



OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT

SPRING 2005

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

CLASSES BEGIN	1/10/05
Last day to add a class (nonrestrictive)	1/18/05
Last day to drop a course with no grade and no fees charged for courses	1/18/05
Last day to withdraw completely from the University and receive a 100% refund	1/18/05
Last day to enroll (late fee charged beginning 8/23)	1/21/05
Last day to add a class (restrictive)	1/21/05
Last day to file diploma application	1/21/05
Last day to drop a course with an automatic "W" and receive a 50% refund	1/21/05
Last day to withdraw completely from the University and receive a 50% refund	1/21/05
Last day to post midterm grades for 1000 & 2000 level courses	2/21/05
Last day to drop a class with an automatic "W"	4/8/05
Last day to withdraw completely from the University with an automatic "W"	4/8/05
Last day to withdraw completely from all OSU classes with an assigned "W" or "F"	4/22/05
Pre-Finals week	4/25 – 4/29
Final examinations	5/2 – 5/6
SEMESTER ENDS	5/6/05

SPRING SEMESTER HOLIDAYS

Martin Luther King Day*	1/17/05
Spring Break	3/14 – 3/18

*University closed

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 (April 8, 2005), 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 (April 22, 2005). The withdrawal process is initiated in your 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 that 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 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. 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.

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 are an excused absence unless the written course attendance policy indicates otherwise.

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: home.okstate.edu/ITDlabs. Lab information is also available by calling the Information Technology Help Desk, 744-HELP (4357).

LIBRARY HOURS

Edmon Low Library (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	744-6047
Curriculum Materials Library	744-6310
Veterinary Medicine Library	744-6655

Library web address: www.library.okstate.edu

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 their 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.

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. Go to www.math.okstate.edu/mlrc or call 744-5818 for more information.

Writing Center (104 Morrill Hall) The Writing Center helps 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. Tutors will work with you to improve your brainstorming, organizational, and composing techniques. Go to www.writing.okstate.edu or call 744-6671 or for more information.

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 or www.okstate.edu/ucs/Counselingservice.htm for more information.

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. 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 744-7116 or www.okstate.edu/ucs/stdis/index.html for more information.

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, 744-5371.

Student Government Association (040 Student Union) President: Joe St. John, 744-6500.

Non-Traditional Student Organization (045 Student Union) Provides support for nontraditional students through social activities, speakers, and campus activities. Call 744-7508 or osunet.okstate.edu/nontrad/default.asp for more information.

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. In addition all members of the Oklahoma State University community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, the processes in place for enforcing the rules, and the University's response to violations (www.okstate.edu/ucs/srr.html). 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 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 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.

HAVE A GREAT SEMESTER!