



**Northwestern**

OKLAHOMA STATE UNIVERSITY

**SUPPLEMENTAL  
FACULTY  
HANDBOOK**

Northwestern Oklahoma State University

Alva □ Enid □ Woodward

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## PHILOSOPHY AND CORE VALUES

### **Mission Statement.**

Northwestern Oklahoma State University provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking, and fiscal responsibility.

### **Vision Statement.**

Northwestern aspires to be a vibrant innovative regional University of choice whose students, faculty, staff, and alumni succeed and lead in their academic, professional, cultural, and service endeavors.

### **Core Values.**

*Academic Excellence:* Northwestern will provide the best possible educational experience for every student.

*Accessibility:* Northwestern is committed to accessibility of its programs and services.

*Community:* Northwestern will strive to create a sense of community that extends beyond campus boundaries.

*Diversity:* Northwestern will respect the individual rights of all persons.

*Responsibility:* Northwestern will maintain the highest levels of ethical standards and accountability.

## CHAPTER 1

### APPOINTMENT AND CONDUCT

#### 1.1 FACULTY APPOINTMENTS

**1.1.1 Membership.** The faculty is composed of two groups, the regular and the supplemental faculty. In most cases, these individuals have an instructional or research relationship to the university, either direct or supervisory. The faculty includes permanent and temporary, full-time and part-time personnel.

Regular Faculty: The regular faculty includes members of the faculty who are full-time employees of the university and who hold the rank of professor, associate professor, assistant professor, instructor, or special instructor. Regular faculty may hold one of the following appointments: (1) Tenured; (2) Tenure Track (non-tenured, on tenure track); (3) Non-Tenure Track (non-tenure earning); (4) Temporary (one academic year or less).

Supplemental Faculty: The supplemental faculty consists of:

- (a) Adjunct Faculty. Adjunct faculty holds part-time appointments that may be made for one academic year or less. The rank of such faculty may be instructor or lecturer.
- (b) Visiting Faculty. Visiting faculty are employed by the university to teach or perform research for a limited time and are on leave of absence from another institution of higher education or professional practice. Visiting faculty may be appointed at any rank.
- (c) Volunteer Faculty. A person who has special talents or expertise and whose time and services are donated may be appointed to the university volunteer faculty. Volunteer faculty enjoy all the privileges of the academic community except those, such as tenure, which are applicable specifically to regular faculty. Volunteer faculty who meet education qualifications may hold academic rank.
- (d) Clinical Supervisors. Clinical supervisors are not employees of the university. They are practitioners who are assigned regular and continuing responsibilities in the clinical setting.

**1.1.2 Appointments to the Supplemental Faculty.** An appointment to the supplemental faculty is made by the university president. These appointments are limited to specific duties and a specific period of time. Supplemental faculty are not entitled to notification of non-reappointment.

**1.1.3 Part-Time Appointments.** Part-time faculty are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students pertaining to that instruction, and to meet with those students who require assistance in their classes. The load of a part-time faculty member who does not have additional duties will be determined by dividing their teaching load by eighteen (18). For example, a nine (9) hour teaching load would equal one-half time.

**1.1.4 Adjunct Appointments.** Adjunct appointments are temporary appointments made for one semester or summer session only and involve instructional duties for certain course sections only. Compensation is determined at the university level.

## **1.2 PAYROLL REQUIREMENTS**

**1.2.1 Supplemental Faculty Contracts.** The supplemental faculty must sign a Professional Services Contract with the appropriate administrative approval.

1. If they are not on file from previous employment at Northwestern, these basic payroll documents must be completed and signed: IRS W-4 Form, the Oklahoma Loyalty Oath, I-9 Employment Eligibility Verification, Drug-Free Workplace Policy Statement, and Automatic Deposit enrollment form. Human Resources/Payroll staff at Alva, Enid, or Woodward Campus must see a current driver's license and Social Security card before approving employment. Call (580) 327-8530 or 8175 with questions.
2. If the supplemental faculty member is employed by another State of Oklahoma agency, the paycheck will be made out to the employee's primary employer unless there is a completed Non-Contemporaneous Duty Waiver attached to the contract. **A new waiver form will be required for each Professional Services Contract issued.**
3. If employed elsewhere as an active contributing member of Oklahoma Teacher's Retirement System, the supplemental faculty member must disclose that information on the Professional Services Contract. Contributions must be made on all wages earned at a participating school. The Professional Services Contract has a section for each Oklahoma Teacher's Retirement retiree to disclose information so that proper fees can be paid by Northwestern to the System.

## **1.3 PROFESSIONAL CONDUCT**

**1.3.1 Code of Ethics.** Teaching has the stature of a profession by its efforts to acquire and establish the following characteristics of a profession: (1) education and scholarship beyond the usual level of the lay population, (2) the primary duty of public ser-

vice for other individuals and the state, and (3) the right to discipline members within a structure of internal government.

The value of a profession can be measured only by the contribution of the members of that profession to the sum total of human welfare. The influence of the teacher, through the lives of the students with whom s/he comes in contact, is one of the most vital and far-reaching forces in shaping the destinies of young men and women. Each teacher accepts with his/her profession certain obligations to students, to colleagues, and to mankind; therefore, we, the faculty of Northwestern, do hereby invest ourselves with a Code of Professional Ethics particularly applicable to a university faculty. It shall serve as a guide and standard of professional conduct in carrying out our duties and responsibilities as faculty members. It shall be incumbent upon each of us to support it, and this support entitles each to all rights and privileges as well as responsibilities and obligations thereof.

The faculty will promote faculty-student relations by:

- (1) Dealing justly and impartially with all students.
- (2) Respecting the rights of each student.
- (3) Requiring of students only those activities, which are directly related to the area of instruction.
- (4) Refraining from using the classroom and/or one's position to promote personal views on politics, race, religion, or any other controversial issue.
- (5) Refraining from discussing faculty-student problems in the presence of others who are not concerned.
- (6) Being a worthy example for students.

The faculty will promote intra-faculty relations by:

- (1) Granting other faculty members the same consideration you would receive.
- (2) Speaking constructively of other faculty members.
- (3) Promoting friendly and cooperative relations with co-workers.
- (4) Supporting associates inside and outside the institution.
- (5) Refraining from proselytizing or canvassing for students, either personally or through other members of the university staff.

- (6) Dealing directly with the person(s) concerned, thus avoiding misunderstandings.
- (7) Accepting full responsibility for what one says or does.
- (8) Reporting honestly to responsible persons in matters involving the welfare of students, the university, and the profession.
- (9) Conducting professional business through the proper channels.
- (10) Refraining from coercing colleagues to act contrary to their professional judgment.

The faculty will promote faculty-institutional relations by:

- (1) Applying for and offering employment on the basis of qualifications and competence only.
- (2) Avoiding asking for a specific position known to be filled by another.
- (3) Refusing to accept or to offer a position wherein the vacancy has been created (a) through unprofessional activity, or (b) through controversy over policy, personal practices, and procedures.
- (4) Honoring a contract as long as all parties concerned adhere to its conditions, or until the contract has been legally and/or mutually terminated.
- (5) Cooperating in the development of school policies and assuming the professional obligations thus acquired.
- (6) Accepting responsibility for maintaining a professional level of service.
- (7) Continuing to make professional growth through study, research, travel, and attendance at professional meetings.

The faculty will promote public relations in general by:

- (1) Promoting teaching as a profession at all times by exemplifying the ideals of the profession in our relations with the public.
- (2) Working toward the betterment of the moral, spiritual, and intellectual life of the community and/or institutions.
- (3) Avoiding the discussion of confidential and official information with unauthorized persons.

- (4) Accepting no compensation from producers of instructional supplies, or refusing to act as an agent, or to receive a commission, a royalty, or other articles of value for any books or supplies in the purchase of which official or unofficial decision is exercised.
- (5) Accepting no gifts or favors from any source under circumstances, which give or justify the impression that a teacher can be improperly influenced.
- (6) Refraining from using public funds or property for private or non-public purposes.

## **1.4 ACADEMIC FREEDOM AND RESPONSIBILITY**

### **1.4.1 Academic Freedom.**

- (a) Faculty members are entitled to freedom regarding research and in the publication of the results, subject to the adequate performance of instructional and non-instructional duties. Patent and copyright ownership will vest consistent with Board policy (see *RUSO Policy Manual*, paragraph 5-13).
- (b) Faculty members are entitled to freedom in the classroom in discussing their subject, but faculty should be objective in teaching of a controversial matter, which has relation to that subject, and of controversial topics introduced by students. The faculty member should not introduce controversial matters, which have little or no relation to the subject of instruction.
- (c) University faculty members are individuals, members of a learned profession, and representatives of a university. When faculty members speak or write as individuals, they should be free from institutional censorship or discipline, but faculty position in the community imposes special obligations. As persons of learning and education representatives, the faculty members should remember that the public may judge the profession and the university by extramural utterances. Hence, each faculty member should, at all times, be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that faculty do not speak on behalf of the university.
- (d) Academic freedom should be distinguished clearly from constitutional freedoms, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge and, thus, pertains to rights of expression regarding teaching and research within specific areas of recognized professional competencies.

### **1.4.2 Academic Responsibility.**

(a) The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the university and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the university.

(b) Faculty members have responsibilities to their discipline and to the advancement of knowledge generally. Their primary obligation in this respect is to seek and to state the truth as they see it. To this end, they shall devote their energies to developing and improving their scholarly competence. They shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and they shall practice intellectual honesty.

(c) Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning and independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They shall endeavor to define the objectives of their courses and to devote their teaching to the realization of those objectives. A proper academic climate can be maintained only when faculty members meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and participating in group deliberations, which contribute to the growth and development of students and the university. All faculty members also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, co-curricular, or extra-curricular. Faculty members make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflects their true merit. They do not exploit students for private advantage and acknowledge significant assistance from them. They protect students' academic freedom.

(d) Faculty members have responsibilities to their colleagues, deriving from common membership in a community of scholars. They shall respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they should show due respect for the opinions of others. They shall acknowledge their academic debts and strive to be objective in the professional judgment of their colleagues. Faculty members accept a reasonable share of faculty responsibilities for the governance of the university.

(e) Institutions of higher education are committed to open and rational discussion as a principal means of clarification of issues and the solution of problems. In the solution of certain difficult problems, all members of the academic community must take note of their responsibility to society, to the institution, and to each other, and must recognize that at times the interests of each may vary and will have to be reconciled. The use of physical force, harassment of any kind, or other disruptive acts which interfere with ordinary

institutional activities, with freedom of movement from place to place on the campus, or with freedom of all members of the academic community to pursue their rightful goals, are the antithesis of academic freedom and responsibility. So, also, are acts, which, in effect, deny freedom to speak, to be heard, to study, to teach, to administer, and to pursue research. It is incumbent upon each member of the academic community to be acquainted with his individual responsibilities, as delineated by appropriate institutional statements found in the faculty handbook.

(f) Faculty members have responsibilities to the educational institution in which they work. While maintaining their right to criticize and to seek revisions, they shall observe the stated regulations of the institution. Faculty members shall determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of his or her service, the faculty member recognizes the effect of such a decision upon the program of the institution and gives due notice of the decision.

(g) Faculty members have responsibilities to their community. As a person engaged in a profession that depends upon freedom for its health and integrity, the faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

(h) Administrators must protect, defend, and promote academic freedom.

## **1.5 SEXUAL HARASSMENT POLICY**

**Statement of Policy** The Board of Regents of the Regional University System of Oklahoma ("the Board") affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful – an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the university community, including students, faculty and staff, is a violation of both law and the Board policy, and will not be tolerated. Sexual harassment is a particularly sensitive issue which may affect any member of the university community and as such will be dealt with promptly and confidentially by the university administration. The Board reserves the right to deal administratively with sexual harassment issues whenever it deems it appropriate to do so.

### **Definition of Sexual Harassment**

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

- (a) when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
- (b) when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- (c) when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

### **Examples of Prohibited Conduct**

Conduct prohibited by this policy may include but is not limited to:

unwelcome sexual flirtation; advances or propositions for sexual activity;

continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;

sexually degrading language to describe an individual;

remarks of a sexual nature to describe a person's body or clothing;

display of sexually demeaning objects or pictures;

offensive physical contact, such as unwelcome touching, pinching, brushing the body;

coerced sexual intercourse;

sexual assault;

actions indicating that benefits will be gained or lost based on response to sexual advances.

### **Retaliation**

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of the Board policy.

## **Sanctions**

Appropriate disciplinary action may include a range of actions up to and including dismissal.

## **Complaint Process**

This policy is in addition to the current Board and university policies concerning discrimination, and applies to all students, faculty, staff, guests or visitors. Complaints alleging violation of sexual harassment policy will be reviewed and investigated by the appropriate university office.

Complaints may be resolved informally or may proceed through applicable formal complaint proceedings. Complaints may be filed in the following manner:

- (1) Complaints against students or student organizations shall be filed with the designated official for review and investigation. The designated official may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.
- (2) Complaints against faculty or staff shall be filed with the designated official. The designated official may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for university faculty and staff.
- (3) Complaints against visitors or guests should be directed to the university police office on the campus where the incident occurred: or
- (4) the appropriate process as established by the university policy.

## **1.6 RACIAL AND ETHNIC POLICY**

**Introduction** The Board is committed to a multicultural, multiethnic, and multiracial environment. Diversity is one of the hallmarks of a great university. Promoting dignity and respect among all members of the university community is a responsibility each of us must share. Acts of racial or ethnic harassment are repugnant to the Board's commitments and will not be tolerated. While the Board embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity. Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of ideas and

opinions, racial and ethnic harassment cannot and will not be permitted on campus. The Board reserves the right to deal administratively with racial and ethnic harassment issues whenever it deems it appropriate to do so.

### **Statement of Policy**

It is the policy of the Board that racial and ethnic harassment shall be prohibited and is subject to disciplinary action as set forth in this policy: Racial and ethnic harassment is defined as:

Behavior or conduct addressed directly to individual(s) related to the victim's race, religion, ethnicity, or national origin that threatens violence, or property damage, or that incites or is likely to incite imminent lawless action.

### **Sanctions**

Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion or termination.

Sanctions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the campus complaint procedures.

### **Retaliation**

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

### **Complaint Process**

This policy is in addition to current Board and university policies concerning discrimination, and applies to all students, faculty, staff, and guests or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate university office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

- (1) Complaints against students or student organizations shall be filed with the Affirmative Action Office (AAO) for review and investigation. The AAO, or its designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.
- (2) Complaints against faculty or staff shall be filed with the Affirmative Action Office. The AAO or its designee may assist in the informal resolution of the complaint or in

processing a formal complaint through the applicable campus procedures for faculty and staff.

- (3) Complaints against visitors or guests should be directed to the university police office on the campus where the incident occurred.

### **1.7 DRUG FREE WORKPLACE POLICY**

Northwestern Oklahoma State University policy strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Northwestern Oklahoma State University property, or as a part of any university sponsored activity. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions up to and including termination will be imposed for violation of the official Drug-Free Schools Policy. For further information see Northwestern's brochure *DRUG-FREE SCHOOLS POLICY STATEMENT* located on NWOSU's website at [http://www.nwosu.edu/Payroll/handbk/form\\_i.pdf](http://www.nwosu.edu/Payroll/handbk/form_i.pdf).

**1.8 POLITICAL ACTIVITIES OF EMPLOYEES** Before engaging in political activities, faculty should be aware that Oklahoma State Law, the Rules of the Ethics Commission, and the RUSO policy limit political activities of university employees. An employee of the Board or university who participates in political activity must do so in a manner that:

- (a) does not imply, directly or indirectly, that Northwestern endorses such activities;
- (b) in no way interferes with the rights and privileges of other employees of the university;
- (c) in no way interferes with the rights and privileges of students attending Northwestern;
- (d) in no way interrupts the normal routine operation of Northwestern;
- (e) in no way interferes with the assigned duties of the employee;
- (f) does not utilize university equipment, supplies, paid staff time, or their university resources in support of partisan political activities.

Violation of these principles may be considered cause for dismissal.

Display of political literature, campaign placards, signs and posters on campus will be regulated and supervised by the vice president of student affairs and enrollment

management. Such material may not be displayed on educational buildings, trees, sidewalks, handrails or grounds, but must be limited to display in the student center or student-housing complex. The vice president of student affairs and enrollment management will be responsible for promulgating and enforcing appropriate and reasonable regulations to control display of political material and prevent litter of the campus. The spirit of this policy is not to suppress political activity by students, but to preserve the aesthetic value and appearance of the campus and prevent unnecessary public expenditures because of litter.

## CHAPTER II

### INSTRUCTIONAL SUPPORT SERVICES AND ACADEMIC POLICIES

#### 2.1 INSTRUCTIONAL SUPPORT

**2.1.1 University Libraries.** The university libraries provide support of instruction at all levels of commitment. The university library on the Alva campus houses all reference materials, bound and current periodicals, periodical indexes, microforms, and sixteen (16) computers for public use in the west wing of the library. Individual carrels and study rooms are available on both balconies in the main reading room. The Alva campus library also houses an extensive Government Documents collection on the second floor of the library and a media services department on the second floor that provides and maintains audiovisual equipment and materials. The Enid campus library is located near the main elevator of the building. The library houses all reference and general materials, bound and current periodicals, and twelve (12) computers for public use. A library multimedia room (Room #110) houses the audiovisual equipment and materials for the Enid campus.

**2.1.2 Circulation Policies.** General collection materials are checked out to faculty for an entire semester. Reference materials will be checked out to faculty if needed. Current and bound periodicals may be checked out by faculty or staff only.

**2.1.3 Reserve Collections.** Reserve collections are maintained at the circulation desks of Alva and Enid libraries. If an instructor wishes to place books on reserve, he/she should contact the circulation assistant at the desired location. The faculty must decide what type of reserve checkout is needed: in-library use only, one day, one week, etc. The faculty will be contacted at the end of each semester to pick up personal items on reserve or resubmit the items for the next term.

**2.1.4 Requests for Books and Periodicals.** Each full-time faculty member may request \$500.00 of materials annually to be added to the libraries' collections. . In order for the libraries' staff to complete the acquisition process by the end of the fiscal year, requests should be submitted by February 15. Requests made after that will be ordered against the next year's requests. All requests should be designated for the Alva library or the Enid library.

**2.1.5 Library Instruction.** Librarians are available on the Alva and Enid campuses for classroom instruction, library orientation, or other specialized instruction. Please contact librarians prior to bringing classes to either library.

**2.1.6 Intra- or Inter-library Loans.** All materials owned by the university are available through courier service to any faculty member, regardless of campus assignment. These intralibrary loans may be facilitated through the Alva library or the

Enid library, and materials may be returned at either location. Interlibrary loans may be processed for materials not owned by NWOSU libraries.

## **2.2 OTHER SERVICES**

### **2.2.1 Printing Services Policies and Procedures.**

#### **Mission**

The mission of the Printing Services department is to provide Northwestern's community of learners with the highest standard of excellence in printing, copying, and customer services while meeting budget constraints.

#### **Vision**

The vision of the Printing Services department is to provide the community of Northwestern with the highest quality of product and provide insight to new trends and directions in printing, paper, and the market value of Northwestern in every publication produced through quality customer service.

#### **Values**

The values of the Printing Services department are honesty, integrity, leadership, cooperation, excellence, service, and diversity.

## **ADDITIONAL INFORMATION**

### **Equipment**

Printing Services has two copiers, two color copier/printers, two large format color printers, a duplicator, a folding machine, knife trimmer, comb binder, fabric-backed binder, two coil binders, an electric hole drill, two industrial staplers, two paper shredders and padding equipment.

### **Copy Paper and Supplies**

Copy paper, toner and supplies for all copiers are to be ordered through the Printing Services office. Paper will be delivered on demand when staff is available. Departments should contact Printing Services when machines are in need of maintenance.

### **Copy Codes**

Employee copier codes are for the use of the employee for university business. Employees will be issued a copy code to be used on the regional copiers in the building in which they work if approved by their supervisor. Supervisors of student workers are asked to request codes for each student who works under them. All student workers issued their own copy code should be monitored by the department supervisor for abuse of the copier code. All student codes will be removed at the end of the school

year unless a supervisor requests the code to remain. Supervisors may request that a copy code be changed or removed if he/she feels that an abuse has taken place. Any abuse of a copy code is the financial responsibility of the department.

## **Hours**

The Printing Services office is located in Jesse Dunn, room 119. Operation hours are 8:00 a.m. to 5:00 p.m., Monday through Friday for fall and spring semesters, and 7:30 a.m. to 6:00 p.m., Monday through Thursday during the summer. Interim hours will vary.

## **POLICIES**

The following are the Printing Services policies and procedures:

*Faculty and staff are encouraged to send items of 25 or more to the Printing Services office for printing or copying.*

### **Off Campus Printing**

Printing of items larger than what the Printing Services office is capable of printing will be offered at bid to off campus printers by the Coordinator of Printing Services. The Coordinator of Printing Services will secure bids, set deadlines, and make arrangements for delivery and return to campus. Items sent off campus will be billed to the Printing Services office and, in turn, billed back to the department at the end of the month on their printing statement.

### **Priority and Delivery**

All printing needs will be given priority in the order in which they are received in the office. Delivery of items is not guaranteed but an effort will be made to accommodate the needs of the campus when staff is available.

### **Proofing and Editing**

***Items brought to the office or sent via e-mail should be proof prior to delivery to Printing Services.*** A proof copy will be provided prior to printing the full request on large production projects. Corrections or changes made after printing has begun will be billed to the requestor for the cost of materials used and, when necessary, charges for labor.

### **Copyright Law**

Any item violating copyright laws will be returned unprinted. Proof of printing privileges by the publisher or copyright owner must be provided to the Coordinator of Printing Services for items that are to be copied that contain the copyright symbol and/or statement. If permission from the publisher cannot be obtained prior to copying, a Copyrighted Materials Copying Request form must be filled out by the personnel

requesting the information. Students will not be allowed to fill out the form for the instructor as a signature of the instructor required. This information will be tracked by the Printing Services office, but permission will need to be granted prior to a second copying. A forms relating to copyrighted materials will be kept on file indefinitely.

### **Test Security**

The copying of tests will be handled in as secure environment as possible. Tests may be hand delivered or e-mailed into the office. Faculty may request that students not copy and/or deliver tests. Tests will be packaged and secured prior to delivery. A test security form will be attached and signed by all staff who have dealt with the test and in which manner they handled the test. Faculty must sign the form upon delivery and indicate if the tests were delivered securely. All tests will be secured in a locked metal cabinet until picked up or delivered. All concerns about test security should be directed to the Coordinator of Printing Services.

### **Budget**

Each school and department is given a printing/copying allotment by the Vice President of Administration. Individuals may have items copied or printed as long as the department does not exceed its printing allotment. Budgets should be closely monitored by the department head.

### **Non-Budgeted Printing**

University departments and organizations which do not have printing allotments/budgets must pay printing/copying costs. Invoices are distributed through campus mail at the beginning of each month. Payment by the department head or organization sponsor is due upon receipt of the invoice.

### **Personal Printing and Costs**

Printing Services will print personal items for individuals on a limited basis. Pricing will be based on costs plus labor and/or design fees. These prices may fluctuate throughout the year and pricing may change without notice. Payment is expected at the time of pickup.

### **Disclaimer**

Printing Services reserves the right to refuse any printing/copying of any item that violates copyright laws, that does not meet quality control measures, that has not been approved by department heads or supervisors or that contains erroneous information that may be seen by the public. Printing Services will hold any item it feels is inappropriate until the person or department is contacted and the item in question is discussed. Printing Services will in turn decide if the item will be printed or returned to the department or individual. Printing Services does not want to police copyright laws or censor publications, but the staff will not be held accountable for information that does not meet the established standards.

## **2.3 BOOKSTORE**

After departmental schedules are submitted to the executive vice president each session, the bookstore requests textbook adoptions from each faculty member. The prompt submission of online adoptions will facilitate bookstore operation. Faculty members should anticipate custom textbooks and bundles well in advance because these items take longer for us to receive from the publisher's. Faculty should also include in their adoptions any items printed by Printing Services (i.e. powerpoint slides, notes, manuals) that are required for a class.

The bookstore is a service unit and attempts to serve faculty and students to the best possible advantage. Bookstore hours during the regular fall and spring semesters will be posted.

Instructors who are joining the staff at Northwestern are asked to continue use of the text previously used in a course until the supply on hand is used, during which time a request for change of text may be filed. Where the need warrants, courses taught each semester may have change of text approved with one full semester's notice. This policy prevents the bookstore from buying books back from students the final semester the text is used.

Faculty members should order desk copies of textbooks from the publisher prior to the start of the semester. In the event that a desk copy is not available at the start of the semester, the department/division chair may charge a copy of the textbook from the bookstore to their department/division, if they have approval from the academic dean. In order for the bookstore to fully refund the cost of the book to the department/division, this copy needs to be returned to the bookstore within two (2) weeks of the charge date in the same condition as it was purchased. If a new textbook is charged, faculty are asked not to write in the textbook.

**2.4 FACULTY USE OF BUILDINGS, EQUIPMENT, AND SUPPLIES.** The use of all university buildings and facilities is to be scheduled through the office of university relations. Forms are available in this office for your use.

**2.4.1 Classrooms and Buildings.** When evening or weekend use of a building is required, campus security will open the building according to official instructions.

**2.4.2 Classroom Scheduling.** Scheduling of classroom space, including changes to meet class expansion or reduction, is to be approved by the appropriate dean and executive vice president.

**2.4.3 Use and Lending of Equipment.** If faculty members desire to use special equipment in another school, they must secure permission from the dean in charge of that school. The loaning of university equipment for personal use is prohibited. When

requesting university equipment to be loaned off campus for civic or public service use, the president must approve the request for such loans.

**2.4.4 Auditorium Use.** Use of Herod Hall auditorium is scheduled on the activity calendar in the office of university relations. All practice sessions must be properly scheduled and must be supervised by a faculty sponsor. A blanket all-day reservation is not expedient in as much as it may deter other groups who could have access to the auditorium.

General regulations regarding the use of the auditorium are as follows:

- (1) Rental fees are available in the office of University Relations. Rental fees are for rental only and any damage to property is an extra charge.
- (2) Any group renting the auditorium must also pay the technician and security needed for each performance.
- (3) Schedule all events well in advance with the office of university relations.
- (4) Send special instructions to Communications Department at least one week in advance. (When you want your tech-assistants to arrive, equipment needs, etc.) It is your responsibility.
- (5) Campus Security will unlock outside doors.
- (6) The staff of technicians will require one light technician for lighting board, one technician per spotlight, and one security person. The light booth is kept locked and qualified technical workers operate lights. These technicians will be paid.
- (7) If you need AV equipment (mike stands, extra mikes, projector, tape or CD player) notify Media Center in advance. Equipment rental (VCRs, etc) is extra.
- (8) Do **not** leave the stage unsupervised, unless given special permission. You are responsible for supervising groups preparing for programs. Do not leave before all performers leave. Valuables should be locked in the Green Room if they cannot be taken immediately after the performance.
- (9) Performers are to be reminded that personnel are to be treated with respect; they know their job and will do all they can to provide needed assistance.
- (10) After the performance see that all lights are off and all doors and exits are locked before leaving.

- (11) Final decisions as to what will be used will be decided by the speech and theatre staff.
- (12) Contact campus security to lock outside doors. Wait until doors are locked before leaving. Make a final check on the condition of dressing rooms and rest rooms before leaving. Leave everything as you found it. Return anything borrowed.
- (13) No rehearsals are to be scheduled on Sunday without permission from the executive vice president.
- (14) Any group using the stage or auditorium is responsible for leaving them clean and ready for use.
- (15) Refreshments will not be available in the building nor adjacent to the building.
- (16) **NO SMOKING** is allowed in the building.
- (17) Supervision is to be provided by the renter.

**2.4.5 Gymnasium Use.** Use of the gymnasium is scheduled on the activity calendar in the office of University Relations. All practice sessions must be properly scheduled and must be supervised by a faculty sponsor. Northwestern reserves the right to refuse the use of the gymnasium. General regulations regarding the use of the gym are as follows:

- (1) Rental fees are available in the Athletic Director's office. Rental fees are for rental only and any damage to property is an extra charge.
- (2) All dates must be cleared with the athletic director and s/he will schedule with the office of university relations.
- (3) Supervision is to be provided by the renter.

**2.4.6 Classroom Use.** The daily rental for Carter Hall 108 or 205, Fine Arts 200, and other classrooms is available in the office of university relations. Equipment rental is extra.

**2.4.7 Furniture and Equipment.** Faculty members should exercise reasonable supervision over furniture, equipment, and apparatus in their rooms. Any malicious damage done to furniture or equipment should be reported immediately to the dean of student affairs.

**2.4.8 Heat and Light.** All buildings have thermostats. See the custodian in charge for any adjustments. Turn out the lights when leaving a room or an office.

**2.4.9 Custodians.** Report unsatisfactory custodial services to the dean.

**2.4.10 Keys.** Keys shall be authorized for issue only to persons with a substantial need to lock or unlock specific facilities, and they shall be issued only after verification of administrative approval on a properly executed Key Request Form (Form19). Keys must be picked up in person at the Maintenance Office. The employee will be required to sign a Keyholder's Agreement (Form20). Keys must be returned in person to the Key Control Officer in the Maintenance Office when no longer needed for a specific area or when keyholder leaves University employment.

Keys remain university property, entrusted to the individual keyholder for his or her exclusive use and should never be exchanged or loaned. No one has the authority to produce, duplicate or alter a university key, except the Key Control Officer in Maintenance.

A faculty member is responsible for reporting any lost or stolen keys immediately to the department supervisor, the NWOSU Department of Public Safety, and the Key Control Officer in Maintenance Office on a Key Loss Form (Form 21). When a key is lost or stolen, the employee must pay a replacement charge of \$25.00. If the key is found after the \$25 has been paid, \$25 will be refunded if the building was not re-keyed as a result of the key loss and only after the key is returned to the Key Control Officer. Unauthorized use or duplication of a key is cause for disciplinary action.

Forms may be found on the website at <http://ranger3.nwosu.edu/Payroll/handbk/Forms.html>.

**2.4.11 Privacy.** Nothing contained within this Handbook may be interpreted as giving an employee an expectation of privacy. Offices, desks, computers, email, file cabinets and other furniture and equipment provided by the State or from a grant are not private although certain spaces may contain records that are specifically confidential. Each employee must ensure that there is clear access at all times to any materials or information which may be needed to correct the business of Northwestern Oklahoma State University.

## **2.5 MISCELLANEOUS**

**2.5.1 Lost and Found.** The Campus Police Office shall serve as the location for the storage and disposition of personal items found on the Alva campus. Questions regarding lost and found articles on the Enid campus can be directed to the Campus Police Office there. For assistance with lost items at the Woodward campus, contact the Woodward Campus Dean.

**2.5.2 Mail and Postage.** The business office is in charge of the mailroom. Incoming mail is distributed to the faculty mailboxes Monday through Friday by 1:00 P.M.

All out-going mail must be left at the respective campus mailrooms no later than 3:30 P.M. Letters relative to university business may be left at the mailroom to be stamped and posted. Postage expense will be charged to each department. For on-campus mail, place a post-it note with distribution instructions on the correspondence. Personal mail, with postage affixed, may be left at the mailroom.

A courier service between the four campuses operates daily Monday through Friday. Mail for the courier service may be left at the business office.

**2.5.3 Solicitors.** Solicitations, disseminations of literature, picketing, or drawing of assemblages or meeting for the purpose of promoting either sales or causes may not be done by an official group, organization, or person without clearance and permission of the vice president of student affairs and enrollment management. In some cases a facility fee will be charged.

**2.5.4 Telephone.** Employees may use the campus telephone system for conducting business between departments, locally, or with long distance. Employees are asked to limit personal calls to a minimum. Employees should use third party billing or personal credit cards for personal long distance calls that must be made at work.

University employees may use voice mailbox for leaving messages for business purposes. The mailbox acts as an answering machine for employee extensions. It will pick up both external and internal calls to an extension during no-answer or busy conditions. The employee is responsible for dialing into the voice mail system to retrieve messages.

New employees should call the Information Technology Office at extension 8602 for assistance in initializing and using a mailbox.

**2.5.5 Electronic Mail.** The NWOSU network is provided for faculty, staff and students to conduct research and communicate with others. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply. This policy applies to, but is not limited to, computers, cell phones, phones, text messaging, electronic mail (e-mail), and social networking sites.

The network is primarily intended for the use of faculty, students and staff. Others wanting access to the network, including PC's in labs, must first check with the supervisor of the equipment and pay such fees as set by the University.

Faculty, staff and students may employ e-mail as a tool for communication. The University may rely upon this medium to communicate information, and staff and students will be responsible for checking and reading messages. All NWOSU students,

faculty and staff will receive and be required to use NWOSU email accounts for email correspondence.

Electronic mail and communication are not to be utilized by employees and students to share confidential information about students or employees. Employees have no expectation of privacy with regards to the use of electronic mail.

Network administrators may review files and communications to maintain system integrity. Users should not assume that files stored on university servers will be private. (Electronic Communications Privacy Act 18 USC §2701 (1988).) Users have no expectation of privacy with regards to any computer equipment belonging to NWOSU or to the use of the NWOSU network with private computer equipment. The University cooperates fully with all duly constituted law enforcement agencies in cases of violation of applicable law. Use of University Network facilities, services and information technologies does not alter basic codes of behavior of academic life.

The following behaviors are not permitted on university networks:

- Violation of local, State or federal laws, RUSO or University Policy
- Sharing confidential information on students or employees
- Sending or displaying offensive messages or pictures
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Harassing, intimidating, threatening, frightening, humiliating, insulting or attacking others by any means
- Engaging in practices that threaten the integrity of the University computer facilities, services and information technologies (e.g., loading files that may introduce a virus or installing software not previously approved). Downloading and installation of software is only allowed with prior approval from Information Technology. This also applies to the installation of hardware.
- Violating copyright laws. For example, copying or downloading movies, music or other copyrighted materials is against the law. Peer to peer sharing of the copyrighted materials is also against the law.
- Using others' accounts
- Trespassing in others' folders, documents, or files

- Intentionally wasting limited resources
- Employing the network for personal enterprises or business purposes
- Violating regulations prescribed by ONENET (Acceptable Use Policy (<http://lib.ok.us/clientservices/category1/sub3/acceptableuse.htm>))
- Promoting, supporting or celebrating religion or religious institutions
- Surveillance or taping of others and/or taking non-consensual or abusive advantage of another, examples include, but are not limited to, non-consensual video or audio taping of sexual activity
- Internet use that constitutes invading rights of others to include, but not limited to, harassment based on sex, race, color, national origin or disability

The Network Supervisor will report inappropriate behaviors to the University administration who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account.

**2.5.6 Emergencies.** Emergency numbers are as follows:

Alva Campus	Fire, Police, Ambulance Dept.: 9-911 or 9-327-2121
Enid Campus	Fire, Police Dept.: 9-911 or 9-242-7000 Ambulance Dept.: 9-911 or 9-242-1234
Woodward Campus	Fire, Police Dept.: 9-911 or 9-256-2280 Ambulance Dept.: 9-911 or 9-254-3341

**2.5.7 Posters.** Bulletin boards for posters are located in all buildings on the campus for the use of faculty and student organizations. **Posters must not be placed on painted surfaces.** Following the event, which they advertise, posters are to be removed by the individual responsible for the poster.

**2.5.8 Parking.** Faculty and Staff parking is reserved around the circle drive from 7:00 a.m. until 2:00 p.m.

All vehicles parked on university property must display the appropriate parking permit sticker which is available free of charge at the Office of the Vice President for Student

Affairs and Enrollment Management (FA 126), Monday through Friday, between 8:00 a.m. and 5:00 p.m. Parking permit stickers should be placed on the rear window on the driver's side of the vehicle. Vehicles found parking on campus without a current permit sticker will be ticketed.

As a courtesy to university visitors, certain parking areas have been designated for visitors only. Faculty vehicles parked in visitor parking spaces will be ticketed.

Faculty who receive a ticket (citation) should take it to the Office of Vice President of Student Affairs and Enrollment Management. A permit holder is responsible for all charges made against his or her permit number, regardless of the identity of the driver. Therefore, faculty are encouraged to remove parking permit stickers from vehicles they no longer own. Cars parked in FIRE ZONES and HANDICAPPED ZONES may be towed at the owner's expense.

## CHAPTER III

### FACULTY-STUDENT RELATIONS

#### 3.1 FACULTY-STUDENT RELATIONS

**3.1.1 Class Attendance.** Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the professor for the course. Attendance in class is expected. Only authorized absences will entitle students to perform make-up work. Such make-up work shall be scheduled at the discretion of the course instructor. The vice president of student affairs and enrollment management and the instructor will determine validity of unauthorized absences.

The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75-90% for credit in his/her course.

Faculty members may not schedule required class activities which cause students to miss another class without the approval of their academic dean.

**3.1.2 Admission and Withdrawal from Classes.** A student should not be admitted to class after the first two weeks of a term unless the instructor is provided information showing that the student's enrollment is complete. The student should be sent to the registry office if there is any question concerning his/her enrollment so that records may be corrected or enrollment completed.

Withdrawal from classes will be permitted until two weeks before the beginning of final exams. Withdrawals after this date may be permitted if approved by the advisor and the executive vice president. To withdraw from a class, a student must obtain the appropriate form from the registry office, process it as instructed, and return it to the registrar's office. The grade to be recorded by the instructor may be "W" (withdrawal with passing grade) the third through eighth week. During the ninth through fourteenth week, the instructor may assign "W" (withdrawal with passing grade) or "F" (withdrawal with failing grade). For a student to withdraw from all classes, s/he must secure a withdrawal sheet from the vice president of student affairs office. Administrative withdrawal may be accomplished by informing the vice president of student affairs following the same procedure.

**3.1.3 Class Periods.** The regular lecture-recitation period is fifty minutes. The laboratory period is approximately two to four hours in length. Consult the summer schedule for the time of meeting for summer classes. Faculty are expected to meet classes the required class time.

**3.1.4 Credit Hour.** Northwestern adheres to the policy of the Oklahoma State Regents for Higher Education when defining the credit hour.

The semester-credit hour is the standard and traditional unit of credit to be used by institutions in evaluating student's educational attainment and progress. Semester-hour of credit is calculated as follows:

a. One semester-hour of credit is normally awarded for completions of a course meeting 800 instructional minutes, (50 minutes per week for sixteen weeks), exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.

b. Laboratory credit is normally awarded at a rate not to exceed one-half the instructional rate. One semester-hour of credit is normally awarded for completion of laboratory meeting a minimum of 1600 minutes (100 minutes per week for sixteen weeks).

c. Instruction offered through a combination of class and laboratory meetings would normally observe the standards set for the above on a pro rata basis. For example, a course offered for four semester-hours of credit might meet for 100 minutes of organized instruction plus 200 minutes of laboratory per week for 16 weeks.

d. Block or alternative course schedules may also occur within the dates set forth for a semester or summer session. Courses offered during academic terms shorter than a semester will observe the same academic standards involving instructional hours per semester-credit-hour as those courses offered during a standard academic semester.

There are alternatives to reliance on time-in-class as the basis for determining academic credit-hours earned. The achievement of academic credit-hours should be linked to demonstrated student learning either through regular class assignments and evaluations or demonstration of competencies.

When determining the appropriate academic credit for non-traditional or accelerated format courses, institutions must adhere to the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) Handbook of Accreditation standards. The HLC requires institutions to assess rigorously student attainment as a result of the courses they take. Institutions offering courses in accelerated or other non-traditional formats are expected to be especially diligent in documenting that students in these courses master the skills and knowledge expected of students in traditional courses.

**3.1.5 Examinations.** Final examinations will be given at the regular periods scheduled by the office of the executive vice president. Any exceptions to the finals schedule must have prior approval by the appropriate dean. Changes in final exam schedule will only be approved for emergencies or circumstances beyond a student's control. This schedule is found in the printed class schedule each semester and summer. Summer session examinations may be given either in the last class period, or last two

class periods, as the instructor desires. The Request for Final Change is located on NWOSU's website at <http://www.nwosu.edu/professional-studies>.

Make-up examinations are given at the discretion of the instructor but must not be scheduled so that they interfere with the regular class periods of other instructors of the same students.

**3.1.6 Student Advisement.** Each student, upon entering Northwestern, is assigned an advisor. Students are encouraged to confer with university advisors on all matters relating to course programs. If desired, conferences may be about other than academic matters. The registry office will not accept enrollment, withdrawal, or change of schedule forms without the signature of the student's advisor.

**3.1.7 Disciplinary Action.** Disciplinary problems, when deemed necessary, should be referred to the vice president of student affairs. If disciplinary action results in dismissal or suspension, the student may submit an Administrative Appeal to the president (RUSO *Policy Manual* section 4.3.5).

**3.1.8 Student Records and Reports.** Transcripts of student records are kept on file in the registry office. Faculty may consult these records. Blank class record books may be obtained from the business office.

Records of personal achievements, disciplinary problems, and organizations in which a student is active are compiled and kept in the office of the vice president of student affairs and enrollment management.

At the close of a semester or summer term each university teacher makes a grade report to the registry office, showing the names of students having enrolled in each course taught, and the grade assigned in the course. Reminder instructions with reference to this report are distributed prior to the end of each grade period by the registry office. An explanation of the report form follows.

The following comments and explanations on the ten cases of grades are presented as an illustration of grade reporting procedures:

Grades 1, 2, 4, 5, 7, 8, 9, and 10 need no explanation because they are complete.

Grade 3 is an official withdrawal--a proper and complete dismissal from class. The grade of "W" will be computer generated in the registrar's office at the time of the student's official withdrawal from class.

Grade 6 shows an incomplete grade. There are a number of reasons for students receiving an "incomplete". The deficiency must be noted on the incomplete grade packet obtained from the registrar. The incomplete grade packet must be completed for each "I"

recorded and turned into the registrar with the official grade report. The registrar returns the incomplete grade packet to the appropriate dean. After the deficiency is made up, the instructor obtains the incomplete grade packet from the dean and completes the information on the packet. The official grade report must be completed at the registrar's office, showing the date completed and assigned grade (grade 6). This procedure also is used for removal of an "N" grade

The *University Catalog* shows the grades as A, B, C, D, F, S, P, NP, I, W, AU and N. No other symbol should be used on the term sheet. Avoid the words "Drop," "Unofficially Dropped," "Inc.," etc.

Do not write or make any entries in the left margin of the grade sheet. These grade sheets are permanently bound. Any entries or explanations written in the left margin are likely to be covered up in the binding.

Only one class group is to be shown on a grade sheet.

The deadline for final grade reports is announced each term. The faculty's promptness in submitting the final grade reports at the registry office is very important. Faculty members may use student clerical service for paper checking to the extent deemed wise. However, final evaluation and assignment of grades to be recorded rest wholly with the individual instructor.

**NOTE:** Supplemental faculty having questions regarding student grades, records, and reports should discuss their concerns with their department chair or school's dean.

### **3.1.9 Grades and Grade Points.**

A—Superior ..... 4 grade points per semester hour (Highest level of achievement, indicative of originality, resourcefulness, and exceptional general competence.)

B--Above Average..... 3 grade points per semester hour (Achievement of excellent rank; definitely better than average, but somewhat less marked than that of "A" rank.)

C—Average ..... 2 grade points per semester hour (Scholastic attainment of substantial medium quality, representative of the large middle segment of the student group; clearly better than minimum, but not outstanding.)

D—Below Average..... 1 grade point per semester hour (Achievement of minimum "passing" grade, although lower than the average of all grades required for graduation.)

F—Failing..... No grade points (Unsatisfactory achievement in the course; failure to meet minimum course requirements for credit allowance; course, if required, must be repeated with higher grade.)

P/F..... These grades are used in specific courses at the discretion of the instructor with prior approval of the executive vice president. The Pass grade indicates hours earned but does not contribute to the GPA. The Fail grade is an "F" that is counted in hours attempted and is calculated into the GPA.

NP ..... A "NP" is used for specified courses and indicates that a student did not meet minimum requirements in a course. NP is GPA neutral and does not count in hours attempted or earned.

S..... This grade is neutral indicating minimal course requirements have been met and credit has been earned.

I—Incomplete..... Any incomplete grade (**not removed within one calendar year**) becomes a permanent incomplete.

W—Withdrawn..... Disregarded in computing grade average. No grade assigned.

N..... "N" is used to show the instructor assigned no grade by the submission deadline. The "N" grade **must be replaced** by the appropriate letter grade prior to the end of the subsequent semester.

The grade requirement for graduation is calculated as: the student must have earned not less than twice as many grade points as semester hours credit value of all courses taken and counted for graduation. A student who has completed part of his college work at one or more colleges other than Northwestern must attain this grade average in his Northwestern work, as well as in his total combined college work.

**3.1.10 Course Auditors.** A student who wishes to audit a class must secure permission from the instructor and apply to the registry office for enrollment. Students who audit a course pay the regular enrollment fee. Full-time faculty members may audit courses without charge.

**3.1.11 Interruption of Classes.** Classes are to be held the required period since letting out class early, or holding classes late, will interfere with other classes in session. Adhering to a strict time schedule will aid students in attendance at all classes. Students are not to be called from classes except in emergencies.

**3.1.12 Veterans.** Veteran students who are receiving Veterans' benefits are referred to the vice president of student affairs and enrollment management for specific regulations concerning their matriculation requirements.

**3.1.13 Field Trip Regulations.** Field trips refer to all extra-class activities such as organizational travel, athletic trips, and music appearances.

Field trips that are no longer than the regular class period may be planned at any time. Field trips that will occasion absence from other classes may be arranged as follows:

- (1) At least **two weeks** prior to a trip, a travel form is to be filed in order to reserve the transportation.
- (2) At least **five days** before the trip, file with the vice president of student affairs and enrollment management an alphabetically arranged list of students who will be absent on the trip.

**3.1.14 Arranged Classes.**

- (1) Any course taught by arrangement must be approved by the instructor, department head (where applicable), and the dean.
- (2) Only courses required for the degree program will be considered for arrangement.
- (3) Only courses that have not been scheduled in the current year or in which there is a schedule conflict may be considered for arrangement.
- (4) The student must be a senior or graduate student needing the class for graduation or certification within the current academic year.
- (5) Only students who have an overall GPA of at least 3.0 will be considered for an arranged class.
- (6) Regular teacher education block courses will not be offered by arrangement.
- (7) No course being repeated may be taken by arrangement.
- (8) Any instructor offering a course through arrangement must submit to the appropriate dean a written plan (including reason for request, course content, and student requirements) for approval).
- (9) Any course not meeting the above guidelines and not offered on the regular schedule but is offered only by arrangement will be allowed.
- (10) A student may appeal to the academic affairs committee in the event of a special situation not covered by the preceding guidelines.

### 3.1.15 Academic Integrity

Northwestern as an academic community considers student learning its utmost priority and considers academic integrity a major catalyst to the higher education process. To that end, all forms of academic misconduct and dishonesty are serious matters and warrant serious attention. Academic dishonesty includes, but is not limited to, cases of cheating and plagiarism, and is, at the very least, subject to disciplinary action by the instructor of record. More serious infractions will warrant disciplinary actions by the university. The distinction of an intentional or unintentional academic infraction originates with the instructor of record. Consultation with department chairs and/or members may be needed to clarify the nature of said infraction. Note that all faculty are required to use this statement as a foundation for academic infractions; however, due to the differing missions and policies within each department/division, specific procedures may be more stringent. The definitions of cheating and plagiarism are further discussed, as well as the protocol for dealing with these infractions.

#### ***Cheating:***

Cheating is a serious infraction of academic integrity and as such is not tolerated at NWOSU. Generally, cheating exists when someone fabricates and or manipulates his or her work, or the work of others, in order to impact grades or standing in the academic process. Specifically, cheating includes, but is not limited to, instances where work is turned in that is not one's own, copying others' answers in exams and/or papers, infiltration of grading systems, use of deception in acquisition of answers in course requirements, and/or instances of forgery. Instances of cheating should never be accepted for credit without review. Situations deemed unintentional academic infractions will follow the protocol set forth below. In more grievous forms, sanctions should be employed by the instructor of record. Situations considered intentional academic infractions should follow the protocol set forth below.

#### ***Plagiarism:***

Plagiarism is an unacceptable and prohibited practice and incompatible with the educational mission of Northwestern Oklahoma State University. Since plagiarism always carries with it consequences, all students are expected to be familiar, at a functional level, with the rules for avoiding plagiarism.

Some instructors distinguish between *intentional* and *unintentional* plagiarism, while others treat all acts of plagiarism as deliberate.

*Intentional plagiarism* is a deliberate act of academic dishonesty in which an individual knowingly represents the work or knowledge of another person as one's own, knowingly incorporates into one's work the words or ideas of another person without clear attribution, fails to acknowledge clearly the partial or full authorship of someone else when submitting a work, and/or consistently fails to cite or quote textual resources properly.

*Unintentional plagiarism* (i.e. the incidental use of another's ideas or works without proper attribution) arises from a lack of understanding of the rules of citation and quotation and/or poor revision or proofreading. Unintentional plagiarism can often occur as well when students write summaries or paraphrases that too closely resemble the original version or when students do not understand where a writer's ideas end and another's begin. While unintentionally plagiarized work should not be accepted for credit and must be revised, instructors will deal with it as an educational issue.

### **Unintentional Academic Infractions**

As noted above, unintentional plagiarism is to be regarded as an educational matter. No plagiarized work, whether intentional or not, will be counted toward a passing grade; however, in the case of unintentional plagiarism, the student should normally be allowed to revise or rewrite the work for credit, correcting all plagiarism problems in consultation with the instructor. The instructor should impose clear guidelines (including a deadline) for any rewritten or revised material in such a case. In these instances the following protocol should be utilized:

1. The work in question should be brought to the attention of the student by the instructor.
2. The instructor should discuss and demonstrate the correct manner in which the student is required to have completed the questioned academic work so that the student has an example of the academic expectations and the proper way to complete them.
3. The instructor should make documentation noting the incident and the steps taken to rectify the situation.

### **Intentional Academic Infractions**

Any student deemed to have knowingly and intentionally engaged in academic misconduct/dishonesty shall be subject to the following procedures at the discretion of the instructor of record. The instructor of record will need to have convincing evidence of the infraction. (For example, originality report, copy of suspected exams, or witness statements of infraction.)

1. The student in question will be contacted by the instructor of record and made aware of the nature of the infraction. It is recommended that the instructor consult with the chair of the department and ask the chair to be present at the student meeting if deemed necessary.
2. At any time an intentional act of plagiarism has occurred, it is the instructor's responsibility to file an incident report with the Chief Academic Officer.
3. The instructor will inform the student of any disciplinary action to be initiated. The

instructor of record will exercise one of the following options:

- a) Require student to complete additional work that may or may not be worth the same number of points possible for the original assignment.
- b) Award a grade reduction for the assignment, exam, or course. \*
- c) Award a grade of "F" for the course. \*
- d) Recommend to the appropriate department chair that probation or suspension actions be taken by the university. If this step is taken, the instructor of record will need to file appropriate paperwork with his/her dean within 10 days of the infraction, informing the dean of actions taken and reasons for the actions, and providing copies of the work in question for documentation purposes.

\* The instructor of record shall notify the department chair in writing of any intentional infractions if grade reductions are awarded.

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