



Provost and Senior Vice President
 Division of Academic Affairs
 101 Whitehurst
 Stillwater, OK 74078
 Phone: 405-744-5627
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August 11, 2020

MEMORANDUM

TO: Faculty and Academic Administrators
FROM: Gary D. Sandefur
 Provost and Senior Vice President
SUBJECT: *Important Classroom Updates and Summaries of Academic Policies*

With the start of the Fall 2020 semester just days away, you are strongly encouraged to set aside time early this week to review the important classroom updates and academic policies summarized in this document.

Additionally, faculty and all employees with instructional assignments are encouraged to closely review their fall assignments and contact your respective department head if a potential issue is identified. Students have received similar guidance throughout the summer, and they have been contacting their academic advisors with questions and working to reschedule classes if needed due to time changes, approved ADA accommodations, or other conflicts.

If you have not already done so, **please update your final course syllabus and the OSU Syllabus Attachment to Canvas for students** so they have a clear understanding of your course expectations. **Be sure to communicate early and often this week with all students** enrolled in each course regardless of course delivery method: face-to-face, hybrid or 100% online. **If it has been determined that a subset of your students will attend a face-to-face class on a rotating basis, that expectation must be outlined to your students early and often this week, prior to the first day of class, so all students do not arrive at the classroom room for the face-to-face meeting.**

The **University Academic Format and Final Examination Policy** (Policy & Procedures Letter 2-0207, Aug. 2014), approved by Faculty Council and the OSU administration, states:

“1.04 All instructors of record for courses having regularly-scheduled meeting times are required to distribute a semester plan (i.e. a syllabus), electronically and/or physically, during the first week of courses. This typically includes the schedule of examinations and other course requirements, as well as details of the grading system that will be used in the determination of final grades.

1.05 Courses without regularly-scheduled meeting times (of which the most common examples are independent study, directed readings, thesis [5000] and dissertation [6000] research, and the like), are exempted from this policy, though even in these cases a written plan or agreement of some kind between student and instructor can prove helpful and prevent subsequent grade or credit disputes.”

As mentioned above, P&P 2-0207 requires all faculty members to provide students with a semester course plan showing the schedule of examinations and other requirements, as well as details of the grading system that will be used in the determination of final grades. Distribution of written plans prior to the beginning of the semester using your course-specific Canvas site(s) is particularly important this semester as doing so may alleviate many of the communication problems that occur between faculty and students concerning course delivery methods, requirements, examinations, grading procedures, and other matters.

Additionally, because courses are being offered through a combination of formats (face-to-face instruction, livestream/synchronous video and/or asynchronous recordings), **faculty are asked not to base any part of grading on attendance** during the fall semester, nor should students receive incentives or be penalized for class attendance. Faculty may consider including with their syllabus an overview of expectations for active participation in the course. This policy change for fall is intended to accommodate students who may only attend online and/or attend in-person in staggered groupings depending on their health status, size of class, by day of the week, etc. However, while faculty **should not base any part of grading on attendance during the fall semester**, it is important for attendance to be taken during in-person classes to aid with contact tracing measures should a positive Covid-19 case be reported.

For your benefit, included with this packet is a template for a recommended semester course plan along with the **OSU Syllabus Attachment** containing helpful information for students. This Attachment will assist in informing your students of important dates, policies, and offices available for any assistance they may need. An electronic file of the **OSU Syllabus Attachment** is included with this message and it can also be accessed on the Academic Affairs' web site ([OSU Fall 2020](#)).

Important dates during the semester include **Fall and Thanksgiving Break for students begins on Monday, November 23**. Although no classes will be held on these days, university offices will remain open. **Following this break, all instructional activities will transition to an online format; this includes final examinations and assessments scheduled at the end of the semester.** To facilitate online testing, OSU has contracted with Examity to provide online test proctoring for final exams with the cost covered by the respective college.

Again, thank you for reviewing these policies in advance and providing students with this information. Please contact my office should you have questions or concerns. Best wishes for a healthy and productive semester.



Important Classroom Updates and Summaries of Academic Policies 2020-2021

Revised August 2020

Office of Academic Affairs

101 Whitehurst

Stillwater, OK 74078-1011

405-744-5627

Web site: <https://academicaffairs.okstate.edu/>

Bookmark it!

Conflict Resolution and Cloth Facial Coverings

Contact: Student Conduct, Education and Administration
328 Student Union
405-744-5470

The Office of Student Conduct, Education and Administration in the Division of Student Affairs has provided campus-wide guidance on addressing concerns and non-compliance with the University's facial coverings requirement, including how to approach conversations with colleagues, students and campus visitors. These helpful documents are included in this packet and are attached as separate documents on this email in case the individual documents would be helpful.

Classroom Technology and Video Recording Lectures

Contact: Outreach, Online Education and Institute for Teaching and Learning Excellence (ITLE)
100 ITLE/Telecommunications Building
405-744-1000

General university classrooms and most department/college classrooms have been outfitted with cameras and audio systems to support livestreaming and/or recording classroom instruction. This initiative to videotape and post lectures in Canvas will aid all students, and especially those who may become ill during the semester, experience scheduling conflicts with childcare/family situations, etc.

In a handful of the smaller classrooms, meeting OWLS or SWIVL, smart video conferencing cameras that can capture 360° video and audio, will be installed. Most in person classes will also be live streamed and recorded. The Institute for Teaching and Learning Excellence (ITLE) has created step-by-step directions for activating the video systems in assigned classrooms, including how to upload class videos to Canvas course sites and/or Microsoft Teams. In addition, several meeting OWLS will be available for checkout to faculty who wish to use them in other instructional spaces.

Please arrange a time to visit each classroom in which you are assigned to view new media equipment, socially distanced seating arrangements, etc. Details were shared on August 4 by Dr. Christine Ormsbee, Associate Provost, and are attached this message for your review.

ITLE also offers a variety of professional development programs for faculty. Webinar topics include effective teaching in hybrid and online modes, and Canvas features that are useful in hybrid teaching. Faculty are strongly encouraged to view available programs at <https://itle.okstate.edu/Events.vbhtml>.

Class Participation and Creating Seating Charts in Canvas for Public Health Purposes

Contact: Outreach, Online Education and Institute for Teaching and Learning Excellence (ITLE)
100 ITLE/Telecommunications Building
405-744-1000, canvas@okstate.edu

With courses being offered through a combination of formats (face-to-face instruction, livestream/synchronous video and/or asynchronous recordings), **faculty are asked to not base any part of grading on attendance during the fall semester**, nor should students receive incentives or be penalized for class attendance. Again, this policy change for fall is intended to accommodate students who may only attend online and/or attend in-person in staggered groupings depending on their health status, size of class, by day of the week, etc.

While faculty **should not base any part of grading on attendance during the fall semester**, it is important for attendance to be taken during in-person classes to aid with contact tracing measures should a positive case be reported so the following guidance is provided to **create a seating chart** utilizing features in Canvas.

- The Attendance feature in Canvas has an option to take roll by seating chart under the "Class" tab rather than the normal "List" tab (see screenshot below).
- The instructor would need to add the Attendance function to the course navigation, to that Class tab, click Edit Seating, and then drag the students' names to the appropriate space on the chart.

- To aid in creation of seating charts, seat numbers designed by the OSU Sign Shop will be placed on socially distanced classroom seating.



Test Proctoring Using Examity

Contact: Dr. Christine Ormsbee, Associate Provost and Director, Outreach, Online Education and Institute for Teaching and Learning Excellence (ITLE)
 100 ITLE/Telecommunications Building
 405-744-1000, ormsbee@okstate.edu

After considering test proctoring options, OSU has contracted with Examity to provide online test proctoring. Colleges will cover the expense for final exams. Faculty who wish to use Examity during the semester for their online courses or provide it as a student-pay option for their other courses, should contact ITLE to set up. Students' Bursar accounts will be charged \$4 for proctored tests held before the final exam period. Faculty cannot require students pay for test proctoring in classes that meet face-to-face, but can offer it to students who are sick or request a noncontact option.

Examity's auto-proctoring uses an automated process to authenticate the tester's identity; record the test session; and identify any inappropriate movement, sound or shifts in light using mathematical algorithms. Faculty will access a report for their class with each student's test session that includes the recording is flagged to indicate possible inappropriate behavior. Faculty then review any flagged recordings to determine if academic misconduct has occurred.

Unless your course fully-online, the online test option using Examity should be available to students at the same time and for the same length of time as students scheduled to take the exam in person, unless an ADA accommodation exists. Additionally, be sure to include on your course syllabus **all expectations** regarding online test taking, such as closed vs. book and notes, lock down browser, etc.

Faculty training for using Examity will be provided by ITLE in early Fall and throughout the semester.

Testing Using the Orange Scantron Scanning Process for Fall 2020

Contact: Mr. James Knecht, Associate Director
 University Assessment and Testing
 405-744-9650, james.knecht@okstate.edu

Due to COVID19 health and safety concerns for UAT staff (and limited staff availability), Drop-Off Test Scoring (scanning) WILL NOT be available for the Fall 2020 semester. In the interests of the health and safety of UAT staff members and to limit their exposure to materials touched by many students not under UAT supervision, UAT will not process any drop-off scanning for at least Fall 2020.

Instructors who utilize orange Scantron sheets for exams may still come to the OSU Testing Center to utilize the self-scanning machines to scan their own exam materials between 8am and 5pm Monday

through Friday. Due to social distancing and enhanced cleaning requirements, scanning facilities are limited to one visitor at a time, and all scanning visitors must first check in at the OSU Testing Center front desk. Instructors should plan accordingly as waiting for the facilities may occur on busier days. Instructors are welcome to call the Testing Center at 405-744-5958 prior to coming to self-scan to check on facility availability.

Grading Policies

The Faculty Council and the Grade Appeals Board recommend that students receive written information regarding grading standards, policies, and expectations. These terms, as defined by Faculty Council, are noted below:

- *Grading Standards: meaning of the grade, i.e., what is required to earn an A, B, C, D, etc.
- *Grading Policies: specific aspects of the course and how each contributes to achieving a final grade, i.e., tests, labs, field trips, projects, etc.
- *Grading Expectations: what the faculty expects relative to such factors as turning projects in on time, professionalism, attendance (see below), class participation, etc.

OSU's policy on the **University Academic Format and Final Examination Policy** ([Policy & Procedures Letter 2-0207](#), Aug. 2014) is provided later in this document.

Class Participation

During Fall 2020 faculty are asked not to base any part of grading on attendance, nor should students receive incentives or be penalized for class attendance because courses will be offered through a combination of formats (face-to-face instruction, livestream/synchronous video and/or asynchronous recordings). This policy change for fall is intended to accommodate students who may only attend online and/or attend in-person in staggered groupings depending on their health status, size of class, by day of the week, etc. In lieu of a formal attendance policy, faculty may consider including with their syllabus an overview of their expectations for active participation in the course. This should be provided to students within the nonrestricted add period of the semester defined as the sixth class day of a regular semester, or the third class day of an eight-week session, or the proportionate period for block or short courses.

Faculty are encouraged to provide reasonable accommodation for students who must miss a class, laboratory, or studio meeting because they are required to participate in sponsored activities of the University. For the purpose of this policy, a sponsored activity of the University includes any activity sponsored by an academic college or department, by an organization recognized by Campus Life, or by intercollegiate athletics. Students involved in activities that are likely to require them to miss course meetings have the responsibility to notify the instructor as early as possible in a semester and certainly in advance of the absences to request permission for the absences (preferably in writing) from the instructor and to discuss how the absences will affect their ability to meet the course requirements. In the ideal circumstance, discussions should occur during the first week of the semester. While instructors are encouraged to make reasonable accommodation for any student involved in University-sponsored activities, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of an absence) relieves them from meeting the course requirements. The **Attendance Policy for Students** ([Policy & Procedures Letter 2-0217](#), Aug. 2014), which also includes guidance on absences due to military service, is provided later in this document.

Military Leave of Absence

On April 4, 2014, former Governor Mary Fallin approved Senate Bill 1830: The Oklahoma Student Veteran Leave of Absence Act of 2014, effective July 1, 2014. The bill requires the state's higher educational institutions to grant a leave of absence to a student who is a member of the active uniformed military services and is called to active duty. The student must be able to withdraw and receive a full refund for all classes during the period of active duty service or receive incomplete grades, if qualified—without penalty

to his/her admission status or GPA and without loss of institutional financial aid. The leave of absence cannot exceed a cumulative five-year period. A student may bring legal action against the institution if it fails to comply with the law.

In compliance with this new state law, a formalized Military Leave of Absence (MLOA) has been established by a university-wide working group. Although the group continues to refine MLOA processes, information has been published on the Registrar's website (<https://registrar.okstate.edu/>) to coincide with the July 1 effective date, including:

- OSU Military Leave of Absence (MLOA) Frequently Asked Questions - FAQs section of the website
- Military Leave of Absence/Withdrawal Form - Forms section of the website

For additional information about military leaves of absence, contact the Office of the Registrar, 322 Student Union, 405-744-6876.

Use of Tobacco

Tobacco and smoking preparation use are prohibited in buildings, vehicles and grounds owned, leased or under the control of OSU, with the exception of a limited number of residential facilities. Tobacco use includes, but is not limited to, the carrying by a person of a cigar, cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco including snuff, chewing tobacco (including chewing on an unlit cigar or other tobacco product), smokeless pouches, or any other form of loose-leaf, smokeless tobacco. Smoking preparations include but are not limited to hookahs, electronic cigarettes, vapor devices, and clove cigarettes. (See **Tobacco Use and Smoking Preparation Use In or On University Property**, [Policy & Procedures 1-0530](#), Aug 2019)

Progress Report/Academic Alert

OSU's Progress Report/Academic Alert System (AAS) is a communication tool within OSU's [STAR System](#) (a program by EAB/GradesFirst) and is used to support the academic success and retention of our students. Through this system, instructors may choose to report information about student participation and performance to their advisor(s) throughout the semester.

Submission of information through the AAS is voluntary on the part of the faculty and is intended to enhance, not limit or replace, direct communications about academic progress between instructors and students. Submission of an alert generates an email message to the student as well as provides information to the student's academic advisor. The student is asked to (1) contact the instructor to discuss ways to improve performance and (2) contact the academic advisor to obtain help and to develop a plan for success.

Academic advisors are expected to initiate contact with students when alerts are received. Advisors may provide assistance and appropriate referrals to tutoring services, career counseling, personal counseling, the Learning and Student Success Opportunity (LASSO) Center, and other campus resources.

Below is a summary of how to submit a progress report/academic alert. Please contact the Office of Academic Affairs, academics@okstate.edu, or 405-744-5627 with questions and comments about the AAS.

Submission of a Progress Report/Academic Alert - To submit a Progress Report/Academic Alert, instructors of record log into OSU's STAR System using their OKEY credentials. The STAR System can be accessed at <https://star.okstate.edu/> or from within the OSU portal (<https://my.okstate.edu/>) by clicking the STAR System link in the Applications section of the instructor's home tab. Within the STAR System, click the "Progress Reports" link next to the course section in which the student is enrolled to be taken to the Progress Reports page for that section. You can then select the student from the list and select "Create a New Progress Report" from the "Actions" menu to open the submission form. The form allows you to report either good progress or an Academic Alert (concerns). Submission of an alert initiates contact with

both the student and the student's academic advisor(s) via email. You may report concerns about your student by selecting any or all of the following "Alert Reasons."

- No Evidence of Attendance: Use this option if you have no evidence that the student has ever attended class (no assignments submitted, no attendance roster, etc.).
- Excessive Absences: Use this option if you have concerns about the student's class attendance. The determination of what constitutes excessive absences is up to each individual instructor. Enter the student's current number of absences at the time of the alert in the next field on the form, if desired.
- Stopped Attending: Use this option if the student has attended some classes but is no longer attending. Be sure to enter the date of last attendance (mm/dd/yy) as part of the comments.
- Poor Quality Work: The quality of a student's work is unsatisfactory. This may include assignments, quizzes, exams, and other coursework.
- Missing Work: The student has failed to complete assignments, quizzes, exams, or other coursework.
- Cannot Pass with Remaining Coursework: The student's performance thus far is such that it is not possible for the student to earn a passing grade by completing the remaining coursework.

The final field on the form provides a place for the instructor's comments about the student's attendance or performance. There is no limit to the amount of text that can be entered here. Be aware that comments are shared with both students and their advisors. Once all relevant information has been entered, click the "Submit" button at the bottom of the page when you have finished. More detailed instructions and information can be found on the STAR System website: <https://star.okstate.edu/>. College Student Academic Services Directors are key contacts for Progress Report/Academic Alert reports and these individuals are listed later in this document.

Behavioral Concerns and Behavioral Consultation Team

The Progress Report/Academic Alert System is intended to notify students and academic advisors about academic concerns. For behavioral concerns, the Behavioral Consultation Team (BCT) is a specially trained group of professionals from multiple university departments with expertise in mental health, student development, law enforcement, academics, administrative and legal services. The team investigates and evaluates threats and other concerning behavior, and implements strategies for managing individuals who may pose a threat of harm to themselves or others. The team's goal is to work with all parties involved to effect a safe campus environment.

The university expects all members of our community to act quickly and responsibly if they hear or see something that is out of the ordinary. Direct threats, veiled threats, extreme displays of emotion, obsession with violence or death, possession of a weapon or explosive device, inappropriate classroom behavior, unusual fixation on another person, manipulative behavior, extreme weight gain or loss, expression of intent to harm oneself, severe disorientation, apparent lack of touch with reality and similar behaviors should all be reported to the Behavioral Consultation Team.

For additional information, visit the website at <https://bct.okstate.edu>. In an emergency, call 911. Otherwise, during business hours call the Behavioral Consultation Team Hotline at 405-744-3333, or the Office of the Vice President for Student Affairs at 405-744-5328. After hours, call OSU Police Department at 405-744-6523. A report can be submitted online at the [BCT site](#).

CARE Team - A student of concern (SOC) is a **currently enrolled student** whose behavior or demeanor is deemed disruptive or concerning by faculty, staff or peers and whose name has been referred to the CARE Committee. Students that pose an immediate threat to the university will be referred to the Behavioral Consultation Team (BCT) and/or OSU Police. The goals of the CARE Team are to identify SOC through case review and discussion, determine a course of action which will help the student succeed at the University and provide follow up. While the goal of the committee is to assist the student to succeed in

their academic endeavors, in some cases the committee may recommend that the student stop out temporarily until they can return and be successful.

For additional information, visit the CARE Team website at <https://bct.okstate.edu>. In an emergency, call 911. Otherwise, during business hours call the CARE Team Hotline at 405-744-3333, or contact the Students of Concern Committee by calling the Office of the Vice President for Student Affairs at 405-744-5328. A CARE report can be submitted online at the [CARE site](#).

Accommodations for Students

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If a student thinks that he/she has a qualified disability, needs accommodations and is taking classes on the OSU-Stillwater campus, he/she should request verification of eligibility for accommodations from the Office of Student Accessibility Services (SAS), 1202 West Farm Road, 405-744-7116, accessibility@okstate.edu. On the OSU-Tulsa campus, the student should contact the Office of Student Disability Services, NH 204, 918-594-8354, osutdisa@okstate.edu. Faculty have an obligation to respond when they receive official notice of a disability from SAS. To receive services, the student must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. SAS (<https://accessibility.okstate.edu>) is located in 1202 West Farm Road, and may be reached at 405-744-7116 if questions arise regarding services or resources related to students with disabilities.

Be sure to review the “**Student Requests for Accommodations to OSU’s Face Covering Requirement**” provided by the Office of Student Accessibility Services included in this packet and attached as a separate reference document.

Inclement Weather

Faculty members are encouraged to use good judgment when inclement weather creates attendance problems for students. Specifically, faculty members should work with students on a case-by-case basis when hazardous weather conditions are present.

Alerts and Rescheduling

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided by OSU Communications using social media, local news outlets, and the OSU website. Exams, classes, or assignments that are missed in these circumstances may be rescheduled at times that are outside the normal meeting schedule for the class. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for make-up.

Fall and Thanksgiving Break Schedule

Fall and Thanksgiving Break for students will begin on Monday, November 23. Although no classes will be held on these days, university offices will remain open. **Following this break, all instructional activities will transition to an online format, including final examinations and assessments scheduled at the end of the semester.** The dates for Fall Break are finalized in the spring of each year and are published in the academic calendar on the Registrar’s website, in the Fall 2020 Schedule of Classes, in the catalog, and on the Fall 2020 **OSU Syllabus Attachment**.

Academic Integrity

Information about the **Academic Integrity (AI)** process is available at <https://academicintegrity.okstate.edu> and in [Policy & Procedures Letter 2-0822](#), May 2016, so only a few key points will be covered here.

Take pre-emptive actions. The academic integrity policy recognizes the obligation of all OSU faculty and students to understand, communicate, and abide by the standards of academic integrity. Faculty and TAs are urged to deal in an official manner with all cases of plagiarism, cheating on examinations, and other academic integrity violations. Faculty and TAs are also urged to take

positive and “pre-emptive” actions to inform students about academic integrity standards and to manage exams and projects in ways that deter violations. Instructors are urged to use OSU’s Commitment to Academic Integrity (“I will respect OSU’s commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community”) on course syllabi and examinations. Specific suggestions for both detection and prevention are provided at <https://academicintegrity.okstate.edu>.

Follow policy after detection and take positive action. If you have evidence that would convince a reasonable third party that the student “more likely than not” cheated on an exam, plagiarized, or committed some other academic integrity violation, your first move should be to contact an academic integrity facilitator and then to inform the student in writing (using the Academic Integrity Violation Notification form) of your charge, eventually setting up a meeting with the student and the facilitator. The academic integrity policy no longer requires proof of the student’s “intent” to cheat. See <https://academicintegrity.okstate.edu> for detailed procedures and forms.

Understand options for four sanction levels. The academic integrity policy recommends four levels of sanctions (penalties). For minor, first-time violations, instructors may consider giving the student an admonition. The penalty for an admonition is a grade reduction that does not exceed the value of the assignment in question. For moderate violations an “F” or zero on the individual assignment, quiz, or paper is recommended. More serious violations may merit a grade of “F!” (F shriek) for the course. In the case of students in graduate programs, serious violations may result in a permanent transcript notation and dismissal from the program and the University. The F! is an official transcript grade indicating course failure due to cheating. To promote education regarding academic integrity, the policy specifies that the student may remove the *first* “!” (but not the F) by successful completion of an education program on academic integrity. For details regarding differences between major and minor violations, see the AI website.

Can a student appeal an F! grade or a grade lowered due to an academic integrity violation?

Yes, however it is not a “grade appeal” but an appeal of the charge of an academic integrity violation or the sanction given for the violation. The appeal is processed through the Academic Integrity Panel.

For more information, please consult the [Academic Integrity Policy & Procedures Letter 2-0822](#), May 2016, and review the Academic Integrity website found at <https://academicintegrity.okstate.edu>. Questions about this policy should be directed to the Office of Academic Affairs, 101 Whitehurst, 405-744-5627.

Copyright and Fair Use Policy of Course Materials

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

Pre-Finals Week

The policy on **Pre-Finals Week** ([Policy & Procedures Letter 2-0210](#), May 1986) is strictly enforced. Any deviation from this policy requires the approval of your Department Head, Dean, and the Provost and Senior Vice President. A copy of the Pre-Finals Week Policy is provided later in this document and additional information will be sent to all faculty later in the semester.

Final Exam Overload and Common Final Exam Policy

NOTE: While no common examinations will be scheduled during the semester, other details of the “Final Exam Overload” policy will remain in effect for Fall 2020.

In the event a student has three or more final exams scheduled for a single day, the student is entitled to arrange with the faculty member instructing the highest numbered course (4 digit course number) or two highest, if the student has four finals on one day, to reschedule that examination(s) at a mutually convenient time during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. The student should submit this request in writing to the instructor of the affected exam, with a copy of his/her class schedule, at least two weeks prior to the beginning of final exam week (or at least two weeks prior to the common evening exam). The instructor has one week prior to the beginning of final exam week (or prior to the common evening exam) to arrange a mutually convenient time for administration of the final exam, after which the student may take the request to the instructor’s department head. For more information, please consult the **Final Exam Overload and Common Final/Common Evening Exam Conflict Policy**, [Policy & Procedures Letter 2-0216](#), Aug. 2014. Questions about this policy should be directed to the Office of Academic Affairs, 101 Whitehurst, 405-744-5627.

Six Week and Final Grades

All grades are entered electronically via Self Service (<https://my.okstate.edu>) using the Faculty Services tab and selecting Midterm Grades or Final Grades. Faculty are required to complete an online [FERPA – Tutorial for Faculty and Staff](#) on the Registrar’s site before accessing Self Service. Additional information about [midterm and final grade submission](#) can be found on the Registrar’s website.

Faculty who teach 1000 and 2000 level courses are expected to submit preliminary grades on Self Service after the sixth week of class (due no later than noon on Wednesday, September 30, 2020). Six week grades may also be posted for any upper division or graduate class. Six week grades are important to OSU’s efforts to help our students succeed and improve instructor feedback about students’ progress in classes. Advisors will review these grades, contact students who are experiencing academic difficulty, and encourage them to meet with their instructor.

Final grades must be submitted electronically on Self Service before the published deadline of noon on Wednesday, December 16. Different rules are in effect for classes taught in the summer. Determination of academic standing for all students, including probation and suspension, eligibility for financial aid, and enrollment certifications, is dependent upon the receipt of final grades. As such, it is very important that final grades be submitted by the published deadline.

Appeal of a Final Grade

OSU faculty members must provide students with a clear written statement (such as a course syllabus) about the grading practices and procedures that will be used to determine the student's final grade. If a student believes those practices and procedures were not consistently, fairly, and accurately followed when the faculty member determined the student's final grade, the student shall have the right to appeal the case to the Grade Appeals Board. This must be done within four months after the grade was assigned or six weeks after the student begins a new semester, whichever comes first, if informal discussions fail to resolve the issue. Note: A prompt and serious attempt by a faculty member, department head, and dean may resolve many grade disputes before an appeal is filed.

In hearing a case, the Grade Appeals Board shall base its decision of changing or not changing the assigned grade solely upon whether the grade was assigned fairly within the grading system adopted and announced by the faculty member. In all other instances, the case will be referred to the departmental and college levels for resolution.

The Grade Appeals Board has the authority to instruct the Registrar to change a final course grade to any letter grade including "W," "F" and "P." Faculty members or students may appeal decisions of the Grade Appeals Board if the Board did not follow the policy and procedures or if new information related to the original decision becomes available.

This is a summary of the official University policy. For a detailed, official copy consult [Policy & Procedures Letter 2-0821](#), Aug. 2019.

Incomplete Grades

This grade is given to a student who satisfactorily completes the majority of course work (i.e., material amounting to more than 50% of the course grade as outlined in the course syllabus) and whose work averaged "D" or better, but who has been unavoidably prevented from completing the remaining work of the course. This grade is considered temporary. The instructor should convey to the student the conditions the student must fulfill in order to complete the course. The instructor will submit a final grade of "I" along with an incomplete final/default grade. The default is the projected grade the student would earn if he or she received a zero for the remaining course work. Grades of "A" and "SR" are not permitted for the default grade, and an instructor may not require the student to repeat the course to remove the incomplete. The academic transcript will reflect an "I" grade for the course until the final grade is assigned.

The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. The dean of the student's college (for graduate students, this is the Graduate Dean) may recommend to the Office of the Registrar an adjustment of this period in exceptional circumstances, which must be clearly documented with supporting evidence when deemed appropriate. Instructors have the prerogative to require a shorter period of time to complete the remaining requirements.

It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the incomplete grade is assigned; it is the responsibility of the instructor to initiate action to have any new permanent grade entered as soon as possible after the student completes the course or, after one year, partially fulfills the remaining requirements.

Upon completion of any or all of the remaining requirements, or at the end of the one-year period (whichever occurs first), the incomplete grade on the transcript is changed to reflect the final grade for the course. Any course in which none of the remaining requirements are fulfilled will, after one year, have the incomplete grade changed to the default grade. If the student opts to graduate prior to the end of the one year period and if the course is required for graduation, the remaining course requirements must be completed and the final grade assigned by the deadline for course work completion for his or her final graduating semester. If the course is not required for graduation, the standard completion time limits apply. When the temporary incomplete grade is replaced with the incomplete final grade, this action is not considered a violation of the policy that states a grade will not be lowered after graduation.

An incomplete grade that was assigned prior to the Fall 2008 semester and is not changed within the designated time limit remains a permanent "I" grade on the transcript. For additional information, see [Frequently Asked Questions \(FAQs\)](#) available on the Registrar's website.

Grades for Thesis (5000) and Dissertation (6000) Courses

The grade of "SR," indicating satisfactory research progress, or "UR," indicating unsatisfactory progress will be assigned to thesis (5000) and dissertation (6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student's grade point average. In the case of incomplete work, an "IUR" may be assigned under the Incomplete Grade Policy. Only courses in which a grade of "SR" (or a previously-awarded grade of "R," "A," "B," or "C") is earned may be used toward minimum degree requirements. Currently it is not possible for a professor to assign an "F!" in research hours. If that is needed, the professor can assign a "UR" and send a change of grade form to the

Registrar's office to replace it with an "F!" after the deadline to appeal has passed. For additional information, see [Frequently Asked Questions \(FAQs\)](#) available on the Registrar's website or contact the Graduate College at 405-744-6368.

Retention of Grade Records

Records of grades are to be kept five years and then destroyed provided no complaint has been filed. If a complaint has been filed, they are to be destroyed two years after exhaustion of all legal remedies. Prior to destruction, the faculty member should file a request to destroy records with Special Collections and University Archives. In the event an instructor leaves the University for an extended time (such as a sabbatical leave) or permanently, *the grade record is the property of OSU* and he or she should leave grade records and course files with his/her department head.

In case of a grade appeal, the procedures of the Grade Appeals Board assume that faculty will ensure the existence of relevant evidence of a grade in the form of major projects and exams. (A **major** project or exam is defined as amounting to 10 percent or more of the final grade.) The faculty member is expected to do this by (a) returning the project or exam to the student, or (b) retaining it for a period of at least one regular semester (fall/spring), during which a grade appeal can be made. It is understood that if the faculty member returns the work, the student shall be provided a reasonable opportunity to pick it up. For complete information about retention of grade books and records, please refer to [Policy & Procedures Letter 2-0214](#), May 2005.

STUDENT ACADEMIC SERVICES OFFICES

Ferguson College of Agriculture Dr. Deb VanOverbeke 136 Agriculture Hall 405-744-5395	Engineering, Architecture and Technology Mr. Lance Millis 110 Engineering North 405-744-5276
Arts and Sciences Dr. Amy Martindale 213 Life Sciences East 405-744-5658	Education and Human Sciences Ms. Kristi Seuhs 101 Human Sciences 405-744-5053
Business Ms. Marissa McIntyre 155 Business Building 405-744-2772	University College Advising Ms. Missy Wikle 214 Student Union 405-744-5333
Graduate College Mr. Richard Shepard 202 Whitehurst 405-744-6368	Veterinary Medicine Ms. Robin Wilson 110 McElroy Hall 405-744-6653
Enrollment Services, Tulsa Ms. Beverly Morris 2nd Floor, Administration Bldg. 918-594-8574	

ATTENDANCE POLICY FOR STUDENTS**2-0217, August 2014****POLICY**

1.01 Class attendance is a critical component of learning. Students are expected to attend and participate fully in all scheduled class meetings.

1.02 A written attendance policy should be provided to students within the nonrestricted add period of the semester. The nonrestricted add period is defined as the sixth class day of a regular semester, or the third class day of an eight-week session, or the proportionate period for block or short courses. (For additional information see P&P 2-0206: Adding and Dropping Courses and Withdrawing from the University.)

1.03 Faculty may choose to set a maximum total number of excused, sick, and unexcused absences. Faculty may also specify when absences will not be excused under any circumstance.

1.04 If no policy is provided, no penalty may be assessed for class absences although students may not be allowed to make up certain in-class activities such as presentations and “pop” quizzes.

1.05 Faculty are encouraged to provide reasonable accommodation for students who must miss a class, laboratory, or studio meeting because they are required to participate in sponsored activities of the University. For the purpose of this policy, a sponsored activity of the University includes any activity sponsored by an academic college or department, by an organization recognized by Campus Life, or by intercollegiate athletics. Students involved in activities that are likely to require them to miss course meetings have the responsibility to notify the instructor as early as possible in a semester and certainly in advance of the absences to request permission for the absences (preferably in writing) from the instructor and to discuss how the absences will affect their ability to meet the course requirements. In the ideal circumstance, discussions should occur during the first week of the semester. While instructors are encouraged to make reasonable accommodation for any student involved in University-sponsored activities, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of an absence) relieves them from meeting the course requirements.

1.06 Faculty may require written documentation in advance of the absence from the designated University sponsor for a sponsored activity and/or require that the organization demonstrate that it has no reasonable option in scheduling the activity except during regular class periods.

1.07 **Absence Due to Military Service**

A. All students are entitled to leaves of absence from their studies at OSU in order to engage in military service as is authorized by federal law without loss of status or seniority.

B. Faculty members shall work with the student to find a reasonable accommodation for such absences.

C. Students engaging in military service are required to give notice of such service in advance in writing or orally to the instructor-of-record for each of their classes, either in person or through an appropriate officer of the uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, students engaging in military service must submit copies of official written orders issued by the proper military authority.

1.08 Faculty at their discretion may require homework, reports, papers, compositions, and projects to be turned in ahead of or after the missed classes and examinations to be taken before or after any planned or unplanned absence.

1.09 The decision to grant access to materials from missed lectures lies with the faculty member who sets the attendance policy for the course and has the authority to determine the circumstances under which accommodations for absences are permitted.

1.10 If a student believes that a faculty member has denied a reasonable and appropriate request, the student may appeal the decision to the Department Head. Since class attendance is a critical component of learning, such appeals would be considered on a case-by-case.

1.11 Attendance policy statements in “The OSU Student Rights and Responsibilities” handbook and in the “OSU Syllabus Attachment” should, at all times, be consistent with this policy.

PRE-FINALS WEEK

2-0210, May 1986

POLICY

1.01 Final examinations are scheduled at the end of each semester and are preceded by pre-finals week which shall begin seven (7) days prior to the first day of finals.

1.02 During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes make-up and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week, and independent study courses.

1.03 During pre-finals week, no student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function which requires student participation.

PROCEDURE

2.01 Any deviation from the above policy must have prior approval of the department head, the dean of the college and the Provost and Senior Vice President.

UNIVERSITY ACADEMIC FORMAT AND FINAL EXAMINATION POLICY

2-0207,
August 2014

POLICY

1.01 Oklahoma State University operates on a semester basis. A formal final examination week is observed, as is the principle of pre-finals week just prior to the week of final examinations. The semester consists of the weeks of scheduled classes and the final examination week.

1.02 Before a course is authorized as a part of the curriculum, the content of that course will have been reviewed and approved by the faculty, the Department Head, the College Curriculum Committee, the Dean of the College, the University Curriculum Committee, and the Provost and Senior Vice President, Office of Academic Affairs.

1.03 The schedule of classes is submitted to the Office of the Registrar by the Head of each Department with review by the appropriate Academic Dean/College Academic Coordinator and the Provost and Senior Vice President, Office of Academic Affairs.

1.04 All instructors of record for courses having regularly-scheduled meeting times are **required to distribute a semester plan (i.e. a syllabus)**, electronically and/or physically, during the first week of

courses. This typically includes the schedule of examinations and other course requirements, as well as details of the grading system that will be used in the determination of final grades.

1.05 Courses without regularly-scheduled meeting times (of which the most common examples are independent study, directed readings, thesis [5000] and dissertation [6000] research, and the like), are exempted from this policy, though even in these cases a written plan or agreement of some kind between student and instructor can prove helpful and prevent subsequent grade or credit disputes.

1.06 The final examination for a class should be one of substance and should follow periodic evaluation during the semester.

1.07 The Registrar's Office constructs the final examination schedule. Final examinations shall be held at the times listed in the official schedule.

1.08 Information related to the final exam process such as final exam overload and final exam conflict issues can be found in Policy & Procedures Letter 2-0216 Final Exam Overload and Common Final/Common Evening Exam Conflict Policy.

DISTANCE DELIVERED COURSES

2.01 The Oklahoma State University policy on final exam scheduling applies to distance delivered courses that are scheduled to meet on a regular basis during the semester (synchronous courses). The final exam will be scheduled appropriate to the time of the regularly scheduled meeting time.

2.02 Final exams for distance delivered courses that are not scheduled to meet on a regular basis during the regular semester [i.e. courses that use a "To Be Announced" (TBA) or "asynchronous" class schedule format, such as internet courses], but are expected to be completed within a regular semester time frame] must be scheduled during the final exam period for that semester. The instructor will set the specific day and time for the final exam. Students must be notified of the course's final exam schedule at the beginning of the semester by publication in the course syllabus and on the course web site.

2.03 Final exams for students receiving synchronous course delivery in courses that meet on a regularly scheduled basis for less than the regular sixteen-week format will be scheduled during the final class meeting.

2.04 Final exams for students receiving courses of less than sixteen weeks that are not scheduled to meet on a regular basis during the course [i.e. courses that use a "To Be Announced" (TBA) or "asynchronous" class format, such as internet courses] must be scheduled on or before the final date that class work must be completed. The instructor will set the specific day and time for the final exam. Students must be notified of the course's final exam schedule at the beginning of the semester by the course syllabus or on the course web site.

2.05 Oklahoma State University Policies related to other aspects of the final exam process such as final exam overload and final exam conflict issues will apply to distance education courses. (See P&P 2-0216 Final Exam Overload and Common Final/Common Exam Conflict Policy)

PROCEDURE

3.01 Faculty members are expected to adhere to the assigned class schedule.

3.02 In the event that "special circumstances" require a change of a scheduled class, a request must be made to the department head for approval. Some class changes require additional levels of approval.

3.03 The request for a change of the schedule for final examinations, including justification for the requested change, must be approved by the department head, the dean of the college, and the Provost & Senior Vice President, Office of Academic Affairs.

EXAMPLE SYLLABUS OUTLINE

COURSE NUMBER AND TITLE:

FACULTY: Name: Office Number:
 Office Hours: Telephone Number:
 Teaching Assistants: E-mail address:

PREREQUISITES AND SUPPORT COURSES:

TEXTBOOK/READING MATERIALS:

SPECIAL COURSE FEE:

COURSE OBJECTIVES:

STYLE/MODE OF TEACHING:

COURSE OUTLINE:

GRADING PROCEDURES:

- Standards: Meaning a grade, i.e., what is required to earn an A, B, C, etc.
- Policies: Specific aspects of the course and how each contributes to the final grade, i.e., tests, labs, field trips, projects, etc.
- Expectations: What is expected relative to achieving a final grade, i.e., deadlines, professionalism, class participation, etc.

EXAMS AND MAJOR ASSIGNMENTS:


OTHER REQUIREMENTS (FIELD TRIPS, ETC.):

POLICY ON ATTENDANCE:

ACADEMIC INTEGRITY:

Include information related to academic integrity such as the following statement:
Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended or dismissed from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <https://academicintegrity.okstate.edu>.

Any changes to grading procedures during the semester should be communicated to the student **in writing**.

	OKLAHOMA STATE UNIVERSITY
	SYLLABUS ATTACHMENT
	FALL 2020
	http://academicaffairs.okstate.edu

Student Guidance on Wearing Facial Coverings

All OSU students, employees, and visitors must wear a facial covering (mask) upon entering any campus building and when near or encountering others. This includes during class and in laboratory settings. Please be aware that additional personal protective equipment (PPE), such as a face shield along with a mask, may be required in certain classroom and laboratory settings. Students who fail to wear their facial covering will be asked to leave the room and return after retrieving their facial covering.

Students who continuously fail to comply with this university expectation will be referred to the Office of Student Conduct Education and Administration for the [Student Code of Conduct's](#) Failure to Comply policy.

COVID-19 can be spread when people are asymptomatic, which means they do not know they are sick yet. Wearing facial coverings has been shown to reduce the spread of COVID-19 to others. It is important that OSU is a safe place to work and study, and taking this step creates a safe environment for all of us as advised by the CDC. More on facial covering guidelines. (<https://go.okstate.edu/coronavirus/campus-reopening-plan/plan-at-a-glance/face-coverings.html>)



Your success as a student is our top priority so the following information is provided to answer questions most often asked by students. Be assured the OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, please be sure to seek help EARLY! We are here to assist you.



COVID-19 UPDATES

<https://go.okstate.edu/coronavirus/>

Please visit this webpage for information regarding the university's response to the COVID-19 pandemic, answers to frequently asked questions, and other important updates.

IMPORTANT DATES

Last day to add a class (without instructor permission)	08/24/2020
Last day to drop a class with no grade and 100% refund	08/24/2020
Last day to add a class (requires instructor & advisor permission)	08/28/2020
Last day to drop a class or withdraw from the University with no grade and receive a partial refund	08/28/2020
Last day to post 6 week grades	09/30/2020
Last day to file graduation application (for name to appear in Fall Commencement program)	11/02/2020
Last day to drop a class or withdraw from the University with an automatic "W"	11/06/2020
Last day to request to drop a class with an assigned grade of "W" or "F" (requires instructor & advisor permission)	11/20/2020
Last day to withdraw from the University with an assigned grade of "W" or "F"	11/20/2020
Pre-Finals Week	11/30/2020-12/04/2020
Final examinations	12/07/2020-12/11/2020
Final grades due from faculty	12/16/2020

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet, and Outreach Class Schedules page of the Registrar's website <http://registrar.okstate.edu/SIO-Schedule>.

Fall Semester Holidays

University Holiday	09/07/2020
Student's Fall Break	11/23/2020-11/25/2020
University Holiday	11/26/2020-11/27/2020

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms.

Dropping a Course refers to the dropping of one or more classes while remaining enrolled in at least one other OSU course for a given semester. Drop and refund deadlines can be found within the [Academic Calendar](#). Summer courses and other short courses that vary from the standard 16-week semester follow proportionate drop and refund periods.

Withdrawing from the university means dropping *all* courses and you *are no longer enrolled for the current semester*. The withdrawal process is initiated with your academic advisor. Withdrawal deadlines can be found within the [Academic Calendar](#). Withdrawal deadlines involving summer courses and other short courses that vary from the standard 16-week semester follow proportionate withdrawal periods.

Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw and Refund of Tuition and Fees Petition is available on the Academic Affairs' website: <http://academicaffairs.okstate.edu/content/adding-dropping-and-withdrawing-courses>.

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

ACADEMIC INTEGRITY

101 Whitehurst/405-744-5627/<http://academicintegrity.okstate.edu>

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. Students have the right to appeal the charge.

COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared. Assignments, quizzes, and exams (individual questions or in its entirety) should not be uploaded to websites offering note-sharing, tutoring, or other academic help (free or by paid subscription).

CLASS PARTICIPATION

Class participation is a critical component of learning; therefore, you are expected to participate fully in all scheduled class meetings. While no penalty may be assessed for class absences during Fall 2020, you may not be permitted to make up certain class activities if absent. If you are ill, you should stay home. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

COURSE SCHEDULE ADJUSTMENTS FOR FALL

Courses that usually meet for 50 minute class periods (e.g. Monday, Wednesday, and Friday classes) have been shortened by 5 minutes per class meeting to allow more travel time for students and faculty between classes. Instructors will be expected to provide additional assignments or instruction to make up the contact time for these courses to ensure classes meet the required semester credit hour standards.

INSTRUCTOR OFFICE HOURS

During Fall 2020 instructors and teaching assistants shall offer office hours online. Students are asked to respect the posted virtual office hours of all instructors and teachings assistants.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During Fall 2020 pre-finals week, all normal class activities will continue in an online format; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor

or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

All final exams and assessments for Fall 2020 will be held in an online format. In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website:

<https://it.sp.okstate.edu/technologysupport/deskside/public/labs.htm>.

Lab information is also available by calling the Information Technology Help Desk at 405-744-HELP (4357).

EQUAL OPPORTUNITY

409 General Academic Building/405-744-7607

<https://1is2many.okstate.edu/>

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or one of the University's Sexual Assault Victim Advocates (Mon-Fri 8 AM-5 PM, 405-564-2129 or 24 Hour Help Line 405-624-3020).

STUDENT ACCESSIBILITY SERVICES

1202 W. Farm Rd #155/405-744-7116/<http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of the disability and requesting accommodations. If you think you have a qualifying disability and need accommodations, contact the Office of Student Accessibility Services to start the registration process and to ensure timely implementation of appropriate accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations. Faculty have an obligation to

respond when they receive official notice of accommodations but are under no obligation to provide retroactive accommodations.

STUDENT CONDUCT EDUCATION AND ADMINISTRATION

328 Student Union/405-744-5470/<http://studentconduct.okstate.edu/>
By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Code of Conduct** educates students about their civic and social responsibilities including policies and procedures involving student misconduct.

In general, the University expects students to aspire to follow and promote the Cowboy Community Standards or integrity, community, social justice, respect, and responsibility.

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741	www.library.okstate.edu
Sunday	Text 405-592-4128
Monday-Thursday	9:00 AM - Midnight
Friday	7:00 AM - Midnight
Saturday	7:00 AM - 10:00 PM
	9:00 AM - 10:00 PM

*For holiday and intersession hours, check

<http://library.okstate.edu/about/hours>

*Contact the following for information on hours of operation:

Architecture Library	405-744-6047
Curriculum Materials Library	405-744-6310
Veterinary Medicine Library	405-744-6655

WHERE TO GO FOR HELP

ACADEMIC RELATED SERVICES

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus and **will arrange a virtual meeting to discuss questions or concerns.** If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, you may log in to my.okstate.edu to locate their contact information. **During Fall 2020, your advisor will be holding virtual advising appointments.**

Bursar

113 Student Union/405-744-5993

<http://bursar.okstate.edu/>

The Bursar Office bills and collects tuition, fees, campus housing, and other university related charges. The Bursar Office also processes and disburses all federal and campus-based funds to students' bursar accounts and refunds any overpayments on students' bursar accounts.

Career Services

360 Student Union/405-744-5253

<http://hireosugrads.com>

Locate your College's Career Consultant on the Career Services website. Use <http://hireosugrads.com> to search for part-time jobs.

Concurrent Student Academic Support Services

University College/040 Student Union/405-744-1389

<http://universitycollege.okstate.edu/concurrent/index.html>

Find out about academic services for concurrent students or to schedule an advising appointment.

Foreign Language Placement Test

206 Gunderson Hall/405-744-9547

<http://languages.okstate.edu/>

Students with prior foreign language experience in French, German, or Spanish who take the placement exam and then score a 'B' or higher in a more advanced class, will get up to 6 credit hours for the classes below it. Schedule your free test by emailing Nick Howland at nick.howland@okstate.edu.

Multicultural Affairs

240 Student Union/405-744-5481

<http://oma.okstate.edu/>

Academic, career, and personal success programs are available. Student organizations representing diverse communities and annual events are offered.

Pre-Professional Academic Support Services

University College/040 Student Union/405-744-9965

<https://preprofessional.okstate.edu>

Support services available to all OSU students, regardless of major who desire to pursue a professional education in health care or law.

Registrar

322 Student Union/405-744-6876

<http://registrar.okstate.edu/>

The Office of the Registrar provides services related to the creation and maintenance of student academic records. Staff in the Registrar's office are available to assist students with enrollment, official transcript requests, degree and enrollment verification, updating personal information in the Student Information System, graduation, and other services.

Scholarships and Financial Aid

119 Student Union/405-744-6604

<http://financialaid.okstate.edu>

Over 80 percent of Oklahoma State University students received scholarships, grants, work, and low-interest loans totaling over \$320 million last year. Contact the Office of Scholarships & Financial Aid to apply for financial aid or to meet with a financial aid counselor.

Transfer Student Academic Support Services

University College/104 North Classroom Building/405-744-1390

<http://universitycollege.okstate.edu/transfer/index.html>

This office provides undergraduate transfer students with a seamless transition to OSU by collaborating with various departments on campus, including the Office of Undergraduate Admissions, the LASSO Center, the Office of the Registrar, and Scholarships and Financial Aid.

University Assessment and Testing

107 University Assessment and Testing Building/405-744-5958

<http://uat.okstate.edu/>

Campus and national tests as well as testing accommodations are provided.

Veteran Benefit Services

322 Student Union/405-744-6343

<http://registrar.okstate.edu/Veteran-Benefit-Services>

This office provides information and assistance in completing the appropriate forms to apply for educational benefits through the U.S. Department of Veterans Affairs and through the State of Oklahoma.

Veteran Student Academic Support Services

University College/104 North Classroom Building/405-744-1390

<http://universitycollege.okstate.edu/veteran/index.html>

This office works with veteran and military-affiliated students to aid in their transition from military service to successful careers by ensuring

they succeed academically through coordination of support services from both on- and off-campus entities.

HEALTH RELATED SERVICES

Counseling Psychology Clinic

107 Public Information Office/405-744-6980

https://education.okstate.edu/ccp_clinic/index.html

Faculty and graduate students offer high quality and cost efficient psychological and mental health services to students Monday through Friday.

Psychological Services Center

118 Psychology Building/(405) 744-5975

<https://psychology.okstate.edu/osupsc>

Graduate Students in the Clinical Psychology Ph.D. program offer low cost, evidence-based therapy as well as assessment for ADHD and learning disabilities.

University Counseling Services

320 Student Union/405-744-5458

<https://ucs.okstate.edu/>

Services include personal counseling, the Alcohol & Substance Abuse Center, and stress management through the Reboot Center.

University Health Services

1202 W. Farm Road/405-744-7665

<http://uhs.okstate.edu/>

Any individual who feels as though they have concerning symptoms (fever, cough, difficulty breathing) or have been around someone being investigated for COVID-19 can call UHS at 405-744-7665. An allergy clinic, lab services, x-ray, travel clinic, women's clinic and pharmacy are among the services offered at this campus outpatient medical clinic.

Wellness Department

405-744-5510

<http://wellness.okstate.edu/>

Intramurals, group fitness and sports clubs are among the many programs and services available through the Wellness Department.

CAMPUS LIFE RELATED SERVICES

Fraternity and Sorority Affairs

211J Student Union/405-744-5490

<https://lcl.okstate.edu/gogreek/>

For questions and comments about fraternity and sorority organizations, contact Fraternity and Sorority Affairs.

Housing and Residential Life

100 Iba Hall/405-744-5592

<http://reslife.okstate.edu>

For questions and comments about housing and residential life, contact the Housing administration office.

Leadership and Campus Life

211 Student Union/405-744-5488

<http://lcl.okstate.edu>

Get involved through student organizations; the Center for Ethical Leadership; International Students & Scholars; Non-traditional Student Services; and Parent & Family Relations.

Service-Learning Volunteer Center

211G Student Union/405-744-5145

<https://lcl.okstate.edu/volunteer/>

Find volunteer opportunities and earn the recognition C.O.R.D. to wear at graduation.

University Dining Services

076 Student Union/405-744-4424

<http://dining.okstate.edu/>

For questions and comments about meal plans or university dining operations, contact University Dining Services.

ACADEMIC SUPPORT RESOURCES AND TUTORING

Learning and Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309

<https://universitycollege.okstate.edu/lasso/>

LASSO offers free individual and group tutoring for a variety of courses. During Fall 2020, tutoring, supplemental instruction, and Academic Success Coaching appointments will be offered online.

STUDENT ACADEMIC SERVICES CENTERS

Ferguson College of Agriculture

136 Agricultural Hall/405-744-5395

Contact: Dr. Deb VanOverbeke

<http://agriculture.okstate.edu/students/>

Academic support and career guidance resources are available for Agriculture students.

Arts and Sciences

213 Life Sciences East/405-744-5658

Contact: Dr. Amy Martindale

<https://cas.okstate.edu/advising>

Academic support and career guidance resources are available for Arts and Sciences students.

Education and Human Sciences

101 Human Sciences/405-744-5053

Contact: Ms. Kristi Seuhs

<https://education.okstate.edu/undergraduate-students/index.html>

Academic support, advisement and career counseling is available to all Education and Human Sciences majors.

Engineering, Architecture and Technology

111 Engineering North/405-744-5276

Contact: Mr. Lance Millis

<https://studentservices.okstate.edu/advising>

Academic advising and career services are available for all CEAT students. Tutoring is offered for general math, science, and engineering courses.

Spears School of Business

155 Business Building/405-744-2772

Contact: Ms. Marissa McIntyre

<https://business.okstate.edu/student-services/>

Academic advisement is provided for freshmen through seniors in all business major areas.

University College Advising

214 Student Union/405-744-5333

Contact: Ms. Missy Wikle

<https://universitycollege.okstate.edu/uca/>

University College Advising has academic advisors to help with your academic needs, whether planning your semester schedule, teaching your First-Year Seminar class, looking at degree options, or helping to bridge the gap between student life and academic success. Call or visit the office anytime Monday through Friday, between 8:00 a.m. and 5:00 p.m.

DISCIPLINE SPECIFIC TUTORING**Accounting**

416 Business Building/405-744-2863

<https://spears.okstate.edu/accounting/ace/>

Support is provided to all students enrolled in classes offered by the OSU School of Accounting.

Biology

303 Life Sciences West

<http://biol1114.okstate.edu>

Tutoring is provided for BIOL 1114.

College of Engineering, Architecture and Technology Tutoring

ENDEAVOR 102/405-744-1750

<https://studentservices.okstate.edu/coaching>

Tutoring is provided for Engineering and Engineering Science courses.

The Language Lab

205 Gunderson Hall/405-744-9547

<http://languages.okstate.edu/>

Two 28-user labs fully equipped with personal computers and listening/recording devices are available. Students may practice vocabulary building and grammar in the target language.

Graduate Research and Writing Lab

306 Edmon Low Library/405-744-1241

<http://info.library.okstate.edu/RLS/grads>

Offers one-on-one consultations, workshops, and other services for graduate students.

History

101 S Murray Hall/405-744-5680

<http://history.okstate.edu/contact>

Tutoring is given for Survey of History and upper division courses.

Mathematics Learning Success Center

5th Floor Edmon Low Library/405-744-5818

<https://mlscokstate.com/>

In the Fall, the MLSC will offer a combination of online drop-in hours on our Discord server and face-to-face appointments at our physical location on the 5th floor of Edmon Low Library.

On the Discord Server, students can text chat, voice chat, or video chat with tutors when the MLSC is open. Face-to-face appointments must be made 3 hours in advance through the STAR System (<https://star.okstate.edu/>). The MLSC hours of operation are: Sunday 1:00pm-9:00pm, Monday-Thursday 9:00am-9:00pm, and Friday 9:00am-5:00pm and will be closed during University holidays.

Writing Center

440 Student Union/405-744-6671

<http://osuwritingcenter.okstate.edu>

The Writing Center helps writers throughout the composing process; plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors work with students to improve brainstorming, organizational, and composing techniques. Please check the website or call the Center about online tutoring options.

FOR MORE INFORMATION**go.okstate.edu/apps**

The OState app is your link to campus departments, OSU news, and maps. The Rave Guardian app is the official safety app of OSU.

my.okstate.edu

This portal connects students to a wide range of campus services including links to student email, the library, and the Online Classroom and Community (Canvas).

For other comments and inquiries, please contact

academics@okstate.edu.

Office of Academic Affairs

Revised as of 8/10/2020

From: ITLE <itle@okstate.edu>
Sent: Tuesday, August 4, 2020 1:39 PM
Subject: GU classroom technology

Dear Faculty,

You are receiving this email because you are currently assigned to teach in a general university or auxiliary classroom for the Fall semester. ITLE has been working all summer to get GU and the new auxiliary rooms ready for faculty to livestream and record their classes.

All of the GU and auxiliary classrooms will be equipped to record and livestream instruction (using conferencing software like Teams, Conferences, or Zoom). Every classroom has a standard setup that includes a desktop computer, document camera, and a Huddle Cam (webcam). In large classroom spaces (seating over 50), there will also be a lapel microphone to provide voice amplification. In some smaller classrooms, an OWL interactive recording system has been installed. Because of worldwide demand and shipping delays, some classrooms have temporary webcams installed until the HuddleCams arrive. The WebCams will support class video recording needs. Rooms that originally seated 50 or more have lapel microphones. Please DO NOT move the HuddleCams, WebCams or OWLs from their placement on the instructor desks. Attached to this email is a list of the GU rooms and the recording technology that each contains.

Some GU classrooms will be open the week of **August 10th from 8:00 am – 4:00 pm** to allow faculty to try out the technology prior to the start of the semester. Webcam rooms - CLB 108, 112, 114 and OWL rooms – CLB 221, 317

All of the auxiliary spaces, such as the Colvin gym, will have the same technology. If you would like to see the technology set up, tours of the instructional spaces in Gallagher Iba Arena and Pickens Stadium will be held on Monday, August 10 at 1:30 pm or 3:30 pm. Tours will start at the front of the flag poles just outside the West EndZone.

At the beginning of each class, faculty will need to engage the videoconferencing program, and set to stream and record. Video instructions and stepwise directions are provided to help faculty set up their video conferencing accounts to record or stream and activate the classroom technology before class begins. Use the links below to view the videos.

Microsoft Teams	Canvas Conferences
Livestream And Record Your Class with Microsoft Teams Part 1: Setting Up the Teams App http://www.kaltura.com/tiny/1tsoa	Livestream And Record Your Class with Canvas Conferences Part 1: Setting Up in Canvas http://www.kaltura.com/tiny/411f0
Livestream And Record Your Class with Microsoft Teams Part 2: Using the Huddle/Avaya Camera http://www.kaltura.com/tiny/d7bpu	Livestream And Record Your Class with Canvas Conferences Part 2: Using the Huddle/Avaya Camera http://www.kaltura.com/tiny/ctgu3
Livestream And Record Your Class with Microsoft Teams Part 2: Using the Owl Camera http://www.kaltura.com/tiny/5shqb	Livestream And Record Your Class with Canvas Conferences Part 2: Using the Owl Camera http://www.kaltura.com/tiny/godjb

If you experience technology issues in your GU class, please contact ITLE for assistance by phone 744-7234, email ets@okstate.edu, or using the Service Request Form <https://av.okstate.edu/>.

Please don't hesitate to contact me or the ITLE tech support staff if you need additional assistance.

Best regards,



Christine K. Ormsbee, Ph.D.
Associate Provost & Director
Outreach, Online Education, & Institute for Teaching and Learning Excellence
A.J. and Susan Jacques Endowed Professor in Special Education
Oklahoma State University
100 ITLE/Telecommunications Building
Stillwater, OK 74078
405/744-1000



ADDRESSING FACIAL COVERINGS CONCERNS

Due to the highly infectious nature of COVID-19, OSU students and employees should do a daily health self-assessment before arriving on campus for class or work. This self-assessment should not take the place of talking with your health care provider to diagnose or treat conditions.

Guidelines for Facial Coverings

- You may wear your own clean, well-maintained and professional facial covering from home instead of the OSU-provided covering if you choose.
- You must wear a facial covering at all times in hallways, classrooms, public spaces, restrooms and other common areas across campus where social distancing is hard to maintain.
- Facial coverings are also required outdoors if safe social distancing is not possible.
- The facial covering is not only a protection for you. More importantly, it is primarily a protection for others near you to prevent you from unknowingly spreading the COVID-19 virus to others. Studies have shown that if everyone is wearing a mask and following other safety measures, the spread of viruses is reduced 80-85%.
- You should carry at least two facial coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.

How to Approach Conversations

When approaching individuals out of compliance with university expectations regarding facial coverings, remember to *ask, listen* and *instruct*.

- **ASK** if the individual is familiar with university expectations regarding facial coverings.
- **LISTEN** to their response as it will guide you in your ability to instruct them on next steps.
- **INSTRUCT** them politely to put on a facial covering.
 - *If they are not aware of university expectations, politely inform them.
 - *If they are aware of university expectations, politely ask them to wear their facial covering.

Important Tips for Successful Conversations

Stay Calm: When discussing polarizing topics, remain calm. Otherwise, we may put others on the defensive and our message becomes less effective.

Safety: Your safety is of utmost importance. Maintain social distancing throughout conversations. Wear your facial covering during conversations to set the example. If an individual becomes hostile, walk away.

Resources: If you have access to a disposable facial covering, supply them with a facial covering.

Focus on the Problem: Focus on the concerning behavior, not on the person.

I vs. You: Your word choice can help determine the intended result. “I would like to ask you to wear a mask” is better than “You are not complying; you need to wear a mask.” The approach of sharing your request instead of finger-pointing can aid in preventing escalation.

Respond vs. Reply: Take time to hear the other person, recognize their thoughts and feelings, and respond to what they have communicated. Do not reply only to have your thoughts heard.

Community: While there are not mask monitors around campus, encourage fellow Cowboys to help do their part to take care of the Cowboy family.

Gratitude: Thank Cowboys who are wearing masks to reinforce positive behavior.

Guidance for Conversations

1. Clearly state the behavior causing the disruption.

“Hello. Are you aware the university’s expectation that everyone wear facial coverings in any campus building or when near or encountering others?”

2. Allow the individual to respond.

“Can you please share why you were not wearing a facial mask?”

3. Reiterate university expectations.

“It is OSU’s expectation that we all wear facial covering when we enter the building and classroom or are near others.”

4. Explain what will happen in the future if expectations are not met.

“This expectation is in place for the safety of our OSU community. Therefore, continued failure to comply with this expectation will lead me to refer this concern to the university.”

5. Discuss resources to promote success.

“Do you have access to a facial covering?” *If you have access to disposable facial coverings, you can offer one for a temporary solution.*

Continual Failure to Comply with Expectations

THIS IS NOT A POLICE MATTER – IT IS A POLICY MATTER.

When students, staff or faculty do not meet university expectations, fellow Cowboys should address these concerns. However, if you address the concern once and the behavior continues, refer the situation to the appropriate office.

Student: Reports of students intentionally failing to comply with the expectation of wearing facial coverings could violate the Student Code of Conduct *Failure to Comply* policy.

Section II, 32, Failure to Comply: Failing to comply with the lawful directions of any university employee acting within the scope of their official duties or failing to identify oneself to such a person when requested to do so.

File online complaints at studentconduct.okstate.edu/report.

Employee: If you have concerns about an employee not adhering to the facial covering guidelines, we encourage you to bring concerns to your supervisor or use the following:

- Staff Violations: OSU Human Resources; 405-744-7607 or osu-hr@okstate.edu
- Vendor Violations: OSU Purchasing; 405-744-5984 or purchase@okstate.edu
- Faculty Violations: Office of the Provost; 405-744-5627 or provost@okstate.edu

Visitors: If you have concerns about a visitor not adhering to the facial covering guidelines, we encourage you to bring concerns to your supervisor or a building authority.

Please note that individuals may have a medical condition preventing them from wearing facial coverings.



Cowboys Coming Back

CONFLICT RESOLUTION AND CLOTH FACIAL COVERINGS

INTRODUCTION

All OSU students, employees, and visitors must wear a cloth facial covering (mask) upon entering any campus building and when near or are encountering others. COVID-19 can be spread when people are asymptomatic, which means they do not know they are sick yet. Wearing facial coverings has been shown to reduce the spread of COVID-19 to others. It is important that OSU is a safe place to work and study, and taking this step creates a safe environment for all of us as advised by the CDC. As a reminder, facial coverings do not replace the need to maintain social distancing, frequent handwashing, and rigorous cleaning and disinfecting routines. This action is not about keeping you safe, it is about showing that you care about your fellow Cowboys and are doing your part to keep our campus community safe. [More on facial covering guidelines.](#)

Guidelines for Facial Coverings

- You may wear your own clean, well-maintained, and professional facial covering from home instead of the OSU-provided covering if you choose.
- You must wear a facial covering at all times in hallways, classrooms, public spaces, restrooms, and other common areas across campus where social distancing is hard to maintain.
- Facial coverings are also required outdoors if safe social distancing is not possible.
- The facial covering is not only a protection for you. More importantly, it is primarily a protection for others near you to prevent you from unknowingly spreading the COVID-19 virus to others. Studies have shown that if everyone is wearing a mask and following other safety measures the spread of viruses is reduced 80-85%.
- You should carry at least two facial coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.

Communicating Expectations

Like other classroom expectations, instructors should feel empowered to address any concerning behavior in their classrooms.

1. Reiterate the university's expectation of facial coverings in your syllabus.
2. Consider emailing students before the start of the course to clarify this expectation in writing.
3. Verbally discuss this expectation in the first-class period.
4. Empower students to respectfully address their peers who are not wearing a mask.
5. Continue to remind and encourage facial covering by thanking everyone for following the expectation.

Syllabus Statement

All OSU students, employees, and visitors must wear a facial covering (mask) upon entering any campus building and when near or encountering others. This includes during class. Students who fail to wear their facial covering in class will be asked to leave the classroom and return after retrieving their facial covering.

Students who continuously fail to comply with this university expectation will be referred to Student Conduct for the [Student Code of Conduct](#)'s Failure to Comply policy.

COVID-19 can be spread when people are asymptomatic, which means they do not know they are sick yet. Wearing facial coverings has been shown to reduce the spread of COVID-19 to others. It is important that OSU is a safe place to work and study, and taking this step creates a safe environment for all of us as advised by the CDC. [More on facial covering guidelines.](#)

Addressing Failure to Comply with Expectations

When you address students who are not meeting classroom expectations, consider the following:

- **Stay calm:** Even when discussing topics that we are very passionate about we may not be able to get the best message across when angry. By being angry we may put others on the defensive.
- **Choose a good time and place for the conversation:** When possible, find a place free from interruptions to have difficult conversations. This also allows you to have the time to formulate how you would like the conversation to look. Crowded areas may put others on the defensive.
- **Focus on the problem:** Focus on the concerning behavior, rather than focusing on the person.
- **Use facts:** When discussing the issue with others be sure to use factual information to support your argument.
- **Respond vs. reply:** Take time to hear the other person, recognize thoughts and feelings, and respond to what he or she said. Do not reply only to have your thoughts heard.

Guidance for Conversations

Clearly state the behavior causing the disruption	“Pete, as we discussed at the start of this course, as stated in the syllabus, and communicated by the university, it is an expectation that everyone in the classroom is wearing a facial covering.”
Allow the student to respond	“Can you please share why you were not wearing a facial mask?”
Set expectations going forward	“It is my expectation in all future classes, you will be wearing a facial covering when you enter the building and classroom.”
Explain what will happen in the future if expectations are not met	“This expectation is in place for the safety of our OSU community. Therefore, continued failure to comply with this expectation will lead me to refer the incident to Student Conduct.”
Discuss resources to promote student success	“Do you have anything else we need to talk about regarding facial covering or anything else you need from me?”
Document in an email to the student a summary of the conversation	“I will send you an email summarizing this conversation and my expectation going forward.”

Continual Failure to Comply with Expectations

When students are not meeting classroom expectations, instructors should address these concerns with students. However, after instructors have addressed the concern and the behavior continues, then a referral should be made to Student Conduct. Reports of students intentionally failing to comply with the expectation of wearing facial coverings could violate the Student Code of Conduct *Failure to Comply* policy.

Section II, 32, Failure to Comply: Failing to comply with the lawful directions of any university employee acting within the scope of their official duties or failing to identify oneself to such a person when requested to do so.

Complaints can be filed online at <https://studentconduct.okstate.edu/report>. Student Conduct will have specialized educational sanctions for students found responsible for violating this policy. Permanent removal from the classroom will not be likely unless there are repeated violations or outright refusal to cooperate with requests.



Student Requests for Accommodations to OSU's Face Covering Requirement

Wearing face coverings has been shown to reduce the spread of COVID-19 to others. It is important that OSU is a safe place to work and study, and taking this step creates a safe environment for all of us as advised by the CDC. In the interest of safety, all OSU students, employees, and visitors must wear a face covering (mask) upon entering any campus building and when near or are encountering others.

While we recognize the need for these safety precautions during this health crisis, we also understand that wearing face masks might be difficult for some students with disabilities or other health conditions.

Students requesting an accommodation to OSU's face covering requirement will work with Student Accessibility Services (SAS) to identify reasonable accommodations to the face covering requirement. To begin the process, a student would provide documentation from an appropriate medical professional listing the credentials of the evaluator, the student's condition, and the need for the accommodation to OSU's face covering requirement. Possible examples of reasonable accommodations might include a more breathable face covering, neck gaiter/buff, or scarf.

If a suitable accommodation cannot be identified, students will need to pursue alternative formats in lieu of in-person classes with the help of SAS. SAS Staff can work with the student, the student's academic advisor, and faculty to implement solutions utilizing digital/virtual means when reasonable and appropriate. Some alternative formats may include the use of recorded lectures, zoom, or other digital platforms. It may also be necessary for the academic advisor to suggest an alternate course(s) that will meet the student's educational needs, as well as allow for the requested ADA accommodations.



Help us slow the spread of COVID-19.

FACIAL COVERINGS SUMMARY

All OSU students, employees, and visitors must wear a cloth facial covering (mask) upon

- 1. Entering any campus building
- 2. Public Spaces
- 3. Walking Around Others Outside
- 4. Facial covering needs to be over your mouth and nose

The facial covering is not only a protection for you. It is primarily a protection for others near you to prevent you from unknowingly spreading the COVID-19 virus to others. Studies have shown that if everyone is wearing a mask and following other safety measures the spread of viruses is reduced 80-85%.



Additional Action Needed to Do Your Part to Keep Our Campus Community Safe

- 5. Clean Facial Covering Frequently
- 6. Social Distancing
- 7. Frequent Handwashing
- 8. Rigorous Cleaning & Disinfecting Routines