



OKLAHOMA STATE UNIVERSITY

SYLLABUS ATTACHMENT

FALL 2020

<http://academicaffairs.okstate.edu>

Student Guidance on Wearing Cloth Facial Coverings

All OSU students, employees, and visitors must wear a facial covering (mask) upon entering any campus building and when near or encountering others. This includes during class. Students who fail to wear their facial covering in class will be asked to leave the classroom and return after retrieving their facial covering.

Students who continuously fail to comply with this university expectation will be referred to the Office of Student Conduct Education and Administration for the [Student Code of Conduct](#)'s Failure to Comply policy.

COVID-19 can be spread when people are asymptomatic, which means they do not know they are sick yet. Wearing facial coverings has been shown to reduce the spread of COVID-19 to others. It is important that OSU is a safe place to work and study, and taking this step creates a safe environment for all of us as advised by the CDC. More on facial covering guidelines.

(<https://go.okstate.edu/coronavirus/campus-reopening-plan/plan-at-a-glance/face-coverings.html>)



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



COVID-19 UPDATES

go.okstate.edu/coronavirus/index.html

Please visit this webpage for information regarding the university's response to the COVID-19 pandemic, answers to frequently asked questions, and important updates.

IMPORTANT DATES

Last day to add a class (without instructor permission)	08/24/2020
Last day to drop a class with no grade and 100% refund	08/24/2020
Last day to add a class (requires instructor & advisor permission)	08/28/2020
Last day to drop a class or withdraw from the University with no grade and receive a partial refund	08/28/2020
Last day to post 6 week grades	09/30/2020
Last day to file graduation application (for name to appear in Fall Commencement program)	11/02/2020
Last day to drop a class or withdraw from the University with an automatic "W"	11/06/2020
Last day to request to drop a class with an assigned grade of "W" or "F" (requires instructor & advisor permission)	11/20/2020
Last day to withdraw from the University with an assigned grade of "W" or "F"	11/20/2020
Pre-Finals Week	11/30/2020-12/04/2020
Final examinations	12/07/2020-12/11/2020
Final grades due from faculty	12/16/2020

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

Fall Semester Holidays

University Holiday	09/07/2020
Student's Fall Break	11/23/2020-11/25/2020
University Holiday	11/26/2020-11/27/2020

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms.

Dropping a Course refers to the dropping of one or more classes while remaining enrolled in at least one other OSU course for a given semester. Drop and refund deadlines can be found within the [Academic Calendar](#). Summer courses and other short courses that vary from the standard 16-week semester follow proportionate drop and refund periods.

Withdrawing from the university means dropping *all* courses and you are *no longer enrolled for the current semester*. The withdrawal process is initiated with your academic advisor. Withdrawal deadlines can be found within the [Academic Calendar](#). Withdrawal deadlines involving summer courses and other short courses that vary from the standard 16-week semester follow proportionate withdrawal periods.

Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw and Refund of Tuition and Fees Petition is available on the Academic Affairs' website: <http://academicaffairs.okstate.edu/content/adding-dropping-and-withdrawing-courses>.

ALERTS AND RESCHEDULING

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

ACADEMIC INTEGRITY

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

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction.

Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. Students have the right to appeal the charge.

COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

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

CLASS ATTENDANCE

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. While no penalty may be assessed for class absences during Fall 2020, you may not be permitted to make up certain class activities if absent. If you are ill, you should stay home. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

COURSE SCHEDULE ADJUSTMENTS FOR FALL

Courses that usually meet for 50 minute class periods (e.g. Monday, Wednesday, and Friday classes) have been shortened by 5 minutes per class meeting to allow more travel time for students and faculty between classes. Instructors will be expected to provide additional assignments or instruction to make up the contact time for these courses to ensure classes meet the required semester credit hour standards.

INSTRUCTOR OFFICE HOURS

During Fall 2020 instructors and teaching assistants shall offer office hours online. Students are asked to respect the posted virtual office hours of all instructors and teachings assistants.

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 Fall 2020 pre-finals week, all normal class activities will continue in an online format; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires

student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

Final exams for Fall 2020 will be held in an online format. In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY

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

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

<https://it.sp.okstate.edu/technologysupport/deskside/public/labs.htm>.

Lab information is also available by calling the Information Technology Help Desk at 405-744-HELP (4357).

EQUAL OPPORTUNITY

409 General Academic Building/405-744-7607

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

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153 or Deputy Title IX Coordinator (405-744-5470). If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or one of the University's Sexual Assault Victim Advocates (Mon-Fri 8 AM-5 PM, 405-564-2129 or 24 Hour Help Line 405-624-3020).

STUDENT ACCESSIBILITY SERVICES

1202 W. Farm Rd #155/405-744-7116/<http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of the disability and requesting accommodations. If you think you have a qualifying disability and need accommodations, contact the Office of Student Accessibility Services to start the registration process and to ensure timely implementation of appropriate accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations. Faculty have an obligation to respond when they receive official notice of accommodations but are under no obligation to provide retroactive accommodations.

STUDENT CONDUCT EDUCATION AND ADMINISTRATION

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

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

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741

Sunday

Monday-Thursday

Friday

Saturday

www.library.okstate.edu

Text 405-592-4128

9:00 AM - Midnight

7:00 AM - Midnight

7:00 AM - 10:00 PM

9:00 AM - 10:00 PM

*For holiday and intersession hours, check

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

*Contact the following for information on hours of operation:

Architecture Library 405-744-6047

Curriculum Materials Library 405-744-6310

Veterinary Medicine Library 405-744-6655

WHERE TO GO FOR HELP

ACADEMIC RELATED SERVICES

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus and will arrange a virtual meeting to discuss questions or concerns. 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, you may log in to my.okstate.edu to locate their contact information. During Fall 2020, your advisor may be holding virtual advising appointments.

Bursar

113 Student Union/405-744-5993

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

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

Career Services

360 Student Union/405-744-5253

<http://hireosugrads.com>

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

Concurrent Student Academic Support Services

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

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

Find out about academic services for concurrent students or to schedule an advising appointment.

Foreign Language Placement Test

206 Gunderson Hall/405-744-9547

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

Students with prior foreign language experience in French, German, or Spanish who take the placement exam and then score a 'B' or higher in a more advanced class, will get up to 6 credit hours for the classes

below it. Schedule your free test by emailing Nick Howland at nick.howland@okstate.edu.

Multicultural Affairs

240 Student Union/405-744-5481

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

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

Pre-Professional Academic Support Services

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

<https://preprofessional.okstate.edu>

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

Registrar

322 Student Union/405-744-6876

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

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

Scholarships and Financial Aid

119 Student Union/405-744-6604

<http://financialaid.okstate.edu>

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

Transfer Student Academic Support Services

University College/104 North Classroom Building/405-744-1390

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

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

University Assessment and Testing

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

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

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

Veteran Benefit Services

322 Student Union/405-744-6343

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

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

Veteran Student Academic Support Services

University College/104 North Classroom Building/405-744-1390

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

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

HEALTH RELATED SERVICES

Counseling Psychology Clinic

107 Public Information Office/405-744-6980

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

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

University Counseling Services

320 Student Union/405-744-5458

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

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

University Health Services

1202 W. Farm Road/405-744-7665

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

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

Wellness Department

405-744-5510

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

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

CAMPUS LIFE RELATED SERVICES

Fraternity and Sorority Affairs

211J Student Union/405-744-5490

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

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

Housing and Residential Life

100 Iba Hall/405-744-5592

<http://reslife.okstate.edu>

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

Leadership and Campus Life

211 Student Union/405-744-5488

<http://lcl.okstate.edu>

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

Service-Learning Volunteer Center

211G Student Union/405-744-5145

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

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

University Dining Services

076 Student Union/405-744-4424

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

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

ACADEMIC SUPPORT RESOURCES AND TUTORING

Learning and Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309

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

LASSO offers free individual and group tutoring for a variety of courses. During Fall 2020, tutoring, supplemental instruction, and Academic Success Coaching appointments will be offered online.

STUDENT ACADEMIC SERVICES CENTERS

Ferguson College of Agriculture

136 Agricultural Hall/405-744-5395

Contact: Dr. Deb VanOverbeke

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

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

Arts and Sciences

213 Life Sciences East/405-744-5658

Contact: Dr. Amy Martindale

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

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

Education and Human Sciences

101 Human Sciences/405-744-5053

Contact: Ms. Kristi Seuhs

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

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

Engineering, Architecture and Technology

111 Engineering North/405-744-5276

Contact: Mr. Lance Millis

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

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

Spears School of Business

155 Business Building/405-744-2772

Contact: Ms. Marissa McIntyre

<https://business.okstate.edu/student-services/>

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

University College Advising

214 Student Union/405-744-5333

Contact: Ms. Missy Wikle

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

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

DISCIPLINE SPECIFIC TUTORING

Accounting

416 Business Building/405-744-2863

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

Support is provided to all students enrolled in classes offered by the OSU School of Accounting.

Biology

303 Life Sciences West

<http://biol1114.okstate.edu>

Tutoring is provided for BIOL 1114.

College of Engineering, Architecture and Technology Tutoring

ENDEAVOR 102/405-744-1750

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

Tutoring is provided for Engineering and Engineering Science courses.

The Language Lab

205 Gunderson Hall/405-744-9547

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

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

Graduate Research and Writing Lab

306 Edmon Low Library/405-744-1241

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

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

History

101 S Murray Hall/405-744-5680

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

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

Mathematics Learning Success Center

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

<https://mlscokstate.com/>

In the Fall, the MLSC will offer a combination of online drop-in hours on our Discord server and face-to-face appointments at our physical location on the 5th floor of Edmon Low Library.

Writing Center

440 Student Union/405-744-6671

<http://osuwritingcenter.okstate.edu>

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

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

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

my.okstate.edu

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

For other comments and inquiries, please contact

academics@okstate.edu.

Office of Academic Affairs

Revised as of 6/30/2020