

**OKLAHOMA BAPTIST UNIVERSITY**  
**STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT**  
**SPRING 2012**

**ACADEMIC DISHONESTY STATEMENT**

The University maintains a strict policy concerning academic dishonesty, which includes cheating, plagiarism, giving assistance on an examination or paper when expressly forbidden by the instructor, and any other practices which demonstrate a lack of academic integrity. Cheating occurs any time a student uses deception in order to avoid fulfilling the specific requirements of an assignment or course and/or in order to receive a higher grade than he/she might otherwise receive. Plagiarism occurs when a student appropriates passages or ideas from someone else's writing into his/her own without providing proper documentation and/or without using quotation marks to indicate when he/she is directly quoting from a source. It is the responsibility of the student to know and to adhere to principles of academic honesty. A student found guilty of academic dishonesty will be subject to academic sanctions ranging from failure on the assignment to failure in the course to, in cases of repeated or flagrant violation, suspension or dismissal from the University. Records of academic dishonesty cases will be kept in a confidential file in the office of the chief academic officer.

More information concerning this policy can be found in OBU's Student Handbook located at: [okbu.edu/campuslife/greenbook](http://okbu.edu/campuslife/greenbook)

**INCOMPLETE GRADE**

A neutral mark, the "I" is given at the discretion of an instructor when, for a legitimate reason, a student is not able to complete course requirements within a given semester. Typical instances might be absence from a final examination due to illness or inability to complete a term project because of extenuating circumstances. A contract signed by the instructor and by the student must accompany this grade to indicate the nature of the work to be completed. An I may not be used as an alternative to a grade of F. An Incomplete Grade must be made up before the seventh week of the next fall or spring semester whether or not the student is subsequently enrolled at OBU. If the grade is not made up by the deadline, it will be changed to a failing grade (F) on the transcript.

More information concerning this policy can be found in OBU's Academic Catalog at: <http://catalog.okbu.edu>

**FINAL EXAMS**

**The University requires that a final examination be administered in every course**, although the structure of the final examination is determined by the faculty member. **Final examinations must be taken at the examination time scheduled by the Academic Center.** Waiver of the final examination or a change in the time for the examination requires the approval of the dean of the college or school in which the course is offered.

**FINAL EXAM DAILY LIMITS**

Students with three or more final examinations on the same day may petition the Dean of the College which administers the course for possible rescheduling of one examination with the permission of the instructor. Petition forms are available in the Office of the Deans and must be submitted to the appropriate dean no later than Monday, **April 30, 2012.**

**The final exam schedule is posted on the website at:**  
[okbu.edu/academics/index.html](http://okbu.edu/academics/index.html)

**WITHDRAWAL CREDITS**

If an undergraduate student decreases hours after classes begin, applicable credits for tuition and fees will be computed according to the following schedule. Credits for classes are based upon the date the student notifies the Academic Center **IN WRITING OR IN PERSON.** Beginning with the first day and continuing for the first week after classes begin, credit is 100%; second week beginning January 30, 80%; third week beginning February 6, 60%; fourth week beginning February 13, 40%. No credit will be given after the fourth week of classes beginning February 20. All withdrawals should begin with the student visiting his or her advisor.

**OBU EMAIL**

Each student is assigned an OBU email account. It is the student's responsibility to check his or her email on a regular basis for important information regarding classes, grades, financial information, etc.

**LIMITED ACTIVITIES POLICY**

Limited Activities Days begin at 8:00 a.m. three class days prior to the beginning of the final examination period and will extend through the final examination period. On these days, faculty will not assign major papers or projects, i.e., those worth more than 10% of the total course grade, and will not require students to participate in out-of-class activities.

More information concerning this policy can be found in OBU's Academic Catalog at: <http://catalog.okbu.edu>

**IMPORTANT DATES (Spring Semester)**

Classes Begin	January 23
Late enrollment fee of \$50 begins	January 24
Last Day to Register/Add/Change	January 30
Last Day for any refund when dropping	February 18
Deadline for Completion of Fall/J-term Grades	March 12
Seven-Week Grades Due	March 12
Last Day to Withdraw from Classes	March 30
Assessment Day (shortened class periods)	April 18
Limited Activities Days	May 2-4
Last Day of Classes	May 4
Final Exams	May 7-10
Spring Commencement, 3:00 p.m.	May 11
Residence Halls Close, 12:00 p.m. (noon)	May 12

**SPRING SEMESTER HOLIDAYS**

Spring Break	March 19-23
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**SPRING LIBRARY HOURS**

M-R, 7:30am - 11pm	Fri, 7:30am - 5pm
Sat, 1pm - 5pm, before Feb. 25	Sun, 3pm - 11pm
1 pm- 9pm, starting Feb. 25	

**Media Center**

Monday-Thursday, 8am - 10pm	Friday, 8am - 5pm
Saturday, 1pm - 4pm	Sunday, 7pm - 10pm

**Curriculum Library**

Monday-Thursday, 9am - 10pm	Friday, 9am - 4pm
Saturday Closed	Sunday, 6pm - 10pm

**OBU Archives**

Monday-Friday, 3pm - 5pm	Saturday-Sunday, Closed
<b><u>Gaskin Baptist Archives</u></b>	
Monday-Friday, 3pm - 5pm	Saturday-Sunday, Closed

## **DISABILITY STATEMENT**

Oklahoma Baptist University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must self-identify and submit acceptable documentation in the Student Services office located in the Geiger Center, Room 101.

## **PASS/FAIL OPTION**

Juniors and seniors may enroll in a maximum of 12 semester hours on a pass/fail basis. Any 2000, 3000, or 4000 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. **However, courses taken to fulfill Common Core may not be taken on this basis.** Application to take a course for pass/fail must be made at enrollment time; otherwise, a letter grade will be given.

## **POLICY FOR INCLEMENT WEATHER CONDITIONS**

Only during the most severe weather conditions – which could potentially endanger the safety of students or staff – will OBU consider closing or moving to an inclement weather schedule. The decision to close or to adopt the inclement weather schedule will be made as early as possible and will be released for broadcast on local radio and television stations. If there are no announcements from the above media, the assumption may be made that OBU will be operating on its regular schedule. The OBU switchboard operator will be informed of the decision and OBU students and personnel can call the switchboard at 275-2850, or the University's news and information office at 878-2107, for 24-hour information regarding the University's operating schedule.

Information regarding OBU's inclement weather schedule can be found at: [okbu.edu/content/misc/weather\\_policy.html](http://okbu.edu/content/misc/weather_policy.html)

## **CLASS ATTENDANCE**

Students are expected to be faithful in class attendance. Persistent failure to attend class will be reported by instructors to the Registrar, and the student may be requested to withdraw from the University. When a student fails to attend class for any reason for as much as 25 percent of the total number of class meetings, the student may be given a grade of FX in the course regardless of the quality of his/her work. The grade of FX is computed in the GPA as an "F". Other penalties for class absences may be assessed at the discretion of the instructor.

If a student offers illness or absence due to participation in an official University activity as an excuse for absence from class, the instructor may elect to require additional work to compensate for class absences. The illness or absence due to participation in an official University activity must be properly attested by a faculty sponsor or University officer (for an official University activity) or a physician, nurse, director of housing, or parent (for illness). The student is responsible for assuming the initiative to insure that course work is not adversely affected by absence, for whatever cause.

More information regarding class attendance can be found in OBU's Student Handbook located at: [okbu.edu/campuslife/greenbook](http://okbu.edu/campuslife/greenbook)

## **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)

## **CHAPEL ATTENDANCE REQUIREMENTS**

Chapel/Assembly must be attended by all students enrolled full time (12 credit hours or more). Students residing in campus housing are required to attend without regard for the number of hours enrolled. **To receive credit for chapel attendance the student must be in chapel and scan**

**a valid ID by five minutes after the scheduled start time and at the conclusion of the program.** Satisfactory attendance is a graduation requirement. Students are required to attend a total of ninety-six (96) chapel assembly programs to receive a Bachelor's degree. The number is prorated for students who attend fewer than eight (8) fall/spring semesters. In order for a student to graduate and receive a diploma, all academic requirements must be met including satisfying the chapel attendance policy. Credit for chapel attendance is given only for attending chapel. Absences are neither excused nor unexcused. Doctor appointments, illnesses, school-related activities, and other reasons for failure to attend chapel do not reduce the total number required.

More information concerning this policy can be found in OBU's Student Handbook located at: [okbu.edu/campuslife/greenbook](http://okbu.edu/campuslife/greenbook).

## **STUDENT SUCCESS CENTER**

The Student Success Center offers academic support in most core subjects as well as in mathematics, chemistry, physics, accounting and economics. Students can also find assistance in writing assignments and general study strategies. The Center also hosts study groups for exams in many core courses. Located on the third floor of the Mabee Learning Center (MLC 308), the Center is open from 4:00pm till 10:00pm on Mondays through Thursdays and from 6:00pm till 10:00pm on Saturdays. For the current schedule, visit [www.success.okbu.edu](http://www.success.okbu.edu).

## **RECORDING/TRANSMISSION DEVICES IN THE CLASSROOM**

The use of recording/transmission devices in the classroom by students without authorization from the instructor is prohibited. The participation of individual students in class should not be recorded or transmitted without their permission. Any authorization for the use of recording/transmission devices in the classroom by students carries with it the following limitations: the recordings shall be used only for the student's private study; information from the recordings shall not be made available to other persons not enrolled in the course; and all recordings shall be destroyed at the end of the semester.

## **GRADE APPEALS**

In the case of a grade appeal, the student shall be considered to have an authentic grievance when he/she can demonstrate his/her grade for a course has been adversely affected due to certain actions by a faculty member. A grade appeal shall be initiated within ten (10) working days after receipt of the grade or after the beginning of the next academic semester. This time period may be extended by the chief academic officer on petition from the student(s) involved.

More information concerning this policy and the steps for resolution can be found in OBU's Student Handbook located at: [okbu.edu/campuslife/greenbook](http://okbu.edu/campuslife/greenbook)

## **HELPFUL NUMBERS**

Academic Center	2023	Dean of Nursing	2081
Academic Services	2022	Financial Services	2016
Admissions	2033	Graduate School	319-8470
Business Office	2020	Library Circulation desk	2251
Campus Nurse	2422	Provost	2237
Career Services	2415	Safety	6000
Counseling Services	2416	Spiritual Life Office	2377
Computer Help Desk	2056	Student Development	2406
Dean of Humanities/SS	2243	Student Government	2421
Dean of Business	3254	Student Success Center	2258
Dean of Theology/Min	2229	Testing Office	2420
Dean of Fine Arts	2305	Wellness Center (RAWC)	585-5220
Dean of Science/Math	2028		

When calling the Shawnee campus from off-campus, extensions can be called by using the prefix 878 unless otherwise noted.