



Summary of Academic Policies 2015-2016

Revised August 2015

Office of Academic Affairs

101 Whitehurst

Stillwater, OK 74078-1011

405-744-5627

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

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OKLAHOMA STATE UNIVERSITY

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August 12, 2015

MEMORANDUM

TO: General Faculty and Other Teaching Staff
FROM: Gary D. Sandefur
Provost and Senior Vice President
SUBJECT: *Summary of Academic Policies*

I am pleased to provide this reference material summarizing many of the academic policies and procedures you will need during the upcoming academic year and highlighting several changes that have occurred recently. In June 2011 the University Academic Format and Final Examination Policy (2-0207) updates were approved by Faculty Council and the OSU administration. The policy now 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.”

For your benefit, included with this packet is a format for a recommended semester course plan along with the OSU Syllabus Attachment containing helpful information for students. I hope the attachment will assist you in informing your students of important dates and policies, and offices available for any assistance they may need. An 8½" x 11" copy of the OSU Syllabus Attachment may be obtained from the Academic Affairs' web site (<http://academicaffairs.okstate.edu/content/resources-faculty-staff>) or the offices of your department head, dean, or 101 Whitehurst.

Please note the following dates: **Fall Break is scheduled for Friday, October 9 and Thanksgiving Break for students will begin on Wednesday, November 25, 2015.** Although no classes will be held on these days, the university will remain open.

As mentioned above, the Policy Statement on University Academic Format 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.

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

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

Military Leave of Absence

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.

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 Policy 1-0530 at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents.>)

Academic Alert

OSU Academic Alert System (AAS) is a communication tool to support the academic success and retention of our students. Through this system, designed in a way similar to OSU's grade submission process through SIS, instructors may choose to report information about student attendance and performance through the 12th week of the fall and spring semesters.

Submission of information through 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. The alert will generate an email message to the student as well as provide information to the student's advisor. The student will be 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 an academic alert, as well as a list of contacts in each academic advising unit. Please contact Dr. Pamela Fry, pamela.fry@okstate.edu, 405-744-7135) with questions and comments about AAS or Ms. Bonnie Stone (SIS-DM@okstate.edu, 405-744-6864) regarding questions about the SIS Web for Faculty system.

Submission of an Academic Alert

To submit an Academic Alert, log into SIS Web for Faculty (<http://prodfosu.okstate.edu>) and enter the "Academic Alert" area. Your submission alerts both the student and the student's academic advisor via email. You may report concerns about your students using any or all of the following indicators. Please remember that your comments will be sent to students and their advisors.

1. **Attendance**: Indicate concerns about the student's class attendance. Select "Excessive Absences," "No Evidence of Attendance," or "Stopped Attending." The determination of what constitutes excessive absences is up to each individual instructor. Use the "No Evidence of Attendance" option if you have no evidence that the student has ever attended class (no assignments submitted, no attendance roster, etc.). Use "Stopped Attending" if the student attended some classes but is no longer attending. Selecting "Stopped Attending" will require you to select the date that the student stopped attending.
2. **Poor Quality Work**: The quality of a student's work is unsatisfactory. This may include assignments, quizzes, exams, and other coursework.
3. **Missing Work**: The student has failed to complete assignments, quizzes, exams, or other coursework.
4. **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.
5. **Comments**: Provide comments about the student's attendance or performance. Clicking on the "Instructor Comments" field for a student will take you to the large comment box below. This is so you can read all of the comments you have typed. Then click the "Enter Comment" button to submit the comment.
6. **To save and submit the data**: Click the "Submit" button at the bottom of the page when you have finished.

The Academic Alert System is available for use during the first 12 weeks of the fall and spring semesters. College Student Academic Services Directors are your contacts for Academic Alert reports and these individuals are listed on Page 7 of this document.

Behavioral Concerns

The 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 is available at <http://bct.okstate.edu>.

Special Accommodations for Students

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his or her disability and to request accommodations. If a student thinks that he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services (SDS), 315 Student Union. 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. 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. SDS (<http://sds.okstate.edu/>) is located in 315 Student Union, and may be reached at 405-744-7116 if questions arise regarding services or resources related to students with disabilities.

Inclement Weather

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

Alerts and Rescheduling

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

Fall Break Schedule

Fall Break for 2015 will be Friday, October 9, and Wednesday, November 25, the day prior to Thanksgiving. The actual dates for Fall Break are finalized in the spring of each year and are published in the academic calendar on the Registrar's website, in the Fall 2015 Schedule of Classes, in the catalog, and on the Fall 2015 syllabus attachment.

Academic Integrity

Detailed information about the Academic Integrity (AI) process is available at <http://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 <http://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 <http://academicintegrity.okstate.edu> for detailed procedures and forms.

Understand options for three sanction levels. The academic integrity policy recommends three levels of sanctions (penalties). For minor 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 an F! for the appropriate course, suspension from OSU, and dismissal from the program. 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 information about academic integrity, contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu>.

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 Pre-Finals Week Policy (Policy & Procedures Letter 2-0210) is strictly enforced. Any deviation from this policy requires the approval of your department head, dean, and the Provost and Senior Vice President. You will receive further information on pre-finals week, as well as a copy of the policy, 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 detailed information, please consult Policy & Procedures Letter 2-0216 at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents>. 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 "Web for Faculty" (<http://prodfosu.okstate.edu>). Help with this process can be obtained from the SIS office, 405-744-6864.

Faculty who teach 1000 and 2000 level courses are expected to submit preliminary grades after the sixth week of class (due no later than September 25, 2015). Faculty may submit Six Week grades for any 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 for Fall 2015 must be submitted electronically to the Registrar's Office before midnight on the Tuesday following the last day of finals exam week (December 15, 2015). 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.

Appeal of a Final Grade

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

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

The Grade Appeals Board has the authority to instruct the Registrar to change a final course grade to any letter grade including "W," "F" and "P." Faculty members or students may appeal decisions of the Grade Appeals Board if the

Board did not follow the policy and procedures or if new information related to the original decision becomes available.

This is a summary of the official University policy. For a detailed, official copy consult Policy and Procedure Letter 2-0821 at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents>.

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. 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" or "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. 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 instructor submits a grade change form to change the temporary grade on the transcript 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, 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.

For additional information, see Frequently Asked Questions (FAQs) at <http://registrar.okstate.edu>.

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. Only courses in which a grade of "SR" (or a previously-awarded grade of "R," "A," "B," or "C") is earned may be used toward minimum degree requirements. Currently it is not possible for a professor to assign an "F!" in research hours. If that is needed, the professor can assign a "UR" and send a change of grade form to the Registrar's office to replace it with an "F!" after the deadline to appeal has passed. For additional information, see Frequently Asked Questions (FAQs) at <http://registrar.okstate.edu>.

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.

Please refer to Policy and Procedure Letter 2-0214 for complete information about retention of grade books and records.

OFFICES OF STUDENT ACADEMIC SERVICES

Agricultural Sciences and Natural Resources Steve Damron 136 Agriculture Hall 744-5395	Engineering, Architecture and Technology Lance Millis 101 Engineering North 744-5276
Arts and Sciences Amy Martindale 213 Life Sciences East 744-5658	Human Sciences Kristi Seuhs 101 Human Sciences 744-5056
Education Leslie Evans 106 Willard Hall 744-6350	Spears School of Business Marissa McIntyre 103 Business Building 744-2772
University College Advising Missy Wikle 214 Student Union 744-5333	Graduate College Richard Shepard 202 Whitehurst 744-6368
Veterinary Health Sciences Robin Wilson 110 McElroy Hall 744-6653	Enrollment Services, Tulsa Susan Tolbart 130 North Hall (918) 594-8271

POLICY

- 1.01 Class attendance is a critical component of learning. Students are expected to attend and participate fully in all scheduled class meetings.
- 1.02 A written attendance policy should be provided to students within the nonrestricted add period of the semester. The nonrestricted add period is defined as the sixth class day of a regular semester, or the third class day of an eight-week session, or the proportionate period for block or short courses. (For additional information see P&P 2-0206: Adding and Dropping Courses and Withdrawing from the University.)
- 1.03 Faculty may choose to set a maximum total number of excused, sick, and unexcused absences. Faculty may also specify when absences will not be excused under any circumstance.
- 1.04 If no policy is provided, no penalty may be assessed for class absences although students may not be allowed to make up certain in-class activities such as presentations and “pop” quizzes.
- 1.05 Faculty are encouraged to provide reasonable accommodation for students who must miss a class, laboratory, or studio meeting because they are required to participate in sponsored activities of the University. For the purpose of this policy, a sponsored activity of the University includes any activity sponsored by an academic college or department, by an organization recognized by Campus Life, or by intercollegiate athletics. Students involved in activities that are likely to require them to miss course meetings have the responsibility to notify the instructor as early as possible in a semester and certainly in advance of the absences to request permission for the absences (preferably in writing) from the instructor and to discuss how the absences will affect their ability to meet the course requirements. In the ideal circumstance, discussions should occur during the first week of the semester. While instructors are encouraged to make reasonable accommodation for any student involved in University-sponsored activities, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of an absence) relieves them from meeting the course requirements.
- 1.06 Faculty may require written documentation in advance of the absence from the designated University sponsor for a sponsored activity and/or require that the organization demonstrate that it has no reasonable option in scheduling the activity except during regular class periods.
- 1.07 **Absence Due to Military Service**
- A. All students are entitled to leaves of absence from their studies at OSU in order to engage in military service as is authorized by federal law without loss of status or seniority.
 - B. Faculty members shall work with the student to find a reasonable accommodation for such absences.
 - C. Students engaging in military service are required to give notice of such service in advance in writing or orally to the instructor-of-record for each of their classes, either in person or through an appropriate officer of the uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, students engaging in military service must submit copies of official written orders issued by the proper military authority.
- 1.08 Faculty at their discretion may require homework, reports, papers, compositions, and projects to be turned in ahead of or after the missed classes and examinations to be taken before or after any planned or unplanned absence.
- 1.09 The decision to grant access to materials from missed lectures lies with the faculty member who sets the attendance policy for the course and has the authority to determine the circumstances under which accommodations for absences are permitted.

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

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

PRE-FINALS WEEK	2-0210, May 1986
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POLICY

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

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

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

PROCEDURE

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

UNIVERSITY ACADEMIC FORMAT AND FINAL EXAMINATION POLICY	2-0207, August 2014
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POLICY

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

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

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

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

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

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

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

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

DISTANCE DELIVERED COURSES

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

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

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

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

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

PROCEDURE

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

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

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



OKLAHOMA STATE UNIVERSITY

SYLLABUS ATTACHMENT

Fall 2015

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

YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.
THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.

IMPORTANT DATES

Last day to add a class (without instructor permission)	8/24/2015
Last day to drop a course with no grade and 100% refund	8/24/2015
Last day to add a class (requires instructor & advisor permission)	
Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature)	8/28/2015
Last day to post 6 week grades	9/29/2015
Last day to file diploma application (for name to appear in Fall Commencement program)	11/2/2015
Last day to drop a class or withdraw from the University with an automatic "W"	11/6/2015
Last day to withdraw from all OSU classes with an assigned grade of "W" or "F"	11/20/2015
Pre-Finals week	11/30 – 12/4/2015
Final examinations	12/7 – 12/11/2015

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

Fall Semester Holidays

University Holiday	9/7/2015
Students' Fall Break	10/9/15
First day of students' Thanksgiving break (no classes)	11/25/2015
University Holiday	11/26 – 11/27/2015

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY

students often confuse these terms. **Dropping a Course** (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available at <http://registrar.okstate.edu/Forms>.

Withdrawing from the university means dropping *all* courses and you *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor. For additional information and dates, go to: <http://academicaffairs.okstate.edu/content/adding-dropping-and-withdrawing-courses>

ALERTS AND RESCHEDULING

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

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

101 Whitehurst, 405-744-5627 <http://academicintegrity.okstate.edu>
OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You 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.

CLASS ATTENDANCE

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 that your grade may be affected by your absence. *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 required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

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 and place 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 and place 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.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

<i>405-744-9775 or 405-744-9741</i>	www.library.okstate.edu
	<i>Text 405-592-4128</i>
Monday-Thursday	7:00 a.m. – 2:00 a.m.
Friday	7:00 a.m. – 10:00 p.m.
Saturday	9:00 a.m. – 10:00 p.m.
Saturday and Sunday	9:00 a.m. – 2:00 a.m.

*For holiday and intersession hours, check

<http://www.library.okstate.edu/services/hours.htm>

*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

GENERAL EXPECTATIONS OF STUDENTS

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 Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations <http://studentconduct.okstate.edu/>

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check

with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center

5th Floor, Edmon Low Library/405-744-5818 <http://www.math.okstate.edu>
Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center

440 Student Union/405-744-6671 <http://osuwritingcenter.okstate.edu>
The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309 <https://lasso.okstate.edu/>
LASSO offers free individual tutoring for a variety of courses.

University Counseling Services

320 Student Union/405-744-5472 or 405-744-7007 <http://ucs.okstate.edu/>
Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>
According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive 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.

Office of Equal Opportunity

408 Whitehurst/405-744-9153

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. 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 the University's Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, go to: <https://1is2many.okstate.edu/>.