

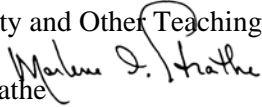
OKLAHOMA STATE UNIVERSITY

Academic Affairs
101 Whitehurst Hall
Stillwater, OK 74078-1011
405-744-5627, FAX 405-744-5495

August 2008

MEMORANDUM

TO: General Faculty and Other Teaching Staff

FROM: Marlene I. Strathe 
Provost and Senior Vice President

SUBJECT: *Summary of Academic Policies*

I am pleased to provide this reference book summarizing many of the academic policies and procedures you will need during the upcoming academic year and highlighting several changes that have occurred during the past year.

One calendar change that is important to note is that **Fall Break has been scheduled for Friday, October 10 and Thanksgiving Break for students will begin on Wednesday, November 26, 2008.** Although no classes will be held on these days, the university will remain open.

Also, please note that **changes in assignment of incomplete grades and research grades become effective in Fall 2008.** Instructors will assign a "default" grade along with an incomplete grade ('IB', 'IC', 'ID', etc.) which represents the grade a student will earn in one year if they fail to complete the missing portions of their class. Thesis/dissertation classes will be graded each semester with a 'SR' grade for students who have made satisfactory progress on their research and a 'UR' for unsatisfactory progress. See the enclosed policies for additional information.

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 requirements, as well as details of the grading system that will be used in the determination of final grades." Distribution of written plans at the beginning of a course may alleviate many of the communication problems that occur between faculty and students concerning course requirements, examinations, grading procedures, attendance policies, and other matters.

I strongly encourage you to adopt the practice of distributing a semester course plan in the first meeting of each course. For your benefit, enclosed is a format for a recommended semester course plan along with the Syllabus Attachment containing helpful information for students. I hope that the Attachment will assist you in informing your students of important dates and policies, and offices available for any assistance that they may need. An 8½" x 11" copy of the Syllabus Attachment may be obtained from the Academic Affairs' web site (<http://osu.okstate.edu/acadaffr/aa/syllabus.htm>) or the offices of your department head, dean or 101 Whitehurst.

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

Oklahoma State University in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Title IX of the Education Amendments and Oklahoma State University policy prohibit discrimination in the provision of services of benefits offered by the University based on gender. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with the OSU Title IX Coordinator, Dr. Carolyn Hernandez, Director of Affirmative Action, 408 Whitehurst, Oklahoma State University, Stillwater, OK 74078, (405)744-5371 or (405)744-5576(fax). This publication, issued by Oklahoma State University as authorized by the Office of Academic Affairs, was printed by the Oklahoma Department of CareerTech at a total cost of \$1,301.37 in July 2008.

Incomplete Grades

This grade is given to a student who satisfactorily completes the majority of course work (i.e., material amounting to more than 50% of the course grade as outlined in the course syllabus) and whose work averaged "D" or better, but who has been unavoidably prevented from completing the remaining work of the course. This grade is considered temporary. When the instructor specifies the conditions the student must fulfill in order to complete the course, he or she will also specify the grade the student would receive based on total course requirements and evaluation of completed work, and assign a composite incomplete grade. This temporary grade ("IB," "IC," "ID," or "IF") will be the projected grade if the student received a zero for the remaining course work, with the "I" representing the incomplete status of the course. Neither a grade of "IA," nor a condition that the student must repeat the course, is permitted.

The "composite incomplete" grade ("IB," "IC," "ID" or "IF") will be recorded on the online grade form and on the unofficial transcript until the final grade is assigned. The official academic transcript will reflect an "I" grade for the course until the final grade is assigned.

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

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

Upon completion of any or all of the remaining requirements, or at the end of the one-year period (whichever occurs first), the temporary grade on the transcript is changed to reflect the final grade for the course (e.g., "IC" is changed to "B" on the unofficial transcript, and "I" is changed to "B" on the official transcript). Any course in which none of the remaining requirements are fulfilled will, after one year, have the incomplete grade changed to the default grade (e.g., "IC" or "I" is changed to "C"). If the student opts to graduate prior to the end of the one year period, the remaining course requirements must be completed and the final grade assigned by the deadline for course work completion for his or her final graduating semester.

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

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

The grade of "SR," indicating satisfactory research progress, or "UR," indicating unsatisfactory progress will be assigned to thesis (5000) and dissertation (6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student's grade point average. Only courses in which a grade of "SR" (or a previously-awarded grade of "R," "A," "B," or "C") is earned may be used toward minimum degree requirements. For additional information, see Frequently Asked Questions at <http://www.okstate.edu/registrar/FAQs/>.

Academic Integrity

The OSU Academic Integrity Policy has been in effect since 2006. The *Academic Integrity Handbook for Faculty and Other Instructional Personnel* (academicintegrity.okstate.edu) provides detailed information on the policy and related procedures, so only a few important matters will be covered here.

OSU strongly encourages detection and positive action. The academic integrity policy recognizes the obligation of all OSU faculty and students to understand, communicate, and abide by the standards of academic integrity. Faculty and TAs are urged to deal in an official manner with all cases of plagiarism, cheating on examinations, and other academic integrity violations. Faculty and TAs are also urged to take positive and "pre-emptive" actions to inform students about academic integrity standards and to manage exams and projects in ways that deter violations. Instructors are urged to use OSU's Commitment to Academic Integrity ("I will respect OSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community") on course syllabi and examinations. The more thorough your coverage of academic integrity topics in class, the fewer grounds a student has to plead "ignorance." Specific suggestions for both detection and prevention are provided in the *Academic Integrity Handbook*.

What to do when you detect cheating. If you have evidence that would convince a reasonable third party that the student “more likely than not” cheated on an exam, plagiarized, or committed some other academic integrity violation, your first move should be to contact the Office of Academic Affairs to obtain the services of an academic integrity facilitator and then to inform the student in writing (using the Academic Integrity Violation Notification form) of your charge, eventually setting up a meeting with the student and the facilitator. See the simplified flowchart on the following page. The academic integrity policy no longer requires proof of the student’s “intent” to cheat. See the *Academic Integrity Handbook* or academicintegrity.okstate.edu for detailed procedures and forms.

There is a special grade for a serious academic integrity violation: the F! The academic integrity policy recommends three levels of sanctions (penalties). For minor violations an “F” or zero on the individual assignment, quiz, or paper is recommended. More serious violations may merit a grade of “F!” (eff shriek) for the course. In the case of students in graduate programs, serious violations may result in suspension from OSU and dismissal from the program. The F! is an official transcript grade indicating course failure due to cheating. To promote education regarding academic integrity, the policy specifies that the student may remove the *first* “!” (but not the F) by successful completion of an education program on academic integrity. The decision to remove the first “!” is entirely up to the student. For details regarding differences between major and minor violations, see the *Academic Integrity Handbook*.

Can a student appeal an F! grade or a grade lowered due to an academic integrity violation? Yes, however it is not a “grade appeal” but an appeal of the charge of an academic integrity violation or the sanction given for the violation. The appeal is processed through the Academic Integrity Panel.

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

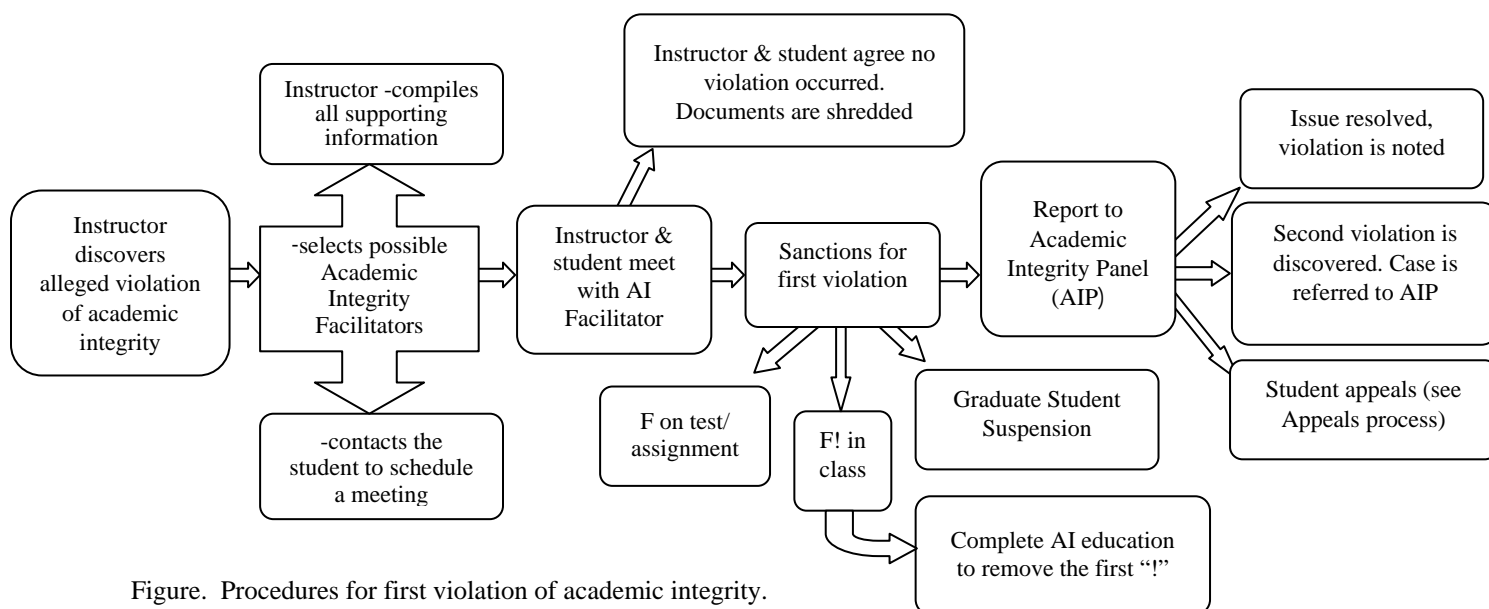


Figure. Procedures for first violation of academic integrity.

Grading Policies

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

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

Fall Break Schedule

Fall Break for 2008 will be Friday, October 10 and Wednesday, November 26, 2008, the day prior to Thanksgiving. The actual dates for Fall Break are finalized in the spring of each year. The dates for Fall Break are published in the academic calendar on the Registrar's website, in the Fall 2008 Schedule of Classes, in the 2008-2009 Catalog, and on the Fall 2008 syllabus attachment.

Class Attendance

OSU policy states that "no penalty will be assessed for class absences unless the instructor provides a **written** attendance policy to the student **within the first three lectures** of a semester." Faculty are encouraged to clearly detail their expectations regarding class attendance in the course syllabus, as well as the procedure(s) and criteria for excusing or not excusing absences, for making up missed work, and the consequences of non-compliance. Policies should be based on students being acknowledged as mature individuals, and emphasis should be placed on students developing a sense of responsibility for their education. As such, students should be held accountable for all work covered in a course despite valid reasons for absence from class. Valid reasons for students to miss class include illness, inclement weather, required field trips, required participation in other university sponsored events, and military training. Students are expected, however, to attend each class period, and absences should be justified. In addition, faculty are encouraged to report cases of repeated absenteeism to the dean of the student's college. Instructors are also requested to report to the Registrar the names of students who have not attended class during the first week of a semester for purposes of enrollment verification.

Inclement Weather

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

Pre-Finals Week

The Pre-Finals Week Policy (Policy & Procedures Letter 2-0210) is strictly enforced. Any deviation from this policy requires the approval of your Department Head, Dean, and the Provost and Senior Vice President. You will receive further information on pre-finals week, as well as a copy of the policy, later in the semester.

Final Exam Overload Policy

In the event a student has three or more final exams scheduled for a single day, the student is entitled to arrange with the faculty member instructing the highest numbered course (4 digit course number) or two highest, if the student has four finals on one day, to reschedule that examination(s) at a mutually convenient time during final exam week. However, common final exams may not be rescheduled unless the student has common exams scheduled at the same time. The student should submit this request in writing, with a copy of his/her class schedule, at least two weeks prior to the beginning of final exam week. The faculty member has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam. Questions about this policy should be directed to the Office of Academic Affairs, 101 Whitehurst, 405-744-5627.

Six Week and Final Grades

All grades are entered electronically via "Web for Faculty" (<http://prodfosu.okstate.edu>). Help with this process can be obtained from the SIS office, 405-744-6864.

Faculty who teach 1000 and 2000 level courses are expected to submit preliminary grades during the sixth week of class (September 22 - 30, 2008). Faculty may submit Six Week grades for any class. Six Week grades are important to OSU's efforts to help our students succeed and improve instructor feedback about students' progress in classes. Advisers will review these grades, contact students who are experiencing academic difficulty, and encourage them to meet with their instructor.

Final grades must be submitted electronically to the Registrar's Office on the published date for each semester which is 11:00 p.m. on the Tuesday following the last day of final exam week. Different rules are in effect for classes taught in the summer. Because determination of academic standing for all students, including probation and suspension, eligibility for financial aid, and enrollment certifications, is dependent upon the receipt of final grades, it is very important that final grades be submitted by the published deadline.

Retention of Grade Records

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

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

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

Special Accommodations for Students

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his or her disability and to request accommodations. If a student thinks that he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services, 315 Student Union. Students should advise the instructor of such disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to provide reasonable accommodations when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.

OFFICES OF STUDENT ACADEMIC SERVICES

Agricultural Sciences and Natural Resources Cheryl DeVuyst 136 Agriculture Hall 744-5395	Engineering, Architecture and Technology Kevin Moore 101 Engineering North 744-5276
Arts and Sciences Keely James 202 Life Sciences East 744-5658	Human Environmental Sciences Kristi Thrift 101 Human Environmental Sciences 744-5056
Education Bob Davis 325 Willard Hall 744-6350	William S. Spears School of Business Craig Robison 201L Business Building 744-5069
University Academic Services Martha McMillian 214 Student Union 744-5333	Graduate College Craig Satterfield 202B Whitehurst 744-6368
Veterinary Health Sciences 205 McElroy Hall 744-6651	Enrollment Services, Tulsa Susan Johnson 130 North Hall (918)594-8271

POLICY

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

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

1.03 The schedule of classes is submitted by the head of each department and approved by the appropriate academic dean and the Provost and Senior Vice President, Office of Academic Affairs.

1.04 Faculty members are urged to provide students with a semester course plan showing the schedule of examinations and other course requirements, as well as details of the grading system which will be used in the determination of final grades.

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

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

DISTANCE DELIVERED COURSES

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

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

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

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

2.05 Oklahoma State University Policies related to other aspects of the final exam process such as final exam overload and final exam conflict issues will apply to distance education courses.

PROCEDURE

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

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

3.03 The Request for the change of the schedule for final examinations, including justification for the requested change, must be approved by the Department Head, the Dean of the College, and the Provost and Senior Vice President, Office of Academic Affairs.

POLICY

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

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

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

PROCEDURE

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



OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT FALL 2008

<http://osu.okstate.edu/acadaffr/aa/syllabus.htm>

WE ARE VERY CONCERNED ABOUT YOUR SUCCESS AS A STUDENT AT OSU. THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.

IMPORTANT DATES

Last day to add a class (without instructor permission)	8/25/08
Last day to drop a course with no grade and no fees charged for courses	8/25/08
Last day to withdraw completely from the University and receive a 100% refund	8/25/08
Last day to add a class (with instructor permission)	8/29/08
Last day to drop a course with an automatic "W" and receive a 50% refund	8/29/08
Last day to withdraw completely from the University and receive a 50% refund	8/29/08
Last day to post 6 week grades for 1000 & 2000 level courses	9/30/08
Last day to file diploma application	11/3/08
Last day to drop a class with an automatic "W"	11/7/08
Last day to withdraw completely from the University with an automatic "W"	11/7/08
Last day to withdraw completely from all OSU classes with an assigned "W" or "F"	11/21/08
Pre-Finals week	12/1 – 12/5/08
Final examinations	12/8 – 12/12/08

FALL SEMESTER HOLIDAYS

Labor Day	9/1/08
Fall Break	10/10/08
Thanksgiving Break*	11/26 - 11/28/08

*University closed Thursday & Friday, no classes Wednesday

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY Students often confuse these terms:

Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. (Remedial courses cannot be dropped without written permission of the advisor.) *After the twelfth week (November 7, 2008), a course may be dropped by petition but **only** when verifiable extenuating circumstances can be demonstrated.* Verifiable extenuating circumstances must be reasons beyond your control, such as illness or accidental injury. **Poor performance in class is not an extenuating circumstance.** You must obtain a petition to drop a course after the deadline from your advisor and get the signature of your advisor and dean with a grade of "W" or "F" assigned by the instructor. The Late Drop Panel must then approve the petition.

Withdrawing from the university means that you are dropping **all** of your courses and **are no longer enrolled for the current semester.** This may occur until the Friday before pre-finals week (November 21, 2008). The withdrawal process is initiated in your dean's office. **CHECK THE IMPORTANT DATES SECTION FOR THE "DROP" AND "WITHDRAWAL" DEADLINES FOR THIS SEMESTER.**

<http://osu.okstate.edu/acadaffr/DropAdd.htm>.

ACADEMIC INTEGRITY POLICY

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, academicintegrity.okstate.edu.



CLASS ATTENDANCE IS IMPORTANT

Attendance usually has a high correlation with how well you perform in a course. Talk with your instructor about any absences. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.* Check your course syllabus or ask your instructor for this information. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise.

PRE-FINALS WEEK POLICY

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

FINAL EXAM OVERLOAD POLICY

In the event that you have three or more final exams scheduled for a single day, you are entitled to arrange with the faculty member instructing the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time of mutual convenience during final exam week. You may not reschedule common final exams unless you have common exams scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The faculty member has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam, after which you take the request to the Office of Academic Affairs, 101 Whitehurst.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address for electronic correspondence. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website: <https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/lab/s/>. . Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

LIBRARY HOURS

Edmon Low Library (405-744-5029)

Digital Library Toll Free: (1-877-744-9161)

Monday-Thursday	7:30 a.m.-2:00 a.m.
Friday	7:30 a.m.-10:00 p.m.
Saturday	9:00 a.m.-10:00 p.m.
Sunday	9:00 a.m.-2:00 a.m.

*Hours will vary during University holidays.

*Contact the following for information on hours of operation:

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

Library web address: www.library.okstate.edu

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations (<http://www.okstate.edu/ucs/SJA/srr.htm>). In general, the University expects you to respect the rights of others and authority, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

SEEK ANSWERS TO YOUR QUESTIONS

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

WHERE TO GO FOR HELP

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

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

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

Mathematics Learning Resource Center (4th Floor, Classroom Building) Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times. Go to www.math.okstate.edu/mlrc or call 405-744-5818.

Writing Center (104 Morrill Hall) The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques. Call 405-744-6671 or go to english.okstate.edu/writing.

Tutoring (214 Student Union) University Academic Services offers free individual tutoring for a variety of courses. Call 405-744-5333. . www.okstate.edu/ucs/tutoring.html lists other tutoring services.

University Counseling Services (316 Student Union or 002 University Health Services) Professional counselors offer confidential personal and/or career counseling. Call 405-744-5472 or 405-744-7007 or www.okstate.edu/ucs/Counselingservice.htm.

Office of Student Disability Services (315 Student Union) - According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Call 405-744-7116 or go to www.okstate.edu/ucs/stdis/.

Office of Affirmative Action (408 Whitehurst) Oklahoma State University policy prohibits discrimination based upon gender, race, color, ethnicity, age, religion, national origin, veteran's status, disability, or sexual orientation. If you believe that you are being discriminated against, you may discuss your concerns and file informal or formal complaints with Dr. Carolyn Hernandez, 405-744-5371.