



**UNIVERSITY OF CENTRAL OKLAHOMA
STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT
SPRING 2005**

ACADEMIC INTEGRITY STATEMENT

Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student's confidential academic records without authorization; disclosing confidential academic information without authorization; and, turning in the same work to more than one class without informing the instructors involved. Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of academic dishonesty will be subject to disciplinary action. More information concerning this policy can be found on page four of the current UCO Student Code of Conduct located on the Student Affairs website at: http://bronze.ucok.edu/ssvp/code_print.pdf

UCONNECT STATEMENT

The University of Central Oklahoma News and Networking Educational Communication Tool is a secure web site providing UCO student, faculty, and administrative staff with up-to-the minute campus communications, single log-on connections to check grades, check schedules, add or drop classes, and access online course information. In a nutshell, UCONNECT is UCO's campus portal. As the official communication tool of the university, students are expected to utilize their UConnect and/or WebCT account regularly to remain current of campus information and activities and to receive e-mail communication from faculty and administrative offices. For additional information contact 974-2255. <http://iris.ucok.edu:81/cp/home/loginf>

ADA Statement regarding special accommodations:

The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must contact the assistant director of Disability Support Services, Kim Fields, in room 309 of the Nigh University Center, (405) 974-2549.

It is the student's responsibility to contact the instructor as soon as possible after the DSS has verified the need for accommodations to ensure that such accommodations are implemented in a timely fashion.

INCOMPLETE GRADE

The grade "I" may only be given for work not completed *because of circumstances beyond the student's control* and in which further class attendance is not required. The student must have satisfactorily completed a substantial portion of the required course work for the semester. An "I" may only be changed to a letter grade by the instructor when work has been successfully completed outside the classroom and no longer than one year after the "I" was assigned as determined by the instructor. An "I" is not given simply because a student wants extra time to complete assignments or wants to earn a higher grade. A formal written agreement must be signed by the instructor and the student and filed in the department/school office, clearly identifying what work is to be completed and the timeline within which the work is to be completed.

WITHDRAWING FROM ALL CLASSES

When withdrawing from the first day of the term forward, obtain a Withdrawal Form from the Center for Undergraduate Academic Advisement, obtain the required signature approvals from Financial Aid (even if you are not receiving financial aid) and the Bursar's office. Then take the form to Enrollment Services (Registration). You are not withdrawn until you receive a new printout from Enrollment Services (Registration) that shows the withdrawal has been processed. Do not leave the withdrawal form in any other office. Withdrawal prior to the first day of the term can be done on the web or at the Enrollment Services office. **International Students** with an F-1 and/or J-1 student visa status must also check with the International Office before attempting to withdraw.

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. UCO 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.

EMERGENCY INDIVIDUAL CLASS DROP OR COMPLETE WITHDRAWAL

A student unable to complete a drop or withdrawal by the published deadlines may submit a written petition (with supporting documentation) to Enrollment Services, room 124 in the Nigh University Center. Permission may be granted if proper evidence exists to show that the drop or withdrawal could not be completed during the required time and the instructor confirms the absence. Poor academic performance will not be a consideration. Regardless of the circumstances, withdrawals after the deadline will be reflected on the student's transcript as "W" if passing or "F" if failing. Drop and withdrawal deadlines are determined by the length of the individual class (generally, 11/16th of the length of the class). Deadlines for irregular classes meeting less than the full semester are proportional.

IMPORTANT DATES (Regular Spring Session)

Payment Due on All Courses	1/07/05
Last Day to apply for Spring Graduation (UG)	12/21/04
Last Day to apply for Spring Graduation (Graduate)	12/21/04
First Day of Late Enrollment Fee of \$40	1/10/05
Classes Begin	1/10/05
Last Day to Enroll or Add classes	1/14/05
Last Day for any refund when DROPPING a class	1/21/05
Last Day for 100% refund on Complete Withdrawals	1/21/05
First Day for Grade of W for Complete Withdrawals or an individual course	1/24/05
Last Day to Drop a course or Withdraw from All Classes	4/01/05
Classwork Ends	4/29/05
Final Examinations	5/02/05 – 5/06/05
Grades Posted to Transcript, Available to Students	5/10/05
Undergraduate Degrees Posted to Transcripts, Available to Students	5/13/05

Deadlines listed: <http://bronze.ucok.edu/registrar/sched/>

SPRING SEMESTER HOLIDAYS

Martin Luther King Day (Offices closed) 1/17/05
Spring Break (Offices closed Thursday and Friday) 3/14-3/20/05

SPRING LIBRARY HOURS

The Max Chambers Library will be open the following hours during the fall semester:

Monday – Friday 7:30 a.m. – 11:00 p.m.

Saturday – Sunday 12:00 noon – 11:00 p.m.

<http://library.ucok.edu/>

WEATHER RELATED INFORMATION

Students, faculty, and staff may call the UCO Closing Line at (405) 974-2002 or check the UCO Home Page at www.ucok.edu. You may also check with local media. On occasion, classes have to be canceled or starting times delayed. When daytime classes are canceled or a late starting time is announced, local media are called by 6:30 a.m. If evening classes are canceled, calls to the media are made beginning at 4:00 p.m., in time for the 5 o'clock news.

EMERGENCIES DURING FINALS STATEMENT

If a university emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the missed exam.

FINAL EXAM DAILY LIMITS

A student is not required to take more than two final examinations on the same day. When three or more final examinations are scheduled on the same day, as listed in the official examination schedule, rescheduling of the excess examinations will start with the lowest course (not CRN) number(s).

To reschedule a final examination:

- 1) the student must petition the appropriate dean(s) using the Petition for Rescheduling Final Exams form which is available from any deans office or online at: <http://bronze.ucok.edu/aapolicy/AcademicStandardsAccred/FinalExam-Form.pdf>;
- 2) the petition must be made no later than five calendar days prior to the beginning of exam week for the semester or term in question;
- 3) the approval will be delivered to the faculty member by the student;
- 4) dean(s) will send a copy of approved form to AVP/Enrollment Management, (Box 151);
- 5) the faculty member shall reschedule, with the student, a day and time agreeable to both;
- 6) the exam must be administered only during the official final examination week;
- 7) the new exam date must not interfere with the timely submission of grades for the entire class.

HOW TO CONTACT A FACULTY MEMBER

If you have questions regarding your class, speak with your instructor. Faculty 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

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 approximately 40 hours each week in class attendance and study outside of class. According to Regents' policy, for each hour in class a student is expected to spend two (2) to three (3) hours studying for the class (OSRHE II-2-34)

WE'RE HERE FOR YOU!

The administration, faculty, and staff want you to be successful in your learning experience here at UCO! If you have questions or concerns, seek help EARLY.

HELPFUL NUMBERS

Admissions Office, 974-2338

Advisement Center, 974-3338

Bookstore, 974-2736

Campus Life, 974-2363

Career Services, 974-3346

College of Arts, Media, and Design, 974-3770

College of Business, 974-2426

College of Education, 974-5701

College of Liberal Arts, 974-5540

College of Mathematics and Science, 974-2461

Correspondence Studies, 974-2393

Counseling Center, 974-2215

Department of Public Safety, 974-2345 non-emergency, 9-1-1 emergency

Financial Aid Office, 974-3334

Graduate College, 974-3341

Greek Life, 974-2363

Housing Office – Parking, 974-2746

International Student Advisor, 974-2390

Multicultural Student Services, 974-2363

Residence Life, 974-4000

Student Activities, 974-2363

Testing Center, 974-2388

COURSE EVALUATIONS

Students are encouraged to evaluate their courses online each semester utilizing *The Student Perception of Instructional Effectiveness* survey. The secure site allows students to evaluate spring courses at their convenience. The dates are:

Block 1: February 21 - March 2

Block 2 and spring semester: April 4 – 29 by either of the following methods:

1. Go directly to <http://Broncho.ucok.edu/iquest> OR
2. Log in to UCONNECT and proceed to the My Courses page, inside left column (menu items). Click on the UCO Evaluations link. Evaluation help information is located at the link entitled UCO Evaluations Help.

If students encounter difficulty, technical support is available by calling the Help Desk at 974-2255.

Faculty value student feedback and utilize it to revise their courses. Faculty will not have access to the results of the surveys until after final grades are submitted.

Have a great semester!

The University of Central Oklahoma Student Information Sheet and Syllabus Attachment has been developed through a cooperative effort between the Continuous Improvement Team and the Office of Academic Affairs.