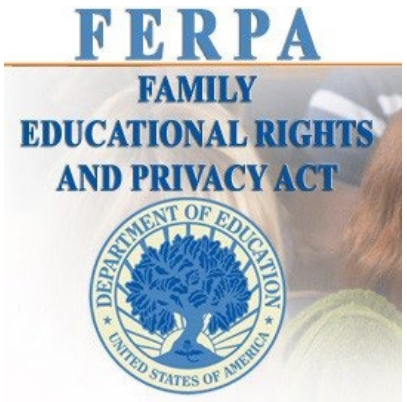


Student Records and the Family Educational Rights and Privacy Act (FERPA)

In compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), and as amended in 1988, OSU-Oklahoma City maintains procedures pertaining to confidentiality of student educational records. No one outside the institution shall have access to, nor will the institution disclose any information other than directory information from the student's educational records without the written consent of the student except to qualified personnel within the institution, or officials of other institutions in which the student seeks to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted in the 1974 Act, and its 1988 revision.



In accordance with these regulations, grades are not to be posted or released to anyone other than the student. If any information is to be released about a student, it must be released through the Office of Records and Registrar Services. All requests from anyone outside our campus for information concerning students should be referred to the Office of Records and Registrar Services.

A written consent of the student is not required for OSU-Oklahoma City staff or faculty members to utilize educational records for legitimate educational purposes. These members include faculty, counselors, administrators, clerical staff and other professional level employees. At its discretion, the institution may provide directory information in accordance with the provisions of the Family Education Rights and Privacy act to include student name, major field of study, dates of attendance, enrollment status (full-time or part-time), degrees and awards received and participation in officially recognized activities and sports. Students who wish directory information be kept confidential must notify the Office of Admissions and Registrar Services in writing within the official course change period of each semester or session. Forms are available from the Office of Records and Registrar Services for this purpose.

Teaching Responsibilities

Faculty members have the professional responsibility to provide quality learning experiences for the student. Faculty are expected to meet their classes at scheduled times. In cases of illness or any other emergency, the faculty will notify the department head so that appropriate action may be taken.

Instructional Procedures

The academic semester is the standard academic calendar unit in the Oklahoma State System of Higher Education. The standard semester consists of a minimum of sixteen weeks, excluding enrollment, orientation and vacation time. All classes are expected to meet for the full sixteen weeks, and no college, academic department or individual faculty member is authorized to reduce the number of academic weeks in the standard semester without specific approval of the State Regents.

Course Syllabus

A course syllabus is required for every credit course taught at OSU-Oklahoma City, and is to be filed with both the appropriate department head/dean and archived for each semester the course is offered. It is necessary that students know what the course is about, evaluation methods, special requirements and general expectations. All course syllabi should follow the same format/guidelines. (See [Appendix H: Syllabus Guide](#)). On the first day of class, the faculty member will review the course syllabus to each student and explain its contents.

Assignments

All class assignments should be listed on the course outline according to date and grade calculation. Policy for make-up or late class assignments should be stated in the grading procedures of the course syllabus. Class assignments, make up policy, and acceptance of late work should be approved by the instructor and follow any department policies already established. Copies of class assignments should be on file with the appropriate school.

Semester Dates

Instructors should include in the course syllabus the academic calendar of dates/events for the following: opening date of the semester, vacation/break dates, last date to drop/withdraw from a class, final exam dates (and time), and closing date. On the first day of class, the faculty member will review the course syllabus to each student and explain its contents.

Examinations Faculty determine types of examinations to be given in the class. An exam schedule should be part of the course syllabus and should be given to students the first class period. The individual instructor decides whether students will be permitted to take make up or special exams. Instructors are cautioned against setting policies or procedures that do not retain flexibility to allow for unusual situations.

During pre-finals week, all normal activities will continue; however, no assignment, test or examination accounting for more than five percent of the course grade may be given. This excludes make-up and laboratory examinations, out of class assignments (or projects) made prior to pre-finals week and independent study courses ([OSU Policies & Procedures Letter, 2-0210](#)). Oklahoma State Regents for Higher Education policy (3.19.3), states, *“those institutions which reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.”*

Final exams are to be given at the designated time during [final exam week](#). Final exams for evening, Saturday, or Sunday classes will be administered during the final class meeting. Any deviation requires written permission of the dean. If a student has three or more final examinations on one day, requests may be made to the dean of the student's major to reschedule one of these examinations.

Evaluation of Instructor

Instructors will be evaluated by the students in each of their classes. The student instructional evaluation is to be completed between the 12th and 16th weeks of the fall and spring semesters and during the 6th through 8th weeks of the summer semester.

Students will receive an email notification from the Office of Institutional Effectiveness and Accreditation during the evaluation period with instructions on how to access the secure Website and complete their evaluations online. Anonymity is maintained during the entire evaluation process, only aggregate scores are shared with instructors, department heads, and deans after all final grades have been submitted. Typically, this is done at the start of the new semester.

Committee Assignments

Shared governance in academic institutions assumes faculty involvement in the committees that participate in the development and review of campus policies and procedures. In addition to the Faculty Senate and Staff Council being a part of the committee development process, full-time faculty members are expected to actively participate in campus committees. Each full-time faculty person should expect to serve on at least two campus standing committees, in addition to programmatic duties and service on ad hoc projects, including task force assignments. Because the Faculty Senate is critical to the proper functioning of OSU-Oklahoma City, service on the Faculty Senate shall be counted as participation in one standing committee.

Administrative and professional employees will serve on certain committees as an integral part of their duties; in addition, these employees are also expected to serve on committee outside the scope of their responsibilities. Classified staff members are encouraged to serve on campus committees when feasible and when approved by their supervisor, but such service is not a requirement.

Immediate Family Members Enrolled in Courses

In order to protect faculty from any perception of bias or favoritism, the institution requires special permission be obtained from the Vice President for Academic Affairs for individuals enrolling in courses taught by OSU-Oklahoma City faculty if the individual is an immediate family member of the faculty member teaching the course.

Professional Development

To enhance teaching competence all faculty (full-time and part-time) are encouraged to be members of professional organizations and participate in meetings, workshops and seminar. Participation in these types of professional development activities will be considered both in faculty members' annual appraisals and in the Retention, Promotion and Tenure process.

Release Time

Faculty requesting release time should submit a written request to their dean, which includes the following: 1) a description of the project for which they are requesting release time, 2) an explanation why the project and the release time to complete it are necessary and 3) an approximate timeline for completion. If release time is approved, at the end of the semester the faculty member shall submit to their dean a summary report of results achieved as a result of the release time. All release time for faculty must have the approval of the Vice President for Academic Affairs.

Student Attendance

Class attendance policies are based on students being acknowledged as mature individuals, and emphasis should be placed on developing a sense of their own

responsibility for their education. Students are held accountable for all work covered in a course despite valid reasons for absence from class. Students are expected to attend each class period. Additionally, some financial aid and other campus policies require students to show ongoing academic engagement, which is defined by the individual faculty member.

The policy statement on University academic format urges all faculty members "to provide students with a semester course plan showing the schedule of examinations and other course requirements." (See [OSU Policy & Procedures Letter 2-0207](#)) faculty members are advised to share with students any attendance policy in effect in classes for which they are responsible. In addition, they are expected to report cases of repeated absenteeism to the academic dean. Instructors are to report to the registrar the names of students who have not attended class during the first week of a semester for purpose of enrollment verification.

To be properly enrolled in a class, the student must be listed on the official class roll. Those students not officially enrolled will not be allowed to attend class and should be referred to the student's advisor. No student will be enrolled in a class after the cut-off date published in the class schedule.

15-minute Rule

Per Faculty Senate Recommendation 11-8-12-APSA, approved by President Shirley Nov. 13, 2012, students should be advised that they are expected to wait 15 minutes for tardy instructors before assuming that class is cancelled.

Textbooks and Textbook Adoption

All textbooks are selected by the faculty and approved by the department head/dean. The department head or designee is responsible for notifying the bookstore of textbook selections. The bookstore makes current book adoption forms available. Any materials or reference books the students are requested to buy will be noted on these forms along with the textbooks. Adoption deadlines are April 15 for Summer and Fall semesters and October 15 for Spring semesters.

If a question arises about faculty-authored textbooks, that question will be referred to an *ad hoc* committee organized by Academic Affairs. The function of this committee is to help mitigate any allegations of conflict-of-interest when faculty author required texts or other learning materials. The committee will examine all cases referred to it and decide only as to whether the text and/or instructional materials in question are appropriate and meet contemporary academic standards for use in college-level courses. (See [Appendix N: Instructional Materials Policy](#)).

Committee membership consists of one full-time faculty member from each of the four academic schools plus alternates and the Vice President for Academic Affairs or

designee. When the committee meets to review for selection a faculty-authored text, the author of the text and no more than two individuals selected by the author may present to the committee the justification for the text to be required.