
CHAPTER 3

CLASSROOM POLICIES AND PROCEDURES

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3.1 CLASS ATTENDANCE

Faculty are expected to verify official enrollment beginning the first day of class on UConnect/School Services. Students who are not officially enrolled in the course are prohibited from attending the class after the deadline for enrolling in that course has passed. In addition, students who are not officially enrolled may not be manually added to class rosters on UConnect or UCO's Learning Management System (LMS).

The university expects students to regularly attend classes in which they are enrolled. Faculty members are expected to establish specific attendance policies governing their classes and communicate clearly their policies in the course syllabi. Faculty members may require appropriate documentation to verify absences with the discretion to accept or deny the provided documentation. Students are responsible for work missed due to absences, and are expected to initiate a request to make up the class work or examination(s) missed.

Individual policies must allow for a reasonable number of excused absences for legitimate reasons. Excused absences approved by faculty members should be consistently applied to all students. An excused absence means that an instructor may not penalize the student and must provide a reasonable and timely accommodation or opportunity to make up exams or other course requirements that have an impact on course grade. Excused students should be allowed the same opportunities as students who were present in class.

Faculty members are obligated to honor the following circumstances as excused absences:

- a. travel considered part of the instructional program of the university and requiring absence from class (e.g. field trips, research presentations, etc.);
- b. invited participation in activities directly and officially sponsored by and in the interest of the university (e.g. athletic teams, debate teams, dance company, etc.); in cases of student athletes, refer to [UCO Compliance Policy Manual for Athletics](#) or contact the Faculty Athletic Representative;
- c. all excused required high school activities for concurrently enrolled students;
- d. jury duty;

- e. military obligation (See Appendix K.);
- f. serious illness, medical condition, pregnant and parenting students' rights (as outlined in Title IX), accident, or injury; and
- g. death or serious illness in immediate family; and
- h. major religious observances (students must notify the instructor of major religious observances that they will observe over the course of the term; this notification must be provided to the instructor no later than the end of the second week of classes in a sixteen-week course or before the end of the first one-eighth of the scheduled class periods for shorter courses including summer, block, weekend, and Intersession classes).

Student(s) must notify instructors of all such excused absences as soon as practical.

The Office of Inclusive Community, in consultation with religious organizations and communities on campus, shall prepare and distribute to faculty at the beginning of each academic year a list of the dates during the academic year of major religious observances in a variety of religious traditions. This list will not be an exhaustive one, and faculty members who have questions about a religious observance not included on the list should contact the Office of Inclusive Community.

3.1.1 CLASSROOM SECURITY AND EMERGENCY PROCEDURES

Located within each classroom is the Guide to Emergency Procedures, a red book prominently displayed in a holder affixed to the classroom wall. It contains emergency numbers and information regarding procedures for a variety of emergency events.

Beginning in the fall 2008 semester, as an added security measure, all classrooms are accessible from building hallways only by key. Consequently, students arriving late for classes will not be able to enter the classroom if the door is closed. Faculty must allow entry for late-arriving students. This policy does not relieve students of the expectations of class attendance or the consequences of being late to class, unless special arrangements for late arrival have been agreed to by the faculty member and the student or, in the case of a student with a disability, situations in which a "reasonable accommodation" has been reached.

3.1.2 GUESTS OF STUDENTS

Guests of students, including children, are not permitted to attend regularly scheduled classes without prior permission of the instructor.

3.2 SUPPORT SERVICES FOR STUDENTS

3.2.1 ADA ACCOMMODATIONS

Faculty are required to comply with ADA accommodations (within reason). For more information see <https://www.uco.edu/student-resources/files/dss/dss-handbook.pdf>.

3.2.2 WORKING WITH DISTRESSED STUDENTS

As part of the Prevention Oriented Campus initiative, UCO offers a number of programs and services that may help whenever a faculty member is confronted with a student struggling with depression, thoughts of suicide, violence, and other matters of concern. These programs and contact information include:

3.2.2.1 BEHAVIORAL ASSESSMENT TEAM (BAT)

The mission of the University of Central Oklahoma's Behavioral Assessment Team (BAT) is to refer members of the Central community (students, faculty, and staff) who may be experiencing personal crisis or demonstrating behaviors that may be early warning signs of possible disruptive or violent behavior to appropriate campus resources. The BAT's goal is to intervene at the earliest possible indication and facilitate successful resolution of concern.

The focus of the UCO Behavior Assessment Team is care for students, faculty members, or staff members who may be in distress. Team members coordinate resources and implement a multidisciplinary response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the UCO community healthy and safe.

Any time a student or other individual poses an immediate threat to self or others, please contact UCO Police Services at 974-2345 or call 9-1-1 if off campus.

To report concerns about student or other individuals, please contact BAT via email at BAT@uco.edu or via telephone at 974-2364 during normal work hours. For after hour situations, please call 974-BATS (2287).

3.2.2.2 PROJECT SPEAK

Provides support for students who are dealing with domestic abuse or sexual assault. Call (405) 974-2224 or visit the Nigh University Center, Room 113 for assistance.

3.2.2.3 STUDENT COUNSELING CENTER

Refer students who need immediate psychological support to this office by calling (405) 974-2215 or visiting the Nigh University Center, Room 402.

3.2.2.4 OFFICE OF STUDENT CONDUCT

Disruptive classroom behavior and other student conduct concerns may be reported to (405) 974-3516. **NOTE: Any time a student poses an immediate threat to self or others, please call UCO Police at (405) 974-2345 or 911 if off-campus.**

A brochure entitled Working with Distressed Students is also available in the Office of the Vice President for Student Affairs.

3.3 CLASS ROLLS

A class roll listing the names of all enrolled students can be accessed on the web by an instructor from the first day of registration through the end of the semester. Class roll information can change constantly.

3.4 COURSE SYLLABI – UCO ACADEMIC [POLICY NUMBER 2.2](#)

Syllabi must be prepared for all courses, distributed to students prior to or during the first class session, and filed with the department chairperson/school director by the end of the second week of the semester. The following minimum elements will be included in each syllabus:

Course Syllabus (copy on file in dean or department chairperson/school director office)

- a. Name of course and pre-requisites (These must match official subject code, number, and title.)
- b. Textbook information
- c. Course objectives/description/competencies (Description must be same as official description.)
- d. The transformative learning tenets (Central Six) utilized in the course. List and describe how this course incorporates any areas of transformative learning (e.g., through course objectives, course assignments, course content. It is understood that all six tenets will be rarely covered within one course.)

- e. Course requirements
- f. Resources, references, and supplies
- g. Course calendar/outline

Instructor Syllabus (copy students receive from faculty member) includes all elements from above list plus the following:

- h. Instructor's name and title (professional/educational background, credentials to teach the course, special interest in course subject - optional)
- i. Office hours, phone numbers (office, fax, and home-optional), and e- mail address
- j. Instructional process or delivery
- k. Grading, evaluation, and policy for missed exams and late assignments
- l. Final Exam date and time according to [Final Exam Schedule](#)
- m. Attendance requirements
- n. Additional (imperative) information for your class
- o. Include Student Information Sheet/Syllabus Attachment found on Office of Academic Affairs website under [Faculty-Staff Resources](#) tab.

3.5 INSTRUCTIONAL MATERIAL POLICY

This policy shall meet the requirements of Oklahoma Statute Sections 3241.1 and 3241.2 of Title 70. Nothing in this policy shall be construed to alter or change in any way the intent and impact of that law. The following policy is taken directly from that law and may not be altered unless amendments are made to that law.

- 1. All contracted provider bookstores of instructional material to University students shall:
 - a. provide students with the option of purchasing instructional material that are unbundled when possible, disclose to faculty and staff the costs to students of purchasing instructional material and disclose publicly how new editions vary from previous editions,
 - b. actively promote and publicize book buy-back programs,
 - c. disclose retail costs for instructional material on a per-course basis to faculty and staff and make this information publicly available.

2. University faculty and staff members shall consider the least costly practices in assigning instructional material for a course as described in §3241.2 of Title 70.

3. The University shall work with and seek input from representatives from faculty, students, publishers and contracted provider bookstores in the development and amendment of instructional material policies.

4. Each publisher of instructional material used by the students enrolled at University shall make available to the faculty and staff of University:

- a. the price at which the publisher will make the instructional material available to all contracted provider bookstores of those materials,
- b. a list of the revisions for the instructional material since the last published edition, if any.

5. No employee or department at University shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students enrolled at University to purchase specific textbooks or instructional material required for coursework or instruction. An employee or department may receive:

- a. sample copies of textbooks or instructional material, instructor copies of textbooks or instructional material, or other instructional material, that are not to be sold by faculty, staff or bookstores,
- b. royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the employee,
- c. honoraria for academic peer review of instructional material,
- d. training in the use of the instructional material and technologies.

6. No instructional material vendor or bookstores which contract with the institution to provide bookstore services shall solicit higher education faculty and staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff. Bookstores shall not permit book wholesalers conducting buybacks on campus to accept review instructional materials from faculty, staff or those acting on behalf of faculty or staff. No bookstore shall engage in any trade of instructional material marked as or identified as free review instructional material.

7. This policy is effective immediately and shall apply campus-wide, and shall be included in both the Faculty Handbook and the Employee Handbook.

The ownership of the copyright in such materials is governed by the University's Intellectual Property Policy which can be found in [Appendix J](#) of the UCO Faculty Handbook.

3.6 FINAL EXAMINATIONS AND QUIET WEEK

Faculty members are required to utilize final exams or other assessment methods **during finals week**. Comprehensive final exams promote greater student learning.

Final examinations are scheduled at the end of each semester and are preceded by a quiet week beginning seven days prior to the first day of finals. During quiet week no student or campus organization may hold any activity, program, or related function which requires student participation. Exceptions to this policy must have prior approval from the vice president for student affairs or from the university president. Quiet week does not preclude normal course work or examinations.

All classes are expected to meet for the full scheduled period 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.

Those institutions which reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.

All faculty members are expected to adhere to the published final exam schedule for in-class final exams. The department chair/school director and the dean, prior to announcing any changes to students, must approve deviations.

3.6.1 ONLINE AND HYBRID FINAL EXAMINATIONS

The instructor should establish a pre-determined three-day window during finals week for students to take online final exams. In-class final examinations for hybrid courses should be scheduled according to the published [UCO Final Exam Schedule](#). Students enrolled in online and/or hybrid courses resulting in a final exam schedule conflict must adhere to the Rescheduling of Final Exam procedures as outlined in 3.6.2.

Course Type	Final Exam Schedule Procedure
Traditional	The final exam shall be scheduled according to the published UCO Final Exam Schedule.
Hybrid	The in-class final exam shall be scheduled according to the published UCO Final Exam Schedule. For online final exams, the instructor shall establish a predetermined three-day window during finals week for students to take online final exam. Online final exams are not impacted by emergency university closings.
Online (100%)	The instructor shall establish a predetermined three-day window during finals week for students to take the final exam. Online final exams are not impacted by emergency university closings.
Self-Paced On-line	Self-Paced Online Courses (SPOC), including final exams, must be completed within the scheduled course period. The instructor, in consultation with the student, shall establish a predetermined window for the student to take the final exam. Online final exams are not impacted by emergency university closings.

3.6.2 FINAL EXAMINATION SCHEDULE AND CONFLICTS

The [final examination schedule](#) is published on-line. Its purpose is to avoid scheduling conflicts. A student is not required to take more than two final examinations on the same day. When three or more final examinations are scheduled on the same day, as listed in the official examination schedule, rescheduling of the excess examinations will start with the lowest course (not CRN) number(s).

To reschedule a final examination:

- 1) the student must petition the appropriate dean(s) using the [Petition for Rescheduling Final Exams form](#) which is available from any dean's office or online.
- 2) the petition must be made no later than five calendar days prior to the beginning of exam week for the semester or term in question;
- 3) the approval will be delivered to the faculty member by the student;
- 4) dean(s) will send a copy of approved form to AVP/Student Affairs, (Box 151);
- 5) the faculty member shall reschedule, with the student, a day and time agreeable to both;
- 6) the exam must be administered only during the official final examination week;
- 7) the new exam date must not interfere with the timely submission of grades for the entire class.

Students scheduled for commencement ceremonies who have a final examination conflict will be allowed to reschedule their final examination according to the rules in this section.

For information related to weather and/or emergency closing during finals week see Section 4.1.30.2.

3.7 GRADING POLICIES AND PROCEDURES

3.7.1 GRADING SYSTEM

The Oklahoma State Regents for Higher Education and the University of Central Oklahoma utilize a grading policy which distinguishes between the ranks of academic scholarship.

Effective Fall 1992, the Oklahoma State Regents for Higher Education (3.11.3 Grading Terms) adopted the following grading system for use at all state supported colleges and universities including the University of Central Oklahoma:

Grade	Grade Point(s) Per Hour
A - Excellent	4
B - Good	3
C - Average	2
D - Below Average	1
F - Failure	0

AU Audit - assigned when students formally audit classes. An "AU" indicates no credit was earned and is not used in the computation of grade point average.

AW Administrative Withdrawal - assigned by faculty to a student who never attended a class and who never officially withdrew. The AW grade cannot be assigned until after the last day to drop a course with 100% refund but no later than the last day to officially withdraw from a class for the semester.

Examples of attendance in general, provided by the U.S. Department of Education are as follows: physical class attendance; submission of an academic assignment; examination, interactive tutorial, or computer-assisted instruction; study group interaction assigned for the course; participation in an on-line discussion, and initiation of contact with instructor to ask question about academic matters. Simply logging into a course does not constitute attendance.

I given at the instructor's discretion to indicate that additional work is necessary to

complete a course. It is not a substitute for an “F” grade and no student may be failing a course at the time an “I” grade is awarded. To receive an “I” grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. Students have one year to resolve incomplete grades. In extenuating circumstances, exceptions may be requested.

- N Not Available - instructor failed to submit grades by the established deadline.
- P/F Pass or Fail - used for workshops, activity courses, and student teaching. The Pass grade of “P” indicates hours earned, but does not contribute to the GPA. The Fail grade of “F” indicates failure to meet the minimum standards for passing, and is calculated into the GPA.
- S/U Satisfactory or Unsatisfactory – used for performance in 0-level courses and advanced standing examination and is GPA neutral. The satisfactory grade of “S” (with the exception of 0-level courses) indicates hours earned. The Unsatisfactory grade of “U” is assigned when a student does not meet minimum requirements and is counted in the total number of hours attempted.
- W an automatic withdrawal grade of “W” is issued when a student initiates a withdrawal after the second week of the 16 week semester and before the end of the eleventh week of the semester. For summer it is after the first week and before the sixth week of the semester.

After published deadlines a student may request a late/emergency withdrawal by submitting a written petition with supporting documentation to Enrollment Services. Permission may be granted if proper evidence exists to show the drop or withdrawal could not be completed by the deadline, and the instructor confirms the last date of attendance. Poor academic performance or lack of deadline awareness will not be a consideration for approval. An instructor should not encourage a student to wait for results of an examination if the results will not be known until after the withdrawal deadline for the semester.

- WF withdrawal after the first 11 weeks of a 16 week semester, or after the first 6 weeks of an 8 week session. For any drop or withdrawal granted (by permission only) after the established deadlines, a “W” or “WF” will be assigned depending upon the

- student's standing (passing or failing) in the class. If a "WF" grade is assigned, it is calculated as an "F" in the student's GPA; the "W" grade is neutral. Students who fail to formally drop or withdraw will be subject to the "A, B, C, D, F" system of grading.
- X assigned for graduate thesis, graduate projects, or dissertation in progress and is GPA neutral.

This is a uniform statewide grading system and cannot be altered by the university or by individual faculty.

3.7.2 ACADEMIC EARLY REFERRAL SYSTEM (AERS)

3.7.2.1 ACADEMIC EARLY REFERRAL SYSTEM FOR 1000 LEVEL COURSES

AERS grades are required for all 1000 level courses, and must be submitted by the end of the fourth week of the semester. Faculty who do not wish to assign a grade at this point may use the letter "I" to report poor performance or attendance to the UCO Academic Early Referral System for students who are considered "at risk" of failing. Faculty can submit AERS grades multiple times, as the individual student's situation changes. For additional information, see [Academic Referral Submission](#).

3.7.3 FINAL GRADES

3.7.3.1 FINAL GRADE DEADLINE

Final grades are reported to the registrar via the Internet by faculty. All final grades must be recorded by noon on the fourth calendar day following the end of the semester. Grades not entered into the system by the deadline will be recorded as "N" (No Grade). The faculty member must submit an individual grade change form on each student in the class for which no grade was processed. Under no circumstances may a student or student worker submit final grades.

3.7.3.2 REQUIRED LAST DATE OF COURSE ENGAGEMENT FOR F & U GRADES

A Last Date of Course Engagement is required for F & U grades. The last date of course engagement is that date known, or reasonably assumed, by the teaching faculty when the student ceased to make progress toward completion of the course requirements. Examples include, but are not limited to: the last date the student attended class according to the attendance roster;

or the last date the student accessed a learning module in an online course; or the last day the student attended a practicum site; or the date of the last exam or activity completed by the student.

3.7.3.3 FINAL GRADE DEADLINE FOR INTERSESSION COURSES

The following procedures will be followed for courses offered during intersessions:

1. All instruction for face to face, online or hybrid courses will take place only during the scheduled class days of the intersession.
2. A face-to-face course will meet during the scheduled class days of the intersession for a sufficient number of minutes to fulfill the Oklahoma State Regents for Higher Education's requirement for "credit hours" for the course.
3. Students enrolled in a course may continue working on projects for the course during the following periods when class meetings will not occur:
 - a. in the case of a fall (August) intersession class: the week between the final class meeting and the beginning of fall semester classes.
 - b. in the case of a spring (December-January) intersession class: the week or weeks during which the university is closed for the winter recess.
 - c. All course requirements must be completed and submitted prior to the beginning of the succeeding semester.
4. Final grades for the intersession courses will be submitted by noon on the first Tuesday of the succeeding term.

3.7.4 PUBLIC POSTING OF GRADES

At the request of a student, a faculty member may post grades in a public area. Grades should be posted by a personal identification code specified by the student. Initials, social security numbers or parts thereof the social security number, and UCO identification numbers are not acceptable.

3.7.5 GRADE CHANGES

An instructor who discovers an incorrect grade may correct the grade using an official grade change form submitted to the registrar. The form must include the signatures of the instructor, the department chair/school director, and the dean.

3.8 RELATIVES AS STUDENTS

As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal interests. It is the responsibility of faculty members to avoid being placed in a position of authority – by virtue of their specific immediate family members or relatives such as nephew and niece.

Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows: spouse, parent; grandparent; great-grandparents; parent, grandparent or great-grandparent of spouse; uncle or aunt; uncle or aunt of spouse; brother or sister; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter or their spouse; and great-grandson or great-granddaughter or their spouse. Relative also includes individuals involved in a close personal relationship that might affect the objectivity of each partner toward the other, e.g. “significant others,” cohabitants or domestic partners. These professional constraints are necessary in order to ensure that the evaluation of students is conducted fairly and without any perception of favoritism or bias. (**Section 5.12 RUSO**).

If a relative becomes a student, the following process must be followed:

- a. Notify the chair/school director of the department/school that a relative is enrolled in the class, is an RA/TA, or student worker. Present a plan for evaluation of the student that will avoid conflict of interest and reduce the perception of favoritism.
- b. The chair/school director will review the evaluation plan and if approved, notify the dean.
- c. If the plan is not approved, the chair/school director will work with the faculty member to modify the plan and notify the dean.

For more information see [Appendix H.2.3](#)

3.9 ACADEMIC APPEALS PROCEDURE

See [Academic Grade Appeals procedure](#).

3.10 OFFICE HOURS

All full-time faculty members will establish and maintain in their UCO office, five to ten office hours per week, in addition to their regular teaching loads and other institutional responsibilities. These hours should be reasonably spaced over the week at times convenient to

students. Each semester of employment, faculty members will post on or near their door, publish in course syllabi, and maintain scheduled office hours during which they are available to students and colleagues. Part-time or adjunct faculty members shall be accessible to their students before and/or after each class period and shall make themselves available by appointment.

Faculty teaching exclusively online may maintain electronic online office hours, face to face, or a combination of both.

3.11 STUDENT RECORDS

It is the faculty member's responsibility to retain all final grades and written records of student exams, projects, presentations, and other items that apply toward the final grade in accordance with the disposition schedule established by the Archives and Records Commission of the Oklahoma Department of Libraries for state universities and colleges. This schedule establishes these guidelines for records retention:

Tests, examinations, and papers: Retain in office until returned to students. Retain unreturned items for one year.

Comprehensive Exams for Masters Degrees: Comprehensive exams for Masters Degrees should be retained for four (4) years if no grievances have been filed. If a grievance has been filed, retain two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Instructor class rolls/grade sheet or grade book: Retain for five (5) years if no complaints have been filed. If a complaint is filed, destroy two (2) years after exhaustion of all remedies provided records meet all stipulated retention requirement. Records stored in electronic form are subject to the same retention requirements.

Faculty or teaching assistants, who resign, retire, or otherwise leave UCO for an extended period shall deposit their grades and course files with the department chair/school director. Part-time faculty members must submit their grades each semester to the department chair/school director.

Under provisions of The [Family Educational Rights and Privacy Act](#), current and former students have the right to review educational records maintained by the institution. The exception is for material which the student has waived right of access or for material specifically determined by law to be confidential. Rights afforded students may be requested by parents and/or legal guardians who are assigned such rights by the law, i.e., who claim the student as a dependent for federal income tax purposes.

Information in educational records of current and former students is confidential, but may be reviewed without prior consent of the student by school officials who have a legitimate educational interest in the student. “School official” is defined as faculty, administrative, or professional personnel of an institution who need information for a legitimate educational interest. “Legitimate educational interest” is defined as an interest which results from the duties officially assigned to a school official and which are related to such school official’s responsibility for facilitating the student’s development.

Any requests from off-campus parties for information from educational records will be handled through one of three offices: a) the registrar; b) the assistant to the vice president of student affairs; and c) Career Development and Placement Services.

3.12 USE OF STUDENT I.D. PHOTOS

The University of Central Oklahoma collects photographs of students, faculty, and staff for its business/academic functions. Student identification photos (excluding those taken for other purposes such as athletic events, campus events or public relation photos) are collected and stored digitally. Student I.D. photos are part of the class roll and are considered to be educational records. The use and dissemination of student I.D. photographs falls under the Family Educational Rights and Privacy Act (FERPA). As an educational record student I.D. photographs may not be released without the student’s written consent.

3.13 USE OF STUDENT EMPLOYEES, TEACHING ASSISTANTS AND RESEARCH ASSISTANTS

All student employees, teaching assistants, and research assistants whose roles and responsibilities involve access to student records including examinations, are required to sign a UCO Responsibility Acknowledgement and Confidentiality agreement and to attend a

confidentiality orientation presented by the Office of General Counsel and Employee Services. Student employees are never to be used to undertake the personal errands and responsibilities of faculty. All student employees are hired through the UCO online hiring system. A standard UCO background check is required for all teaching assistants.

Research Assistants (RAs)

The duties of undergraduate or graduate research assistants vary according to the nature of the research, creative, and scholarly activities (RCSA) project in which they participate. All RAs must be engaged in some form of research, creative, and scholarly activity outside the traditional classroom. This engagement might occur via a Student RCSA grant, support provided by a Faculty On-campus grant, or support from an externally-funded project. In general, a research assistant is a student who is actively engaged in an inquiry or investigation and who, through effective collaboration with a faculty mentor, has the potential to make an original, intellectual, or creative contribution to their discipline. The desired outcome for the student should include transformative learning and dissemination (e.g., presentations at regional and national conferences, publications in periodicals and academic journals, exhibitions, performances, etc.) of their findings.

Research assistants may not perform routine tasks or responsibilities related to clerical or other duties that are deemed outside of their RCSA project. All duties are performed under the direction and supervision of a member of the faculty. Progress reports are required at the end of each academic semester. [Additional information about the RA program](#) may be found at the Office of Research & Sponsored Programs website.

For additional information about RAs see **Section 1.8.3**

Administrative Interns

An undergraduate or graduate student may be appointed as an administrative intern to work with the administrative staff or faculty of a department, school, college or campus office to gather, organize, and analyze information. These duties should be relevant to both the academic program and the professional goals of the student. The student should be given the opportunity to use his/her academic training while learning new professional skills and broadening his or her perspective of the operation of the unit to which he or she is assigned.

Administrative interns may not perform routine tasks or responsibilities related to clerical

and other duties outside of the academic program and professional goals of the student. Progress reports are required to be submitted at the end of each academic semester.

For additional information about Administrative Interns see **Section 1.8.3**

Teaching Assistants

Teaching Assistants must be students pursuing graduate degrees at UCO and meet other criteria set by the college in which the TA wishes to teach. TAs must complete an online application and undergo background checks. All graduate teaching assistants will be assigned a supervisor. Depending on the college, the supervisor will be an experienced faculty member or a director. In most instances, a graduate teaching assistant works with students in a specific course to provide support for the faculty member in charge. His/her duties may include teaching; preparing instructional materials; preparing, proctoring, and grading examinations; critiquing student papers; reading and tutoring; and performing other duties as assigned. Teaching assistants, who serve under the mentorship of an experienced faculty member or a director, might be recognized as the instructor of record for the section(s) that they are assigned to teach. In consultation with the supervisor, the graduate teaching assistant works to gain instructional skills and to enhance his/her grasp of the essentials of the academic discipline and the roles and responsibilities of a faculty member.

For additional information about Teaching Assistants see **Section 1.8.3 and Section 2.8**

Graduate Intern

A graduate student may be appointed as a graduate intern. The appointment would allow a student to be engaged in collaboration with both faculty and students in creative and scholarly activities related to the academic discipline and the professional goals of the graduate intern. The student should have the opportunity to use his/her academic training while provided with opportunities to learn new professional skills that will broaden his or her perspective in their chosen field/discipline.

Graduate interns may not perform routine tasks or responsibilities related to clerical or other duties outside of the academic program and professional goals of the student. Progress reports are required to be submitted at the end of each academic semester.

For additional information about Graduate Interns see **Section 1.8.3**

3.14 COMMUNICATION BETWEEN ATHLETICS PERSONNEL AND FACULTY

Athletics personnel who need to communicate with faculty members should first contact the Faculty Athletic Representative (FAR) or the Director of Athletics (AD). The FAR or AD will act as the go-between and facilitate the communication between athletics personnel members and the faculty member. The only time direct communication should occur between athletics personnel members and a faculty member is when the faculty member initiates the contact, or when the communication has been pre-approved by the FAR or the AD (i.e. the FAR or AD has told the coach it is okay to contact the particular faculty member). Further, the FAR may serve as the contact for faculty members who request to receive information on, or request to contact a student-athlete or an athletics personnel member of any sport.