

Oklahoma State University – Oklahoma City

Student Information Sheet and Syllabus Supplement

OSU-OKC MISSION:

OSU-OKC's mission is to advance our communities through transformative career and workforce education programs and services.

OSU-OKC VISION:

OSU-OKC's vision is to be the region's leading career and workforce university. Please visit <https://osuokc.edu/about-osuokc/mission.html> for more information.

STUDENT CODE OF CONDUCT:

The Student Code of Conduct outlines University policies and procedures that all students are expected to adhere to during their time at Oklahoma State University – Oklahoma City. The primary focus of the conduct process is on educational and corrective outcomes; however, sanctions such as suspension or expulsion from the University may be necessary to uphold community standards and to protect the campus community. The most current version of the Student Code of Conduct is available at <https://osuokc.edu/student-life/safety-security/student-conduct.html>

ACADEMIC INTEGRITY STATEMENT:

Academic dishonesty or misconduct is not condoned or tolerated at institutions within the Oklahoma State University System.

- **Academic Dishonesty:** Behavior in which a deliberately fraudulent misrepresentation is employed to gain undeserved academic credit, either for oneself or for another person.
- **Academic Misconduct:** Academic misconduct differs from academic dishonesty in that there is no intent to deliberately obtain undeserved academic credit by fraudulent means. Even unknowingly allowing other students to see test answers or to see term projects or papers are possible acts of academic misconduct. Students are required to actively protect their work against misuse by others.

Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Campus Academic Misconduct policies. More information concerning this policy can be found at <https://osuokc.edu/site-files/documents/student-life/student-code-of-conduct.pdf>.

O-KEY STATEMENT

"O-Key" is short for Orange Key and is the information account management system used by the OSU System for email, and a host of other functions, including Wi-Fi access, online courses, emergency notification setup, and the Student Information System (Banner). Within the administrative area of the O-Key system, you will control information such as your username, password, email address, email destination and campus emergency alert information. It is very important that you keep your OKEY account current. It can be accessed through the my.okstate.edu portal.

ONLINE COLLEGE STATEMENT:

The Online Classroom provides the Web component(s) of on-campus classes and serves as the main delivery vehicle for OSU's online courses. It can be accessed through the my.okstate.edu portal.

ADA STATEMENT REGARDING SPECIAL ACCOMMODATIONS:

ADA Policy: OSU-Oklahoma City is committed to providing equal access to educational opportunities and support services to students with disabilities based upon the documentation of a disability covered under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008. If you have a disability and need special accommodations or adjustments, please contact the Access and Community Impact Office at (405) 945-3385, email okc.accessibility@okstate.edu, or visit the Access and Community Impact Office (located in Room 136 of the Student Center near the Admissions and Academic Advising Offices). Students can also visit <https://osuokc.edu/student-life/accessibility/how-to-request-disability-services.html> for more information and online appointment booking. All disability accommodations need to be approved by the Access and Community Impact Office. Students are encouraged to request disability accommodations as soon as they are aware of their needs.

NON-DISCRIMINATION POLICY:

Oklahoma State University, in compliance with the Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Educational Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability or veteran status 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 prohibits discrimination in the provision of services or benefits offered by the university based on gender. Any person (student, faculty, or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OSU's Title IX Coordinator: Melissa Herren, Director of Human Resources, 900 N Portland, Oklahoma City, OK 73107, (405) 945-3298.

CONFIDENTIALITY, REPORTING, AND TITLE IX:

Due to requirements of Title IX, please be aware that if you share private information about situations regarding physical or sexual violence/ stalking/ harassment, with your instructors, it cannot be kept confidential. Your instructors have a legal obligation to report the situation to the Title IX Coordinator. This includes sharing on posts, discussion boards, in papers, and in conversations. This is not to discourage you from sharing, only to ensure that you understand that if it is shared, it must be reported. Please visit <https://osuokc.edu/student-life/safety-security/1-2-many/reporting.html> to submit a report. If you need more information please contact Melissa Herren, Director of Human Resources, Title IX Coordinator, 900 N Portland, Oklahoma City, OK 73107, (405) 945-3298.

INCOMPLETE GRADE:

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 [Incomplete Grade Contract](#) form. 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.

WITHDRAWING FROM ALL CLASSES:

To completely withdraw from all classes at OSU-OKC, the school requires a signature from the student. Please visit the Admissions office on the first floor of the Student Center for assistance. Please consult the Academic Calendars website for the last date to withdraw information: <https://osuokc.edu/academics/academic-calendars/index.html>.

WITHDRAWING FROM ALL CLASSES –FEDERAL AID RECIPIENTS:

All federal aid recipients who completely withdraw from school prior to completing at least sixty percent of the semester will have to repay some portion of the federal funds received. OSU-OKC will determine the unearned portion of the funds received. This refund policy may require the student and/or the university, on behalf of the student, to immediately pay funds disbursed for the purpose of paying educational cost. **The student will be held responsible for any funds the university is required to return on the student's behalf to the federal program.** Payment arrangements will be made through the Bursar's Office only.

ADMINISTRATIVE WITHDRAWAL:

Students who do not comply with written syllabus attendance and/or ongoing engagement requirements may be administratively withdrawn from the course. Please visit the policy site, <https://osuokc.edu/academics/registrar/policies-procedures.html> for more information.

EMERGENCY INDIVIDUAL CLASS DROP OR COMPLETE WITHDRAWAL:

Students who have experienced an emergency or extraordinary circumstance may petition to withdraw from classes after the deadline or for a refund. The student will need to provide documentation supporting his or her petition. Students receiving Federal Aid may not be eligible for a refund. The Enrollment Appeals information and form may be found at <https://osuokc.edu/admissions/enrollment-appeal.html>

IMPORTANT DATES:

The links below reflect important dates for each semester. The links are persistent; meaning they will not change only the dates will change to reflect the current semester/academic year.

Financial aid: <https://osuokc.edu/cost-aid/dates-deadlines.html>

Academic Calendar: <https://osuokc.edu/academics/academic-calendars/index.html>

Final Examinations:

<https://osuokc.edu/academics/academic-calendars/final-exam-schedule.html>

SEMESTER HOLIDAYS:

The OSU-OKC Academic Calendars page has links to current semester calendar what lists all times the University is closed for holidays:

<https://osuokc.edu/academics/academic-calendars/index.html>

LIBRARY:

The OSU-OKC Library is located at the center of the north campus in the Learning Resource Center. The library boasts both a robust print holding as well as an ever-expanding online holding. For more information please visit: <https://osuokc.edu/student-life/library/>

WEATHER RELATED INFORMATION:

Decision: Any decisions to close the campus or to cancel classes because of inclement weather or other adverse conditions will be made as early as possible.

Notification: Log on to the OSU-Oklahoma City web site (<https://osuokc.edu>) for updates on campus closings and cancelled or delayed classes. Students, faculty, and staff should watch and listen for news broadcasts on the stations listed at: <https://osuokc.edu/weather>. We encourage everyone to provide your emergency contact telephone number through OKEY in your my.okstate.edu portal. In some cases, emergency messages such as weather closings will be broadcast through text and voice messages by phone

HOW TO CONTACT A FACULTY MEMBER:

If you have questions regarding your class, speak with your instructor. Faculty members should include their office hours, email address, 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. Full-time faculty and staff contact information can be found at <https://apps.okstate.edu/directory/osu/>.

CLASS ATTENDANCE IS IMPORTANT:

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.

EXPECTATION OF WORK:

Full-time college students are expected to spend, at a minimum, approximately 40 hours each week in class attendance and study outside of class (OSRHE 3.13.1).

TECHNOLOGY SUPPORT CENTER/HELP DESK:

The Technology Support Center (TSC) is the campus' central location for help with accessing and using campus technologies. If you find yourself in need of technical support, please contact the TSC at the number below, at okc.helpdesk@okstate.edu or visit them on the first floor of the LRC.

HELPFUL NUMBERS:

Admissions Office	(405) 945-3224
Advisement Center	(405) 945-9150
Assessment Center	(405) 945-8648
Bookstore	(405) 945-3201
Campus Activities and Events	(405) 945-3387
Career Services	(405) 945-8680
Disability Services Department	(405) 945-3385
School of Health Sciences	(405) 945-3210
School of Professional Studies	(405) 945-6718
School of STEM	(405) 945-3220
School of Human Services	(405) 945-8619
Financial Aid Office	(405) 945-8646
Security (non-emergency)	(405) 945-3253
Security (emergency)	(405) 945-9111 or

call 9-1-1

(405) 945-6767

Technology Support Center (help desk)

EMERGENCIES ON CAMPUS:

In case of an emergency: Contact Campus Security by dialing (405) 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.

Emergency messages: These 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.

Unusual Events: Any unusual event such as theft of property or auto mishap should be reported to the Office of Safety and Security at (405) 945-9111. Security does not investigate auto accidents but can provide a statement to submit to an insurance company. Security is responsible for contacting city police to investigate the incident at your request.

SERVICE LEARNING:

Service learning at OSU-OKC is an educational opportunity that allows the students to apply classroom learning within the community in which they go to school, work and/or live. Students conduct a service-learning project with the approval and guidance of their class instructor. For more information, please visit <https://osuokc.edu/student-life/service-volunteer/service-learning.html> or email at okc.servicelearning@okstate.edu.

HONORS:

The Honors Program at OSU-Oklahoma City provides opportunities for students to study, research, and exchange ideas in a challenging and supportive academic environment. The designation of Honors credit on a student's transcript indicates the student showed superior scholarship and pursued knowledge beyond the scope of the regular course of study offered in non-Honors classes. For more information, please visit <https://osuokc.edu/academics/honors.html>

PHI THETA KAPPA:

Phi Theta Kappa's mission is two-fold: 1) to recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming. For more information, please visit <https://osuokc.edu/student-life/student-organizations/phi-theta-kappa.html>

STUDENT GOVERNMENT ASSOCIATION (SGA):

The Student Government is the representative body of all OSU-Oklahoma City students. SGA sponsors/co-sponsors campus activities and events, recommends the spending of student activity fees, and represents the students on campus committees. For more information, please visit <https://osuokc.edu/sga>.

ENROLLMENT:

Spring and Summer enrollment begins the week after Fall Break. Fall enrollment begins the week after Spring Break. Please visit <https://osuokc.edu/schedule> for class schedules or visit your my.okstate.edu portal to review the schedule online and enroll.

STUDENT SUCCESS AND OPPORTUNITY CENTER:

The Student Success and Opportunity Center has a goal: to provide you with services to assist you in achieving your academic goals. Services available are an open computer lab with access to printers and copiers, computers with class-specific software, tutoring, a math lab, and a writing lab. These services are provided at no cost for students. For more information and hours of operation, please visit <https://osuokc.edu/ssoc>.

TUTORING:

Tutoring is available for a variety of topics, including Accounting, Biology, Chemistry, Math, and writing. You can receive remote tutoring by both OSU-OKC tutors via a Canvas tutoring portal or you can access a wider range of tutoring options via the Tutor.com link in your online classroom. For more information, please visit <https://osuokc.edu/ssoc>.

TOBACCO AND VAPING:

OSU-OKC is a TOBACCO and VAPOR FREE campus: No tobacco products including but not limited to cigarettes, cigars, pipes and smokeless tobacco or smoking preparations including but not limited to hookahs, electronic

cigarettes, vapor devices, and clove cigarettes are allowed on OSU-OKC property or in classrooms, buildings or vehicles. In addition, tobacco products, vapor cigarettes, e-cigs, etc. are not allowed during Fieldwork assignments on the OSU-OKC campus or at community-based sites when completing OSU-OKC required Observation / Fieldwork.

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.

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.

STATE QUESTION 788 and MARIJUANA ON CAMPUS:

Oklahoma State University (OSU) and The University of Oklahoma (OU) receive federal funds, and the two institutions are legally bound to comply with the Federal Drug-Free Schools and Communities Act (DFSCA), which mandates the implementation of drug prevention programs and prohibits the use of illegal drugs on campus or at University-sponsored events and activities. The universities must also comply with the Federal Drug-Free Workplace Act, which describes the drug-free policies required at workplaces with certain federal contracts.

Furthermore, the two Universities must also comply with the Federal Controlled Substances Act (FCSA), which criminalizes the growth and use of marijuana.

Despite the passage of State Question 788, the DFSCA requires OSU and OU to adopt and adhere to policies prohibiting the unlawful use, possession, or distribution of illegal drugs, including marijuana. Moving forward, OSU and OU will adhere to federal law prohibiting the use, possession, distribution, or cultivation of marijuana for any reason at their campuses across the state. Additionally, federal law also prohibits the use and distribution of marijuana for any reason at events authorized or supervised by OSU and OU. Even with the evolving state law permitting marijuana use for medical reasons, it is important for students and employees to know they cannot consume, smoke, or possess marijuana on campus even though they might have a card or prescription permitting them to do so.

GENERAL EDUCATION GOAL STATEMENT:

Upon completion of an OSU-Oklahoma City degree, students will have accomplished the following five outcomes:

1. **Critical Thinking:** *Students solve problems by evaluating arguments or propositions and making judgments that guide the development of their beliefs and actions.*
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.
2. **Effective Communications:** *Students communicate effectively using organized and coherent written and oral presentations appropriate for the audience and situation.*
Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.
3. **Computer Proficiency:** *Students use computer and network technologies to gather, analyze, and communicate*

information.

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

4. **Civic Responsibility:** *Students engage in the community through activities effecting positive change in society and the environment.*

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.

5. **Global Awareness:** *Students display sensitivity to cultures across local, national, and global communities.*

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.

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.

TECHNOLOGY REQUIREMENTS:

As noted in the Catalog, all students are required to own or have access to a personal computer with high-speed internet access. Students who do not own a personal computer are responsible for ensuring that they have access to a computer at a time when work can be completed and must have rights to download and install software, as needed, for classes. Access to OSU-OKC computer labs are limited to the posted hours of operation.

PROGRAM- OR COURSE-SPECIFIC SOFTWARE:

Your syllabus or your faculty member will identify program- or course-specific software that is required.

STUDENT COUNSELING AND SUPPORT RESOURCES:

The Health and Wellness Counselor is available to provide emotional and mental health support to all students. Services are tailored to meet the needs of each individual student but generally include brief counseling, referral to outside resources, mental health education and peer support. The Health and Wellness counselor is located on the first floor of the Administration Building, room 101, and can be reached at (405) 945-4436.

Additionally, OSU-OKC has partnered with Call SAM (Student Assistance by Mercy) to provide support for our students. They can help with:

- Talking through stress, anxiety, and depression;
- Mental health and medical care resources;
- Substance abuse resources;
- ...and more!

Please call 1-855-225-2SAM(2726) for assistance. This service is available 24 hours a day/7 days a week. This service is free and confidential.

Additional Support Resources:

- In an emergency, always dial 911
- OSU-OKC Safety and Security: (405) 945-3253 or (405) 945-9111 (emergency/after-hours number)
- National Suicide Prevention Lifeline, 1-800-273-8255
- Military OneSource Talkline (service members, veterans, and families), 1-800-342-9647
- Oklahoma Statewide Domestic Violence Hotline, (405) 917-9922
- Oklahoma Heartline, offers referrals to many community support agencies, dial 2-1-1
- Oklahoma County Sexual Assault Hotline, (405) 943-7273
- Oklahoma Reach-Out Substance Abuse and Mental Health Hotline, 1-800-522-9054

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-OKC-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-OKC-related educational use only. Recorded lectures, notes, 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).

STUDENT COMPLAINT PROCESS

The student complaint process is intended to provide equitable and orderly processes to resolve complaints by students against University personnel. Policies, procedures, and reporting forms can be found at <https://osuokc.edu/student-life/safety-security/student-conduct.html>

WE'RE HERE FOR YOU!

Thank you for choosing OSU-OKC! The administration, faculty, and staff want you to be successful in your learning experience here at OSU-OKC! If you have questions or concerns, please reach out to us for assistance. Again, your success is our success.