

Adjunct Faculty
Handbook
August 2011



OKLAHOMA CITY

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY

Compiled by the Office of Academic Affairs

Table of Contents

PREFACE	viii	
ORGANIZATIONAL INFORMATION.....		9
HISTORY.....	9	
PHILOSOPHY.....	10	
MISSION.....	10	
VISION.....	10	
CORE VALUES.....	10	
GOVERNANCE.....	11	
ADMINISTRATIVE STRUCTURE.....	11	
EMPLOYMENT.....		13
PERSONNEL.....	13	
SALARIES AND BENEFITS.....	13	
Adjunct Pay Rate & Pay Schedule.....	13	
ADJUNCT BENEFITS.....	13	
Limited Health Benefit Plan.....	13	
Participation in 403 (b) Retirement Plan or 457(b) Deferred Compensation Plan.....	14	
Oklahoma Teacher's Retirement and Tax Deferred Annuities.....	14	
Free Wellness Center Membership.....	14	
Participation in Employee Assistance Program (EAP).....	15	
Tuition Waiver.....	15	
FERPA TRAINING REQUIREMENT.....	16	
CHILD DEVELOPMENT CENTER - LAB SCHOOL.....	17	
GENERAL POLICIES AND PROCEDURES.....		17
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION.....	17	
BUILDING TEMPERATURES.....	17	
ENGLISH AS A SECOND LANGUAGE STUDENTS (Non-native Speakers).....	17	
ENGLISH AS A SECOND LANGUAGE (ESL) Classes.....	17	
IMMEDIATE FAMILY MEMBERS ENROLL IN COURSES.....	18	
STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (AMENDED 1988).....	18	
PROFESSIONAL DEVELOPMENT.....	18	
TEACHING RESPONSIBILITIES.....	19	
COMMUNICATION OF EMERGENCY MESSAGES.....	19	
EMPLOYEE SAFETY AND SECURITY.....	20	
Identification Cards.....	20	
Handling of Hazardous Materials.....	20	
Workplace Threats and Violence.....	20	
ALCOHOL/DRUG POLICIES.....	21	

Drug-Free Workplace.....	21
Drug-Free Schools Policy.....	22
Internal Sanctions.....	22
External Sanctions.....	22
Drug/Alcohol Counseling and Rehabilitation Programs.....	22
CONFIDENTIALITY.....	22
USE OF TOBACCO/SMOKING.....	22
TELEPHONE USE.....	23
APPROPRIATE COMPUTER USE.....	23
APPROPRIATE USE OF ELECTRONIC MAIL.....	23
General Policy Statements.....	24
Objectionable Material, Violations and Sanctions.....	24
ELECTRONIC DEVICE POLICY.....	24
HOURS OF OPERATION.....	25
Bookstore.....	25
Business Services.....	25
Evening/Weekend Coordinator.....	25
Food Service.....	26
Library.....	26
Lost & Found.....	26
Print Shop.....	26
KEYS.....	27
MARKETING & COMMUNICATIONS.....	27
Media Relations.....	27
Image and Publications.....	28
<i>INSTRUCTIONAL PROCEDURES.....</i>	28
ABSENCE OF INSTRUCTOR.....	28
ACADEMIC CALENDAR STANDARDS.....	29
AMERICANS WITH DISABILITIES ACT (ADA).....	29
PROVIDING ACCOMMODATIONS FOR STUDENTS ACCORDING TO THE	29
AMERICANS WITH DISABILITIES ACT (ADA).....	29
Note-Taking Request to Faculty.....	30
ASSIGNMENTS.....	31
CLASS PERIODS.....	31
CLASS ROLL SHEETS.....	31
CLASSROOM MAINTENANCE.....	31
CLASSROOM PROCEDURES.....	32
COURSE SYLLABUS.....	32

DISCIPLINARY PROBLEMS.....	32
EVALUATION OF INSTRUCTOR.....	33
EXAMINATIONS.....	33
FIRST CLASS MEETING.....	34
FOOD AND DRINKS.....	34
EARLY ALERTS.....	34
GRADE BOOK.....	34
GRADE POLICY FOR INCOMPLETE (I).....	35
GRADE REMOVAL FOR INCOMPLETE (I).....	35
GRADE SUBMISSION DEADLINES.....	35
GRADE REPORTS.....	35
GRADES.....	36
CORRECTION GRADE REPORTED IN ERROR.....	36
GRADE APPEAL.....	36
ENROLLMENT APPEAL.....	37
OFF-CAMPUS CLASS MEETING.....	37
RETAKING COURSES.....	37
ROOM	
ASSIGNMENTS.....	38
ROOM CHANGES.....	38
SEMESTER DATES.....	38
STUDENT ATTENDANCE.....	38
STUDENT INFORMATION SYSTEM/WEB FOR FACULTY.....	39
STUDENT ACADEMIC DISHONESTY OR MISCONDUCT.....	39
STUDENT HANDBOOK.....	39
TEXTBOOKS.....	39
<i>ACADEMIC SUPPORT SERVICES.....</i>	39
BUSINESS SERVICES.....	39
Office Hours.....	39
EMPLOYEE SERVICES.....	40
Deposit of Funds Received.....	40
Requisition for a School Vehicle.....	40
Fueling a School Vehicle.....	40
Other Vehicle Rules and Regulations.....	40
After Hours Security Number.....	40
BUSINESS SERVICES FOR STUDENTS.....	41
DEAF STUDENT SERVICES.....	41
COMPUTER SERVICES.....	41
Student Information Systems (SIS).....	41

Active Directory Network.....	41
Internet.....	41
Web Page.....	41
PRINT AND MAIL SERVICES.....	42
Printing & Duplicating Services - Digital Storefront.....	42
Graphics.....	43
Web Design & Development.....	43
Mailing Services.....	44
Staff Information.....	44
INFORMATION SERVICES.....	44
Video Production.....	45
Video Editing.....	45
Multimedia Duplication.....	45
Satellite Video Teleconferences.....	45
Audio Production.....	45
Sound Mixing.....	45
Faculty/Staff Training.....	46
LIBRARY.....	46
<i>STUDENT SERVICES</i>	48
TESTING AND ASSESSMENT CENTER.....	48
Testing Services.....	48
ACADEMIC ADVISEMENT.....	49
STUDENT EMPLOYMENT SERVICES.....	49
STUDENT ACTIVITIES AND CAMPUS LIFE.....	50
STUDENT GRIEVANCE AND CONDUCT.....	50
ADMISSIONS.....	50
Assessment.....	51
Curricular Requirement.....	51
Deficiencies.....	52
ENROLLMENT.....	53
CLASS SCHEDULE CHANGES.....	53
Withdrawal.....	53
Dropping Courses.....	54
Administrative Withdrawal.....	55
Adding Courses.....	55
RETENTION STANDARDS.....	55
ACADEMIC FORGIVENESS.....	56
HONOR ROLLS.....	56

President's List of Distinguished Students.....	56
Vice President's List of Distinguished Students.....	56
President's List of Distinguished Part-Time Students.....	56
FINANCIAL AID AND SCHOLARSHIPS.....	56
Retakes, Withdrawals and Incomplete Grades.....	56
Eligibility of Transferring Students.....	57
Developmental Studies Courses.....	57
Effects of Complete Withdrawal for Federal Financial Aid Recipients.....	57
STUDENT SUPPORT SERVICES.....	58
THE LEARNING CENTER.....	58
TUTORIAL SERVICES.....	58
FAMILY RESOURCE CENTER.....	58
PROJECT SECOND CHANCE.....	58
HISPANIC STUDENT SERVICES.....	59
VETERANS SERVICES.....	59
WELLNESS CENTER.....	59
<i>SAFETY AND SECURITY.....</i>	60
Location.....	60
Emergencies.....	60
Emergency Messages.....	60
Emergency Phones in Classrooms.....	60
Request of Identification.....	60
Identification Cards.....	60
Surveillance Cameras.....	61
Reporting Incidents.....	61
Injury to Students/Guests on Campus.....	61
Medical and Health Emergencies.....	62
Campus Event Notification.....	62
Inclement Weather, Class Cancellation, Campus Closing.....	62
Television.....	63
Radio.....	63
Energy Education.....	63
Safety and Maintenance.....	63
Evening Vehicle Escort.....	63
Dead Battery.....	63
Office and Classroom Buildings.....	63
Recreations Use of OSU-Oklahoma City Property.....	64
Lost and Found.....	64

Parking and Traffic Regulations.....	64
Traffic Citations.....	64
Summary of the Jeanne Clery Act.....	65
Drugs and Alcohol.....	65
Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals...	65
Authority.....	66
Arrest Authority of Security Personnel.....	66
Crime Information at OSU-Oklahoma City.....	67
Departing Employees.....	67

APPENDIX LIST

• APPENDIX A: Syllabus Guide.....	68
• APPENDIX B: Sexual Harassment - OSU Policies and Procedures.....	73
• APPENDIX C: Student Instructional Evaluation.....	89
• APPENDIX D: Grade Change Form.....	92
• APPENDIX E: Academic Appeals Process.....	94
• APPENDIX F: Student Enrollment Appeal.....	97
• APPENDIX G: Print and Mail Services Request.....	99
• APPENDIX H: Electronic Communications Request Form.....	101
• APPENDIX I: Disability Accommodations.....	103

PREFACE

This faculty handbook was prepared by the Office of the Vice President for Academic Affairs, with the assistance from representatives of the Faculty Senate to:

1. outline the University structure, functions, general policies and procedures;
2. provide assistance in dealing with matters which the individual faculty member may be unfamiliar;
3. identify and encourage use of University services which are available to support academic activity; and
4. afford ready access to basic materials which guide the conduct of University functions.

Emphasis is placed on general University responsibilities and policy. Detailed procedures are left to other communications.

Adjunct Faculty members are encouraged to retain a copy of the *Adjunct Faculty Handbook* in their personal files for ready and useful reference. Additionally, an electronic copy of the *Adjunct Faculty Handbook* is available at the following location on the Vice President for Academic Affairs Share Point site:

- ◆ <http://moss1/sites/vpaa/default.aspx>
- ◆ Go to Shared Documents
- ◆ Go to Handbook Folder

Suggestions for improving the *Adjunct Faculty Handbook* should be directed to the Office of the Vice President for Academic Affairs.

This *Adjunct Faculty Handbook* has been prepared for general informational purposes only.

No statement appearing in the *Adjunct Faculty Handbook* constitutes a contractual obligation by the A&M Board of Regents or Oklahoma State University-Oklahoma City. If any policy statements of the A&M Board of Regents or the University are in contradiction to statements appearing in the *Adjunct Faculty Handbook*, such official policy statements will be deemed to control over the statements appearing in this document. The A&M Board of Regents and the University reserve the right to alter the terms of official policy statements and/or this *Adjunct Faculty Handbook* at any time, without advance notice.

ORGANIZATIONAL INFORMATION

HISTORY

Oklahoma State University-Oklahoma City was first established as a branch campus of Oklahoma State University (OSU) in the fall of 1961. The name of the institution at that time was Oklahoma State University Technical Institute. Under the administrative guidance of the OSU School of Engineering, the Oklahoma City campus was established to provide the people in the metropolitan Oklahoma City area and the state with technical and occupational programs at the associate degree level. The founders worked closely with business and industry leaders to identify needs for technical personnel within the business community. Quality programs and flexible scheduling enable full-time or part-time students to improve their job capabilities or work mobility at their own pace and provide industry with the technicians for tomorrow's needs.

Originally, three departments, Electronics, Drafting and Mechanical Power, held their first classes in borrowed classroom and laboratory facilities at Oklahoma City University. After the spring semester of 1962, the school moved to a renovated elementary school at 1900 N.W. 10th Street; some departments remained at that site until 1982.

In the 1970's, the administrative organization was changed so that the director of the Technical Institute reported directly to the president of Oklahoma State University. In January 1972, the present campus at 900 North Portland was opened. The first building on campus was the Administration Building. The Health Technology Building was added in 1974, and the Police and Fire Training Centers were opened in 1975 and 1976, respectively. The City of Oklahoma City owns the building housing the Police and Fire Training Centers. A lease agreement provides classrooms to the institution for teaching classes on a space available basis.

Two facilities were opened in 1984: the Horticulture Center dedicated and opened in January and the Engineering Technology Building in October. In June 1994, the Student Center was dedicated and a year later the Learning Resource Center was dedicated in June 1995. The Human Services Education Center was dedicated in March 2001. The campus expanded in spring of 2008 by two more buildings, the Agriculture Resource Center dedicated in March and the Public Safety Training Center just two months later in May. A new Engineering Technology Center is now under construction and scheduled to open in fall 2011. Plans are to rename the former engineering building the West Education Center; which will house science labs and a variety of programs including Interpreter Training, Upward Bound and Certified Nurse Aide.

In 1985, the name of the institute was changed to Oklahoma State University Technical Branch. In 1990, the Oklahoma A&M Board of Regents changed the name again and the Technical Branch became known as Oklahoma State University-Oklahoma City. In 2002, during the last legislative session, Senate Bill 995 officially changed the name to Oklahoma State University-Oklahoma City.

PHILOSOPHY

Oklahoma State University-Oklahoma City operates from the premise that each person should be:

- treated with dignity and respect,
- afforded equal opportunity to acquire a complete educational experience,
- given an opportunity to discover and develop their special aptitudes and insights,
- provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

MISSION

Oklahoma State University-Oklahoma City develops and delivers collegiate level career and transfer educational programs, professional development, and support services which prepare individuals to live and work in an increasingly technological and global community.

VISION

Oklahoma State University-Oklahoma City will be the preeminent educational resource in Oklahoma City enhancing people's lives by providing:

- unique and exceptional programs to serve the community,
- progressive, highest quality learning opportunities, and
- outstanding support services.

CORE VALUES

Excellence - We seek excellence in all our endeavors and we are committed to continuous improvement.

Intellectual Freedom - We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Diversity - We respect others and value diversity of opinions, freedom of expression and other ethnic and cultural backgrounds.

Integrity - We are committed to the principles of truth and honesty, and we will be equitable, ethical and professional.

Service - We believe that serving others is a noble and worthy endeavor.

Stewardship of Resources - We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

GOVERNANCE

Oklahoma State University-Oklahoma City (OSU-Oklahoma City), as part of the Oklahoma State System of Higher Education, is under the authority of the president of Oklahoma State University and that of the Board of Regents for Oklahoma State University and the A&M Colleges.

The Oklahoma State System of Higher Education was created with the people's adoption of an amendment to the State Constitution, Article XIII-A, on March 11, 1941. The amendment provided that ". . . all institutions of higher learning supported wholly or in part by direct legislative appropriations shall be integral parts of a unified state system to be known as The Oklahoma State System of Higher Education."

The amendment also created the Oklahoma State Regents for Higher Education as the "coordinating board of control of the Oklahoma State System of Higher Education." The Oklahoma State Regents for Higher Education consists of nine individuals appointed by the governor, with Oklahoma Senate confirmation, to nine-year, staggered terms.

Responsibilities of the State Regents include determining the functions and courses of study for each institution, establishing standards of education, submitting budget requests for the state system to the Legislature, allocating state appropriated and revolving funds to each institution, and setting student fees. The chancellor of the state system serves as the chief administrative officer of the State Regents.

The Board of Regents for Oklahoma State University and the A&M Colleges is the specific governing board for the six state colleges and universities in Oklahoma that emphasize agricultural and technical education. Created by Senate Joint Resolution Number 9, Oklahoma Session Laws 1943, Page 340, it is also embodied in Article 6, Section 31a of the constitution of Oklahoma. The provisions of the constitutional amendment have been further implemented by the provisions of Title 70, Oklahoma Statutes 1967 Supplement, Section 3401 et seq.

The University president is the principal administrative officer of Oklahoma State University and is directly responsible to the Board of Regents for all operations of the University, including the four campuses and the six budget agencies.

ADMINISTRATIVE STRUCTURE

The **president of Oklahoma State University-Oklahoma City** is directly responsible to the president and system chief executive officer of Oklahoma State University. Assisting him directly are the vice presidents for Academic Affairs, Student Services, and Finance

and Operations; the assistant vice president for Business and Industry Education and Training Center and the directors of Communications and Information Services.

The **vice president for Academic Affairs** provides leadership and coordination in matters relating to all academic programs, curriculum and faculty development. Reporting to the vice president for Academic Affairs are the division heads and one associate vice president for Academic Affairs.

The **vice president for Finance and Operations** provides leadership and coordination for the campus auxiliary enterprises, financial operations, personnel, affirmative action and physical plant development and maintenance. Personnel reporting directly to the vice president for Finance and Operations are those responsible for the offices of the Business Services, Human Resources, Purchasing, Physical Plant, and the office of Safety and Security.

The **vice president for Student Services** provides leadership and coordination for all campus student services. Reporting directly to the vice president is the associate vice president for Student Services and directors for Testing and Assessment, Student Support Services, Student Life, Hispanic Student Services, Upward Bound and Talent Search.

The **associate vice president for Academic Affairs** provides administrative support for selected projects and assignments within academic affairs.

The **associate vice president for Student Services** provides administrative support for selected projects and assignments within student services.

The **assistant vice president for the Business and Industry Education and Training Center** provides leadership and coordination for programs and curriculum provided to business and industry, public safety and local and state government. Departments include the Technology Education Center, Center for Safety and Emergency Preparedness, Precision Driving Training Center, Manufacturing Extension Agent, Student Center and Campus Events and Central Oklahoma Workforce Investment Board – Business Connections.

The **OSU-Oklahoma City Advisory Board** is composed of leaders in business, industry and community-service organizations in the greater Oklahoma City area. This board assists the president in promoting the identity of the institution and gives direction and assistance in seeking new goals. This board has presented valuable suggestions in long-range planning, and it has been instrumental in raising needed funds for the school.

Technology Advisory Board members are from various business, industry and community-service groups and include several graduates. These boards meet one to three times a year with the division heads, department heads and faculty to discuss and offer guidance concerning curriculum, equipment and text materials. The specialized technical knowledge provided by each technology's advisory board has proven invaluable in the institution's move towards excellence to meet the educational needs of industries and businesses.

EMPLOYMENT

PERSONNEL

All adjunct faculty shall be hired on a semester basis. Sufficient student enrollment to justify offering the course will be determined by the division head and/or vice president for Academic Affairs. Instructors will be assigned to teach courses by the department/division head and must be approved by the vice president for Academic Affairs.

All first-time adjunct instructors are required to sign, in person, a federal I-9 form. At the time of signing the I-9 form, the instructor must make available his/her social security card and driver's license, a copy of which will be made and attached to the I-9 form. In addition to the I-9 form, all adjunct instructors are required to complete a W-4 form, a State of Oklahoma Loyalty Oath, an application for employment and background check. Adjuncts must report to the Human Resources Office before the first day of class.

SALARIES AND BENEFITS

The salary for adjunct faculty is set for the year at the time the University budget is completed. A salary is paid on a per credit hour basis and is a set amount depending on whether the course is a laboratory or non-laboratory course. Salaries are paid on a variable schedule depending on the beginning of the term.

Adjunct Pay Rate & Pay Schedule

As of August 24, 2009 the rate of pay per credit hours is \$600.00 for a lecture class and \$650.00 for a lab class.

Payment for adjunct instruction is made in equal installments, four for Spring and Fall semesters and two for Summer. If payday falls on a weekend, payment will be made on Friday. Calculation of monthly pay is made by multiplying the number of credit hours taught by the rate of pay, then dividing by the number of incremental payments for that semester.

ADJUNCT BENEFITS

➤ Limited Health Benefit Plan

A limited health benefit plan is available through a company called Transamerica. One of the advantages of Transamerica is that it is "guaranteed issue", meaning that the plan allows you or dependents to enroll regardless of health, age, gender, or other factors that might predict your use of health services (such as a pre-existing condition).

If you are interested in learning more about the health plan coverage or the term life insurance, please call Transamerica's Call Center at 918-895-9940 or through their website at www.rxregistry.com/osu.html. Enrollment and questions about the plans,

including rates, must be directed to Transamerica. They will collect premiums from you. Payroll deduction is not available.

It is important to remember that this plan is a limited benefit health plan and is not intended nor do they recommend that it replace any comprehensive health insurance program in which you currently participate or in which you are considering participating.

➤ **Participation in 403(b) Retirement Plan or 457(b) Deferred Compensation Plan**

Offers employees an opportunity to set aside extra retirement savings on a voluntary basis. Contributions are deducted from the employee's regular paycheck on a pre-tax basis (federal and state, but not FICA). Employees may also contribute on an after-tax basis via a Roth 403(b). Detailed information is available by contacting Human Resources at 945-3298 or online at: <http://hr.okstate.edu/benefits/vrp.php>

➤ **Oklahoma Teacher's Retirement And Tax-Deferred Annuities**

If you are currently actively employed with a public educational institution, you or your institution are making retirement contributions (on your behalf) to Oklahoma Teacher's Retirement (OTR) system. OTR requires that retirement contributions be made on any income received from a public educational institution, which of course includes OSU-Oklahoma City. Since adjunct positions are not benefit-eligible, this contribution must be paid by you and be deducted from the paycheck you receive from us. Currently, the contribution requirement is 7% of total compensation. If this mandatory contribution applies to your situation, it is important to set this up immediately to avoid having to make up payments to OTR.

On a volunteer basis, if you interested in setting aside retirement savings, there are opportunities available through supplemental tax-deferred annuities (TDA's). You decide how much to contribute within the guidelines set by the IRS. These contributions will be deducted from your regular paycheck on a pre-tax basis (federal and state taxes). Contributions are remitted to the insurance or investment companies and earnings from those contributions grow on a tax-deferred basis until withdrawn. 100% vesting occurs with you first contribution.

If you would like to find out more information pertaining to the TDA's or if the OTR mandatory contribution is applicable to you, please contact Melissa Herren at 945-3298 or come into the Human Resource office (located in the Administration Building).

➤ **Free Wellness Center Membership**

Offers employees the opportunity to work out free in the Wellness Center (located in Administration Building-1st floor), with a wide variety of quality exercise machines and equipment. Also includes free participation in non-credit fitness classes. You will be required to show a staff ID card to participate in Wellness Center programs and activities.

Hours of Operation

Monday – Thursday	7:00 am to 7:00 pm
Friday	7:00 am to 5:00 pm
Saturday	9:00 am to 2:00 pm
Sunday	Closed

➤ **Participation in Employee Assistance Program (EAP)**

The EAP is a confidential resource for employees, provided free of charge. EAP represents a commitment by the University to improve the well-being of employees through professional programs which can provide assistance in addressing personal difficulties.

Counseling services for employees and dependents are available through the following resource:

Variety Care-Community Health Centers (Oklahoma City)

**Locations are: 4023 NW 10th (about 3 blocks west of Portland) or
1025 Straka Terrace (South OKC)**

To make an appointment call 632-6688, Ext 280 or Ext 276

For more information about these services, see the information sheet on OSU-Oklahoma City's Employee Assistance Program.

➤ **Tuition Waiver**

With the approval of the department head, an adjunct instructor (employee) may receive a tuition and fee waiver (one-half) for a maximum of three (3) credit hours per semester. Newly hired adjuncts are eligible once they have completed one full semester of teaching. The first-half of tuition and fees will be waived upon receipt and approval of the Request for Tuition/Fee Waiver. Employees must follow regular enrollment procedures and must submit the request form to Human Resources before the first day of the course.

An employee may also receive a waiver for the second-half of the tuition if the employee earns a grade of at least a 'C' upon completion of the course. The second-half of tuition and fees will be waived upon the employee's request and verification of the grade requirement. If the employee does not complete requirements for the course, he/she must pay the remaining tuition and fees and may not enroll in other courses until balance has been paid in full. The tuition waiver is only applicable to OSU-Oklahoma City campus employees and only for classes taken at OSU-Oklahoma City.

Procedures for Requesting Tuition and Fee Waivers

The Request for Tuition/Fee Waiver form is available by contacting Human Resources. It is the responsibility of the employee to request the tuition/fee waiver by the designated deadline date. For first-half tuition/fee waiver, the deadline date for submission of the form will be prior to the first day the course begins. The adjunct employee must submit a

completed "Request for Tuition/Fee Waiver" first to his/her supervisor for approval. The form should then be routed to the Office of Human Resources for eligibility verification. Human Resources will then route to the Office of Financial Aid for entry of waiver on the student financial waiver system.

For second-half tuition/fee waiver, the request form must be submitted to the Office of Financial Aid for verification of the grade requirement and must be submitted prior to the beginning of the next semester.

Questions regarding payroll should be directed to the Human Resources Office.

FERPA Training Requirement

What is FERPA?

FERPA is the Family Educational Rights and Privacy Act of 1974. The essence of FERPA is to give a student the right to inspect his or her education records and to protect the privacy of these records. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education.

FERPA was recently amended. Efforts to bring OSU into compliance with the new regulations include the creation of an OSU FERPA (Stillwater) website and the introduction of a requirement that all faculty and staff members who have access to electronic student records complete university-sponsored FERPA training (OSU Policy 2-0701).

As an employee who works with student records and/or other information protected by this Act, it is important for you to understand the students' rights and the University's responsibilities. This training is provided on-line and takes very little time to complete.

If you have already completed this training, it is not necessary to repeat, unless you need a refresher. **If you are a new employee, please complete the training within 30 days of your start date.**

- **To access this training, go to the following website for general information:**

OSU FERPA Website (General information) <http://www.okstate.edu/registrar/FERPA/FERPA.html>

- **Once you have reviewed the general information, take the tutorial. The tutorial takes approx. 10-15 minutes.**

OSU FERPA Tutorial (Requires O-Key Log-in and answering a series of questions) <http://www.okstate.edu/registrar/FERPA/FERPAttraining.html>

CHILD DEVELOPMENT CENTER-LAB SCHOOL

OSU-Oklahoma City sponsors a Child Development Center-Lab School (CDC-LS), located on the southwest corner of N.W. 10th and Portland. The CDC-Lab School is a developmental program providing quality childcare to children (ages six weeks to five years) of students, faculty and staff and the community, 6:30 a.m. to 6 p.m., Monday through Friday. Faculty, staff and students receive a reduced weekly rate. The CDC-LC is accredited by the National Association for the Education of Young Children (NAEYC). Normally, the CDC-LC has a waiting list for enrollment. Please contact the director of the CDC-LS at extension 945-3260 or 945-3244 for further information.

GENERAL POLICIES AND PROCEDURES

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

OSU-Oklahoma City maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment will be influenced in any manner by race, color, religion, sex, age, national origin, veteran status, disability or any other basis prohibited by statute. OSU-Oklahoma City has a written affirmative action plan to implement its official policies of equal opportunity employment.

BUILDING TEMPERATURES

Temperature and air circulation in buildings are centrally and automatically controlled to provide pre-established energy-efficient operating conditions during normal working hours in both summer and winter. Conditions are often changed after normal working hours to further reduce energy consumption. All thermostats are calibrated by Physical Plant personnel. You are cautioned not to adjust any thermostat. Report any problems to the department office or to the evening/weekend coordinator 312-1555.

ENGLISH AS A SECOND LANGUAGE (ESL) STUDENTS (Non-native Speakers)

ESL students who attend OSU-Oklahoma City usually fall into one or two categories: immigrant Americans (who are now citizens) and internationals. Hearing-impaired students may also choose to study ESL courses since American Sign Language is like a foreign language (they will not be considered true ESL students however). All students who wish to enroll at a college or university in the state of Oklahoma, for whom English is a second language (not the language spoken in the home), shall be required to present evidence of proficiency in the English language prior to admission, either as first-time college students or transfer students from another college or university.

ENGLISH AS A SECOND LANGUAGE (ESL) Classes

English as a second language program is available for individuals who want to improve his/her English speaking skills. Classes meet twice weekly on a rotating schedule at no charge. For information call 231-2055.

IMMEDIATE FAMILY MEMBERS ENROLLED IN COURSES

In order to protect faculty from any perception of bias or favoritism, the institution requires special permission be obtained from the vice president for Academic Affairs for individuals enrolling in courses taught by OSU-Oklahoma City faculty if the individual is an immediate family member of the faculty member teaching the course.

STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (AMENDED 1988)

In compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), and as amended in 1988, OSU-Oklahoma City maintains procedures pertaining to confidentiality of student educational records. No one outside the institution shall have access to, nor will the institution disclose any information other than directory information from the student's educational records without the written consent of the student except to qualified personnel within the institution, or officials of other institutions in which the student seeks to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted in the 1974 ACT, and its 1988 revision.

In accordance with these regulations, grades are not to be posted or released to anyone other than the student. If any information is to be released about a student, it must be released through the Office of Admissions and Registrar Services. All requests from anyone outside our campus for information concerning students should be referred to the Office of Admissions and Registrar Services.

A written consent of the student is not required for OSU-Oklahoma City staff or faculty members to utilize educational records for legitimate educational purposes. These members include faculty, counselors, administrators, clerical staff and other professional level employees. At its discretion, the institution may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act to include student name, major field of study, dates of attendance, enrollment status (full-time or part-time), degrees and awards received and participation in officially recognized activities and sports. Students who wish directory information be kept confidential must notify the Office of Admissions and Registrar Services in writing within the official course change period of each semester or session. Forms are available from the Office of Admissions and Registrar Services for this purpose.

PROFESSIONAL DEVELOPMENT

To enhance teaching competence all faculty (full-time and part-time) are encouraged to be members of professional organizations and participate in meetings, workshops and seminars. Professional organizations of particular interest to faculty employed at OSU-

Oklahoma City include the Oklahoma Technical Society, Higher Education Alumni Council of Oklahoma (HEACO) and the Oklahoma Association of Community Colleges (OACC).

TEACHING RESPONSIBILITIES

Faculty have the professional responsibility to provide quality learning experiences for the student. Faculty are expected to meet their classes at scheduled times. In cases of illness or any other emergency, the faculty will notify the department head so that appropriate action may be taken.

COMMUNICATION OF EMERGENCY MESSAGES

Procedures have been established to communicate emergency messages throughout the campus. The following technology is used in emergency situations:

Cisco voice-over IP phones – offices and classrooms are equipped with voice-over phones. In case of emergency, a message over the phones. Even if someone is using their handset, the message will override the call and be heard. The message will be broadcast over the speaker system of phones in the classrooms.

OKEY emergency messaging through Code Red – students, faculty and staff are prompted through OKEY to set up emergency phone numbers for voice and text. There is an option to opt out. Those who choose to provide contact information can be notified through a system called Code Red. The campus can send out a voice message to home and cell phones and a text message to cell phones during an emergency. The message is sent to thousands of people simultaneously. This can be an efficient way to send out mass messages about emergencies and has been used during school closings due to weather. However, we are reliant on the efficiency of the cell phone service providers. Mass messages are sometimes marked as “spam” and delivery is delayed. We have experienced results from receipt within seconds to delays of several hours.

Fire alarms with emergency message capabilities – security personnel have the ability to send a voice message over the intercom of the fire alarms. Not all buildings are equipped with this technology.

Website and social media – the website homepage is changed to reflect weather closings. Sudden emergencies (like a tornado siren sounding) will not be reflected on the homepage. The communications department will make every effort to post all emergency information on our social media sites Facebook and Twitter. Mobile technology makes this a quick and convenient way to pass along information. We encourage all faculty, staff and students to join us via these social media outlets. www.facebook.com/osuokc and www.twitter.com/osuokc

A calling tree is in place in order to facilitate emergency communication throughout the expansive campus area and many buildings.

None of these communications methods when used alone is fail-safe. However, when we combine several methods of communicating during an emergency, we increase the opportunity to reach all stakeholders.

EMPLOYEE SAFETY AND SECURITY

Identification Cards

Employee identification cards are issued at the information desk in the Student Center, first floor, during working hours Monday – Friday. These are required to obtain library privileges, bookstore discounts, and use of the Wellness Center. They are also used for identification after hours and/or on weekends by Security as authorization for your presence on campus.

Handling of Hazardous Materials

Handling of hazardous materials must be conducted in strict compliance with regulations prescribed by the Oklahoma State Department of Health and the U.S. Environmental Protection Agency. As required by Title 29 Code of Federal Regulations Part 1020, Sub Part Z, Section 1450 (29 CFR 1910.1540).

Material Safety Data Sheets (MSDS) on all hazardous materials are collected and filed in the department where the materials are used. A master record of MSDSs is kept with the Office of Safety and Security. If an employee receives an MSDS, the Office of Safety and Security must be sent a copy of the MSDS, and the department's chemical inventory list must be updated. All existing labels on hazardous substance containers must remain intact.

Employees working in areas where exposure(s) to hazardous substance(s) exists shall be required to perform their jobs in accordance with precautions communicated in the Material Safety Data Sheets and Departmental Safety Manuals, if applicable. *Reference is made to Oklahoma State University Policy and Procedure Letter, Hazardous Material: Training HAZMAT Employees, 3-0535, as a source of information and clarification.*

Workplace Threats and Violence

It is the goal of OSU-Oklahoma City to provide a safe and secure workplace. The safety of employees and students is very important both in terms of enhancing the educational environment and promoting a supportive working atmosphere.

Serious threats or acts of intimidation, and acts of violence with or without the presence of a weapon, will not be tolerated. Violations of this policy may result in disciplinary action, including possible suspension, termination and/or the filing of criminal charges.

All employees shall immediately report acts of violence and any serious threats that a reasonable person would consider potentially dangerous made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor, the Human Resources Office, Safety and Security Office, or any administrative management official. Supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take appropriate steps as soon as reasonably possible, including communicating with the Safety and Security Office, to reduce or eliminate any threats of immediate danger.

If an employee has taken legal steps to protect him/herself from another person with a Victim Protective Order (VPO) or Emergency Protective Order (EPO), a copy of the VPO/EPO should be provided to the employee's immediate supervisor, director of Human Resources and the Office of Safety and Security.

ALCOHOL/DRUG POLICIES

Drug-Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, OSU-Oklahoma City notifies all employees that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition might be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

As a condition of employment at OSU-Oklahoma City, all employees will:

1. Comply with the terms of this statement; and
2. Notify OSU-Oklahoma City (through either their immediate supervisor, other supervisory administrator or project director) of any criminal drug statute conviction for a violation occurring in the workplace in writing no later than five days after such conviction.

Such conviction may, of course, result in the employee being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee to report his/her conviction, as required herein, constitutes grounds for dismissal.

As a further requirement of the Drug-Free Workplace Act, OSU has established a drug-free awareness program for the purpose of informing employees about the dangers of drug abuse in the workplace, the University's prohibition of controlled substances in and on OSU property, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed for drug abuse violations. An Employee Assistance Program has been created in furtherance of the drug-free awareness program. Information about the drug-free awareness program and the Employee Assistance Program may be obtained from the Human Resources Office.

Reference is made to Oklahoma State University Policy and Procedures Letter 1-1205, Drug-Free Workplace and the Drug Free Workplace Act of 1988 as sources of information and clarification.

Drug-Free Schools Policy

As set forth in local, state and federal laws, and the rules and regulations of OSU-Oklahoma City, OSU-Oklahoma City prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds or other property owned and/or controlled by OSU-Oklahoma City or as part of OSU-Oklahoma City activities.

Internal Sanctions

Any student or employee of OSU-Oklahoma City alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to expulsion, termination of employment, referral for prosecution after and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of OSU-Oklahoma City.

External Sanctions

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Drug/Alcohol Counseling and Rehabilitation Programs

The Wellness Center, Family Resource Center, and Counseling Center have information of this nature for students and employees. The Employee Assistance Program is also available for employees. Other resources in the community may also be available from these centers or programs. Seeking help from, being referred to or from these services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

Reference is made to the Drug-Free Schools and Communities Act of 1989 as sources of information and clarification.

CONFIDENTIALITY

During the course of employment, employees will be working with students, personal student data and other information that is considered confidential. Maintaining this confidentiality is important to the success of the institution. Under the federal *Family Educational Rights and Privacy Act*, sometimes referred to as the "Buckley Amendment," it is a violation of federal law to release student educational records or personally identifiable information about a student without the student's prior permission, in most instances.

USE OF TOBACCO/SMOKING

Effective January 1, 2008, OSU-Oklahoma City is a smoke-free/tobacco-free campus. The use of all tobacco products is prohibited anywhere on campus, including buildings, grounds, and parking lots leased, owned or operated by OSU-Oklahoma City. This

policy applies to all persons on campus, including but not limited to employees, students and visitors to the campus.

TELEPHONE USE

OSU-Oklahoma City telephones are to be used for business purposes in serving the interests of our students and in the course of normal business operations. Answer all calls promptly and courteously. On occasion, personal calls may be necessary, but cooperation is requested in limiting them to emergencies or essential personal business and in keeping them brief. Emergency use only telephones are located in all the classrooms and are only to be used in real emergencies. Follow the instructions on each phone.

APPROPRIATE COMPUTER USE

As an institution of higher learning, OSU-Oklahoma City encourages, supports and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines.

Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom while protecting the rights of others. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Usage of these facilities is a privilege rather than a right. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet.

OSU-Oklahoma City reserves the right to limit, restrict or extend computing privileges and access to its information resources. Users are responsible for their own computer accounts and the usage thereof. Users will be subject to disciplinary action, including termination and/or loss of privileges for misuse of computers or computing systems under their control. Anyone who accesses, uses, destroys, alters or damages University information resources, properties or facilities without authorization may be guilty of violating state and federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this policy to disciplinary action by the University, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

APPROPRIATE USE OF ELECTRONIC MAIL

- As with other University resources, e-mail is appropriately used for purposes that further the goals of the University.

- Individuals may not use e-mail for entrepreneurial activities except in cases of University-sanctioned activities. Specifically prohibited is the selling of access to the Internet by any member of the University community.
- No one shall be added to an e-mail listing for other than official University business without his or her consent. Mailing lists may be used only for their intended purposes.
- All materials sent by campus e-mail must be attributed to the individual, office or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that the mail was originated from another source or individual.

General Policy Statements

- It is the intent of OSU-Oklahoma City to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that universities place high value on open communication of ideas, including those new and controversial, the intention of the University is to maximize freedom of communication for purposes that further the goals of the University.
- All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Public Records Act and, when relevant, to discovery in civil litigation.

Objectionable Material, Violations and Sanctions

- The University cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Employees of the University community are expected to demonstrate good taste and sensitivity to others in their communications.
- It is a violation of this policy to use e-mail to libel, harass or threaten other individuals.
- Users of campus communications are subject to local, state and federal laws and regulations and applicable Oklahoma State University policies and procedures. Users must comply with copyright laws.

Reference is made to Oklahoma State University Policy and Procedures Letter, Use of Electronic Mail, 1-013 as a source of information and clarification.

ELECTRONIC DEVICE POLICY

Cell phones and other electronic devices are disruptive to the class. If a student's work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. **A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by**

an instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to the appropriate penalties. This policy may be strengthened by the instructor.

HOURS OF OPERATION

Bookstore	Hours:	Monday – Thursday	8:00 a.m. – 6:00 p.m.
		Friday	8:00 a.m. – 5:00 p.m.
		Saturday/Sunday	Closed

Extended hours will be coordinated with enrollment offices each semester.

Location: Student Center, second floor

The bookstore carries the textbooks and reference materials that are used in courses offered at OSU-Oklahoma City. A complete line of office and school supplies, computer software and peripherals, accessories, medical supplies and uniforms, and other items are also sold. General trade books, greeting cards, gift items, and OSU logo articles are carried. Faculty members may show ID and receive a ten percent (10%) discount on most purchases.

Business Services	Hours:	Monday - Thursday	8:00 a.m. – 6:00 p.m.
		Friday	8:00 a.m. – 5:00 p.m.

Location: Administration Building, Room 201

Business Services handles student accounts, including billing, receipt of student payment and campus deposits, processes student refunds, including Financial Aid disbursements, vehicle reservations, travel reimbursements and oversees campus purchasing.

Evening/Weekend Coordinator - Location: Technology Support Center, LRC 102

Hours:	Monday - Friday	4:00 p.m. – 10:00 p.m.
	Saturday	8:00 a.m. – 5:00 p.m.
	Sunday	1:00 a.m. – 5:00 p.m.

(Hours are subject to change)

The evening/weekend coordinator acts on behalf of all campus offices and departments in assisting evening and weekend personnel. If you have questions or problems contact 405-312-1555.

The Print Shop, part of the Print & Mail Services Offices, prints copies of materials for class use for each department. Graphics services are also available. See Academic Support Services for further details.

NOTE: Services listed in this section are provided during the spring and fall semesters.

KEYS

Key(s) necessary to carry out teaching assignments must be requested from your Supervisor or Division Head only. At the time you are issued a key(s), you will be required to sign a Key Agreement. This agreement states that the key(s) listed are the only OSU-OKC key(s) in your possession. You will not loan, transfer, give possession of, misuse, modify, make copies of or alter the key(s). Upon separation of employment, all keys, along with a **separation checklist** obtained from the Office of Safety and Security website at www.osuokc.edu/security or Human Resources, are to be turned in to Safety and Security, NOT to your division/department head. If you fail to turn in your key(s) and clear a Separation Checklist, you may be liable and charged to re-key the area in which your key(s) have given you access. Report lost (or found) keys immediately to the division office and they can be replaced upon request. Duplication of any campus keys is strictly illegal.

Those employees who have changed position and/or office locations MUST turn in their keys to Security and they will be re-issued a new set of keys according to the area they now belong to. DO NOT give your key(s) to your supervisor or to an employee that is taking your place. Until you have cleared your Key Agreement with Security, you are still responsible for your old key(s). You may be liable and charged to re-key the area in which your key(s) have given you access.

MARKETING & COMMUNICATIONS

The Communications Office serves as a communications clearinghouse for all campus marketing, advertising, media relations and new media content management (plasma screens, electronic signs and web pages).

Media Relations

OSU-Oklahoma City offers a variety of excellent programs taught by outstanding individuals. In an effort to project our excellence in a consistent manner, faculty and staff should contact the Office of Communications to discuss media opportunities.

It is the policy of OSU-Oklahoma City that only the president and the director of Communications, or those authorized by the president or director of Communications, are designated to dispense press releases, contact the media or answer media inquiries. Also, should media representatives make an unscheduled stop on campus, the Office of Communications should be contacted immediately.

Occasionally, the media may contact the Office of Communications for a representative to participate in an interview regarding a particular area of expertise. In most of these situations, a representative from the Office of Communications will also attend the interview to provide support as needed and will provide any preliminary information in preparation for the interview.

Image and Publications

Any item that is produced with the OSU-Oklahoma City official name and/or logo must be approved by the Office of Communications. This includes but is not limited to: press releases, mass mailings, brochures, newsletters, promotional items, apparel, web sites and advertisements.

To make a request, complete the Electronic Communications Request Form (Appendix H), with your vice president's signature, and bring to the Office of Communications, AD 200. Communications forms are available on the OSU-OKC website by clicking the Faculty Staff link, and the Communications link. The Office of Communications will process your request and work with our in-house graphic artists as well as secure any outside vendor needed to complete your request. For additional information call 945-9153 or 945-3317 or go to www.osuokc.edu/communications.

INSTRUCTIONAL PROCEDURES

The adjunct faculty are a vital part of OSU-Oklahoma City. No more is expected of this group than from the full-time faculty; however, in relation to classroom preparation and presentation, no less is expected either.

There are many methods available to present classroom materials. The most common method is the lecture, but it should not be utilized exclusively. Students bring into the classroom a variety of learning styles, and as many as possible should be addressed. There are available sources for learning and addressing various instruction methods for adjuncts in the division, in the Library and in Academic Technologies.

The following are general guidelines for adjunct faculty to use when preparing to teach a course. Each division may have other, more specific requirements, and the division head, department head or lead instructor should be consulted when preparing course syllabi.

ABSENCE OF INSTRUCTOR

Classes shall meet as scheduled at all times. If an instructor cannot meet a class in person at the assigned time, it is the instructor's responsibility to arrange for a substitute instructor for that class time and to notify the lead instructor, the department head or the division head.

If a substitute instructor is not available, then the adjunct instructor is expected to notify the lead instructor, department head or division head as soon as possible and if other

arrangements are not possible, to notify all students that the class will not meet as scheduled. The class roll contains the telephone numbers for all students enrolled in the class. Each instructor should have students verify their phone numbers. If a student's phone number is not correct, the student should be advised to notify the Registrar's Office of the correct phone number and any address correction.

Absences not properly approved may result in a salary reduction for time missed. The lead instructor or department head will notify instructors, as early as possible, of any circumstances other than weather related, which would require classes to be cancelled or changed during the term.

ACADEMIC CALENDAR STANDARDS

The academic semester is the standard academic calendar unit in the Oklahoma state system of higher education. The standard semester consists of a minimum of sixteen weeks, excluding enrollment, orientation and vacation time. All classes are expected to meet for the full sixteen weeks, and no college, academic department or individual faculty member is authorized to reduce the number of academic weeks in the standard semester without specific approval of the State Regents.

AMERICANS WITH DISABILITIES ACT (ADA)

PROVIDING ACCOMMODATIONS FOR STUDENTS ACCORDING TO THE AMERICANS WITH DISABILITIES ACT.

The University approved ADA statement should appear in all course syllabi as well as courses offered via the Internet. This statement should be read aloud to students at the first class meeting of each course.

“If any member of the class feels that he or she has a disability and needs special accommodations, contact Emily Cheng, the Advisor to Students with Disabilities, Student Center, Room 142.”

Any student who desires accommodation in the learning environment has the responsibility to identify him or herself as a student with a disability to the advisor to students with disabilities and to request accommodation.

The advisor to students with disabilities will provide the student with information about appropriate documentation of the disability.

The student and the advisor to students with disabilities will develop an Access Plan for accommodation. It is the student's responsibility to supply the instructor with the developed access plan/instructor's notification form in person. Without this plan, accommodations cannot be made.

The student, advisor to students with disabilities and instructor will receive a copy of the Access Plan.

It is the affirmative obligation of the student not only to provide competent medical documentation as requested by the Office of Services to Students with Disabilities, but also to renew any additional requests for accommodations each new academic semester.

For additional information for faculty members, please refer to Appendix I, *Disability Accommodations Handbook for Faculty Members*.

Note Taking Request to Faculty

A student with documented disabilities may request note takers. It is the student's responsibility to contact the Office of Services to Students with Disabilities to request assistance with note taking. Late requests may not be fulfilled in a timely fashion.

During the semester, the student with a disability and his/her note taker are encouraged to communicate with one another frequently about note taking concerns, such as arrangements for receiving notes. Students should work with their note takers to determine the type of notes preferred and the appropriateness of the notes supplied. Carbonless form paper (NCR) may be picked up by the student with the disability from the Office of Services to Students with Disabilities. The student must supply the NCR paper when providing the Access Plan to the professor. If a professor has a qualified student in class, please ask them to share notes with the student needing assistance. In the alternative, the professor should read the following statement:

"The University has requested a volunteer in this class to share their notes with a student that needs assistance. If anyone would like to volunteer, please contact me after class."

The note taker should have the following characteristics: Well-organized and detailed notes; legible handwriting; regular class attendance; willingness to ask questions to clarify information.

In some cases students with disabilities (SWD) will prefer to remain anonymous to the note taker. In those instances the professor should give the NCR paper to the note taker and mediate for the SWD. Because all matters pertaining to disability issues are to be treated as confidential medical records, you should not name the student in reading the request to the class. It is also best not to refer to a person's accommodations when in front of, or within hearing of other students. It is the responsibility of the SWD to ensure they are in class to receive notes. If a SWD misses a class he/she is not eligible to receive notes for that day from the regular note taker unless the Professor agrees. All SWD must attend class in order to receive notes as an accommodation. If the SWD has not received notes they should consult with their note-taker and /or Professor. If the professor does not ensure the student of getting the proper notes, call Office of Services to Students with Disabilities at 945-3385.

It is the institution's responsibility to provide accommodations. Access to lecture notes can be provided by identifying a volunteer in class, by providing copies of your own lecture notes, or by putting material/notes on the Internet. If there is a problem providing the accommodation by any of these means, please notify the Office of Services to Students with Disabilities immediately.

ASSIGNMENTS

All class assignments should be listed on the course outline according to date and grade calculation. Policy for make-up or late class assignments should be stated in the grading procedures of the course syllabus. Class assignments, make up policy, and acceptance of late work should be approved by the lead instructor and follow any department policies already established.

Copies of class assignments should be on file with the appropriate division.

CLASS PERIODS

Each class should meet the specified number of minutes listed in the schedule of classes. Those classes meeting 90 minutes or longer may have a 10-minute break at the midpoint of the class. According to the policy of the State Regents for Higher Education, a class must meet the full time it is scheduled in order to grant credit for the class.

CLASS ROLL SHEETS

Roll sheets are distributed to faculty on Monday of the following weeks during the fall and spring semesters:

- First three weeks of the semester
- 8th week
- 10th week
- 13th week (Monday after the drop/withdraw date)
- 7th week during the summer session
- As required/needed during the semester

The roll sheets are delivered to the faculty by the division/department head.

Faculty should verify the correctness of roll sheets. Students who are not listed but attending the class should be directed to the appropriate academic division to correct their enrollment. Students should be listed in the section of the course in which they are attending. Students may not attend one section and remain on the roll for another section.

CLASSROOM MAINTENANCE

Any complaints concerning the maintenance of the classroom or laboratory should be made in writing to the lead instructor and/or department head. It is common courtesy to erase boards after class and turn off lights (especially if no other class is scheduled afterward.)

CLASSROOM PROCEDURES

Classroom procedures are left to the discretion of the individual instructor but must meet department and division guidelines. The classroom procedures policy should be handed out at the first class meeting. However, instructors are cautioned against setting policies and procedures that do not permit enough flexibility to allow for unforeseen circumstances and events. Innovative methods are strongly encouraged.

COURSE SYLLABUS

A course syllabus is required for every credit course taught at OSU-Oklahoma City, and is to be filed with the appropriate department/division head each semester the course is offered. It is necessary that students know what the course is about, evaluation methods, special requirements and general expectations. All course syllabi should follow the same format/guidelines. (See Appendix A)

On the first day of class, the faculty member will distribute the course syllabus to each student and explain its contents. Syllabi for distance education classes will be emailed to the student prior to class or at an orientation the student is required to attend.

DISCIPLINARY PROBLEMS

OSU-Oklahoma City has long honored the right of students and faculty to engage in free discussion and expression within the teaching-learning process. It is also clear that in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of other members of the community cannot be tolerated. OSU-Oklahoma City students are mature and have a sincere interest in the educational process. Faculty members can usually depend on students to promote a good learning environment. However, on those rare occasions when a student may cause a classroom disturbance, it is the faculty member's responsibility to attempt to bring the situation under control as quickly and quietly as possible. If the situation cannot be brought under control, the faculty member may dismiss the disruptive student from the class. Incidents of disruptive conduct, academic misconduct/dishonesty or violations of the student rights and responsibilities code are to be reported to Student Conduct Officer, Student Activities/Campus Life Office, first floor, Student Center. The evening/weekend coordinator assists in the judicial process for incidents occurring in the evening. Security officers will assist the faculty member in removing the student if necessary. (See Safety and Security, General Policy for instructions in contacting OSU-Oklahoma City security officers.) If a student is permanently dismissed, the faculty member must notify the department head/division head as soon as possible. It is emphasized that permanent student dismissal is a rare and drastic action, and the faculty member should endeavor to provide a learning environment that would minimize student disruption.

Further information on student rights, responsibilities and conduct can be obtained in the Student Activities and Campus Life Office, Student Center or an electronic version is available online at <http://www.osuokc.edu/rights>.

EVALUATION OF INSTRUCTOR

Each semester instructors will be reviewed by the students in selected classes. The Student Instructional Evaluation is to be completed during the 12th-14th weeks of the fall and spring semesters and during the 6th - 7th week of the summer semester. (See Appendix C)

For many classes the instructor will pick up the evaluation packet at the division office during the appropriate time period. A student monitor is selected and will read instructions to the students. While the students are receiving instructions and completing the evaluation forms, the instructor will leave the classroom. Normally 15-20 minutes are allowed for the evaluation process. The student monitor will collect the forms, seal them in their envelope and return to the designated location as printed on the packet. Other classes, especially online classes, may use electronic media to complete student instructional evaluations.

After grades have been turned in for the semester, instructors will receive a report summarizing those evaluations and student comments.

EXAMINATIONS

Faculty determine types of examinations to be given in the class. An exam schedule should be part of the course syllabus and should be given to students the first class period.

The individual instructor decides whether students will be permitted to take make up or special exams. Instructors are cautioned against setting policies or procedures that do not retain flexibility to allow for unusual situations.

During pre-finals week, all normal activities will continue; however, no assignment, test or examination accounting for more than 5 percent of the course grade may be given. This excludes make-up and laboratory examinations, out of class assignments (or projects) made prior to pre-finals week and independent study courses (OSU Policies & Procedures Letter, 2-0210.1). Oklahoma State Regents for Higher Education policy states, *“Those institutions which reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.”*

Final exams are to be given at the designated time of the final exam week. Final exams for evening, Saturday or Sunday classes will be administered during the final class meeting. Any deviation requires written permission of the division head. If a student has three or more final examinations on one day, requests may be made to the division head of the student's major to reschedule one of these examinations.

FIRST CLASS MEETING

The first class meeting is significant and sets the tone for the course. Meaningful activities, lectures or discussions are to be conducted in the first session, even though the students did not have a prior assignment.

On the first day of class, faculty members should distribute the course syllabus to each student and explain its content.

FOOD AND DRINKS

Food and drinks are **strictly forbidden** in classrooms and laboratories because of the mess created, possible disturbance to other people and destruction to the equipment and facilities.

EARLY ALERTS

Mission: To provide a more efficient and proactive way to identify, track and contact those students who are demonstrating a lack of academic progress in their currently scheduled coursework.

If you identify a student who you believe to be at risk for an unsuccessful outcome in your class you may alert that student via your divisional secretary. There are nine possible categories in which a student can be alerted:

1. Non attendance – first two weeks.
2. Unsatisfactory attendance.
3. Unsatisfactory first exam grade.
4. Unsatisfactory mid-term grade.
5. Unsatisfactory course progress.
6. Needs basic skill instruction.
7. Needs study skills instruction.
8. Needs tutoring/supplemental instruction.
9. Non-attendance – internet class

Once alerted, a student will receive a letter with specific instructions to contact you to discuss the situation and options. Each alerted student also receives a follow up call.

Outcomes reports can be found in the enrollment management reports section of the Student Learning webpage:

www.osuokc.edu/studentlearning

GRADE BOOK

Faculty members should maintain a grade book that includes the results of student examinations, projects, presentations and other items that determine the final grade. Faculty members should maintain copies of syllabi, course policy statements, examinations and other materials pertinent to their courses. Faculty members who are leaving OSU-Oklahoma City permanently or for an extended time should deposit their grade records and course files with their department head (OSU Policies and Procedures Letter 2-0214).

GRADE POLICY FOR INCOMPLETE (I)

The grade of "I" represents incomplete work. It may not be used as a substitute for a failing grade. The request for an "I" grade is initiated by the student and granted to eligible students at the discretion of the instructor. In order to be considered for an "I" grade, a student must have successfully (grades above passing) completed at least 70 percent of the course work and be unable to finish for reasons beyond his or her control. In order to award a grade of "I," the student and the instructor must complete an "Agreement for Incomplete Grade." The "I" Grade Agreement sets the conditions for the satisfactory completion of the coursework and is submitted by the instructor to the Office of the Registrar.

GRADE REMOVAL OF INCOMPLETE (I)

It is the responsibility of the instructor to report the removal of the incomplete grade to the Office of the Registrar on the appropriate form furnished by the registrar. Students who receive an "I" grade in courses of non-continuing nature have the responsibility for satisfying the requirements stipulated by the "I" Grade Agreement at the time of the assignment of the "I" grade. The normal time frame allowed a student for removing an incomplete grade is one year unless a shorter time is stipulated in the agreement.

When faculty report the grade of "I" to the registrar for courses of non-continuing nature, the instructor shall be required to submit the original "I" Grade Agreement along with the official grade report, which is filed with the Office of Admissions and Registrar Services at the end of the semester. The "I" Grade Agreement will set the conditions including the appropriate time limits for removing the "I." A condition that the student must repeat the course or stipulate class attendance in a subsequent semester in order to remove the "I" is not permitted.

GRADE SUBMISSION DEADLINES

Beginning fall 2010 if a course ends before the end of the full term the grades for this course must be posted within five calendar days of the end of the course. All classes that end the last week of the term must have grades posted no later than 5:00 pm on Monday of the following week **OR posted earlier according to the guidelines set by the division.**

GRADE REPORTS

At the end of each semester/session 'Web for Faculty' will be made available for grade entry by the faculty member. Each instructor must contact the Office of Admissions and Registrar Services to be assigned a PIN number and Faculty ID number. The grade option will be available the first week of each month for the eighth week and fast track classes that ended the previous month. Grading will also be available during finals week and the first day or two following the end of the semester. An e-mail will be sent each semester notifying faculty of the exact date and time grades are due. If grades are not entered in a timely manner the instructor will be required to complete a grade change form for each

student. Instructors are NOT to tell students to contact the Office of Admissions and Registrar Services, the department head or the department secretary for grades.

GRADES

Grades are assigned by faculty based on the work completed by the student and according to the grading procedures given to the student during the first class meeting. Grades are to be assigned as follows:

Grade Point per

<u>Grade</u>	<u>Quality of Work</u>	<u>Semester Hour</u>
A	Excellent	4
AH	(Honors Credit) Excellent	4
B	Above Average	3
BH	(Honors Credit) Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0

Other Symbols

<u>Grade</u>	<u>Explanation</u>
W	Withdrawn
I	Incomplete
AU	Audit
AW	Administrative Withdrawal
S-U	Satisfactory/Unsatisfactory
P-NP	Pass/Not pass
P-F	Pass/Fail
N	Grade Not Submitted

Further information may be obtained in the "Policy Statement on Grading," Oklahoma State Regents for Higher Education, May 29, 1992, revised December 1, 2003.

CORRECTING GRADE REPORTED IN ERROR

An instructor who reports an incorrect grade may request the registrar to correct the grade. The request must be in writing on a Grade Change Form (Appendix D) and must have a recommendation from both the vice president for Academic Affairs and the division head. The grade reported incorrectly will be removed from the transcript record with the new grade recorded in its place. In no case will the registrar lower a grade after the student has graduated.

GRADE APPEAL

A Grade Appeal is designed to give students the right to appeal the final grade awarded in a class. The bases for a grade appeal involve cases in which a student alleges that the

instructor either: 1) did not follow the campus policies and procedures; 2) did not follow her or his published syllabus, 3) refused to correct an error in calculating a student's grade, or 4) was inconsistent in the application of college policies, procedures or the instructor's guidelines.

If a student believes that his/her final grade has been erroneously assessed by the instructor, the student may file an appeal with the Academic Appeals Committee, after first visiting with the instructor and the appropriate department and division head. The deadline for submitting the completed form is four (4) months after the date the grade was assigned, or six (6) weeks after student begins a new semester, whichever comes first. Grade Appeal Forms may be obtained from the office of the vice president for Academic Affairs. (Appendix E)

The Academic Appeals Committee will communicate its decision in writing to the student, the instructor and the division head of the area. When the committee votes to alter a grade, the decision is sent to the registrar for correction of the grade on the student's transcript record. The original grade is removed from the transcript record and the new grade recorded.

ENROLLMENT APPEAL

A Student Enrollment Appeal is meant to deal with situations when a student is unable to withdraw from a class prior to the State Regents' deadline due to circumstances beyond the student's control. A student may file an Enrollment Appeal Petition with the registrar. The deadline for submission of an Enrollment Appeal Petition is six months after the date the grade was assigned or fees were assessed. Forms for this purpose are available in the Office of Admissions and Registrar Services. (Appendix F.)

OFF-CAMPUS CLASS MEETINGS

Any class or laboratory session, whether for credit or non-credit, that must meet at an off campus location (30 miles or more from campus) must receive written permission from the department head, the division head and the vice president for Academic Affairs. If the travel is out-of-state, the approval of the president must also be obtained.

The instructor must complete an insurance form for all students for any field trip in order for students to be covered by OSU-Oklahoma City's medical emergency insurance. If the insurance form is not completed prior to a field trip, the instructor will assume any and all liability incurred during the field trip. Insurance forms are available in the office of Student Services or the division office. The form must be filed in the office of Student Services before departure.

RETAKEING COURSES

A student who elects to retake a course must enroll in the course and pay full fees for the course. For eligibility for financial aid, a student's GPA will be calculated on the basis of all hours attempted since matriculation to college level work.

ROOM ASSIGNMENTS

Classroom assignments will be made by the division head when a class is scheduled. In the event an assigned classroom will not accommodate the number of students enrolled in the section, the instructor should notify the lead instructor, department head, division head or the evening/weekend coordinator. Every attempt will be made to reschedule the class in another room.

ROOM CHANGES

If a classroom change is made, the Office of Academic Affairs must be notified for the change to be entered into the master schedule by the division head. Classroom reassignments become official only when approved by the vice president for Academic Affairs and upon approval, will be entered into the master schedule. For a temporary classroom change please call the evening/weekend coordinator 312-1555.

SEMESTER DATES

Instructors should include in the course syllabus the academic calendar of dates/events for the following: opening date of the semester, vacation/break dates, last date to drop/withdraw from a class, final exam dates (and time), and closing date. On the first day of class, the faculty member will distribute the course syllabus to each student and explain its contents. The syllabus should be formulated according to the guide in Appendix A.

STUDENT ATTENDANCE

Class attendance policies are based on students being acknowledged as mature individuals, and emphasis should be placed on developing a sense of their own responsibility for their education. Students are held accountable for all work covered in a course despite valid reasons for absence from class. Students are expected to attend each class period.

The policy statement on University Academic Format urges all faculty members "to provide students with a semester course plan showing the schedule of examinations and other course requirements." (See Policy & Procedures Letter 2-0207) Faculty members are advised to share with students any attendance policy in effect in classes for which they are responsible. In addition, they are expected to report cases of repeated absenteeism to the academic division head. Instructors are to report to the registrar the names of students who have not attended class during the first week of a semester for purpose of enrollment verification. (Approved by the OSU-Oklahoma City Executive Council, May 3, 1994.)

To be properly enrolled in a class, the student must be listed on the official class roll. Those students not officially enrolled will not be allowed to attend class and should be referred to the student's advisor.

No student will be enrolled in a class after the cut-off date published in the class schedule.

STUDENT INFORMATION SYSTEM/WEB FOR FACULTY

SIS is the Student Information System, and “Web for Faculty” is a web interface to the Student Information System. Using most popular web browsers, OSU-Oklahoma City faculty may view their class rolls. SIS “Web for Faculty” is the method used for submitting grades at the end of each term. A personalized PIN (Personal Identification Number) ensures confidential access to records.

STUDENT ACADEMIC DISHONESTY OR MISCONDUCT

Academic dishonesty or misconduct, particularly plagiarism, is not condoned nor tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standards, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Campus Student Rights and Responsibilities Code Available in the Student Activities and Campus Life Office, Student Center or an electronic version is available online at <http://www.osuokc.edu/rights>.

STUDENT HANDBOOK

A copy of the Student Rights and Responsibilities may be obtained in the Student Activities and Campus Life Office, Student Center, first floor. An electronic version is also available online at <http://www.osuokc.edu/rights>.

TEXTBOOKS

All textbooks are selected by the faculty and approved by the department/division head. The department head or designee is responsible for notifying the bookstore of textbook selections. The bookstore makes current book adoption forms available. Any materials or reference books the students are requested to buy will be noted on these forms along with the textbooks.

ACADEMIC SUPPORT SERVICES

BUSINESS SERVICES

Office Hours

The Business Services Office is open Monday – Thursday 8:00 a.m. to 6:00 p.m. Friday hours are 8:00 a.m. to 5:00 p.m.

EMPLOYEE SERVICES

Deposit of Funds Received

All monies received by OSU-Oklahoma City are to be deposited within 24 hours of receipt or the next working day. This is not only OSU-Oklahoma City policy it is state law. This applies to all functions of OSU-Oklahoma City.

No money is to be left in offices after hours. All change funds, daily receipts, etc. are to be brought to the Business Services Office to be locked in the vault overnight, or placed into the night depository outside the Business Services Office and picked up the next working day. Monies placed in the night depository for safekeeping should be placed in a sealed envelope or a locked bank bag and identified as to ownership.

Requisition for a School Vehicle

Employees may reserve a school vehicle online at the OSU-Oklahoma City web-site, select Faculty & Staff, then Vehicle Request or go to <http://www.osuokc.edu/vehicle/> . View the calendar for availability, submit the online request form if a vehicle is available. Confirmation will be received within 24 hours.

Keys to the vehicles are picked up at the Business Services Office just before departure. If you are leaving prior to 8 a.m., you must make arrangements with security in advance to pick up the keys.

The person requesting the vehicle will be responsible for the return of the keys and credit card on time. Keys and credit cards should be turned in as soon as the vehicle is back on campus. If you return to campus after Business Services Office hours, turn the keys in to the Security officer on duty, unless you have made other arrangements with the Business Services Office. Remember, someone may be waiting for the vehicle. Vehicles cannot be kept overnight at an employee's residence. The use of the 15 passenger van requires the PDTC driving course before it can be requested.

Fueling a School Vehicle

A Wright Express Universal Fleet credit card with instructions will be provided with vehicle keys. Before returning the vehicle if the gas gauge is half (1/2) full, it must be filled up.

Other Vehicle Rules and Regulations

The vehicle use policy web address is www.osuokc.edu/businessservices/faculty_staff.aspx Please review this policy for other vehicle rules and regulations

After Hours Security Number

On Campus: extension 111
Off Campus: 945-9111

BUSINESS SERVICES FOR STUDENTS

The Business Services Office handles financial transactions for students, including, but not limited to, the following:

- Payment of tuition
- Issue student parking permits
- Payment of parking fines
- Payment of miscellaneous fees, such as testing (ACT, CLEP, etc.)
- Student refunds, including Financial Aid disbursements
- Cashing personal checks up to \$10 for students, \$50 for employees

DEAF STUDENT SERVICES

The Deaf Student Services program provides note taking and interpreting services for deaf/hard of hearing students. For more information, please contact the Interpreter Training department head at 945-3288 V/TDD.

COMPUTER SERVICES

The Information Technology office currently provides service to the various departments on student information (SIS) through an Active Director network, local area network connectivity and desktop computing.

Student Information Systems (SIS)

- Student records, enrollment, fee calculation, financial aid information and course advisement.
- Various reports to support the above functions.
- Name and address label files for mass mailings.
- Invoice tracking and reporting.

Active Directory Network

- Microsoft Office, PowerPoint, Excel, Outlook and Internet SMTP mail are available.

Internet

- Explorer

Faculty and staff who need access to the facilities listed should contact the division head who will send a written request to the Information Technology Office defining which of the services are needed.

Web Page

Web page design and development is maintained through the Communications Department. The Web server is housed and maintained by Information Technology, which oversees accessibility and security issues. To access OSU-Oklahoma City's Web page, the address is www.osuokc.edu.

PRINT & MAIL SERVICES

The Print & Mail Services department provides printing, duplicating, graphic design, mailing and web development services for the OSU-Oklahoma City campus.

Working with the Office of Communications, it serves as the "production and distribution center" of the image of OSU-Oklahoma City. This involves the process of better shaping, influencing and coordinating OSU-Oklahoma City's image and identity with both its external (i.e., community residents and business leaders, legislators, news media, prospective students, parents, alumni, major contributors, friends and taxpayers) and its internal publics (i.e., faculty, staff, students). These various publics have differing needs and expectations. How they perceive OSU-Oklahoma City will determine how fully they support OSU-Oklahoma City, or, if they are potential students, whether they choose to attend OSU-Oklahoma City.

Print & Mail Services is located on first floor of the Administration Building, room 105. The hours of operation are 8 a.m. - 12 noon and 1 p.m. - 5 p.m. Monday through Friday. The lobby area is open 8 a.m. - 5 p.m. for those desiring to pick up or deposit mail.

Printing & Duplicating Services-Digital Storefront

Print and Mail Services offers electronic job submission as well as walk-up copy services. Electronic requests should be submitted using the online Digital Storefront ([DSF](http://dsf2.osuokc.edu/dsf2/)). Contact Print & Mail Services at <http://dsf2.osuokc.edu/dsf2/> to request an account to use DSF. Walk-up requests for copies must be brought to the copy center. When you deliver your request, you may wait for your copies (workload permitting), have the copies placed in the mail, or return later for pick up. You may drop off your printing request during the noon hour (12-1 p.m.) by placing the order in the wire basket located at the service window (second window on the left). At the time of requesting this service please submit a completed copy of a printing request form indicating the desired method of pick up or delivery. Larger printing orders are generally delivered to the requesting department. Should additional steps be required to complete your printing request, you will be notified.

Various weights and colors of paper are available upon request. Please specify if special stock or ink is required.

Duplication capabilities include high volume black and white printing as well as limited run full-color printing.

When submitting requests for printing, please follow the suggestions below:

- Submit a completed print request form, Appendix G
- Don't fold or crease the original
- Use black ink or toner on white paper for the original
- Don't staple the originals together, use a paper clip

- Submit sensitive materials originals (originals, tests, etc.) in an envelope
- Indicate any special instructions needed for the project
- Have departmental approval

Printing Services also utilizes offset printing. With this method of printing, various sizes, color, weights of stock (paper) may be used with various colors of ink. This mode of printing is used when a large quantity of a single original is required and/or color ink is used.

Folding, cutting, numbering, stapling & stitching, padding, binding and tabbing are some of the services that are available in the print shop.

Copy paper is delivered to departments by request. Please place your order for paper with the mailroom by phone (x307) or e-mail (Glenda Cameron in campus e-mail system or cglenda@osuokc.edu).

Graphics

Graphics has the resources to layout and design materials ranging from a simple flyer to a full color publication. The Office of Communications must approve all external publications. Please refer to campus publication policy for more information. Some projects may require additional time and resources for completion and consideration should be given when utilizing these services.

Should you require the services of the graphics department, please make an appointment to discuss it with them. Submit all the necessary information at start of project, i.e. text, photos, logos, etc. If possible, please furnish information on disk or e-mail to graphics. Prior to printing, you will receive a draft, or proof, of your request. All publications must be routed to the Office of Communications for final proofing before it is printed. This is a directive from Vice Presidents Council of OSU-Oklahoma City. The originator and a representative from the Office of Communications must approve before the publication will be printed.

When setting time frames for publications several factors must be considered:

- Amount of time required for design, layout, proofing and editing.
- Time required for printing and preparing information for distribution.
- How is the material to be distributed, such as, campus distribution, external distribution, U.S. Mail, etc.
- Date the event is being held. Dated material should be in recipient possession in a timely manner.

Web Design & Development

The official OSU-Oklahoma City campus website is designed and maintained through the Communications department. The Web server is housed and maintained by the IT

department, which oversees accessibility and security issues. The website content is governed by the Institutional Web Page Committee, in accordance with the publication guidelines that have been established.

Mailing Services

External incoming mail is delivered to campus each morning from the post office. Delivery time can vary depending on the post office. Mail is then sorted by department and put into departmental mailboxes, which are secured with a lock. The key for your mailbox is the same key that allows you to access the door to your working area.

Daily incoming mail may be picked up between the hours of 10:30 a.m. and 5 p.m. The lobby area is open 8 a.m. - 5 p.m. for those desiring to pick up or deposit outgoing mail.

Outgoing mail must be brought to the mailroom by 2 p.m. to go out each day. A mail drop has been provided for this service. Mail may be deposited between the hours of 8 a.m. - 2 p.m. Outgoing mail delivered to the mailroom after 3 p.m. will be processed for mailing the next business day. On-campus mail may be dropped off at any time.

Incoming freight, large and/or heavy packages or boxes, including large printing orders will continue to be delivered to individual areas. If you have packages going out through UPS take them to the bookstore. Departments using Federal Express should contact the company.

The drop off location for campus mail to Stillwater via courier is AD201. The courier delivers from Stillwater Monday through Friday at approximately 1 p.m.

Mail Services can be reached at ext. 307.

Staff Information

- **Tim Hodges - 945-3361**
Production Coordinator
- **John Chitwood 945-3369**
Copy Center Technician
- **Glenda Cameron - 945-3307**
Mail/Shipping/Receiving Clerk

INFORMATION SERVICES (IS)

Information Services increasingly continues to provide a wide variety of support to the OSU-OKC campus. It brings together the skills and resources of Audio-Visual and Instructional Technology to create a cohesive, highly focused team capable of providing “one-stop shopping” to faculty seeking support for instructional technology initiatives. By

incorporating both traditional and new technologies to augment instruction, IS empowers faculty to achieve their teaching objectives.

IS is a central resource for faculty providing: curriculum design and instruction; digital media; video production; DVD production; instructional technology training and support; distance learning; and the Online Classroom (Desire2Learn) support; audio-visual services; OKEY support; multimedia classrooms; software consulting and testing; course and instructor evaluations and reporting; multimedia research; and technology grant-writing.

Located on the first floor of the Learning Resource Center (Room 102), The Technology Support Center (TSC) support is available Monday – Friday, 8:00 a.m. to 5:00 p.m., Saturday, 8:00 a.m. to 5:00 p.m. and Sunday 12:00 p.m. to 5:00 p.m. The TSC phone number is 945-6767 and the online request form is located at www.osuokc.edu/is/request.aspx.

What can the TSC do for you? The following is a list of those services:

Video Production

All staff/Instructors will have the resources of a fully equipped Digital Media Studio at their disposal. Almost any type of multimedia production will be attempted upon request on location and in the studio. Production of a program from idea to finished videotape will normally take several months, so be sure to allow plenty of time.

Video Editing

We have a fully equipped editing room to allow you to prepare and edit your video production. With some instruction, you could be editing your own materials. Alternatively, if the project is more complex we can do the editing for you.

Multimedia Duplication

We have a videotape/dv/dvd duplication set up so that multiple real time copies of media can be made upon request provided written permission to copy is provided, from the original producer or holder of the copyright.

Satellite Video Teleconferences

We have a satellite dish on campus that allows us to participate with many video conferences.

Audio Production

You have the resources of a fully equipped audio studio at your disposal. Almost any type of audio production will be attempted upon request.

Sound Mixing

We have the facilities to allow you to do voice-over announcing for any materials you may be working on such as video tape or slide tape productions. Remember mixing music, sound effects and voice together make a more complete production.

Faculty/Staff Training

We are here to give you assistance with your multimedia needs. Media Production support and training is available to faculty and staff members regarding instructional media, software, Online Classroom (Desire2Learn) and technical equipment.

To schedule training on our on-site digital media production equipment or to consult with us regarding your next digital project or marketing promotion contact Floyd Wilson (945-3320, floydnw@osuokc.edu).

To schedule training on our laptops, Elmo's, overhead projectors, whiteboards, Smartboards, and multimedia classrooms, contact Ginger London (945-9136, gingel@osuokc.edu).

LIBRARY

The Library is located on the fourth floor of the Learning Resource Center building, and has a study area on the third floor. Fall and spring semester's hours: Monday through Thursday, 8:00 a.m. to 9:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m. Saturday; 9 a.m. to 5 p.m., and Sunday, 1:00 p.m. to 5:00 p.m. Holiday, weekend and interim hours are posted. The Library web site is www.osuokc.edu/library/.

The Library Catalog provides access by author, title, subject and keyword. Open stacks and interlibrary loan make library resources easily accessible to students and faculty. The collection uses the Dewey decimal classification system.

The Library is a member of OCLC-AMIGOS. Interlibrary loan is available to faculty and staff at no charge. Faculty, staff and students may use other academic libraries in the state by obtaining an OK-Share card from the OSU-Oklahoma City Library circulation desk.

Normally periodicals, reference and some AV materials do not leave the Library, but if you have special circumstances, check with the Circulation Desk. All other materials check out to faculty for three weeks with one renewal, subject to recall. Faculty identification is required. All Library materials should be returned by the end of each semester. Faculty will be requested to replace lost or damaged materials.

The **Reserve Collection** is available for instructors to locate items that will be in heavy demand. Reserve materials will have restricted circulation. Placing materials on Reserve tightens security, assures equal access to all students in a class and limits the possibility of mutilated or stolen items from the collection. Reserve items are available within 48 hours after receipt and are arranged by subject on the shelf. Call extension 251 for more information.

The **Library Network** is currently available from any Internet accessible computer on the OSU-Oklahoma City campus, and contains:

OSU-Oklahoma City Library Catalog

- AGRICOLA
- Biblical Archaeology Society Archive
- EBSCOhost (including CINAHL) (full text)
- Encyclopedia Americana (full text)
- Encyclopedia Britannica (full text)
- Energy Citations Database
- ERIC - index to educational resources
- Facts on File (full text)
- First Search
- Info Trac (full text)
- Internet Explorer – Internet access
- Net Library (full text)
- NewsBank (full text)
- OCLC FirstSearch
- Original Sources (full text)
- ProQuest Direct (full text)
- SIRS Knowledge Source (full text)
- Turfgrass Information Center

Much of the Library network is accessible from home via the Internet. Check with the OSU-Oklahoma City Library circulation desk, extension 251, about accessing databases from your home computer.

Orientation tours for instructors, or for classes, may be scheduled by phoning extension 251. Special subject instruction may also be arranged. Class visits are scheduled by calling extension 251. Also, if you are making a class assignment for Library research, we would appreciate a call so we will be prepared to assist your students.

Request to Order forms are available from your department and division heads and from the Library Circulation Desk. Recommendations from instructors for both print and non-print materials are encouraged.

The Library has four **group study rooms** (420, 422, 424, 426) available to students working on class projects. They are available on a “first come” basis.

A Library book drop is available 24 hours a day in the breezeway on the west side of the Learning Resource Center.

If you have any questions or need assistance, please call the director of library services at extension 241 or the assistant director at extension 281.

STUDENT SERVICES

OSU-Oklahoma City's student-centered philosophy is reflected in the convenience and accessibility of its Student Services, most of which are located in the Student Center. Because we have combined the activities of admissions, enrollment, financial aid and records on one floor of the Student Center, students can experience the ease and simplicity of the "one-stop shopping" concept.

TESTING AND ASSESSMENT CENTER

Testing and Assessment Center staff administer and interpret a wide variety of tests, which can help students and advisors make decisions about course placements, career options, etc. COMPASS, a computerized assessment test, is given at no charge the first time for entering students. Students may retest two times in a semester to try and improve their scores. There are three parts of the COMPASS; reading, writing and math. A \$4 fee will apply for each retest of any part of the COMPASS. The COMPASS is the primary entry-level testing system used by OSU-Oklahoma City for the purpose of placement in courses.

National testing is also offered. The ACT-National and Residual, CLEP, GED, HESI, SPEAK and TOEFL require pre-registration and fee payment prior to taking the exam. A testing schedule is available upon request in the Testing and Assessment Center, Student Center Room 104 or by calling 945-8648.

Testing Services

The Testing and Assessment Center staff will proctor exams for students taking correspondence courses; distance learning courses including courses offered through Cox Communications, the Internet; or for faculty who need a supervised area where individual students can make up exams missed in class. The Testing and Assessment Center also provides supervised space for students who, according to ADA requirements, require special accommodations. Faculty members will need to complete a **FACULTY MAKE-UP EXAM SHEET** for each exam in the Center located on the first floor of the Student Center.

Faculty using these services must adhere to the following guidelines:

- Include ALL information requested - student's name with identification number or a class roster, instructor's name on the test, a contact phone number, time allowed for the test, deadline for completion of exam, notation of academic aids allowed and ADA accommodations required.
- If group testing or ADA special testing requiring one-on-one administration is necessary, an appointment must be made at least 48 hours prior to the test in order to confirm the availability of a testing room and/or staff.
- Scantrons or paper needed for the exam must be provided by the student or the instructor.

- Leave and pick up your exams in a timely manner. Completed exams must be picked up by the last day of finals week. Blank exams remaining in the Testing and Assessment Center will be shredded one week following the week of finals.
- Please guard the security of your exams by not allowing students to hand-carry their exam to the Testing and Assessment Center. For security reasons EXAMS WILL NOT, AND SHOULD NOT, BE SENT VIA CAMPUS MAIL.
- Use of the Testing and Assessment Center for make-up exams should be limited to small numbers of students. Please do not bring in a stack of exams with no names on them for an entire class or classes and tell the students to come in when they are ready to take the test.

Contact the Testing and Assessment Center at 945-8648 for more information.

A LOCKED BOX IS AVAILABLE SO TESTS CAN BE DROPPED OFF AFTER HOURS. Be sure and attach the faculty make-up exam sheet.

ACADEMIC ADVISEMENT

The Advisement Center, located on the first floor of the Student Center, serves students who are:

- New
- Transfer
- Undeclared, non-degree
- International
- Pre-Nursing

The Advisor for Students with Disabilities is also located in the Advisement Center.

Students who have declared a major course of study at OSU-Oklahoma City receive academic advisement through their academic division.

For more information go to www.osuokc.edu/advisement

STUDENT EMPLOYMENT SERVICES

The Student Employment Services Office, located on the first floor of the Student Center, is accessible to students and graduates. It has a comprehensive listing of job opportunities for the Oklahoma City area (and some other areas). The computerized Internet job listing is updated daily. During fall and spring semesters, the Student

Employment Services Office hosts a job fair that brings a number of potential employers and businesses to the campus to help students find out what companies want, learn about jobs related to their majors, allow students to talk with real world professionals, begin networking activities and find job opportunities in their field. For more information go to www.osuokc.edu/studentemployment or call (405) 945-8680.

STUDENT ACTIVITIES AND CAMPUS LIFE

The goal of this office is to contribute to the teaching and learning process, psychological and social well-being and growth of students and the development of important skills needed for success in life and service to the community. Student Activities/Campus Life provides a number of services and resources for students and the OSU-Oklahoma City community. These services include a variety of programs and activities scheduled throughout the year such as Howdy Week, Halloween and Christmas parties, multicultural events, as well as workshops and seminars.

There are many active student organizations and clubs on campus including: the Student Government Association, Phi Theta Kappa Alpha Pi Nu Chapter, the Deaf/Hearing Social Club, the Hispanic Student Association and Student Nurse Association (www.osuokc.edu/studentdevelopment/organizations.aspx). Faculty and staff are encouraged to get involved with student organizations by being sponsors or attending meetings and functions. For more information visit the Student Activities/Campus Life Office, Student Center, first floor or call (405) 945-3378.

Student Activities Transcripts provide an official record of “out-of-class”, extra-curricular activities and accomplishments of students. For more information go to www.osuokc.edu/studentdevelopment/transcript.aspx.

STUDENT GRIEVANCE AND CONDUCT

The teaching-learning process involves behavioral expectations of those involved in the process. Periodically, student behavior interferes with the teaching-learning process and intervention is necessary. Expectations of student behavior are described in the Student Rights and Responsibilities located at <http://www.osuokc.edu/rights/>. Hard copies of the Student Rights and Responsibilities are located in the Student Activities/Campus Life Office and the Office of the Vice President of Student Services. The judicial process on the campus focuses on behavior modification and intervention so that the teaching-learning process can continue uninterrupted. Grievances of students are conducted with due process and fundamental fairness with resolution being the main purpose.

ADMISSIONS

Admissions requirements to Oklahoma State University-Oklahoma City are established by the Oklahoma State Regents for Higher Education. As an open-door institution, Oklahoma State University-Oklahoma City can admit almost any student. However, faculty who serve to enroll students need to be aware of certain aspects of the student's

admission, as it relates to placement and financial aid. Student, faculty and staff IDs are obtained from the Admissions Office.

Assessment

All first-time freshmen who are admitted as regular students will be assessed prior to placement. Those under the age of 21 are required to present ACT test scores, or a similar battery of tests, and possibly COMPASS, while those 21 and over will be placed according to the institutional assessment instrument, COMPASS. Some transfer students may also be required to take all or part of the assessment exam. This placement is mandatory per Oklahoma State Regents for Higher Education Policy.

Curricular Requirements

The Oklahoma State Regents for Higher Education Policy (6-96) mandates certain curricular requirements which serve as prerequisites for respective freshman level courses. The following fifteen high school units are required for admission to Associate in Arts/Associate in Science and Baccalaureate degrees:

<u>Units (Years)</u>	<u>Course Areas</u>
4	English (Grammar, Composition, Literature)
2	Lab Science (Biology, Chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.)
3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus)
2	History (including 1 unit of American History)
1	Citizenship skills from the subjects of Economics, Geography, Government, Non-Western Culture.
3	Additional units of subjects previously listed or selected from the following: Computer Science, Foreign Language.
<hr style="width: 10%; margin: 0 auto;"/> 15	Required Units

In fall 1997, the fifteen high school units set forth above became requirements for admission. In addition the following subjects are recommended for college preparation:

2	Additional units: Fine Arts-music, art, drama, speech
1	Additional unit: Lab Science (as described above)
1	Additional unit: Mathematics (as described above)

Deficiencies

Non-fulfillment of a high school requirement is referred to as a curricular deficiency. All curricular deficiencies of first-time freshmen must be remediated within the first 24 semester credit hours attempted on the OSU-Oklahoma City campus. Transfer students must remediate all deficiencies within the first 12 credit hours attempted on the OSU-Oklahoma City campus. Students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline. No student can transfer into a baccalaureate or associate of science or associate of arts program if he or she is deficient in a curricular area.

Students may remove curricular deficiencies by any of the following procedures:

English - Any student who is not a current high school student and who has not completed four units of English at the high school level may demonstrate proficiency by one of the following methodologies:

- (1) Score a minimum of 19 on the English sub-portion of the American College Test (ACT).
- (2) Score a minimum of 82 on the Writing Skills sub-test of the COMPASS placement exam
- (3) Successfully complete (with a grade of C or better) Basic English Composition (ENGL 0103).

Mathematics - Any student who is not a current high school student and who has not completed three units of mathematics (through and including Algebra II) at the high school level may demonstrate proficiency by one of the following methodologies:

- (1) Score a minimum of 19 on the Math sub-portion of the American College Test (ACT).
- (2) Score a minimum of 80 on the Algebra subtest of the COMPASS placement exam.
- (3) Successfully complete (with a grade of C or better) Intermediate Algebra (Math 0213).

Science - Any student who is not a current high school student and who has not completed two units of laboratory science at the high school level may demonstrate proficiency by one of the following methodologies:

- (1) Score a minimum of 19 on the science reasoning sub-portion of the American College Test (ACT)
- (2) Score a minimum of 83 on the Reading Skills sub-portion and either a minimum of 60 on the Pre-Algebra or a 46 on the Intermediate Algebra sub-portion of the COMPASS assessment test given at OSU-Oklahoma City.
- (3) Successfully complete (with a grade of C or better) a 0-level science course.

All other subjects - Any student who has not completed the required number of units of history, citizenship skills or any of the elective courses will be required to successfully complete an additional college-level course in the same subject area. It is important to note that in addition to meeting high school curricular requirements, the student must also meet placement requirements to be placed in college level courses.

ENROLLMENT

New and returning students (those who have broken matriculation) are required to go through Admissions before enrollment. Matriculation is enrollment at the college within the last year. Students who have not attended within the last year will need to be re-admitted. In the event that the COMPASS placement test has not been required by Admissions, the advisor may require the student to take all or part of that assessment or another assessment prior to placement. Continuing students are encouraged to enroll with faculty advisors in their declared-major departments or over the internet.

All semester credit hours above 18 (nine during a summer session) shall be regarded as excessive and shall require written approval, in advance of enrollment, from the student's academic advisor and the registrar. Excessive hours in any given semester or summer session will be limited to the number of semester credit hours 50 percent greater than the number of weeks in the applicable semester or session. The maximum enrollment for a fall or spring semester is 24 credit hours or 12 credit hours in a summer session. The maximum credit hour and excessive hour regulation shall include courses taken in residence at OSU-Oklahoma City, concurrently enrolled courses at other colleges, correspondence, or extension courses.

A student who has attended another college and has a cumulative grade point average of 2.0 or better is admitted in good academic standing at OSU-Oklahoma City. A student with less than a 2.0 will be placed on probation and must maintain a 2.0 grade point average and will remain on probation until their graduation/retention GPA is 2.00 or better. Those students who do not maintain at least a 2.00 while on probation will be suspended.

CLASS SCHEDULE CHANGES

Withdrawal

A student who wishes to withdraw (ceases to be enrolled for credit in all courses during a semester or session) after the first day of the semester/session must obtain signatures from his or her academic advisor, financial aid and the business services office. Once the signatures are obtained the student will submit the withdrawal to the Office of Admissions and Registrar Services. A student may not withdraw after the twelfth week of a sixteen-week semester, the sixth week of an eight-week session or the third week of a credit short course (generally four weeks), and shall receive from the instructor only the grades of A, B, C, D, F, I, or P. The term "AU" is automatically generated on the transcript record for all students enrolled in an audit status. Audit is considered a non-credit status therefore those enrolled for audit do not submit a withdrawal form.

A student may not withdraw from or drop any course(s) in which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he/she may withdraw or drop the course. If the student is found guilty, the instructor may take appropriate disciplinary action, including assigning the grade "F" for the course.

The date the withdrawal form is received by the Office of Admissions and Registrar Services is the official date of the transaction unless corrected by the registrar. It is the student's responsibility to ensure that the withdrawal form is received in the Office of Admissions and Registrar Services. A student's signature is required to process any withdrawal. * If a student is receiving any type of student financial aid loan, s/he will be required to complete the loan exit interview.

The faculty member should make the students aware of the drop/withdrawal policy on the first day of class. The drop/withdraw policy is published in the class schedule each semester.

*Although institutional policy requires a student's signature on any withdrawal because of financial aid considerations, the advisor has the prerogative to withdraw the student by phone in extraordinary circumstances (for example, the student is in the hospital and is unable to withdraw in person).

Dropping Courses

When a student drops a course or courses, he or she remains enrolled in one or more hours for credit. Students initiate the drop process with their academic advisor and complete the process by submitting the drop form to the Office of Admissions and Registrar Services. If the student is dropping below six credit hours and is receiving any type of financial aid loan, s/he will be required to complete the loan exit interview. It is the student's responsibility to ensure the timely submission of any drop form with the Office of Admissions and Registrar Services. The student's signature is required to process any drop/add form.* The date the drop form is received in the Office of Admissions and Registrar Services is the official date of the transaction unless this date is adjusted by the registrar.

A student may not drop a class after the twelfth week of a sixteen-week course, the sixth week of an eight-week course or the third week of a credit short course (generally four weeks), and shall receive from the instructor only the grades of A, B, C, D, F, I, or P. The term "AU" is automatically generated on the permanent transcript record for those students enrolled in an audit status. A student may change from credit to audit status within the same time parameters used for dropped course. Audit is considered a non-credit status, and, therefore, classes taken for audit are not dropped.

*Although institutional policy requires a student's signature on any drop because of financial aid considerations, the advisor has the prerogative to drop the student by phone in extraordinary circumstances (for example, the student is in the hospital and is unable to withdraw in person).

The faculty member should make the students aware of this policy on the first day of class. The drop/withdraw policy is published in the class schedule each semester.

Administrative Withdrawal

This policy is an option that may be used to augment current OSU-Oklahoma City policies. This policy is not intended to remove any responsibilities from the student but rather to allow the faculty certain withdrawal options; it does not substitute for an earned letter grade. With department/division head approval, faculty may submit completed 'AW' forms to the office of Admissions/Registrar Services. Specific guidelines for assigning the 'AW' grade are listed on the back of the form.

Adding Courses

Students can add courses before each semester or session begins and through the course change period each semester or session. Students are responsible for payment of fees for added classes at the time the add is submitted for processing. Courses added after the first class session require prior approval and signatures from the instructor and department head. Only class section changes as approved by the major department head and registrar will be permitted after the course change period. (Example, movement from a higher to lower level class).

RETENTION STANDARDS

Probationary and suspension cumulative GPA requirements are in accordance with Oklahoma State Regents for Higher Education policy. A student must maintain a 2.0 cumulative Graduation/Retention GPA for the duration of his/her college experience with the exception of freshmen on academic notice and academic probation.

The following are standards relating to retention of students pursuing study at OSU-Oklahoma City. For continued enrollment a student must have earned a grade point average as indicated below:

<u>Effective Fall 1993</u>	<u>Minimum GPA</u>
0 through 30 semester credit hours	1.70
Greater than 30 semester credit hours	2.0

Students who fail to maintain satisfactory progress toward educational goals as outlined above will be placed on probation for one semester. At the end of that semester, students must have a semester GPA of 2.0. A student will be academically suspended when he/she fails to meet the conditions of academic probation. A student who has been suspended from OSU-Oklahoma City for academic reasons may not ordinarily apply for re-admission earlier than one sixteen-week semester following the date of suspension. Following the mandatory stop-out period, an academically suspended student may petition the Registrar for consideration of reinstatement.

ACADEMIC FORGIVENESS

Under policy approved by the State Regents, a student may be granted academic forgiveness in two circumstances: 1) for pedagogical reasons, a student will be allowed to repeat a course, and 2) when a student has performed poorly in a entire enrollment due to extraordinary circumstances. All courses and grades will be reflected on a student's transcript with the cumulative GPA, however, those courses forgiven will not be used in calculating the student's retention and graduation GPA's. A student who seeks Academic Forgiveness should follow the guidelines listed in the OSU-Oklahoma City catalog.

HONOR ROLLS

President's List of Distinguished Students

Students enrolled in at least 12 credit hours per semester (fall or spring) and completing all courses taken in any semester with all "A" (4.0) grades will be listed on the President's List of Distinguished Students.

Vice President's List of Distinguished Students

Students enrolled in at least 12 credit hours per semester (fall or spring) and completing all courses taken in any semester with a semester grade point average of 3.00 or higher and not receiving any grade lower than a "C" in that semester will be listed on the Vice President's List of Distinguished Students.

OSU-Oklahoma City President's List of Distinguished Part-time Students

Students enrolled in six to eleven credit hours each semester with a semester grade point average not less than 3.5 will be listed on the President's List of Distinguished Part-time Students.

FINANCIAL AID AND SCHOLARSHIPS

Information and applications for student loans, scholarships, grants and work-study programs, in addition to one-to-one counseling on college financial matters, is provided in this area on the first floor of the Student Center. This office is also the central contact for awarding and follow-up on the Tuition Waiver Scholarship programs.

In order for a student to receive financial aid, he or she must satisfy ability-to-benefit criteria (see below). Students who receive financial aid must complete at least 75 percent of the total credit hours attempted each semester with a cumulative GPA of 2.0 or above in order to remain eligible and or avoid repayment of financial aid. This is important for you to know when counseling a student who wishes to drop/withdraw from college.

Retakes, Withdrawals and Incomplete Grades

Students who fail, withdraw, or receive a grade of AW may retake a course and receive financial aid. Students may not take a course more than twice and receive financial aid funding for the course.

An Incomplete grade (I) that remains on the record at the time academic progress is checked will be treated as non-completion but the attempted credit hours will be counted. Upon completion of the course, the grade and course will be given due credit in future considerations. A student cannot receive any further funding for any course for which “I” grade remains on record.

Grades of Withdraw (W) and Administrative Withdraw (AW) will be considered as a non-completion of those credit hours attempted. These credit hours will count toward the maximum attempted credit hours allowed for financial aid purposes. **Grades of (AW) due to never attending may result in repayment of federal aid. It is imperative that grades of “AW” be assigned as soon as the instructor determines the student has “unofficially” withdrawn.**

Eligibility of Transferring Students

Transferring students will need to have all academic transcripts from previous schools submitted to the Office of the Registrar and their academic history from previous institutions will need to be posted to their OSU-Oklahoma City transcript in order to be awarded federal aid. Until transfer credit hours are evaluated and accepted by the Office of Admissions and Registrar Services, the students’ grade level (freshman or sophomore) and CGPA will be based on hours earned at OSU-Oklahoma City only.

Developmental Studies Courses

Students enrolled in developmental studies (pre-collegiate) zero-level courses will be given grades for satisfactory completion of the course or unsatisfactory completion. The grades are not figured into a student’s CGPA, but will be included in calculating a student’s completion rate each semester and/or academic year.

A student may receive financial aid for a maximum of thirty (30) zero-level credit hours.

Effects of complete withdrawal for federal aid recipients.

The federal Government has set guidelines concerning students who receive Title IV Aid and completely withdraw from school.

Any federal aid recipient who completely withdraws or stops attending their classes, or fails to receive a successful grade in any class for the semester will be required to repay a portion of their federal aid funding.

After the calculations are figured, the OSU-Oklahoma City Financial Aid and Scholarship Office will notify any student who owes a repayment to the Federal Student Aid Program. The student’s Financial Aid Satisfactory Academic Progress status will also be evaluated at the end of each semester and they will be notified accordingly.

FOR MORE INFORMATION ABOUT FINANCIAL AID AND SCHOLARSHIPS CONTACT:

Office of Financial Aid and Scholarships
Student Center, First Floor
(405) 945-8646 or (405) 945-8681 or finaid@osuokc.edu

STUDENT SUPPORT SERVICES

Student Support Services is a federally funded grant program on the OSU-Oklahoma City campus which targets specific groups of students that may need additional assistance above and beyond the needs of the traditional student in order to be successful in their pursuit of a college education. Student Support Services provides a special environment in which students can receive assistance in meeting academic, career, personal and social needs. Services include tutoring, academic advisement, career counseling, personal counseling, study skills development, resume preparation, self-esteem workshops and cultural events. To qualify, individuals must (1) have academic need and (2) belong to one of the following groups: first-generation college student (neither parent has a bachelor's degree), financially disadvantaged for a student with disabilities. For more information, please call 945-8627.

THE LEARNING CENTER

The Learning Center (TLC) is located on the second floor of the Learning Resource Center. During the semester, TLC is open 8 a.m. to 9 p.m. Monday through Thursday; 8 a.m. to 5 p.m. Friday; 9 a.m. to 5 p.m., Saturday; and 12 p.m. to 6 p.m. Sunday. The Learning Center offers computer-assisted instruction in most academic areas, free tutoring (computer-based and individual), access to the Internet, and composition on computers. Software programs specific to nursing and math are available in The Learning Center's math/nursing lab. The goal of TLC is to support the academic needs of students and faculty. Research indicates that students who take regular advantage of the resources of TLC make significantly higher grades in their classes. Orientation tours for instructors or for classes may be scheduled by calling extension 278 or extension 691.

TUTORIAL SERVICES

Free computer-based and individual tutorial services are provided to OSU-Oklahoma City students daytime, nighttime and weekends and are coordinated through The Learning Center located on the second floor of the Learning Resource Center.

FAMILY RESOURCE CENTER

Located in the Learning Resource Center, room 203, the Family Resource Center (FRC) encourages individuals to take a proactive approach toward personal, educational and professional advancement. The FRC administers the emergency food pantry and provides a comprehensive network of services, guidance and referrals to individuals in need of assistance and support. For more information call extension 691.

PROJECT SECOND CHANCE

Project Second Chance provides educational supportive services to low income parents attending Oklahoma State University–Oklahoma City to help them achieve success in academic and career goals. The program provides assistance in a variety of areas including completing financial aid applications, selecting a major, enrolling in classes and preparing for a career. In addition, Second Chance provides tutoring support through

The Learning Center. Second Chance staff monitor student attendance and progress to insure student success. For more information call (405) 945-8691.

HISPANIC STUDENT SERVICES

Hispanic Student Services is a program designed around the idea of community and student success. Resources, and support services in Spanish are available. Hispanic Student Association activities are coordinated through this office. Hispanic Student Services is located on the first floor of the Student Center. For more information call (405) 945-9135.

VETERANS SERVICES

OSU-Oklahoma City associate degree programs of education and training are approved for payment of benefits by the Veterans Administration. The OSU-Oklahoma City Veteran Services Office accommodates these students with assistance in educational benefits (application and certification). To contact the Veterans Service Office call (405) 945-8692.

WELLNESS CENTER

The OSU-Oklahoma City Wellness Center is committed to individual health promotion, self-responsibility and a proactive approach towards the overall well being of its students, staff, faculty and alumni. Membership is free for all full-time faculty and staff.

Classes such as indoor cycling, aerobics and cardio-kickboxing are offered through the Wellness Center. Specialty wellness classes include toning, strength training, nutrition, yoga, stress management, etc. A safe and comfortable exercise environment for faculty and their families is provided by the Wellness Center. Please contact the Wellness Center for a complete listing of programs offered and times.

As members of the Wellness Center, students, faculty, staff can enjoy playing our 5-hole golf course. Please call 945-8642 or 945-8652 or stop by the Wellness Center for tee times.

Wellness Center Hours of Operation

Monday – Thursday	7:00 a.m. to 7:00 p.m.
Friday	7:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 2:00 p.m.

SAFETY & SECURITY

Campus security is provided 24 hours a day, seven days a week, by OSU-Oklahoma City Campus Security. Campus Security constantly patrols parking lots, buildings and grounds. As a precaution, car doors, office doors, classroom doors and other areas should be locked and secured when not occupied or scheduled for activities. If anyone suspicious is observed in or around the campus area, contact the Office of Safety and Security immediately.

Location

The OSU-Oklahoma City Office of Safety and Security is located on the first floor of the Business Technologies Building, Room 100. The phone number is (405) 945-3253.

Emergencies

In case of an emergency on campus, contact Campus Security by dialing 945-9111. Security officers will determine if any outside agencies (fire department, police department, paramedics, etc.) need to be contacted and do so as the need arises. For more specific information see Medical and Health Emergencies below.

Emergency Messages

Emergency messages are often received for faculty, staff and students. All attempts are made to deliver messages deemed to have urgency. The least interruption possible is the goal; but, if necessary, an emergency message will be delivered to either a student or instructor during class. Persons wishing to get an emergency message to a student should contact OSU-Oklahoma City Security by calling (405) 945-9111. Caller must be able to provide valid emergency information before a message is delivered.

Emergency Phones in Classrooms

Procedures have been established to communicate emergency messages throughout the campus with Cisco voice-over IP phones, fire alarms with emergency message capabilities, security radios and emergency phones in classrooms. The phones installed in the classrooms are for emergencies only. In case of an emergency pick up the phone and dial one of the emergency numbers listed on the front of the phone. See page 17 for more details of emergency communications.

Request of Identification

No person on University property shall willfully fail or refuse to comply with any lawful order or direction of an officer of Safety and Security or any University administrator. Upon the request of any Safety and Security officer or University administrator, proper identification shall be produced.

Identification Cards

OSU-Oklahoma City identification cards are issued at the Information Desk in the Student Center, first floor, during working hours Monday through Friday. These are required for access to Business Services, Library, computer labs, Cyber Café and Wellness Center, as well as many other departments on campus. They are also used by

Security for identification after hours and/or on weekends as authorization for your presence on campus. Students, as well as employees, are encouraged to obtain one.

Surveillance Cameras

The Department of Safety and Security is committed to enhancing the campus community quality of life by integrating the best practices of public and private campus safety with state-of-the-art technology. This department will utilize overt video surveillance cameras to monitor and record public areas to help ensure the safety and security of the campus community.

Reporting Incidents

Any unusual event such as theft of property or auto mishap should be reported to the Office of Safety and Security, Business Technologies Building, Room 100, at (405) 945-9111. Security does not investigate auto accidents, but can provide a statement to submit to an insurance company. Security personnel will complete an incident report, which is placed on file. Security is responsible for contacting city police to investigate the incident when so requested. A complainant/witness statement form may be found at www.osuokc.edu/security/forms/Complainant_Witness_Statement.xls

Injury to Students/Guests on Campus

All injuries occurring on campus need to be reported to the Office of Safety and Security immediately regardless of the severity at (405) 945-9111. Please fill out the Accident/Injury form www.osuokc.edu/security/forms/Accident_Injury_Reort_Form.xls in its entirety and return it to Security without delay.

If a student or guest is injured on campus, it is up to the faculty or staff person supervising the class or event to contact the Office of Safety and Security so that Security may complete an "Incident Report" which details the injury. (In the event that the faculty or staff person cannot be located, it will be necessary for the student or guest to contact Security directly.)

If the injured person feels that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City and wishes to file a claim for medical costs or property damage, they should contact either the vice president for Finance and Operations for OSU-Oklahoma City or they may contact the State Risk Management Office at (405) 521-4999. OSU-Oklahoma City will not make any reimbursements for personal injury or physical damage. Determination of negligence and amounts of monetary liability are the exclusive responsibility of the State Risk Management Office. Employees of OSU-Oklahoma City may NOT obligate any institutional funds for payment of injuries or property damage.

If after an investigation it has been determined that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City, the injured person may file a claim for medical costs and/or property damage by contacting the vice president of Finance and Operations for OSU-Oklahoma City.

If there are any questions in regard to this policy, please contact the vice president of Finance and Operations.

Medical and Health Emergencies

1. Faculty or staff should call Security at extensions 253 or 111. **DO NOT CALL THE NURSE SCIENCE OR EMT DEPARTMENTS.** In emergencies with immediate danger or an unconscious person call 911 AND Security.
2. When you call Security (extension 253 or 111):
 - a. Give the Security officer the exact location of the emergency, including building and room number.
 - b. Describe the emergency (such as seizure, accident, chest pain, etc.)
3. Provide assistance to the emergency victim only if you are trained to do so. Otherwise, wait with the victim and make him/her as comfortable as possible without moving the individual until Security or emergency personnel arrive.
4. General First Aid Guidelines – **DO NOT CONTACT THE NURSE SCIENCE OR EMT DEPARTMENTS.**
 - a. Do not attempt to move the victim.
 - b. Apply direct, steady pressure to wound, if bleeding. For victims who have stopped breathing, fainted, are choking or have had a seizure, **CALL 911 AND SECURITY** (extension 253 or 111) **IMMEDIATELY.** Do not attempt to administer aid unless you are trained to do so.
5. When Security or emergency personnel arrive they will assume control of the situation.

Only if asked by Security should faculty, staff, or students on the scene assist by waiting outside buildings to provide assistance and direction to emergency units. Individuals may be asked to assist with maintaining calm in the classroom or providing direct care to the victim as directed by Security or emergency personnel.

Student organizations participate in workshops, conventions, conferences, etc., off campus at various locations with advisors present. These advisors are required to report any known crimes to the Office of Safety and Security; and, in turn, Security will report these crimes to the appropriate law enforcement agency at its discretion.

Campus Event Notification

Security is to be taken into consideration when campus events are planned. Contact the Office of Safety and Security, (405) 945-3253, early in the planning process of campus events.

Inclement Weather, Class Cancellation, Campus Closing

A decision to close the campus or to cancel classes because of inclement weather or other adverse conditions will be made as early as possible. Students should watch and listen for news broadcasts on the stations listed below. Also, the OSU-Oklahoma City web site (www.osuokc.edu) will detail whether the campus is closed, classes are cancelled or delayed. A decision to close the campus includes offices across the campus. If only classes are cancelled, campus offices remain open.

Television

1. KFOR Channel 4
2. KOCO Channel 5
3. KWTW Channel 9
4. KOKH Channel 25

Radio

1. KTOK 1000 (AM)
2. KOMA 1520 (AM)
3. KOMA 92.5 (FM)
4. KTUZ 106.7 (FM)

Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

Energy Education

Oklahoma State University in Stillwater has contracted with Energy Education, Inc. (EEI) to develop an energy education program that will become self-sustained on each of the campuses. OSU-Oklahoma City has built an awareness of conservation to have a more prosperous and sustainable future through the wise use of energy. Its policy and guidelines cover general information and guidelines for heating, air conditioning, water usage and lighting with emphasis on usage during unoccupied times.

Safety and Maintenance

Security is taken into consideration when any new construction or remodeling projects are undertaken on campus.

Evening Vehicle Escort

Upon request, the Office of Safety and Security provides an escort to all persons traveling across campus after dark. Call (405) 945-9111 for escort.

Dead Battery

As a courtesy, the Office of Safety and Security gives assistance for “dead battery” vehicle starts on campus provided the vehicle owner signs a “Release of Liability” form. Officers WILL NOT give assistance in retrieving keys locked in vehicles. Security will not perform mechanical repairs or maintenance on vehicles.

Office and Classroom Buildings

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. At other times, access can be obtained by contacting the Office of Safety and Security. Laboratories are open during posted hours. Approval from the appropriate professor is required for access at any other times. All buildings and facilities are patrolled and monitored by Safety and Security officers on a 24-hour basis. Maintenance and lighting problems are reported to the

physical Plant by the officers. Depending on the criticality, repairs are accomplished on a 24-hour basis.

Recreational Use of OSU-Oklahoma City Property

Riding a motorcycle, motor scooter, roller blades, skateboards or any other recreational item on any sidewalk, pathway or area intended solely for pedestrian use is prohibited. Roller blades, skateboards or any other recreational items are also prohibited in all parking lots, driveways and the Precision Driving Training Course.

Use of land, launching of hot air balloons, use of remote controlled vehicles and flying of model aircraft is also prohibited on OSU-Oklahoma City properties without prior written approval from the vice president of Finance and Operations.

The Agriculture Technologies Division's golf course, practice putting green, driving range and pavilion are available for use on a reservation basis only. Use of these facilities is prohibited without prior scheduling. For information on reservations or use call the Agriculture Technologies Office at (405) 945-3358.

Lost and Found

All lost and found items are brought to the Security Office at the end of each day from various locations on campus. Please call the office at (405) 945-3253 to obtain information on how to pick up personal property.

Parking and Traffic Regulations

The Board of Regents for Oklahoma State University/A&M Colleges, the governing board, has appointed necessary officers for the purpose of protecting personnel and property at Oklahoma State University-Oklahoma City. These officers are assigned to the Office of Safety and Security, which has the responsibility and authority for the administration and enforcement of the University's parking and traffic regulations.

Any student, eligible faculty, adjunct or staff member of the University who operates a motor vehicle on the campus is required to obtain a University hangtag and display it on his/her vehicle mirror before parking the vehicle on University property. Student registration hangtags are issued by the Business Services Office, located on the second floor of the Administration Building. The annual parking fee is \$15 and additional hangtags may be purchased for \$1.

Copies of the OSU-Oklahoma City Parking and Traffic Regulations are available at the Business Services Office, or in the Office of Safety and Security, Business Technologies Building, Room 100. The Parking and Traffic Regulations that outline the parking policy are also available in PDF format at www.osuokc.edu/security/forms/parkregs.pdf. Employees may obtain their hangtags from the Human Resources Office.

Traffic Citations

Charges for parking violations are added to the student's account. Payment for violations should be made in the Business Services Office, Administration Building, second floor.

Students who allow their account to be delinquent will have a “hold” placed on their academic records or re-enrollment.

To contest a ticket, obtain a Traffic Violation Petition from the Business Services Office. Fill out the requested information completely, attach the ticket in question and return the petition to the Business Services Office or send to the Office of Safety and Security. You will be notified by mail of the final decision.

Summary of the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The “Clery Act” is named in memory of 19-year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public “Megan’s Law” information about registered sex offenders on campus could be obtained.

For more information about the Jeanne Clery Act, visit the Security on Campus, Inc. at www.securityoncampus.org.

Drugs and Alcohol

OSU-Oklahoma City does not tolerate illicit drug use and/or alcohol abuse on campus or in connection with University functions by any person regardless of age. State law regulates the possession, use, and/or sale of alcoholic beverages and illegal drugs. OSU has articulated a policy on alcohol and drug use on campus. This and other related policies are in the Oklahoma State University-Oklahoma City Student Rights and Responsibilities Governing Student Behavior available in the Office of Student Activities or on the website at www.osuokc.edu/rights.

Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college or university campus by state law. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives

and dangerous chemicals on campus, in OSU-Oklahoma City vehicles, or on OSU-Oklahoma City sponsored trips.

Exceptions to this policy are police and peace officers employed by OSU-Oklahoma City and those who have been called to assist or to perform law enforcement duties on campus, police and peace officers in their official on-duty capacities and in the performance of their duties. Collegiate Officer Program students during supervised-skills training are exempt.

Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of OSU-Oklahoma City with such handguns only if the handguns are concealed and stored in the licensee's motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on OSU-Oklahoma City property.

Authority

The OSU-Oklahoma City Office of Safety and Security derives its authority from Oklahoma state statutes. As established by these statutes, the Board of Regents for the Oklahoma State University/A & M Colleges and the chief of the OSU-Oklahoma City Security Office shall specify duties, appoint officers, designate uniforms and fix compensation for the OSU-Oklahoma City Office of Safety and Security.

The primary mission of officers serving in the OSU-Oklahoma City Office of Safety and Security shall be the protection of persons and property on the campus of OSU-Oklahoma City. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on University property. As defined by statute, "campus" shall include all real property, buildings and improvements within the state of Oklahoma that are owned, leased or rented by OSU-Oklahoma City.

Officers are authorized to issue summons to, or to make arrests and take into custody, persons guilty of unlawful conduct or trespassing. OSU-Oklahoma City Security officers shall have jurisdiction over all parts and aspects of the OSU-Oklahoma City campus and any other area as authorized by law pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act.

OSU-Oklahoma City Security officers will call the appropriate law enforcement agency for crimes committed on campus, at their discretion. It is at the discretion of campus Security to call the Oklahoma City Police Department to report thefts on campus, as the school is self-insured.

Authority of Security Personnel

The OSU-Oklahoma City security officers have the arrest powers of a private citizen.
22 O.S. § 202. ARREST BY PRIVATE PERSON

A private person may arrest another:

1. for a public offense committed or attempted in his presence.

2. when the person arrested has committed a felony although not in his presence.
3. when a felony has been committed, and he has reasonable cause for believing the person arrested to have committed it.

Crime Information at OSU-Oklahoma City

Reported crime statistics are those which occurred within the jurisdictional boundaries of campus. They include Oklahoma City Police jurisdiction on city streets or public property immediately adjacent to the campus, and may include Oklahoma County property.

Departing Employees

Any employee who is departing the campus due to termination of their job **MUST** fill out a [Separation Checklist](#). This Separation Checklist may be obtained through the Personnel Services Office. It will require the initials of several departments in order to clear your account with OSU-OKC. All departments must sign their portion of the checklist **REGARDLESS** of whether or not you have initiated business with them.

APPENDIX A

SYLLABUS GUIDE

Oklahoma State University-Oklahoma City

SYLLABUS GUIDE

Introductory Remarks: The course syllabus is a contract issued to the student by the instructor. The contract binds the instructor and the college. It is important that care be used in the preparation and distribution of the course syllabus.

Syllabus Content

COURSE NAME: _____ COURSE NUMBER: _____ SEMESTER: _____

Instructor's Name: _____ Hours Credit: _____

Office Phone: _____ Office Hours: _____

- I. **Course Description:** (Catalog description)
- II. **Prerequisites:** (If any, list; if none, so state.)
- III. **Next Course in Sequence:** (If any, list; if none, so state.)
- IV. **Course Outcomes Stated in Measurable Terms:** (Purposes of the course expressed in terms of expected changes in student's behavior, i.e., skills attained, facts learned, values examined, appreciation gained, etc.)
- V. **Text and Supplemental Materials:** (Required text and recommended text must be so stated as well as required or suggested reading lists. Also indicate books placed on reserve in the library.)
- VI. **Comprehensive Outline of Subject Content:** (Units, outlines or other forms for showing the content of the course. Do not merely submit an outline of the required text, but also include ancillary material.)
- VII. **Instruction Methods:** A brief explanation of the instructional methods you propose to use in instruction – lecture, demonstration, instructional media, field study, resource speakers, etc. to accomplish the course goals and objectives.
- VIII. **Attendance Policy:** (If the instructor has an attendance policy, it must be stated. No attendance policy can be assumed.)
- IX. **Evaluation Techniques:** (Proposals for measuring the extent to which students reach the aims and objectives set forth in course outcomes, e.g., group testing, individual examinations, conferences, performance.)

- X. **Academic Dishonesty or Misconduct:** Academic dishonesty or misconduct is not condoned nor tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standard, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Campus Student Rights and Responsibilities Code. **Copies of the Student Rights and Responsibilities can be obtained from the Student Activities and Campus Life Office or an electronic version is also available online at <http://www.osuokc.edu/rights/>.**
- XI. **Honors Credit:** A student may receive Honors credit by completing a Request for Honors Credit by Contract – Conditions form with the instructor’s permission and submitting it to the program coordinator.
- XII. **Grading:** (A detailed explanation of how the final grade is determined (e.g., daily work 40%, tests 20%, research paper 20%, final examination 20%).)
- XIII. **Make-up Policy:** (Inform the student about what can and cannot be made up, the procedure and time limits.)
- XIV. **A.D.A Policy:** OSU-OKC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting the Office of Services to Students with Disabilities located on the first floor of the Student Center Office 112, or call 945-3385. All accommodations must be approved by the Office of Services to Students with Disabilities.
- XV. **Electronic Device Policy:** Cell phones and other electronic devices are disruptive to the class. If a student’s work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by an instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to the appropriate penalties. This policy may be strengthened by the instructor.
- XVI. **Unattended Children Policy**
“For personal safety of children and potential problems in supervision, children should not be at any location on campus without adult supervision. No children are permitted in classrooms, laboratories, teaching areas or the Library.”

XVII. **General Education Goal Statement:** Upon completion of General Education Curriculum, students should be proficient in demonstrating the following competencies:

Goal #1: Critical Thinking:

Explanation:

Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data, and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems using specific processes and techniques; to recognize relationships among the arts, culture, and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations, and/or specific endeavors; and to recognize the need to acquire new information.

*All courses will contain assignments that demonstrate critical thinking, but not all courses will include all critical thinking elements listed.

Goal #2: Effective Communications

Explanation:

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

Goal #3: Computer Proficiency

Explanation:

Computer proficiency includes a basic knowledge of operating systems, word processing, and Internet research capabilities.

Goal #4: Civic Responsibility

Explanation:

Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic, and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

Goal #5: Global Awareness

Explanation:

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages, and present day issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

- XVII. **Syllabus Modification Statement:** Faculty has the right to change or modify the course syllabus materials during the academic year. Any changes will be shared with students. All changes in the instructor's policies after the semester has begun must be made in writing as part of a written addendum to the course syllabus; this addendum should be clearly labeled and dated as such.
- XIX. **Institutional Statement:** Each student is responsible for being aware of the information contained in the OSU-Oklahoma City Catalog, Student Handbook, and semester information listed in the Class Schedule.
- XX. **Global Education Mission:** Global Education is an institutional commitment to providing learning environments that provide a cross-cultural global perspective through all facets of the educational process. This institutional commitment to Global Education shall manifest itself throughout the entire institution, providing support for diversity, international, and inter-cultural educational opportunities. These opportunities will be institutionalized through curricular and co-curricular activities. This institutional commitment to Global Education will assist OSU-Oklahoma City in accomplishing its mission of preparing students for an increasingly technological and global society.

Finally, always date the syllabus with the preparation date. Be sure a copy is turned into the office of the appropriate Division Head.

APPENDIX B

**SEXUAL HARASSMENT -
OKLAHOMA STATE UNIVERSITY POLICY AND
PROCEDURES**

SEXUAL HARASSMENT - OKLAHOMA STATE UNIVERSITY POLICY AND PROCEDURES

Letter 1-0702

Oklahoma State University Policy and Procedures

**GENDER DISCRIMINATION/SEXUAL HARASSMENT
POLICY & TITLE IX GRIEVANCE PROCEDURE**

**1-0702
GENERAL
UNIVERSITY
Oklahoma City
Campus
April 2005**

1.01 GENERAL STATEMENT OF POLICY

It is the policy of Oklahoma State University (OSU) that unlawful gender discrimination in any form, including sexual harassment of faculty and staff, or other forms of gender discrimination as referenced by Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e (Title VII), and Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 (Title IX), is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is prohibited in and out of the classroom and in the evaluation of students' academic or work performance. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

The University encourages victims to report instances of gender discrimination prohibited by Title IX or Title VII, including but not limited to, sexual assault or other sex offenses, either forcible or nonforcible in nature. In addition to internal grievance procedures, victims of criminal gender discrimination (e.g., sexual assault or harassment) are encouraged to file complaints or reports with the Office of Safety and Security or local law enforcement agencies as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The Office of Safety and Security is available to assist victims in filing reports with other law enforcement agencies.

All students, members of the faculty, and non-faculty staff personnel are required to comply with the policy and procedures outlined to address complaints about gender discrimination, sexual harassment and sexual assault. In addition to the procedures outlined in this policy statement, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission (involving employment) or U.S. Department of Education, Office for Civil Rights (involving education programs or activities). Any complaint of gender discrimination or sexual harassment filed under the University's policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U.S. Equal Employment Opportunity Commission, or U.S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

The University is committed to providing an environment of study and work free from gender discrimination and sexual harassment as prohibited by Title VII and Title IX, and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding gender discrimination and sexual harassment, including sexual assault. The University reserves the authority to independently deal with gender discrimination, sexual harassment, and sexual assault issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues.

Members of the University community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with subordinates, and faculty, in their relationships with students, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to

1-0702.1

perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions are not sexually coercive, abusive, or exploitative.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively. The creation or condonation of hostile working or educational environments will not be tolerated and students and employees at all levels are subject to potential disciplinary action if engaged in such actions.

The University will (1) respond to every complaint of gender discrimination, sexual harassment, or sexual assault reported, (2) take action to provide remedies when gender discrimination, sexual harassment, or sexual assault is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved to the extent it is possible. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

1.02 INFORMATION AND ASSISTANCE

Any individual who believes he/she may have experienced gender discrimination, including sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the University's policies and responsive processes from any of the following offices:

1. Director of Human Resources (Affirmative Action)/Title IX Coordinator
Admin Building-2nd Floor-Human Resource Office 405-945-3297
2. Vice President for Finance and Operations
Admin Building-2nd Floor- 405-945-8631
2. Vice President for Student Services/Student Conduct Officer
Student Center Building-1st Floor 405-945-3204
3. Vice President for Academic Affairs
Admin Building-2nd Floor 405-945-3376

If an apparent conflict of interest prevents use of the assistance of the above offices, the person complaining of gender discrimination, sexual harassment, or sexual assault may request assistance directly from the Office of the President, Admin.Building-2nd Floor (405-945-3230).

1.03 GENDER DISCRIMINATION AND SEXUAL HARASSMENT DEFINITIONS

"Gender discrimination" is unequal or disadvantageous treatment of an individual or group of individuals based on gender. Sexual harassment is a form of illegal gender discrimination. "Sexual harassment," as prohibited under federal and state law and University policy, is defined as unwelcome conduct of a sexual nature, and may include unwelcomed sexual advances, sexual assaults, or requests for sexual favors. This and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
- C. such conduct is sufficiently serious that it has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the University's educational mission.

1.04 EXAMPLES OF SEXUAL HARASSMENT

It is not possible to exhaustively list all examples of conduct which can constitute gender discrimination or sexual harassment. The following list of examples of conduct prohibited by this policy statement is intended to aid in the understanding of this area. Conduct prohibited by this policy statement may include, but is not limited to:

A. VERBAL CONDUCT

Unwelcome sexual flirtation, advances or propositions for sexual activity. Asking about someone else's personal social or sexual life or about their sexual fantasies, preferences, or history may constitute sexual harassment. Discussing your own personal sexual fantasies, preferences, or history or repeatedly asking for a date from a person who is not interested may also constitute sexual harassment.

Continued or repeated verbal abuse of a sexual nature. Suggestive comments and sexually explicit jokes, or turning discussions at work or in the academic classroom to sexual topics may constitute sexual harassment. Making offensive sounds such as smacking or licking lips, making kissing sounds, or "wolf whistles" may constitute sexual harassment.

Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing. Calling a person a "hunk," "doll," "babe," "sugar," or "honey," or similar descriptive terms may constitute sexual harassment if the person being so described is offended by such terms or if others hearing the references are offended.

Stating, indicating, or implying in any manner that benefits will be gained or lost based on response to sexual advances.

B. NON-VERBAL

Displaying sexually demeaning or offensive objects and pictures. Nude or semi-nude photographs and drawings, or computer software is very likely to be viewed as sexual harassment.

Staring repeatedly at someone, blocking another person's path or otherwise restricting their movements. Such acts, particularly when in conjunction with other acts or comments, may be viewed as sexual harassment. Invading a person's personal body space, such as by standing closer than appropriate or necessary for the work being done may similarly constitute sexual harassment.

Bringing physical items to work which express sexually offensive comments regarding men or women. Messages of this nature such as might be contained on coffee mugs, hats, or tee shirts may be offensive and be viewed as sexual harassment.

Making sexual gestures with hands or body movements. Looking a person up and down in a suggestive or intimidating manner may also constitute sexual harassment.

Letters, gifts, or materials of a sexual nature. Such attention may not be appreciated in the manner intended, may be offensive to the subject of the attention, and may constitute sexual harassment.

Treating a student differently based upon his/her gender in academia or extracurricular activities, academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

C. PHYSICAL

Offensive physical contact. Possible problem areas include: Massaging a person's neck or shoulders; touching a person's clothing, hair, or body; hugging, kissing, patting, or stroking a person's body; touching or rubbing oneself in a sexual manner around or in the view of another person; brushing up against another person; tearing, pulling, or yanking a person's clothing, may all constitute sexual harassment.

Sexual assault, coerced sexual intercourse or other sexual contact.

1.05 SUPERVISORY RESPONSIBILITY

Prohibited gender discrimination, including sexual harassment, may result not only from situations between supervisors and subordinate employees, or between faculty and students, but also between employees who have no direct or indirect supervisory relationship with one another, as well as between students.

University officials in supervisory relationships with employees or students are charged with the responsibility of responding immediately and appropriately to correct any situations which create a hostile working or educational environment within an administrative unit under their supervision. Such officials include, but are not necessarily limited to: unit heads, academic administrators, faculty members engaged in teaching or in supervising student workers, and intercollegiate athletic administrators and coaching staff members. Every University faculty member or administrator is responsible for promptly reporting, in writing, incidents of gender discrimination and sexual harassment (including sexual assault) that come to their attention or which they observe, to the Title IX Coordinator.

Such officials who are concerned about whether such a situation is developing, or who desire assistance in appropriately responding to such a situation may also seek assistance from the Title IX Coordinator. Any such official who fails to appropriately respond to a hostile working or educational environment, to seek assistance when a hostile working or educational environment situation develops which reasonably should have been perceived by the official, or to promptly report such matters to the Title IX Coordinator, may be subject to disciplinary action.

1.06 RETALIATION

The University will not tolerate retaliation against persons who brings a complaint of unlawful gender discrimination, sexual harassment or sexual assault, whether such complaint is brought internally or with an external agency. A student, faculty, or staff member who retaliates in any way against an individual who has brought a complaint pursuant to this policy or participated in an investigation of such a complaint is subject to disciplinary action, up to and including dismissal from the University.

2.01 GRIEVANCE PROCEDURES

All persons who believe that they have been subjected to prohibited gender discrimination or sexual harassment are encouraged to seek assistance from any of the offices listed above (§1.02), to directly report such conduct to appropriate supervisory officials, or to directly report such conduct to the Title IX Coordinator. In instances involving allegations of gender discrimination or sexual harassment engaged in by students, the Title IX Coordinator will refer such matters to the Student Conduct Officer for review and other processing. The Student Conduct Officer shall report the results of all such referrals to the Title IX Coordinator.

As referenced above in Section 1.05, such appropriate supervisory officials include, but are not necessarily limited to: unit heads, academic administrators, faculty members engaged in teaching or in supervising student workers, and intercollegiate athletic administrators and coaching staff members.

Persons who believe that they have been subjected to prohibited gender discrimination or sexual harassment may seek either informal or formal University evaluation and response to their concerns. However, in order for disciplinary action to be taken against a University employee or against a student, it may be necessary for a formal complaint to be filed, and that procedure may require the person complaining about such behavior to cooperate with University officials on a formal basis. Independent of a formal complaint, the University is nevertheless responsible under Title IX to investigate known concerns of gender discrimination or harassment and take steps to prevent its recurrence and correct any discriminatory effects arising therefrom.

In addition to this Policy, Oklahoma State University has in place the following general policies and procedures for dealing with concerns of unfair and/or illegal treatment:

"Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City

OSU P&P Letter No. 2-0901, "Informal Ombudsman Review Of Qualified Faculty Employment Issues, And Informal Voluntary Mediation Of Qualified Faculty Employment Issues"

OSU P&P Letter No. 3-0710, "Resignations And Dismissals For Classified Staff"

OSU P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, And Dismissals For" Administrative And Professional Staff

OSU P&P Letter No. 3-0747, "Informal Ombudsperson Review And Informal Voluntary Mediation Of Qualified Staff Employment Issues"

OSU P&P Letter No. 3-0746, "Grievances and Appeals for A/P and Classified Staff," "Student Rights and Responsibilities Governing Student Behavior, located in the Student Handbook.

OSU P&P Letter No. 2-0823, "Student Discrimination Grievances" (non-gender discrimination complaints)

Students who are determined to have violated the University's policies prohibiting unlawful gender discrimination, including but not limited to sexual harassment or sexual assault, may be subject to the following disciplinary actions, Disciplinary Sanctions, of the University's policy "Student Rights and Responsibilities Governing Student Behavior": Oral or Written Reprimand; Restriction on Privileges; Voluntary Project Assignment, Community Service or Gender Discrimination Education; Restitution for Loss, Damage, or Injury; Enrollment Hold; Cancellation of Enrollment; Graduation Hold; Conduct Probation; Disciplinary Suspension; or Disciplinary Expulsion.

Non-faculty employees who are determined to have violated the University's policies prohibiting unlawful gender discrimination, including but not limited to sexual harassment or sexual assault, may be subject to disciplinary actions under OSU P&P Letter Nos. 3-0710 or 3-0726, as applicable, including but not limited to: Oral or Written Reprimand; Restriction on Privileges; Voluntary Project Assignment, Community Service or Gender Discrimination Education; Restitution for Loss, Damage, or Injury; Placement on Structured Plan of Improvement; Loss of Pay or Rank; Suspension With or Without Pay; or Dismissal.

Faculty employees who are determined to have violated the University's policies prohibiting unlawful gender discrimination, including but not limited to sexual harassment or sexual assault, may be subject to disciplinary

1-0702.5

actions under the January 21, 2000 "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City." Such actions, under Sections 1.12 and Appendix C of the Policy Statement, can include: Simple Admonitions; Formal Sanctions (which can include, but are not limited to, written reprimands, required participation in counseling and/or corrective programs, restrictions on use of University privileges, resources, and services); or Dismissal.

2.02 Resolution Options

A person who believes that he or she has been subjected to gender discrimination or sexual harassment and seeks to take action may use the informal resolution and/or disciplinary processes listed above, or the review processes set forth in this policy, to seek review and redress of the matter. The informal resolution and formal complaint resolution processes described in this and other related University policies are not mutually exclusive. However, informal review and formal complaint review processes cannot be used at the same time, and,

to conserve University resources and to prevent redundancy, the University may consolidate requests for informal review and/or formal complaints. No disciplinary investigation procedures that may be pursued as the result of gender discrimination and/or sexual harassment, will be applied to, or take the place of, investigations (informal review or formal complaint) of complaints of discrimination based on gender, including sexual harassment, that are processed pursuant to this gender discrimination grievance procedure.

In any formal resolution proceeding, the complainant possesses the right to present information relevant to his or her complaint to the appropriate investigating official. In addition, the complainant(s) and individual(s) accused are afforded the right to be advised by an individual of her or her choice throughout the formal resolution proceeding.

2.03 Informal Resolution Procedures

A. Informal resolution may be an appropriate choice when the alleged conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. Many times, issues of concern are due to lack of communication or awareness that certain conduct is offensive and simply talking with the person engaging in the conduct in question can resolve the matter. Persons complaining of gender discrimination or sexual harassment may therefore desire to attempt to resolve the problem informally by discussing the matter with the person who is allegedly engaging in prohibited conduct. No formal investigation is involved in the informal resolution process.

B. Such informal resolution requests should be made as soon as possible, but in all cases within 90 days of the date of the alleged incident. Seeking informal resolution of a matter will not toll the 90-day time period for filing a formal complaint, as set forth below.

C. If informal discussion with a supervisory official is desired, the concerns ordinarily should first be directed to the immediate supervisor of the employee, or the Student Conduct Officer for a student, accused of engaging in gender discrimination or sexual harassment. However, if the person complaining of gender discrimination or sexual harassment is uncomfortable discussing the matter with such immediate supervisor or Student Conduct Officer, if the person accused of engaging in prohibited conduct is the supervisor of the person lodging concerns or is the Student Conduct Officer, or if the supervisor or Student Conduct Officer has previously been made aware of the conduct at issue and is not believed to have adequately responded to the matter, the person complaining of gender discrimination or sexual harassment may discuss the matter with the next highest level of supervisor. In all cases, such concerns may also be discussed at any time with the Director of Affirmative Action/Title IX Coordinator.

Methods for informal resolution may include, but are not limited to: coaching the person on how to directly address a situation which is causing a problem; mediating the dispute with the parties; aiding in the modification of a situation in which the offensive conduct occurred; arranging a documented meeting with the alleged offender that involves a discussion of the requirements of the University's policies on gender discrimination and sexual harassment; or providing education with reference to the issues of gender discrimination, sexual harassment or sexual assault.

D. Reporting and Documentation Requirements

Supervisory officials at all levels who engage in informal resolution of complaints of alleged gender discrimination, including sexual harassment, are required to promptly report such allegations, and the responsive measures taken, in writing, to the University's Title IX Coordinator. Such reports shall be made within two (2) working days of resolution of the complaint. Such officials include, but are not necessarily limited to: unit heads, academic administrators, faculty members engaged in teaching or in supervising student workers, and intercollegiate athletic administrators and coaching staff members. The Student Conduct Officer shall also make such reports to the Title IX Coordinator.

The University shall document all informal resolutions. Such documentation shall be retained by the Title IX Coordinator for at least three (3) years from the date of conclusion of the informal resolution procedure and will be kept confidential to the extent permitted by law. Informal resolution attempts shall not be considered a precondition for the filing of a written grievance.

2.04 Complaints Against Students -Formal Resolution Procedures

A. An investigation by the Student Conduct Officer responding to allegations of gender discrimination or sexual harassment and leading to possible disciplinary action against a student will be initiated if a timely and complete grievance is filed with the Student

Conduct Officer. Such an investigation shall follow the procedures set forth in Sections III through VIII of the OSU Student Rights and Responsibilities policy, except as such policies are specifically augmented in this Policy. Such a grievance must be filed, in writing, with the Student Conduct Officer within 90 calendar days of the occurrence of the alleged violation. In extraordinary circumstances, the time frame for such filing may be extended by the Student Conduct Officer to an additional 90-day time period.

B. Upon receipt of such a complaint, the Student Conduct Officer shall (1) notify the complainant within two working days, in writing, of receipt of the complaint and of the actions the Officer will take with the complaint, and (2) engage in a preliminary review of the matter to determine whether disciplinary procedures should be initiated in response to the complaint as called for in the Student Rights and Responsibilities policy. Such review, at the minimum, will normally involve meeting personally with the individual(s) filing the complaint, with the individual(s) accused of violations of University policy, and any relevant witnesses to the alleged actions at issue, together with reviewing any documentary evidence relevant to the matter. Such a determination shall ordinarily be made within ten (10) working days of the receipt by the Student Conduct Officer of the complaint. In extraordinary circumstances, the Student Conduct Officer has the authority to extend this 10-day time period. In such instances, the Student Conduct Officer shall notify the complainant and the respondent of such, and the date when the preliminary determination will be made.

C. If it is determined by the Student Conduct Officer that the University will not proceed with a disciplinary proceeding, the Student Conduct Officer will send a notification letter

explaining the reason(s) to the complainant, with a copy to the alleged offender. The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to proceed to the Vice President for Student Affairs. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint is believed to be in error.

The Vice President for Student Affairs shall respond within ten (10) working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the Student Conduct Officer for investigation in accordance with the procedures outlined below.

D. If it is determined that the University will proceed with a formal disciplinary proceeding, the Student Conduct Officer will give the complainant and the respondent notification of such determination as called for in Sections III through VIII of the Student Rights and Responsibilities policy. If a student conduct committee is to be convened to consider the matter under review, such hearing shall be scheduled to take place within fifteen (15) working days of such notification. In extraordinary circumstances, the Student Conduct Officer has the authority to extend this 15-day time period. In such instances, the Student Conduct Officer shall notify the complainant and the respondent of such, and the date when the hearing will be held. The hearing shall follow the procedures set forth in Sections III through VIII of the Student Rights and Responsibilities policy and the complainant and respondent shall have equal rights in all phases of the hearing and appeal processes set forth in Sections III through VIII of the Student Rights and Responsibilities policy.

2.05 Complaints Against Non-Faculty Employees -Formal Resolution Procedures

A. Complaints and grievances alleging gender discrimination or sexual harassment against non-faculty staff personnel may be initiated either through the University's general employee grievance/disciplinary policies located in P&P Letter No. 3-0710, "Resignations And Dismissals For Classified Staff," or P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, And Dismissals For Administrative And Professional Staff," in accordance with the status of the employee, or through the Title IX Coordinator. Such complaints filed with the Title IX Coordinator shall be transferred by the Title IX Coordinator to the appropriate unit administrator for further review and action within two (2) working days of receipt of the complaint.

An investigation in response to a complaint against a non-faculty staff employee shall follow the procedures set forth in the OSU policies governing non-faculty grievances or disciplinary actions located in P&P Letter No. 3-0710, "Resignations And Dismissals For Classified Staff," or P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, And Dismissals For Administrative And Professional Staff," in accordance with the status of the employee, except as such policies are specifically augmented in this Policy.

B. A complaint alleging gender discrimination or sexual harassment allegedly committed by a non-faculty staff employee may be filed, in writing, with either the appropriate unit administrator or with the Title IX Coordinator within 90 calendar days of the occurrence of the

alleged violation. In extraordinary circumstances, the time frame for such filing may be extended by the unit administrator or the Title IX Coordinator to an additional 90-day time period.

C. Unit administrators who receive complaints alleging gender discrimination or sexual harassment allegedly committed by non-faculty staff employees, shall notify the Director of Human Resources/Title IX Coordinator of their receipt of such a complaint within two (2) working days of receiving the complaint.

D. Upon receipt of a grievance or complaint against a non-faculty staff employee, the Director of Human Resources/Title IX Coordinator, or the unit administrator, as appropriate, shall (1) notify the complainant within two working days, in writing, of receipt of the complaint and of the actions that will be taken with the complaint, and (2) engage in a preliminary review of the matter to determine whether formal grievance or disciplinary procedures should be initiated in response to the complaint. Such a determination shall ordinarily be made within ten (10) working days of the receipt by the unit administrator or Division of Human Resources of the complaint. In extraordinary circumstances, the Director of Human Resources or appropriate unit administrator has the authority to extend this 10-day time period. In such instances, the complainant and the respondent shall be notified of such, and the date when the preliminary determination will be made.

E. Where formal grievance proceedings are requested due to allegations of gender discrimination or sexual harassment by non-faculty employees, if it is determined by the Director of Human Resources that the University will not proceed with a formal grievance proceeding, the Director of Human Resources will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender. The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to proceed to the Vice President for Finance and Operations. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint is believed to be in error.

The Vice President for Finance and Operations shall respond within ten (10) working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the Director of Human Resources for action in accordance with the procedures outlined in P&P Letter No. 3-0746, "Grievances And Appeals For Administrative/Professional And Classified Staff".

F. Where formal disciplinary action is requested due to allegations of gender discrimination or sexual harassment by non-faculty employees, if it is determined by the unit administrator that the University will not proceed with a formal disciplinary action, the unit administrator will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender.

The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to take disciplinary action to the Vice President charged with supervision over the unit. The

request for appeal must be a signed, written document articulating why the decision to dismiss the complaint is believed to be in error.

The Vice President shall respond within ten (10) working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the unit administrator for action in accordance with the procedures outlined in P&P Letter No. 3-0710, "Resignations And Dismissals For Classified Staff," or P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, And Dismissals For Administrative And Professional Staff," in accordance with the status of the employee.

G. If it is determined that disciplinary action will be taken in response to the complaint, the unit administrator will proceed with such action, following P&P Letter No. 3-0710, "Resignations And Dismissals For Classified Staff," or P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, And Dismissals For Administrative And Professional Staff," in accordance with the status of the employee, relating to imposing disciplinary action against non-faculty employees. The unit administrator shall give the complainant and the respondent notification of such determination. Such action and notification shall normally be concluded within fifteen (15) working days of the receipt by the unit administrator of the complaint. In extraordinary circumstances, the unit administrator has the authority to extend this 15-day time period. In such instances, the unit administrator shall notify the complainant and the respondent of such, and the date when the disciplinary process will be concluded.

2.06 Complaints Against Faculty Employees -Formal Resolution Procedures

A. The University's policies for formal complaints against members of the faculty are set forth in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University" (January 21, 2000) ("the Policy Statement"). A grievance of gender discrimination or sexual harassment allegedly committed by members of the faculty may be initially filed with the Title IX Coordinator or the appropriate academic unit administrator. If such complaints are filed with the Title IX Coordinator, such complaints shall be transferred for review and action by the Title IX Coordinator to the appropriate academic unit administrator within two (2) working days of receipt of such complaint, with a copy transmitted to the Vice President for Academic Affairs. Within two (2) working days of the academic unit administrator's receipt of the complaint, the administrator shall notify the complainant, in writing, of receipt of the complaint and of the actions the academic unit administrator will take with the complaint.

B. In instances not involving the possible dismissal of a faculty member due to alleged gender discrimination or sexual harassment, the appropriate academic unit administrator (or substitute academic administrator appointed by the Vice President for Academic Affairs as authorized in the Policy Statement) shall review the complaint and take responsive action as deemed appropriate normally within thirty (30) working days, following due process provisions as set forth in the Policy Statement.

C. Where formal disciplinary action not involving possible dismissal is requested due to allegations of gender discrimination or sexual harassment by a faculty member, if it is

determined by the unit administrator that the University will not proceed with a formal disciplinary action, the unit administrator will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender. The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to take disciplinary action to the Division Head charged with supervision over the unit. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint is believed to be in error. The Division Head shall respond within ten (10) working days of receipt of the appeal. If the decision not to take disciplinary action is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the unit administrator for action in accordance with the procedures outlined in the University's disciplinary procedures for faculty.

In instances involving the possible dismissal of a faculty member due to alleged gender discrimination or sexual harassment, the procedures set forth in the General Termination Procedures of the Policy Statement shall be followed.

2.07 Formal Resolution Reporting and Documentation Requirements

Officials taking action via formal disciplinary or grievance proceedings (whether involving student, non-faculty staff, and members of the faculty) in response to complaints of alleged gender discrimination or sexual harassment are required to report such actions, in writing, to the University's Title IX Coordinator. Such reports shall be made within two (2) working days of resolution of the complaint. Such officials include, but are not necessarily limited to: unit heads, academic administrators, faculty members engaged in teaching or in supervising student workers, and intercollegiate athletic administrators and coaching staff members. The Student Conduct Officer shall also make such reports to the Title IX Coordinator.

The University shall document formal resolutions. Such documentation shall be retained by the Title IX Coordinator for at least three (3) years from the date of conclusion of the formal resolution procedure and will be kept confidential to the extent permitted by law.

3.01 Title IX Coordinator Review Authority

Nothing contained in this Policy shall be construed to limit or qualify the authority of the Title IX Coordinator to independently review any allegations of gender discrimination or sexual harassment on an informal basis and to make such reports as the Title IX Coordinator deems appropriate and necessary to University administrators.

Appendix A
(Within Appendix B)

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION 29 CFR Part 1604

DISCRIMINATION BECAUSE OF SEX UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED; ADOPTION OF FINAL INTERPRETIVE GUIDELINES
AGENCY: Equal Employment Opportunity Commission.

ACTION: Final Amendment to Guidelines on Discrimination Because of Sex.

SUMMARY: On April 11, 1980, the Equal Employment Opportunity Commission published the Interim Guidelines on sexual harassment as an amendment to the Guidelines on Discrimination Because of Sex, 29 CFR part 1604.11,45 FR 25024. This amendment will reaffirm that sexual harassment is an unlawful employment practice. The EEOC received public comments for 60 days subsequent to the date of publication of the Interim Guidelines. As a result of the comments and the analysis of them, these Final Guidelines were drafted.

EFFECTIVE DATE: November 10, 1980.

FOR FURTHER INFORMATION CONTACT: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N. W., Washington, D.C. 20210, 1-800-397-6251 or (202) 693-1337 (TTY).

(Supplementary information concerning comments received on the interim guidelines, and relevant case law is omitted.)

Accordingly, 29 CFR Chapter XIV, Part 1604 is amended by adding § 1604.11 to read as follows: PART 1604-GUIDELINES ON DISCRIMINATION BECAUSE OF SEX
§ 1604.11 Sexual harassment.

(a) Harassment on the basis of sex is a violation of Sec. 703 of Title VII. The principles involved here continue to apply to race, color, religion or other origin. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

(b) In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case by case basis.

(c) Applying general Title VII principles, an employer, employment agency, joint apprenticeship committee or labor organization (hereinafter collectively referred to as "employer") is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisory or agency capacity.

(d) With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.

(e) An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer's control and any other legal responsibility which the employer may have with respect to the conduct of such non-employees.

(f) Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

(g) Other related practices: Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

(Title VII, Pub. L. 88-352, 78 Stat. 253 (42 V.S.C. 2000e et seq.) (FR Doc. 80-34981 Filed 11-7-80, 8:45 a.m.) Billing Code 6570-06-M Federal Register Vol. 45, No. 219/Monday, November 10, 1980/Rules and Regulations 74676-74677

1-0702.12

APPENDIX C

STUDENT INSTRUCTIONAL EVALUATION

8. How effective and/or suitable was the required text for this course?

9. What did you like most about this course?

10. What did you like least about this course?

11. What changes would you suggest for this course?

APPENDIX D

GRADE CHANGE FORM

Sample Form

OKLAHOMA STATE UNIVERSITY OKLAHOMA CITY OFFICE OF THE REGISTRAR				Document no. _____
I request that the Registrar correct the final grade as reported on the official grade sheet:				
The grade of _____		which was reported for _____		
<small>(A, B, C, D, F, I, N, W, P)</small>		<small>(STUDENT NAME)</small>		
_____		for the _____		_____
<small>(SOCIAL SECURITY NO.)</small>		<small>(SEMESTER/SESSION)</small>		<small>(YEAR)</small>
in _____	_____	_____	_____	_____
<small>COURSE</small>		<small>COURSE NO.</small>	<small>SECTION</small>	<small>COURSE NAME</small>
be changed to the grade of _____				
<small>(A, B, C, D, F, I, N, W, P)</small>				
Justification for this request: _____				

APPROVAL OF GRADE CHANGE				
Vice President _____		Instructor _____		Date _____
Registrar _____		Division Head _____		
		Processing Date _____		Operator _____
<small>(REV. 9/01)</small>				
<small>White: Registrar Yellow: Department Pink: Instructor</small>				

APPENDIX E

ACADEMIC APPEALS PROCESS

ACADEMIC APPEALS PROCESS

1. STUDENT OBTAINS AND COMPLETES A GRADE APPEAL FORM

The Grade Appeal Form is available from the Office of Academic Affairs, located in Room 200 of the Administration Building. The deadline for submitting the completed form is four (4) months after the date the final grade was assigned or six (6) weeks after the student begins a new semester, whichever comes first.

When completing the Grade Appeal Form, the student must discuss the case with the instructor, the instructor's department head (or other immediate supervisor if no department head for that course), and the instructor's division head. Each meeting with those three persons must be documented by their signature and date in the appropriate section of the Grade Appeal Form. The Grade Appeal Form also requires a separately attached concise written statement outlining the student's reasons for appealing the grade.

2. STUDENT SUBMITS FORM TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

After the student submits the Grade Appeal Form to the vice president for Academic Affairs, that vice president will forward the same form to the appropriate co-chairperson of the Academic Appeals Committee.

3. ACADEMIC APPEALS COMMITTEE CO-CHAIRPERSON SCHEDULES A HEARING

The Academic Appeals Committee co-chairperson will schedule a hearing after consulting with the student and the instructor.

4. ACADEMIC APPEALS COMMITTEE MAKES THE FINAL DECISION

The Academic Appeals Committee, voting by secret ballot, makes the final decision after the two parties have made their respective case in the hearing. Appropriate documents regarding the decision of the Academic Appeals Committee are then transmitted to the vice president for Academic Affairs.

5. ACADEMIC APPEALS COMMITTEE NOTIFIES ALL APPROPRIATE PARTIES

Written notice of the final decision is sent by the co-chairperson of the Academic Appeals Committee to the student, the instructor, the instructor's department head (or other immediate supervisor if no department head for that course), and the instructor's division head.

November 2003

ACADEMIC APPEALS COMMITTEE

GRADE APPEAL FORM

This form should be completed and submitted to the Office of Academic Affairs, Room 200, Administration Building (AD 200). A concise statement explaining your reason for appeal should also be attached.

Name _____ Date _____

Address _____ Phone _____

Major _____ CWID _____

Course Title _____

Course Prefix, Number, & Section (e.g. ENGL 1113-102) _____

Instructor _____ Semester & Year _____

Grade Received _____ Grade Expected _____

The Instructor, Department Head, and Division Head must sign and record the dates on which the student discussed the grade appeal application with them. Finally, the student must sign and date his/her signature, but only after discussing the case with all of the other three persons.

SIGNATURE

DATE

Instructor _____

Department Head _____

Division Head _____

Student _____

APPENDIX F

STUDENT ENROLLMENT APPEAL

Sample Form

OKLAHOMA STATE UNIVERSITY – OKLAHOMA CITY
Student Enrollment Appeal

General Information: If a student believes his/her final grade or account balance is incorrect due to a processing error, or extraordinary circumstance, he/she may file an appeal for adjustment. The deadline for filing an Enrollment Appeal is six months from the date the grade was assigned, or six months from the semester in which the billing occurred. Students are responsible for adhering to the policies and procedures written in the college catalog and/or class schedule regarding refund, billing, and drop/ withdrawal deadlines. Written policy will take precedence over any verbal communication the student may have with faculty, staff, or students at OSU-Okiahoma City.

Although the Registrar's Office will assist each student to the best of its ability in this process, the student assumes the burden of proof of his/her appeal. Any documentation supporting the student's position should be submitted with this petition. Submitting this Appeal does not warrant automatic approval. A letter of approval or denial will be mailed to the student.

OSU-OKC will consider requests for refund or late withdrawal from classes only when catastrophic circumstances prevented withdrawal during the designated period. Job transfers, brief periods of hospitalization and other similar issues are not considered catastrophic in nature.

Steps:

1. Complete this form
2. Attach supporting documentation
3. Submit to Admissions/Registrar Services

The petitioning student should allow two weeks for review. A letter of determination will be mailed to the address provided on this form.

Name _____ Student ID _____
Mailing Address _____ City _____ State _____ Zip _____
Phone _____ Semester in Question _____

Action Requested: _____
_____ Date _____

Reason(s) for Request: _____

Documentation Attached: Yes No

.....
Registrar Services Use Only
Approved _____ Denied _____

Action taken by Registrar's Office: _____

Authorized Signature _____ Date _____

White: Registrar Services **Yellow:** Financial Aid **Pink:** Student

APPENDIX G

PRINT & MAIL SERVICES REQUEST



PRINT REQUEST

TODAY'S DATE.		DATE NEEDED.	
DEPARTMENT.		ACCOUNT NO.	
INSTRUC FOR I STAFF.		PHONE EXT.	
NO. OF ORIGINALS.		QUANTITY WANTED.	
DESCRIPTION / FILE OF JOB.			

INSTRUCTIONS:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> FRONT to BACK (Double-Sided) | <input type="checkbox"/> COIL BIND |
| <input type="checkbox"/> STAPLE | <input type="checkbox"/> FOLD |
| <input type="checkbox"/> 3-HOLE PUNCH | <input type="checkbox"/> LETTERHEAD |
| <input type="checkbox"/> UNCOLLATED | <input type="checkbox"/> TEST |
| <input type="checkbox"/> CARBONLESS FORM - Number In set: _____ | |
| <input type="checkbox"/> SCAN TO FILE: <input type="checkbox"/> PDF <input type="checkbox"/> TIFF <input type="checkbox"/> OTHER: _____ | |

DELIVERY INSTRUCTIONS:

- HOLD FOR PICK-UP CAMPUS MAIL

ADDITIONAL/SPECIAL INSTRUCTIONS.

Departmental Approval: _____

Each job request MUST have an account number and an authorized departmental signature. Please give exact dates (do not write ASAP). For basic printing/copying (tests, handouts, memos, etc), please allow three (3) working-days turnaround.

Copy Center ...x369 Mail Roomx307 JOB No.

(Rev. 1/200)

Online Print Services can be reached at www.osuokc.edu/dsf

APPENDIX H

ELECTRONIC COMMUNICATIONS REQUEST FORM

Sample Form or go to www.osuokc.edu/communications



900 N. Portland Avenue
Oklahoma City, OK 73107
P: 405.945.3317; F: 405.945.3325

Public Relations Request Form

Name: Date:
Project Title: Account number to be charged:
Extension: Amount Budgeted for Project: Due Date:

Purpose / Who is your audience? _____

Type of Request: (check all that apply)

- Press Release Print Ad
- Broadcast Ad Web Page/Web update *(text must be provided in an electronic format)*
 - Radio TV
- Publication *(text must be provided in an electronic format)* New document Revise document on file in Creative Services
 - Type of publication: Brochure Flier Postcard Poster Other _____
 - Quantity _____ Internal External Is this a mailer?
 - Black and White 2-color 4-color Paper Color _____
- Apparel
 - Quantity _____ Catalog and Style # _____ Color _____
 - Size(s) *(please indicate men and/or women)* _____
- Promotional Item
 - Quantity _____ Catalog and Style # _____ Color _____
- Special Event
 - Date/Time of Event _____ Type of Event _____ On or Off Campus _____

Other Special Instructions: _____

V.P. Approval (required) _____ Date: _____

For Public Relations Use			
Job. No.	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved After Changes	<input type="checkbox"/> Resubmit
Ad Specs:	Name of Publication	Size	Color
	Electronic Format	Production Email	
Public Relations Office	_____		Date: _____

APPENDIX I

DISABILITY ACCOMMODATIONS HANDBOOK FOR FACULTY MEMBERS

DISABILITY ACCOMMODATIONS HANDBOOK FOR FACULTY MEMBERS

Introduction

The Office of Services to Students with Disabilities (OSSD) is committed to assisting faculty, staff, and administrators of OSU – Oklahoma City in providing reasonable accommodations to otherwise qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). These accommodations are designed to provide equal access to learning environments, information services, and educational opportunities and experiences. OSSD is staffed by the Advisor to Students with Disabilities.

If you need this handbook in an alternative format, please contact the Advisor to Students with Disabilities, located in the Student Center Room 142 or call (405) 945-3385.

The Advisor to Students with Disabilities is pleased to support and consult with faculty as needed regarding student accommodations, and if assistance is needed please call (405) 945-3385.

Frequently Asked Questions

Who May be Eligible for Accommodations?

A student with a significant life impairment due to a disability and who is otherwise qualified to enroll in a class or program may be qualified to receive reasonable accommodations. The Advisor to Students with Disabilities will ask the student for competent medical documentation of their disability before reasonable accommodations are considered and/or provided. Students may be considered “otherwise qualified” and covered under current disability legislation if, with or without reasonable accommodations, they meet the same academic, professional, technical, and behavioral standards as those without disabilities. In other words, a student must be able to fulfill essential course/degree program requirements with or without reasonable accommodation to be covered under current disability discrimination protection laws.

What is a Student with a Disability?

A "student with a disability" is any student who:

- has a physical or mental impairment which substantially limits one or more of such a person's major life activities,
- has a record of such impairment, or
- is regarded as having such impairment.

Why Provide Accommodations for Students with Disabilities?

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 obligates public entities, including OSU – Oklahoma City, to provide otherwise qualified students with disabilities with equal access to university programs, courses, and services. In order to assist students of OSU-Oklahoma City regarding needed academic accommodations, OSU-Oklahoma City has empowered its Advisor to Students with Disabilities with the authority to review, coordinate, and facilitate student accommodation requests based on disability. The Advisor to Students with Disabilities also works with faculty and staff to ensure that appropriate steps are taken to provide equal access to otherwise qualified students with disabilities.

How does a student obtain reasonable accommodations?

It is the responsibility of each student who desires reasonable accommodation at OSU-Oklahoma City to identify themselves as an individual with a disability and to make a request for accommodation through the Advisor to Students with Disabilities. The Advisor to Students with Disabilities will then meet with the student to discuss the requirements of a student's selected course or degree program and appropriate accommodations. Students must also provide documentation of their disability before accommodations are approved. In some instances, the Advisor to Students with Disabilities will consult with faculty members or relevant Department Heads as needed when determining appropriate accommodations.

Once accommodations are approved, the Advisor to Students with Disabilities will work with the student to develop an Access Plan, a document certifying (but not specifically disclosing) the student's disability and the reasonable accommodations to be provided for each course. It is the student's responsibility to then deliver the Access Plan to each of their instructors as official notification of accommodations. The Advisor to Students with Disabilities will then coordinate with faculty members or other departments as needed to implement the accommodations. It should be noted that students remain responsible for fulfilling all other university academic and conduct requirements despite receiving accommodations, and students must visit with the Advisor to Students with Disabilities to develop new Access Plans for each semester they would like accommodations.

Please note that a faculty member is *not* obligated to provide accommodations in excess of what is written on the Access Plan.

What Services/Accommodations Are Available?

Academic accommodations are determined by a student's strengths and limitations stemming from their disability, medical documentation provided, and the essential requirements of the course or degree program that the student is enrolled in. Examples of accommodations may include, but are not necessarily limited to:

Note taking assistance (provided by volunteer students in the class and facilitated by the disabled student and the Advisor to Students with Disabilities)

Extended testing time in a reduced distraction environment

Assistance in obtaining texts in alternative formats

Sign-language interpreting services (provided by Deaf Student Services)

Captioning services (provided by Deaf Student Services)
Physical accommodations for students with mobility or orthopedic impairments
Assistive Technology Software Programs

ADA Syllabus Statement

The following University approved ADA statement should appear in all course syllabi as well as courses offered via the Internet. This statement should be read aloud to students at the first class meeting of each course:

“Oklahoma State University – Oklahoma City complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with Disabilities who seek special accommodations must make their request by contacting Emily Cheng, the Advisor to Students with Disabilities, located on the first floor of the Student Center, Room 142, or call (405) 945-3385. All accommodations must be approved by the Advisor to Students with Disabilities. Additional information may be obtained from the OSU-Oklahoma City Students with Disabilities website at <http://www.osuokc.edu/disabled>.

Making a Referral to the Advisor to Students with Disabilities

If a student expresses difficulty with a class and shares with faculty that they have a disability, please refer the student to the Advisor to Students with Disabilities located in Room 142 of the Student Center, or they may call (405) 945-3385.

You have met your obligation to the student if you have provided the student with information on who to contact if they are interested in accommodations, such as what is described in the ADA syllabus statement.

POLICIES AND PROCEDURES FOR COMMON ACCOMMODATIONS

Extended testing time on exams

- Students may receive extended time on timed examinations, which are generally defined as tests taken with a finite time limit for completion, such as one hour. The amount of time given is generally time-and-a-half (the same amount of testing time that other non-disabled students receive plus one half) or double-time (twice the amount of time that other non-disabled students receive), depending on the student’s functional limitations.
- The student may either take their exam with extended time in the regular classroom setting or in the OSU-Oklahoma City Testing Center, depending on the preference of the instructor and/or student.
- The student and the instructor should discuss testing arrangements in advance once the student has presented the instructor with an Access Plan,

which is an official notice of accommodations prepared by the Advisor to Students with Disabilities and presented to the instructor by the student.

- If taking a test in the Testing Center, it is the student's responsibility to work with the instructor and Testing Center as needed to complete the exam within the Testing Center's normal business hours and within the instructor's deadline for completion of the exam.
- Once a testing date and time has been agreed upon by the student, instructor, and Testing Center, the instructor may deliver the exam to the Testing Center prior to the student's anticipated arrival.

Use of a tape recorder in class

- Students may be permitted to use tape recorders as a reasonable accommodation in courses which it is otherwise prohibited by the instructor.
- Students receiving this accommodation should not share their recordings with other students.

Note-taking assistance

- Students may receive assistance with taking notes in classroom-based courses from a volunteer student note-taker in the class.
- Students receiving this accommodation are empowered to exercise good communication and self-advocacy skills in recruiting their own volunteer student note-taker, but the Advisor to Students with Disabilities will facilitate the recruitment of a volunteer note-taker if needed. However, it is the responsibility of the student with the disability to obtain their own volunteer note-taker from the class.
- The Advisor to Students with Disabilities provides the student with a disability with carbonless copy paper, which should be given to the volunteer student note-taker for convenience in note-taking.
- Note-taking assistance is not a substitute for regular class attendance and participation.
- Students are challenged to take their own notes as well and to use their note-taker's notes as supplementary information.

Attendance Policy

In most cases, class attendance is critical to a student's mastery of the knowledge and/or skills that are taught in a specific course. Students are expected to follow the attendance policy established by the instructor in each class. OSU-Oklahoma City recognizes, however, that there may be times when an otherwise qualified student with a disability cannot attend class because of disability-related reasons.

If such a student believes it may not be possible to abide by the attendance policy because of medical issues related to a disability, the student should contact the Advisor to Students with Disabilities prior to the beginning of the semester, or as soon as possible after the need for an exception arises, to discuss the matter of a possible accommodation. Determination of eligibility for a disability-related exception to the attendance policy is made by the Advisor to Students with

Disabilities in consultation with the instructor of the course for which the exception is sought and, if necessary, with the department head or other appropriate administrator.

OSU-Oklahoma City will make every effort to reasonably accommodate a student's disability-related academic needs. Please note, however, that neither OSU-Oklahoma City nor an individual faculty member is required to waive an essential or fundamental academic requirement of a course, regardless of the nature of the student's disability.

The academic department who teaches the course identifies and defines the essential or fundamental academic requirements for its courses, and instructors may establish an acceptable number of excused absences in light of these essential requirements. Attendance requirements for each course are usually stated on the course syllabus.

The following questions will be considered when determining the extent to which attendance is an essential requirement of a course and whether an exception to the attendance policy may be appropriate:

1. Is there classroom interaction between the instructor and students and among the students themselves?
2. Do student contributions in class constitute a significant component of the learning process?
3. Does the fundamental nature of the course rely on student participation as an essential method of learning?
4. To what degree does a student's failure to attend class constitute a significant loss to the educational experience of other students in the class?
5. What does the course description and syllabus say regarding attendance? Each instructor may have different requirements regarding attendance.
6. By what method is the final grade calculated?

As with all disability accommodations, exceptions to the attendance policy will be determined on an individual, case-by-case basis depending on:

1. the extent to which the supporting medical or psychological documentation from a licensed professional qualified to diagnose and treat the disability in question supports the need for an exception to an attendance policy, and
2. the reasonableness of this accommodation in each requested class as determined by discussions between the Advisor to Students with Disabilities and the course instructor based upon the above criteria. In questionable cases, the academic department head and/or other appropriate academic administrator will be included in these discussions.

Students who are approved for an exception to the attendance policy based on disability are required to provide a document from the Advisor to Students with Disabilities (called an Access Plan) to each instructor confirming the accommodation. Accommodations are **not** retroactive. All accommodations, including an exception to the attendance policy, become effective when the student delivers the Access Plan from the Advisor to Students with Disabilities to the instructor.

An exception to the attendance policy does **not** mean that unlimited absences will be permitted. The number of additional absences a student may receive as a reasonable accommodation will be determined on a case-by-case basis for each class, depending on the student's individual disability, the nature of the course and the degree to which class attendance is an essential requirement of the specific course. Exception to the attendance policy does **not** mean exception to any of the other academic requirements of the course. Students are required to fulfill all course requirements and will be held to the same evaluation standards as specified in the course syllabus. Students who are approved for an exception to the attendance policy are expected to contact instructors in advance of an anticipated absence. This is particularly important if the anticipated absence will result in the student missing a quiz, exam, or a deadline for turning in an assignment. For emergencies or unexpected disability-related absences, contact should be made as soon as possible to verify the reason for the absence and to discuss make-up work. The instructor may ask the student for written verification of the absence as being disability-related, such as verification from a physician stating the date(s) and time(s) of the medical episode or doctor's appointment. The student and instructor should come to a clear agreement about the nature of the make-up work and deadlines for completing it. This agreement should be put into writing and signed by both the student and the instructor. The instructor is encouraged to forward a copy of the signed agreement to the Advisor to Students with Disabilities for future reference if needed.

It is the individual student's responsibility to obtain copies of lecture notes and/or materials from missed classes. Students who are likely to be absent from class should plan ahead of time to get lecture notes from a classmate, and it is recommended that phone numbers be exchanged in advance. The Advisor to Students with Disabilities is not obligated to facilitate note-taking assistance for missed classes.

Students should understand that even though an exception to the attendance policy has been made for them, absences are likely to have a negative impact on their academic performance simply because of the content and experiential learning they may have been missed by not being in class. For this reason, they should make every attempt to attend class. Students should make special effort to attend class for quizzes and exams and to observe deadlines for submission of assignments.

Students should be aware that exception to the attendance policy will not be possible in all courses because class attendance is an essential, integral part of some courses. Some academic programs or majors may not be amenable to exceptions to the attendance policy. Students who know that attendance may be an on-going issue for them should consult with the academic department regarding the feasibility of attendance exceptions in the specific program of their interest.

Physical and Assistive Technology accommodations

Physical accommodations such as a special table, chair, or accessible classroom are available as reasonable accommodations. Additionally, assistive technology software is available to students with visual, cognitive, or orthopedic impairments upon request. Students needing these types of accommodations are strongly encouraged to contact the Advisor to Students with Disabilities as far in advance of the semester's start as possible for planning purposes. Late or untimely requests may not be honored in a timely fashion. Documentation of disability may be needed to access these accommodations. Students requesting these types of accommodations should start by contacting the Advisor to Students with Disabilities.

Other reasonable accommodations may be available to the student on an individual, case-by-case basis based on the student's functional limitations, competent medical documentation, and essential requirements of the student's selected course and/or degree program.

COURSEWORK MODIFICATIONS AND WAIVERS

OSU-Oklahoma City will make every effort to reasonably accommodate a student's disability-related academic needs. Please note, however, that neither OSU-Oklahoma City nor an individual faculty member is required to waive an essential or fundamental academic requirement of a course, regardless of the nature of the student's disability.

Determination of eligibility for a disability-related exception to a course requirement or degree program is made by the Advisor to Students with Disabilities, and only in consultation with the instructor of the course for which the exception is sought and with the respective department head or other appropriate administrator.

Medical and Health Emergency

Call Security at 945-9111. **Do not call the Nurse Science Department or EMT Department.** For victims who have stopped breathing, fainted, is choking, or has had a seizure, CALL 911 IMMEDIATELY. Do not attempt to administer aid unless you are trained to do so.

When you call Security (945-9111):

- a. Give the officer the exact location of the emergency, including building and room number. Security will contact necessary campus officials.
- b. Describe the emergency (such as: seizure, accident, chest pain, etc.)

Provide assistance to the emergency victim only if you are trained to do so. Otherwise wait with the victim and make him/her as comfortable as possible, without moving the individual, until Security or emergency personnel arrive.

General First Aid Guidelines - Do Not Contact the Nurse Science Department or the EMT Department.

- a. Do not attempt to move the victim.
- b. Apply direct, steady pressure to wound if bleeding.

When Security or emergency personnel arrive they will assume control of the situation. Only if asked by Security should faculty, staff, or students on the scene assist by waiting outside buildings to provide assistance and directions to emergency units. Assisting with maintaining calm in the classroom or providing direct care to the victim as directed by the campus Security or emergency personnel may be asked of you.

Seizures

It is in the best interest of the student to disclose information to the professor about their seizures but students are not required to disclose this information. There are many kinds of

seizure disorders and professors should be informed as to the extent of the seizure and of what to do in case of a seizure.

Notify OSU-Oklahoma City Safety and Security office at (405) 945-9111 IMMEDIATELY.

First aid for a seizure requires the following: Clear the area around the person of anything hard or sharp such as desks, chairs or corners. Loosen ties or anything around the neck that may make breathing difficult. Put something flat and soft, like a folded jacket, under the head. Turn him/her gently onto his side. This will keep the airway clear.

- DO NOT try to force his mouth open with any hard implement or with fingers. It is not true that a person having a seizure can swallow his tongue. Efforts to hold the tongue down can injure teeth or jaw.
- Do not hold the person down or try to stop his movements.
- Don't attempt artificial respiration except in the unlikely event that a person does not start breathing again after the seizure has stopped.

Stay with the person until the seizure ends naturally. Be friendly and reassuring as consciousness returns.

You don't have to do anything if a person has brief periods of staring or shaking of the limbs. If someone has the kind of seizure that involves a dazed state and automatic behavior, the best thing to do is:

1. Watch the person carefully and explain to others what is happening. Often people who don't recognize this kind of behavior as a seizure, will think that the dazed person is intoxicated by alcohol or drugs.
2. Speak quietly and calmly in a friendly way.
3. Guide the person gently away from any danger, such as a steep flight of steps. Don't grab hold unless there is imminent danger.
4. Stay with the person until full consciousness returns. Security or other emergency personnel may need to ask specific questions about the incident.

Students with Disabilities and Disruptive Behavior

Some students with disruptive behaviors may have psychiatric disorders. **Although such students may be considered disabled and may be protected under the Rehabilitation Act of 1973 and the Americans with Disabilities Act from discrimination, they are still expected to meet the same standards of conduct as any student.**

Colleges and universities are not required to retain or readmit a student with a disability whose behavior poses a direct threat to the health or safety of others, and expulsion or disciplinary consequences would not be regarded as discriminatory in this context. A student code of conduct which prohibits disruptive or other inappropriate behaviors may be

enforced and applied equally to students with disabilities. If you believe that any student, disabled or non-disabled, is engaging in misconduct or exhibiting behaviors that are disruptive to the learning environment, faculty are encouraged to contact the Associate Vice President of Student Services at (405) 945-9106 to discuss the situation. For consultation regarding a student with a disability's odd, but non-threatening behavior, please contact the Advisor to Students with Disabilities at (405) 945-3385.

Classroom Accessibility

If an instructor finds that they are assigned to teach their class in a location that is not accessible to one of their students with a disability, the instructor should contact the Advisor to Students with Disabilities as soon as possible. The Advisor to Students will then consult with the relevant Department and/or Division Head in obtaining a change in classroom location or to make alternative classroom accommodations. If a student with a disability requires special seating arrangements, the student should contact the Advisor to Students with Disabilities for assistance.

Emergency Evacuation Procedures

As an instructor, you may wish to make a point to understand the special needs of any students you have in your classrooms who are disabled so that you may assist them during an evacuation.

If there is an emergency on campus that requires evacuation of the building, movement to a safe location in a building, up or down stairs or in a case where the elevator is not operating, it is up to the faculty or staff member in charge of the class / event, or the nearest campus official, to be responsible to assist and aid the students in order to insure their safety. These students are responsible for communicating their need for assistance to the employee. If necessary, Security may be called to assist in the matter.

For specific information on evacuations for fire, tornado or other emergencies, please refer to the Emergency Preparedness Plan or the Emergency Evacuation Procedures for Persons with Physical Disabilities brochure.

Dealing with Student Complaints of Unfair Treatment or Ineffective Accommodations

A student disagreeing with a recommended classroom accommodation, or a recommendation from the Advisor to Students with Disabilities that no accommodation is warranted, may request further review by the Advisor to Students with Disabilities. If a resolution cannot be made at that level, the Vice President of Student Services (or his/her designee) will be consulted on the matter along with the relevant Department Head(s) and the Vice President of Academic Affairs as needed. A concerted effort will also be made by OSU-Oklahoma City to involve and engage the student in the internal grievance process. If the student does not participate in this internal grievance procedure as encouraged, a resolution will likely be reached without the student's involvement. Provided that all of the aforementioned internal review/grievance procedures have been exhausted, the student may choose to file a grievance with the Office for Civil Rights if they remain unsatisfied with

the accommodations, or lack thereof, provided by OSU-Oklahoma City. The Advisor to Students with Disabilities will provide the student with contact information for the Office for Civil Rights upon request, but it is strongly recommended that the student utilize internal grievance procedures for possible quicker resolution prior to taking this action.

DISCLAIMER

This Disability Accommodations Handbook for OSU-Oklahoma City faculty and adjunct instructors has been prepared for general information purposes only. No statement appearing in this Handbook constitutes a contractual obligation by the Board of Regents of OSU-Oklahoma City. If any official policy statements of the Board of Regents or of the University are in contradiction to statements appearing in this Handbook, such official policy statements will be deemed to have control over the statements appearing in this document. The Board of Regents and the University reserve the right to alter the terms of official policy statements and /or this Handbook at any time, without advance notice.