



OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT

FALL 2003

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

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| CLASSES BEGIN | 8/18/03 |
| Last day to enroll (late fee charged beginning 8/18) | 8/29/03 |
| Last day to add a class (non-restrictive) | 8/25/03 |
| Last day to drop a course with no grade and no fees charged for courses | 8/25/03 |
| Last day to withdraw completely from the University and receive a 100% refund | 8/25/03 |
| Last day to add a class (restrictive) | 8/29/03 |
| Last day to file diploma application | 8/29/03 |
| Last day to drop a course with an automatic "W" and receive a 50% refund | 8/29/03 |
| Last day to withdraw completely from the University and receive a 50% refund | 8/29/03 |
| Last day to drop a class with an automatic "W" | 11/7/03 |
| Last day to withdraw completely from the University with an automatic "W" | 11/7/03 |
| Last day to withdraw completely from all OSU classes with an assigned "W" or "F" | 11/26/03 |
| Pre-Finals week | 12/1 – 5/03 |
| Final examinations | 12/8 – 12/03 |
| SEMESTER ENDS | 12/12/03 |

FALL SEMESTER HOLIDAYS

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| Labor Day* | 9/1/03 |
| Fall Break (Monday classes will meet on Wednesday, 10/1/03) | 9/29-30/03 |
| Thanksgiving Break* *University closed | 11/27-28/03 |

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 the student is still enrolled in at least one other OSU course. (Developmental studies courses cannot be dropped without written permission of the advisor.) *After the twelfth week (November 7, 2003), a course may be dropped by petition but only when verifiable extenuating circumstances can be demonstrated.* Verifiable extenuating circumstances must be reasons beyond the control of the student, such as illness or accidental injury. **Poor performance in class is not an extenuating circumstance.** A petition to drop a course after the deadline must be obtained from the student's advisor and requires the signature of the advisor and dean with an assigned grade of "W" or "F" by the instructor. The Office of Academic Affairs 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 26, 2003). The withdrawal process is initiated in the student's dean's office. **CHECK THE IMPORTANT DATES SECTION FOR THE "DROP" AND "WITHDRAWAL" DEADLINES FOR THIS SEMESTER.**

PRE-FINALS WEEK POLICY

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. 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 which requires student participation. Additional information may be obtained from the student services office of each college or the Office of Academic Affairs.

FINAL EXAM OVERLOAD POLICY

In the event that a student has three or more final exams scheduled for a single day, that 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 re-schedule that examination(s) at a time of mutual convenience during final exam week. Common final exams are not among those to be rescheduled. The affected student should submit this request in writing, with a copy of their 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 the student may take the request to the Office of Academic Affairs, 101 Whitehurst.

HOW TO CONTACT A FACULTY MEMBER

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.

CLASS ATTENDANCE IS IMPORTANT

Attendance usually has a high correlation with how well you do 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.

SPECIAL ACCOMMODATIONS FOR STUDENTS

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and to request accommodations. If any member of a class 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. Please 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 respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.

WHERE TO GO FOR HELP

Academic Advisor - All students have an assigned ADVISOR. Although it is true that only certain categories of students need an advisor's signature of approval on class registration cards (freshmen, new transfers, and re-admissions), all students will benefit by conferring with their advisor on a regular basis. If you do not know your advisor, or are unhappy with the advisor, the Student Services Director for your college can assign another advisor. Go to your Student Services office for assistance.

Mathematics Learning Resource Center (Lower Level, South Murray) 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. Videotapes are available for use in the lab or for overnight checkout. The MLRC contains a networked PC computer lab with mathematical software. Computers are also available for checking email, web-browsing and word processing. CALL 744-5818 for more information.

Non-Traditional Student Organization (045 Student Union) - Provides support for nontraditional students through social activities, speakers, and campus activities. CALL 744-7508 for more information.

OSU Writing Center (104 Morrill Hall) The mission of the Writing Center is to help writers throughout the composing process; students should plan to visit early and often throughout the semester, not just the day before an assignment is due. The primary service offered is a one-to-one, 25 minute conference during which tutors work with students to improve brainstorming, organizational, and composing techniques. Specific grammar questions can be addressed by request, but grammar checks and proofreading are not offered. Students may also find assistance at the Writing Center homepage at <http://www.writing.okstate.edu>; students can also email short drafts to osu_wc@yahoo.com for review (please allow 24 hours for responses). 13 PC's and 2 Mac's are available for students' use; printing in the Writing Center costs \$.25/page. Call 744-6671 for more information.

Student Disability Services (315 Student Union) - Students with disabilities who wish to receive academic accommodations should register with Student Disability Services. To receive services, students 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 744-7116 for more information.

Student Government Association (040 Student Union)
President: Huy Le. CALL 744-6500.

University Counseling Services (316 Student Union or 002 University Health Services) - Professional counselors offer confidential personal and/or career counseling. CALL 744-5472 or 744-7007 for more information.

LIBRARY HOURS

Edmon Low Library (744-5029)

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

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| Monday-Thursday | 7:30 a.m.-2:00 a.m. |
| Friday | 7:30 a.m.-6:30 p.m. |
| Saturday | 10:00 a.m.-5:00 p.m. |
| Sunday | 12:00 p.m.-2:00 a.m. |

*Hours will vary during University holidays.

*Contact the following for information on hours of operation:

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

Library web address: www.library.okstate.edu

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, students accept responsibility for compliance with all University policies and contracts, and for local, state and federal laws on or off campus that adversely affects the University's mission.

Student Rights and Responsibilities Governing Student Behavior includes the Student Code of Conduct. This document informs the student body of the standards of behavior expected of students, the processes in place for enforcing the rules, and the University's response to violations. A student accused of academic or nonacademic misconduct shall have the right of due process and appeal as outlined in the Rights and Responsibilities document. In general, the University expects students to respect the rights of others and for authority, to represent themselves truthfully and accurately at all times, to respect private and public property, and to take responsibility for their own actions and the actions of their guests. Call 744-5470 for more information.

COMPUTER LABS

A complete description of computer labs and hours of operations are available at: <http://home.okstate.edu/>. Lab information is also available by calling the Information Technology Help Desk, 744-HELP (4357).

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.

HAVE A GREAT SEMESTER