



Provost and Senior Vice President
Division of Academic Affairs
101 Whitehurst | Stillwater, OK 74078
Phone: 405-744-5627 | Fax: 405-744-5495

December 1, 2022

MEMORANDUM

TO: Faculty and Academic Administrators
FROM: Jeanette M. Mendez
Provost and Senior Vice President
SUBJECT: *Summary of Academic Policies*

As preparations continue for the start of the Spring 2023 semester on **Tuesday, January 17**, I am providing the attached documents for review and reference when needed throughout the academic year. Thank you in advance for setting aside time to review these policies prior to the start of the semester.

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

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

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

As mentioned above, the policy requires all faculty members to provide students with a semester course plan showing the schedule of examinations and other requirements, as well as details of the grading system that will be used in the determination of final grades. Distribution of written plans at the beginning of a course may alleviate many of the communication problems that occur between faculty and students concerning course requirements, examinations, grading procedures, attendance policies, and other matters.

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

Important dates during the semester include **Spring Break for students begins on Monday, March 13 through Friday, March 17**. Although no classes will be held on these days, university offices will remain open.

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



Summary of Academic Policies 2022-2023

Revised December 2022

**Office of Academic Affairs
101 Whitehurst
Stillwater, OK 74078-1011
405-744-5627**

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

Bookmark it!

Campus Safety

OSU provides a service called **Cowboy Alert** that will notify faculty, students, and staff in the event of an emergency. In a situation deemed an emergency, OSU officials will send a message to members of the OSU community with information regarding the event and how they should proceed. This information may be in the form of a voice message, text message, and/or email. To ensure your contact number is correct, log into your [O-Key](#) account. From there, navigate to the left menu and select “Emergency Contacts.” If you have questions, please contact the IT Help Desk (helpdesk@okstate.edu).

In the event of an emergency or disturbance on campus, the OSU Campus Safety Facebook page (@OkstatePD) and Twitter (@OkstateSafety) will have regular updates when warranted. A Cowboy Alert might also include a link to the OSU Department of Public Safety webpage (safety.okstate.edu) for more information.

As part of OSU’s commitment to campus safety, the campus adopted **Rave Guardian**, a free mobile app that turns any smartphone into a personal safety resource. Find it in the [Apple](#) or [Google Play](#) app stores. Rave Guardian provides a way to set a safety timer if you are traveling, send anonymous tips to the OSU Police Department through a chat feature, request a SafeWalk, or see a list of important numbers.

Finally, as time allows, faculty are encouraged to view previously recorded [training seminars](#) on medical emergencies in the classroom and safety measures in the event of an active shooter situation.

Grading Policies

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

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

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

Attendance Policy

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. 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 must provide reasonable accommodation for students who must miss a class, laboratory, or studio meeting because they are required to participate in sponsored activities of the University. For the purpose of this policy, sponsored activities can include but are not limited to: academic or professional presentations, conferences and workshops; intercollegiate athletics, academic, judging competitions, and musical, theatrical, dance, and other artistic performances. Students involved in activities which may 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 discuss how the absences will affect their ability to meet the course requirements. Under ideal circumstances, discussions should occur during the first week of the semester. While instructors must make reasonable accommodation for any student involved in University-sponsored activities, students should recognize not every course can accommodate absences and neither the absence nor the notification of an absence relieves them from meeting the course requirements. The **Attendance Policy for Students** ([Policy and Procedures Letter 2-0217](#), Aug 2021), also includes guidance on absences due to military service and is provided later in this document.

Military Leave of Absence

Per Oklahoma State law (SB 1830), OSU offers a [military leave of absence \(MLOA\)](#) to students who are members of the active uniformed military services of the United States who are called to active duty. 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 eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes for which he/she has successfully completed at least 50% of the coursework at the time of leave, if the student intends to complete the classes upon return from active duty. 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 state law, a formal Military Leave of Absence (MLOA) process was established and detailed information is published on the Registrar's website, [Military and Veteran Benefit Services](#), 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, 405-744-6343.

Academic Alert

The OSU Academic Alert System (AAS) is a communication tool delivered through OSU's Slate System, and it is used to support the academic success and retention of our students. Through this system, instructors can report information about student attendance and performance to students and advisors. Submission of an Academic Alert notifies the student's advisor(s) and generates an email to the student from the instructor. The email requests the student to contact the instructor to discuss opportunities for improvement and the academic advisor for assistance and referral to resources.

Please note:

- Academic Alerts can be submitted throughout the semester.
- Submission is intended to enhance, not limit or replace, direct communication about academic progress between instructors and students.

Submission of an Academic Alert

([click here for printable instructions with pictures](#))

1. Log into my.okstate.edu and navigate to your Faculty tab. A link to the Academic Alert system is visible under Faculty Links.
2. The Academic Alert link will take you to a personalized dashboard in Slate where you can view alert instructions, a list of undergraduate students currently enrolled in your courses, and a list of alerts you have submitted. A video tutorial is also provided on the dashboard.
3. Select one or more reasons for the Academic Alert:
 - No Evidence of Attendance: Use this option if you have no evidence 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 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.

- 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. For online courses, enter the last date of work submission or Canvas access.
 - 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 to earn a passing grade by completing the remaining coursework.
4. If you need to utilize Canvas to determine a student’s attendance or level of participation in your course, instructions are provided below. The analytics report will provide information on the student’s level of engagement in your course (i.e., when and how many times the student viewed pages and participated, if assignments were submitted on time, late, or are missing, and a grading scale for the student). The access report will provide information on what content the student has visited, how many times the student has viewed the content, how many times the student has participated, and the last date the student viewed the content.
 5. Provide comments about the student’s attendance or performance in the “Comments” field. Advisors find comments very useful when contacting the student. Be aware comments will be shared with students.
 6. Click the “Submit” button at the bottom of the page when you have finished.

For technical issues or assistance, please email osustudentsuccess@okstate.edu. Questions about Academic Alerts should be directed to academics@okstate.edu or 405-744-5627. Additionally, College Student Academic Services Directors are key contacts for Academic Alert reports and these individuals are listed on Page 13 of this document.

Supporting Students in Distress

Behavioral Concerns and Behavioral Consultation Team

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

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

For additional information, visit the Supporting Students in Distress [website](#). In an emergency, call 911. Otherwise, during business hours call the Behavioral Consultation Team Hotline at 405-744-3333 or the OSU Police Department non-emergency line at 405-744-6523. You are encouraged to submit a [Care Report](#) outlining your concern for a student. Submitting a report will start the process of reaching out to the student to engage in case management. For additional information, please call the Office of Student Support and Conduct at 405-744-5470.

Care Team

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 Care Team. Students who pose an immediate threat to the university will be referred to the Behavioral Consultation Team (BCT) and/or OSU Police. The goals of the Care Team are to identify students of concern through case review and discussion, determine a course of action which will help the student succeed at the University and provide follow up. While the goal of the committee is to assist the student to succeed in their academic endeavors, in some cases the committee may recommend that the student stop out temporarily until they can return and be successful.

For additional information, visit the [Student Support and Conduct](#) website. In an emergency, call 911. Otherwise, you are encouraged to submit a [Care Report](#) outlining your concern for a student. Submitting a report will start the process of reaching out to the student to engage in case management. For additional information, please call the Office of Student Support and Conduct at 405-744-5470.

Special Accommodations for Students

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of their disability and requesting accommodations. If a student thinks they have a qualified disability and needs special accommodations and is taking classes on the OSU-Stillwater campus, the student should request verification of eligibility for accommodations from the Office of Student Accessibility Services (SAS), 155 University Health Services or 1202 West Farm Road, 405-744-7116, accessibility@okstate.edu. On the OSU-Tulsa campus, the student should contact the Office of Student Accessibility Services, North Hall 204, 918-594-8354, osutaccess@okstate.edu.

Faculty have an obligation to respond when they receive official notice that a student has a disability and requires reasonable accommodations. To receive services, the student must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Students are responsible to arrange a time to discuss their accommodations with their instructor. However, disclosure of the nature of disability is **not** required in this conversation because a student's diagnosed disability is legally protected information under HIPAA and FERPA.

Use of Tobacco

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

Inclement Weather, Alerts and Rescheduling

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.

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

Spring Break Schedule

Spring Break for students begins on **Monday, March 13 through Friday, March 17**. Although no classes will be held on these days, university offices will remain open. The dates for Spring Break are finalized in the spring of each year and are published in the academic calendar on the Registrar's website, in the Schedule of Classes, in the catalog, and on the OSU Syllabus Attachment.

Academic Integrity

OSU is committed to instilling and upholding integrity as a core value. The **Academic Integrity (AI)** policy embodies OSU's dedication to maintaining an honest academic environment and ensures fair resolution of alleged violations of academic integrity. Detailed information about the AI process is available at <https://academicintegrity.okstate.edu>, so only a few key points will be covered here.

Take pre-emptive actions. The academic integrity policy recognizes the obligation of all OSU faculty and students to understand, communicate, and abide by the standards of academic integrity. Faculty and TAs are urged to deal in an official manner with all cases of plagiarism, cheating on examinations, and other academic integrity violations. Faculty and TAs are also urged to take positive and "pre-emptive" actions to inform students about academic integrity standards and to manage exams and projects in ways that deter violations. Instructors are urged to use OSU's Commitment to Academic Integrity ("I will respect OSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community") on course syllabi and examinations. Specific suggestions for both detection and prevention are provided at <https://academicintegrity.okstate.edu>.

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

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

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

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

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

Copyright and Fair Use Policy of Course Materials

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

Pre-Finals Week

The policy on **Pre-Finals Week**, [Policy and Procedures Letter 2-0210](#), May 1968, is strictly enforced. Any deviation from this policy requires the approval of your Department Head, Dean, and the Provost and Senior Vice President. A copy of the Pre-Finals Week Policy is provided later in this document and additional information will be sent to all faculty later in the semester.

Final Exam Overload and Common Final/Common Evening Exam Conflict Policy

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

Six Week and Final Grades

All grades are entered electronically via Self Service (<https://my.okstate.edu>) using the Faculty Services tab and selecting Midterm Grades or Final Grades. Faculty are required to complete an online FERPA tutorial at <https://registrar.okstate.edu.edu/FERPA> before accessing Self Service. Additional information about grade submission can be found on the following websites:

- [Midterm Grade Entry detailed instructions with screen shots](#) (O-key login required)
- [Grade Reporting/Faculty Grade Entry website](#)

Faculty who teach 1000 and 2000 level courses are expected to submit preliminary grades on Self Service after the sixth week of class (due no later than noon on Wednesday, October 5, 2022). Six-week grades may also be posted for any upper division or graduate class. Six-week grades are important to OSU's efforts to help our students succeed and improve instructor feedback about students' progress in classes. Advisors will review these grades, contact students who are experiencing academic difficulty, and encourage them to meet with their instructor.

Final grades must be submitted electronically on Self Service before the published deadline 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. Determination of academic standing for all students, including probation and suspension, eligibility for financial aid, and enrollment certifications, is dependent upon the receipt of final grades. As such, it is very important that final grades be submitted by the published deadline.

Appeal of a Final Grade

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

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

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

This is a summary of the official University policy. For a detailed, official copy consult **Appeal of Final Grade Not Involving Alleged Violations of Academic Integrity**, [Policy and Procedures Letter 2-0821](#), Aug 2019.

Incomplete Grades

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

The academic transcript will reflect an "I" grade for the course until the final grade is assigned.

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

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

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

When the temporary incomplete grade is replaced with the incomplete final grade, this action is not considered a violation of the policy that states a grade will not be lowered after graduation.

An incomplete grade that was assigned prior to the Fall 2008 semester and is not changed within the designated time limit remains a permanent "I" grade on the transcript.

For additional information, see [Incomplete Grade Policy, Faculty Frequently Asked Questions \(FAQs\)](#).

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

The grade of "SR," indicating satisfactory research progress, or "UR," indicating unsatisfactory progress will be assigned to thesis (5000) and dissertation (6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student's grade point average. In the case of incomplete work, an "IUR" may be assigned under the Incomplete Grade Policy. Only courses in which a grade of "SR" (or a previously-awarded grade of "R," "A," "B," or "C") is earned may be used toward minimum degree requirements. Currently it is not possible for a professor to assign an "F!" in research hours. If that is needed, the professor can assign a "UR" and send a change of grade form to the Registrar's office to replace it with an "F!" after the deadline to appeal has passed. For additional information, see [Thesis/Dissertation Grade Policy Frequently Asked Questions \(FAQs\)](#) or contact the Graduate College at 405-744-6368.

Retention of Grade Records

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

In case of a grade appeal, the procedures of the Grade Appeals Board assume that faculty will ensure the existence of relevant evidence of a grade in the form of major projects and exams. (A **major** project or exam is defined as amounting to 10 percent or more of the final grade.) The faculty member is expected to do this by (a) returning the project or exam to the student, or (b) retaining it for a period of at least one regular semester (fall/spring), during which a grade appeal can be made. It is understood that if the faculty member returns the work, the student shall be provided a reasonable opportunity to pick it up.

For complete information about **Retention of Grade Books and Records**, please refer to [Policy and Procedures Letter 2-0214](#), May 2005.

STUDENT ACADEMIC SERVICES OFFICES

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|--|--|
| <p align="center">Ferguson College of Agriculture Dr. Deb VanOverbeke 136 Agriculture Hall 405-744-5395</p> | <p align="center">Arts and Sciences Dr. Amy Martindale 213 Life Sciences East 405-744-5658</p> |
| <p align="center">Business Marissa McIntyre 155 Business Building 405-744-2772</p> | <p align="center">Education and Human Sciences Kristi Seuh 106 Willard Hall 405-744-6350</p> |
| <p align="center">Engineering, Architecture and Technology Lance Millis 109 Advanced Technology Research Center 405-744-5276</p> | <p align="center">University College Advising Nick Holmes 214 Student Union 405-744-5333</p> |
| <p align="center">Graduate College Richard Shepard 202 Whitehurst 405-744-6368</p> | <p align="center">Veterinary Medicine Robin Wilson 110 McElroy Hall 405-744-6653</p> |
| <p align="center">Enrollment Services, OSU-Tulsa Beverly Morris North Hall 130 918-594-8271</p> | |

POLICY

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

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

1.03 Faculty may choose to set a maximum total number of excused, sick, and unexcused absences. Faculty may also specify when absences will not be excused under any circumstance, excluding the excused absences referenced in this policy. Students are strongly encouraged to meet with the instructor during the first week of classes to discuss any anticipated absences (See Section 1.06).

1.04 If no written attendance policy is provided before the end of the nonrestricted add period, no penalty may be assessed for class absences although students may not be permitted to make up certain in-class activities such as presentations, labs and “pop” quizzes.

1.05 Faculty must provide reasonable accommodation for students who must miss a class, laboratory, or studio meeting because they are required to participate in sponsored activities of the University. For the purpose of this policy, sponsored activities can include but are not limited to: academic or professional presentations, conferences and workshops; intercollegiate athletics, academic, judging competitions, and musical, theatrical, dance, and other artistic performances. Students involved in activities which may 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 discuss how the absences will affect their ability to meet the course requirements. Under ideal circumstances, discussions should occur during the first week of the semester. While instructors must make reasonable accommodation for any student involved in University-sponsored activities, students should recognize not every course can accommodate absences and neither the absence nor the notification of an absence relieves them from meeting the course requirements.

1.06 The designated University sponsor for a sponsored activity must provide to the students involved documentation requesting the absence for specific dates and times. The documentation must demonstrate the sponsor has no reasonable option in scheduling the activity except during regular class periods. Students must provide this documentation to instructors in advance of the activity or event, except when such notice is not possible. The written documentation must be provided at the earliest point available in the semester.

1.07 **Absence Due to Military Service**

A. All students are entitled to a leave of absence from their studies at OSU in order to engage in military service in the U.S Armed Forces and National Guard. Military service includes mandatory training and short-term deployment (typically two weeks or less). Students will not be penalized for such absences and will be given the opportunity to earn equivalent credit for missed activities, including (but not limited to) assignments and exams. The student should always consult with the instructor to determine the potential impact of any absence. A student who is called to active duty for a period of at least 30 days is eligible to complete a Military Leave of Absence Form (available from the Office of the Registrar).

B. A student shall provide the instructor with advance notice of military service in the form of written documentation. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) such as deployment

to a natural disaster or national crisis. The student and/or instructor may ask the OSU Office of Student Veteran Success for guidance on the documentation requirement and/or the verification of documents.

C. In certain courses, such as short-term courses, it may not be possible for a student to make-up a missed session. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor. In these cases, the student may be eligible for a retroactive withdrawal per OSU policy.

D. Arriving at a reasonable accommodation for an excused absence is often the result of clear communication between an instructor and student. If a student feels they have been unfairly penalized due to an excused absence, they may present their case to the University's Grade Appeals Board.

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

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

1.10 If a student believes a faculty member has denied a reasonable and appropriate accommodation, the student may appeal the decision to the Department Head or School Director. Since class attendance is a critical component of learning, such appeals would be considered on a case-by-case basis. The OSU Ombuds Office is available to all Oklahoma State University students, faculty, and staff to discuss and advise on any matter of campus related concern.

1.11 Attendance policy statements in the "OSU Syllabus Attachment" should, at all times, be consistent with this policy.

| | |
|------------------------|-------------------------|
| PRE-FINALS WEEK | 2-0210, May 1986 |
|------------------------|-------------------------|

POLICY

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

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

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

PROCEDURE

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

POLICY

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

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

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

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

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

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

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

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

DISTANCE DELIVERED COURSES

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

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

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

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

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

PROCEDURE

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

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

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



OKLAHOMA STATE UNIVERSITY

SYLLABUS ATTACHMENT

SPRING 2023

http://academicaffairs.okstate.edu

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

As a student, you may experience a range of issues that can cause barriers to learning. Mental health concerns, such as strained relationships, increased anxiety, alcohol/drug problems, difficulty concentrating, and/or a lack of motivation, can lead to diminished academic performance and/or feelings of distress. A lack of access to basic needs including food, housing, or hygiene products, can negatively affect your ability to do well in your courses. Whatever your need, the OSU community is here for you and wants to provide resources to best support your needs. You can access mental health resources, health and wellness resources, and the Basic Needs Resource Center to help navigate college life (https://ssc.okstate.edu/student-support/resources/index.html). You can request assistance in navigating resources or share concerns you might have about a peer at Student Support and Conduct (https://ssc.okstate.edu/report/index.html).



Please be aware modifications may be made to the guidance provided in this document during the Spring 2022 semester depending on continued implementation of the federal contractor mandate, campus and local COVID transmission rates, and/or masking expectations.



IMPORTANT DATES

Table with 2 columns: Event and Date. Includes dates for adding/dropping classes, graduation application, and finals week.

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

Fall Semester Holidays

Table with 2 columns: Holiday and Date. Lists University Holiday and Students' Spring Break.

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule.

CAMPUS SAFETY

OSU provides a service called Cowboy Alert that will notify students, faculty, and staff in the event of an emergency. In a situation deemed an emergency, OSU officials will send a message to members of the OSU community with information regarding the event and how they should proceed.

In the event of an emergency or disturbance on campus, the OSU Campus Safety Facebook page (@OkstatePD) and Twitter (@OkstateSafety) will have regular updates when warranted.

Also, as part of OSU's commitment to campus safety, the campus adopted Rave Guardian, a free mobile app that turns any smartphone into a personal safety resource.

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY

- Dropping a course refers to the dropping of one or more classes while remaining enrolled in at least one other OSU course for a given semester.
• Withdrawing from the university means dropping all courses, and you are no longer enrolled for the current semester.

Calendar. Withdrawal deadlines involving summer courses and other short courses that vary from the standard 16-week semester follow proportionate withdrawal periods.

Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw and Refund of Tuition and Fees Petition is available on the Academic Affairs website:

<https://academicaffairs.okstate.edu/faculty-development/add-drop-withdraw.html>.

ACADEMIC INTEGRITY

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

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

COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

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

CLASS ATTENDANCE AND PARTICIPATION

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential your grade may be affected by your absence, and some departments and professors have mandatory attendance policies. If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities.

If you are ill, you should stay home. Faculty are expected to treat a positive COVID test result as appropriate documentation for an excused absence and are encouraged to remain flexible for students who need to quarantine for other COVID-related issues (e.g., member of household instructed to quarantine). Although instructors may be willing to livestream in-person courses through an online platform, livestreaming is not required or expected. Each instructor will determine how to best assist students with excused absences (including absences due to quarantine requirements) for in-person classes and should include details in their course syllabus.

If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence as discussed in OSU's [Attendance Policy for Students](#). If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be

required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

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

INFORMATION TECHNOLOGY

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

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

<https://it.okstate.edu/services/computer-labs/index.html>

Lab information is also available by calling the IT Helpdesk at 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741

Text 405-592-4128

For a complete list of the library's hours, please visit

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

For information about the library's services and how to utilize research tools, please visit www.library.okstate.edu

*Contact the following for information on hours of operation:

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

EQUAL OPPORTUNITY

409 General Academic Building/405-744-7607

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

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, pregnancy, status as a parent, national

origin, disability (physical or mental), age, family medical history or genetic information, political affiliation, military service, protected veteran status, or other non-merit based factors. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that they may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or one of the University's Sexual Assault Victim Advocates (Mon-Fri 8 AM-5 PM, 405-564-2129 or 24 Hour Help Line 405-624-3020).

DIVERSITY AND INCLUSION

408 Whitehurst/405-744-9154/ <https://diversity.okstate.edu>
Oklahoma State University is a land-grant institution committed to excellence in diversity and inclusion. We strive to maintain a welcoming and inclusive environment that appreciates and values all members of the University community. We define diversity as engagement in meaningful actions, behaviors, and conversations that reflect a commitment to recognizing, understanding, and respecting the differences among students, faculty, staff, and visitors throughout the OSU system. We do not condone acts, behavior, language, or symbols that represent or reflect intolerance or discrimination. OSU is dedicated to cultivating and enriching the competitive advantages that diversity and inclusion provide all members of the University community. We identify diversity as a quality-of-life issue, as well as an important economic driver for the prosperity and well-being of the state, nation, and world.

STUDENT ACCESSIBILITY SERVICES

1202 W. Farm Rd #155/405-744-7116/ <https://accessibility.okstate.edu/>
According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of the disability and requesting accommodations. If you think you have a qualifying disability and need accommodations, contact the Office of Student Accessibility Services to start the registration process and to ensure timely implementation of appropriate accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations. Faculty have an obligation to respond when they receive official notice of accommodations but are under no obligation to provide retroactive accommodations.

STUDENT SUPPORT AND CONDUCT

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

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

WHERE TO GO FOR HELP

ACADEMIC RELATED SERVICES

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours, e-mail, and/or phone number in the class syllabus. If you cannot locate this

information, set a time to meet with your instructor by speaking with them prior to or immediately following your class session or check with the departmental office on when the instructor may be available. Office hours may be in-person or virtual, so students are strongly encouraged to confirm the format and available times with their instructor.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, you may log in to my.okstate.edu to locate their contact information. Advising appointments may be virtual or in-person, so students are strongly encouraged to confirm the format when requesting an appointment. If you need to see an advisor in person, please contact your advisor or college advising office to let them know so arrangements can be made.

Bursar

113 Student Union/405-744-5993

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

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

Career Services

360 Student Union/405-744-5253

<http://hireosugrads.com>

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

Language Placement Test

206 Gunderson Hall/405-744-9547

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

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

Multicultural Affairs

240 Student Union/405-744-5481

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

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

Pre-Professional Health and Law Support Services

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

<https://preprofessional.okstate.edu>

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

Registrar

322 Student Union/405-744-6876

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

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

Scholarships and Financial Aid

119 Student Union/405-744-6604

<http://financialaid.okstate.edu>

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

Transfer Student Academic Support Services

University College/061 Student Union/405-744-9737

<https://universitycollege.okstate.edu/transfer-veteran-success/>

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

University Assessment and Testing

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

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

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

Veteran Benefit Services

322 Student Union/405-744-6343

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

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

Veteran Student Academic Support Services

University College/061 Student Union/405-744-9737

<https://universitycollege.okstate.edu/transfer-veteran-success/>

This office works with veteran and military-affiliated students to aid in their transition from military service to successful careers by ensuring they succeed academically through coordination of support services from both on- and off-campus entities.

HEALTH RELATED SERVICES

Counseling Psychology Clinic

107 Public Information Office/405-744-6980

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

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

Psychological Services Center

118 Psychology Building/(405) 744-5975

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

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

University Counseling Services

320 Student Union/405-744-5458

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

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

University Health Services

1202 W. Farm Road/405-744-7665

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

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

Wellness Department

405-744-5510

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

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

CAMPUS LIFE RELATED SERVICES

Fraternity and Sorority Affairs

211J Student Union/405-744-5490

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

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

Housing and Residential Life

100 Iba Hall/405-744-5592

<http://reslife.okstate.edu>

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

Leadership and Campus Life

211 Student Union/405-744-5488

<http://lcl.okstate.edu>

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

Service-Learning Volunteer Center

211G Student Union/405-744-5145

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

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

University Dining Services

076 Student Union/405-744-4424

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

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

ACADEMIC SUPPORT RESOURCES AND TUTORING

Learning and Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309

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

LASSO offers free individual and group tutoring for a variety of courses. Tutoring, supplemental instruction, and Academic Success Coaching appointments are available in-person or online.

STUDENT ACADEMIC SERVICES CENTERS

Ferguson College of Agriculture

136 Agricultural Hall/405-744-5395

Contact: Dr. Deb VanOverbeke

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

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

Arts and Sciences

213 Life Sciences East/405-744-5658

Contact: Dr. Amy Martindale

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

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

Education and Human Sciences

101 Nancy Randolph Davis (NRD)/405-744-5053

Contact: Kristi Seuhs

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

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

Engineering, Architecture and Technology

109 Advanced Technology Research Center/405-744-5276

Contact: Lance Millis

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

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

Spears School of Business

155 Business Building/405-744-2772

Contact: Marissa McIntyre

<https://business.okstate.edu/bssc/index.html>

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

University College Advising

214 Student Union/405-744-5333

Contact: Nick Holmes

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

University College Advising has academic advisors to help with your academic needs, whether planning your semester schedule, looking at degree options, or helping to bridge the gap between student life and academic success.

DISCIPLINE SPECIFIC TUTORING**The Language Lab**

205 Gunderson Hall/405-744-9547

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

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

Graduate Research and Writing Lab

306 Edmon Low Library/405-744-1241

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

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

Mathematics Learning Success Center

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

<https://mlsokstate.com/>

The MLSC offers free drop-in tutoring for students enrolled in MATH-prefix courses at OSU and NOC. We also offer online tutoring by appointment. For more information and hours of operation, please visit our website.

Writing Center

440 Student Union/405-744-6671

<http://osuwritingcenter.okstate.edu>

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

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

The OState app is your link to campus departments, OSU news, and maps.

my.okstate.edu

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

For other comments and inquiries, please contact academics@okstate.edu.

Office of Academic Affairs

Revised as of 12/1/2022