

OKLAHOMA BAPTIST UNIVERSITY
STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT
(Revised January 2025)

**As a Christian liberal arts university, OBU transforms lives by equipping students to pursue academic excellence,
integrate faith with all areas of knowledge, engage a diverse world,
and live worthy of the high calling of God in Christ.**

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. Using artificial intelligence software (such as ChatGPT) to generate writing and passing it off as one's own is also considered cheating. 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: <https://www.okbu.edu/student-life/handbook.html>

INCOMPLETE GRADE

A temporary neutral mark "I" is given at the discretion of an instructor when, for a legitimate reason, a student is unable to complete course requirements in 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 the student must accompany this grade to indicate the nature of the work to be completed. An Incomplete Grade (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: <https://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 for traditional undergraduate courses 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 division chair supervising the area in which the course is offered.

The final exam schedule is posted on the website at: <https://www.okbu.edu/academics/finals-schedules.html>

FINAL EXAM DAILY LIMITS

Students enrolled in traditional undergraduate courses with three or more final examinations on the same day may petition the appropriate chair of the division/school which administers the course for possible rescheduling of one examination with the permission of the instructor. Petition forms are available in the division chair's office and must be submitted to the appropriate division chair no later than seven (7) working days before final exams begin.

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.

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 accommodations must self-identify and submit acceptable documentation to the Office of Disability Services. Additional information is available at <https://www.okbu.edu/student-life/student-services/disability-services.html>

CLASS ATTENDANCE

Regular attendance and participation in class is considered a necessary factor in the learning process no matter the type of instruction (in person lecture, laboratory, hybrid, online, etc.). University policy allows faculty members to determine reasonable attendance standards to meet the needs of each course. Attendance standards will vary from class to class and can include ramifications for absences, expectations for student communication, and required documentation for certain types of absences. Attendance standards must 1) be published in the course syllabus at the beginning of the semester/term, and 2) provide students an opportunity to complete work missed because of absences for University-sanctioned events. Faculty may decide when and how the work will be completed or will otherwise

adjust the grading to ensure that the student is not penalized for the University-sanctioned absence.

- Per the NCAA athletic attendance policies, student-athletes may not miss class for athletic regular season practice.
- Persistent failure to attend class will be reported by instructors to academic.center@okbu.edu, and the student may be requested to withdraw from the University.
- Students experiencing medical circumstances that require prolonged absences are encouraged to communicate with faculty and determine if successful continuation of the course is possible. Faculty may, but are not required to, accommodate delivery method of instruction and timeline of completion (see Incomplete Grade section of this attachment). In some cases, withdrawing from the course for medical reasons may be deemed most appropriate.

THE MILBURN CENTER: STUDENT SUCCESS AND LIBRARY RESOURCES

Student Success @ The Milburn Center offers academic and writing support across the curriculum with special emphasis on core classes. Academic mentoring and general study strategies are also available. The Center is located on the third floor of the Mabee Learning Center (MLC 308) and support is provided during evening hours Sunday through Thursday.

For the current schedule and further information, visit <https://www.okbu.edu/academics/student-success/index.html>

(Possibility of adding information for online students if we have online academic support being offered)

Library information is available at <https://www.okbu.edu/library>

RECORDING 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.

CREDIT HOUR POLICY - EXPECTATION OF WORK

In compliance with federal regulations (34CFR 600.2), Oklahoma Baptist University requires all courses in all formats including, but not limited to, traditional classroom courses, online courses, internships, practica, and independent studies require a total workload of at least 2250 minutes per credit hour for the typical student. This workload may be comprised of time allocated to direct faculty-student interaction, assigned readings, independent or group assignments, expected study time, or other course related activities as appropriate to the specific course and determined by the faculty of record.

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 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: <https://www.okbu.edu/student-life/documents/student-handbook.pdf>

POLICY FOR INCLEMENT WEATHER

Information regarding OBU's inclement weather schedule can be found at: okbu.edu/about/weather-policy.html. Students are encouraged to register for OBU's free Rapid Message System at <https://www.getrave.com/login/okbu>

If events require an official, temporary closure of campus that prevents classes from meeting in person, each professor will determine what mode of instruction best meets the educational objectives for each class period(s) missed and communicate that with the students in the class using Canvas or OBU email. Students are responsible for monitoring these communication channels. Students should notify faculty of any temporary limitations (e.g., lack of technology access).

<https://www.okbu.edu/about/weather-policy.html>

IMPORTANT DATES

Academic Calendar:
<https://www.okbu.edu/academics/academic-calendar.html>

UNIVERSITY DIRECTORY

<https://www.okbu.edu/directory/index.html>