



Guide to a Successful Academic Career 2018-2019

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TEACHING ASSIGNMENTS

What and Where

The most up-to-date information on class times and rooms is available in the Class Schedule (<http://registrar.okstate.edu/Class-schedule>) and the Course Catalog (<http://registrar.okstate.edu/coursecatalog>). These may be accessed publically using these links or you may also access them through Self Service (<http://my.okstate.edu>) using the Faculty Services tab and selecting Class Schedule or Course Catalog. Be sure to select the desired term. You will want to locate and check your classrooms ahead of time for size, chalkboards/whiteboards, and multimedia equipment.

Scheduling Classrooms

At times you may find it necessary to change the classroom. If a change is necessary or if you would like to schedule a room for class-related purposes, have your department contact the Classroom Scheduling section of the Registrar's Office on the OSU-Stillwater campus, 405-744-6885, or the Academic Services Office at OSU-Tulsa, 918-594-8013. Do not assume the room is free for use in the evenings. Although classroom space is very limited, the scheduling office will try to accommodate essential changes.

Textbooks, Etc.

Desk copies of textbooks used for your classes may be available in your departmental office. If not, the department may obtain a copy from the publisher. Ask your department head for assistance.

Textbooks are selected by departmental faculty, and the department head coordinates all selection and procurement functions ([University Policy and Procedures Letter 2-0208](#), Ordering Textbooks, September 2015). Oklahoma state law requires faculty to consider the least costly practices in assigning instructional materials for a course, such as adopting the least expensive edition available when educational content is comparable as determined by the faculty and working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to students.

The Higher Education Opportunity Act requires universities to provide textbook information to students at the time of their enrollment, so it is important to make every effort to select textbooks according to the timeline provided by your department.

The Edmon Low Library in Stillwater places textbooks on reserve for courses that enroll more than 125 students and for books that cost at least \$125. In addition, instructors may place material on reserve in the libraries. For more information contact the [Reserve Room](#) at 405-744-6312, Room 105 Edmon Low Library. Instructors who teach courses in Tulsa may place material on reserve in the OSU-Tulsa library by calling 918-594-8451.

Office supplies are available through your department, and, in some departments, typing, support services, and audiovisual services may be arranged. To learn what is available, check with your department.

SETTING THE GROUND RULES

Office Hours

Establish office hours for times that you will regularly be available each week. The students you teach and the department you serve need to be able to locate you. Contact your department head to determine departmental expectations for the number of office hours you should schedule each week. Post your hours at your office, on the course syllabus (printed copy and web version), and with your department. (See Exhibits A, B and C for sample syllabi.)

Course Outline

Most departments have developed course outlines for many lower division courses. This course outline is particularly necessary in multi-section courses taught by several people. You might want to learn what items were covered in previous semesters. Again, before preparing your own course outline to hand out to students, check with your department.

Course Syllabus

The policy on University Academic Format and Final Examination Policy ([University Policy and Procedures Letter 2-0207](#), August 2014) requires instructors of record for courses having regularly-scheduled meeting times **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.

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. Faculty are expected to attach to each course outline a copy of the OSU Syllabus Attachment available at <http://academicaffairs.okstate.edu/content/resources-faculty-staff> to each course outline.

Distributing written plans at the beginning of a course may alleviate some of the communication problems that occur between faculty and students concerning course requirements, examinations, grading procedures, and related matters. For 3000 and 4000 level courses that may carry graduate credit, the course syllabus should be specific about what **extra** work is expected for graduate credit. Any changes made in the course requirements or grading system during the semester should be communicated to students **in writing**, as an addendum to the syllabus. Carefully written course plans can protect the rights of the student and instructor when violations of academic integrity are encountered and can also minimize the likelihood of a faculty member becoming involved in the time consuming process of a grade appeal.

Your syllabus can be useful in promoting academic integrity. Include a statement emphasizing the importance of academic integrity. Be very specific in your directions to students who are involved in group projects (e.g. are students expected to write individual or group reports?). If you give a take home exam, assume **nothing**. Provide very specific written directions for completing examinations and projects. The Academic Integrity website can be found at <http://academicintegrity.okstate.edu> and provides detailed information on promoting academic integrity and preventing cheating.

Review [University Policy and Procedures Letter 2-0822](#), Academic Integrity Policy, May 2016, and [University Policy and Procedures Letter 2-0821](#), Appeal of Final Grade no Involving Alleged Violations of Academic Integrity, August 2018, for details on appeal of alleged violations of academic integrity and appeal of a final grade, respectively.

ACADEMICALLY SPEAKING

Class Attendance

OSU policy states that “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.” Attendance policies may be established by the college, department, or individual instructor. 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. Faculty at their discretion may require homework, reports, papers, compositions, and projects to be turned in ahead of the missed classes and examinations to be taken before the planned absence. Students should be held accountable for all work covered in a course despite valid reasons for absence from class.

Faculty are encouraged to provide reasonable accommodation for students who are required to participate in sponsored activities of the University or military training. 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. 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. 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 ([University Policy and Procedures Letter 2-0217](#), August 2014) also includes guidance on absences due to military service.

Faculty members are encouraged to report cases of repeated absenteeism to the student's advisor. Instructors are asked to report students who are excessively absent or have not attended class. This report is requested by the Registrar and submitted on the Star System (Academic Alert) during weeks three and four of the fall and spring semesters.

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.

Students are expected to adhere to attendance policies announced in their classes. They are advised to contact their instructors in advance, if possible, or immediately following an absence to clarify the validity of the absence and to arrange to make up work missed, if permitted within the announced attendance policy.

The Athletic Council's policy on scheduling of athletic competition states that student-athletes will not be required to miss more than 10 full days of class in a semester and no class day (Monday, Tuesday, etc.) will be missed more than 6 times in a given semester. It is the responsibility of the student's head coach to ensure that the missed class policy is not violated. In addition, no intercollegiate athletic events will be scheduled during finals week including the Sunday prior to finals week without permission of the Vice President for Academic Affairs. An exception to the above policy is the schedule for NCAA championships, conference championships, post-season events and tournaments over which the institution has no scheduling control.

Additionally, on April 4, 2014, 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 website (<http://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.

Class List

On the first day of class, you should access your class list (class roll) on Self Service (<http://my.okstate.edu>) using the Faculty Services tab and selecting Summary Class List or Detail Class List. The class list can change daily for two weeks, so update your roster before every class.

The maximum class enrollment size is determined by the department head and can be changed only by the department head or dean. No one, however, may change the maximum enrollment to exceed the fire code limits of a room. Normally, if courses are in high demand, they are filled to the maximum enrollment by the time a semester begins. You may still have seats available in your room, but that does not necessarily determine the size of the class. If the class is full, a student can add your class only if another student drops.

Students may ask about adding your class if it is full. Here are some suggestions for handling such requests. Send them to their advisor, who can determine how desperate they are for the class. A department may have a priority system and by the end of the first week may increase the class max to allow a few more students to add the class if the fire code is not violated. Encourage students to keep trying to add because they have two weeks to add a class. Permission of the instructor is needed to add a class in the second week. However, students should not be allowed to continue attending class after the second week if they are not enrolled.

Take attendance at the beginning of the semester to determine how many students are attending class. Instructors are required to report students who are excessively absent or have not attended class. This report is requested by the Registrar and submitted on the Star System (Academic Alert) during weeks three and four of the fall and spring semesters.

Please know the prerequisites for your class. A student who has not successfully completed the prerequisites should be advised to drop the class immediately. **You have the right to enforce prerequisites.**

Progress Report/Academic Alert System

OSU's Progress Report/Academic Alert System (AAS) is a communication tool within OSU's STAR System (a program by EAB/GradesFirst) used to support the academic success and retention of our students. Through this system, instructors may choose to report information about student attendance and performance to their advisor(s) throughout 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 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, 405-744-5627 with questions and comments about 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 your OKEY credentials. The STAR System can be accessed at <http://star.okstate.edu> or from within the OSU portal (<http://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 instructor 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.

Behavioral Concerns

The Progress Report/Academic Alert System is intended to notify students and academic advisors about academic concerns. For behavioral concerns, please continue to notify the Behavioral Consultation Team (BCT) via their hotline at 405-744-3333. More information can be found on Page 14 of this document and at <http://bct.okstate.edu>.

Withdrawing from the University

Withdrawing means that a student drops **all** classes and leaves the University. The withdrawal process is initiated in the office of student academic services of the student's college or Enrollment Services in Tulsa. See *OSU Catalog*, Academic Regulations 1.10 and <http://academicaffairs.okstate.edu/content/adding-dropping-and-withdrawing-courses>.

A student who withdraws prior to the end of the twelfth week of a regular semester or sixth week of a summer session or during the proportionate period for block or short courses receives a "W" (withdrawn). The student does not need to secure the instructor's signature because no grade assignment is required. A student withdrawing after the twelfth week of a regular semester or the sixth week of a summer session or during the proportionate period for block or short courses but prior to pre-finals week, will receive a "W" (withdrawn) or "F" (failing) as assigned by the instructor. The grade of "F" will be calculated in the grade point average.

After the beginning of pre-finals week, a student may not withdraw from the University and the instructor must assign a letter grade.

Dropping a Course

At any time prior to the end of the sixth day that classes meet in a regular semester (not counting Saturday or Sunday as class days), a student may drop a course, and no record of the course will appear on the student's academic record. See *OSU Catalog*, Academic Regulation 5.4 and the [Adding, Dropping and Withdrawing](#) resource page on the Academic Affairs website.

After the time to drop with no transcript record and prior to the end of the **twelfth** week of classes of a regular semester or the sixth week of an eight-week session (or proportionate periods for block or short courses), a grade of "W" (dropped) shall be recorded on the student's academic record.

After the twelfth week in a regular semester or sixth week of an eight-week session, or proportionate periods for block or short courses, a student may not drop a course and shall be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "F!," "I," "NP," "P," "S," "U," "SR," or "UR" by the instructor at the end of the semester. See Exhibit F that interprets the grading system. Exceptions to this policy may be allowed by petition because of extraordinary circumstances. A petition requires the signatures of the student's advisor and director of student academic services, and approval by a university-wide review panel.

Advisor approval may be required to drop courses. International students should consult with International Students and Scholars (Stillwater 405-744-5459 or Tulsa 918-594-8111) before dropping a course. A student's immigration status is jeopardized by less than full time enrollment.

A student may not drop any course in which an alleged violation of academic integrity is pending against the student. The faculty member or the Academic Integrity Panel may permit the student to drop the course with a "W" (according to the drop grade policy) if the allegation is dismissed or if the student admits responsibility for a level one sanction. A student may not drop a course in which the "F!" grade was assigned.

Rules for Adding, Dropping and Withdrawing

For the Fall 2018 semester, students may add classes on Self Service through the nonrestrictive add period for the class (6th day of the semester for full-term classes). Students may drop classes on Self Service through the 12th week of the semester (for full-term classes), but this may require advisor approval. See the Enrollment Guide for details (<http://registrar.okstate.edu/Enrollment-Guides>). See the Short Courses website for deadlines that apply to classes that begin/end on unique dates (<http://registrar.okstate.edu/SIO-Schedule>).

For Fall 2018, November 9 is the last day to drop a course and receive the grade of "W." Students completely withdrawing by November 9 will receive the grade of "W" for all courses. These dates apply to full 16-week classes. See the Short Courses website for deadlines that apply to classes that begin/end on unique dates (<http://registrar.okstate.edu/SIO-Schedule>).

Privacy of Student Records

As required under the Family Educational Rights and Privacy Act, (FERPA), ("the Buckley Amendment") the University has a policy regulating access to and disclosure of information in students' academic records. The Registrar website provides information regarding FERPA: <http://registrar.okstate.edu/FERPA>. The site includes general information about FERPA and answers to questions that are frequently asked by students, parents, faculty, and staff. Faculty are required to complete an online FERPA tutorial at <http://registrar.okstate.edu/> before accessing the Student Information System (SIS).

Current and former students have the right to review their educational records maintained by the institution, except for material to which the student has waived right of access or for material specifically determined to be confidential by law. Parents may also claim the rights that are afforded to students and/or legal guardians who are assigned such rights by the law, i.e., those who claim the student as dependent for federal income tax purposes. Contact the Registrar to determine if the parent has received the right to review educational records.

Information contained in educational records is confidential but may be reviewed by "school officials" who have a "legitimate educational interest" in the student without prior consent of the student. "School official" includes individuals currently classified as faculty, administrative, or professional staff, and staff such school officials supervise. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility to the University. Records should be used only in the context of official educational business. School officials may have legitimate educational interests in students who are currently enrolled and in those no longer enrolled.

The provisions of FERPA allow faculty to release "directory information" without written student permission unless the student has directed the University to withhold such information. Students who have directory holds (Buckley flags) are designated "Confidential" on the class rolls accessed by instructors. No information may be released about students with Buckley flags, including whether or not the individual is a student at OSU. Directory information that may be released includes the student's name; local and permanent addresses or hometown; institutional email address; telephone number; year of birth; major field of study; dates of attendance at OSU; degrees, honors, and awards granted or received; academic classification such as freshman, sophomore, etc.; most recent educational institution previously attended; dissertation or thesis title; advisor; participation in officially recognized organizations, activities, and sports; and parents' names and addresses (city and state only).

Although a faculty member may have access to students' educational records, disclosure of confidential information to a third party is prohibited. Any requests from off-campus parties (e.g., parents, employers, etc.) for information from educational records will be handled through central offices: (a) the Office of the Registrar for academic records; (b) the Office of Student Judicial Affairs for disciplinary records; (c) the Career Services offices for placement records, (d) the Office of the Bursar for billing information; and (e) the Office of Scholarships and Financial Aid for financial aid information. A student or former student, however, may provide written consent to any school official to release confidential information.

Faculty who wish to post grades as a convenience to students may do so **only** on a secure website or with the prior written consent of each student. Faculty who wish to post grades should use Desire2Learn (contact the Institute for Teaching & Learning Excellence at 100 Telecommunications Center, 405-744-1000 or OSU-Tulsa's Learning Technology Services, 918-594-8285). Alternatively, instructors may circulate a paper in class that states (a) students who sign the paper give permission to the specific faculty member in the specific course to post examination and/or quiz grades, and (b) such postings will not list students in any personally identifiable manner. In posting grades, faculty may **not** use student names, student ID numbers, or any portion of the Social Security Number. Such information represents "personally identifiable information," the use of which is restricted under FERPA. Posting grades by other codes such as a number randomly assigned to the student, a code provided by the student, or some other system to which the student agrees is permissible. Code words or randomly assigned numbers known only by the individual student and faculty member are the most secure and are in keeping with FERPA guidelines. Plans for posting grades should be clearly specified in the course syllabus, students should be given the opportunity to object to the posting mechanism, and such objections should be honored through the provision of alternate codes or grade notification procedures. The complete privacy policy can be found in [University Policy and Procedures Letter 2-0701](#), Family Educational Rights and Privacy Act (Buckley Amendment), February 2011.

Inform students that once final grades are submitted electronically to the Registrar, they are available immediately on Self Service.

Additionally, if student employees need to access student grades to perform the functions of their OSU jobs, FERPA allows access to the grades. In that case, they are considered "school officials" with "legitimate educational interest" (see <http://registrar.okstate.edu/FERPA-General#5>).

The student's supervisor is responsible for ensuring the employees understand their responsibility under FERPA to protect the grades and keep them confidential. The FERPA website is a great resource. It is recommended that supervisors have the students review the website and take the related [tutorial](#) provided they have access. If access is needed, please contact the Registrar's office, 405-744-6876.

Also the supervisor should closely monitor the work of students and their work setting to ensure graded papers are secured in an appropriate OSU workplace and the student employees do not take them home.

Pre-finals Week

According to university policy, all courses are expected to schedule final examinations, and the examination must be held at the time listed in the official schedule. Final examinations are scheduled at the end of each semester and are preceded by a pre-finals week that begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; **however, no assignment, test, or examination accounting for more than 5 percent of the course grade may be given.** This excludes make-up and laboratory examinations, as well as out-of-class assignments (or projects) made prior to pre-finals week (such as term projects). This 5% rule was established by Faculty Council.

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 that requires student participation. Any deviation from the above policy must have prior approval from the Department Head, the Dean of the College, and the Vice President for Academic Affairs. A final exam may be given only at the officially scheduled time as published in the schedule of classes unless an exception is granted by the Vice President for Academic Affairs. ([University Policy and Procedures Letter 2-0210](#), Prefinals Week, May 1986)

Frequently, students ask if a limit exists on the number of final examinations they should have to take in one day. [University Policy and Procedures Letter 2-0216](#), Final Exam Overload and Common Final/Common Evening Exam Conflict Policy, August 2014, states that students who have three or more final examinations on one day may reschedule one of the examinations. The policy identifies how to determine which exam is moved. See the syllabus attachment for a brief summary of the policy.

Six Week and Final Grades

All grades are entered electronically via "Self Service" (<http://my.okstate.edu>) using the Faculty Services tab and selecting Midterm Grades or Final Grades. Faculty are required to complete an online FERPA tutorial at <http://registrar.okstate.edu/FERPA> before accessing Self Service. See the following website for grade submission information: <https://registrar.okstate.edu/Grade-Reporting-Faculty-Grade-Entry>. Faculty who teach 1000 and 2000 level courses are expected to submit Six Week grades after the sixth week of class (due no later than October 3, 2018). Six Week grades may also be posted for any upper division or graduate course. 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 for each semester - usually the Tuesday following the last day of final exam week. Different rules are in effect for classes taught in the summer. Because 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, it is very important that final grades be submitted by the published deadline.

Exhibit D interprets the grading system at the University.

The grade of "I" (incomplete) may be assigned in cases in which the student has completed 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. When the instructor specifies the conditions the student must fulfill in order to complete the course, he or she will also specify the grade the student would receive based on total course requirements and evaluation of completed work, and assign a composite incomplete grade. This temporary grade ("IB," "IC," "ID," "IF," or "IUR") will be the projected grade if the student received a zero for the remaining course work, with the "I" representing the incomplete status of the course. Neither a grade of "IA," "ISR," nor a condition that the student must repeat the course, is permitted. Unless the student completes the requirements for the course and the instructor submits a change of grade form, the grade will automatically change to the projected grade after

one year. Additional information on incomplete grades can be found at <http://registrar.okstate.edu/FAQ-Incomplete-Grade-Faculty>.

Grade Changes

Occasionally an error is made when a student's grade is calculated and then a correction is needed. The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Appeals Board or Academic Integrity Panel. An instructor may not allow students to perform extra work after the end of the course in order to raise their grade. Grade change requests must be submitted to the Office of the Registrar on a grade change form and must have both the department head's and the dean's approvals. A grade may not be lowered after the student has graduated unless the degree has been revoked.

Auditing a Course

A student who does not wish to receive credit in a course may enroll as an auditor through the Office of the Registrar, provided space is available and the student obtains approval from the instructor of the course and his or her advisor. A student who enrolls as an auditor must verify that he or she will not petition to receive credit for the audited course. Instructor discretion will determine the auditor's level of class participation, such as taking exams or turning in assignments. Audit enrollments follow the same resident and non-resident tuition and fees policies as credit enrollments, with some exceptions for individuals 65 years or older.

Audited courses do not count in the determination of full-time student status and do not apply toward Veterans Affairs benefits. Laboratory courses, private music lessons, studio art courses, outreach courses, and other courses that require special course fees are not open for audit enrollment.

The audit enrollment form is available on the Office of the Registrar Web site at <http://registrar.okstate.edu>. Initial enrollment in a course as an auditor may be completed only between the first and the tenth class day (inclusive) of a 16-week semester and proportionate periods for shorter sessions.

Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment. An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course. See Academic Regulation 5.11 for more details.

Grade Books and Student Records

Faculty members are responsible for the existence of student grade records and certain other materials basic to the conduct of courses. Faculty should maintain written records, in a grade book or comparable format, of the results of student exams, projects, presentations, and other items that count toward the final grade.

Policy requires a final examination for all students. All examinations, including the final, must be returned to students or retained in the department for at least one regular semester.

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 for 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.

Faculty members should maintain copies of syllabi, course policy statements, examinations, and other material pertinent to their courses. Faculty members or teaching assistants who are leaving OSU for an extended period should deposit their grade records and course files with the department head. Either originals or exact copies are acceptable. The responsible party should retain all grade records for at least five years after grades are due in the Registrar's Office, then destroy the records provided no complaints have been filed. If a complaint has been filed, records may be destroyed two years after exhaustion of all legal remedies provided records meet all stipulated

retention requirements. ([University Policy and Procedures Letter 2-0214](#), Retention of Grade Books and Records, May 2005)

Finally, all grade records are the property of OSU.

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 back 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 [University Policy and Procedures Letter 2-0821](#), Appeal of Final Grade not Involving Alleged Violations of Academic Integrity, August 2018.

Academic Integrity

OSU's Academic Integrity Policy has been in effect since 2006. The Academic Integrity website, <http://academicintegrity.okstate.edu>, provides detailed information on the policy and related procedures, so only a few key points will be covered in this Guide.

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.

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 of your charge, eventually setting up a meeting with the student and the facilitator. The academic integrity policy does not require proof of "intent" to cheat on the part of the student.

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.

Can a student appeal an F! grade or a grade lowered due to an academic integrity violation? Yes, but 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 and the burden of proof rests with the student.

For information about academic integrity, contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu>.

General Education Program

General education courses at OSU provide undergraduate students with general knowledge, skills, and attitudes conducive to lifelong learning in a complex society. Specifically, general education is intended to construct a broad foundation for the student's specialized course of study; develop the student's ability to read, observe, and listen with comprehension; enhance the student's skills in communicating effectively; expand the student's capacity for critical analysis and problem solving; assist the student in understanding and respecting diversity in people, beliefs, and societies; and develop the student's ability to appreciate and function in the human and natural environment.

General education courses are aligned with one of four content areas: analytical and quantitative thought (A), humanities (H), social and behavioral sciences (S), and natural sciences (N). In addition, OSU students must participate in a diversity (D) course, an international dimension course (I), a natural sciences course that includes a lab component and has a scientific investigation (L) designation, two English composition courses, one American history course, and one political science course. A course is qualified to be part of the general education curriculum if it meets the needs of students in all disciplines without requiring extensive specialized skills and satisfies all the criteria for a specific general education area. If you are teaching a course with a general education designation, please review the "General Education Courses Area Designations – Criteria and Goals" document available at <http://academicaffairs.okstate.edu/sites/default/files/gened-criteriagoals.pdf> to be sure that your course fulfills the requirements for the general education course.

Student Survey of Instruction

Evaluation by students of all courses is mandatory, including short block courses. OSU currently uses Scantron's Class Climate, an online software system for delivery of the Student Survey of Instruction (SSI) for most departments. Departments can develop approved, alternate course evaluation instruments for use across all their courses, and they can work with University Assessment and Testing (UAT) to deliver those instruments online within Class Climate, if they so desire. Instructors should check with their department heads for more information on their unit's evaluation process. With the Class Climate system, students access the survey through the Online Classroom (D2L/Brightspace) for approximately two weeks prior to Final Exam Week during fall and spring semesters and for approximately one week during summer semesters. Instructors receive email notifications about the survey a few days prior to its availability, and students receive emails with links to their surveys when they open. Instructors are encouraged to provide class time during the survey period to allow students an opportunity to bring an internet-connected device (laptop, tablet, smartphone) to complete the survey. Instructors are to take every possible caution to preserve both the fact and the appearance of student anonymity. Instructors receive their results via email within a few days after final grade submission closes. The SSI coordinator for each college receives copies of these reports to distribute to department heads.

Student evaluations are intended primarily to assist instructors in improving classroom instruction. While the summary information is useful to department heads as academic leaders of their faculty, it is not intended to be used as an exclusive indicator of teaching effectiveness for purposes of evaluating instructors.

Academic Regulations

All University Academic Regulations can be found in the OSU Catalog. Much of the information here is located in the catalog, but never hesitate to ask for assistance from appropriate administrators concerning questions about interpretation of University policies. The catalog is revised yearly and is available online at: <http://registrar.okstate.edu/University-Catalog>. The undergraduate academic regulations are also available at <http://registrar.okstate.edu/University-Academic-Regulations>.

Additional academic regulations related specifically to graduate students can be found in the Graduate College section of the OSU Catalog. Please refer to this section of the Catalog for information about enrollment, academic standing, responsible conduct or research, graduation clearance processes, etc. for graduate students. The graduate academic regulations are also available at <http://registrar.okstate.edu/University-Catalog-Graduate-College>.

Faculty and Staff Resource Website

The Office of Academic Affairs maintains a website for faculty and staff that includes links to helpful information and other University sites you may need throughout the year. This resource site can be found at <http://academicaffairs.okstate.edu/content/resources-faculty-staff> and some of the topics covered are listed below. You are strongly encouraged to review the site and bookmark it for frequent reference throughout the semester:

- Academic Calendars
- Academic Regulations from the OSU Catalog
- Employee Dependent Child Waiver Benefit
- Faculty Handbook
- Faculty/Staff Fee Waiver Process
- FERPA Information
- Nomination and Appointment Process for Regents Professors
- OSU Policies and Procedures Site
- Reappointment, Promotion and Tenure Process
- Student Computing System
- Students in Distress – Referral guide for students in various types of distress
- Syllabus Attachment

Also see the Faculty/Staff Resources page of the Office of the Registrar website (<http://registrar.okstate.edu>).

OSU-Tulsa Faculty Support Services

Faculty Support Services is located in Main Hall 2403 and North Hall 307. Faculty support provides assistance to OSU-Tulsa faculty with copying materials, mailing information, scheduling motor pool reservations and shuttle bus reservations. Faculty commuting to the Tulsa campus, who would like to reserve an office to meet with students, should contact the coordinator at 918-594-8276 for an office assignment. Questions regarding additional services should be directed to the coordinator.

RIGHTS AND RESPONSIBILITIES

Equal Opportunity

It is the policy of OSU to provide equal opportunity to all employees and students enrolled at the University. OSU does not discriminate on the basis of age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status, or disability, in its programs and activities. The Office of Equal Opportunity is designated to handle inquiries regarding the non-discrimination policies and can be reached at the information provided below ([Policy and Procedures Letter 1-0101](#), Equal Opportunity/Affirmative Action, May 2004).

The book *Teaching for Inclusion: Diversity in the College Classroom* is available from University of North Carolina at <https://ssw.unc.edu/files/web/pdf/TeachforInclusion.pdf>.

OSU students and employees may receive help in resolving complaints and grievances regarding alleged illegal discrimination as well as alleged arbitrary and/or unreasonable acts of discrimination that may arise in areas related to admission or treatment while enrolled at the institution and non-academic complaints related to employment, campus living, and student life. If a student has a discrimination complaint that cannot be resolved informally between the parties involved, the student may request assistance from the Office of Student Conduct, 328 Student Union, 405-744-5470.

Sexual Harassment

OSU prohibits sexual harassment and/or gender discrimination of faculty and staff in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment and/or gender discrimination of students is prohibited in and out of the classroom and in the evaluation of students' academic performance. The policy of the University also states that unfounded accusations of sexual harassment shall not be condoned. This policy is equally applicable to faculty, staff, and students. For more information, refer to OSU's [Policy and Procedures Letter 1-0702](#), Gender Discrimination/Sexual Harassment Policy & Title IX Grievance Procedure, April 2005, or the Student Code of Conduct at <http://studentconduct.okstate.edu/code>.

Sexual harassment at OSU is defined as making unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact or communication of a sexual nature when:

1. submission to such conduct or communication is made either explicitly or implicitly a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,
2. submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or
3. such conduct is sufficiently severe, pervasive or persistent, and both subjectively and objectively offensive, that it has the effect of creating an intimidating, hostile or offensive environment which negatively affects an individual's academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the university's educational mission.

Title IX of the Education Amendments and OSU policy prohibit discrimination in the provision of services or benefits offered by the University based upon gender. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with the OSU Title IX Coordinator:

OSU Director of Human Resources Consulting Services,
Equal Opportunity and Title IX Coordinator
409 General Academic Building
405-744-7773
405-744-8345 (fax)

All faculty and staff are required to participate in training on the sexual harassment and gender discrimination policy. The training may be taken online or in-person. Please refer to your Department/Unit Head for which training you should take. For more information, please go to: <https://hr.okstate.edu/TitleVIITitleIXTraining>.

Additionally, in compliance with Title IX, all OSU students are required to complete sexual violence prevention training. More information on sexual violence issues involving students visit <http://1is2many.okstate.edu>.

This is a summary of the official University policy. For a detailed, official copy consult [University Policy and Procedures Letter 1-0702](#), Gender Discrimination/Sexual Harassment Policy & Title IX Grievance Procedures, April 2005.

Students with Disabilities – Physical, Medical, Emotional, or Learning

OSU is committed to serving the needs of students with disabilities. Federal law protects individuals with disabilities and states that the University must provide reasonable academic accommodations. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

Students who have identified themselves as having a disability and have presented complete and appropriate documentation to Student Disability Services, OSU Stillwater, 315 Student Union, 405-744-7116, <http://sds.okstate.edu> or Student Disability Services, OSU Tulsa, 204 North Hall, 918-594-8354, <https://www.osu-tulsa.okstate.edu/disability/> are recognized by the University as qualified to receive reasonable academic accommodations. If an accommodation (e.g. alternative testing) is appropriate for a course taught on the OSU campus, Student Disability Services will notify faculty. Faculty are expected to provide reasonable accommodations for students. For more information, see [University Policy and Procedure Letter 2-0824](#), Academic Accommodations for Students with Disabilities, September 2014.

Exhibit E provides additional information about Student Disability Services.

Under no circumstances can you disclose a student's disability to your class!!

Students of Concern Committee

A **Student of Concern** is a currently enrolled student whose behavior or demeanor is deemed disruptive or concerning by faculty, staff or peers and has been referred to the SOC 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 SOC committee 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.

Concerns which may be addressed, but are not limited to the following:

- Behaviors which regularly interfere with classroom environment or management
- Notable changes in academic performance-poor or inconsistent preparation
- Notable change in behavior or appearance
- Impairment of thought-verbally or in writing
- Overly aggressive behaviors toward others; inability to set limits or re-direct focus
- Poor decision making and coping skills
- Inappropriate, unusual or agitated behavior
- Excessive frustration
- Overreaction to circumstances
- Lack of resiliency
- Writings or comments endorsing violence; unusual interest in violence
- Indirect threats that are spoken or written
- Refusal to communicate

- Known to abuse alcohol or illicit drugs
- Engaging in property damage
- Lack of empathy and concern for others
- Anger management problems
- Prior suicide attempts and self-inflicted injury
- Auditory or command hallucinations
- A significant decrease in personal hygiene and/or self-care
- The appearance of being overly nervous, tense or tearful
- Expressions of hopelessness or suicide ideation

The reporting process is intended to be utilized for behavior, concerns or incidents which do not warrant an immediate response or intervention. It provides a standardized method for recording observations of troublesome behavior and for alerting staff to possible concerns. Reporting may reveal patterns of disruptive behavior to be addressed. It will also help aggregate data on the nature and frequency of disruptions and concerns. In the event that behavior is perceived to pose an immediate safety concern to an individual or the campus community, the reporter should call OSU PD and make a report. SOC members will be responsible for collecting concerns in their college from faculty or staff and report same.

SOC Committee contacts by college

CASNR	Jose Uscanga-Aguirre	136 Ag Hall	405-744-5395
Arts & Sciences	Amy Martindale	213 LSE	405-744-5658
Business	Marissa McIntyre	155 Bus Building	405-744-2772
CEAT	Lance Millis	111 Eng North	405-744-5276
Ed/Health/Aviation	Amy Gazaway	106 Willard	405-744-6350
Human Sciences	Kristi Seuhs	101 HS	405-744-9385
Graduate College	Brenda Smith	202 Whitehurst	405-744-6368

BCT and SOC hotline are the same number -- 405-744-3333

Lee E. Bird, Ph.D., Vice President for Student Affairs 201 Whitehurst 405-744-5328

Behavioral Consultation Team

The Behavioral Consultation Team (BCT) is a specially trained group of professionals from several university departments with mental health, student development, law enforcement, academic, administrative and legal expertise. 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 BCT.

For additional information, visit the website at <http://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, 405-744-5328; after business hours, call the OSU Police Department at 405-744-6523.

Assessment of Student Learning

Assessment is the process of gathering, analyzing, and interpreting data on student learning and development for the purpose of evaluating educational impact and improving student learning and development. Assessment of student learning is critical because it provides data on whether or not students are achieving our expectations and facilitates discussion on how we can improve our teaching practices, curricula, and co-curricular experiences.

Assessment also serves an important role in institutional, college, and program accreditation, academic program review, and public accountability.

Effective assessment requires faculty members' engagement and leadership. There are many ways for faculty members to engage in assessment and provide leadership: serve on the Assessment and Academic Improvement Council (AAIC), the body that develops and provides leadership for implementation of the institutional assessment plan; contribute samples of student work and participate on a faculty panel to assess those samples for evidence of students' achievement of general education learning goals; serve on the Committee for the Assessment of General Education (CAGE); and work with other faculty members in your program to develop and implement processes for assessing students' achievement of expected program learning outcomes and use those results to reflect upon and improve the program. Although one faculty member within each degree program serves as assessment coordinator for that program, all program faculty members should be involved in the program assessment process.

Oklahoma State University offers substantial resources to support faculty members' work in assessment including funding for program outcomes assessment, faculty development opportunities, and testing services. To learn more about assessment at OSU, contact University Assessment and Testing (UAT) at 405-744-7958, <http://assessment.okstate.edu>, or stop by the UAT Building on the southwest side of campus at the corner of Walnut St. and Admiral Ave.

Faculty Appraisal and Development

An Appraisal and Development (A&D) review is conducted annually for all faculty members. You will prepare an annual report of professional activities and self-assessment. Your department head will review the materials and prepare a summary assessment. An individual conference with the department head will be scheduled each year to discuss your progress and plans for the coming year. Your department head should provide a form or outline for you to use in preparing your materials, and communicate the procedures followed in the appraisal process and the criteria used in assessing performance. For more information about appraisal and development, contact your department head and review [University Policy and Procedures Letter 2-0112](#), Annual Faculty Appraisal and Development Program, October 2016.

A cumulative review of tenured faculty takes place every five years following the awarding of reappointment with tenure. See [University Policy and Procedures Letter 2-0109](#), Cumulative Review of Tenured Faculty, December 2007.

English Proficiency of Instructors

Proficiency in spoken English and listening comprehension is fundamental to effective teaching. All persons responsible for instructional activities are expected to have a reasonable command of the English language sufficient to use it fluently and accurately.

International graduate students who teach must receive a passing score on the speaking portion of the internet-based TOEFL (iBT) or similar examination, participate in the international teaching assistant (ITA) orientation and receive a passing score on the ITA oral examination before accepting an assignment with oral instruction. Oral instruction includes classroom and laboratory settings as well as any other assignment requiring oral communication between the instructor and student (e.g., discussion sections, tutoring, etc.).

Any student at OSU may file a complaint regarding the English language ability of instructors. Students are encouraged to file such complaints about language ability initially with the academic department in which the course is taught. The department head will investigate and deal with the problem as appropriate.

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 [University Policy and Procedures Letter 1-0530](#), Tobacco Use and Smoking Preparation Use In or on University Property, December 2013.)

Compliance with NCAA Regulations

As a member of the National Collegiate Athletic Association (NCAA) and the Big 12 Conference, Oklahoma State University has a duty to ensure that our coaches, student-athletes, boosters and university staff uphold the rules and regulations agreed to by the members of each association. The Office of Athletics Compliance, under the direction of President Hargis, works hard to ensure that the various university constituencies are aware of the NCAA and Big 12 rules that apply to them. As such it is extremely important that you are aware of the following regulations:

- **Ethical Conduct:** Unethical conduct by a current or former staff member may include, but is not limited to, the following:
 - Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
 - Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
 - Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
 - Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
 - Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
 - Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law.
 - Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or an institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
 - Fraudulence or misconduct in connection with entrance or placement examinations.

Any conduct that is deemed to be unethical under NCAA guidelines shall be grounds for termination.

- **Extra Benefits:** An extra benefit is any special arrangement by an institutional employee or a booster to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. It is a violation of NCAA rules for student-athletes to receive an extra benefit.
- **Preferential Treatment:** An institution's staff member shall not be involved, directly or indirectly, in making arrangements for or giving or offering to give any financial aid or other benefits to a prospective student-athlete or his or her relatives or friends, other than expressly permitted by NCAA regulations.
- **Gambling:** The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition: staff members of an institution's athletics department; nonathletic department staff members who have responsibilities within or over the athletics

department (e.g., chancellor or president, faculty athletic representative, individual to whom athletics reports); and student-athletes.

- **Academic Integrity:** Oklahoma State University has a clear Academic Integrity Policy that all students are expected to follow. OSU fully expects its student-athletes, tutors, facilitators, and staff to comply fully with this policy as well.

It is difficult to fully cover all the material that needs to be conveyed in this handbook, therefore, the Office of Athletics Compliance has developed a website to provide more comprehensive rules education www.okstate.com/sports/2015/3/17/GEN_2014010167.aspx?=-compliance. For additional information please contact the Office of Athletics Compliance at 405-744-7862.

Letters of Recommendation

Sometimes a student will ask an instructor for a letter of recommendation. In order to submit recommendations or evaluations in accordance with FERPA regulations, instructors must request that students submit an authorization/waiver prior to providing FERPA-protected student information to third parties. Additional information and sample waivers are available on the Forms section of the Registrar website at <http://registrar.okstate.edu/FERPA-Faculty>.

International Students

The University has promoted international education and hosted international students for many years. Approximately 8% of the total student body is international.

International students are subject to a number of U.S. immigration regulations. They must be enrolled full time each spring and fall semester; undergraduates must **complete** 12 semester hours, and graduates 9 hours (or 6 if they have a half-time assistantship). No more than one web class or 3 credits may count toward these totals for full time enrollment. U.S. Immigration permits students to work a maximum of 20 hours per week when classes are in session. Students who work on campus must first obtain a Work Permit from the Office of International Students and Scholars. The Office of International Students and Scholars also conducts a special orientation for new students each semester and provides the following services:

- advice on processing student and scholar immigration documents and assistance with special needs/concerns
- settling in assistance
- workshops on topics of special interest
- assistance with intercultural events

Advisors must be attentive to the special regulations that are part of the Student Exchange Visitors Information System (SEVIS) mandated by the Immigration and Customs Enforcement (ICE) regulations. SEVIS requires regulation and reporting of all students and scholars with F and J visas so it is important that these students and scholars abide by all immigration regulations.

The Office of International Students and Scholars (ISS), 250 Student Union, <http://iss.okstate.edu> provides information and resources to faculty, staff and students. If you would like more information, contact the ISS office at 405-744-5459 or OSU-Tulsa at 918-594-8521.

Professional Travel

The University encourages faculty members to travel when such travel can be justified in terms of official business or professional development. Travel policies vary from college to college; however, in all cases, requests for university reimbursed travel must be approved in advance by the dean of the college or the head of the administrative unit. Faculty should check with the department head regarding travel approval. [University Policy and Procedures Letter 1-0132](#), Oklahoma State University International Travel Policy, April 2010, contains the

official university policies and procedures regarding travel by OSU employees. Reimbursement for official travel is governed by a considerable body of state law; contact your unit fiscal officer for additional information. Travel advances are not allowed by Oklahoma State Statute.

Out-of-State travel requests must be approved in advance by all administrative levels up to and including the respective dean. Out-of-Country (outside the 48 contiguous states) travel requests must have the same approval levels in addition to the Dean of Global Studies and Partnerships. Travel to a country with a U.S. State Department Travel Warning (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) must be approved by the Office of Risk Management, 405-744-7337, prior to travel. Requests for travel should be submitted early enough to allow sufficient time for approval.

Consulting and Other Outside Activities

The University supports the concept of reasonable consulting and other outside activities on the part of faculty as a means of keeping abreast of the latest developments in the field of application of one's specialty. Faculty members may devote a reasonable amount of time to outside professional activities provided that they continue to discharge, in a responsible fashion, the duties assigned by the department head and/or dean and provided such consulting does not involve possible conflict of interest. Administrative approval must be obtained in advance from your immediate supervisor for each proposed outside professional activity. (See [University Policy and Procedures Letter 2-0111](#), Procedures to Govern Overload Assignments, Outside Professional Activities, and Other Activities of Faculty Members, July 1984, including the form to be routed for review and approval.)

Graduate Faculty Status

New tenure-track Oklahoma State University faculty members are granted an initial appointment to the Graduate Faculty at the time of hire. Generally, a member must possess the terminal degree and have a record of ongoing scholarship appropriate to his/her discipline. Graduate Faculty membership for non-tenure track faculty is granted by the Graduate Council upon recommendation of the faculty members of the subject matter group appropriate to their appointment. Details on the roles and privileges of graduate faculty members, the bylaws that govern graduate faculty appointments and the form to request appointment to the Graduate Faculty may be found at <https://gradcollege.okstate.edu/content/appointment-graduate-faculty>.

The Missions: Instruction, Research/Scholarship, and Extension/Outreach

The University has a three-fold mission of instruction, research, and extension/outreach. Sound teaching practices and effective research are mutually supportive. Research/scholarly activities serve as an important component in the improvement of undergraduate and graduate learning. New faculty members should visit with the department head to learn about departmental and college expectations, as well as support services for these activities. OSU's Office of University Research Services (<https://urs.okstate.edu/>, 206 Whitehurst, 405-744-9991) and college research offices assist faculty in research/scholarly activities.

Political Activities

A policy of the Board of Regents for OSU/A&M Colleges states that all employees of university/colleges under the jurisdiction of the Board enjoy full rights and privileges of citizens to participate in political activities in the state of Oklahoma and the United States. Employees are permitted to freely engage in lawful political activities of any kind provided such activities are conducted on the individual's own time, do not interfere with official duties and responsibilities, and are not inconsistent with other provisions within the policy. (See [University Policy and Procedures Letter 1-0705](#), Political Activities of Employees, June 1997)

FACILITATING STUDENT LEARNING

As you enter the classroom, focus on facilitating student learning. You are the primary motivator in this process. Teaching is an action directed toward the student, whereas learning is an action the student takes in acquiring knowledge. Involve the students quickly and get them committed to the learning process.

The First Class Session

Instructors and students alike feel some tension on the first day. Careful planning can minimize that tension, and, unless you begin immediately with a lecture or exercise, you might consider the following plan:

1. ***Set the pace or climate you prefer.***

An informal climate can be achieved if you arrive early and chat with the students. If you wish, let the students know your name and how you expect to be addressed. A more formal mood is set when you arrive; put your title and last name on the board, and move on to the next topic.

HINT: If you are unsure about which way may be more effective for you, you may begin with a more formal approach and settle in on a style of your choice later.

2. ***Introduce yourself and vice versa.***

You would be surprised how many students do not know their instructors' names. Put it on the board, with office location and hours (even if it is listed on the course syllabus you hand out next).

Learn something about your students, either through roll call or note cards you ask them to complete.

3. ***Explain the mechanics of the course.***

Now is the time to hand out a course syllabus and review it. Students will want to know the kinds of tests you give, what you expect, and what they must do. Then, stick to these established ground rules except in the most urgent situations. You can change the syllabus; be certain to give every change in writing to the students.

4. ***Introduce the course.***

If you have a course outline, now is the time to hand it out and review the material. A salesperson would say this is the time you show what your product is and its importance to each person.

HINT: Allow a few minutes at the end of class for those ever-present housekeeping chores: next class assignment, students not on class roll, etc.

5. ***Don't rush to leave.***

Prompt conversation with your students after class. They are interesting people!

Lecture - Tell Them with a Purpose

When you were a student, you probably remember the lecture described as "tell them what you're going to tell them, tell them, and then tell them what you told them."

1. ***Know your purpose.***

Know what you want to transmit - information not in text, a technique, evidence, summary, or examples.

2. ***Write down your outline.***

Students have just one chance to hear the material; consequently, stay organized. A good lecture moves from major points to minor points and on to supporting evidence. Many instructors put an outline on the board or in a PowerPoint slide, but it is a matter of choice.

3. ***Tell the students what you expect to accomplish during class.***

Students stay organized and understand better if they know where you are headed. For example, "Today, I will continue our discussion of the five techniques for avoiding the 'drop and add' lines."

4. ***Develop the lecture.***

Good lecturers use a lot of connecting words, phrases, and transitions ("as a consequence," "for example," "a result of this is") to guide a listener. Visual aids really do aid the lecture, especially if you speak with an accent. Remember that if you speak too fast, you outpace the student's note taking. Writing during class by the teacher promotes students to take better notes.

5. ***Finish with a brief summary.***

A brief summary and a short time for questions reinforce the process. Remember, the purpose of teaching is to facilitate student learning.

Discussion Sections

1. ***Ask the lead question and then be ready to wait.***

Too many times the leader does all the talking, so wait for someone to answer and start the discussion.

2. ***Open-ended questions stimulate learning.***

Ask questions about what a student thinks, rather than what a student knows.

3. ***Set the climate.***

If students are in a circle, they talk to many people rather than one person at the front. If you avoid eye contact, the student speaking will talk to others in the group. Remember that sometimes a quizzical, questioning look does more than a direct question in a discussion group.

4. ***Grades for participation may hurt the discussion.***

When grades are involved, some students retreat from discussion whereas a few ambitious students may dominate the discussion. Let students know that you expect participation in discussion from the first day of class. Learn different techniques to include all students in the discussion (such as asking a student who does not participate in discussions to respond to a question).

Laboratory Sections

As the leader, you must be well organized and prepared. You have to be able to tie the lab experience to the lecture material. Remember, a lab is usually a little noisy and a little chaotic. If you circulate around the room, you can catch problems before they blow up, literally, in some cases.

1. ***Start each day in a formal manner.***

This gives some order to the coming disorder. Remember the lab usually counts for only part of a student's grade, so you have less control at the beginning.

2. ***Knowing the experiment carries respect.***

If you perform the experiment before meeting with the class, you help eliminate the problems and can anticipate student questions.

3. ***Research the theory and relevance behind the experiment.***

This helps to eliminate the chance that you might not be able to answer the student's questions, as well as provide the knowledge you need to run the experiment clearly.

Suggestions for Handling Disruptive Student Behavior in the Classroom

OSU supports freedom of expression and inquiry between faculty and students. However, inappropriate disruptive behavior in the classroom need not be tolerated. The following information is provided for faculty to inform you of OSU's position about disruptive student behavior.

Student Code of Conduct (<http://studentconduct.okstate.edu/code>), Section III, contains the following definition:

Classroom Disruption: Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.

Instructors have the responsibility and the authority to maintain a productive educational environment in the classroom. You do not need to tolerate constant talking, use of profanity or threatening language, routinely coming to class late or leaving early, inappropriate interruptions, or personal insults. A proactive approach to the problem is to include an expectation statement of student behavior in the course syllabus and to discuss these expectations with students early in the semester.

If a student's behavior is negatively affecting the learning environment in the classroom, consider the listed options and follow the procedures:

1. Confront the disrespectful behavior. Depending on the severity of the behavior:
 - a. Consider a general word of caution to the whole class rather than warning a particular student (i.e., "we have too many conversations going on, let's stick to today's topic").
 - b. Ask the student to meet with you after class or during office hours.
 - c. Tell the student to stop the behavior and/or ask him/her to leave the class immediately.
2. When meeting with the student, clearly state the behavior causing the disruption and give the student an opportunity to respond. Hopefully, some agreement can be reached which should be documented in writing, including what action will follow should the disruptive behavior continue. Some consequences to consider:
 - a. filing a written complaint in the Student Conduct Office;
 - b. not allowing the student to return to class until he/she has met with the Student Conduct Officer,
 - c. recommending that the student be placed on conduct probation; and
 - d. in very extreme cases, recommending that the student be dismissed from the class.
3. If you have talked with the student on more than one occasion, document the incident(s) in an email or letter to the student. The letter can be one of warning or a summary of your meeting with the student. The letter should include a description of the problem behavior(s), your expectations for the future, and what will happen if problems continue.
4. If the student behavior is of a threatening nature to you or other students, call the OSU Police at 405-744-6523 in Stillwater or 918-594-8123 in Tulsa.
5. Make a dated written record for yourself of any discussion, incidents or action taken in case the disruptive behavior persists.

Grades are earned by students for work assigned and cannot be used as a penalty for inappropriate classroom behavior.

When a student is referred to the Student Conduct Office because of classroom behavior problems, the Student Conduct Officer discusses classroom behavior expectations with the student and asks him/her to agree to the expectations. The meeting is confirmed with a follow-up letter. The letter reinforces the desired change in behavior and clearly states that further disruptive classroom behavior could lead to more severe action, including withdrawing the student from the course, probation, suspension, or expulsion from the University.

Please call the Student Conduct Office when a referral is being made so that you and the Student Conduct Officer can talk about how best to meet your needs. We have had good success at OSU following these guidelines.

Addressing the issue early maintains the quality of the classroom environment and may avoid more serious problems later.

If you have additional questions, please call the Coordinator of Student Conduct on the OSU-Stillwater campus at 405-744-5470 or the Director of Student Activities on the OSU-Tulsa campus at 918-594-8234.

INSTITUTIONAL SUPPORT FOR TEACHING AND LEARNING

Institute for Teaching and Learning Excellence

The [Institute for Teaching and Learning Excellence](#) (ITLE) provides a wide array of services to support the design, development, and delivery of high quality instruction in traditional and nontraditional educational settings. Any OSU employee engaged in teaching is encouraged to access the services and programs offered at ITLE. Those services include teaching and learning support, multimedia design, video production, and classroom technology services.

ITLE's [Teaching and Learning Support](#) department is staffed with expert professionals to provide a range of services from individualized teaching consultations to campus-wide technology trainings designed to enhance the teaching and learning experience in OSU classrooms. TLS staff provide numerous professional development opportunities for faculty who continually seek to refresh, renew, and enhance their scholarship of teaching and learning.

The Creative Media department is dedicated to assisting faculty with the development of high quality instructional materials employing visual design principles that integrate colorful graphics, animations, and 3-D models. The staff can "bring to life" an idea through general and technical illustrations, improve the use of audio and video in PowerPoint presentations, and provide eye-catching computer animations.

The Video Production department offers faculty services to support teaching that result in the creation of a digital presentation to be used in course instruction. Videos, graphics, and editing services can be provided during class sessions, in the ITLE studio, or other non-classroom sites on the OSU Stillwater campus.

To obtain teaching support services, contact ITLE at 405-744-1000.

University College Advising (UCA) and Learning and Student Success Opportunity Tutoring (LASSO) Center

University College Advising (<http://uca.okstate.edu>) is a student academic services and advising unit dedicated to helping undergraduate students succeed as they transition from high school to college. UCA advisors help prepare students for academic and career goals through holistic and appreciative advising techniques to assist students in developing an educational plan. Students undecided as to their majors and those who will benefit from additional academic support are advised through UCA before transitioning to their chosen degree granting college/department.

University College advisors teach a variety of courses to equip students with academic success tools and strategies at the university level. Freshman and Transfer Orientation classes are offered in the fall semester to inform students about campus resources, important deadlines, time-management strategies and study skills. Optional weekend courses provide students the opportunity to earn credit in courses related to theory of leadership, memory techniques, study skills and college major selection.

The LASSO Center provides free tutoring and academic success coaching for all students. Students may schedule tutoring at <http://lasso.okstate.edu/tutoring> for one-on-one tutoring appointments or students may utilize the walk-in tutoring service. For some classes, dedicated supplemental instruction sessions (developed in conjunction with academic departments) are also available. Academic Success Coaches are professionals committed to student success. Success Coaches help students through transitional issues, time-management and study areas, and provide opportunities to create success strategies and improve relationships with peers and professors. Students may self-refer to the success coaching program, or campus faculty, advisors, parents and residential life staff may refer students.

The UCA office is located at 214 Student Union, 405-744-5333, and LASSO is located at 021 Classroom Building, 405-744-3309. Please stop by to visit and discuss areas of collaboration. Learn more online at <http://uca.okstate.edu> and <http://lasso.okstate.edu>. We look forward to working together to improve our students' areas of academic success!

STUDENT & FACULTY CO-CURRICULAR RESOURCES

Student Affairs

The Division of Student Affairs is committed to the success of students on the Stillwater campus. Student Affairs provides a wide variety of programs, services and events to enhance the student experience. Our student development model, also referred to as the Six Pillars of Student Success focuses on: Academic Excellence, Leadership, Service/Civic Engagement, Finding Your Purpose, Broadening Your Horizons and Wellness. The Office of the Vice President for Student Affairs coordinates catastrophic withdrawals and hardship issues.

University Counseling Services

As a faculty member at OSU, you are likely to come in contact with students who may benefit from talking with a trained counselor. Some reasons to refer students are: high levels of anxiety, mood changes, alcohol/drug abuse, isolation from others, self-esteem issues, psychiatric issues, or threat of harm to self or others.

The Student Counseling Center (320 Student Union, 405-744-5458, www.okstate.edu/ucs) offers psychological counseling to assist students in dealing with these and other issues. An on-duty counselor is available for emergencies M-F 8:00 a.m.-5:00 p.m. A counselor can be reached after hours and for weekend emergencies, through the OSU Police Department in Stillwater (405-744-6523).

Other counseling services on campus include (these are not a part of University Counseling Services):

- Psychological Services Center, 118 N. Murray, 405-744-5975, <http://psychology.okstate.edu/psc>
- [Center for Family Services](#), 101 Human Sciences West, 405-744-5058
- [Counseling Psychology Clinic](#), 111 PIO Building, 405-744-6980 or OSU-Tulsa 918-594-8569, <https://www.osu-tulsa.okstate.edu/services/counseling.php>

Reboot Center

The Reboot Center assists students with stress and stress management, using the latest in stress management technology. Reboot has video-game software with 3-D visuals, a pacer to guide breathing and a heart-rate sensor to provide feedback about stress levels. With practice, students learn to use relaxation to enhance academic and personal performance.

Reboot has four stations equipped with 42" screens along with a variety of games, levels, visualizations and workshops. Some games have multi-player options where 2-4 students race with relaxation as the fuel for their car or Jet Ski. Students with OKEY credentials may use Reboot. There is no cost, no appointments (first-come, first-served) and no limit on visits.

Reboot Center, 320W Student Union, 405-744-6434

Open M-F, 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm, <http://ucs.okstate.edu/reboot>

Career Services

OSU Career Services has comprehensive services to assist students with their career needs; helping students from "admission to position." Career Consultants, located in every academic college as well as 360 Student Union and the OSU-Tulsa campus, advise students on selecting majors, career development, employment (part-time, work-study, internship, and full-time positions), job searches, résumé development, professional correspondence, interview preparation, and networking.

OSU Career Services facilitates over 5,000 employment interviews on campus each year. Additionally, Career Services hosts and partners with other departments to present a variety of career fairs, job expos, and networking events to facilitate students' ability to successfully connect with over 600 employers annually. Our vast employer network includes organizations specifically seeking OSU students and alumni who post over 8,000 jobs annually through Career Services.

For assistance with job posting, workshops, classroom presentations, student salary information, and other student resources, please contact OSU Career Services at careers@okstate.edu. Additional information can also be found on the Faculty section of Career Services' website – <http://HireOSUGrads.com>.

Employee Assistance Program

OSU has partnered with ComPysch to provide a comprehensive Employee Assistance Program (EAP). Your GuidanceResources benefits will give you and your dependents confidential support, resources and information for personal and work-life issues. These services are provided at no charge to benefits eligible employees and their dependents. Your GuidanceResources services include short-term confidential counseling and referrals, work-life solutions, legal support, financial guidance and wellness information. GuidanceResources can be accessed online at www.guidanceresources.com. Web ID for first time users is OKSTATEEAP and you will be prompted to setup your own username and password. They can also be reached at 855-850-2397.

University Health Services (UHS)

University Health Services is an outpatient medical centrally located on the OSU campus. UHS falls within the department of student affairs and the main focus is providing medical services to the student population of Oklahoma State University. However, the clinic is available for faculty and staff for acute care situations or for conditions in coordination with your outside medical provider.

Please be aware that you may be asked to establish with an outside provider if your medical condition warrants medication management and treatment of chronic conditions. In order to accommodate patient volume and needs of students UHS does not serve as a primary care provider for faculty and staff.

In addition to medical services UHS has a full retail pharmacy available within the facility. The pharmacy is a popular and convenient way to get medication filled right on campus.

UHS is located at 1202 W. Farm Road. Hours of operation are Monday-Friday from 8:00 am-5:00 pm. For appointments, call 405-744-7665. If you have other questions, please visit <https://uhs.okstate.edu>.

Department of Wellness

Colvin Recreation Center

The nationally recognized [Colvin Recreation Center](#) offers outstanding facilities, services, and programs including over 32,000 square feet of fitness, cardio, and weight equipment. An indoor jogging track, golf area, an indoor climbing wall, both indoor and outdoor pools, 15 gyms, and 12 racquetball courts. The building is ADA compliant and may be the most accessible building of its kind in the country. The Center offers over 150 weekly non-credit instructional classes such as yoga, aerobics, Pilates, Zumba, water exercise, golf, tennis, and personal training.

Faculty and staff membership is paid by the University for use of both the Colvin/Seretean Centers. Spouses may purchase an activity card for \$100/per semester. Locker and towel service cost is \$30/per semester. Contact the Colvin Recreation Center at <http://wellness.okstate.edu>, 405-744-5510, for additional information.

Seretean Wellness Center

The [Seretean Wellness Center](#) provides newly renovated space which accommodates 2 group fitness rooms, a cardio/weight room, and a personal training studio. Special programs and services such as group fitness classes, personal training, massage therapy, Pilates training, nutrition counseling, and cooking classes are offered to OSU employees at nominal prices. The B.A.L.A.N.C.E. program provides the opportunity for employees with metabolic syndrome to adopt healthier behaviors in order to lead a more vibrant life. Our "Wellness on the Go" team is available to consult with departments across campus. As we "Strive to be America's Healthiest Campus," our Certified Healthy Department certification continues to grow.

Housing and Residential Life

More than 6,000 students live on the Stillwater campus in our Legacy Halls, Community Style Halls, Suites and Apartments. Many of these spaces are home to our Living Learning Programs which offer opportunities for students with similar interests or academic majors to live and work together. Our college faculty and staff are involved in the residential communities as Faculty Associates, engaging students in a variety of extracurricular activities by partnering with Housing and Residential Life. Contact the Department of Housing and Residential Life at 405-744-5592, <http://reslife.okstate.edu>.

EXHIBITS

EXHIBIT A: 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 of 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 (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu>.

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

EXHIBIT B: COURSE SYLLABUS, EXAMPLE 1

COMSC 7000 (Number Structures)
Instructor: John Doe, Fine Arts 216, 4XXXX, jdoe@okstate.edu
Office Hours: M-W-TH-F 8:30-9:20 (and by appointment)

Spring 20XX

Required Book: *Number Structures - Advanced* by Doe and Smith

Comments on DOS

DOS will be used as the implementation language. You are not expected to be familiar with the basic structure of DOS at the outset. A great deal of time during the first month will be spent covering DOS. An appendix in the text contains an introduction.

Computer Facilities

The Computer Lab will be used in this course.

Prerequisite Comments

COMSC 6777 is the prerequisite. Your level of maturity about program design and implementation is reflected by successful completion of that course. You will need a reasonable grasp of sorting, searching and linkage structure concepts, block structured language concepts, and hierarchical data structure concepts.

Course Objectives

The general objective is to provide you with a foundation of number structure and processing concepts for a wide range of computer applications requiring non-trivial number organization and processing methods. This should provide you with the ability to design and implement effective file structures and associated software for both small and large and complex systems. In addition, the emphasis on fundamental principles should provide you with the ability to adapt to a variety of programming languages and peripheral storage technology (which is evolving rather rapidly). A thorough grasp of the topics covered should also provide a firm foundation for studying, implementing, and effectively using data base systems.

Topical Outline (Not necessarily in order to be covered)

1. Low level number design and maintenance.
2. Sorting and searching.
3. Physical characteristics of peripheral storage devices and their effects on performance (serial and block addressable devices, instantaneous and effective transfer rate analysis, and blocking).
4. Basic file organization (sequential, direct, indexed, indexed sequential, and B-tree based indexing).
5. Consequential processing (match/merge logic, master file updating, merge sorting, ordered set operations).
6. Multiple key processing.

The Laboratory

Weekly 1-½ hour labs will involve discussions of problems and assignments, and will cover technical material related to use of the computing systems. During the first month, the lab will be devoted largely to the coverage of DOS.

Grading

4 one-period examinations @ 50	200
1 final examination	100
5-7 assignments	<u>200</u>
	500

You must achieve at least 50 percent of the points in each category in order to be eligible for a passing grade. (This does not guarantee passing—it merely makes you eligible.) Do not take this requirement lightly.

Letter grades are guaranteed according to the following percentages of points (subject to the 50 percent rule noted above):

90% or above	A
80% or above	B
70% or above	C
60% or above	D

Late Assignments

Assignments are due at the beginning of class on the stated due date. Each assignment will have a stated late penalty for each academic day late. An assignment worth 40 points which is due on Monday and has a 20 percent penalty will be worth at most 32 points on Tuesday, 24 points on Wednesday, etc. Assignments for which a design is required will not be acceptable without a complete, legible, and meaningful design document. No such assignment will be graded until the required design document is provided. Late penalties will continue to accrue until the design document is provided.

Academic Integrity

Oklahoma State University 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, fraudulently altering academic records, and similar behaviors) will likely result in a sanction. In this class you are not expected to work in isolation on assignments. Significant learning frequently takes place when exchanging ideas with one another. In the final analysis, however, your response to an assignment must be your own, not someone else's. Violations may subject you to sanctions including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity (F!) on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu>.

Missed Examinations

Only in extenuating circumstances such as family crisis, illness, births, etc., will makeup provisions apply. Advise your instructor in advance of absences due to such matters, if possible.

If a makeup examination is required, it may be given the last day of finals week during the period scheduled for makeup examinations. Such an examination may be comprehensive or it may be a one-problem programming test.

EXHIBIT C: COURSE SYLLABUS, EXAMPLE 2

POLS 2000: Media Law and Private Rights
Spring Semester, 20XX

Dr. Doe, 206 Fine Arts East, X4XXXX, jdoe@okstate.edu
Office Hours Mondays, 1:30-3:00; Fridays, 8:30-10:00; and other times by appointment or "walk-in "

1. Required Texts:

Smith, *Media Law and Justice*
Brown, *Media News*
Green, *The Supreme Court and Media*

2. Library Reserve Material:

Smith, *Views from the Public*
Doe, *Media Justice*

3. Course Requirements and Grading Scale:

Your grade in this course will be based entirely on the points accumulated on the quizzes and examinations indicated below. There is no provision for extra-credit work. In the event that the professor determines that an examination or quiz item is defective, the grading scale may be lowered for the entire class—but the scale will not be raised under any circumstances. There are no preconceived quotas for the distribution of letter grades in this course.

Quiz #1	25 points	Friday, January 22
Hour Examination #1	100 points	Friday, February 12
Quiz #2	25 points	Friday, March 4
Hour Examination #2	125 points	Wednesday, March 23
Quiz #3	25 points	Friday, April 15
<u>Final Examination</u>	<u>150 points</u>	<u>Monday, May 2 (1:00-2:50pm)</u>
TOTAL	450 points	

The grading scale will be: 405-450 = A; 360-404 = B; 315-359 = C; 270-314 = D; 0-269 = F.

4. Format of Quizzes and Examinations

Quizzes will be objective in nature, consisting of multiple-choice and/or short-answer questions (definitions, etc.). Examinations will offer a choice of format. You will be able to select either a completely essay format or a format which is objective in nature (multiple-choice and short-answer items). You will receive both sets of questions on the examination and then make your choice of which format you prefer to utilize on the examination.

To assist in your preparation for examinations, copies of examinations from previous semesters of POLS 2000 have been placed on reserve in the Library, and evening review sessions may be scheduled prior to the first and second hour examinations if there is sufficient student interest. You should understand that the old examination copies and the review sessions are not substitutes for careful study on your part. Instead, they should be used as a way to check your progress in understanding the lecture and reading materials for the course. (Please note that the old examinations do not necessarily match the current semester's sequence of topics.)

5. Make-Up Examinations

There will be no make-up quizzes. If you miss a quiz and there is a valid reason for your absence, a score for the quiz will be computed on the basis of the percentage of points you have earned on all work prior to the final examination multiplied by twenty-five points. If you do not have a valid reason for missing the quiz, there will be a five-point penalty deducted from the score so computed.

Make-Up Examinations will be completely essay in nature and will be given approximately one week after the scheduled examination date. There will be a ten-point penalty for missing an examination without a valid reason.

Students missing the Final Examination who notify the professor of the reasons for their absence by noon of the day following the scheduled final examination in the course will receive a grade of "I" (incomplete) for the course and be expected to take a make-up final examination at a time arranged with the professor (not later than the end of the first week of classes of the following semester). If there is no valid reason for absence from the final examination, there will be a fifteen-point penalty. Students who are absent from the final examination and who do not notify the professor of the reason for their absence by noon of the day following the examination will have their final grade computed with a score of zero being recorded for the final examination.

In this course, there are no early examinations under any circumstances. Valid reasons for missing a scheduled quiz or examination include illness sufficient to require medical care, participation in a scheduled University activity which requires you to be away from campus on the day of the quiz or examination, and similar reasons beyond your control for which proper verification can be provided.

Vacation plans, oversleeping, illness not sufficient to require medical attention, social activities (including fraternity, sorority, and residence hall activities), etc., are not sufficient reasons to miss a scheduled quiz or examination.

6. Scope of Examination and Quiz Coverage

Both of the hour examinations and the final examination will be completely comprehensive in the scope of their coverage. You will be responsible for all material covered in class and the assigned readings to the point of the examination. Quizzes will cover only the new material over which has not previously been tested.

7. Honors Credit for the Course

Students participating in the Honors Program who wish to earn honors credit for this course may undertake an honors contract. The terms of the contract should be agreed upon with the professor not later than the sixth week of classes. The honors contract does not affect your letter grade in the course. If you earn a grade of "A" or "B" in the course and complete the contract, honors credit will be reflected on your OSU transcript for POLS 2000.

8. Dropping a Course

If you drop a course or withdraw from the University during the first six days of classes of a regular semester, no record appears on your transcript. After the first six days, you may then drop the class or withdraw from the University with a grade of "W" until the end of the twelfth week of classes. If you are still enrolled at the beginning of the thirteenth week of classes, a regular grade must be reported for you.

According to University policy, exceptions may be made after the beginning of the thirteenth week of classes only under "extraordinary circumstances" and then only with the approval of the student's academic advisor and dean, and a university-wide review panel.

9. Academic Integrity

The expectation for all students in this course is that complete integrity will be demonstrated at all times. 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, fraudulently altering academic records, and similar behaviors) will result in a sanction. You should be aware that both "taking" and "giving" improper assistance during quizzes or examinations violates academic integrity—even if the action appears to be merely passive in nature (such as not covering your paper when you know that someone is looking at it). Violations may subject you to sanctions including the following: receiving a failing grade on an assignment, examination or course; receiving a notation of a violation of academic integrity (F!) on your transcript; and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu>.

10. Quiz and Examination Conduct Rules

Because of the size of this class, it is particularly important to minimize distractions during quizzes and examinations. It also is imperative to make certain that no student is improperly accused of academic dishonesty. In an effort to achieve both of these goals, quiz and examination conduct rules are provided below:

- (1) All quizzes and examinations are closed book, closed notes exercises. In other words, you are not allowed to have any materials to assist you.
- (2) No books, papers, notes, or other items (newspapers, magazines, backpacks, etc.) are permitted in the examination area at the time of the quiz or examination.
- (3) No talking, other than questions about the quiz or examination, which are directed to the professor, is permitted.

Violation of any of these rules will result in a five-point penalty on a quiz or a ten-point penalty on an examination. As an examination conduct rule violation, the penalty does not imply an act of academic dishonesty. In the event that a penalty is imposed for an act of academic dishonesty, any penalty, which might have been imposed under this section, will not be imposed. (Note: If you need to bring books or papers for other classes with you on the day of a quiz or examination, they may be placed on the floor at the front of the room prior to distribution of the questions.)

11. Attendance

A seating chart will be developed in the second week of classes, based on the seat you occupy on the date specified by the professor. While there is no point penalty specified for class absences, experience has shown a definite correlation between poor class attendance and low grades in POLS 2000. If you have not already developed the practice of attending every class session in your courses, it is strongly suggested that you do so for this course—or that you drop the course during the first week of classes so that space will be made available for more serious students.

12. Assistance from the Professor

You should always feel free to contact me outside of class, either during office hours or by special appointment. It is perfectly acceptable to call or stop by the office at any time—or call at home in the evening or on weekends (at a reasonable hour). Please do not hesitate to seek any appropriate out-of-class assistance from me in your efforts to master the subject matter of this course.

13. Assignments for the Course

The reading assignments for the course are listed on pages 4 and 5. You are expected to read and gain at least a general understanding of the assigned materials before the week for which they are assigned. Class lectures will move at a fairly rapid pace, and your advance reading will assist you in keeping up with the lectures.

Assignments in the three required textbooks are listed by author name and chapter or page numbers (for example, Smith, chapter 1). Assignments in materials distributed as class handouts are identified as such.

Assignments in the two books on two-hour reserve in the Library are indicated by title of the book and chapter or page numbers—for example, *Views*, pages 101-112 (Reserve).

In addition to the materials assigned by chapter or page number, you are responsible for understanding the meaning of legal terms and phrases used in class and in your assigned readings. For this purpose, refer to the glossary (pages 229-240) in the Smith text as you encounter such terminology.

READING ASSIGNMENTS AND DATES FOR QUIZZES AND EXAMINATIONS

Week 1	January 11	LAW, THE COURTS, AND YOU: INTRODUCTION & OVERVIEW Read Smith, chapters 1&2; <i>Views</i> , pages 7-18 (Reserve)
Week 2	January 18	STRUCTURE AND OPERATIONS OF STATE COURTS Read Smith, pages 81-90; Oklahoma Judicial Organization Handout QUIZ #1 - 25 points - Friday, January 22 *
Week 3	January 25	STRUCTURE AND OPERATIONS OF FEDERAL COURTS Read Smith, pages 90-101; Green, chapter 1;
Week 4	February 1	CRIMINAL LITIGATION AND PROCESS Read Smith, chapter 6 and pages 199-217; Sentencing Materials (Reserve)
Week 5	February 8	CRIMINAL LITIGATION: RIGHTS OF THE ACCUSED Read the remainder of the Lewis text (including Epilogue). *EXAM #1 - 100 points - Friday, February 12*
Week 6	February 15	THE BILL OF RIGHTS AND THE STATES Read <i>Views</i> , pages 215-243 (Reserve).
Week 7	February 22	CIVIL LITIGATION Read Smith, chapter 7.
Week 8	February 29	SMALL CLAIMS ADJUDICATION Read Smith, pages 217-227; <i>Inexpensive Justice</i> , pages 13-68 (Reserve). QUIZ #2 - 25 points - Friday, March 4 *
SPRING BREAK-NO CLASSES MARCH 7-11		
Week 9	March 14	U.S. SUPREME COURT AND ITS CASES Read Green, chapters 3 and 4.
Week 10	March 21	DECISION-MAKING IN COURTS OF LAST RESORT Read Green, chapters 5 and 6. EXAM #2 125 points - Wednesday, March 23 *
Week 11	March 28	CONSTITUTIONAL AND STATUTORY INTERPRETATION Read <i>Views</i> , pages 181-199 (Reserve); Statutory Interpretation Handout.
Week 12	April 4	LEGAL EDUCATION AND THE LEGAL PROFESSION Read Smith, chapter 3.
Week 13	April 11	SELECTION AND REMOVAL OF JUDGES: PART I Read Abadinsky, pages 109-120; O'Brien, chapter 3; QUIZ #3 25 points - Friday, April 15 *
Week 14	April 18	SELECTION AND REMOVAL OF JUDGES: PART II Read Oklahoma Judicial Selection and Removal Handout
Week 15	April 25	CHECKS AND BALANCES ON THE COURTS; JUDICIAL ADMINISTRATION AND REFORM Read Abadinsky, pages 101-108; <i>Views</i> , pages 100-119 Reserve.
FINAL EXAM - 150 points-Monday, May 2, 1:00-2:50 p.m.		

EXHIBIT D: GRADE INTERPRETATION (University Academic Regulations 6.2, 6.6, and 6.7)

The quality of student performance in all classes is indicated by the following letter grades: "A," "B," "C," "D," "F," "F!," "I," "NP," "P," "S," "U," "W," or "R," "SR," or "UR."

Descriptions of the grades are provided below. For graduate students, a grade of "D" or "F" is considered a failing grade. See the Graduate College section of the *Catalog*.

Grade "A" Excellent

Grade "B" Good

Grade "C" Average

Grade "D" Below average

Grade "F" Failure

Grade "F!" (pronounced F shriek). The "!" indicates that the student failed the course because of a violation of academic integrity. Students may remove the first "!" (though not the "F") from their transcripts by completing an academic integrity educational program. The "F!" will appear on the transcript for a minimum of one semester. (See also <http://academicintegrity.okstate.edu>)

"Incomplete" Grade. 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. When the instructor specifies the conditions the student must fulfill in order to complete the course, he or she will also specify the grade the student would receive based on total course requirements and evaluation of completed work, and assign a composite incomplete grade. This temporary grade ("IB," "IC," "ID," "IF," or "IUR") will reflect the percentage of work completed by the student as well as the grade earned on the completed work. This will be the projected grade if the student received a zero for the remaining course work, with the "I" representing the incomplete status of the course. Neither a grade of "IA," "ISR," nor a condition that the student must repeat the course, is permitted.

The "composite incomplete" grade ("IB," "IC," "ID," "IF" or "IUR") will be recorded on the online grade form and on the unofficial transcript until the final grade is assigned. The official 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 temporary grade on the transcript is changed to reflect the final grade for the course (e.g., "IC" is changed to "B" on the unofficial transcript, and "I" is changed to "B" on the official transcript). Any course in which none of the remaining requirements are fulfilled will, after one year, have the incomplete grade changed to the default grade (e.g., "IC" or "I" is changed to "C"). 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 permanent 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.

Grade "NP." This grade is given for unsatisfactory work (including that evaluated as "D") in courses on the pass-no pass grading system. Both credit hours and grade-points are ignored in calculating grade-point averages.

Grade "P." This grade is given for passing work in OSU courses approved for pass-no pass and pass-fail grading systems. Both credit hours and grade points are ignored in calculating grade-point averages.

Grade "S" or "U." This grade is given for satisfactory (equivalent to a "C" or better) or unsatisfactory work in remedial courses in English, mathematics, calculating grade-point averages, and neither grade is counted in total hours.

Grade "W." This grade indicates that the student dropped the course.

Grade "R." This grade is given to a student in a master's degree creative component course, and other courses as appropriate, when course work is still in progress. It is the responsibility of the instructor to initiate action to have a permanent letter grade entered as soon as possible after the student completes the course work.

Grade "SR" or "UR." These grades are given for satisfactory and unsatisfactory work, respectively, in thesis or dissertation courses (5000 or 6000). Both credit hours and grade points are ignored in calculating grade point averages, but courses in which a grade of "SR" is earned may be used toward minimum degree requirements.

Mark of "AU." An "AU" indicates that the student enrolled as an auditor in the course. An "AU" is not a grade and is not used in calculating grade-point averages.

Mark of "N." An "N" indicates that at the time grades were due in the Office of the Registrar, a final grade was not reported by the student's instructor. An "N" is not a grade and will be changed to the grade earned within a reasonable time. It is not used in calculating grade-point averages.

Pass-No Pass Grading System. An undergraduate student may elect to take no more than four courses or 15 hours (whichever is greater) during his or her academic career with the pass-no pass grading option. The option is restricted to those students who:

- a. have passed 28 or more semester credit hours;
- b. have at least a 2.50 grade-point average in all hours attempted;
- c. have met all of the prerequisites for enrollment in the course in question;
- d. do not need the course in question for meeting any requirements for graduation or certification other than as a general (unrestricted) elective;
- e. have approval of the academic advisor.

A student who chooses the pass-no pass option must do so by the last date on which a course may be added. Once the deadline has passed, a student may not change the choice of grading systems. The pass-no pass option is not identified on the official class roll and thus is not known to the instructor. The instructor assigns a normal grade based on the quality of the work performed. The grades of "A," "B" and "C" are recorded on the transcript as "P"; the grades of "D" and "F" are recorded as "NP." "W" and "I" grades are recorded without change. The pass-no pass grade will not affect the grade-point average. Graduate students should refer to the "Graduate College" section of the *Catalog*.

Pass-Fail Grading System. Some courses are taught only on a pass-fail basis. Such courses are so designated in the "Course Descriptions" section of the *Catalog*. Students who pass the course are awarded the grade of "P"; those who fail the course are awarded the grade of "F."

Graduate students should refer to the "Graduate College" section of the *Catalog*.

EXHIBIT E: STUDENT DISABILITY SERVICES

[Student Disability Services](#) (SDS) is committed to providing a community that ensures full participation for students. SDS provides assistance to students that facilitates their independence and academic progress. Academic support services include specialized testing, classroom accommodations, accessible textbooks, access to/assistance with Assistive Technology (AT), and other services as necessary. Students may request services by contacting Student Disability Services. Student Disability Services is part of University Counseling Services (UCS).

SDS exists as a resource for staff and faculty. Staff are available to provide consultations, feedback, and trainings. Through partnerships with different entities on campus, SDS strives to create a universally accessible campus and community.

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 mandate that institutions of higher Education must make "reasonable accommodations" to the usual academic requirements for students with disabilities where such alterations are not essential to the academic program of the student and where they would not result in undue financial or administrative burdens.

The following categories have been developed to be as inclusive as possible of the students you might have on your campus. We offer this list as a suggested model of "people first" language and of the most widely accepted terminology.

- Students with Learning Disabilities
- Students with Attention Deficit Disorder
- Students who are Blind or Have Low Vision
- Students who are Deaf or Hard of Hearing
- Students with Psychiatric Disabilities
- Students with Medical Disabilities
- Students who use Wheelchairs or have Disabilities that Limit Mobility
- Students with Speech-Related Disabilities
- Students with Dual Sensory Disabilities (Students Who are Deaf-Blind)

It is important to remember that not all students will have only one disability and some disabilities do not fit neatly into a single category. For example, people with "head injuries" might be considered to have a medical disability, but may have limitations similar to students with learning disabilities and students with psychiatric disabilities. Students who use wheelchairs may take medication for pain or other symptoms, which would result in the need for accommodations more similar to those given to students with medical disabilities. A student with rheumatoid arthritis might be categorized as having a medical disability but may have severe enough symptoms to limit mobility.

Student Responsibilities

Students with disabilities are not required by law to identify themselves to the disability service provider or faculty member, or to provide documentation of a disability. However, if a student desires accommodations (particularly such things as extended time on exams), the student is obligated to provide disability documentation to support accommodation requests. It is reasonable for you to expect the student who states he or she has a disability either to have already gone to the disability services office, or to go to that office at your suggestion, before accommodations are provided.

The student is responsible for letting his or her accommodation needs be known. Since the type of requirements, lecture styles, and exams will vary, the student must find out what your course requires, what activities are planned, and any other information that may be relevant. This is not necessarily resolved in one conversation. A student's needs

may vary over time, the student may be learning what his or her needs are through a process of trial and error, or the nature of the assignments/exams may require that adjustments be made throughout the semester. The student should keep communicating with you throughout the semester to give you feedback.

Responsibilities of the Disability Service Provider

The disability services provider on your campus is a resource to you as a faculty member, as well as to students. If you have any concerns that cannot be resolved through discussion with the student, you can contact that office for assistance. Typically, the staff is available for consultation or to meet with you and the student to come up with satisfactory options. Sometimes finding solutions involves talking through the difficulties and possibly generating some creative solutions not yet tried. The disability service provider assists students in facilitating accommodations if they do not feel they have been successful themselves. Sometimes, if a student is new and unsure of how to express his or her needs, the service provider will make an initial appointment with you and the student to discuss accommodations.

Faculty Responsibilities

Faculty are required by federal law to provide reasonable accommodations. This is a fairly vague term, and if you are unsure whether something a student is requesting is reasonable, contact the disability service provider on your campus for consultation.

An example of a reasonable request would be a student with a learning disability and attention deficit disorder requesting:

- extended time on exams
- to take tests with use of a reader
- a room with minimal distraction.

An example of an unreasonable request would be a student with any type of disability requesting that:

- he or she requesting shorter exams or assignments.

These examples illustrate the fact that the goal is not to change the requirements of your course, but to enable the individual with a disability to meet those requirements in a way that does not discriminate based on disability. When this does not appear possible to you or the student, consult the disability service provider to find an option that works for both parties.

Faculty are expected to treat as confidential all information related to the disability (including accommodations).

For your convenience, following is the statement for faculty syllabi:

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 you have a qualified disability and need accommodations and are taking classes at the OSU Stillwater campus, you must contact the office of Student Disability Services, (315 Student Union) at 405-744-7116, accessibility@okstate.edu. On the Tulsa campus, you must contact the Office of Student Disability Services (NH 204) at 918-594-8354, osudisa@okstate.edu. To receive services at the Office of Disability Services, you must submit appropriate documentation, complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations, which may include testing accommodations in the testing center.

After you have met with Student Disability Services and have been approved for accommodations, you must discuss your accommodations with your professor/instructor (face-to-face or virtual meeting), to ensure timely implementation of appropriate accommodations, which may include testing accommodations in the testing center. Faculty have an obligation to respond when they receive official notice of a disability from SDS but are under no obligation to provide retroactive accommodations.

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid, and educational services. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. The Director of Equal Opportunity, 408 Whitehurst, OSU, Stillwater, OK 74078-1035; Phone 405-744-5371; email: eeo@okstate.edu has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity. Any person (student, faculty, or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OSU's Title IX Coordinator 405-744-9154.