

UNIVERSITY OF CENTRAL OKLAHOMA STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT

UCO MISSION

The University of Central Oklahoma (UCO) exists to help students learn by providing transformative education experiences to students so that they may become productive, creative, ethical and engaged citizens and leaders serving our global community. UCO contributes to the intellectual, cultural, economic and social advancement of the communities and individuals it serves.

UCO VISION

The University of Central Oklahoma, as Oklahoma's metropolitan university committed to helping students learn, embraces its role as a collaborative partner and leader to meet the educational, business and community aspirations of the Greater Oklahoma City Metropolitan Area. Our dynamic metropolitan region shapes the university even as the university contributes to the cultural, social, economic, and intellectual life of the region to realize our shared future. Metropolitan engagement informs every dimension of the university's activities in cultivating learning, discovery of new knowledge, and encouraging shared leadership to the extent that this synergy will inspire others to recognize UCO as one of the nation's leading metropolitan universities.

ACADEMIC INTEGRITY STATEMENT

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.

ACADEMIC DISHONESTY POLICY

Academic dishonesty includes plagiarizing, cheating, turning in counterfeit papers, stealing academic materials, knowingly falsifying academic documents, accessing confidential academic records without authorization, disclosing confidential academic information without authorization, and turning in the same work to more than one class without the expressed permission of the instructors involved. Any student deemed to have engaged in academic dishonesty will be subject to disciplinary action up to and/or including expulsion from the University. To help ensure academic integrity, faculty may employ a variety of tools, including, but not limited to, university-sanctioned [Turnitin.com](https://www.turnitin.com). More information concerning this policy can be found on page four of the UCO Student Code of Conduct located at: <https://www.uco.edu/student-affairs/conduct/forms-and-publications/index.asp>.

UCONNECT STATEMENT

The University of Central Oklahoma News and Networking Educational Communication Tool (UCONNECT) 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 access their UCONNECT accounts regularly to remain current of campus information and activities and to receive e-mail communication from faculty and administrative offices. In conjunction with UCONNECT, UCO provides Learn@UCO, a learning management system (LMS) for academic use. Learn@UCO can be accessed through UCONNECT and will be used for many course-related functions, including but not limited to, course communications, lecture material, turnitin.com assignments, group discussions, course assessments, and assignment submission. Learn@UCO use is at the discretion of each faculty member. Contact the Service Desk at support@uco.edu or (405)-974-2255 for additional information.

ADA STATEMENT REGARDING SPECIAL ACCOMMODATIONS:

The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability

Support Services, at (405) 974-2516 (V/TTY). The DSS Office is located in the Nigh University Center, Room 305. Students should also notify the instructor of special accommodation needs as soon as possible. Per Title IX of the Education Amendments of 1972 ("Title IX"), pregnant and parenting students may request adjustments by contacting the Title IX Coordinator, at (405) 974-3377 or TitleIX@uco.edu. The Title IX Office is located in the Lillard Administration Building, Room 114D.

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 Office of Undergraduate Admissions, room 124 in the Nigh University Center, for an exception. 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

Information regarding dates and deadlines see:

<https://www.uco.edu/admissions-aid/enrollment-services/dates-and-deadlines>

SEE FINAL EXAM SCHEDULE ON THE WEB AT:

<https://www.uco.edu/admissions-aid/enrollment-services/exam-schedules>

HOLIDAYS

The UCO Master Calendar lists all times the University is closed for Holidays. <http://calendar.uco.edu/MasterCalendar.aspx>

LIBRARY HOURS

The Max Chambers Library hours can be found at <http://library.uco.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.uco.edu. You may also check with local media. Classes that are scheduled to begin when the campus is closed are canceled. Any activity (classes, meetings, events, etc.) that is going on at the time of University closure will terminate at that time. 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. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the canceled 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). Online courses are excluded.

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 dean's office or online at:
2. <http://www.uco.edu/academic-affairs/files/policiesandguidelines/4academicstandards/4.4FinalExamsOFFICIAL.pdf>;
3. 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;
4. the approval will be delivered to the faculty member by the student;
5. dean(s) will send a copy of approved form to AVP/Student Affairs, (Box 151);
6. the faculty member shall reschedule, with the student, a day and time agreeable to both;
7. the exam must be administered only during the official final examination week;
8. 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 include their office hours and/or phone number in the class syllabus.

CLASS ATTENDANCE IS IMPORTANT

Talk with your instructor about any absences. SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES so your grade may be affected by your absence. 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.

TAKING CARE OF YOUR EMOTIONAL HEALTH:

The Professional Staff of the Center for Counseling and Well-Being help UCO students to resolve emotional difficulties, improve personal skills, overcome the effects of trauma or grief, decrease substance use, and achieve their intellectual, personal and creative potential. Services are confidential and private. Please see <http://www.uco.edu/student-affairs/scc/> for contact information, to make an appointment, or to complete an anonymous screening at the Student Counseling Center. Services are free to UCO students.

SELF HELP RESOURCES FOR STUDENTS

Please visit the following pages to find helpful resources for self-help: <http://sites.uco.edu/student-affairs/scc/resources/index.asp>

HELPFUL NUMBERS

Admissions Office, 974-2727
Advisement Center, 974-2391
Bookstore, 974-2736
Student Engagement (Formerly Campus Activities and Events), 974-2363
Career Development Center, 974-3346
Center for eLearning and Connected Environments, 974-2420
College of Business, 974-2426
College of Education and Professional Studies, 974-5701
College of Fine Arts and Design, 974-3770
College of Liberal Arts, 974-5540
College of Mathematics and Science, 974-2461
Counseling Center, 974-2215
Financial Aid Office, 974-2727
Fraternity and Sorority Life, 974-2511
Global Affairs, 974-2390
Graduate College, 974-3341
Housing and Dining Office, 974-2746
Off-Campus Life, 974-3654
Office of Diversity and Inclusion, 974-3588
Police Services, 974-2345 non-emergency, 9-1-1 emergency
Student Life, 974-2363
Testing Center, 974-2388
Transportation and Parking, 974-2780
Veteran Student Support, 974-2578
VetHERO, 974-3686
Volunteer and Service Learning Center, 974-2621

EMERGENCY EVACUATION AND DRILLS:

The purpose of an Emergency Evacuation and Relocation Drill is to educate the participants in the fire safety features, shelter locations, exit routes available, and procedures to be followed in the event of a real emergency. All drills shall be treated as real events. All students will be asked to sign an attendance sheet once you are at the designated relocation point. **In the event of Severe Weather:** Primary Shelter Location are - Library Basement, Liberal Arts Basement, Murdaugh Hall Basement, Thatcher Hall Basement, NUC floor north, Howell Hall Suite 118, and Central Plaza Basement. In the event you cannot reach a designated shelter area in a timely and safe manner, it is recommended that you "**shelter in place**" by moving to the **lowest level and smallest room located in the center** of the structure. An interior closet or bathroom is generally a good location. Use what you have to shield your hands and face from flying debris. Put as much space between you and exterior walls as possible and stay away from windows. **Never** take shelter in a hall that opens to the south or the west. Do not leave your shelter in place location until you are sure the danger has passed. A basement is considered the safest location in severe weather and locations on campus with accessible basements are limited.

<https://www.uco.edu/administration/safety-transportation/transportation-parking-services/files/uco-primary-secondary-shelters.pdf>

MAP OF EMERGENCY SHELTERS ON CAMPUS:

<http://www.uco.edu/administration/safety-transportation/emergency-management/EM%20Shelters.pdf>

UCO COPYRIGHT POLICY:

Copyright law information is provided to you per the TEACH Act through the following websites:

- UCO Office of Information Technology web page on Copyright Law
<http://www.uco.edu/technology/student/copyright-law.asp>
- UCO directs students to Legal Downloads
<http://www.uco.edu/technology/catalog/downloads.asp>
- UCO Policy for use of Copyrighted Materials
<http://www.uco.edu/academic-affairs/faculty-staff/policy-for-copyrighted-materials.asp>

Have a successful semester!

The University of Central Oklahoma Student Information Sheet and Syllabus Attachment has been developed through a cooperative effort between the Faculty Handbook Editorial Board and the Office of Academic Affairs.