

OKLAHOMA STATE UNIVERSITY



**Office of Academic Affairs**  
101 Whitehurst Hall  
Stillwater, OK 74078-1011  
405-744-5627, FAX 405-744-5495  
August 7, 2017

**MEMORANDUM**

**TO:** Faculty and Instructional 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 (Policy & Procedures Letter 2-0207, Aug 2014) 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 20 and Thanksgiving Break for students will begin on Wednesday, November 22, 2017.** Although no classes will be held on these days, the university will remain open.

As mentioned above, the Policy & Procedures Letter 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.



# **Summary of Academic Policies 2017-2018**

**Revised July 2017**

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

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

**Bookmark it!**

### **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 (Policy & 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 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 (Policy & Procedures Letter 2-0217, Aug 2014), which also includes guidance on absences due to military service, is provided later in this document.

### **Military Leave of Absence**

On April 4, 2014, Governor Mary Fallin approved Senate Bill 1830: The Oklahoma Student Veteran Leave of Absence Act of 2014, effective July 1, 2014. The bill requires the state's higher educational institutions to grant a leave of absence to a student who is a member of the active uniformed military services and is called to active duty. The student must be able to withdraw and receive a full refund for all classes during the period of active duty service or receive incomplete grades, if qualified—without penalty to his/her admission status or GPA and without loss of institutional financial aid. The leave of absence cannot exceed a cumulative five-year period. A student may bring legal action against the institution if it fails to comply with the law.

In compliance with this new state law, a formalized Military Leave of Absence (MLOA) has been established by a university-wide working group. Although the group continues to refine MLOA processes, information has been published on the Registrar's website (<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 & Procedures 1-0530, Dec 2013, at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents.>)

### **Progress Report/Academic Alert**

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

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

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

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

### **Submission of a Progress Report/Academic Alert**

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

- **No Evidence of Attendance:** Use this option if you have no evidence that the student has ever attended class (no assignments submitted, no attendance roster, etc.).
- **Excessive Absences:** Use this option if you have concerns about the student's class attendance. The determination of what constitutes excessive absences is up to each individual instructor. Enter the student's current number of absences at the time of the alert in the next field on the form, if desired.
- **Stopped Attending:** Use this option if the student has attended some classes but is no longer attending. Be sure to enter the date of last attendance (mm/dd/yy) as part of the comments.
- **Poor Quality Work:** The quality of a student's work is unsatisfactory. This may include assignments, quizzes, exams, and other coursework.

- Missing Work: The student has failed to complete assignments, quizzes, exams, or other coursework.
- Cannot Pass with Remaining Coursework: The student's performance thus far is such that it is not possible for the student to earn a passing grade by completing the remaining coursework.

The final field on the form provides a place for instructor comments about the student's attendance or performance. There is no limit to the amount of text that can be entered here. Be aware that comments are shared with both students and their advisors. Once all relevant information has been entered, click the "Submit" button at the bottom of the page when you have finished. More detailed instructions and information can be found on the STAR System website: <http://star.okstate.edu/>. College Student Academic Services Directors are your contacts for Progress Report/Academic Alert reports and these individuals are listed on Page 9 of this document.

### **Behavioral Concerns and Behavioral Consultation Team**

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

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

For additional information, visit the website at <http://bct.okstate.edu>. In an emergency, call 911. Otherwise, during business hours call the Behavioral Consultation Team Hotline at 405-744-3333, or the Office of the Vice President for Student Affairs at 405-744-5328. After business hours, call OSU Police Department at 405-744-6523.

### **Special Accommodations for Students**

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If a student thinks that he/she has a qualified disability and needs special accommodations and is taking classes on the OSU-Stillwater campus, he/she should request verification of eligibility for accommodations from the Office of Student Disability Services (SDS), 315 Student Union, 405-744-7116, <http://accessibility@okstate.edu>. On the OSU-Tulsa campus, the student should contact the Office of Student Disability Services, NH 204, 918-594-8354, <http://osutdisa@okstate.edu>. Faculty have an obligation to respond when they receive official notice of a disability from SDS. 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 by OSU Communication Services 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 2017 will be Friday, October 20, and Wednesday, November 22**, 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 2017 Schedule of Classes, in the catalog, and on the Fall 2017 Syllabus Attachment.

### **Academic Integrity**

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

**Take pre-emptive actions.** The academic integrity policy recognizes the obligation of all OSU faculty and students to understand, communicate, and abide by the standards of academic integrity. Faculty and TAs are urged to deal in an official manner with all cases of plagiarism, cheating on examinations, and other academic integrity violations. Faculty and TAs are also urged to take positive and "pre-emptive" actions to inform students about academic integrity standards and to manage exams and projects in ways that deter violations. Instructors are urged to use OSU's Commitment to Academic Integrity ("I will respect OSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community") on course syllabi and examinations. Specific suggestions for both detection and prevention are provided at <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 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 Policy & Procedures Letter 2-0822, May 2016, found at <http://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents> and review the Academic Integrity

website found at <http://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 Pre-Finals Week Policy (Policy & 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 on Page 11 of this document and additional information will be sent to you 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 Policy & Procedures Letter 2-0216, Aug 2014, 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 Self Service (<http://my.okstate.edu>) using the Faculty Services tab and selecting Midterm Grades or Final Grades. Faculty are required to complete an online FERPA tutorial at <http://registrar.okstate.edu.edu/FERPA> before accessing Self Service. Additional information about grade submission can be found on the Registrar's website: <http://registrar.okstate.edu/Grade-Reporting>.

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 October 4, 2017). 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 Policy & Procedures Letter 2-0821, May 2006, 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. This grade is considered temporary. The instructor should convey to the student the conditions the student must fulfill in order to complete the course. The instructor will submit a final grade of "I" along with an incomplete final/default grade. The default is the projected grade the student would earn if he or she received a zero for the remaining course work. Grades of "A" and "SR" are not permitted for the default grade, and an instructor may not require the student to repeat the course to remove the incomplete.

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

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

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

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

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

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

For additional information, see Frequently Asked Questions (FAQs) 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. In the case of incomplete work, an "IUR" may be assigned under the Incomplete Grade Policy. Only courses in which a grade of "SR" (or a previously-awarded grade of "R," "A," "B," or "C") is earned may be used toward minimum degree requirements. Currently it is not possible for a professor to assign an "F!" in research hours. If that is needed, the professor can assign a "UR" and send a change of grade form to the Registrar's office to replace it with an "F!" after the deadline to appeal has passed. For additional information, see Frequently Asked Questions (FAQs) at <http://registrar.okstate.edu> or contact the Graduate College at 405-744-6368.

### **Retention of Grade Records**

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

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

For complete information about retention of grade books and records, please refer to Policy & Procedures Letter 2-0214, May 2005, at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents>.

## STUDENT ACADEMIC SERVICES OFFICES

<p><b>Agricultural Sciences &amp; Natural Resources</b>          Deb VanOverbeke          136 Agriculture Hall          744-5395</p>	<p><b>Engineering, Architecture &amp; Technology</b>          Lance Millis          101 Engineering North          744-5276</p>
<p><b>Arts &amp; Sciences</b>          Amy Martindale          213 Life Sciences East          744-5658</p>	<p><b>Human Sciences</b>          Kristi Seuhs          101 Human Sciences          744-5056</p>
<p><b>Education, Health &amp; Aviation</b>          Leslie Evans          106 Willard Hall          744-6350</p>	<p><b>Business</b>          Marissa McIntyre          103 Business Building          744-2772</p>
<p><b>University College Advising</b>          Missy Wikle          214 Student Union          744-5333</p>	<p><b>Graduate College</b>          Richard Shepard          202 Whitehurst          744-6368</p>
<p><b>Veterinary Health Sciences</b>          Robin Wilson          110 McElroy Hall          744-6653</p>	<p><b>Enrollment Services, Tulsa</b>          Susan Johnson          2nd Floor, Administration Bldg.          (918) 594-8102</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.

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.

<b>PRE-FINALS WEEK</b>
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<b>2-0210, May 1986</b>
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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.

<b>UNIVERSITY ACADEMIC FORMAT AND FINAL EXAMINATION POLICY</b>
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<b>2-0207, August 2014</b>
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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 2017

<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)	8/28/2017
Last day to drop a course with no grade and 100% refund	8/28/2017
Last day to add a class (requires instructor & advisor permission)	9/1/2017
Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature)	9/1/2017
Last day to post 6 week grades	10/4/2017
Last day to file diploma application (for name to appear in Fall Commencement program)	11/1/2017
Last day to drop a class or withdraw from the University with an automatic "W"	11/10/2017
Last day to withdraw from all OSU classes with an assigned grade of "W" or "F"	12/1/2017
Pre-Finals Week	12/4/2017-12/8/2017
Final examinations	12/11/2017-12/15/2017
Final grades due from faculty by noon	12/19/17

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

### Fall Semester Holidays

University Holiday	9/4/2017
Students' Fall Break	10/20/2017
Students' Thanksgiving Break	11/22/2017-11/24/2017

### 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 on the Registrar's website <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](http://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 at 405-744-HELP (4357).

## **EQUAL OPPORTUNITY**

408 Whitehurst/405-744-9153/<https://1is2many.okstate.edu/>  
OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). 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 one of the University's Sexual Assault Victim Advocates (Mon-Fri 8 AM-5 PM, 405-564-2129 or 24 Hour Help Line 405-624-3020).

## **STUDENT DISABILITY SERVICES**

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 Student Disability Services. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have 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.

## **STUDENT CONDUCT EDUCATION AND ADMINISTRATION**

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

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

## **EDMON LOW LIBRARY HOURS**

405-744-9775 or 405-744-9741  
Sunday  
Monday-Thursday  
Friday  
Saturday  
\*For holiday and intersession hours, check <http://library.okstate.edu/about/hours>

[www.library.okstate.edu](http://www.library.okstate.edu)

Text 405-592-4128

Opens at 9:00 AM

Open 24 hours

Closes at 10:00 PM

9:00 AM-10:00 PM

\*Contact the following for information on hours of operation:

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

## **WHERE TO GO FOR HELP**

### **ACADEMIC RELATED SERVICES**

**Instructor** - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. 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 would like to learn more, talk to the Student Academic Services Director for your college.

### **Bursar**

113 Student Union/405-744-5993

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

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

### **Career Services**

360 Student Union/405-744-5253

<http://hireosugrads.com>

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

### **Concurrent Student Services and Advising**

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

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

Contact Brett Rowh to find out about academic services for concurrent students or to schedule your next advising appointment.

### **Foreign Language Placement Test**

206 Gunderson Hall/405-744-9547

<http://languages.okstate.edu>

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

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

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

Pre-professional services for students from any major on campus, including coordination of contacts with health care professional schools and student interview processes.

### **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. We are here 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 & 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 Students Services**

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

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

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

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

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

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

## **HEALTH RELATED SERVICES**

### **Counseling Psychology Clinic**

107 Public Information Office/405-744-6980

<https://education.okstate.edu/cpsy/clinic>

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

### **University Counseling Services**

320 Student Union/405-744-5458

<http://www.okstate.edu/ucs/>

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/>

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 & Sorority Affairs**

211J Student Union/405-744-5490

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

For questions and comments about fraternity and sorority organizations, contact Ival Gregory at [ival.gregory@okstate.edu](mailto:ival.gregory@okstate.edu).

### **Housing & 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

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

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://lasso.okstate.edu/>

LASSO offers free individual and group tutoring for a variety of courses.

## **STUDENT ACADEMIC SERVICES CENTERS**

### **Agricultural Sciences & Natural Resources**

136 Agricultural Hall/405-744-5395

Contact: Dr. Deb VanOverbeke

<http://casnr.okstate.edu/students/ssc>

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

### **Arts & Sciences**

213 Life Sciences East/405-744-5658

Contact: Dr. Amy Martindale

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

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

### **Education, Health & Aviation**

106 Willard Hall/405-744-6350

Contact: Leslie Evans

<http://education.okstate.edu/watson>

Academic support, advisement and career counseling is available to all education majors.

### **Engineering, Architecture & Technology**

110 Engineering North/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.

### **Human Sciences**

101 Human Sciences/405-744-2772

Contact: Kristi Seuhs

<http://humansciences.okstate.edu/current-students>

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

### **Spears School of Business**

103 Business Building/405-744-2772

Contact: Marissa McIntyre

<http://spears.okstate.edu/ss/>

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

### **University College Advising**

214 Student Union/405-744-5333

Contact: Missy Wikle

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

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

### **DISCIPLINE SPECIFIC TUTORING**

#### **Academic Development Center**

Kerr-Drummond Mezzanine/405-744-5905

<http://reslife.ostate.edu/vac>

Tutoring and supplemental instruction are available on select weekday, weekend, and evening hours.

#### **Accounting**

416 Business Building/405-744-2863

Walk-in tutoring is available for ACCT 2103, 2203, and 3103. See

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

#### **Biology & Zoology**

303 Life Sciences West

<http://biol1114.okstate.edu>

Tutoring is provided for BIOL 1114.

#### **Chemistry**

453 Physical Science/405-744-9046

Tutoring for chemistry classes is available.

### **Civil & Environmental Engineering**

315 Engineering South/405-744-9308

Tutoring for Statistics and Strength of Materials is available. Contact for more information.

### **Eta Kappa Nu Electrical and Computer Engineering Honor Society**

010 Engineering South/405-744-4910

<https://campuslink.okstate.edu/organization/eta-kappa-nu>

Tutoring is provided by Eta Kappa Nu membership for Circuits, Network Analysis, and Electronic Devices.

### **Foreign Languages**

206 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**

Contact: Victor D. Baeza/victor.baeza@okstate.edu/405-744-1241

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

Tutoring is available evenings from 5:00 p.m.-8:00 p.m. on Monday and Tuesday for current OSU graduate students.

### **History**

101 S Murray Hall/405-744-5680

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

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

### **Mathematics Learning Success Center**

5<sup>th</sup> 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 Outpost**

102 Q, R, S Edmon Low/405-744-6671

<http://osuwritingcenter.okstate.edu>

30-minute walk-in consultations for writing projects are offered on a first come-first served basis on Monday-Thursday evenings 7:00 p.m.-10:00 p.m.

### **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.

### **Writing Center West**

103 Ag Hall/405-744-6671

<http://osuwritingcenter.okstate.edu>

30-minute walk-in consultations for writing projects are available Monday-Friday from 11:30 a.m.-2:30 p.m.

### **FOR MORE INFORMATION**

#### **go.okstate.edu/apps**

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

#### **my.okstate.edu**

This portal connects students to a wide range of campus services including links to student email, the library, and the Online Classroom and Community (D2L).

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