



OPSU is primarily focused on serving our students. To better assist you, this Common Syllabus was created to provide information to answer questions most often asked by our students. If you have questions or concerns, please be sure to ASK AN AGGIE or email us at [wearepanhandle@opsu.edu](mailto:wearepanhandle@opsu.edu).

We provide students with mental health resources, wellbeing resources, a food pantry, academic coaching, peer mentors, and hygiene products to best support you during your educational journey. You can request assistance by contacting us at [WeCare@opsu.edu](mailto:WeCare@opsu.edu).

### **IMPORTANT DATES FOR 16-WEEK COURSES**

Classes Begin	1/16/2024
Last Day to Add a Class	1/22/2024
Last Day to Drop a Class with No Grade & 100% Refund	1/29/2024
Assigned grade of "W" for dropped courses; no refund	1/30/2024
Mid-Term Grades Due	2/26/2024
Final Day to Receive a "W" or "AW"	4/25/2024
Final Examinations	5/6/2024 – 5/9/2024
Last Day of Classes	5/09/2024
Final Grades Due in Banner	5/13/2024

### **SPRING SEMESTER HOLIDAYS**

President's Day	2/19/2024
Spring Break	3/18/2024 – 3/22/2024
Easter Break	3/29/2024

### **PRIORITY ENROLLMENT | REGISTER FOR SPRING 24**

Help with Your Hold	3/11/2024 – 3/14/2024
Seniors	3/25/2024
Juniors	3/26/2024
Sophomores	3/27/2024
Freshman	3/28/2024
Open Enrollment (all students)	3/29/2024

### **DESTRESS DURING FINALS**

Free late-night breakfast served at SUB	5/06/2024
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### **ACADEMIC INTEGRITY**

An institution's reputation and intellectual freedom depend on its uncompromising commitment to the ideal of academic integrity. OPSU is committed to instilling and upholding integrity as a core value. OPSU is dedicated to maintaining an honest academic environment and ensuring fair resolution of alleged violations of academic integrity.

Academic integrity is required in every aspect of a student's association with OPSU. Students will respect OPSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community. For more information on this subject, please reference the OPSU General Catalog.

Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination, or course, receiving a notation of a violation of academic integrity on your transcript and being suspended from the University. Students have the right to appeal the charge.

### **CAMPUS SAFETY AND SECURITY**

The educational experience at Oklahoma Panhandle State University

encompasses both classroom and extra-curricular learning opportunities where students can thrive in a safe and secure environment. In case of emergencies, please dial 911. For non-emergency incidents, please call our 24-hour dispatch at 580.468.0915.

**Request a SafeWalk.** OPSU is committed to keeping our Aggie community safe. Our SafeWalk program uses trained security officers to escort anyone from a campus building to their vehicle or on campus residence from 9 p.m. to 2 a.m., seven days a week.

If you would like a SafeWalk outside the hours of 9 p.m. to 2 a.m., request one. The OPSU Police Department is available. They'll be happy to walk with you to your next on-campus destination or to housing. To request a SafeWalk, call 580.461.3274.

For more information, please visit <https://opsu.edu/safety-security-2/> or email Chief of Campus Police Andy Ramirez at [andy.ramirez10@opsu.edu](mailto:andy.ramirez10@opsu.edu) or visit the Garrett Leo Draper Clubhouse.

### **CONNECT WITH YOUR INSTRUCTOR**

If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours, e-mail, 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 them prior to or immediately following your class session or check with the departmental office on when the instructor may be available. Office hours may be in-person or virtual, so students are strongly encouraged to confirm the format and available times with their instructor.

### **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 OPSU-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 OPSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared. Assignments, quizzes, and exams (individual questions or in their entirety) should not be uploaded to websites offering note-sharing, tutoring, or other academic help (free or by paid subscription).

### **DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY:**

- **Dropping a course** refers to the dropping of one or more classes while remaining enrolled in at least one other OPSU course for a given semester. The regular drop period is during the first ten

regular instructional days of a regular semester and the first five regular instructional days of a summer session, or, in general, the first one-eighth of the academic term. Drop and refund deadlines can be found within the [Academic Calendar](#). Summer courses and other short courses that vary from the standard 16-week semester follow proportionate drop and refund periods.

- **Withdrawing** from the university means dropping *all* courses, and you *are no longer enrolled for the current semester*. Students seeking to completely withdraw from all courses should make their request in writing to the Academic Records Office. The student should email their request to [academicrecords@opsu.edu](mailto:academicrecords@opsu.edu) with the student ID, CRN(s), and term for withdrawal. Withdrawal deadlines can be found within the [Academic Calendar](#).
- **Financial Aid Implications.** Students should be aware any of the following factors may impact their financial aid:
  1. dropping a course;
  2. their last date of attendance in a course;
  3. dropping below 12 full-time credit hours; and/or
  4. being administratively withdrawn from a course.

### **FINAL EXAM POLICY**

1. Oklahoma State Regents for Higher Education regulation 3.19.3 require that “those institutions which reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.”

#### **\*EXCEPTIONS**

- a. Final examinations in “arranged” courses should be held during the last scheduled meeting of the course.
  - b. If laboratory examinations are given, they will be held during the last regularly scheduled meeting of the lab.
  - c. Final examinations for 1st 8-week and 2nd 8-week classes will be held during the last regularly scheduled meeting.
  - d. Final examinations in 16-week hybrid or online courses will be held during finals week, at times noted on the Final Exam Schedule. At the discretion of the instructor of record for hybrid courses, the final class meeting, exam, or alternative uses of the final may be held in-person or online.
2. Final exams must be administered during the final exam period at the scheduled time and in the scheduled location. Alternative uses of the final exam may be designated by the course instructor. These alternatives must be of academic substance. Examples may include group presentations, final project presentations, peer evaluations, and discussion on course content.
  3. No faculty member is authorized to depart from the published final examination schedule for either a class or an individual without approval. Early final examinations are prohibited. Any deviations from the examination schedule **MUST** be approved by the Chair and Dean and reported to the Vice-President of Academic and Student Affairs.

### **FINAL EXAM OVERLOAD POLICY**

A student will not be expected to take more than two final examinations in one day. In cases where a student has three or more exams scheduled for the same day, instructors must offer make-up exams. The student's number of exams will be reduced to two by the following procedure:

1. If a student has three or more exams on the same day, the instructor(s) giving the third and subsequent exams must provide make-up exams during the week designated for final exams for that semester at a day and time agreeable to both instructor and student.
2. The student must notify the instructor or department of the third and subsequent final exams scheduled. Such notification must be given to the specific instructor or department before the end of the twelfth week of classes in 16-week course semesters.
3. Any rescheduled final examination dates must not interfere with the timely submission of grades for the entire class.

### **GRADE APPEALS**

It is the responsibility of the faculty members of Oklahoma Panhandle State University to communicate to students early in the term a clear statement of the grading practices and procedures that will be used to determine the student's final grade. If a student believes those practices and procedures were not consistently and accurately followed when the faculty member determined the student's final grade, the student shall have the right to appeal her or his case.

Students must initiate an appeal no later than eight weeks after the date the grades are officially due in the Registrar's office, or six weeks after the student begins a new semester, whichever comes first. The protocol for the grade appeal is as follows:

1. Provide written communication and seek redress with the instructor of the course.
2. Provide written communication and seek redress with the course's department chair.
3. Provide written communication and seek redress with the course's college dean.

More information on the grade appeal procedures can be found [here](#).

### **INCLEMENT WEATHER**

If the OPSU campus officially closes due to inclement weather or other emergencies, alerts are disseminated via text, OPSU email, and on the OPSU website. Faculty will communicate with students via OPSU email to check Canvas for possible make-up work and new deadlines.

Faculty are asked to delay any quizzes, exams, or other assessments scheduled and move the due date for any assignment affected. Faculty may host a synchronous (live class) session via Zoom or MS Teams. However, instructors may not assume that students have internet access or the ability to travel to campus during the period of inclement weather.

Instructors may post videos, slides, readings, and other course materials to Canvas to make up for class time missed due to inclement weather. They may also make assignments as they normally would in class. However, students should be given ample time to work through any material posted and to complete any tasks assigned during this period.

Instructors should provide substantial notice to students about any rescheduled in-person activities, such as labs missed due to the cancellation of classes, being cognizant of both academic and non-academic obligations that students might have.

### **UNIVERSITY ATTENDANCE POLICIES**

Regular and consistent attendance not only aids in academic success, but dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a

requirement in all OPSU courses.

- Students may not be marked as absent if missing class for situations such as, but not limited to:
  - participating in a required university-sponsored activity such as crops judging competitions, athletic events, and field trips;
  - fulfilling a military obligation;
  - a mandatory court appearance;
  - death in the immediate family; and/or
  - extreme illness or accident to oneself or immediate family.

**\*\*Athletic team photos are not sanctioned as a university activity.**

Instructors, at their discretion, may require proof of such events.

- It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.
- Tardy:** Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three (3) tardies to equal one (1) absence.
- Attendance Taking.** Faculty are required to take attendance through the university's attendance software, which records attendance in Canvas.
- Non-Attendance.**
  - Responsibility for class attendance rests with the student.
  - Class attendance on the first scheduled day of an on-campus course and on the first week of an online course are especially important to achieve student success.

#### **ADMINISTRATIVE WITHDRAWAL (AW)**

- An "AW" may be assigned by the Vice President for Academic and Student Affairs (VPASA) or designee to indicate that the student has been "involuntarily" administratively withdrawn from class(es) for a given semester for disciplinary reasons, financial reasons, non-attendance at the start of the semester, or inadequate attendance throughout the semester. The "AW" grade is GPA neutral.
- Students must attend at least 80% of all class sessions held for each course they are enrolled in. The university reserves the right to administratively withdraw any student from an individual course who does not attend at least 80% of all class sessions, whether excused or unexcused, when, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- When a course is linked to a required supplemental course, the University reserves the right to administratively withdraw any student who does not attend at least 80% of all class sessions of either course, regardless of their attendance in the other course.
- Students with excessive absences will have their name submitted via the Administrative Withdrawal form through OPSU's student retention software and will receive an "AW" for that individual course without refund of tuition or fees.
- The faculty member will request an Administrative Withdrawal

through OPSU's student retention software, with a note including the percentage and dates of class missed. This form will be submitted to the appropriate academic dean for approval.

- Per Oklahoma State Regents for Higher Education (OSRHE) policy, the academic dean will send the Administrative Withdrawal Form to the Vice President of Academic and Student Affairs (VPASA). If the administrative withdrawal is approved, the VPASA will forward the form to the Office of the Registrar for processing.
- The Financial Aid Office will be notified after an AW has been processed.

#### **STUDENT EMAIL**

OPSU uses your OPSU.EDU email address as a primary form of communication. Students are expected to check their OPSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use your OPSU email (or another email from the Oklahoma State University A&M system), you can forward your email by taking the following steps:

- Visit <https://outlook.office.com/mail/>
- Select "view settings."
- Select "mail."
- Select "forwarding."
- Click "enable forwarding" and provide your alternative email address.

Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance, contact the IT Help Desk at 405.744.HELP (4357) or [helpdesk@opsu.edu](mailto:helpdesk@opsu.edu).

#### **STUDENT CODE OF CONDUCT**

SUB 1 | 580.349.1359

By enrolling at Oklahoma Panhandle 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. The Student Code of Conduct educates students about their civic and social responsibilities including policies and procedures involving student misconduct.

In general, the University expects students to aspire to follow and promote the Aggie Community Standards of integrity, inclusion, excellence, service, and sustainability. For more information, please contact the Dean of Student Affairs, Ms. Laura Hutchinson, at [laura.hutchinson@opsu.edu](mailto:laura.hutchinson@opsu.edu).

#### **STUDENT DISABILITY SERVICES**

McKee Library RM 107

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of the disability and requesting accommodations. If you think you have a qualifying disability and need accommodations, contact the Disabilities Coordinator [robert.crawley@opsu.edu](mailto:robert.crawley@opsu.edu).

To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations. Faculty have an obligation to respond when they receive official notice of accommodations, but are under no obligation to provide retroactive accommodations.

## **ASK AN AGGIE**

### **ACADEMIC RELATED SERVICES**

#### **Academic Coaching**

McKee Library 102 | 580.349.1340

Located in the Hispanic Student Center, academic coaches can provide guidance for new students, assisting with the transition between high school and college culture and expectations. Coaches can also link students with needed services while on campus (laptop and calculator loans, location of buildings and offices) and introduce new students to staff that can further assist. Appointments can be made via phone or email us at [hispanicstudentcenter@opsu.edu](mailto:hispanicstudentcenter@opsu.edu).

#### **Academic Resource Center**

McKee Library 109 B | 580.349.1558

<https://opsu.edu/academic-resource-center/>

The Academic Resource Center's (ARC) provides valuable resources to support all students begin their successful journey at OPSU.

Resources include peer mentors, career services, placement testing, accommodations, and counseling. Contact [arc@opsu.edu](mailto:arc@opsu.edu) or [makenze.anderson@opsu.edu](mailto:makenze.anderson@opsu.edu).

#### **ADVISING**

At OPSU, we integrate a hybrid advising model with Central Advisors and Faculty Advisors to serve our students.

- **Central Advisor** - All freshman, sophomores, and transfer students (up to 59 credit hours) begin their educational journey by being assigned a Central Advisor. Central advisors provide holistic support to help students become successful as they learn how to navigate their higher education journey at OPSU. Central advisors are available for each college. Students can email central advisors at [centraladvising@opsu.edu](mailto:centraladvising@opsu.edu).
- **Faculty Advisor** – After students become classified as juniors (minimum of 60 credit hours), students are assigned a faculty advisor. Faculty advisors expand on the professional and academic guidance for students that can lead to enriched learning opportunities such as internships and undergraduate research within the students major. Students can locate their faculty advisor by accessing their student profile in Aggie Access.

#### **Bursar | Billing | Payment Plans**

Sewell-Loofbourrow 125 | 580.349.1576

<https://opsu.edu/bursar/>

The Bursar Office bills and collects tuition, fees, campus housing, and other university related charges. The Bursar Office also processes all refunds of any overpayments made on students' bursar accounts.

Contact the Bursar Office at [opsu.bursar@opsu.edu](mailto:opsu.bursar@opsu.edu).

#### **Computer Lab**

Academic Resource Center | 580.349.1558 | [arc@opsu.edu](mailto:arc@opsu.edu).

#### **Financial Aid | Scholarships**

Sewell-Loofbourrow 106 | 580.349.1580

<https://opsu.edu/financial-aid/>

Approximately 99% of OPSU students receive some form of financial aid. This can include scholarships, grants, work study, and low-interest loans which totaled over \$15 million last year. To apply for financial aid or to meet with a financial aid counselor, contact the Financial Aid Office at [opsufinaid@opsu.edu](mailto:opsufinaid@opsu.edu).

#### **Help with Your Hold**

OPSU hosts Help with Your Hold sessions to assist students with releasing holds on their student accounts. While some holds may simply provide information, most holds are posted require the student to take a specific action necessary to satisfy a policy requirement or financial obligation. A B3 hold, for example, will prevent the student from receiving a copy of their academic transcript and adding/dropping courses. Help with Your Hold sessions will be promoted on various channels such as Canvas, social media, text, and OPSU email.

#### **Hispanic Student Center**

McKee Library RM 102 | 580.349.1340

The Hispanic Student Center, or El Centro, serves as a community hub on campus for all students to gather, network, develop their leadership skills, and access services that support their academic successes at Oklahoma Panhandle State University.

#### **McKee Library**

580.349.1540

McKee Library is your resource for computer access, printing, scanning, reading material, audio-visual material, and music.

For a complete list of the library's hours, please visit <https://opsu.edu/marvin-e-mckee-library/> or email us at [mckeelib@opsu.edu](mailto:mckeelib@opsu.edu).

#### **Registrar**

Sewell-Loofbourrow 132 | 580.349.1376

<https://opsu.edu/office-of-the-registrar/>

The Office of the Registrar provides services related to the creation and maintenance of student academic records. Staff in the Registrar's office are available to assist students with enrollment, official transcript requests, degree and enrollment verification, updating personal information in the Student Information System, graduation, and other services. Email the Registrar office at [opsu.registrar@opsu.edu](mailto:opsu.registrar@opsu.edu).

#### **Supplemental Instruction in Math**

College of Agriculture, Science, and Nursing | SAB 225

Supplemental instruction in math uses regularly scheduled, informal sessions to help students who need additional assistance in their lower-level math courses. To schedule an appointment, contact Mrs. Gwen Strain at [gwen.strain@opsu.edu](mailto:gwen.strain@opsu.edu).

#### **The Writing Center**

Hamilton Hall 119

Offers one-on-one consultations, workshops, and other services for undergraduate students. The [Writing Center](#) helps students with a variety of projects such academic papers, resumes, and business plans. To minimize stress, students must plan to visit early and often throughout the semester, not just the day before an assignment is due. The Writing Center works with students to improve brainstorming, organizational, and composing techniques. For more information, please contact [aggiewritingcenter@opsu.edu](mailto:aggiewritingcenter@opsu.edu).

### **STUDENT RELATED SERVICES**

#### **Aggie CARE Community**

CARE (Compassion, Accessible, Respectful, and Empathetic) is OPSU's well-being program that reflects campus advocacy to equip students with resources that helps them to balance academic with non-academic responsibilities. If you need support, please email [WeCare@opsu.edu](mailto:WeCare@opsu.edu).

**Student Activities**

Noble Center | 580.349.1368

OPSU provides year-round events to engage students, faculty, and staff. You can find the list of events by visiting <https://opsu.edu/events>, at the Noble Center, and at the SUB. For more information, contact Morgan Trevino (Noble Center Manager/Student Activities Coordinator) at [morgan.s.trevino@opsu.edu](mailto:morgan.s.trevino@opsu.edu).

**Student Health Clinic**

SUB 2 | 580.349.1358

Staffed by a nurse practitioner, our Student Health Clinic provide services such as, but not limited to, physical assessments, blood glucose testing, strep testing, flu shots, and health and personal hygiene education. Throughout the year, mobile clinics are also available. For more information, contact [mistina.merwin@opsu.edu](mailto:mistina.merwin@opsu.edu).

**University Student Housing**

SUB 4 | 580.349.1360

University Student Housing handles housing, residential life, meal plans, student ID cards, and parking registration. You can visit <https://opsu.edu/university-student-housing/> or contact [panhandlehousing@opsu.edu](mailto:panhandlehousing@opsu.edu) for more information.

**MyOPSU Portal**

The MyOPSU Portal connects students to a wide range of campus services including links to student email, online billing, and the Aggie Scholars Online Classroom (Canvas).

<https://apps.okstate.edu/portal/opsu/index.php>