation in regional library networks, and by making its collections and services available to the people of eastern Oregon.

Library Services

Coffee Lounge: Located on the top floor of the Library, the coffee service is adjacent to a reading area featuring current magazines and newspapers. A variety of specialty coffees, smoothies, pastries and fruit cups can be purchased. The service is open mornings only, Monday through Friday.

Internet Access: EOU students and staff may use laptop computers or mobile devices in Pierce Library to access the Internet. Connections are available at active data ports in designated areas in the library or via the campus wireless network. The Library has available a number of computers that can be used to search online resources - 22 in the Information Center (IC) on the main floor, and an additional 24 in the computer classroom on the mezzanine level.

Laptop and Audio-visual Equipment Checkout: Audio-visual Equipment includes cameras, tripods, and other accessories. In order to check out AV equipment, students will be required to be on a list of qualified users. Qualified users are identified by faculty instructors and will have a signed AV agreement form from their faculty instructor on file in the library prior to checking out any AV equipment.

Laptops are for use in the Library only. Before checking out and using a library laptop computer, students must show a valid driver's license/picture ID and a current EOU ID, and complete an annual registration form.

Library Loans and Renewals: Most library materials circulate for 21 days. Students are required to present your student ID card when checking out library materials. Library materials should be returned to the circulation desk, or if the Library is closed they may be placed in the book return slots at the Library entrances or the book drop located in the cul-de-sac north of the Library. Renewal information can be obtained at the circulation desk (962-3864). Materials can also be renewed online.

The EOU library catalog can be used to search EOU library holdings, or it may be used to search and request materials from Summit - the combined holdings of 37 academic libraries in the Oregon, Washington and Idaho. Requests for materials can be placed from within the catalog for items held at other institutions. Requested materials usually arrive within two to four days. For materials that are not held at EOU or found in Summit, the Pierce Library Interlibrary Loan Service can be used to place a request. This normally takes seven to ten days so plan ahead.

Online Library Collections: Access is provided to a myriad of online serials, reference materials, books, and databases. Pierce Library electronic resources can be accessed online from anywhere on campus, or from off campus using your student barcode and PIN. You are encouraged to ask at the Library IC desk on the main floor for assistance in choosing and searching the best information sources for your topic.

Photocopying and Printing: Copy card or coin-operated photocopiers / printers are located on the main floor next to the circulation desk, and near the IC. Copy Cards can be purchased at the circulation desk. Copying or printing costs 10 cents per page for black and white and 25 cents per page for color.

Reserve Materials: Instructors may select books or other materials and place them in a restricted area behind the circulation desk. These are called Reserves and are listed in the library catalog by professor or course. Each instructor placing items on reserve determines the length of time they may be checked out. Renewal privileges also vary.

Sage Library System: Pierce Library hosts the online catalog for the Sage Library System of Eastern Oregon, a combined catalog of 60 academic, school, and public libraries throughout eastern Oregon. Close to two million items are accessible through the Sage Library System, which can be searched from Pierce Library's webpage.

Specialized Collections:

- Reference Collection – located on the main floor, includes dictionaries, encyclopedias, yearbooks, atlases, bibliographies and specialized reference books.
- Pacific Northwest literature collection – located on the main floor next to the reference collection
- CDs and DVDs - located on the main floor next to the circulation desk
- Legacy media collections, located in the basement, includes records, cassette tapes, videos, films, microfiche and microfilm
- Federal and Oregon Depository Library – materials held in compact shelving in the basement.
- Comprehensive youth collection and curriculum collection - located on the mezzanine level
- Archive room – located on the mezzanine level, includes materials from the Fred Hill photographic collection and the Ecological Collection of Northeast Oregon
- Regional map and aerial photos collection

Study Areas: A variety of student seating areas are available, suitable for individual or for group study. Study rooms are available on a first come first served basis with one study room that may be booked in advance (to book, inquire at the IC desk). The third floor conference room is also available for student use during times when it is not booked. Schedules for the conference room and bookable study room are posted by the room doors.

Student Support Services/TRiO

Loso 230

Phone: 541-962-3040

www.eou.edu/sss

Student Support Services (SSS) is a comprehensive program designed to promote academic success in college. It is funded as a TRiO program by a grant from the U.S. Department of Education. SSS is designed for students whose socioeconomic background, educational records, and personal situations suggest they may experience challenges while seeking their degree. These services are FREE to participants and include one-on-one tutoring, academic advising, counseling, mentoring, cultural enrichment, workshops, and other relevant services.

To be considered for SSS, a student must be a U.S. citizen, national, or meet the residence requirements for federal student aid and be enrolled or accepted for enrollment at EOU. Students must also meet one of the following requirements:

- Be a first generation college student (neither parent has a baccalaureate degree).
- Meet federal low income guidelines.
- Be an individual with a disability.
- Be aging out of the foster care system.
- Homeless.

Additional eligibility information is available at: <https://www.eou.edu/sss/how-to-apply/>

Study Abroad Program

Hoke 215

Phone: 541-962-3406

E-mail: jcamp@eou.edu or international@eou.edu

www.eou.edu/studyab/

Study Abroad offers a world of possibilities! With so many options to choose from, the information on our website is designed to help you explore the study abroad experience that is just right for you.

There is so much more to the program than just taking classes in a foreign country. You will develop a global perspective, your attitudes will become international and the memories you will make will last a lifetime. Studying abroad may be the defining moment that will change your life forever. The experience often builds a noticeable sense of independence and self-confidence that could open the doors to new opportunities, friendships and career paths. Discover all of the benefits of Study Abroad today!

Testing Services

Zabel Hall 112

Phone: 541- 962-3788

Email: testing@eou.edu

Webpage: www.eou.edu/testing/

The EOU Testing Center offers placement exams for the new incoming students and course exams for the online students as well as oncampus course exams when prearranged via student/professor, and proctored exams for other colleges.

We also offer several national exams throughout the year as a service to our students and community. Here are just a few of the recognized assessments:

- [NES](#) (National Evaluation Series provides entry-level teacher certifications for many states)
- [ORELA](#) (Oregon Educator Licensure Assessments provide tests for specific Oregon teacher licenses)
- [CLEP](#) (College Level Examination Program allows you to challenge your knowledge for college credits)
- [GED](#) (General Education Development certificate is now obtainable with 4 subject exams)
- [SAT](#) (Scholastic Assessment Test is offered at the beginning of each term for EOU students)
- [Oregon Department of Agriculture Pesticide License](#), administered by Metro Institute
- [NREMT](#) (National Registry of Emergency Medical Technicians' certification)

Information on other testing services offered at Eastern is available on the Testing Services [webpage](http://www.eou.edu/testing/) at www.eou.edu/testing/.

Writing Center

Loso Hall 234

Phone: (541) 962-3663

E-Mail: writingcenter@eou.edu

<http://www.eou.edu/writing-center/>

The vision for the Writing Center is to provide a place — physical or virtual — where every EOU writer can find an interested, responsive reader. Writing tutorials are **free of charge** for EOU's undergraduate and graduate students who are writing for any course at any level, resumes, job application letters, graduate applications, and more. Students enrolled in UWR courses are encouraged to work with a writing tutor.

How to find a Writing Tutor?

The Writing Center offers scheduled daytime and evening drop-in tutorials on campus, and online tutorials through eTutoring. Go to the Writing Center website and look for the buttons in the right column to make an appointment on campus or submit a draft on eTutoring. Drop-In tutoring is available on weekdays most Sunday through Thursday evenings during the academic year. Students at a distance may request other online tutoring options by contacting the Writing Center.

Things to Remember

On Campus

- Sign up at eou.mywconline.com **by 11:59 p.m. the night before** you want to meet with a writing tutor
- Tutorials are usually 30 minutes long; however, students working on long papers, second language writers, and students with learning disabilities are encouraged to reserve an hour (two 30-minute back-to-back sessions).
- Cancel an appointment online up until 60 minutes before the appointment begins. Call the Writing Center if you need to cancel less than one hour before the scheduled tutorial.
- Drop-In Tutoring is offered on a first come, first served basis.
- Only one Blue Slip per student will be issued each evening after participating in a tutorial for a minimum of 15 minutes.

Online

- Allow time for an eTutor to read and respond to your draft, and for your own revision after you read comments. Papers are often returned in a few hours, with the goal a 24-48 hour turnaround period. But during a few peak times, a draft may not be reviewed for three to five days.
- Contact the Writing Center if you need to verify that you have worked with an eTutor. Blue Slips are no longer available for online tutorials.

Graduate Students

- Graduate students should contact the Writing Center to make arrangement for a tutorial.

Want to become a Writing Tutor?

Students currently working as writing tutors have taken or are currently enrolled in WR 220 Methods of Tutoring Writing, and participate in ongoing professional development following completion of the course.

Student Support and Programs

Career Services Center

Inlow Hall, Room 109

Phone: 541-962-3711

careers-group@eou.edu

www.eou.edu/career/

Eastern Oregon University has evolved the way in can connect students with career development opportunities while they are enrolled at EOU and with careers after they graduate from EOU. The Career Services Department has launched EOU Careers Network (ECN) as our online database to create and complete a profile for potential employers and internship hosts to view your resume, cover letter and skills for their companies and agencies. Students now have one centralized online location to search for career development opportunities and employers now have one location to post openings and internships for EOU's best resource—our students.

Counseling Center

See Page 5 for description of services

Corner of 6th Street and L Ave.

Phone: 541-962-3524

www.eou.edu/counsel/

Scheduling Appointments

Your initial intake will take approximately 20 minutes, and can be done during our drop-in hours: M, W 9:30 – 11:30 AM & T, Th 1:30 – 3:30 PM.

A counselor is usually available during these times. After your initial intake, regular scheduled sessions are arranged between you and your counselor. Special arrangements may be made if these drop-in hours do not fit with your schedule.

Counseling Appointments

We will attempt to see all clients as soon as possible. For us to provide timely services to as many students as possible, we would appreciate you keeping your appointment once it is made, or rescheduling it well in advance. If you miss two consecutive sessions without contacting us, it will be assumed that you wish to stop the process, and your appointment time will be made available to other students. When you decide to discontinue counseling, we encourage you to discuss your plans with your counselor.

For after-hours or weekend emergency situations, you can call one of the following, depending on the kind of assistance you need:

<u>Contact</u>	<u>Telephone Number</u>
Grande Ronde Hospital (medical services)	541-963-8421

Center for Human Development (mental health services)	541-962-8800
Shelter From the Storm (domestic violence/sexual assault services)	541-963-9261
Emergency	911

Financial Aid

Inlow Hall 104

Phone: 541-962-3550

E-mail: fao@eou.edu

www.eou.edu/fao/

Federal Aid Process

Step 1 • APPLY TO EASTERN

Students are required to be officially admitted to Eastern Oregon University to receive Federal Aid.

Step 2 • FILL OUT A FAFSA

In order to receive an award package, students are required to complete the Free Application for Federal Student Aid (FAFSA) from the U.S. Department of Education. Eastern's federal Title IV school code is: 003193. Before completing the **FAFSA**, you will need to apply for a **PIN** (personal identification number). All students are encouraged to file a FAFSA on an annual basis as soon after **October 1st** as possible.

Step 3 • RECEIVE YOUR AWARD

Based on the information from your FAFSA, the Financial Aid office will be able to provide a financial aid award package. This package may include the following: grants, work-study, scholarships, and loans that you are eligible for.

To receive student aid, you must meet certain requirements:

- Be a U.S. Citizen or eligible non-citizen.
- Have a valid Social Security Number (unless you're from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
- Register with Selective Service if you are male and 18 to 25 years of age (go to www.sss.gov for more information).
- Have a high school diploma or a General Education Development (GED) Certificate or pass an exam approved by the U.S. Department of Education.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at a school that participates in the federal student aid programs.
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study).

Step 4 • ACCEPTING YOUR AWARD

If there are any discrepancies regarding your award (selected for verification, C Code, rejected record), the Financial Aid office will notify you either by email or through correspondence. You will need to submit the necessary documents to the Financial Aid office.

A student can view and accept their award(s) on **Webster** (on-line student access). If you are awarded a Federal Stafford Loan and would like to accept it, you will need to complete the *Entrance Counseling* and Master Promissory Note (MPN) at www.studentloans.gov.

Fitness Center/Recreational Activities

Quinn Coliseum

Phone: 541-962-3364

www.eousports.com

Eastern Oregon University is proud to have some of the finest fitness and recreational facilities for a small college. Our fitness center, located in Quinn coliseum, boasts state of the art equipment for strength and cardio training. Whether you are a novice or an experienced athlete you will find a great atmosphere to train in. In addition, we offer outdoor tennis courts, running and walking track, recreational fields, ad a various skill level climbing wall.

*Due to the renovation of Quinn Coliseum, times and activities may be changed throughout the year. Please check with the appropriate office to verify times and locations.

Food Service

Residence Life Office, Hoke Union Building 216

Phone: 541-962-3553

E-mail: reslife@eou.edu

<https://eou.sodexomyway.com/>

Dining service for all residence hall students and those who purchase meal contracts is available in the Mountie Cafe, which serves lunch and dinner seven days a week. Dining service is also available on selected holidays. Serving hours will be posted in the residence halls and in the dining center. Flex dollars that are part of each student's meal plan may be spent at Mac's Grill and Convenience Store. Faculty, staff and guests may also purchase meals at Mountie Café.

Residence hall students can choose from a variety of meal plans to suit your individual needs. Please stop by the Residence Life Office to discuss the options you have to choose from.

Mountie Café features best culinary practices in a retail restaurant-like environment. Presentation cooking, fresh ingredients, world cuisine, fresh grill, traditional home style cuisine, fresh produce market, and health-conscious selections are features of the program.

Off-campus meal contracts are available for all three meal plans plus meal plans designed for commuter students. Contract forms are available in the Residence Life Office. Guests may eat in Mountie Cafe. Meals may be purchased from the checker at the door. Faculty, staff, and students may also purchase declining balance (DB) dollars at volume discounts for purchases at any food service venue.

Mac's Grill

Mac's, on the first floor of Hoke Union Building, features a convenience store, grill items, deli items, specialty coffee drinks, pastries and desserts. Mac's features a coffee house environment, big screen TV, and cyber cafe with on-line computer access.

Catering

Special coffee hours, banquets, picnics, teas, sack lunches and other catering arrangements may be made in advance at the Food Service Office. Space and calendar reservations are confirmed by the Facilities Scheduling Coordinator located in Hoke Union Building, Room 315. EOU Dining Services offers different levels of catering service to meet the needs of the event organizer. The ResLife staff will be able to connect you with Chef Kris, the EOU General Manager for Sodexo (our food service partner) to create a catering menu that fits your needs from "shoestring budget" to upscale events. Start at the ResLife office and staff will put you in contact with the various departments (Room Scheduling, A/V, catering, room set-up, etc.) to assist you in assuring all details are handled.

Health Insurance (for International Students)

Office of Student Affairs

Inlow Hall 113

Phone: 541- 962-3635

E-mail: saffairs@eou.edu

International Student Health Insurance (Mandatory): International students attending Eastern Oregon University are required to have the supplemental student health insurance coverage and are automatically assessed the premium each term. For information regarding benefits and rates, please visit <http://www.eou.edu/sse/health-insurance/>.

Domestic Student Health Insurance (Voluntary): Eastern Oregon University no longer offers a voluntary student health insurance plan. You are welcome to contact the Student Services office for information about alternative sources for health insurance (as provided by our insurance broker: Gallagher Student Health &Risk).

Hoke Union Building

Hoke Union Building (Room 216)

Phone: 541-962-3704

The Hoke Union Building offers three floors of retail, meeting, office, and lounge space centered on service to students. As the “hearthstone” of the University, the Hoke Union offers a comfortable place for students to meet, study, eat, relax, or even take a nap between classes. In addition, the Hoke Union offers students a chance to engage with their friends in a variety of social and recreational events sponsored by student groups. A variety of student groups and ASEOU (student government) has offices located in the Hoke Union. Also look for the Center for Student Involvement and the Student Leadership Zone. The “Zone” is open for students, clubs, or organizations looking for meeting space, computers, or a place to hang out and chat with friends. For students looking for a way to relax, socialize, or get involved, the Hoke Union is the place to be! For assistance, contact Director Center for Student Involvement.

Identification Cards, Student

Ackerman Hall (Room 209)

Phone: 541-962-3111

Effective fall term 2016, IT (Information Technologies) has taken over the EOU student ID process. Pictures are taken and ID's are received in ACK 209

International Student Services

Hoke Union Building (Room 215)

Phone: 541-962-3406

www.eou.edu/intprog/

Immigration counseling is available for international students through the International Student Advisor. This advisor provides assistance with the interpretation of immigration laws and regulations in relation to EOU policies and procedures, helps students get acquainted with EOU and the La Grande Community, find solutions for academic concerns, financial matters, and personal and/or social situations. International Student Orientation and other programs are provided by this office. International students are expected to maintain a working relationship with the International Student Advisor and are required to meet with the International Student Advisor the first week of every term.

Academic advising is provided to all students through assigned faculty advisors within the student's academic discipline. Students are expected to discuss academic concerns with both the International Student Advisor as well as their Academic Advisor.

Multicultural Center

Hoke Union Building, Room 212

Phone: 541-962-3741

E-mail: mccenter@eou.edu

www.eou.edu/mc

The EOU Multicultural Center develops and delivers programs and services designed to support and retain students from traditionally underrepresented populations. The Center also provides opportunities for all students to engage

in multicultural programs/activities which foster cross cultural communication as well as the exchange of diverse perspectives and ideals that encourage critical thinking and empowers students to grow beyond their personal barriers in order to strengthen their understanding of diversity and social responsibility.

Programs and services include:

- Secondary Advising and support services for underrepresented students
- Ethnic and social identity/heritage events
- Diversity Excellence Mentoring Program
- Celebrate, Education and Appreciate Diversity (CEAD) Conference
- Tunnel of Oppression
- SAFE Zone program
- Student Council for Multicultural Affairs
- Multicultural Center Computer lab
- Multicultural Graduation Celebration
- Conversations in Spanish

Stop by our Multicultural Center on second floor of Hoke and learn about the various opportunities available.

National Student Exchange (NSE)

International Student Programs, Hoke Union Building (Room 215)

Phone: 541-962-3406

E-mail: jcamp@eou.edu or international@eou.edu

www.nse.org

Students seeking a chance to explore a different geographical and cultural area may be interested in the National Student Exchange (NSE) program. NSE offers the opportunity to extend personal and academic goals by attending another college or university for up to one academic year. There are more than 140 participating schools in the United States and its territories to include Puerto Rico, the Virgin Islands and Guam. Visit the National Student Exchange Program at www.nse.org.

Native American Program

Hoke Union Building (Room 319)

Phone: 541- 962-3588

www.eou.edu/rnap/

The Native American Program provides resources including a robust Native American Studies minor and Speel-Ya, the Native American Student Council.

Outdoor Adventure Program

Hoke Union Building (Room 118)

Phone: 541- 962-3621

www.eou.edu/outdoor/

The Outdoor Program at Eastern Oregon University began in the fall of 1973 when non-credit backpacking classes were offered and the first outdoor equipment was purchased. The equipment rental program started out with an inventory of four sleeping bags, four pairs of snowshoes, four backpacks, two tents, two stoves, and two climbing ropes. Since 1973 the program has continued to provide opportunities for the EOU community to learn about and explore incredible natural environment surrounding La Grande.

Today the Outdoor Program, located in the Hoke Union Building, oversees seven programmatic areas to fulfill our mission: Rental Shop, Climbing Wall, OUT Courses, Speakers and Events, Clinics and Training, Trips, and our new "East Tracks" freshman orientation program. Taken as a whole our mission is to offer exceptional recreational and educational experiences to foster students' physical, emotional, and mental well-being.

Outdoor Adventure Program activities cater to all skill and experience levels. The programs we offer are open to anyone any time. We encourage individuals to try new activities and support those with more experience to

increase their proficiency and technical prowess. Our goal is to promote wellness, teamwork, leadership, communication, and self-reliance.

Reserve Officer Training Corps (ROTC)

Zabel Hall 118

Phone: 541-962-3587/ 3354/ 3693

www.eou.edu/gold/

The military science minor at Eastern Oregon University provides students an opportunity to participate in unique leader development program. The Reserve Officer Training Corps (ROTC) program and curriculum provides motivated young men and women exciting and valuable instruction in a variety of areas such as decision-making, goal-setting, teambuilding, and small-group leadership. Classroom and outdoor activities are designed to physically, mentally, and emotionally challenge you, build your self-confidence, and develop your leadership skills. If you qualify, you could earn a commission as an Army officer upon graduation.

ROTC is a four-year program that provides on-campus military science instruction in two parts: the Basic Course and the Advanced Course. All classes are fully accredited and applicable towards fulfilling academic requirements for a baccalaureate degree.

Residence Life

Hoke Union Building 216

Phone: 541-962-3553

E-mail: reslife@eou.edu

www.eou.edu/reslife/

EOU Residence Life strives to offer comfortable, clean, safe, and inclusive living environments for students at a reasonable cost. Our residence halls feature a variety of room types as described below.

North and Daugherty Halls are our newest buildings. Opened in 2006, North and Daugherty Halls offer a mix of triple, double and single bedrooms sharing a living room, bathroom, and kitchenette with full-size refrigerator/freezer and microwave. Each suite is furnished and includes high-speed internet, Wi-Fi, and cable access. For residents' convenience, each building also offers a full-size kitchen, media lounge, game room, and laundry facilities.

Alikut Hall offers apartment-style living to returning, transfer students, and those over 21 years of age. Each apartment contains four single bedrooms, a full kitchen, two full baths, and a living room. Each apartment is furnished and includes high-speed internet, Wi-Fi, and cable access. For residents' convenience, the building also offers laundry facilities.

Information about meal plans, answers to billing questions, and other services are offered to residents Monday through Friday, 8am to 5pm.

To view the EOU Live-in Requirement visit <https://www.eou.edu/reslife/eou-live-in-requirement/>

Scholarship Information

Financial Aid, Inlow Hall 104

Phone: 541-962-3550

E-mail: scholarships@eou.edu

All applications & information can be found online at www.eou.edu/fao/scholarships.

- **ASTEIO Scholars Award** – Eligible undergraduates may receive up to \$7,500, annually, for tuition and fees. ASTEIO Scholars must be majoring in biology, chemistry-biochemistry, computer science or mathematics and must be a US Citizen, permanent resident, national, or refugee. The online application opens on October 1st and must be fully submitted by the deadline of February 1st.

- **University Achievement Award** – Students are awarded an initial amount of \$500 and can earn up to \$2,000. This award is renewable up to 12 terms (4-year equivalent). The award increases by \$500 upon satisfactory renewal criteria. Students must be of first-time freshman standing, must be admitted to EOU, have a minimum high school GPA of 2.75, have an SAT math and reading combined score of 800 or an ACT composite score of 17. There is no application as awards are automatically awarded based on eligibility criteria and admission status. This award is separated into two separate awards: the Transfer & Returning Student Success Award and the Continuing Student Success Award. This award cannot be simultaneously awarded with University Scholar, University Scholar Athlete, University Scholarly Need, Transfer & Returning Student Success Award nor the Continuing Student Success Award.
- **University Scholar Award** – Students are eligible for up to \$3,500 and the award is renewable for 12 terms (4-year equivalence). Students must be first-time freshman, be admitted to EOU, and have a minimum high school GPA of 3.0. Amount of awards varies based on GPA and official SAT (reading and math only) or ACT scores and are automatically awarded based on eligibility criteria. Priority consideration is given based on admission application date. This award CANNOT be combined with University Achievement Award, Transfer & Returning Student Success Award, Continuing Student Success Award nor the University Scholar Athlete Award. **University Scholarly-Need Award** – Students are eligible for up to \$1,500 and it is renewable for up to 12 terms (4-year equivalence). Students must be new, incoming freshman. Award amount is based upon GPA and FAFSA need. In order to renew this award, students must maintain a 2.5 GPA and earn 40-credits fall through spring term. Priority admissions application deadline of February 1st and will be awarded until funds are fully allocated. This award CANNOT be awarded with University Achievement nor the Transfer & Returning Student Success Award.
- **University Scholar Athlete Award** – Students are eligible to receive up to \$3,500 and it is renewable for up to 12 terms (4-year equivalence). Students must be new, incoming freshman and began attending during fall term. Students must maintain a 3.0 GPA, earn 45-EOU credits, fall through spring terms, and maintain a current signed contract to play with EOU. Applications can only be acquired by their intended coach, so visitation with your coach is required to ensure complete understanding of eligibility and award criteria. Applications must be received no later than the 1st day of fall term. This award CANNOT be combined with University Achievement, University Scholar, Scholarly-Need, or the Transfer & Returning Student Success Award.
- **EOU 4-County Housing Award** – This award is in the amount of \$500 for housing assistance for 1st year attendance and residence on the EOU campus. Students must be a resident of one of four eligible counties: Union, Wallowa, Baker, or Umatilla. There is no application deadline as the awards are automatically offered with priority consideration given to all students admitted by February 1st.
- **EOU Foundation Scholarships** – Award amounts vary between 70+ different scholarship programs administered through the EOU Foundation. A list of all scholarships offered can be found on the Financial Aid website under scholarships. All EOU students are eligible to apply and must be admitted to EOU. The online application opens on October 1st and must be fully submitted by the deadline of February 1st.
- **Math Educators Scholarship Award (MESA)** – Award amounts vary between \$2,000 and \$4,000 per year for up to 4 years. Students must have a minimum GPA of 3.25 and must be pursuing a career as a math teacher. The application opens October 1st and must be fully submitted by the deadline of February 1st.
- **Diversity Scholarships** – Award amounts vary between \$500 and \$4,000. All EOU students are eligible to apply and must be admitted to EOU. The online application opens on October 1st and must be fully submitted by the deadline of February 1st.
- **Transfer & Returning Student Success Award**
 - Award: Up to \$2,000. This award automatically renews each year after spring term, once eligibility criteria has been reviewed. Award amounts vary based on transfer or returning cumulative GPA and Estimated Family Contribution (EFC) determined by the FAFSA. [Application available, here.](#) Available for up to 9 terms of enrollment, an equivalent of three year academic years.
 - Eligibility: Available to new transfer and returning re-admitted EOU students. Students who receive this award are not eligible for other Institutional Aid (i.e., University Scholar, University Scholarly-Need, University Achievement, and Continuing Student Success Award). Award is available summer, fall, winter, and spring terms.
 - This award is available for Undergraduate coursework only.
 - Deadline: Application is due prior to the first day of the first term at EOU, or back to EOU.

- Continuing Student Success Award
 - Award: Up to \$2,000. This award automatically renews each year after spring term, once eligibility criteria has been reviewed. Available for up to 9 terms of enrollment, an equivalent of three academic years. Award amounts vary based upon cumulative GPA and Estimated Family Contribution (EFC) as determined by the FAFSA.
 - Eligibility: Available to continuing EOU students that are not receiving other institutional aid, such as University Scholar, University Scholarly-Need, University Achievement, and Transfer and Returning Student Success Award. Award is available to disburse fall, winter, and spring terms.
 - This award is available for Undergraduate coursework only.
 - Deadline: Students are eligible to apply beginning July 1st
 - This award will be distributed until funds run out.
- **International Scholarships** – These scholarships are available to current International students enrolled at EOU. For Scholarship applications and specific scholarship criteria, please visit the International Programs website.
- **Academic Department Scholarships** – Please contact your academic department directly or your academic advisor for information on other department-specific scholarship opportunities.

Student Accounts (Cashier)

Inlow Hall 101

Phone: 541-962-3590

E-mail: cashier@eou.edu

www.eou.edu/staccts/

When and How To Make Payments

Payment or payment arrangements of tuition and fees is required within the first fourteen days of each term. A \$100 Late Payment Penalty will be assessed to students who have not made the minimum required payment or payment arrangements within the first fourteen calendar days. Payments and payment arrangements can be made at the Student Accounts Office. If you were awarded financial aid, you may be eligible for a Book Voucher. Check with the Student Accounts Office to find out if you qualify. Once a student has paid all of their current and past term charges, any remaining financial aid will be disbursed to the student. You may pick up your refund at the Student Accounts Office. Students who are registered for six or more credits at EOU may choose E-Disbursement (direct deposit) or Auto Refund in Webster to have their refund mailed to them within 48 hours. Otherwise, all excess financial aid will be refunded by mail within 14 days.

The student account and any financial information tied to it belong to the student and are ultimately the student's responsibility, even if another party is paying. Therefore, the student can choose to allow another person or persons to have access to their account information by signing an Authorization to Release Information form. The form can be found on the Student Accounts Website at www.eou.edu/staccts/forms/.

Financial Aid Release Dates ([see the Academic Calendar](#)) <https://www.eou.edu/registrar/calendar/>

Tuition and Fee Due Dates ([see the Academic Calendar](#)) <https://www.eou.edu/registrar/calendar/>

Current Cost Estimates

Undergraduate tuition and fee charges are based on **15 credit hours** per term. Graduate tuition and fee charges are based upon 12 credit hours per term. Graduate tuition and fees may vary by program and individual expenses vary. Current cost of attendance estimate can be found at www.eou.edu/fao/apply/.

Student Employment (On Campus and Off Campus)

Career Center

Inlow Hall 109

Phone: 541-962-3090

www.eou.edu/career/

EOU Payroll

Inlow Hall 205

Phone: 541- 962-3286

www.eou.edu/hr/

Financial Aid

Inlow Hall 104

Phone: 541-962-3550

www.eou.edu/fao

Opportunities for part-time college work-study* and non- work-study employment on the EOU campus are listed at www.eou.edu/career/. It is recommended that students take the initiative to visit on-campus employers in areas of interest. **To be eligible to work, students must have regular student status and be enrolled in a minimum 6**

undergraduate credit hours or a minimum of 9 graduate credit hours per term. Part-time students must obtain permission to work from the Payroll Manager.

** Work-study is a financial aid award. Students apply for work-study in January-March as part of their federal financial aid application.*

To obtain on-campus employment, the following easy steps are necessary:

1. Review the job listings at www.eou.edu/career/
2. Contact employers and secure a position.
3. Go to the Payroll Office, Inlow 205, and complete required paperwork. **Bring identification including a social security card, and one other picture ID;** for example, a valid driver's license; a current passport; etc. If you have previously held a job on campus contact Payroll to verify you are still active in the system, with current W4 status and current address on file.
4. Report for work.
5. Adhere to departmental guidelines for completing and submitting timesheets.

Special Information:

1. There will be more job openings during the first three weeks of fall term than any other time of the year and most campus jobs are filled within this period.
2. When utilizing work study funding, students working at EOU, or working off-campus, are limited to up to 29 hours a week when classes are in regular session and during breaks and summer session. Exceptions may be made in certain circumstances with approval from the student employee's supervisor and the Director of Human Resources.
3. Information about local off-campus employment may be obtained at www.eou.edu/career/.
4. To review the [Student Employee Policy](https://www.eou.edu/policy/pandp/), visit: <https://www.eou.edu/policy/pandp/>

Student Health Center

6th & L Avenues (Badgley Hall West parking lot)

Phone: 541-962-3524

www.eou.edu/health/

The Student Health Center's mission is to support academic pursuits by fostering physical and psychological wellness and by promoting healthy lifestyles among EOU students. We are here to help you remain healthy so you can achieve your educational goals.

EOU Student Health Center is staffed by nurse practitioners, certified nursing assistants and support staff who are employed by Oregon Health Science University (OHSU). In partnership with EOU they provide a comprehensive set of health care services. The clinic's hours are Monday through Friday from 8:30 am to 5:00 pm Monday-Thursday, and is open Fridays, 8:30 a.m. to 12:30 p.m. The clinic is closed for lunch Monday- Thursday 12:00-1:00 p.m., and also on weekends and EOU vacations and holidays. Appointments may be made by calling (541) 962-3524

All students taking 6 or more credits, with at least 1 on-campus credit are assessed the mandatory student health fee. There is no charge for injury or illness-related visits at the Student Health Center. The student health fee, however, does not cover medications, physicals, certain labs or diagnostic tests and procedures. If determined these services are necessary, they can be paid for at the time of service.

Care at Student Health Center is private and confidential. That means we cannot share your medical information or even the fact you have a medical appointment with your roommate, professors or even your family. Except in some instances as required by law or for continuity of care, you will need to sign a consent form for us to share your medical information with other entities.

An important issue when arriving on campus is your measles, mumps and rubella vaccination (MMR) history. Every newly admitted student at EOU who was born on or after January 1, 1957 must provide the school with evidence of having received two doses of measles vaccine. If month and year of first dose are not available, documentation of the second dose on or after December 1989 must be provided.

We look forward to being a part of your EOU experience. Please feel free to stop by the Student Health Center, located on the corner of 6th and 'L' Ave on the EOU campus for any health related question or concerns. You may also call us at 541-962-3524 for questions or to make an appointment.

Student Involvement, Center for

Hoke Union Building 204

Phone: 541-962-3704

Fax: 541-962-3706

E-mail: center@eou.edu

www.eou.edu/center/

The Center for Student Involvement (CSI) develops and manages a comprehensive, campus involvement program. CSI is dedicated to providing and/or promoting social, cultural, intellectual, recreational, entertaining, and co-curricular programs/activities that encourage learning through involvement. The Center for Student Involvement is committed to providing students with opportunities that complement the academic experience through co-curricular programming, student staff appointments and administrative support. We also provide administrative support to over 50 clubs, organizations and fee funded units.

Veterans Assistance

Coordinator: (by apt)

Phone: 541-289-2842

www.eou.edu/veterans/

Certifying Official: Inlow Hall 105C

Phone: 541-962-3504

Fax: 541-962-3799

Military/Veteran Coordinator

To assure you have the answers to your general questions, please contact our Military/Veteran Coordinator in the Advising Center. Kerry Thompson will be able to assist you by phone: 541-289-2842 or 1-888-442-4551 or by email: kjthompson@eou.edu.

Veterans Certifying Official

The Veterans Certifying Official is located in the Registrar's Office and processes your VA Educational Benefit Certifications.

The Veterans' Administration education toll-free number is 1-888-442-4551. This toll-free number will connect you with the Muskogee, OK regional office which can assist you with any questions or concerns you may have regarding benefits. When calling this number you will be connected to a recording, press 1 (you will reach another recording), then press 0 and you will be connected with a representative who will further assist you.

To use the Interactive Voice Response (IVR) system to certify your enrollment, call 877-823-2378 or visit the website at <https://www.gibill.va.gov/wave/index.do> and log into the WAVE (Web Automated Verification of Enrollment) system.

Week of Welcome (WOW) Program

Loso Hall 234 (Coordinator is located in the Learning Center)

Phone: 541-962-3281

E-mail: wow@eou.edu

www.eou.edu/wow/

Week of Welcome (WOW) is a week of events designed to transition new students to college life at EOU! Please check out the Week of Welcome website for a copy of the schedule, move in day information and important updates. Information sessions are offered to all new students – whether you're traditional aged, non-traditional aged, transferring, or a Veteran. WOW is a great opportunity to get connected with the EOU community and start making lasting memories as a Mountaineer!

Student Organizations

ASEOU - Student Government

Hoke Union Building, Room 206

Phone: 541-962-3387

E-mail: aseou@eou.edu

<http://www.eou.edu/csi/aseou>

Mission: The Associated Students of Eastern Oregon University, ASEOU, strives to represent the interest, welfare, and will of the student body. ASEOU supports the teamwork, diversity, and excellence of our peers while seeking solutions to their issues. As leaders, we take pride in the advancement of the educational, social, and cultural experience of each individual to create a student centered University.

Copies of the current ASEOU Constitution (ratified 17-MAY-2011) may be obtained through the Student Government Office and online via: www.eou.edu/csi/aseou

Student Fee Committee

The Student Fee Committee (SFC) is a function of ASEOU (student government) and is responsible for allocating incidental fees to campus units that provide specific programs or services to students. The SFC conducts open-hearings to determine funding eligibility and review budget requests as well as budget investigations and audits. All hearings and work sessions are open to the public. The Student Fee Committee consists of:

- ASEOU Director of Financial Affairs
- ASEOU President
- Three ASEOU Senators
- Three Students At-Large
- Two Non-Voting Consultants

For more information regarding SFC please visit <http://www.eou.edu/csi/aseou>

Revised: Sept. 20, 2016

Athletic Programs

Quinn 131 & 133

Phone: 541-962-3499

www.eousports.com

Intercollegiate Athletics

Athletics are an integrated part of campus life at Eastern Oregon University. Over 25 percent of our student body is involved in Mountaineer athletics either as players, student assistant coaches, or managers.

Eastern's larger governing body is the National Association of Intercollegiate Athletics (NAIA). Eastern is a member of the [Cascade Collegiate Conference](#) which includes, as full members; College of Idaho, Evergreen State College, Northwest University, Oregon Institute of Technology, Southern Oregon University, Warner Pacific College, Corban College, Northwest Christian University, Multnomah University and Walla Walla University. Cascade Conference associate members in the sports of Softball and Soccer include; The University of BC (softball), Carroll College (softball, m/w soccer), The University of Great Falls (softball, m/w soccer) and Rocky Mountain College (m/w soccer). The Mountaineers are members of the Frontier Conference for Football, to include; Montana Tech, Carroll College, Rocky Mountain College, MSU-Northern, University of Great Falls, UM-Western, Southern Oregon University, and College of Idaho.

Eastern offers a variety of varsity sports for both men and women. The women compete in basketball, volleyball, soccer, softball, cross-country, wrestling and track and field. The men field squads in football, basketball, soccer, wrestling, cross country, and track and field. Students interested in participation may contact the athletic offices or fill out a recruiting form on the athletic web page www.eousports.com.

Athletic Sponsored Activities

Eastern also sponsors cheer and dance. Eastern Oregon University's Cheer and Dance Spirit team is a progressive program ranging from beginning to advanced dancers. The team will perform at various athletic events as well as provide spirit for EOU athletics.

- Support EOU Athletics
- Jazz, Hip-Hop and Character Routines
- Attend USA Dance Camp
- Scholarship Opportunities
- Perform in Parades and Other Community Events

Intramurals

All students are encouraged to take part in the intramural and recreational programs at EOU. Each term various activities are scheduled for the competitive and non-competitive students. Most activities take place in Quinn Coliseum's recreation gym or main gym. For more information visit www.eousports.com

Club Sports

Students who may be interested in participating in programs not offered, as intercollegiate programs should contact the Center for Student Involvement for possible options and funding.

For more information, please visit www.eousports.com

Cheer and Dance Spirit Team

Eastern Oregon University's Cheer and Dance Spirit team is a progressive program ranging from beginning to advanced dancers. The team will perform at various athletic events as well as provide spirit for EOU athletics.

- Support EOU Athletics
- Jazz, Hip-Hop and Character Routines
- Attend USA Dance Camp
- Scholarship Opportunities
- Perform in Parades and Other Community Events

Anyone interested in learning more visit www.eousports.com.

[Revised February 2016]

Clubs and Organizations

Hoke Union Building 216

Phone: 541-962-3704

E-mail: center@eou.edu

www.eou.edu/center/

The [Center for Student Involvement](#) (CSI) develops and manages a comprehensive, campus involvement program. CSI is dedicated to providing and/or promoting social, cultural, intellectual, recreational, entertaining, and co-curricular programs/activities that encourage learning through involvement. The Center for Student Involvement is committed to providing students with opportunities that complement the academic experience through co-curricular programming, student staff appointments and administrative support. We provide administrative support to over 50 clubs, organizations and fee funded units.

Eastern Student Entertainment

Hoke Union Building 207

Phone: 541-962-3625

Eastern Student Entertainment (ESE) is a student funded and managed program, which works in affiliation with the Center for Student Involvement and collaborates with other student groups to provide the campus with a variety of events throughout the year. ESE develops a programmatic mix through a variety of student-managed committees and hosts major programs including special events such as Hoke Late Night, Homecoming, Casino Night, Spring Fling, comedians, concerts, dances, films, and live arts.

ESE offers student volunteers the opportunity to meet dynamic people, organize special events, and gain valuable experience.

KEOL – 91.7 FM

Hoke Union Building (Rooms 327/329)

Phone: 541-962-3698

E-mail: KEOL@eou.edu - Nick Creson, Station Manager 2015-16

www.eou.edu/keol/

KEOL is a student managed and operated radio station that is funded by student fees and offers a "free-form" programming format. Any student, faculty, or staff member may become a D.J. for KEOL by contacting management and completing a training program. KEOL broadcasts a wide variety of music styles and programs based on the individual D.J.'s interests.

The paid student position is: Station Manager

The Voice

Hoke Union Building 329

Phone: 541-962-3386

E-mail: thevoice@eou.edu

www.eou.edu/thevoice/

The Voice is a bi-monthly newspaper published by EOU students and is a forum for creating awareness regarding issues and events on campus and in the community. The Voice regularly covers campus and local news, arts and entertainment, and Mountaineer sports. Staff members gain journalistic experience in the areas of interviewing, beat reporting, news and feature writing, editing, desktop publishing, advertising, and photography. Staff writers and photographers may apply for upper division practicum credit.

Paid student positions include:

- ◆ Editor in Chief
- ◆ Production Editor
- ◆ News & Sports Editor
- ◆ Web Editor

Campus Citizenship: Academic

Academic Honesty Code

Student Pledge of Academic Integrity

Eastern Oregon University's Honor Code is based on personal integrity, which is presumed to be a sufficient assurance that in academic matters, one's work is original and performed honestly. The policies and procedures of the Honor Code apply to all full and part-time students. A component vital to the Honor Code is the inclusion of the Honor Pledge.

"I will neither give nor receive unauthorized aid on any academic work nor will I represent the work or ideas of another as my own."

(Kansas State, 2003)

Provisions

All members of the Eastern Oregon University academic community are responsible for compliance with its Academic Honesty Code and the EOU Student Code of Conduct. Provisions of the Academic Honesty Code are:

1. Each student must follow the academic honesty code and abide by the pledge.
2. The faculty member is responsible for defining limits for collaborative learning activities for each course.
3. The faculty member will make clear the format, for example by including it in the syllabus, for properly citing sources of information not original by the student.
4. Students are encouraged to seek clarification and discuss academic honesty with instructors.
5. Students are encouraged to report suspected violations to the appropriate faculty member of a course.

Please Note: Explicit approval by all instructors involved is required if the same work is to be submitted in more than one course, even if it is the same course in a different term.

Definitions

Violations of the Academic Honesty Code include but are not limited to the following acts:

- Cheating: Dishonest use or attempted dishonest and/or unauthorized use of materials or information.
- Unauthorized Collaboration: Representing as independent work that which was produced with the help of classmates or others, in instances where the assignment was **explicitly to be completed individually**.
- Fabrication: Falsification or invention of information.
- Facilitation: Helping another person or persons engage in academic dishonesty.
- Plagiarism: Representing the ideas, words, or work of another as one's own.
- Tampering: Altering or interfering with evaluation processes, or destruction of the intellectual property of another member of the university community.

(Oregon State, n.d.)

Procedures

a) Reporting:

The faculty member is required to file a [Report of Suspected Academic Dishonesty](#) (following form instructions; NOTE: requires accessing via EOU Email Account) to the Student Conduct Program Administrator about any student who allegedly violates the Academic Honesty Code. Prior to taking any actions or sanctions allowed under the provisions of the Academic Honesty Code, the faculty member must discuss the suspected code violation with the student. The instructor may elect to permit the student to resubmit the assignment, give a grade of zero for the assignment and/or request a student hearing. The instructor may also assign a grade of "F" for the course after discussion with the respective College Dean or his/her designee.

b) Conduct Hearings and possible Sanctions:

Conduct hearings related to Academic Dishonesty must include at least 1 teaching faculty member from the Academic Standards Committee when heard by a hearings officer and, at minimum, two (2) teaching faculty if heard by the Student Hearings Committee. Hearing proceedings utilized through the Student Conduct Program shall be adhered to.

Students may appeal the course grade by following the EOU Grievance Procedures found in the online student handbook at <https://www.eou.edu/student-affairs/student-handbook/>. An appeal related to academic dishonesty must be reviewed/heard by both the respective College Dean and the Vice President for Student Affairs and follow the appeal procedures identified in the Student Code of Conduct.

More than one violation of the Academic Honesty Code, reported in regard to one student, may result in both academic and behavioral penalties including possible suspension or expulsion from the University. Hearing procedures may be implemented upon the first report of suspected academic dishonesty.

c) **Conduct Record Retention:**

Reports of Suspected Academic Dishonesty shall remain on record by the Student Conduct Program Administrator as outlined in the Oregon University System retention guidelines.

d) **Proctoring of Exams:**

In order to provide unbiased supervision, proctors must be individuals who do not have a direct interest in the success of the student, but a neutral individual who understands the nature of proctoring and be able to proctor during the required time as stipulated by the professor. With instructor's approval, exceptions may include, but are not limited to, student leaders/athletes that are at events out of town/state at the time of the exam. The proctor must be present during the entire test/exam. A Student that is on campus, and taking online courses, may be required to take proctored examinations at the Testing Center if specified in a course syllabus.

Reference List

Oregon State University. (n.d.). *Academic Success: Academic Dishonesty*. Retrieved April 4, 2005, from <http://success.oregonstate.edu/study/honesty.cfm> Kansas State University. (June, 2003).

K-State Undergraduate Catalog 2002-2004. Retrieved April 4, 2005, from: <http://courses.k-state.edu/catalog/undergraduate/2002-2004/regulations/honor.html>

Academic Standing

Eastern Oregon University expects students to maintain satisfactory academic progress toward degree completion. At the conclusion of each term, grade point averages are calculated and academic standings determined for students seeking a baccalaureate degree. All GPA references, including cumulative GPA's are, unless otherwise noted, based only on EOU coursework. In the case of ambiguity in the rules following, the Academic Standards Committee (ASC) should determine in favor of the student.

- Information regarding [Academic Standing](#)
- [Academic Standards Committee](#)

Access to Student Records Policy

The [Family Educational Rights to Privacy Act](#) of 1974 (FERPA), as amended, was designed to protect the privacy of educational records, to establish the right to inspect and review academic records, and to provide guidelines for the correction of inaccurate or misleading data within academic records.

Those wishing to review academic records at Eastern Oregon University should make an appointment with the EOU Registrar's Office. Records must be reviewed in the Office with a Registrar's representative present, and cannot be reviewed without prior appointment.

Eastern Oregon University may release without prior consent certain "directory" information. This information may be disclosed to the public unless the student requests that such information not be released. Such a request requires a written, signed notification to the Registrar's Office for each term of attendance. Additionally, any information obtained as a part of the student's application materials may be used by EOU officials for legitimate educational purposes.

The following is considered directory information:

1. Name
2. *Municipality (city, state), telephone number and EOU email address

3. Dates of attendance and current class standing
4. Major field(s) of study
5. Degrees, honors, and awards received, including dates
6. Participation in officially recognized activities
7. Height and weight of students representing EOU Athletics

Except for directory information, no personally identifiable information is disclosed to agencies outside EOU without the written permission of the student. Records are made available for university system professional use, on a need-to-know basis to officials of other institutions in which students may seek to enroll, in response to certain subpoenas and judicial orders, and in the event of an emergency in which such information might affect the health and safety of the student and/or others.

The security of all student records is the responsibility of the Registrar. Exceptions include: student activity, student health and student conduct records maintained by the Director of Student Relations. Questions or requests should be directed to the Registrar's Office, Inlow Hall 105.

*mailing address may be used for institutional business and may include third party entities in order to fulfill University program needs.

OAR 579-045-0005

Student Records Procedures

(1) Student records are maintained for the purpose of preserving a permanent record of the academic achievement and progress of the student at Eastern Oregon University (EOU). For a limited period, other information pertaining to the student's attendance and academic progress is also maintained.

(2) Only such records as are demonstrably and substantially relevant to the educational and related purposes of EOU are generated or maintained.

(3) The official academic student records are located in the Registrar's Office and are under the supervision of the Registrar.

(4) There are three categories of official student records maintained:

- (a) Records of Academic Achievement include those personal biographic and academic items relating to admission, transcripts, enrollment, courses taken, credits earned, GPA, and degree(s) received. The academic records are kept permanently;
- (b) Health Records include the physical examination record and outpatient records of student visits to the Student Health Service. These records are confidential and are only made available to any other professional/institution by written student request (forms available in the Student Health Service). Such records are kept indefinitely -- Or as specified by the State Archivist;
- (c) Personal Records include information kept by the institution concerning the student and furnished by the student or by others on his or her behalf at the institution's request. Application for admission and supporting documents, various correspondence, as well as other information about the individual may also be included. Personal records are retained in accordance with institutional needs or as specified by the state records retention schedules.

(5) Information contained in the student records is deemed confidential and access is restricted to the student and, upon approval of the Registrar, to the faculty and administrative officers of the institution in performance of their assigned responsibilities. The records may not be released to any other person or agency except if authorized in writing by the student or upon receipt of the subpoena or other court order. These restrictions do not apply to records more than 25 years old.

(6) Certain public information may be released from the student records without the student's consent. Such unrestricted access applies to the following:

- (a) Directory Information – Name; *municipality (city, state); telephone number and EOU email address; dates of attendance and current class standing; major field(s) of study, degrees, honors, and awards received, including dates; participation in officially recognized activities; and height and weight of students representing EOU Athletics. Each student may request in writing, that the above information will not be released to parents or anyone else requesting the information, except in cases of proven emergency. Students who want the above information withheld from public release must submit a written, signed notification to the Registrar's Office for each term of attendance. The Dean of Enrollment Services or

other university official may release otherwise restricted directory information if an emergency occurs wherein contact with the student is imperative;

(b) Objective evidence of a student's academic achievement, limited to degree(s) earned.

(7) Student records kept by divisions are considered to be unofficial. They are confidential and are available to institutional personnel in order to fulfill their official and professional responsibilities.

(8) Regulations and recommendations governing the maintenance and use of the student records are set forth by the Oregon State Board of Higher Education and may be referred to in [Administrative Rules](#), Section 34.000 on file in the Records Office. ORS 351.065 also concerns student records.

(9) The Registrar shall draft the necessary regulations and rules to enforce the policy as herein described. These regulations shall be processed by administrative approval prior to posting.

*mailing address may be used for institutional business and may include third party entities in order to fulfill University program needs.

Class Attendance Policy

Students are expected to be on time and be in attendance for all class and laboratory sessions for each of their courses. It is assumed that academic gains are reduced by missing class meetings; and a student's final grade in a course may reflect attendance.

Classroom Decorum

Eastern Oregon University expects classroom decorum to be maintained. Minimum elements of appropriate classroom decorum include: punctuality, courtesy, civility, purposefulness, and integrity.

Such rules established by individual faculty will be clearly and explicitly communicated to students in the course using such means as the course syllabus. If you have concerns about a student's behavior, please consult the **Student Code of Conduct**.

Students with concerns about a faculty member's actions are encouraged to contact the Dean of the College in which the faculty member is located.

Computing Acceptable Use Policy

For Computing Resources and Associated Infrastructure see EOU's [Information Technology](#) website.

Copyright/File Sharing Penalties and Sanctions

For copyright and file sharing penalties and sanctions see EOU's [Information Technology](#) website.

Copyrights – Movies and Music

For copyright and file sharing penalties and sanctions see EOU's [Information Technology](#) website.

Tenth Week/Finals Week Policy

Exceptions to this policy may be requested from School Deans, who will forward recommendations to the Provost for review.

Tenth Week (Monday through Sunday of the week preceding final examinations for Fall, Winter and Spring Terms)

1. No examination worth 20 percent or more of the final grade will be given, with the exception of make-up examinations.
2. No final examinations will be given under any guise with the exception of exercises that require more than a two-hour block of time.
3. No papers or projects will be due, unless they have been clearly specified on the syllabus, within the first week of the term.
4. No institutionally-sponsored events will be scheduled, unless they have been clearly specified or scheduled on a course syllabus or events calendar within the first week of the term.

Finals Week (Monday through Friday, the last week of Fall, Winter and Spring Terms)

1. Take-home final examinations and projects will be due no earlier than the day of the formally assigned final examination for the class in question.
2. Proctored final exams will be given no earlier than the day of the formally assigned final examination for the class in question.
3. No institutionally-sponsored non-academic events will be scheduled beginning Monday of finals week through the last day of finals.
4. The time set aside for a final examination will be used for course purposes.

Withholding of Transcripts or Permission to Register for Classes

There are several reasons why the Registrar's Office may be required to withhold transcripts or refuse permission to register for a new quarter:

Financial

Transcripts are withheld and registration is denied until payment or satisfactory arrangement for payment of obligation to the university is made. Obligations of all types are included in this category, i.e., room and board, library, key returns, physical education fees, lab breakage, parking fines, loans, etc.

Admission

Transcripts are withheld and registration for a new quarter may be denied if you have not completed the admission process.

Health Service Requirements

Registration for a new quarter may be denied if Health Service deficiencies have not been cleared, for instance, Immunization Hold.

Failure to Comply with Regulations

Under unusual circumstances, the President's Office may deny registration to a student in order to force compliance with administrative regulations or directives (e.g. failure to return materials or equipment, etc.).

Academic Warning

Students receiving subsequent Academic Warnings (two or more terms below a 2.000) must meet with their assigned Academic Advisors for review of scheduled courses prior to registering, paying fees, and adding/dropping courses.

Academic Probation

Students placed on Academic Probation at the end of any academic term will not be allowed to register, pay fees, and add/drop courses for the subsequent term until the student complies with the directions of the probation notification letter. Among other things, the intervention may require a meeting with the student's adviser.

Academic Suspension

A student who has been suspended for academic reasons will not be allowed to register, pay fees, and add/drop courses for the subsequent term without prior approval of the Academic Standards Committee.

Campus Citizenship: Behavior

579-040-0005

Student Code of Conduct

Eastern Oregon University (EOU) is dedicated to a campus culture that upholds the highest standards of individual, interpersonal and academic excellence. The college experience involves a fusion of the learning process with the development of positive attitudes and standards of behavior. In keeping with EOU's values, any sanctions imposed are for the purposes of reaffirming the standards of the University community, educating students and student organizations about the seriousness of their action(s), promoting civility and positive growth, while maintaining the safety and integrity of the University community.

The Student Code of Conduct applies to all on and off campus students. This Code applies to individual students and student organizations. In addition to growing intellectually and academically, students and student organizations are expected to uphold appropriate standards of behavior, form attitudes of scholarship, take personal responsibility, and respect the rights and privileges of others.

EOU prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

Conduct occurs in the context of a community of scholars dedicated to personal and academic excellence. Joining this community obligates each member to observe the principles of:

- (a) Exemplifying personal and academic integrity;
- (b) Respecting the dignity, rights and property of all persons;
- (c) Opposing bigotry and prejudice by striving to be open to differences, ideas, and opinions, and encouraging community support of these differences;
- (d) Demonstrating concern for others, their safety and need for conditions that support their work and development; and
- (e) Refraining from and discouraging behaviors that threaten the freedom and respect every individual deserves.

Definitions:

1. The term "University" means Eastern Oregon University.
2. For the purposes of the Student Code of Conduct, the term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance for admission are also considered "students."
3. The term "faculty" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Senior Hearings Officer.

6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of owned, used, or controlled by the University.
7. The term "organization" means any number of persons who have complied with the formal requirements for University recognition or registration.
8. The term "Campus Hearings Officer" means any person or persons authorized by the Senior Hearings Officer to determine whether a student has violated the Student Code of Conduct and to implement sanctions when a violation is determined to have been committed.
9. The term "Senior Hearings Officer" is that person designated by the University President to be responsible for the administration of the Student Code of Conduct.
10. The term "Student Conduct Program Administrator" means a University official authorized by the Senior Hearings Officer to insure procedural fairness for all accused students, is responsible for scheduling conduct hearings and/or establishing records.
11. The term "Student Conduct Coordinator" means a University official authorized by the Senior Hearings Officer to insure administration of the conduct program within an identified area, to insure procedural fairness for accused students in the identified area, responsible for scheduling conduct hearings and/or establishing and managing records.
12. The term "Student Hearings Committee" means a specially trained committee of faculty, staff, and students authorized by the Senior Hearings Officer to determine whether a student has violated the Student Code of Conduct and to recommend sanctions when a violation is determined to have been committed.
13. The term "policy" means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, Room and Dining Contract, the University website, Information Technology Acceptable Use Policy, and Undergraduate/Graduate Catalogs.
14. The terms related to academic honesty including "cheating, fabrication, facilitation, plagiarism or tampering" are defined in the Academic Honesty Code.
15. The term "Complainant" refers to any member of the University community who submits a complaint alleging that a student has violated the Student Code of Conduct.
16. The term "Respondent" means any student accused of violating the Student Code of Conduct.
17. The term "Findings of Fact" means that the facts of the case are those events, circumstances, incidents, or actions that are found to be true based upon the evidence.
18. The term "Good Standing" means a student is in good disciplinary standing when there are no pending, outstanding, or ongoing sanctions and/or the student is not on probationary or suspended status with the institution.
19. The term "Advisor" refers to someone selected to serve as an advisor. Students may consult with their advisor during the hearing process in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student, question witnesses, present information or argue on behalf of the student.
20. The term "Proceeding" means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
21. The term "Result" means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. The results must include the rationale for the result and the sanctions.

Prohibited Conduct

The following are offenses subject to disciplinary action: The Code of Conduct should be read broadly. It does not define all prohibited conduct in exhaustive terms. The University may initiate disciplinary action and impose sanctions against any student or officially recognized student organization/club which commits any of the following acts proscribed by the State Board of Higher Education and the University:

1. Disruption, Obstruction, and/or Interference
 - a. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities, including the institution's public service functions or other authorized activities.
 - b. Obstruction or disruption that interferes with the freedom of movement, either pedestrian or vehicular.
 - c. Inciting others to engage in any of the conduct or to perform any of the acts prohibited by this or other University policy. Inciting means advocacy or proscribed conduct which calls upon the person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the institution, including the safety of its students, faculty, and officials, and the protection of its property.
2. Weapons and Destructive, Chemical and/or Incendiary Devices
 - a. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities, unless otherwise authorized by law or policy.
3. Harassment, Discrimination, or other Abusive Behavior
 - a. Physical or written/verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct directed at a specific person, which threatens the health and safety of any person or seriously alarms or intimidates another person is prohibited.
 - b. Written abuse, intimidation, or harassment through the use of Internet peer-networking sites, weblogs, or other online media which is open to the public is prohibited.
 - c. Remarks, actions, or gestures which have the purpose or effect of creating an intimidating, hostile, and/or offensive working, campus living, and/or academic experience due to race, color, sex, religion, age, marital status, national origin, gender identity or expression, the presence of any physical or sensory disability, veteran status, sexual orientation or any other basis protected by applicable local, state or federal law is prohibited.
4. Failure to Comply
 - a. Failure to comply with directives of University officials, acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
 - b. Failure to comply with the conditions of the EOU Room and Dining Contract is prohibited.
5. Vandalism or Unauthorized Use of Property
 - a. Vandalism, malicious damage or misuse of institutional property, or the property of any other person where such property is located on institutionally-owned or -controlled property, or, regardless of location, is owned by or in the care, custody, or control of the University or a member of the University Community.
 - b. Unauthorized entry to or use of institutional facilities, including the buildings and grounds.
6. Controlled Substances
 - a. Possession or consumption of alcohol beverages by persons under 21 years of age, or furnishing of alcoholic beverages to persons under 21 years is prohibited. Possession or use of alcohol in any campus location or University sponsored or supervised activity, without University approval is prohibited regardless of age. Regulations concerning use of alcoholic beverages by students in University housing units and by recognized student organizations on or off campus are detailed in the Eastern Oregon University Student Drug and Alcohol Policy, the Room and Dining Contract and the Tailgating Policy.
 - b. Use of tobacco products in unauthorized locations on campus in violation of state law, University, or public health regulations.
 - c. Use, under the influence, possession, cultivation, manufacture, promotion, sale, and/or distribution of narcotics or other controlled substances, except as otherwise authorized by law or policy, is prohibited.
 - d. Use and/or possession of prescription drugs of another is prohibited.
7. Academic Misconduct

Academic Misconduct involves behaviors such as cheating, fabrication, facilitation, plagiarism or tampering in connection with an educational program of the institution.

8. Deliberate Acts of Dishonesty

- a. In general, acts of dishonesty are prohibited. Such acts may include, but are not limited to forging, altering, misusing, or mutilating University documents, records, identification, educational materials, or other University property.
- b. Intentionally furnishing false information, including false identification.

9. Sexual Misconduct

- a. Sexual Misconduct is defined as any sexual contact or sexual behavior that is non-consensual and/or inflicted upon someone who is incapacitated, and/or forced, and is prohibited. Additionally, Sexual Exploitation, and Sexual Harassment are prohibited. Definitions, are as follows:
 - i. Sexual Contact means the touching of the genitalia, anus, buttocks, breasts or mouth, as well as, any contact for the purpose of sexual gratification.
 - ii. Sexual Behavior means any action, short of sexual contact, done for purposes of sexual gratification, and may include but is not limited to voyeurism, exposing, masturbation, frottage, and audio/video recording.
 - iii. Non-consensual means the absence of shared sexual permission. Shared sexual permission is clear, voluntary, non-coerced and clearly indicates a willingness to participate in sexual contact/behavior, whether through affirmative verbal responses or non-verbal communication unmistakable in meaning and given by an adult (age 18 or older). Shared sexual permission to one form of sexual contact/behavior does not operate as permission to any other form of sexual contact/behavior.
 - iv. Incapacitation is a mental or physical condition that renders a person unable to grant consent. Incapacitation may be a state or condition resulting from the use of alcohol or other drugs, or lack of sleep, sleep, and unconsciousness. Incapacitation may also be the result of a cognitive impairment, such as a developmental disability, brain injury, or mental illness.
 - v. Force includes but is not limited to physical force, violence, abuse, threat of force (direct or implied), intimidation, extortion, harassment, coercion, fraud, duress or verbal pressure.
 - vi. Sexual Exploitation occurs when a person takes non-consensual, unjust or abusive advantage of another in a sexual or intimate context, for his/her own advantage or benefit, or to benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual misconduct. Sexual exploitation includes permitting or facilitating non-consensual viewing, taking of photographs, videotaping, or audio taping of sexual or intimate activity, knowingly inflicting another person with HIV or other sexually transmitted infection, inducing incapacitation of another person with the intent to facilitate sexual misconduct against that person, and/or compelling prostitution.
 - vii. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:
 - a. Submission to such conduct is made a term or condition of employment or academic advancement (explicitly or implicitly).
 - b. Submission or rejection to such conduct is used as a basis for employment or academic advancement decisions, or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or learning environment; or creating an intimidating, hostile or offensive work, academic, residential living, or any University-related environment.
 - viii. EOU ascribes to the Federal Bureau of Investigations (FBI) definitions of rape, sodomy and sexual assault with an object, which are as follows:
 - a. Rape (except Statutory Rape): The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - b. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - c. Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is

incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

10. Stalking

Stalking is a pattern of repeated harassment by unwanted attention and/or contact, and is prohibited. Stalking includes, but is not limited to:

- a. Following or lying in wait for the victim.
- b. Repeated unwanted, intrusive, and frightening contact from the perpetrator by phone, mail, email, etc.
- c. Damaging the victim's property.
- d. Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets.
- e. Repeatedly sending the victim unwanted gifts.
- f. Harassment through the Internet, known as "cyberstalking," "online stalking," or "Internet stalking."
- g. Securing personal information about the victim by accessing public records, using Internet search devices, hiring private investigators, contacting friends, family, work, or neighbors, going through the victim's garbage, following the victim, etc.

11. Hazing

Hazing, is an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, or which endangers or harms animals, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the complainant will not be a defense. Apathy or acquiescence in the presence of hazing may also be considered violations of this Code.

12. Disorderly Conduct

Loud, aggressive, abusive, and/or other behavior which disrupts the orderly functioning of the University or disturbs the peace.

13. Theft

Possession of, attempted or actual theft of, or misappropriation of property, equipment, materials, services, or data of the University, faculty, staff, students or guests.

14. Unwelcome or Unauthorized Use of Technology

- a. Attempted or actual theft or other misuse of computer facilities and resources, including but not limited to any violation of the University Acceptable Use Policy.
- b. The use of any device to make a recording of any person while on University premises without prior knowledge, or without consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

15. Abuse of the Student Conduct System

Abuse of the Student Conduct System, including but not limited to: failure to obey the notice from the Senior Hearings Officer or his/her designee, the Student Conduct Program Administrator or Coordinator, a Campus Hearings Officer, or University official to appear for a meeting or hearing as part of the Student Conduct process; falsification, distortion, or misrepresentation of information before a Campus Hearings Officer or Student Hearings Committee; disruption or interference with the orderly conduct of a conduct proceeding; participation in a conduct proceeding in bad faith; attempting to discourage an individual's proper participation in, or use of, the conduct; attempting to influence the impartiality of a member of a Student Hearings Committee or a Campus Hearings Officer prior to, and/or during the course of the hearing; harassment (verbal or physical) and/or intimidation of a member of a Student Hearings Committee or a Campus Hearings Officer prior to, during, and after a hearing; failure to comply with the sanction(s) imposed under the Student Code of Conduct; influencing or attempting to influence another person to commit an abuse of the Student Conduct process.

16. Violation of University Policy, Local, State, or Federal Laws

- a. Violation of any University policy, rule, or regulation published or posted in hard copy or available electronically on the University website.
- b. Conviction of any federal or state law or city or local ordinance.

Jurisdiction

1. The provisions of OAR 579-040-0005 apply to all students and activities on University owned or controlled property; during any University-sponsored activity or the activity of a University-sponsored or recognized organization, regardless of location; when the behavior adversely impacts the University Community, or any persons or property on campus or University sites; or the orderly operation of the institution. Activities include, but are not limited to field trips, athletic events, and all co-curricular activities or theatre/music productions.
2. In general, the off-campus activities of students are viewed as their personal business. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate. When a student violates local, state, or federal laws and/or violates the Student Code of Conduct, regardless of location, the University reserves the option of initiating and carrying out disciplinary action on its own.
3. The student disciplinary process is fundamentally different from the criminal legal process, with differing purpose, objectives, procedures and standards of proof and potential learning outcomes.
4. Determinations made or sanctions imposed under the Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

579-040-0010

Student's Rights and Responsibilities

This Code outlines the procedures to be followed by the University.

1. Respondents charged with violations of University regulations have the following rights in accordance OAR 579-040-0013:
 - a. Written notice to include:
 - i. Time, location, and/or other relevant information regarding the conduct violation(s);
 - ii. Reference to the particular section(s) of the Student Code of Conduct that is/are alleged to have been violated;
 - iii. The information regarding an educational conference to be scheduled no earlier than three days from the date of the notice unless requested by the student; and
 - iv. Where the Student Code of Conduct and the Hearing Procedures may be found.
 - b. The opportunity to provide input about whether a Campus Hearings Officer or the Student Hearings Committee will hear the case;
 - c. The right to be accompanied by an advisor when the student is presenting information to the Hearings Officer or Student Hearings Committee or presenting information in any other context to University officials as a part of the student conduct process;
 - d. The opportunity to review all information being considered at a conduct hearing;
 - e. The opportunity to have witnesses relevant to the case at hand and/or documents in support of the student's defense;
 - f. The opportunity to appeal (see Grounds for an Appeal).
2. Respondents have the following responsibilities:
 - a. To appear at the designated time and place for an educational conference or hearing to answer the complaint(s) filed. Failure to appear at the educational conference or hearing will result in the Hearings Officer or Student Hearings Committee issuing a decision based on the information available;
 - b. To meet with a Campus Hearings Officer or Coordinator, or her/his designee, to review hearing policies and procedures during an educational conference;
 - c. To provide a list of all witnesses who will appear on the student's behalf to the Hearings Officer or Student Hearings Committee at least 48 hours prior to the scheduled conduct hearing.
 - d. To maintain civil decorum during the conduct process.

3. Complainant's Rights

- a. A complainant has the right to have an advisor or advocate accompany them when they are presenting information to the Hearings Officer or Student Hearings Committee or presenting information in any other context to University officials as a part of the student conduct process.
- b. A complainant has the right to request to be permitted to present their side of the story in a separate room from the respondent at the conduct hearing so long as the process, as a whole, does not unduly compromise the respondent's right to have the Hearings Officer or Chair of the Student Hearings Committee ask the complainant questions.
- c. A complainant has a right to submit an impact statement to the Hearings Officer or Chair of the Student Hearings Committee for consideration in the sanctioning phase of the conduct process only. The statement may include a description of how the complainant was impacted by the behavior and may include recommendations for sanctions, penalties, or restitution. The Hearings Officer or Student Hearings Committee, however, is not bound to impose the recommended sanctions.
- d. Where the respondent was alleged to be responsible for conduct which, if proven, would constitute any of the following offenses or attempts to commit the following offenses: arson, assault, burglary, criminal homicide, destruction/damage/vandalism of property, kidnapping, robbery, forcible sex offenses, non-forcible sex offenses (incest or statutory rape), the complainant has a right to be notified of the final results that will include 1) the name of the student, 2) the violation with which the student was charged, 3) whether the student was found "responsible" or "not responsible," and 4) any sanction(s) imposed.

579-040-0013

Due Process

Procedural fairness is basic to the proper enforcement of all University regulations. No conduct action shall be initiated against students or student organizations until they have been notified in writing of the charges against them and their rights under this Code, and given the opportunity to be heard (except in the event of potential harm to the welfare of self or others as indicated in OAR 579-040-0035):

1. The Senior Hearings Officer, or designee(s), shall insure that the best interests of students and student organizations are served, regardless of whether conduct action is taken.
2. All University regulations and policies pertaining to student conduct shall be promulgated in such a manner as to furnish adequate notice.
3. Regulations and conduct sanctions affecting the conduct of students shall be based on general principles of equal treatment.
4. All parties will be afforded a prompt, fair, and impartial process from the initial investigation to the final result.

579-040-0015

Procedures for Complaints and Educational Conferences, Hearings, Potential Sanctions, and other University Actions

The Senior Hearings Officer is responsible for coordination of the University's student conduct program. The Senior Hearings Officer shall designate a Student Conduct Program Administrator who will coordinate the activities of the student conduct process. University housing conduct is administered by the Residence Life staff (see Residence Hall Conduct Policy for further information regarding this process), but such matters will also be referred to the Director of Student Relations when a student's status at the University must be reviewed or when the conduct is of an egregious nature. The Student Conduct Program Administrator and Coordinator(s) shall be responsible for maintaining conduct records. These records may include a summary of the proceedings, results, and the appointed hearings officer/committee acting on the case.

Conduct proceedings at EOU do not mirror courtroom proceedings. At a conduct hearing, civil and criminal rules of evidence do not apply. Hearings regarding sexual misconduct and/or heard by the Student Hearing Committee may be recorded or transcribed.

Decisions of "responsible" or "not responsible" regarding the charge(s) shall be based on the information presented at the hearing. The Hearings Officer or Student Hearing Committee shall determine whether or not the student has violated the Student Code of Conduct as charged based upon the appropriate standard of proof. The

appropriate standard of proof shall be “more likely than not” that the behavior occurred. This means that the information presented supports the finding that it was more likely than not that the violation occurred.

1. Procedures for Complaints and Educational Conferences

- a. Alleged violations of the Student Code of Conduct may be reported to the Director of Student Relations by any member of the community.
- b. The Student Conduct Program Administrator or Coordinator in Residence Life (if incident occurs in or within close proximity of the residence halls) will review the information to determine if the University will charge the student with violating the Student Code of Conduct.
- c. If at any time during the course of the process the Senior Hearings Officer’s designee(s) determines that either charges are not warranted or that insufficient evidence exists to continue, then the charges may be withdrawn, and the student will be notified in writing.
- d. If the complaint is forwarded for a hearing, the Student Conduct Program Administrator or Coordinator will afford the respondent the opportunity of an educational conference with a campus hearings officer. The hearings officer will review the allegations and charges, the Student Code of Conduct, the hearing options, the student conduct process, possible sanctions, the student’s rights and responsibilities as proscribed in OAR 579-040-0010, with the respondent and answer questions.
- e. If the respondent elects to have the case heard by a campus hearings officer, the hearing will proceed at that designated time. If the respondent elects to have the Student Hearings Committee hear the case, it will be referred back to the Student Conduct Program Administrator to arrange for a hearing. A time shall be set for a hearing, not less than five or more than fifteen calendar days after the student has been notified of the complaint. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Conduct Program Administrator. The Administrator will work with the Hearings Officer or the Student Hearings Committee to arrange hearings and determine the subsequent appropriate institutional response.
- f. All parties may have counsel or an advisor to serve as advisors at their own expense. However, the counsel or advisor shall not speak on behalf of the student, question witnesses, present information or argue on behalf of the student.

Hearings options are:

- i. Campus Hearings Officer presiding; or
 - ii. Student Hearings Committee presiding.
- g. In the event of a sexual misconduct hearing, if the respondent chooses the Campus Hearings Officer option to preside over the case, two hearings officers will be present to hear the case. In addition, the complainant will be notified in writing of the outcome of the hearing, including sanctions and timelines, and any appeals and the resultant outcomes.

2. Student Conduct Hearings before a Campus Hearings Officer.

- a. Conduct Hearings shall not be open to the public.

Hearings Officers are charged with:

- i. Making findings of fact;
- ii. Determining if the student has violated the Code(s);
- iii. Dismissal of the case; and/or
- iv. Imposing any sanction listed in OAR 579-040-0015 of this Code.

3. Student Conduct Hearings before the Student Hearings Committee.

- a. The respondent and the Student Conduct Program Administrator may arrange for witnesses to present pertinent information to the Student Hearings Committee. Witnesses will provide information to and answer questions from the Student Hearings Committee.

The Student Hearings Committee is charged with:

- i. Making findings of fact;
 - ii. Determining if the student has violated the Code(s);
 - iii. Recommending dismissal of the case; and/or
 - iv. Recommending any sanction listed in 579-040-0015 of the Student Code of Conduct to the Student Conduct Program Administrator or designee.
 - b. The respondent shall appear along with witnesses and other parties requested to be in attendance by the Student Hearings Committee. Questions may be suggested by the respondent and/or Complainant to be answered by each other or by other witnesses at the discretion of the Student Hearings Committee chair.
 - c. A secretary may record information presented, accept information, statements, and prepare a summary of the Student Hearings Committee's findings. After the conclusion of the hearing, every effort will be made to issue a written decision in a timely fashion by the Student Conduct Program Administrator.
 - d. Regardless of the nature or type of hearing, the respondent will be given an opportunity to provide information. This may include, but is not limited to, pertinent records, documents, written or oral statements. The student will also be given an opportunity to inspect records that have been submitted regarding the specific case.
 - e. If a witness cannot appear, the witnesses written or taped statement may be considered. Witnesses will be required to wait outside until their point of participation and asked to leave the hearing after being questioned.
4. Potential Sanctions. The following sanctions may be rendered as a result of a conduct hearing:
- a. Mandated counseling assessment and/or recommendations for completed treatment.
 - b. Restitution: Reimbursement a) by dollar amount, b) by transfer of property, or c) by provision of services to the University or a member of the University community in accordance with the nature of the violation in an amount not to exceed actual expenses, damages, or losses incurred.
 - c. Required Educational Activities: Mandatory participation in educational activities and any associated fees.
 - d. Warning: Notice to a student that the student's conduct or actions are in violation of the Student Code of Conduct. The continuation of such behavior may result in further action.
 - e. Probation: Probation will include observation and review of behavior and demonstrated compliance with the Student Code of Conduct. A student on probation is not in "good standing" with the University. Students on probation, who are found in violation of the Student Code of Conduct again are subject to more severe disciplinary actions.
 - f. Loss of Privileges: Denial of specified privileges for a designated period of time, consistent with the violation(s) committed.
 - g. Residence Hall Suspension: Separation from the residence halls for a designated period of time, after which the student is eligible to return. Conditions of readmission may be specified.
 - h. Residence Hall Expulsion: Permanent separation from the residence halls.
 - i. Suspension: Separation from the University for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - j. Deferred Sanction: Placement on deferred sanction status. If the student violates University regulations during this period, the deferred sanction(s) will be immediately imposed along with any new sanctions.
 - k. Expulsion: Permanent separation from the University.
 - l. Revocation of Admission and/or Degree.

- m. Withholding of Degree.
 - n. Academic Honesty Code violations: in addition to any of the above sanctions, academic sanctions, such as failing the assignment and/or course, removal from an academic program, or removal from a college may also be imposed.
5. Other University Actions
- a. Hold on Student Record: The Student Conduct Program Administrator, Student Conduct Coordinator, or designee, may place a hold on the records or registration of any student who fails to fulfill any sanctions issued by the University. The Administrator or Coordinator may take other action necessary for resolution of a case prior to the student's enrollment in a subsequent term, transfer or graduation. All pending conduct matters must be resolved prior to a student's graduation from EOU.
 - b. Mediation, voluntary participation in a facilitated discussion with the complainant, may be appropriate in certain cases and may be strongly recommended.

579-040-0030

Appeals

Following a conduct hearing, the respondent and a student complainant has the right to an appeal. Appeals shall be made to the Vice President for Student Affairs within five working days after notice. The appeal shall be in writing, stating the ground(s) for appeal. The Dean may do any of the following:

1. review all information presented at the hearing and consult with the campus hearings officer or student hearings committee chair at his/her discretion,
2. return the case to the original hearing body for reconsideration,
3. alter the findings and/or sanctions imposed by the original hearing body, or
4. determine that the original findings and/or sanctions stand.

The Dean will make a decision within five working days after receipt of appeal. The Dean's decision is final. Appeals for violations in the residence halls shall be conducted as identified in the Residence Life Conduct Policy.

Appeals must be based on the issue of substantive or procedural errors which are prejudicial and which were committed during the educational conference, meeting, or hearing.

1. The specific grounds to be addressed on appeal are:
 - a. Were the procedures of the Student Code of Conduct followed?
 - b. If a procedural error occurred, were the rights of the respondent/student complainant or organization violated to the extent that the respondent/student complainant or organization did not receive a fair hearing?
 - c. Was the hearing conducted in a way that did not permit the respondent/student complainant or organization adequate notice and the opportunity to present its version of the facts?
 - d. Was the information presented at the hearing sufficient to justify the decision reached?
 - e. Was there relevant information existing at the time of the hearing that would have affected the outcome that was not discovered until after the hearing?
 - f. Are sanctions disproportionate to the violation and previous disciplinary history of the student?
2. Sanctions shall not begin until either the time for appeal has expired without an appeal, or until the appeal process is exhausted. The Vice President for Student Affairs, or designee(s) may impose sanctions during the appeal process to ensure the safety and well-being of members of the University community or preservation of University property.

Emergency Action

Any interim measure may be taken at any time. Notice of interim measure shall be provided to the student or student organization in writing.

1. **Interim Suspension:** The Vice President for Student Services may initiate a temporary suspension of a student or student organization when it is determined that there is an imminent threat or that a student's presence negatively affects the health, safety or welfare of the University community or a member of the University community.
2. **Restrictions on Activity:** The Vice President for Student Affairs may restrict a student's or student organization's activities when it is determined that the health, safety or welfare of a student or member of the University community is at risk. Restrictions on activities may include, but are not limited to: registering or attending class; accessing or contacting certain individuals (no contact order); accessing University property, facilities, resources or equipment; participating in University activities, organizations or student activities.
3. **Appeal of Interim Measures:** The student or student organization has the opportunity to submit a written request for a hearing regarding the interim measures to the Vice President for Student Affairs. If requested, the hearing will be conducted within three business days of the receipt of the written request. The scope of this hearing is limited solely to the interim measures.
4. **Student Enrollment Status:** If a student's enrollment status is changed as a result of an interim measure, but the student is subsequently found not responsible for the violation, the University shall correct any record of the change in enrollment status in the student's permanent records and other reports in a manner compliant with State and Federal laws.

Student Conduct Records

Disciplinary records of students will be destroyed pursuant to the Oregon University System retention schedule governing institutional records. For all complaints, a conduct file will be created and secured by the Director of Student Relations. Other than expulsion, conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record.

1. For those sanctions at the level of Probation the student will be considered not in "good standing" with the University for the duration of the sanction. Multiple sanctions may be imposed where appropriate.
 - a. Disciplinary Probation shall involve written notice that is to be kept in the student's conduct file.
2. Disciplinary Suspension shall involve removal of privileges to enroll at the University for a specified period of time and there shall be a written notice that is to be kept in the student's conduct file. There shall also be a Disciplinary Hold placed on the student's electronic record. After the period of suspension has expired and the student has met all proscribed obligations, the Disciplinary Hold will be removed. A student suspended for misconduct and wishing to return to the University after the suspension period must contact the Vice President for Student Affairs to discuss returning to the University.
3. Disciplinary Expulsion shall involve permanent removal of privileges to enroll at the University and there shall be a written notice kept in the student's conduct file. A Disciplinary Hold will be placed on the student's electronic record.
4. Student conduct records of students who have not yet responded to allegations will remain active. Once they have responded, the records are retained in accordance with the procedures above.
5. Disciplinary files are treated as "educational records" under the provisions of the Family Education Rights and Privacy Act (FERPA) and may be viewed only by those who "need to know" such information in the context of their official duties, as determined by the Vice President for Student Affairs or designee(s). Otherwise, content of the file may be released to others only with consent of the student whose name is on the file.

Student Complaint and Grievance Procedures

It is hoped that minor differences can be resolved without recourse to the process listed below. However, there may be situations where a more formal process may be necessary. This process is intended to settle disputes through mediation and reasoned discussion. It is not intended to supplant the student conduct process, the administrative rules of the University or any provisions of the collective bargaining agreement between the faculty or staff member and the University or any other appeal/grievance already existing within a department. Usually the resolution of a complaint or grievance involves resolution of the problem/issue; not punishment of those involved. Students who intend to file a complaint or an academic or nonacademic grievance must follow the instructions below.

Procedures for Complaints or Grievances Not Discussed Below

More formal alternative procedures exist for situations such as when a student is erroneously denied registration, is erroneously required to pay a fine or penalty, erroneously has money withheld by the university, has been denied the right to amend his/her educational records, is charged with an offense under the student code of conduct, is alleging discrimination on the basis of race, national origin, religion, gender, sexual orientation, age, disabling condition or marital status, or is alleging sexual harassment. For more formal procedures relating to such situations, consult the Affirmative Action Plan, Sexual Harassment Policy, Consensual Relationships Policy, Student Code of Conduct, Contested Case Procedures, or contact the Academic Standards Committee, the Affirmative Action Officer, or the Office of Student Relations.

Definitions

A) Informal Complaint: An informal complaint is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator, or department or program of the University.

B) Non-Academic Grievance: A non-academic grievance occurs when a [grievance petition form](#) has been filed because a student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the University as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student.

C) Academic Grievance: An academic grievance occurs when a [grievance petition form](#) is submitted because a student believes he/she has been harmed by being treated arbitrarily or unfairly within the context of the course. In order to file an academic grievance, the student must demonstrate actual harm. It does not involve perceived rude treatment, classroom style or general grading policies. For example, the student may not like a particular professor's classroom style or grading practices as a whole, but this does not constitute grounds for a grievance. The student may, however, use the informal complaint process to talk with an administrator about the perception of inappropriate behavior. The assignment of course grades are at the heart of the faculty member's responsibility. Only the responsible faculty member can judge students' performance in a particular course. Thus, only the responsible faculty member can assign or recommend changes of letter grades (A, B, C, D, F) for his or her courses.

D) Complainant/Grievant: A complainant/grievant is an individual who believes his/her rights have been violated.

E) Respondent: A respondent is an individual who is the subject of the grievance or complaint, if applicable.

F) Appellant: An individual who is filing an appeal.

G) Appeal: The resolution of an academic or non-academic grievance may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

H) Confidentiality: It is understood that committee members, faculty, staff, and administrators involved in the discussion of complaints or grievances will maintain professional standards of confidentiality. Students should be aware that every effort will be made to maintain confidentiality; however, university officials may be obligated to disclose information to law enforcement or other agencies as required by law.

Informal Complaints

A) Resolving a Non-Academic Informal Complaint

The student must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. Please note, this requirement does not apply in cases of alleged sexual harassment, sexual misconduct or discrimination. In those cases, the student should contact the Affirmative Action Officer for guidance. In the event that such an informal discussion is not possible or the issue is not resolved, then the student should contact the associate dean, college dean, director, or appropriate administrator, or designee to try to reach an informal resolution. The student must initiate a complaint no later than thirty (30) work days after the alleged incident. The student may be aided by the Office of Student Relations in following procedures correctly. The associate dean, college dean, director, or appropriate administrator or designee receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their EOU email address within fifteen (15) work days of receiving the complaint. If the complaint is about a grade, please see the Resolving an Academic Informal Complaint section of this policy.

B) Resolving an Academic Informal Complaint

Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first address the issue with the faculty/instructor. In the event this is not feasible, or the student and faculty/instructor have not resolved the issue, the student will contact the associate dean or program director within ninety (90) work days after the alleged issue. In instances where there is no associate dean or program director, the student should contact the college dean. The associate dean or program director receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their EOU email addresses within fifteen (15) work days of receiving the complaint.

Grievance

A) Initiating a Grievance

If the complaint is not resolved informally and the student wishes to continue the process, the student must present a completed [grievance petition form](#) to the appropriate director or administrator of the unit in which the alleged violation of rights occurred.

Prior to any grievance action, the complainant(s) must attempt to obtain a satisfactory resolution through the Informal Complaint process. A grievance petition must be filed no later than thirty (30) work days after the notice of informal complaint resolution decision, or if no decision was issued, no later than thirty (30) work days after the applicable decision deadline.

B) A Grievance Petition

A Grievance Petition must be in writing and contain:

1. The grievant(s)'s name, student identification number (if applicable), and contact information, including email address
2. The name(s) of the respondent(s)
3. A detailed description of the nature of the grievance and the actual harm suffered by the student
4. A detailed description of attempts at informal resolution
5. A detailed description of the relief sought
6. Signature of complainant(s)
7. Date of grievance submission

C) Non-Academic Grievances

If the complaint is not resolved informally, the student may submit a completed [grievance petition form](#) to the appropriate director, administrator, or designee. A non-academic grievance must meet the definition in order to be reviewed and/or heard and not be covered by any other university policy, procedure, or administrative rule (i.e., student code of conduct).

The director, administrator, or designee receiving the written grievance shall attempt to resolve the matter and is required to report the decision, in writing, to the complainant(s) and respondent(s) via their EOU email addresses within fifteen (15) work days of receiving the grievance petition.

If the grievant(s) wishes to appeal the grievance decision, the student must submit an appeal to the University Grievance Committee along with the director's, administrator's, or designee's written response to previous resolution attempts within ten (10) work days of receiving the decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline.

D) Academic Grievances

If the complaint is not resolved informally, the student may submit a completed [grievance petition form](#) to the college dean. The college dean, or designee, shall investigate the grievance. The college dean then has fifteen

(15) work days to make a determination and report the decision, in writing, to the complainant(s) and respondent(s) via their EOU email addresses. The college dean has the discretion to accept a grievance filed after the thirty (30) day deadline.

In instances where the college dean is the subject of the complaint, or has decided the student's informal complaint, the student should submit the completed grievance petition form to the Provost/Vice President for Academic Affairs for resolution. The Provost/Vice President for Academic Affairs then has fifteen (15) work days to make a determination and report the decision, in writing, to the complainant(s) and respondent(s) via their EOU email addresses.

If the grievant(s) wishes to appeal the grievance decision, the student must submit an appeal to the University Grievance Committee along with the college dean's, or designee's, written response to previous resolution attempts no later than ten (10) work days of receiving the decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline.

Appeal

A) Initiating an Appeal

A student may submit an appeal to the University Grievance Committee within ten (10) work days of the notification of the grievance decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline. The specific grounds to be addressed are:

- a) Were the procedures of the policy followed?
- b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
- c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?
- d) Was the information presented during the review sufficient to justify the decision reached?
- e) Was there relevant information existing at the time of the review that was not discovered until after the review that is sufficient to alter a decision?

B) The Appeal Form

An appeal must be in writing and contain:

1. The appellant(s)'s name, student identification number, and contact information, including email address
2. A detailed description of the nature of the appeal
3. A copy of the findings of the complaint review/hearing and supporting documents
4. The specific grounds supporting the appeal. This must be one of the criteria listed in Section IV (A), above.
5. A detailed description of the relief sought
6. Signature of appellant(s)
7. Date of grievance submission

C) The Appeal Process

To file an appeal, the student must submit a completed [appeal form](#) to the University Grievance Committee chair. The appeal will be reviewed within fifteen (15) work days of receipt. The Committee will notify the complainant(s), respondent(s) and appropriate college, dean, director, administrator, or designee of the University Grievance Committee's decision, in writing via their EOU email addresses, within ten (10) work days of their decision.

In the event of an appeal, no less than five (5) members of the committee must be present to hear the case. In the event of a split vote the appeal is denied.

Except as the University Grievance Committee determines necessary to explain the basis of new information, an appeal is limited to a review of underlying decision, the file supporting the decision as provided by the decision-maker, and any statement supporting the appeal submitted by the appellant:

- a) To determine if the grievance procedures policy and investigation was conducted fairly in light of the complaint and grievance made and information presented and giving the appellant(s) a reasonable opportunity to present information. A deviation from procedures required by this policy will not be a basis for sustaining an appeal unless significant prejudice of impartial consideration of the case results;

- b) To determine whether the decision reached regarding the matter was based on substantial information, that is, whether there were facts that, if believed by the college dean or university administrator, were sufficient to support the grievance decision;
- c) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original complaint or grievance, but only if such information or facts were not known to the grievant at the time of presenting the grievance.

If the University Grievance Committee overrules a decision in whole or in part, it may:

- a) Modify the decision; or
- b) Remand for further proceeding.

No appeal shall be allowed unless the appellant cites specifically to the grievance record and states with specificity the grounds under which the appeal shall be allowed. Any appeal submitted that does not include the required information will be dismissed without review.

The University Grievance Committee shall be responsible for reviewing substantive or procedural appeals from the decision(s) of a college dean or university administrator.

Decisions of the University Grievance Committee are final. There is no further appeal within the Student Grievance procedures policy.

Initiating a Graduation Requirement(s), Academic Probation, or Academic Suspension Grievance

The University's Academic Standards Committee should be contacted for any appeals of decisions regarding graduation requirements, academic probation, or academic suspension. The Academic Standards Committee has regular procedures for grievances of such decisions.

In the event that students are dissatisfied with the decision of the Academic Standards Committee, the student may file an appeal to the University Grievance Committee.

Filing Complaints Directly with the State of Oregon

The university is committed to addressing student complaints timely and effectively, in accordance with the university's student grievance procedures. If a student believes that the university's procedures have not adequately addressed his or her concerns, students may also file external complaints with the agencies identified below.

For complaints alleging consumer protection violations, including, but not limited to fraud and false advertising:

Oregon Department of Justice, Consumer Protection Division Consumer Hotline: **1-877-877-9392**

Website: <http://www.doj.state.or.us/consumer/pages/index.aspx>

Consumer Complaint form:

<https://justice.oregon.gov/consumercomplaints/OnlineComplaints/OnlineComplaintForm/en>

For complaints regarding discrimination or retaliation:

The Higher Education Coordinating Commission

Phone: **503-378-5690**

Website: <http://education.oregon.gov/Pages/HECC-Contact-Us.aspx>

For complaints regarding accreditation and other quality of education concerns:

The Northwest Commission on Colleges and Universities

Phone: **425-558-4224**

Website: <http://www.nwccu.org/Complaints/ComplaintProcess.htm>

For students enrolled in an online degree program who have exhausted their EOU complaint and grievance procedures:

The Higher Education Coordinating Commission

Website: <http://education.oregon.gov/Pages/HECC-Resources-SARA-Complaints.aspx>

Student Policies

Alcohol and Other Drugs (including Medical Marijuana)

Policy posted online at: <https://www.eou.edu/policy/pandp/> (See Alcohol and Drug Policy 2015)

The Drug-Free Schools and Communities Act Amendments of 1989, in a provision codified at 20 U.S.C. § 1011i, requires Eastern Oregon University (EOU) to inform students, faculty, and staff of the University's standards and sanctions, programs available, health risks associated with, and possible civil penalties involved with the use/abuse of illegal drugs and alcohol. It also requires EOU to report statistics on drug and alcohol-related violations upon request as part of a biennial review requirement. In addition, the Drug-Free Workplace Act of 1988, in a provision codified at 41 U.S.C. 8103, requires employers receiving federal grant funds to notify employees of employer policies and sanctions related to maintaining a drug-free workplace. This EOU policy is adopted in compliance with these federal laws. You may contact any of the following places on campus for more detailed information concerning any aspect of this document: Student Affairs, the Student Health and Counseling Centers, Residence Life, Campus Security, and the Human Resources Office.

POLICY RATIONALE

EOU prohibits the use, possession, manufacture and distribution of drugs and alcohol by any student or employee on its property or as part of any of its activities that is unlawful or in contravention of other published EOU policies. Students who violate published EOU policy are subject to campus disciplinary action and/or referral to law enforcement agencies (see Appendix for other relevant policies).

Although Oregon state law permits the use of recreational and medical marijuana (i.e., use by persons possessing lawfully issued medical marijuana cards), **federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions who are recipients of federal funds.** The use, possession, or cultivation of **marijuana for recreational or medical purposes** is therefore **not allowed** in any Eastern Oregon University housing or any other Eastern Oregon University property; nor is it permitted at any University sponsored event or activity off campus.

- Recreational marijuana is for personal use for adults 21 years of age or older.
- Medical marijuana is defined by ORS 475.300. Medical marijuana is for patients with qualifying medical conditions.

HEALTH RISKS

Illicit drug use and the abuse of alcohol have numerous physical, emotional, psychological, and social consequences. Some obvious risks include acute and chronic health problems, legal problems, injury to others (while under the influence), and devastating effects to family and friends. Some less obvious consequences include poor academic/poor job performance, higher risk for unwanted sexual activity, and jeopardizing future career prospects (e.g., admission to graduate school or military service, acceptance into study abroad programs, employment with the federal government).

UNIVERSITY SANCTIONS

Students or employees who use drugs or alcohol unlawfully or in contravention of published EOU policy and collective bargaining agreements (CBA) are subject to university sanctions that may include but are not limited to:

- Students: probation, suspension, or dismissal. The level of sanction will be based on the seriousness of the violation, the effect of the conduct on the community, and the probability of recidivism. The minimum sanction for illegal sale or distribution of drugs normally includes expulsion and referral to local law enforcement for investigation and potential prosecution. Referral to treatment programs will be mandated when appropriate.
- Employees: verbal or written reprimands, suspension with or without pay, or termination. The level of discipline will be based on the seriousness of the violation.

STATE OF OREGON SANCTIONS

SUBSTANCE-SPECIFIC SANCTIONS

Alcohol

Minor in Possession (MIP): The legal drinking age in Oregon is 21. If you are under 21, it is illegal for you to

1. attempt to purchase, or to acquire alcoholic beverages;
2. have personal possession of alcoholic beverages, including accepting any gift, or consuming alcohol that belongs to someone else;

- enter or attempt to enter any portion or licensed premises posted or otherwise identified as prohibited use by minors. Penalty: Fine of up to \$250.

Minors under the age of 18 who are convicted of any crime involving the possession, use, or abuse of alcohol or controlled substances will lose their driver's license for one year for the first offense and two years for a second offense. Unlicensed minors who are convicted will lose their right to apply for a license for one year or until the age of 17, whichever is longer.

Identification: It is illegal to

- loan your ID to someone else;
- attempt to use ID belonging to someone else or attempt to use falsified ID;
- make a written statement of age that is false when applying for ID or in trying to enter a bar.

Penalty: Fine of up to \$2,500 and up to one year in jail.

Furnishing to a Minor: It is illegal to furnish or make alcohol available to a minor in any fashion, including selling or collecting party donations. Parents or legal guardians may provide alcohol to their own minor children in a private residence. Penalty: First offense, fine of \$350; second offense, fine of \$1,000; third offense, fine of \$1,000 and not less than 30 days in jail. These are minimum penalties that the judge cannot reduce. Maximum penalty is a fine of up to \$2,500 and up to one year in jail.

Furnishing to an Intoxicated Person: A dispenser of alcohol, including the host or hostess of a party, may be sued if it is shown that excessive amounts were negligently served. If negligent abuse of alcohol is shown to have contributed to a criminal offense or accident, civil damages may be imposed upon the dispenser. Penalty: Maximum criminal penalty, \$2,500 fine plus one year in jail. Civil penalties determined by court.

Driving Under the Influence of Intoxicants (DUII): You may be found guilty of DUII if you drive a vehicle while you have 0.08 percent or higher blood alcohol level shown by chemical analysis of your breath, blood, or saliva, or are demonstrably impaired by alcohol and/or another intoxicating drug. If you are arrested for DUII and refuse to take a breath test or fail it, your driver's license will be immediately seized and it will be suspended for one full year. Penalty: For first offense that does not involve injury to others, violator may apply for diversion from the courts to a counseling program or traffic safety school. Drivers under 21 years of age will lose their license for 90 days if found to have consumed any alcohol while driving, for one year if a test of blood alcohol level exceeds .08%. If tried and convicted, a first offense requires a minimum penalty of either 48 hours in jail or 80 hours of community service, plus up to \$2,500 in fines, one year's suspended driver's license and mandated alcohol/drug evaluation and treatment or education. Second convictions result in loss of license for three years if committed within five years of the first DUII.

Open Container: Drinking alcohol or having an open bottle in a vehicle is prohibited. You must store any open containers of alcohol in the trunk or some other area not normally occupied by the driver or passengers. Penalty: Maximum fine of \$250.

Marijuana

Delivery for Payment: Penalty: Up to 10 years in jail and up to \$100,000 fine plus twice the value of any resulting gain of property or money.

Delivery not for Payment: Penalty: For less than one ounce, up to one year in jail and up to \$2,500 fine; for less than 5 grams, fine of \$500 to \$1,000.

Possession: Penalty: For less than one ounce, fine of \$500 to \$1,000 plus twice the value of any resulting gain of property or money.

Other Controlled Substances

Oregon defines a "controlled substance" as "a drug or its immediate precursor classified in Schedules I through V under the federal Controlled Substances Act, 21 U.S.C. 811 to 812, as modified under ORS 475.035." Penalties for possession and distribution are determined by the Controlled Substance Schedule upon which the drug appears. Examples from the Controlled Substance Schedules appear below:

Schedule I Drugs: Heroin, LSD, Ecstasy, Peyote, Mescaline, Psilocybin	
Manufacture or distribution: <i>Class B felony</i>	Unlawful possession: <i>Class B felony</i>
Schedule II Drugs: Opium, Cocaine, Methamphetamine, Amphetamine, PCP	
Manufacture or distribution: <i>Class B felony</i>	Unlawful possession: <i>Class C felony</i>

Schedule III Drugs: Depressants, Vicodin, Anabolic Steroids, Codeine, Testosterone	
Manufacture or distribution: <i>Class C felony</i>	Unlawful possession: <i>Class A misdemeanor</i>
Schedule IV Drugs: Valium, Xanax, Phenobarbital	
Manufacture or distribution: <i>Class B felony</i>	Unlawful possession: <i>Class C misdemeanor</i>
Schedule V Drugs: Other less dangerous prescription drugs and small amounts of certain drugs	
Manufacture or distribution: <i>Class C misdemeanor</i>	Unlawful possession: <i>Violation</i>

Penalties are increased for such factors as delivery of controlled substances to a minor, causing the death of a person, activity involving large amounts or controlled substances, or conducting drug business in the vicinity of a school. For example, it is a Class A felony for a person to manufacture or deliver a schedule I, II, or III controlled substance within 1,000 feet of the real property comprising a public or private elementary, vocational or secondary school attended by minors. In addition, the court may order the defendant to pay the cost of prosecution, and the defendant's vehicle used in the crime may be forfeited to the state. Finally, the defendant may forfeit any property used in the crime to the county in which the crime occurred. Related crimes include such things as causing a person to ingest a controlled substance without their consent, or applying a controlled substance to the body of a minor. (ORS 475.005(6), 475.035, 475.752, ORS 475.808 and 475.812 (and similar statutes), ORS 475.906, 475.908, and ORS 475.910.

DEFINITIONS FOR OREGON SANCTIONS

Offense

Under Oregon law, an offense is conduct for which a sentence to a term of imprisonment or to a fine is provided by any law of this state or by any law or ordinance of a political subdivision of this state. An offense is either a crime or a violation. (ORS 161.505)

Violation

An offense is a violation if any of the following apply:

1. The offense is designated as a violation in the statute defining the offense.
2. The statute prescribing the penalty for the offense provides that the offense is punishable by a fine but does not provide that the offense is punishable by a term of imprisonment. The statute may provide for punishment in addition to a fine as long as the punishment does not include a term of imprisonment.
3. The offense is created by an ordinance of a county, city, district or other political subdivision of this state with authority to create offenses, and the ordinance provides that violation of the ordinance is punishable by a fine but does not provide that the offense is punishable by a term of imprisonment.
4. The prosecuting attorney has elected to treat the offense as a violation for purposes of a particular case.
5. The court has elected to treat the offense as a violation for purposes of a particular case.
6. The penalty for committing a violation is a fine. The law creating a violation may impose other penalties in addition to a fine but may not impose a term of imprisonment. Violations are classified for the purpose of sentencing into the following categories:
 - a. Class A violations: Up to \$2,000
 - b. Class B violations: Up to \$1,000
 - c. Class C violations: Up to \$500
 - d. Class D violations: Up to \$250
 - e. Unclassified violations
 - f. Specific fine violations (ORS 153.008, 153.012, 153.015, 153.018)

Crime

A crime is an offense for which a sentence of imprisonment is authorized. A crime is either a felony or a misdemeanor. (ORS 161.515)

Misdemeanor

A crime is a misdemeanor if it is so designated in any statute of this state or if a person convicted thereof may be sentenced to a maximum term of imprisonment of not more than one year. There may also be crime-specific penalties provided in the statute defining the crime.

- Class A misdemeanor: Up to 1 year and \$6,250, or twice the value of resulting gain of property or money
- Class B misdemeanor: Up to 6 months and \$2,500, or twice the value of resulting gain of property or money
- Class C misdemeanor: Up to 30 days and \$1,250, or twice the value of resulting gain of property or money
- Unclassified Misdemeanors (ORS 161.545, 161.635, 161.615)

Felony

A crime is a felony if it is so designated in any statute of this state or if a person convicted under a statute of this state may be sentenced to a maximum term of imprisonment of more than a year. There may also be crime-specific penalties provided in the statute defining the crime.

- Class A felony: Up to 20 years and \$375,000, or twice the value of resulting gain of property or money
- Class B felony: Up to 10 years and \$250,000, or twice the value of resulting gain of property or money
- Class C felony: Up to 5 years and \$125,000, or twice the value of resulting gain of property or money
- Unclassified Felonies (*ORS 161.525, 161.625, 161.605*)

FEDERAL SANCTIONS

The federal system establishes sanctions for possession and distribution of controlled substances based on the schedule of the drug and the amount involved. However, in addition, the statutory sanctions for possession and distribution are subject to the "Sentencing Guidelines for U.S. Courts." Imposition of the guidelines may lead to higher offense levels and, thus, stricter penalties than otherwise indicated. Courts must make adjustments in the offense level for victim-related considerations, defendant's role in the offense, multiple counts, obstruction and acceptance of responsibility. Finally, the guidelines establish sentences for each offense based on the defendant's criminal history. Federal penal sanctions range from: manufacture, distribution or trafficking of large amounts of heroin, cocaine, PCP, methamphetamine, Schedule I and II hallucinogens, marijuana, hashish, or any of their derivatives (30 years to life, regardless of the defendant's criminal history) to Possession of any Schedule III-V drug if defendant has lowest level or criminal history (0-4 months).

Further, if serious injury or death results from the crime, minimums of up to 10 years (serious injury) and 20 years (death), plus fines of up to \$4,000,000 maybe added. These penalties may be doubled for defendants with past felony drug convictions. Finally, penal sanctions in the federal system are "real time," with reductions in sentences only for good behavior.

Besides the criminal sanctions, the consequences of unlawful or irresponsible alcohol or drug use include, but are not limited to:

1. Restrictions on future employment opportunities.
2. The loss of Federal Financial Aid (Mandatory for Drug Offenses)
3. Potential risks for injury, including permanent disability
4. The risk of being a victim of a crime and / or committing additional crime(s)
5. The loss of driving privileges
6. Additional sanctions on your educational record and future educational opportunities

In the event of a conflict between federal law and state law, federal law controls.

Any student convicted of violating a criminal drug statute on EOU owned property or during any University sponsored event/function must notify the Director of Financial Aid, if that student is receiving any form of federal financial aid (e.g., Pell grants). The Director of Financial Aid will then notify the Secretary of the United States Department of Education. Conviction on any drug-related charge is grounds for forfeiture of federal financial aid.

TREATMENT AND SUPPORT SERVICE

- Students: The EOU Student Health Center and the EOU Counseling Center can provide confidential treatment options, consultation, and/or referral to students with problems or concerns related to alcohol and other drug use.
- Employees: EOU employees may utilize the Employee Assistance Program (EAP) to seek confidential counseling. EAP services, through Cascade Centers, may be accessed by calling 1-800-433-2320. The EAP can provide confidential treatment options, consultation, and/or referral to employees with problems or concerns related to alcohol and other drug use.

Appendix

EOU Tailgate Zone - <https://www.eou.edu/alumni/tailgate/>

EOU Student Code of Conduct - <https://www.eou.edu/student-affairs/code-of-conduct/>

EOU Housing Contract - <http://www.eou.edu/reslife/contract-policies/>

EOU Athletics Handbook – <http://www.eousports.com/> (under Student Athletes tab)

EOU Club and Organization Manual - <https://www.eou.edu/csi/category/clubs/> (select HANDBOOK from menu on right side of screen)

Email Policy

Policy Posted Online at: <https://www.eou.edu/policy/pandp/> (See: EMAIL USE POLICY)

E-MAIL USE FOR OFFICIAL CORRESPONDENCE WITH STUDENTS

Purpose of this policy

EOU faculty, staff and students strongly rely on electronic forms of communication. E-mail is an efficient, fast, and cost-effective communication method that offers many advantages over other types of communication. Because e-mail is such an important type of communication, it is considered an official form of EOU communication. This policy assures that each student has an EOU e-mail account, outlines the student's responsibilities, and affirms expectations for communication between faculty and students for educational purposes and between the University and students for university business purposes.

Assignment of student e-mail

EOU's Information Technology department automatically assigns an official EOU e-mail address within 2 business days of registering for a class. EOU graduates may use their EOU e-mail account forever. All student e-mail accounts are password protected. As described in "EOU's Acceptable Use Policy", the privacy and security of e-mail accounts and e-mail correspondence depends on the appropriate use and protection of user IDs and passwords.

University use of e-mail

Requests to send mass e-mail of a non-specific nature will generally not be supported on EOU's e-mail system in accordance with EOU's AUP, i.e., "the electronic mail system shall not be used for "broadcasting" of unsolicited mail". Routine messages for all employees and/or students can be posted in a variety of ways such as on the EOU web site or through University listservs.

All uses of e-mail for official communication should be consistent with the Family Educational Rights and Privacy Act (FERPA).

Communication with students by faculty

Faculty determines how e-mail will be used in their classes and should specify e-mail requirements and expectations in course syllabi. Uses of non-EOU e-mail addresses for communication with students regarding University business or educational matters are no longer acceptable because security, confidentiality, and availability of e-mail accounts provided by Internet service providers other than EOU are unknown. Faculty may unintentionally violate the FERPA requirements by using non-EOU student e-mail accounts to communicate with students. Faculty may expect that students will read messages sent to their official EOU e-mail addresses, and faculty should use official EOU e-mail addresses accordingly.

Communication with students by University offices

Offices such as Accounts Receivable, Admissions, Financial Aid, Registrar, Housing and Residence Life, Academic Affairs, Student Affairs, and others will routinely send selected official communications to students via e-mail. Such e-mail might include individually addressed messages as well as "group mail" messages such as registration schedules, advising notices, etc. These communications are for the purposes of conducting official university business. The University has the right to expect that those communications are read in a timely fashion.

Student use of and responsibilities associated with University e-mail

Students are expected to check their official EOU e-mail accounts regularly in order to receive University communications in a timely manner. Students should report any problems with e-mail accounts or access to e-mail to EOU's Information Technology Help Desk at (541) 962-3111 or helpdesk@eou.edu. EOU student e-mail accounts are readily accessible through a variety of methods from anywhere in the world, including web-based interfaces. For the latest details on student e-mail access, visit my.EOU Portal at: www.eou.edu/email

Redirecting of e-mail

Requests to substitute non-EOU e-mail addresses for purposes of official communication will not be honored. In general, redirecting EOU e-mail to another non-university e-mail address is not encouraged. The University is not responsible for the handling of e-mail by outside service providers or servers. Redirecting EOU e-mail to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official EOU e-mail address.

Employment Policy (Students)

Policy posted online at: <https://www.eou.edu/policy/pandp/> (See: **Student Employee Policy**)

.100 Policy Statement: This policy sets forth eligibility guidelines and limitations for students that desire to work on the Eastern Oregon University (EOU) campus.

.110 Policy Rationale: EOU strives to establish clear guidelines for student employees with regard to Federal Insurance Contributions Act (FICA) exemptions, the Affordable Care Act (ACA) and Public Employee Benefit Board (PEBB). This policy is based on revisions to these regulatory requirements and modifications.

.120 Definitions

Student Employee: A student employee is a part-time employee who is duly enrolled at Eastern Oregon University, is registered for classes and whose primary purpose for being at the University is the achievement of a degree or certification. Student employees are considered at-will employees, and their employment is interim or temporary and incidental to the pursuit of a degree or certification.

.130 Student Employee Policy - Eligibility

During the regular academic year, students desiring to work at EOU must have regular student status and be enrolled for a minimum of 6 undergraduate hours, or a minimum of 9 graduate credit hours, at an Oregon University System (OUS) institution or an EOU partner program.

Any student who has been admitted to any OUS institution may be employed as a student at EOU during the term prior to the beginning of classes.

.140 Student Employee Policy - Limitations

Students working at EOU, or working off-campus and utilizing work study funds, are limited to up to 29 hours a week when classes are in regular session and during breaks and summer session. Exceptions may be made in certain circumstances with approval from the student employee's supervisor and the Director of Human Resources.

For more information regarding this policy please contact the Payroll Office, Inlow 205, 541-962-3286 or the Office of Student Affairs, Inlow 113, 541-962-3635.

Fund Raising Policy

Center for Student Involvement
Hoke Union Building 204
Phone: 541-962-3704

Policy posted online at: <https://www.eou.edu/policy/pandp/> (See: **Fundraising Student Organization Policy**)

Fund Raising Guidelines

1. Recognized student organizations should contact the Center for Student Involvement four [4] weeks prior to the event to insure that there is enough time to evaluate the request and to adequately organize the event.
2. If an event is conducted with an outside vendor and they are to be compensated for services they provide (i.e., concert, lecture, etc.), a Personal Service Agreement (PSA) must be attached completed. PSA's can be obtained in the Student Activities Office. Only the Vice President for Administration and Finance or their designee can sign contracts for the institution. Such contracts must cover the responsibilities of each party, prices of items to be sold, and the percentage of proceeds to each party.
3. The Director of Student Involvement must approve all fundraising activities by student clubs and organizations.
4. Any group planning to sell raffle tickets in a "public space" adjacent to another groups event (i.e., in the lobby of Quinn during a basketball game or the lobby of Loso during a symphony), the event manager for that event must be informed that these activities will be taking place. The group selling the raffle tickets must then reserve space and equipment with the Facilities Scheduling Office located on the third floor of the Hoke Union Building, Room 315.
5. Any group planning to sell raffle tickets inside the "reserved event space" (i.e., in the stands during a basketball game or inside McKenzie Theatre during a symphony) the event manager for that event must approve the activity within their "reserved event space." The event manager must also sign the

fundraising form, indicating approval of the raffle activity to take place inside their "reserved event space." Please see separate guidelines for raffles and pari-mutuels. More information is available in the Center for Student Involvement (CSI).

6. An itemized revenue/expense statement must be submitted to CSI within 14 days after the event.
7. All profits must be deposited (on the first working day after the event) into the campus club account.
8. Clubs and organizations that fail to abide by the above procedures may lose university fundraising privileges.
9. Please see separate guidelines for raffles. More information is available in CSI.

In addition to the guidelines listed above, the following procedures are to be used by student clubs and organizations when asking community support for their fund-raising events. The Director of Student Involvement may approve solicitation of goods or services by student clubs and organizations either on or off the campus only if:

1. Donations are in exchange for goods or services provided by the club or organization (e.g., car washes, bake sales, raffles), OR
2. Donations are for the direct support of an event or services offered by the club or organization open to participation by the entire campus community (e.g., Casino Night, Speel-Ya, Pow Wow). Student clubs or organizations may also assist recognized charitable non-profit groups in solicitation activities (e.g., March of Dimes, UNICEF, Red Cross) subject to the approval of the Director of Student Involvement. Contact the Director of Student Involvement for policies regarding policies related to solicitation in residence halls.

[Revised March 2016]

Raffle Guidelines

Eastern Oregon University maintains a Class B state raffle license, however, many regulations apply. Any raffle requires approval from the Director of Student Involvement prior to conducting the event.

According to Oregon Administrative Rule 137-25-310, the following information must be printed upon each ticket sold or shall be otherwise provided to each purchaser at the time of ticket sale (via handout):

- The date and time of the drawing
- The location of the drawing
- The name of the organization conducting the raffle
- The price of the chance
- A full and fair description of the prize or prizes to be awarded
- The retail market value of each prize to be awarded, and
- The total number of tickets, which may be sold.

If there are no special raffle tickets printed, it is required that you at all ticket sale locations a flyer/poster listing the required information. The CSI can assist you in developing and printing custom raffle tickets.

According to Oregon Administrative Rule 137-25-240, a report must be submitted after the raffle. The raffle report form will include:

- The total amount of proceeds received from the sale of tickets for each raffle game
- All expenses relating to the conduct of each raffle game (other than prizes)
- Total amount of cash prizes awarded (cannot exceed \$750 per raffle)
- Total cost of non-cash prizes awarded · The winning ticket stubs

The names, addresses, and signatures of the winners of the first three prizes must be provided to the CSI. Also for all prizes valued at \$25 or more, the name, address and signature of the prizewinner must be obtained.

The Vice President for Administration and Finance files an annual report to the state in order to maintain the license. Any student club or organization found in violation of the aforementioned rules will be financially responsible for all fines incurred. The CSI and the Finance and Administration Office will be not be responsible for any fines.

Any student club or organization planning to conduct a raffle, please contact the Center for Student Involvement for the required forms and assistance.

Medical Withdrawal Policy

Policy posted online at: <https://www.eou.edu/policy/pandp/> (See: Medical Withdrawal Policy)

.100 Policy Statement: This policy, with its accompanying procedures, establishes a framework for assisting currently enrolled students who are seeking a voluntary medical withdrawal from classes or who are involuntarily withdrawn from school for medical reasons.

.110 Policy Rationale: This policy is intended to establish clear guidelines for either a voluntary withdrawal from classes or an involuntary withdrawal from school for medical reasons.

.120 Definition(s):

Medical Withdrawal: A “Medical Withdrawal” means withdrawal from classes during an academic term necessitated by a student’s physical or mental health condition.

.130 Voluntary Withdrawal for Medical or Psychological Reasons

A voluntary medical withdrawal may be an appropriate response to a sudden and unexpected incident in a student’s life related to that student’s physical or mental health that prevents the student from completing the term’s work. The student may keep any grades that can be transcribed (courses already completed) at the time of the request. Otherwise, a complete withdrawal from the university, for that term, will be initiated.

A student who requests a voluntary medical withdrawal from the University shall present a recommendation to that effect from a medical doctor or other licensed health care provider to the Director of Student Relations (DSR) or designee. In the event the student is unable to initiate the process, a university representative may do so on the student’s behalf. The recommendation should be on the health care provider’s letterhead and include: 1) a general description of the student’s condition as it relates to the student’s ability or inability to attend Eastern Oregon University, 2) the approximate date of the onset of the condition, 3) the severity of the condition, and if possible, 4) prognosis for recovery as it relates to the student’s ability or inability to attend Eastern Oregon University in the future.

The DSR, or designee, will review the recommendations provided and consult with appropriate University health care providers if necessary. The DSR, or designee, will then make a determination about the student’s request and notify the student. The decision of the DSR is final.

Requests for a voluntary medical or psychological withdrawal cannot be submitted after the end of the term unless express approval is given from both teaching faculty and college dean.

If a student is to be withdrawn from the University, the DSR, or designee, will instruct the Registrar to withdraw the student immediately and the Bursar to initiate the appropriate tuition and fee refund, if any.

.140 Involuntary Withdrawal for Medical or Psychological Reasons

To protect the health and safety of all members of the University community and to ensure an optimal learning and teaching environment, it may become necessary to withdraw a student on an involuntary basis. In cases related to involuntary withdrawal for medical or psychological reasons, an individualized assessment of the student will be made that includes observations of actions related to safety and behavioral issues. The assessment will include consultation with qualified healthcare professionals who will assist in the judgment of risk of substantial harm. A determination as to whether or not there is a reasonable way to accommodate the student that decreases the safety risk and/or to ensure compliance with school policies. The student will be afforded to opportunity to either meet with the Vice President for Student Affairs, or designee, or provided written communication that presents the students case before the final decision is made.

.150 Resumption of Student Status

Prior to returning to or enrolling at the University, a student who has been withdrawn may be required by the DSR to submit a written plan that identifies how the student will resume their status at the University.

The plan must respond to the condition that gave rise to the need for the student’s withdrawal (i.e., need for ongoing medical or psychological care, ability to maintain a standard of responsibility and self-care; ability to assume class participation). If the student will reside in the residence halls, the plan must also state how the student will transition back into this community.

The DSR, in consultation with the Vice President for Student Affairs, Director of Counseling and/or the Director of Student Health (if warranted), will review the student's plan to determine whether or not the student's request to re-enroll at that time shall be granted or denied. The decision of the DSR is final.

.160 Deviations from Established Procedures

Reasonable deviations from this policy will not invalidate a decision or proceeding unless significant prejudice to a student may result.

Military Call-Up Policy

Policy posted online at: <https://www.eou.edu/policy/pandp/> (See: Military Call Up Policy)

This policy is for students who are enrolled in classes and who are members of the National Guard, Reserves, or other branches of the military that have been called to serve with their military units. The following procedures and options for completing or withdrawing from courses apply in this situation. **Any administrative action is contingent upon a copy of military orders being received by the Registrar's Office.**

Note: OUS policy states that "Any student with orders to report for active military duty may withdraw at any time during the term and receive a full refund. If sufficient coursework has been accomplished and the instructor feels justified in granting credit for the coursework completed, credit may be granted and no refund will be given."

1. A student who does not have time to make the necessary arrangements may authorize another person to act on his/her behalf. A letter signed by the student or a power of attorney is required and must be attached to a copy of the military orders.
2. A student who is required to report on or after the first day of final exam week will be allowed to complete his/her course work early and must contact individual professors to make arrangements.
3. A student who is required to report prior to the first day of final exam week must choose option **B, C, or D.** (**Note:** The student must provide a copy of the military orders indicating a report date that is prior to the first day of final exam week.)

Students must contact the Registrar's Office where they will be assisted with the following options.

A. If absent at the beginning of the term, remain enrolled in classes for that term.

In this case,

- Faculty members will be informed of the student's expected return/arrival date and arrangements will be made with instructors.
- Faculty members will determine whether or not the student can still successfully complete the course.

B. Remain enrolled in classes for the current term and either:

Complete course requirements early

In this case,

- Students make individual arrangements with instructors.
- Course work is completed prior to reporting for duty.
- Earned final grades are reported by the instructors.

Or

Complete course requirements at a later date.

In this case,

- Request an incomplete from faculty/instructor. If an incomplete is granted, the grade will post to the student's record as an "I" and an extension date, determined by the faculty/instructor, will be entered into Banner. The student and the Registrar's Office are informed of the faculty/instructor's requirements in writing. Incomplete grades not removed by the date specified automatically revert to the alternate grade specified by the faculty/instructor.

C. Remain enrolled in one or more classes and drop other class(es)

NOTE: Prior to making this decision, please contact the Financial Aid Office to discuss potential financial implications.

- Students complete classes according to the procedures listed above.
- Students drop other classes by appeal through their College Dean/s. This may be done on a withdrawal passing basis even if the withdrawal deadline has passed.

NOTE: Course completion arrangements are to be made at the discretion of individual instructors.

D. Withdraw from all classes for the term

NOTE: Prior to making this decision, please contact the Financial Aid Office to discuss potential financial implications.

- All classes will be dropped from the student's record.
 - The following notation will be printed on the transcript for the term: "Student called to active duty".
4. If applicable, students will notify the Residence Life Office. Residence hall room and meal plan fees will be refunded on a prorated basis for students who withdraw and for students who keep their registrations under paragraph 3b or 3c. No cancellation fees will be assessed.
 5. Books purchased from the EOU Bookstore may be returned. Students should contact the Bookstore to make individual arrangements for refund amounts.
 6. The Registrar's Office will notify the student's academic advisor, the Financial Aid office, and Student Accounts about withdrawals.
 7. The Registrar's Office will notify the Veterans' Administration about withdrawals and last dates of attendance for students who are receiving VA benefits.
 8. The student's financial aid status will be reviewed by the Financial Aid Office in accordance with applicable federal, state, and EOU refund policies.
 9. Any refunds for tuition and fees will be reviewed and calculated by the Student Accounts Office.
 10. Students will be eligible to be readmitted to the University after completion of their active duty.
 11. The student should review information regarding *Loan Deferments for Active Duty Military Personnel* available on the National Student Clearinghouse website: (<http://www.studentclearinghouse.org/>)

Missing Persons Policy

Policy posted online at: <https://www.eou.edu/policy/pandp/> (See: Missing Persons Policy)

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting currently enrolled students who are reported missing. A student shall be deemed missing when he or she is absent from the University and/or has been reported missing, without any known reason, by another individual. **To report a student missing, contact Campus Security at 541-962-3911 or wbenson@eou.edu; the Director of Residence Life at 541-962-3177 or jdjones1@eou.edu; or the Director of Student Relations at 541-962-3476 or ccascio@eou.edu.** All reports of missing students shall be directed to the Director of Student Relations (DSR) in the Office of Student Affairs who shall investigate each report and notify the La Grande Police Department when appropriate.

All students living in the residence halls shall have the opportunity to identify an individual to be contacted by the University in case he/she is determined to be missing. Only authorized campus officials and law enforcement officers will have access to this information and for missing person investigative purposes only. This policy is applicable to students attending classes on-campus at the La Grande Main Campus or at an on-site program sponsored by EOU.

This policy is intended to comply with the requirements of the Higher Education Opportunity Act (Public Law 110-315).

Procedure for reporting missing student

- Anyone who suspects a student may be missing should notify Campus Security, the Residence Life Office, or the Office of Student Affairs immediately.
- Any report of a missing student should be directed to the Office of Student Relations.

- When a student is reported missing, the DSR or designee shall:
 - Initiate an investigation to determine the validity of the missing person report.
 - Notify the La Grande Police Department and Campus Security after determining that the student is missing.
 - Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
 - Notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing if the missing student is under the age of 18.
- The DSR, or designee, shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.
- The Office of Student Affairs staff may also contact the student's instructors if necessary or beneficial to the student and/or instructors.

Student Contact Information

Students are given the opportunity to designate emergency contact information at registration online through Webster. Additionally, students who live in the residence halls are given the opportunity at check-in to designate a person to notify in a missing person investigation.

Parking and Vehicular Traffic Regulations

Campus parking and vehicular traffic regulations are designed to minimize congestion, maintain safety, enhance security and maximize the use of existing parking facilities on campus. The Oregon State Police, the Union County Sheriff, and the La Grande City Police are authorized to issue citations for violations of vehicular traffic regulations occurring anywhere within approved campus boundaries. If a citation is issued by one of these enforcement agencies, the person cited should post bail or appear at the time and place stated on the citation. The University exercises no authority or responsibility over these actions.

The University assumes no responsibility for damage to or loss of vehicles or their contents when parking within the campus boundaries. It is the responsibility of permit holders to read, understand and follow all parking regulations.

Parking Permits

All vehicles parking on campus must display a current EOU permit. Permits must be displayed by hanging it from the rear view mirror with permit numbers clearly visible from the front of the vehicle. Parking permits may be purchased for a whole year or for each term. Permits may be purchased at the Student Accounts Office, Inlow Hall 101 or call 541-962-3590 for more details.

Parking Regulations

Parking regulations are enforced Monday – Friday, 8 am to 5 pm. For additional parking information please visit <http://www.eou.edu/facplan/parking-services/>.

Posting Regulations

Center for Student Involvement, Hoke Union Building 216

Phone: 541-962-3704

Campus Bulletin Boards

Academic programs and administrative units will be responsible for designating bulletin boards within their areas that will be open for posting informational leaflets or posters relating to instructional programs and related activities, workshops, seminars, drama, concerts, administrative functions and activities. The Center for Student Involvement oversees the posting of information on select bulletin boards that have been designated for student clubs and organizations for co-curricular activities.

Locations

INLOW HALL, first floor - north wall

Residence Halls, 4 copies to Residence Life Office, Hoke 216

ZABEL, first floor, west wall
HOKE, third floor, outside room housing KEOL Studio
HOKE, second floor, outside Mountie Cafe
HOKE, second floor hallway, across from restrooms
HOKE, first floor, bulletin boards outside of Mac's Grill
HOKE, first floor, inside Mac's Grill
ACKERMAN, first floor
LIBRARY, entrance, to the left of the directory
LOSO HALL, Theatre Green Room, the board closest to the exit door
LOSO HALL, cement wall by the Art Department, just inside the entrance near the loading dock
LOSO HALL, second floor, outside wall of the Learning Center

Co-Curricular Activities

Co-curricular activities are defined as student activities and programs that are not for academic credit and sponsored by a recognized campus organization that provide learning and social opportunities outside-the-classroom. All materials for co-curricular activities and programs may only be posted after upon authorization from the Center for Student Involvement (CSI) located on the second floor of the Hoke Union Building. CSI approves on-campus publications only in compliance with the campus posting policies, OLCC regulations and must comply with the policies of the State Board of Higher Education.

Campus Posting Policies

Posters violating any of these policies will be removed.

1. Posters must be approved by CSI.
2. No posting on outdoor posts, poles or windshields.
3. Do not cover other posters.
4. Table tents in board dining, and Mac's Grill must be pre-approved by University Food Service.
5. Do not use duct tape to hang any banners.
6. When posting banners in Loso, you must adhere to the following:
 - o Banners must be VERTICAL in design
 - o Banners must be approved by CSI
 - o Banners are posted first-come availability

Any costs associated with damage due to postings will be charged to the offending student club or organization account.

Outside Groups and Organization Activities and Programs

All groups that are not-for-profit or not directly affiliated with Eastern Oregon University or classified "for sale" ads must secure authorization for posting materials through the Center for Student Involvement located on the second floor of the Hoke Union Building.

Denial of Authorization to Outside Groups to Post Informational Materials

Organizations shall not be given approval for posting on campus when conflicts of facilities arise according to the Campus Facility Use Policies, when an activity is in violation of federal, state or local laws and ordinances, or when an activity is in violation of OUS Administrative Rules or University Policies.

Appeal Process

Any organization may appeal decisions concerning posting made by the Center for Student Involvement to the Student Affairs Committee.

[Revised March 2016]

Service and Support Animal Policy

Policy posted online at: <https://www.eou.edu/policy/pandp/> (See: Service and Support Animal Policy); also see Policy posted online at: <https://www.eou.edu/policy/pandp/> (See: Animals on Campus Policy)

.100 Policy Statement: This policy sets forth guidelines for the use and authorization of Service and Support Animals on the Eastern Oregon University campus.

.110 Policy Rationale: Eastern Oregon University (EOU) is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford people with disabilities an equal opportunity to access its programs, services, and activities.

.120 Definitions

PETS: A "Pet" is any animal kept for ordinary use and companionship. Service and Support Animals, as defined below, are not considered pets. Pets are generally prohibited indoors on the EOU campus. For more information, see the EOU Animals on Campus Policy.

SERVICE ANIMAL: "Service Animal" means any dog¹ that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

Service Animals are working animals, not pets. Examples of work or tasks typically performed by a Service Animal include: guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.

SUPPORT ANIMALS: "Support Animal" means an animal that is recommended by a healthcare or mental health professional to provide emotional or other support to an individual who has a disability-related need for such support. A Support Animal provides emotional or other support that ameliorates one or more identified symptoms or effects of a person's disability. Support Animals may include species other than dogs and miniature horses. Unlike a Service Animal, a Support Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times.

.130 Service Animals

a. Public Areas on Campus

Service Animals (only dogs or miniature horses) will be permitted to accompany people with disabilities in all areas of EOU's facilities where the general public may also go. EOU does not require documentation for any Service Animal accompanying a person with a disability in a public area. However, if it is not readily apparent that an animal is a Service Animal, EOU staff may make two inquiries to determine whether the animal qualifies:

- i. Is the animal required because of a disability?
- ii. What work or task is the animal trained to perform?

The animal handler must maintain control of the Service Animal and comply with all the requirements of this Policy.

b. EOU Students

EOU Students who require the use of a Service Animal in non-public areas of the campus (including classrooms, offices, etc.) must request an accommodation through the EOU Disability Services Office. Please refer to the Disability Services Office website at <http://www.eou.edu/disability/> or call (541) 962-3081 for more information.

c. EOU Employees

EOU employees who require the use of a Service Animal in non-public work areas on campus must request an accommodation through the office of Human Resources. Please visit Human Resources or call (541) 962-3081 for more information.

.140 Support Animals

Support Animals are generally not allowed to accompany persons with disabilities in all public areas of EOU as a service animal is allowed to do. However, a Support Animal may be authorized to reside in University Housing when necessary to afford the person with a disability an equal opportunity to use and enjoy University Housing.

Before a Support Animal can move into University Housing, a request must be submitted to EOU's Disability Services Office at least 30 days prior to move-in. The request must include documentation from a licensed physician or mental health provider, including without limitation a qualified psychiatrist, licensed clinical social worker, or other mental health professional, to provide sufficient information for EOU to determine:

- that the requesting individual qualifies as a person with a disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities); and
- that the Support Animal is necessary to afford the person with a disability an equal opportunity to use and enjoy University Housing (i.e. that the animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability).

¹ A trained miniature horse may also qualify as service animals in certain limited circumstances.

The Disability Services Office will review the documentation and coordinate with EOU Housing & Residence Life and with the requesting student regarding approval and reasonable guidelines or restrictions as necessary. Generally, once approved a Support Animal may accompany the person with a disability in the housing unit and in facility common areas.

While Support Animals are generally not allowed indoors on EOU's campus other than in University Housing, people with disabilities may request approval from the Disability Services Office to have the Support Animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.

.150 Responsibilities of Those Using Service and Support Animals

EOU is not responsible for the care or supervision of Service or Support Animals. People with disabilities are responsible for the cost, care, and supervision of their animals, including:

- compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- keeping the animal under control and taking effective action when it is out of control; and
- feeding and walking the animal, and disposing of its waste.

Waste disposal via university plumbing is prohibited, but the Disability Services Office or Housing & Residence Life can provide guidance on where to appropriately dispose of animal waste.

EOU will not require any surcharges or fees for Service or Support Animals. However, a person with a disability may be charged for damage caused by an animal to the same extent that EOU would normally charge a person for the damage they cause.

People with disabilities who are accompanied by Service or Support Animals must comply with the same university rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

.160 Exceptions and Exclusions

EOU may pose some restrictions on and may even exclude a Service or Support Animal in certain instances. As noted above, Support Animals are generally not allowed indoors on EOU's campus other than in University Housing. Any animal may be excluded from an area in which it was previously authorized to be if:

- it is out of control and effective action is not taken to control it;
- it is not housebroken (or in the case of a Support Animal that deposits waste in a designated cage or litter box, the owner fails to clean such cage or box such that the cleanliness of the room is not maintained); or
- it poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services.

In considering whether a Service or Support animal poses a direct threat to the health or safety of others, EOU will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine: (1) the nature, duration, and severity of the risk; (2) the probability that the potential injury will actually occur; and (3) whether reasonable modifications of policies, practices, procedures, or the provision of auxiliary aids or services, will mitigate the risk.

In the event that restriction or removal of a Service or Support animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the animal present.

.170 Guidelines for Members of the EOU Community

To ensure equal access and nondiscrimination of people with disabilities, members of the EOU community must abide by the following practices:

- Allow Service and Support Animals to accompany people with disabilities on campus in accordance with this Policy;
- Do not ask for details about a person's disabilities;
- Do not pet a Service Animal, as it distracts the animal from its work;
- Do not feed a Service or Support Animal;
- Do not deliberately startle, tease, or taunt a Service or Support Animal; and
- Do not separate or attempt to separate a person from his/her Service or Support Animal.

If you have a disability that may be affected by the presence of animals, please contact the Disability Services Office. EOU is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

.180 Grievance Procedure

A student or employee who is unable to resolve the matter with Disability Services and wishes to file a disability discrimination complaint should contact EOU's Affirmative Action Officer in the office of Human Resources. Please call (541) 962-3548 for more information.

Student Firefighter Policy

Policy posted online at: <https://www.eou.edu/policy/pandp/> (See: Student Firefighter Policy)

.100 Policy Statement: This policy sets for the policy that supports students who work as firefighters during the summer months.

.110 Policy Rationale: Many Eastern Oregon University (EOU) students work as firefighters around the Pacific Northwest. This policy helps our students to continue to work in various roles fighting fires right up to the start of school without jeopardizing the college careers.

.130 Student Firefighter Policy: EOU will provide assistance to students who plan on attending school in the fall and their arrival will be delayed due to a bad fire season. No late fees will be incurred, residence hall rooms will be held, charges for room and board will be prorated, registration assistance will be provided and financial aid will remain available.

Faculty members will be informed individually of their student's expected return/arrival date. An agreement, however, will also be necessary between the student and the instructor as to whether or not the student can still successfully complete the class. EOU will assist the student with cancelling their registration with no penalties if deemed necessary. Students must provide proof that they were fighting fires to be covered by the policy, which remains in effect until the end of the fourth week of fall term.

Faculty, staff and students should contact the Director of Student Relations at 541-962-3476 for assistance.

Student Travel

There are specific travel policies and inherent risks related to student travel on a University-related event or activity (e.g., class field trip or co-curricular activities). Student travel information and related forms (provided in a packet of required documentation) are available at <http://www.eou.edu/sse/student-travel/>

In the case of an accident or injury while traveling, the Vice President for Student Affairs (VPSA) should be notified immediately at 541-962-3635. If the VPSA cannot be reached, contact Campus Security at 541-962-3911.

If you have other travel related questions regarding risk, insurance requirements or needs, or just need help related to student travel, contact Student Affairs, 541-962-3635 or Risk Management, 541-962-3773.

Sex Offender Statement and Protocol

The Federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), which became law October 28, 2000, but which delayed certain provisions until October 28, 2002, amends to Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to the Wetterling Act, CSCPA also amended the Calorie Act, an annual crime reporting law, and the Family Educational Rights and Privacy Act of 1974 to allow the disclosure of this information regarding students.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state regarding each institution of higher education in that State at which the person is employed,

carries on a vocation, or is a student and must also alert the state of any change in enrollment or employment status. These federal requirements will require state law changes, expected to occur in 2003.

Under current state law, computerized sex offender information can be obtained through local law enforcement agencies and the Oregon State Police through their sex offender registration information line at (503) 378-3720 extension 4429. This computerized database can access sex offender information by name, address, zip code or county.

Rationale and Protocol for Handling Registered Sexual Offenders

ORS 181.585 to 181.587 specifies how information related to registered sex offenders should be handled by community corrections personnel. A registered sex offender is defined as a person who exhibits characteristics showing a tendency to victimize or injure others and has been convicted of a sex crime listed in ORS 181.594 (2)(a) to (d), has been convicted of attempting to commit one of those crimes, or has been found guilty except for insanity of one of those crimes.

Under certain circumstances, community corrections personnel are required to engage in a notification process related to the registered sexual offender. In an effort to safeguard the health and well-being of the campus community, this policy is enacted to further specify how EOU will respond when notified that a registered sex offender is present on campus.

(Note: At times, community corrections personnel may notify the college that a registered sex offender is enrolled or plans to enroll. In such cases, college staff may choose to follow and/or modify the procedure below to meet the needs of the situation.)

Protocol:

1. When a person in the process of application to become a student is identified as a registered sex offender currently on supervision, the Parole and Probation Officer for Union County Community Corrections shall notify the EOU Vice President for Student Affairs (or his/her designee).
2. Upon such notification, the Vice President for Student Affairs (or his/her designee) will consult with the Parole and Probation Officer to ascertain the level of risk posed by the student to the campus community, and to develop an appropriate plan to manage such risk. The Parole and Probation Officer is responsible for providing the college with accurate information related to risk level, and for recommending notification strategies.
3. In developing the college's response to the individual and the level of risk, the Vice President for Student Affairs (or his/her designee) shall consider the following issues:
 - a. The risk assessment and recommendations of the Parole and Probation Officer shall be given primary consideration.
 - b. The interests of individuals in the campus community in having a safe learning, living and/or employment environment versus the privacy needs of the individual.
 - c. The educational context of the student's intended enrollment (e.g., whether the registered sex offender, currently on supervision, is required by the college to have close contact with an individual(s) in a private setting).
 - d. Other factors appropriate to the individual sex offender, and the work, academic or living environment setting.
4. The student will be required to meet with the Vice President for Student Affairs (or his/her designee) to discuss Eastern Oregon University policies and procedures. The student will be required to enter into a behavior contract with the institution. The contract will be reviewed quarterly.
5. The Vice President for Student Affairs (or his/her designee) may work with other appropriate departments on campus if notification is considered necessary. Depending on circumstances, the following offices may be included in this notification process: the Provost's Office, the offices of the academic deans, individual faculty members, the Director of Housing, the Director of Counseling, the Director of the Student Health Center, the Director of Student Involvement, the Security Supervisor, persons serving as direct supervisors of the offender, and other faculty and staff as necessary. Information which may be disclosed includes, but is not limited to, the person's name and address; a physical description of the person; the type of vehicle that the person is known to drive; any conditions or restrictions placed upon the person's probation, parole, post-prison supervision or conditional release; a description of the person's method of offense; a current photograph of the person; and the name and telephone number of the person's parole and probation officer.

6. The Parole and Probation Officer shall notify the Office of Vice President of Student Affairs (VPSA, or his/her designee) prior to the first term during which a registered sexual offender plans enrollment. The VPSA (or his/her designee) may consult as necessary to assess if modifications to the college's intervention plan are necessary, and/or to notify parties based on changes in the student's course schedule or college status.
7. A copy of the Behavior Contract will be forwarded to the appropriate Parole and Probation Officer.
8. All students that enter into a Behavior Contract are bound by all institutional rules and regulations, including the Student Code of Conduct. Therefore, those who do not cooperate will be subject to disciplinary action and/or emergency action upon the University's directive.

Sex Offender Registration

The Campus Sex Crimes Act (CSCA) requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education (IHE) in that state where the offender resides, as well as notice of each change of enrollment or employment status at the IHE.

EOU is required to inform the campus of the location of the list of sex offenders that have indicated that they are either enrolled or employed at EOU. The list of sex offenders is maintained and available in the Office of Student Relations, Inlow Hall, Room 113A. A list of registered sex offenders in the State of Oregon can be found at <http://sexoffenders.oregon.gov/>.

CSCA further amends the Family Educational Rights to Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Sexual Harassment Policy

Human Resources
Inlow Hall 209
Phone: 541-962-3548
www.eou.edu/hr/

Eastern Oregon University is committed to the preservation of dignity and integrity for all students and employees; therefore this policy is issued in recognition of the University's moral and legal obligations to provide protection from and resolution of incidents of sexual harassment. The [EOU Sexual Harassment Policy](#) can be found at online at: <https://www.eou.edu/policy/pandp/> (See Sexual Harassment Policy)

Time, Place, Manner Policy

[Policy posted online](#) at: <https://www.eou.edu/policy/pandp/> (See: Time, Place and Manner Policy)

This policy sets forth guidelines for the freedom of assembly and speech rights on the Eastern Oregon University campus.

Eastern Oregon University is committed to providing a positive academic environment that recognizes and respects the dignity of all. Eastern Oregon University recognizes the rights of members of the University community to freedom of assembly and speech, and strongly believes in fostering discourse and the free exchange of ideas at the University. As a matter of law and University policy, however, these rights and interests are not absolute, and must be exercised on University property in a manner consistent with the mission and operation of the University and the rights of other members of the University community.

Definitions

Public demonstrations: freedom to assemble, demonstrate, communicate and protest.

Time, Place, and Manner

Individuals are free to assemble, demonstrate, communicate and protest (herein after referred to as "public demonstrations"), recognizing that freedom requires responsibility and the right of all faculty, staff, students and University guests to pursue their legitimate goals without interference.

- Public demonstrations shall not impede pedestrian and vehicular traffic nor reasonably disrupt regular or authorized activities in classrooms, offices, laboratories, and other University facilities or grounds.
- Public demonstrations may be required to conduct activities 15 ft or more from any exit, entrance, exterior staircase, parking lot, or roadway if necessary to allow access.
- Portions of a street and the time of day during which a street is not available for speech activities may be designated in order to meet traffic, emergency access and public transit needs.
- A demonstration in a building or area is limited to such a number of persons which the area can reasonably accommodate on grounds of public safety, as determined by a public safety official (e.g., fire marshal, building inspector).
- There shall be no interference with demonstrations on the grounds of content of speech, except for any speech or demonstration which incites immediate violent action or breach of peace and represents a clear and present danger to the campus community.

University grounds are open to the public and the University community for public demonstrations during the regular business hours of the particular building. To allow scheduling and to assure public safety, persons participating in public demonstrations are highly encouraged to notify the appropriate University officials before activities (see below):

- In the interest of privacy and safety, activities are restricted from being conducted at the following locations: Pierce Library, the Student Health Center or any building designated for authorized access only.
- Reservation of space for the purpose of demonstration or activities prior to the event is strongly encouraged in the free speech zone (i.e. the Hoke Union Building Quad) or other area on campus. Scheduling of space must be verified through the University's Facilities Scheduling and Conference Service office.
- In the case that an unscheduled demonstration conflicts with the reserved use of space by another entity, the party that reserved the space through proper channels will retain use of that space.
- Speech activities in residence halls and resident dining may be regulated in a viewpoint neutral manner by the Director of Housing and Student Involvement and the Dining Services Director in consultation with the Vice President for Student Affairs.
- Persons are also requested to notify the building managers of any building in which they plan any activity.

Failure to cease any activity in violation of the policy immediately following either written or oral notice by a University official shall also be a violation of this policy. Violations of this policy may subject a student to disciplinary action through the Student Conduct Program.

Tobacco Policy: Smoke and Tobacco Free Campus

Policy is posted online at: <https://www.eou.edu/policy/pandp/> (See Smoke and Tobacco Free Campus Policy)

The University forbids use of tobacco products in any building on campus.

.100 Policy Statement

Effective September 15, 2013 Eastern Oregon University (EOU) will be a Smoke and Tobacco Free campus. The use of all tobacco products (including, but not limited to cigarettes, cigars, pipes, smokeless tobacco, betel nut, or any other tobacco product, including "e-cigarettes"†) is prohibited at all times within any interior space and all outside property or grounds controlled, owned, leased, or shared by Eastern Oregon University (including, but not limited to parking lots, rooftops, entrances and exit ways; and within all vehicles on campus properties). In addition, smoking receptacles are prohibited within and should be removed from Eastern Oregon University campuses.

.110 Policy Rationale

On August 2, 2012 Governor Kitzhaber signed an Executive Order that mandated all Oregon state properties to become tobacco free. Thus, the Oregon University System (OUS) has requested that all state universities adhere to the Governor's Executive Order.

Tobacco use is the leading preventable cause of death in Oregon and the nation. According to Oregon physician reports through death certificates, tobacco contributed to 6,965 deaths in 2007 (22 percent of all deaths in the state). In addition, there are an estimated 800 deaths caused by secondhand smoke in Oregon annually. By establishing a tobacco free environment, Eastern Oregon University will offer a healthier and cleaner campus for employees, students, and visitors.

.120 Definitions

“Eastern Oregon University Property”: Any interior space and all outside property or grounds controlled, owned, leased, or shared by Eastern Oregon University (including, but not limited to parking lots, rooftops, entrances and exit ways; and within all vehicles on campus properties)

“Smoking”: Smoking is the act of inhaling, exhaling, burning, or carrying any lighted or heated tobacco product, including legal smoking substances that are not tobacco, and smoking instruments.

“Electronic Cigarette” (“e-cigarette”): The FDA defines e-cigarettes as products designed to deliver nicotine or other substances to a user in the form of a vapor. Typically, they are composed of a rechargeable, battery-operated heating element, a replaceable cartridge that may contain nicotine or other chemicals, and an atomizer that, when heated, converts the contents of the cartridge into a vapor.

“Smokeless Tobacco”: Non-ceremonial tobacco products including, but not limited to, snuff, snus, and chewing tobacco.

“Tobacco Free”: Tobacco, in any form, is neither smoked, ingested, nor used in any manner on Eastern Oregon University property.

.130 Operating Policy (OP)

Compliance

This policy is the shared responsibility of all Eastern Oregon University personnel. Students and employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy. If difficulties arise with compliance, security or management-level staff should be notified.

Any person who observes an individual violating this policy is encouraged to address the noncompliance with the person in question. Management and supervisory staff are responsible for ongoing compliance with this policy within their respective work areas. In addition, management and supervisory staff are expected to adhere to standard practice in resolving any issues of noncompliance.

If questions arise regarding the actual physical parameters of the prohibition for any particular Eastern Oregon University property, the Provost, or designee, shall provide a final determination.

Failure to Comply

First time offenders will be given a verbal warning. Repeat offenders will be subject to the guidelines outlined in the Enforcement and Compliance document. See Enforcement and Compliance document for further details.

Exceptions

Exceptions from the policy can include: theatrical performances where tobacco use is integral to maintain authenticity of the material; ritual/cultural events; or research for academic purposes. Approval is required by the Eastern Oregon University President or a President’s delegate.

.140 Development of an Operating Policy/Procedure

- I. EOU President requests a tobacco free campus policy in collaboration with the Student Health Center.
- II. Organization of a faculty, staff, and student task force.
- III. President’s announcement to EOU employees and students.
- IV. Increased marketing and communication of policy to EOU employees, students, and surrounding community.
- V. Education and cessation resources available to EOU employees and students.
- VI. Temporary and permanent signage communicating that EOU is a smoke and tobacco free campus effective September 15, 2013.
- VII. Removal of smoking receptacles on campus by September 15, 2013.

.150 Resources and Support

Eastern Oregon University is committed to assisting students and employees in overcoming tobacco dependency. Currently, Eastern Oregon University employees have access to tobacco cessation programs as part of their standard medical benefits.

Students will have access to the Student Health and Counseling Center services, referral to the Oregon Tobacco Quit Line, and referral to community resources; such as the County Health Department.

Eastern Oregon University contractors, vendors, clients and visitors may be referred to State and local resources.

.160 Review and Revision of Policy

This policy will be reviewed every three years by the Student Health and Counseling Center. The date (year, month and day) of the review shall be specified upon incorporation of the policy in the appropriate policy manual(s).

.170 Internal Control Considerations

N/A

.180 Policy Retention, Access, and Copies

Communication of Policy

Signs will be used to designate the Eastern Oregon University controlled grounds as a "Smoke and Tobacco Free Campus". Temporary and permanent signs communicating this message shall be clearly posted (1) on the perimeter of the property, (2) at each vehicular and pedestrian entrance, and (3) at other prominent locations. However, all facilities and grounds controlled by Eastern Oregon University are tobacco free zones regardless of whether or not signs are posted.

The Eastern Oregon University Smoke and Tobacco Free Campus Policy will be made available online to employees, students, vendors, and visitors to effectively communicate the requirements of this policy. All Eastern Oregon University students, employees, contractors and vendors will be provided with basic information about the Smoke and Tobacco Free Campus Policy at admission, initial hire and/or upon request, and periodically thereafter as it is deemed to be necessary, to ensure compliance with this policy.

.190 Approval History

Approved by the University Council on 02/12/2013.

Submitted to the Faculty Senate as an information item on 03/05/2013.

Approved by the Eastern Oregon University Executive Cabinet on 03/18/2013

Adopted into practice 09/15/2013.

Weapons Policy

Policy posted online at: <https://www.eou.edu/policy/pandp/> (See: Campus Weapons Policy)

Firearms on campus are generally prohibited. As the Policy on Firearms indicates, exceptions to the policy are:

- Local, county, state, and federal law enforcement officers
- Other duly appointed law enforcement officers
- Members of the United States armed forces while on duty
- For academic research and/or activities related to the educational mission, which have been pre-approved by the President of EOU

Residence Hall patrons are to follow the EOU policy described in the **Room and Dining Contract** for on campus housing that can be found at <http://www.eou.edu/reslife/forms/>. Call Campus Security at 541-962-3911 to report violations or suspected violations of this policy.

Directories and Information

Campus Map

For a campus map please visit <https://www.eou.edu/visitor/tour/>

Important Dates

For a complete list of important dates please visit <https://www.eou.edu/registrar/calendar/>

Important Telephone Numbers (with staff office locations)

Vice President for Student Affairs	Inlow Hall 113	541-962-3635
Dean, College of Arts & Sciences	Loso Hall 154	541-962-3555
Dean, College of Education & Business	Zabel Hall 255	541-962-3772
Academic Advising Center	Inlow Hall 112	541-962-3378
Athletics/Intramurals/Recreation	Quinn 131	541-962-3364
Bookstore	Hoke 1 st Floor	541-962-3691
Center for Student Involvement	Hoke 216	541-962-3704
Counseling Center	Student Health Center	541-962-3524
Financial Aid	Inlow Hall 104	541-962-3550
Health Center, Student	541-962-3524	
International Student Programs	Hoke 215	541-962-3406
Learning Center	Loso Hall 234	541-962-3663
Library	Pierce Library	541-962-3579
Multicultural Center	Hoke 209	541-962-3741
National Student Exchange	Hoke 215	541-962-3406
Registrar	Inlow Hall 105	541-962-3607
Residence Life	Hoke 216	541-962-3553
Safety and Security		541-962-3911
Student Accounts	Inlow Hall 101	541-962-3590
Student Government Office (ASEOU)	Hoke 205	541-962-3387
Veterans Services		
♦Military/Veteran Coordinator	(By Appt)	541-289-2842
♦Certifying Official	Inlow 105	541-962-3504
Week of Welcome	Loso 234	541-962-3281
Writing Center	Loso 234	541-962-3663

Help and Where to Get It

Campus Buildings	
ACK – Ackerman Hall	LH – Loso Hall
BH – Badgley Hall	PP – Physical Plant
HUB – Hoke Union Building	QC – Quinn Coliseum
HH – Hunt Hall	KEOL – Campus Radio Station
IH – Inlow Hall	ZH – Zabel Hall
LIB – Library	SHC – Student Health and Counseling Centers
ISB – Integrated Services Building	

Questions not answered or covered should be directed to:

Office of Student Affairs
 Inlow Hall, Room 113
 541-962-3635
 E-mail: saffairs@eou.edu

AGENCY	Location	Telephone
Alcoholics Anonymous (info./referral)		1-800-274-2042
Ambulance		911
Campus Safety - EOU Before 8am, after 5pm, weekends or holidays		541-962-3241 541-962-3911
Grande Ronde Hospital		541-963-8421
La Grande Fire Department -Business		541-963-3123
La Grande Police Department - Business		541-963-1017
Emergency Line		911
HOTLINES		
Alcohol & Drug Helpline		1-800-621-1646
Center for Disease Control (CDC)		1-800-232-4636
Domestic Violence – Shelter From The Storm 24 hr. Crisis Line		541-963-9261
Oregon Gambling Helpline		1-877-695-4648
Oregon HIV/STD Hotline		1-800-777-2437
National Suicide Prevention Hotline		1-800-273-8255
Poison Control Hotline		1-800-222-1222
Activities		
Call Center – EOU		541-962-3672
Center for Student Involvement – EOU	HUB 216	541-962-3704
Change of Advisor/Change of Major		
Academic & Career Advising – EOU	IH 112	541-962-3378
Child Care		
Resource and Referral	1901 Adams Ave. Suite 3	541-963-7942
Confidential Counseling		
Counseling Center – EOU	1201 “L” Avenue	541-962-3524
Center for Human Development	Corner Cove Ave & Albany	541-962-8800
Shelter from the Storm (24 hr.)		541-963-9261
Degree Programs And Requirements		
Advising Center - EOU	IH 112	541-962-3378
Disability Services		
Learning Center – EOU, Located inside the	LH 234	541-962-3081
Discrimination OR Sexual Harassment Complaint		

AGENCY	Location	Telephone
Affirmative Action Officer – EOU	IH 209	541-962-3548
Director of Student Relations	IH 113A	962-3476
Financial Aid, Emergency Loans		
Financial Aid Office – EOU	IH 104	541-962-3550
Grade Change or an Incomplete	See your instructor	
Grievance/Complaint about a class and/or instructor	See Student Handbook	
Health Insurance		
Student Health Insurance Liaison – EOU	IH 113	541-962-3635
Student Health Center – EOU	1 Corner 6 th & L Ave (NW Corner of campus)	541-962-3524
Health Services		
Student Health Center – EOU	Corner 6 th & L Ave (NW Corner of campus)	541-962-3524
Grande Ronde Hospital	900 Sunset Drive	541-963-8421
Help With Reading, Writing, Study Skills Or Tutoring		
Learning Center – EOU	LH 234	541-962-3663
International Students		
International Student Programs – EOU	HUB 215	541-962-3406
Multicultural Center – EOU	HUB 2 nd Floor	541-962-3741
Intramural & Recreational Facilities		
Athletics Main Office – EOU	QC 131	541-962-3364
Equipment Manager – EOU	QC 137	541-962-3375
Intramural Director – EOU	QC 131C	541-962-3850
Legal Information And/or Assistance		
Chamber of Commerce		541-963-8588
Oregon Legal Aid Office – Regional Office		1-800-843-1115
Mail Delivery on Campus		
Mail Drops are located in each Residence Hall		
Mail Drop in the Shipping and Receiving Office	Plant Services	
On-campus Housing		
Residence Life Office – EOU	HUB 111	541-962-3553
Payroll		
Payroll Office	IH 205	541-962-3286
♦ If you have arranged to pick up check on Payday, go to Student Accounts after 8:30 am.		

AGENCY	Location	Telephone
Registration Information		
Registrar's Office	IH 105	541-962-3507
Advising Center	IH 112	541-962-3378
Religious Activities		
Center for Student Involvement	HUB 216	541-962-3704
Safety and Security		
Campus Safety – EOU		541-962-3241
Parking Permits – EOU	IH 101	541-962-3590
Scheduling Campus Rooms For Student Events		
Facilities Scheduling – EOU	HUB 315	541-962-3575
Stamps Available For Purchase		
Bookstore – EOU	HUB 1 st Floor	541-962-3691
Student Employment	www.eou.edu/career/	
Career Services Center	IH 109	541-962-3090
Student I.D.		
Registrar's Office – EOU	IH 105	541-962-3507
Test Anxiety		
Counseling Center – EOU	6 th & "L" Ave	541-962-3524
Testing (GRE, CLEP, SAT)		
Testing Services – EOU	ZH 117	541-962-3788
Transfer Requirements (Moving Credits from Another School)		
Advising Center – EOU	IH 112	541-962-3378
Veterans Information		
Army ROTC - EOU	ZH 118	541-962-3693
Veterans Certifying Officer – EOU	IH 105	541-962-3504
Military/Veteran Coordinator -- EOU		541-289-2842

Administration-Staff Directory

For a complete listing of EOU Faculty and Staff visit <http://www.eou.edu/directories/>