

3.0 Academic Organizational Policies and Procedures

3.1 Academic Publications

3.1.1 The University Catalog

Primary responsibility for the production of the catalog rests with the Chief Academic Officer. Contents of the catalog include, but are not limited to, admission and retention standards, academic policies, the official academic calendar, available degree programs, degree requirements, and descriptions of the University's course offerings by school or college.

Recent court decisions have held that the catalog may function as a contract which may become binding when the student enrolls. As a result, administrators and faculty members become liable for violations in the catalog/contract. It is thus necessary for University faculty and administrative staff members to be familiar with the contents of the catalog and to adhere to catalog policy when advising students.

3.1.2 The Academic Calendar

The academic calendar for the University must be certified to the Oklahoma State Regents for Higher Education by January 1 of the calendar year during which the academic year begins.

Preparation of the calendar is initiated by the Chief Academic Officer in November of the previous year who designs a tentative calendar based upon University policy regarding length of class period, length of term, and number of days of registration, holidays, and examinations. The tentative calendar is circulated to the Executive Cabinet, the Faculty Council, the Deans' Council, and other administrative units involved in scheduling activities. The Chief Academic Officer coordinates responses from all parties and presents a final draft of the calendar through the President to the Board of Trustees for approval. When approved, the calendar is printed and distributed throughout the campus, usually during the month of January.

3.1.3 The Class Schedule

3.1.3.1 Timetable for Publications

The Class Schedule is published twice each academic year. The schedule for summer and fall classes is published in April, and the schedule for January and spring classes is published in November. Planning for the schedule is initiated by the Registrar in January for the summer and fall terms and in September for the January and spring terms.

Schedule departmental planning material is distributed to academic deans by the Registrar. The Registrar compiles the completed planning material, which must have the approval of the appropriate dean, making a tentative schedule. Copies are distributed to the faculty for review with their department chairmen. Corrections are reported to the Registrar through the

deans, and the final class schedule is sent to press approximately two weeks prior to the beginning of registration for that term.

Communications regarding the schedule are made to the Registrar by department chairmen through the deans. The procedure for making changes in the class schedule after the final printing can be found in section 3.12.

3.1.3.2 Scheduling of Classrooms

Faculty members may request specific classroom assignments through their department chairmen during the preparation of the schedule. Department chairmen list the requests on the departmental planning sheet. Not all requests for rooms can be met; however, the Administrative Assistant to the Chief Academic Officer will accommodate as many requests as possible. Appeals for changes of room assignments should be made through the respective dean, who will confer with the Administrative Assistant to the Chief Academic Officer to see if reassignment is possible.

Some adjustments in classroom scheduling must be made after classes have begun in order to accommodate miscalculations in estimated class sizes. In such cases, the instructor should contact the Administrative Assistant to the Chief Academic Officer directly to see if a room change or exchange may be made. Faculty should not change classrooms without first obtaining permission from the Administrative Assistant to the Chief Academic Officer.

3.1.3.3 The Semester Examination Schedule

The schedule for semester examinations is published in the class schedule bulletin. An effort is made to spread examinations evenly over the examination period. Common exams may be scheduled for courses having multiple sections.

3.2 Registration Activities

3.2.1 Advance Registration

3.2.1.1 Advance Registration

Advance registration periods for current admitted and readmitted students are made available each semester for the succeeding term including summer and January terms. Currently enrolled students may register for classes and make changes, adds, and drops in their registration during this period.

Counseling and completion of registration or change of registration forms are done by appointment in the faculty advisor's office. Students then take their forms to the Academic Center for computer entry and production of the combination schedule/bill. Students are required to pay a tuition deposit of \$75.00 for fall and spring terms and \$25 for summer and January terms.

3.2.1.2 Registration of New Freshmen

Registration is provided for new freshmen who come to campus on a Saturday in April or May. (See also 3.2.1.3) New freshmen entering for the summer or fall term may register for classes, meet members of the faculty and staff, see the campus, and learn something of the traditions and programs of the University. Students' parents are encouraged to accompany them and to participate in the parents' seminars.

3.2.1.3 Registration During Summer

Registration days are scheduled periodically through June and July to provide fall registration opportunities for newly-admitted freshmen, transfer students, and currently enrolled students. Students may come at other times by appointment (See also section 2.11.11, 2.11.11.1)

3.2.2 Regular Registration

Regular registration is conducted just prior to the start of classes each term. Normally two days are scheduled for fall registration, one for spring, and one for J-term and summer. In addition to registration, validation and other activities related to the beginning of a term occur during this period.

3.2.3 Late Registration

Registration and change of enrolment continue for a designated number of days after the beginning of each term. Normally this period is eight days for the fall and spring terms and four days for the summer and January terms. Once classes have begun, a fee is charged for late registration. No fee is charged for an add/drop request.

3.2.4 Exceptional Registrations

3.2.4.1 Arranged Courses

Application forms to take catalog courses by arrangement (at another time or during another semester from the scheduled course offering) are available from the faculty advisor and must be completed and submitted to the Registrar's Office in advance of or at the time of registration. The proposed arrangement must be approved by the instructor, the department chairman, and the dean of the school or college before the student is allowed to complete his registration. The Academic Catalog lists the extra fee for an arranged course.

3.2.4.2 Independent Study

Independent study courses are available in most academic departments of the University. The student should apply for independent study under the course number 499 at least one week prior to the anticipated date of enrolment. Proposal forms are available from the faculty

advisor and should be submitted to the student's dean. The following general regulations apply:

- a. Courses listed in the catalog are not to be offered as special studies (see Arranged Courses, 3.2.4.1, above).
- b. A student requesting registration in a 499 course should have completed most of the required courses for a major, minor, or area of concentration in that field, be classified as a junior or senior, and have at least a "B" average in the subject area.
- c. No more than one 499 course may be taken in any department.
- d. Credit for a 499 course will be three semester hours unless specific exception is made in the approved proposal.
- e. Students engaged in honors study may receive credit for one 499 course for the work done in the program by completing the 499 proposal form, having it approved, and registering in the course, provided they have not previously done a 499 course in that department.
- f. A student will not be registered in a 499 course until the Registrar has received the approved proposal form from the student's dean.

3.2.4.3 Topics Courses

Each department has two course numbers which may be used for special topics courses, 199 for lower-division courses and 432 for upper-division courses. If a faculty member and/or a group of students wish to study a topic not covered in the catalog curriculum, they may propose a topics course to the department chairman. If both the department chairman and the dean of the school or college approve, the course title, course description, and amount of credit to be received are submitted by the dean to the Registrar, who will assign an index number for the course and place it in the computer files for registration. The Registrar's Office maintains a permanent file of course descriptions for topics courses. Topics numbers may not be used for independent study.

3.2.4.4 Pass/Fail

Juniors and seniors may enroll in a maximum of 12 semester hours on a pass/fail basis. Any 200, 300, or 400 level course outside the academic discipline chosen for emphasis in the area of concentration or major and minor may be taken on a pass/fail basis; Unified Studies courses may not be taken on this basis, however. Application to take a course for pass/fail must be made at enrollment time; otherwise, a letter grade will be given. The purpose of the pass/fail option is to allow a junior or senior student to experiment with upper-level courses outside of the area of concentration/major/minor without jeopardizing his grade point average.

Application to take a course pass/fail must be made to the Registrar at the time of registration for the courses. Application forms are available from the Academic Center. A student

may not change his registration to pass/fail after the semester has begun; he may, however, with the instructor's approval, elect to cancel the pass/fail option and work for a traditional grade.

3.2.4.5 Audit

Audited courses provide no grade or credit. However, the student is required to pay tuition for the course and may be required to fulfill all assignments for the course. A student who chooses to audit a course must initially register for the course as an auditor; he may not change his registration after the course begins. He also may not later take the course for credit. As the University "sells" instruction, not credit, a student should not be allowed to "sit in" on a class without paying the auditor's fee. A student who is auditing is counted as part of the instructor's student load.

Applications for audit enrolment are available from the Academic Center and must be completed and submitted to the Registrar's Office at the time of registration.

3.2.4.6 No Credit Desired (NCD) (Discontinued)

(This program was discontinued in 1988, however it is possible that an advisee could have an NCD course on a transcript.) In certain instances, a student may have been advised to enrol in courses for NCD (no credit desired). Students who were ineligible for admission to a degree program may have been given probationary admission to a non-degree program. Such students enrolled for NCD in all classes. They were expected to fulfill all course requirements, including examinations. At the end of the semester a grade was awarded for the course, although no credit toward a degree was earned. A student who demonstrated that he/she was capable of making progress toward a degree petitioned the Deans' Council for admission to a degree program and if approved was allowed credit for some or all of the work completed NCD.

3.2.4.7 Repeated Courses

A student who elects to repeat a course in order to raise his/her grade point average must complete an application form, which is available from the Academic Center, and submit it to the Registrar's Office during enrolment. The Academic Catalog contains the policy for computing grade point averages.

3.2.5 Special Registration

3.2.5.1 Continuing Education

Special registration periods are held at the beginning of each Continuing Education course which is scheduled at a time different from the regular semester schedule. (See also section 3.13)

3.2.5.2 Televised Instruction System

Courses offered by televised instruction are not resident OBU courses. Course offerings and schedules are determined by the Oklahoma State Regents for Higher Education, and once a course has been completed, the OBU student must have it transferred to OBU via an official transcript. This program is being revised by the State Regents to accommodate new delivery systems. Information, including class schedules, tuition costs, and enrolment forms, can be obtained from the Registrar.

3.2.6 Change in Registration

3.2.6.1 Add/Drop or Change of Course

A student who wishes to add or drop a course must obtain an add/drop card from his faculty advisor or the Academic Center. The student must secure the approval of his advisor and, if he is requesting admission to a closed or restricted class, he must also secure the approval of the appropriate faculty member, program administrator, or dean. If applicable, the student must secure the approval of his dean to take an academic overload (over 17 hours for a student in good standing or 12-13 hours for the student on probation or conditional enrollment).

The student is responsible for getting the add/drop card to the Registrar before the published deadline for making changes in enrolment. There is no add/drop fee.

3.2.6.2 Cancellation, Drop, and Withdrawal

Students may cancel their registration through the last day before classes for a term begin. Cancellation requests must be made in writing or in person. Telephone requests must be followed by written confirmation. Cancellation removes the student from all classes; the student's name will not appear on final class rosters or on the grade sheets sent to faculty, and the courses will not be listed on the student's transcript.

A drop request removes the student's registration from one or more, but not all, of the classes in which he is enrolled. The student's name does not appear on final class rosters or on grade sheets sent to faculty, and the courses are not listed on the student's transcript. Drop requests will be processed from the beginning of advance registration through the end of the late registration period.

Withdrawal requests refer to the removal of enrolment status from some but not all of the classes in which a student is enrolled after late registration ends or to exit from all courses after classes have begun. If withdrawal requests are made before the end of the late registration period fall or spring term or the equivalent period of a summer or J-term, the student's name will not appear on the final grade sheet. All withdrawals completed from the end of late registration through the twelfth week (or equivalent periods) will appear on the transcript as the neutral mark of "W." Withdrawals from either one or all courses will not normally be allowed during the last quarter of any term.

3.3 Credit by Examination

A student may earn a maximum of 32 semester hours by examination through (a) locally prepared Advanced Standing Examinations, (b) College Level Examination Program's Subject Examinations (CLEP), (c) CEEB Advanced Placement examinations or (d) International Baccalaureate higher level examinations (IB). CLEP is administered monthly on campus; advanced standing examinations are scheduled by appointment with the chairman of the department administering the examination; AP and IB credit comes through the student's high school. Students must register for an Advanced Standing Examination in the Registrar's Office prior to the examination and must pay the examination fee. Students must register for CLEP examinations through the Testing Coordinator at least three weeks before the test date.

Additional information concerning dates and times of examinations and scores required in order to receive credit is available through the Office of the Testing Coordinator. See also the section on credit by examination in the University catalog and the description of the program distributed in the Faculty Enrolment Information brochure.

3.4 Faculty Advisors

3.4.1 Assignment of Faculty Advisors

The dean of the respective college or school will assign each entering freshman student an academic advisor on the basis of his declared area of concentration or major; freshmen who can identify no probable area of concentration or major will be assigned an advisor in the College of Arts and Sciences. By the fourth consecutive semester of enrolment the student must declare his major or area of concentration and be assigned a permanent academic advisor.

Should a student elect to change his major or area of concentration, he shall be assigned a new faculty advisor by the dean of the college or school responsible for the newly declared major or area of concentration.

3.4.2 Responsibilities of Faculty Advisors

A major responsibility of the faculty advisor is helping students plan their academic programs. As part of that task, the faculty advisor is responsible for signing the following forms: Course Request Registration Card; Change/Add/Drop Application Card; Request for Withdrawal from All Classes; Request for Pass/Fail Grading; Request to Audit a Class; Request for Independent Study (499); Request to Take a Course by Arrangement.

Before signing the form, the faculty member should review with the student his educational goals and determine that the course of action proposed by the student will be in the student's best interest and/or that the student understands the academic implications of his decision. For additional information on student advising, see sections 2.11.10 and 5.5.1.

3.5 Registration Reports

3.5.1 Class Rosters

Tentative class rosters are produced following advance registration and again following regular registration each term. Final rosters are printed shortly after late registration ends. Copies of the rosters are distributed to faculty and academic deans.

3.5.1.1 Book Order Information

A summary of the number of students in each class is provided to the bookstore following advance registration. Faculty members who need to place book orders before these printouts are available may request the Registrar's Office to research the information via computer by furnishing index numbers for their courses. Estimates can also be made by looking up figures for previous terms in the Registrar's Office permanent files.

3.5.2 Faculty Teaching Load Report

The Integrated Records Information System (IRIS) computer package makes it possible to produce the teaching load report at the end of each registration period without requesting the information from the individual faculty members. The teaching load value of each course must be determined at the time the tentative class schedule is being prepared. Department chairmen should carefully assess the load value of each course and, in the case of team-taught courses, the value for each member of the team. These values should be recorded on the departmental planning sheets in the blanks provided and reviewed by the proper dean. The teaching load for faculty members with extraordinary teaching assignments is determined by the respective dean. See also section 2.11.2.

3.5.3 Enrolment Comparisons and Summaries

The following reports are provided by the Registrar's Office on request:

- a. Student Profile: Enrolment
- b. Distribution of Enrolment by Class, Sex, and Major
- c. ACT Class Profile (updated each January)
- d. Student Profile: Geographic Location
- e. Majors by Discipline of Graduates
- f. Summary of CLEP Usage (updated each November)

3.5.4 Reports to the Oklahoma State Regents for Higher Education

Approximately three weeks after the start of each summer, fall, and spring term, a report of enrolment must be submitted to the Oklahoma State Regents for Higher Education. The data of all Oklahoma institutions of higher education are published by OSRHE and are distributed by various means, including general news releases and the Regents' newsletter.

Approximately four weeks after the close of each term, a very extensive report of each student, his courses, and some 35 other data elements must be submitted to the Regents by magnetic tape. From this report, the Regents send a statewide analysis to the National Center for Education Statistics for the Higher Education General Information Survey (HEGIS).

3.5.5 In-House Reports

In addition to the off-campus reports generated each term, management information reports are prepared for campus administration and academic offices. Faculty desiring research information for present or past terms to support committee or departmental work are encouraged to contact the Registrar regarding the availability of such data.

3.6 The Grading System and Academic Standards

3.6.1 Grades and Their Values

The current catalog lists and defines grades available for assignment to students. The University recognizes regular grades of A, B, C, D, and F; pass/fail grades of S and U; and incomplete grades of IP, I, and E. Other grade notations which may appear on the student's transcript are W, FX, and Audit. Before giving a student a grade of I (Incomplete) the faculty member and the student must complete an Incomplete Grade Contract which indicates what work must be completed and by what deadlines the work must be completed. A copy of the Incomplete Grade Contract must be filed with the Registrar when the Incomplete grade is turned in.

The University catalog contains a summary of the way in which grade point averages are calculated. Questions regarding the procedure should be addressed to the Registrar.

3.6.2 Class Absences

The University catalog contains the University policy regarding class attendance. Faculty are requested to report excessive absences to the Registrar. Forms for reporting absences are available in the Academic Center. When excessive absences are reported, the Registrar's Office sends a letter to the student noting the number of absences and outlining the options which the student has at that point. Copies of the letter are sent to the student's faculty advisor and to the Student Development Offices in order to determine if the student's absences are symptomatic of other problems which need attention.

3.6.3 Retention Standards

The University catalog contains the University policies concerning academic probation and suspension. To determine the minimum grade point average required for satisfactory progress, semester hours completed at other institutions are counted (e.g. a student who has completed 32 hours at another institution and 28 hours at OBU has attempted 60 hours of college work and is required to have a minimum OBU and overall grade point average of 2.0).

A student repeating a course in an attempt to improve his grade point average must file a Repeat Course Form at enrolment. Forms are available in the Academic Center.

3.7 Examination Policies

3.7.1 Scheduling of Final Examinations

Examinations are scheduled at the end of the term during the regular session. All faculty members are expected to adhere to the regular final examination schedule. Any deviation from the schedule must be approved by the dean in whose school or college the course is offered.

3.7.2 Student Rescheduling of Final Examinations

Students with three or more final examinations scheduled on the same day may request that one of the examinations be rescheduled. The student should first check with his instructors to determine which examination can most easily be rescheduled. He should then petition the dean of the college or school administering the course for permission to reschedule the examination.

3.7.3 Late Examinations

Examinations, both final examinations and those which are given during the semester, must be taken by students at the times they are scheduled. A student who misses a course examination, however, may be allowed to take a makeup examination with the permission of the instructor. No student will be excused from final examinations. Should a student be prevented from taking a final examination at the regularly scheduled time due to circumstances which are beyond his control, he may take the examination either before or after the scheduled date with the permission of the instructor and approval of the dean of the college or school administering the course.

3.8 Grade Reporting

3.8.1 Reporting Seventh Week and Final Grades

The Registrar's Office will distribute grade sheets to faculty members approximately two weeks before each grade reporting period. Grade report deadlines are published in the academic calendar and are typically Wednesday of the eighth

week for Seven Week Grades and noon the day following the last day of final examinations.

3.8.1.1 Grade Corrections

If a faculty member discovers that a grade has been incorrectly reported to the Registrar's Office, the correct grade should be submitted as soon as possible. If the correction is to a semester grade, the correction should be made on a Change of Grade card, with "correction--waive fee" noted on the back of the card. Any change in a permanent semester grade except to correct an error must be justified to and approved by the dean of the college or school in which the course is taught.

3.8.1.2 Changes of Temporary Grades

The temporary grades E, I, and IP are subject to change when the student completes the unfinished work to the instructor's satisfaction or when the time given for completing work on the incomplete grade has passed.

The temporary grade of E (conditional incomplete) may be changed only to a D or F. The temporary grade of I (incomplete) or IP (in progress) may be changed to any appropriate permanent grade. The grade of IP, work in progress, is granted in special circumstances for one calendar year, though a shorter time period may be specified by the instructor. The IP grade is limited to use in courses designed to be completed after the end of the term (i.e., flex-track nursing students, honors candidates enrolled in 499, some cooperative education courses) and should not be used otherwise without prior written approval of the dean who administers the course.

The change is recorded on the student's transcript and on the Permanent Class Record (grade sheet) and notice of the grade and the revised grade average is sent to the student, his advisor, his dean and to the Student Financial Services Office.

A daily log of grade changes received is maintained at the reception desk in the Registrar's Office so that a faculty member in his capacity as either instructor or advisor may inquire if, indeed, changes have been made.

3.8.1.3 Record Integrity

Instructors should personally hand deliver grades to the Registrar's Office. If necessary, an instructor may mail his grades to the Registrar, so long as he can assure that the grades will reach the Registrar by the announced deadline.

In order to assure the integrity of the University record, the Registrar will not issue grade sheets or Change of Grade cards to students and will not accept grade sheets or Change of Grade cards delivered by students or student helpers.

3.8.1.4 Posting Grades

For his own protection, a faculty member should secure the student's permission to post his grade on the office door or in some other convenient location. Any document convenient for the instructor may be used, such as a statement at the top of the final examination paper, which may be completed and signed by the student. Standard permission forms are available in the Registrar's Office.

3.8.2 Grade Reporting to Students

A computer-generated copy of seventh week grades is mailed to each student at his campus or local address and a copy is sent to his faculty advisor. A computer-generated final grade report with complete grade average summaries is mailed to the student at his permanent or home address at the end of each term. This mailing usually takes place within twenty-four hours of the grade report deadline. A copy of the report is sent to the student's faculty advisor and a copy is retained in the Registrar's Office.

The grade report also contains the student's English Proficiency status, academic and disciplinary status if unsatisfactory, and any "holds" against registration or transcript release.

Single students not living with their parents may have their grades sent to the address of their choice by notifying the Registrar's Office at least two weeks before the end of the term.

In accordance with the Federal Education Rights and Privacy Act of 1974, as amended, grade reports are not mailed to parents except at the specific written request of the student. (See Appendix E)

3.8.3 Transcript Service

The Registrar's Office issues two types of academic transcripts, official and unofficial. Official transcripts are printed on security paper, are stamped with the raised seal of the University, are signed by the Registrar, and include a transcript key to aid interpretation. A permanent

record is kept of their issuance for confirmation at any future date. Unofficial transcripts are non-certified photo copies, and no record of the issuance is maintained. The latter are useful as "working copies" for students and their advisors.

A faculty member with a legitimate need for information may secure unofficial transcripts for students in his department provided that he agrees not to share any of the information with a third party except at the express written request of the student in review.

Preservation of confidentiality of records is imperative. Individual faculty and administrative staff members may be sued personally for failure to protect the confidentiality of a student's records.

3.8.4 Determining Academic Honor Rolls

Honor rolls are prepared each term and hometown newspaper releases are mailed by the Public Relations Department. Parchment certificates signed by the appropriate dean or the University President are prepared and mailed to each student so honored. Requirements for the honor rolls are listed in the current catalog.

3.8.5 Determining Academic Eligibility

3.8.5.1 Awards and Organizations

The services of the Registrar's Office are available to aid in determining eligibility for awards based on academic achievement. Requests for information should be addressed directly to the Registrar and should be made at least three weeks in advance of the date needed.

Grade point average is a criterion for membership in some campus organizations. If only the faculty sponsors of the organization will have access to the information and will agree not to reveal any of the information to a third party without the express written consent of the student, the Registrar's Office will initiate a computer search based on the grade point average parameters established by the organization, and a computer printout indicating students eligible for membership will be furnished to the faculty sponsor. If student members of the organization will have access to the data, the organization must furnish the Registrar's Office with releases signed by each student being investigated for membership before a computer search will be initiated. All requests should be made in writing to the Registrar at least three weeks before the information is needed.

3.8.5.2 Athletic

According to conference regulations, varsity athletes must be certified as making satisfactory progress as defined by the conference. Coaches submit the necessary forms, which are then verified and certified as correct by the Registrar's Office.

3.8.5.3 Other

Any student or group of students desiring certification of enrolment, academic level, or achievement should submit the required form(s) to the Registrar's Office. Under normal circumstances the Registrar's Office can complete the forms in one day, though three to five days are normally required during enrolment and grade reporting periods. The Registrar's Office routinely provides necessary certification for the good student discount for automobile insurance, social security benefits, various forms for financial aid, and Eurail Passes.

3.9 Graduation

Specific University requirements for graduation are listed in the current catalog. Clarification of certain policies and procedures relevant to graduation are given below.

3.9.1 Application to Graduate: Request for Degree Check

Students are required to file a request for degree check during the first semester of the junior year. The degree check is completed by the college or school degree clerk with the assistance of the student's faculty advisor and is approved by the dean. The degree check requires a thorough examination of the student's transcript and serves as a means of warning the student of deficiencies or problems.

The academic deans monitor the degree checks each semester in order to determine when degree requirements have been completed. The degree check sheets are available to students and faculty for consultation.

3.9.2 Vote of the Faculty

Approval of the faculty is required for the awarding of any degree. Lists of degree candidates are presented at University Forum meetings at least twice before the end of each term. Formal vote is taken at the last forum meeting before each degree completion date. No degree will be awarded to a candidate who fails to receive the approval of the faculty.

3.9.3 Deadlines for Completion of Degree Requirements

Students frequently have requirements which must be met before a degree can be awarded, such as the completion of correspondence courses or the transfer of grades. If the work is not completed by the established deadline for completing all requirements for graduation, the student is not eligible for that graduation sequence.

3.9.4 Academic Predicates

Requirements for the academic predicates are listed in the current catalog. Record of all predicates is made on the Permanent Record Card (transcript), and all predicates above rite are also printed on the diploma. If a student successfully completes and defends an honors project and is granted the degree "with Honors" by vote of the faculty, the term "with Honors" is printed on the diploma in addition to the predicate earned.

3.9.5 Certification of Graduation

All graduates are certified to the Oklahoma State Regents for Higher Education; OSRHE reports the data annually to the National Center for Education Statistics as part of the statewide HEGIS report.

The Registrar's Office provides certification for Teacher Licensing, Nursing Board Examinations, Hospital Administrator Licensing, Medical Laboratory Technician Licensing, and other professional certification and licensing organizations upon written request from the student. There is no fee for this service.

3.10 Records

3.10.1 Access to University Records

Access to University records is limited to designated persons listed below, who will use records for internal educational purposes or for routine clerical, administrative, and/or statistical purposes.

Those who have been authorized by the University to view the educational records of students for internal educational, clerical, administrative, and statistical purposes include: clerical staffs of the respective record-keeping offices; faculty advisors; current instructors; the President; the Vice President for Academic Affairs; the Dean of Students; the Executive Vice President; the Assistant Vice President for

Business Affairs, the Controller; the Dean of Admissions; the Dean of the College of Arts and Sciences; the Dean of the College of Fine Arts; the Dean of the School of Business; the Dean of the School of Christian Service; the Dean of the School of Nursing; the University Chaplain; the Director of Religious Activities; the Registrar; the Director of Student Financial Services; the Director of Personnel Services, and the Director of Student Services. (See Appendix E for the complete policy statement on access to and release of confidential information.)

3.10.2 Permanent Records

The official list of graduates is maintained in the Registrar's Office. Lists of honors graduates and honorary degrees awarded are also maintained.

3.11 Curriculum Change

Assuring that curricular change is timely and well-considered and that changes are accomplished smoothly and expeditiously is an essential part of maintaining dynamic educational programs. Before curricular change is made, questions concerning staffing, budget, viability, and impact on other programs must be fully and carefully considered, allowing for participation of all informed, interested, and affected parties.

3.11.1 Policy on Curricular Change

Creation of new courses, deletion of existing courses, and revisions of existing courses of such substance as to require changes in the catalog descriptions are made following the procedure described below. Such changes must be approved by the voting faculty. Consequent upon approval, catalog changes are authorized by the Vice President for Academic Affairs.

3.11.2 Procedures

a. Proposals for changes may originate from any segment of the University but should be directed to the department or programs from which the course or courses under consideration must be staffed. Should a course proposed be a special course not vested with a particular department (e.g., Library Science), proposals should be referred to the chairman, dean, or supervisor to whom the teacher of the course would normally report as teacher.

b. The department or program chairman presents the proposed change to the department and leads the department in considerations of such issues as need, demand, consistency with University purposes and goals, availability of curricular resources, logistics, impact on departmental programs, and impact

on the learning environment, including practical impact on other programs.

c. If the department decides to recommend a change, a Curriculum Action Form should be prepared by the department chairman with a rationale for the change which addresses the issues mentioned above. For new courses, a syllabus, bibliography, survey of curricular resources, and review of staffing implications should be appended.

d. The Curriculum Action Form, with attachments, is sent to the dean to whom the issuing department or program chairman reports. The dean will sign the form and append comments. The dean is responsible for circulating the form to other chairmen or deans whose programs will be affected. The dean will identify and contact these persons, who will sign the Curriculum Action Form, appending comments as appropriate, and return the materials to the dean who has circulated the form.

e. The Curriculum Action Form will be sent by the dean to the Registrar for number and catalog data check.

f. The Curriculum Action Form will then go to the Vice President for Academic Affairs who will review total program impact and shall sign the form, appending appropriate comments.

g. The Curriculum Action Form, with accompanying documents, will then be reviewed by the Curriculum Committee, who will bring the proposed change to the faculty with a recommendation for the faculty to accept or deny the change.

h. Should the faculty approve a recommended change, the Vice President for Academic Affairs, through the dean and the department, is responsible for enacting the change and for seeing that the change is reflected in the next issue of the University catalog.

3.12 Course Change, Cancellation, or Addition

The publishing of a correct semester class schedule is necessary so that students may choose the courses which they need to take in order to complete graduation requirements and may fit the courses they choose into a time schedule. Departments should try to avoid changing class offerings or class times after the schedule has been published. The following policies and procedures are applicable to changes which, in the opinion of the department, must be made.

No change in the offering time of a course, cancellation of a course, or addition of a course will be

accepted by the Registrar's Office after the final printing of the semester class schedule except on the written authorization of the dean of the college or school. It is the responsibility of the chairman of the department requesting the change to make certain all interested students are aware that the changes have been made and to notify immediately any students already enrolled in the course so that they may make appropriate enrolment changes. Notification of the students must be in writing and must be made as soon as the decision is final.

The Registrar's Office will cooperate with the department chairman by making enrolment records available for inspection in the Registrar's Office but will not assume responsibility for notification of faculty and students by any means other than routine memoranda to faculty advisors and the posting of changes, additions, and cancellations at the enrolment station.

See section 3.1.3 for information concerning the publication of the class schedule.

3.13 Continuing Education Courses

3.13.1 Policy

The Registrar's Office is required to report enrolment data to various agencies and offices both on and off campus. These reports must include data concerning non-credit conferences and workshops as well as credit enrolments. The Registrar is responsible for keeping accurate records on all University activities related to continuing education, including all seminars, workshops, clinics, and conferences. There must be uniform advance notice of all conferences, workshops, seminars, and meetings, whether they are being offered for no credit, continuing education credit, or academic credit, filed with the Registrar's Office.

All continuing education courses offered for academic or CEU credit must be approved in advance by the appropriate academic dean.

3.13.2 Procedure

Notice must be filed in the Registrar's Office of intent to offer any course, short course, conference, workshop, or seminar either for academic credit, continuing education credit, or no credit, at least two weeks prior to the beginning date of the meeting. If brochures are distributed, three copies of the brochure must accompany the notice.

The faculty member should provide the following information concerning the course (forms are available from the Continuing Education Office):

- a. A brief description of content (similar to course descriptions in the University catalog) and the title under which the course is being offered.
- b. The meeting schedule and the amount and type of credit, if any, to be awarded.
- c. Any requirements or prerequisites for registration.
- d. Total cost, when and how to be paid, any advanced deposits required, account number for fee deposit.
- e. Name of the teacher of record or principal contact person and the sponsoring department or office.

If transcribing will be desirable and /or necessary, the Registrar's Office will work with the teacher of record or the principal contact person in planning and conducting registration and will serve as liaison with the University Business Office for collection and deposit of fees. In most cases, the Registrar's Office will furnish registration forms and personnel. If continuing education units are to be awarded, the Registrar's Office will furnish completion certificates.

If transcribing is not desired (such as for choir or band festivals) a report of the number of participants served must be filed with the Registrar's Office immediately upon completion of the event.

3.14 Sponsored Travel Programs

Only travel programs sponsored officially by the University may use the University logo in their advertising. Programs not officially sponsored by the University may offer OBU credit only if permission to do so has been granted in writing by the chief academic officer. Individuals who wish to use University mailing addresses, University telephones, or other facilities or who wish to make any reference to OBU in the advertising of non-University programs must have the written approval of the Executive Vice President.

Complete guidelines concerning sponsored travel programs may be found in the Office of the Director of International Studies.

3.15 Mabee Learning Center

3.15.1 Books and Periodicals

3.15.1.1 Borrowing Privileges

Faculty and staff members of Oklahoma Baptist University have access to all of the materials held in the Mabee Learning Center's collection regardless of format. These materials may be checked out for an entire semester. At the end of each semester, faculty or staff members *must* renew these materials if they wish to use them for the following semester. University identification cards must be presented for check-out of any item. As a result of the length of the check-out period given to faculty and staff members, they have a responsibility to honor promptly all patron recall requests for materials currently in their possession.

3.15.1.2 Document Delivery

The Mabee Learning Center provides a variety of services designed to give faculty and staff easy access to periodical literature and books. Any faculty member wishing to keep current with the latest articles published in a journal currently subscribed to by the MLC either in print or electronic format should send a copy of no more than ten journals from which they will receive a copy of those issues' table of contents. From these photocopies, faculty members may highlight articles which interest them and these will be promptly sent. Faculty and staff members interested in materials not held by the Mabee Learning Center may request them from other libraries through interlibrary loan. An online form is available on the library's public access terminals, as well as through many of our online databases. The full-text of many periodicals is rapidly becoming available online via the library's OPAC and/or web page, providing faculty rapid access to a wider range of information than ever before. Faculty pursuing research in a specific area may take advantage of the librarians' search skills and access to over 700 databases by requesting a literature search on any research topic. These requests can be made over the library's online catalog. Faculty needing a specific article or articles sooner than traditional interlibrary loan may wish to use the library's four-day electronic document delivery. Faculty and staff who desire more information on any of these services should consult with the reference librarian.

3.15.1.3 Bibliographic Instruction

Any faculty member may arrange for a librarian to provide an orientation tour or specialized library instruction session for one or more classes. These sessions will be tailored

to the specific needs of the class through discussion between the requesting faculty member and the librarian. Also available are sessions focusing on how to use the library's online catalog and other databases as well as the World Wide Web. Faculty members wanting to take advantage of this service should schedule the session with the reference librarian no less than two (2) days before the desired date to allow for adequate preparation and to avoid scheduling conflicts. Faculty should also encourage students to enroll in the library's Library Literacy course wherein students are made familiar with each face of our Hydra-headed technology.

3.15.1.4 Reserves

As a service to faculty members, the Mabee Learning Center will place requested materials on reserve at Circulation as a means of limiting access to materials for specific classes. These materials may be personal copies provided by the instructor, or items drawn from the Mabee Learning Center's collection. Items placed on reserve are available to students for a limited time, ranging from two hours to one week, depending upon the faculty members recommendation. Due to increasing copyright restrictions, faculty are requested to fill out a copyright compliance form before placing materials on reserve. Copies of this form are available at Circulation and the library's home page.

3.15.1.5 Acquisitions

All departments are allotted a section of the Mabee Learning Center's book budget each fiscal year. Faculty may use these funds to purchase materials in their pedagogy. Book order cards are available in the Acquisitions department and from the Mabee Learning Center's secretary. Order forms are also available online through the library catalog. Lists of newly purchased books are distributed to faculty each quarter. These books may also be checked out prior to formal processing by the requesting faculty member. Book orders must be submitted to the chair and/or dean of each department for approval. Requests for specialized materials such as reference books, CD-ROMs, and video tapes should be submitted to the Dean of Library Services.

3.15.2 Alumni Media Center

Also available to faculty and staff is the Alumni Media Center. Located in the basement of the Mabee Learning Center, the media center contains an auditorium accommodating 102 people, a television studio, two small video viewing rooms and 2 video viewing carrels. These areas are available to faculty for

viewing videos, films, and satellite feed programs both individually and as a class. Contact the media director for more information on these services and to reserve a room.

The Alumni Media Center also provides a number of other services. The media center has facilities for laminating, creating overheads, and tracing images. Audiovisual equipment is available for check out to faculty members including video recorders, overhead projectors, and VCRs for use in the classroom. Catalogs of Videotapes, films, and filmstrips are also present for faculty perusal. Faculty wishing to see a particular educational program via satellite can arrange for it to be recorded as well.

3.15.3 Listening Center.

Located on the third floor of the Mabee Learning Center, the Listening Center provides access to audio materials and offers a quiet environment for listening to them. There are fifty-two carrels and six small rooms within the Listening Center. Many of the carrels are equipped with compact disc, record, and/or cassette players, while twenty-four provide dial access to two stereo sound channels controlled from the control booth. Similar equipment is located in the six rooms. Also available in the Listening Center are facilities for listening to reel-to-reel tapes. Limited duplication services are available and reserve shelves are maintained for limiting access to audio materials for specific classes. A large collection of scores are also held in the Listening Center. Contact the Listening Center supervisor for more information.

3.16 Faculty Honors

3.16.1 OBU Distinguished Teaching Award

The OBU Distinguished Teaching Award is presented annually to the faculty member who, in the judgment of the selection committee, has maintained in his teaching career in exemplary fashion those characteristics of the superior instructor delineated in the "Commitment to Excellence" (section 2.10.1).

3.16.1.1 Requirements

- a. The recipient must currently be a full-time teaching faculty member.
- b. The recipient must have been on the OBU faculty for a minimum

of five consecutive years.

c. The recipient must have distinguished himself in the teaching profession over a period of several years as acknowledged by former students, peers, and current students.

d. The basic criteria shall be those described as "Criteria for Excellence in College Teaching" (see section 2.10.1).

e. Members of the faculty may be recipients only once in every six years.

3.16.1.2 Selection Procedure

a. Each year in the winter issue of the Anvil a request for nominations will be made. Any alumnus may nominate one faculty member per year for this award.

b. The University community (students, faculty, and administrators) will be given the opportunity to make nominations (limited also to one faculty member per year) during the months of January, February, and March.

c. The President of the University will appoint a special selection committee to review the letters of nomination and to make recommendations to the President.

d. The deadline for receipt of nominations shall be set no later than the last day of March.

e. The selection committee will be responsible for making its recommendation report to the President no later than the last day of April.

f. The President of the University will be responsible for making a final selection from the list of recommendees submitted by the selection committee.

3.16.1.3 Award

a. A certificate and a \$1500.00 cash award will be presented to the recipient.

b. Announcement of the recipient and appropriate recognition will be made at Commencement.

3.16.2 OBU Meritorious Service Award

The OBU Meritorious Service Award is presented annually to a faculty member or staff member who, in the judgment

of the selection committee, has made a substantial commitment of years of service to OBU and who has been a loyal and faithful faculty or staff member.

3.16.2.1 Requirements

- a. The recipient must currently be a full-time faculty member or a full-time member of the administrative or support staff.
- b. The recipient must have been on the OBU faculty or staff for a minimum of ten years.
- c. The recipient must have distinguished himself in service to the University as acknowledged by former students, current students, peers, or other University friends.
- d. Recipients are not eligible to receive the award more than once.
- e. Recipients of the Distinguished Teaching Award and the Promising Teacher Award may be considered for the Meritorious Service Award.

3.16.2.2 Selection Procedure

The selection procedure for the Meritorious Service Award is identical to that described in section 2.12.3.1.2 above.

3.16.2.3 The Award

- a. A plaque and a \$1,000.00 cash award will be presented to the recipient.
- b. Announcement of the recipient and appropriate recognition will be made at Commencement.

3.16.3 OBU Promising Teacher Award

The OBU Promising Teacher Award is presented annually to a junior faculty member who, in the judgment of the selection committee, demonstrates outstanding potential as a teacher and who has the characteristics of one who may be a future recipient of the Distinguished Teaching Award.

3.16.3.1 Requirements

- a. The recipient must currently be a full-time teaching faculty member.

- b. The recipient must have been on the OBU faculty fewer than six years.
- c. The recipient must have proven himself to have outstanding teaching promise as acknowledged by current students, former students, and peers.
- d. The basic criteria shall be those described as "Criteria for Excellence in College Teaching" (see section 2.10.1).
- e. Recipients are not eligible to receive the award more than once.

3.16.3.2 Selection Procedure

The selection procedure is identical to that described in section 2.12.3.1.2 above.

3.16.3.3 The Award

- a. A plaque and a \$500.00 cash award will be presented to the recipient.
- b. Announcement of the recipient and appropriate recognition will be made at Commencement.

3.16.4 Length of Service Awards

Faculty and administration are honored for length of service to the University at an annual spring banquet. The University presents awards to faculty members at five year intervals in recognition of service.