

**OKLAHOMA BAPTIST UNIVERSITY**  
**STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT**  
**COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES**

**Complete information concerning these policies can be found in OBU's Academic Catalog at: [okbu.edu/academics/catalog](http://okbu.edu/academics/catalog) or on the College of Graduate and Professional Studies website at [okbu.edu/academics/graduate](http://okbu.edu/academics/graduate).**

**OBU EMAIL**

Each student is assigned an OBU email. Students are responsible for checking email on a regular basis for important information regarding classes, grades, financial information, etc.

**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.

**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 by the date identified by faculty 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.

**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.

**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 Dean of College of Graduate and Professional Studies.

**WITHDRAWAL REFUNDS**

Refunds for on-ground courses adhere to the following schedule:

- Before the first day of a course – 100% of tuition
- After the first class – 75% of tuition
- After the second class – 50% of tuition
- After the third class – 0% of tuition

Refunds for online courses adhere to the following schedule:

- Before the course commences – 100% of tuition
- Before the end of Week 1 – 75% of tuition
- Before the end of Week 2 – 50% of tuition
- After Week 2 – 0% of tuition

Students who withdraw from a course because of extenuating circumstances must meet with the Dean of College of Graduate and Professional Studies about their ability to continue the program.

**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 for 24-hour information regarding the University's operating schedule. Students are encouraged to register for OBU's free Rapid Message System at [okbu.edu/rms](http://okbu.edu/rms). Information regarding OBU's inclement weather schedule can be found at: <http://www.okbu.edu/about/weather-policy>.

**CLASS ATTENDANCE**

Due to the accelerated nature of course scheduling and the importance of team building among cohort peers in the OBU College of Graduate and Professional Studies programs, it is essential that students attend class regularly. When extenuating

circumstances arise forcing a student to miss class, notice should be given as soon as possible to the faculty member as well as the College of Graduate and Professional Studies office.

Responsibility for fulfilling all course requirements lies with the student. Faculty members have the option of granting make-up assignments or exams for missed class periods. Students with attendance issues may petition via the Incomplete Grade Contract to receive an incomplete in the course rather than withdraw from the course.

In online courses, regular and consistent participation is expected of all students. If the student is unable to participate in discussion boards or to complete an assignment, the student should make arrangements with the faculty in advance. The student is expected to look for any announcements and to monitor/participate in discussions as outlined in the course syllabi.

### **COMPLAINT POLICY**

The Student Complaint and Grievance Policy does not supersede specific policies involving special cases such as academic integrity and grade appeals, Title IX, sexual harassment, and due process within discipline procedures/hearings. Those special cases have specific policies and procedures that are outlined separately. A student who is unsure of which policies or procedures should be followed may discuss the matter with the Dean of Students, Director of Human Resources, or the Title IX coordinator.

University policies provide the opportunity for students to file informal concerns or complains, or formal grievances concerning any member of this University community while acting in an official capacity (e.g. faculty member, administrator, staff member). Information regarding procedures may be obtained from the Academic Center and/or the Office of Student Development.

Following the investigation, evaluation, and resolution of the formal grievance, the student and the University department/college will receive a written report of the outcome of the dispute. If the student's concern is not resolved at the formal grievance level, then the student is able to submit a final formal written grievance to the President by following the procedures outlined in the Student Handbook.

The policy may be accessed in the Academic Catalog at <http://www.okbu.edu/academics/catalog>.

### **RECORDING/TRANSMISSION DEVICES**

The use of recording/transmission devices (including cell phones) in the classroom or online 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 or online 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 course.

### **HELPFUL NUMBERS**

Academic Center.....	5100
Admissions.....	5000
Business Office .....	5130
Campus Nurse .....	5263
Career Services .....	5260
College of Graduate and Professional Studies .....	4601
Computer Help Desk.....	5200
Counseling Services .....	5260
Dean of Business.....	4400
Dean of Fine Arts .....	4300
Dean of Humanities and Social Sciences .....	4100
Dean of Nursing .....	4450
Dean of Science and Mathematics .....	4120
Dean of Theology and Ministry .....	4426
Financial Services .....	5000
Library Circulation Desk .....	4505
Provost .....	5805
Safety .....	6000
Spiritual Life Office .....	5700
Student Development.....	5281
Student Success.....	5080
Testing Office .....	5261
RAWC .....	5220

When calling from off campus, extensions can be called by using the prefix 585 and the area code 405.