UCO MISSION
The University of Central Oklahoma empowers students to become ethical, creative, and engaged citizens and leaders through our commitment to transformative learning experiences.

UCO VISION
As a leading metropolitan university, the University of Central Oklahoma prepares future leaders to positively impact local, state, and global communities.

UCO VALUES
Accessibility
We provide open opportunities for quality higher education and career development through unmatched value.
Community
We provide value and service while engaging within the campus and broader community. We address the social needs of our community through innovation.
Growth
We commit to a learner-centered focus that provides opportunities for holistic development.
Inclusivity
We promote and sustain an inclusive community that embraces diversity, fosters belonging and advances equity.
Integrity
We hold ourselves and our learners accountable to the highest standards of education, service and care.
Leadership
We cultivate the potential of our learners to positively and ethically influence and mobilize others.

UCO COVID-19 GUIDELINES
For the most up-to-date information regarding COVID-19, visit the Centers for Disease Control and Prevention website. For information regarding what level Oklahoma County is currently listed as, view the CDC website.

UCO continuously monitors public health and its impact on campus, as well as on the city, state, national and global levels. The university is dedicated to remaining flexible in order to further the health and safety of its community members.

ACADEMIC INTEGRITY STATEMENT
Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom.

ACADEMIC DISHONESTY POLICY
Academic dishonesty includes plagiarizing, cheating, turning in counterfeit papers, stealing academic materials, knowingly falsifying academic documents, accessing confidential academic records without authorization, disclosing confidential academic information without authorization, and turning in the same work to more than one class without the expressed permission of the instructors involved. Any student deemed to have engaged in academic dishonesty will be subject to disciplinary action up to and/or including expulsion from the University. To help ensure academic integrity, faculty may employ a variety of tools, including, but not limited to, university-sanctioned Turnitin.com. More information concerning this policy can be found in the UCO Code of Student Conduct under IV. Prohibited Conduct.

AI POLICY
This policy specifically addresses the unauthorized use of artificial intelligence (AI) tools or technologies to gain an unfair advantage in academic activities.

1. Definition of Unauthorized Use of AI: The unauthorized use of AI refers to employing AI tools and technologies without proper authorization or in violation of the Student Code of Conduct, with the intention to gain an unfair advantage in academic activities. This includes, but is not limited to, the following actions:
a. Using AI to generate or complete assignments, projects, or assessments without disclosing the use of AI or without instructor permission.
b. Utilizing AI chatbots or virtual assistants to seek answers or assistance during exams, tests, quizzes, or other assignments where that has not been explicitly allowed.
c. Manipulating AI systems or algorithms to bypass security measures, access unauthorized information, or compromise the integrity of academic assessments.
d. Sharing or distributing AI-generated content as one’s own work without proper acknowledgement or attribution, as indicated by your citation style guide or your instructor.

UCONNECT STATEMENT
The University of Central Oklahoma News and Networking Educational Communication Tool (UCONNECT) is a secure web site providing UCO students, faculty, and administrative staff with campus communications, single sign-on (SSO) connections to check grades, check schedules, add or drop classes, degree progress, and access online course information. In short, UCONNECT is UCO’s campus portal. As one of the official communication tools of the university, students are expected to access their UCONNECT and UCO email accounts regularly to remain current of campus information and activities and to receive important communication from faculty and administrative offices.

In conjunction with UCONNECT, UCO provides Learn@UCO also known as D2L, the official learning management system (LMS) for UCO courses. Learn@UCO (D2L) can be accessed through UCONNECT and will be used for many course-related functions, including but not limited to, course communications, lecture material, group discussions, course assessments, and assignment submission. Learn@UCO (D2L) use is at the discretion of each course instructor.

Contact the Service Desk at servicedesk.uco.edu or Walk-up Service: Northeast Corner, 1st Floor of the Max Chambers Library or at the Tech Express on the 2nd floor of the Nigh University Center near the food court, or call (405)-974-2255 for additional information.

ADA STATEMENT REGARDING SPECIAL ACCOMMODATIONS
The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services at (405) 974-2516. The DSS Office is in the Nigh University Center, Room 305. Students should also notify the instructor of special accommodation needs as soon as possible as accommodations are proactive, not retroactive.

TITLE IX STATEMENT REGARDING PREGNANCY/PARENTING STUDENTS
Per Title IX of the Education Amendments of 1972 ("Title IX"), pregnant and parenting students may request adjustments by contacting the Title IX Coordinator, at (405) 974-5321 or TitleIX@uco.edu. The Title IX Office is in Bausher Place, Suite 115.

STATEMENT ON SEX AND GENDER-BASED DISCRIMINATION
UCO is committed to an inclusive education environment free from discrimination or harassment based on gender, sexual orientation, gender identity or expression. Title IX applies to any person (including students, faculty, staff and visitors) accessing UCO programs or services. All faculty are required to report any discrimination, harassment, or violence covered by Title IX to the Title IX Coordinator. To make a report or learn more, please contact UCO’s Title IX Coordinator at (405) 974-5321 or TitleIX@uco.edu. The UCO Title IX office is in Bausher Place, Suite 115. For more information and your options, including reporting and confidential resources see our website.

INCOMPLETE GRADE
The grade “I” may only be given for work not completed because of circumstances beyond the student’s control and in which further class attendance is not required. The student must have satisfactorily completed a substantial portion of the required course work for the semester. The grade “I” is not a substitute for an “F” grade, and no student may be failing a course at the time an “I” grade is awarded. An “I” may only be changed to a letter grade by the instructor when work has been successfully completed outside the classroom and no longer than one year after the “I” was assigned as determined by the instructor. An “I” is not given simply because a student wants extra time to complete assignments or wants to earn a higher grade. An incomplete status (“I”) cannot be appealed. A formal written agreement must be signed by the instructor and the student and filed in the department/school office, clearly identifying what work is to be completed and the timeline within which the work is to be completed.

WITHDRAWING FROM ALL CLASSES
Complete withdrawals (withdrawing from all classes or withdrawing from your last class) can be done online through Uconnect if the semester has not yet started. Once the semester starts, a Complete Withdrawal form must be submitted online. Assistance is provided by the Broncho OneStop on the first floor of the Nigh University Center. More information can be found on the Enrollment Forms website.

Fall 2023
International Students with an F-1 and/or J-1 student visa status must also check with the Office of Global Affairs before attempting to withdraw.

WITHDRAWING FROM ALL CLASSES – FEDERAL AID RECIPIENTS
All federal aid recipients who completely withdraw from school prior to completing the semester will have to repay some portion of the federal funds received. UCO will determine the unearned portion of the funds received. This refund policy may require the student and/or the university, on behalf of the student, to immediately pay funds disbursed for the purpose of paying educational cost. Important: The student will be held responsible for any funds the university is required to return on the student’s behalf to the federal program. Payment arrangements will be made through the Bursar’s Office only.

EMERGENCY INDIVIDUAL CLASS DROP OR COMPLETE WITHDRAWAL
A student unable to complete a drop or withdrawal by the published deadlines may submit an Emergency Withdrawal form online to request an exception. Permission may be granted if proper evidence and documentation exists to show that the drop or withdrawal could not be completed during the required time due to an unforeseen, catastrophic circumstance, and the instructor confirms the absence. Poor academic performance will not be a consideration. Regardless of the circumstances, withdrawals after the deadline will be reflected on the student’s transcript as “W”. Drop and withdrawal deadlines are determined by the length of the individual class (generally, 1/16th of the length of the class). Deadlines for irregular classes meeting less than the full semester are proportional. More information on Emergency Withdrawals can be found on the Enrollment Policies website.

IMPORTANT DATES
Information regarding dates and deadlines.

HOLIDAYS
The UCO Master Calendar lists all times the University is closed for Holidays.

MULTICULTURAL AND INTERFAITH CALENDAR
Click to follow link above. Choose open Excel file.

LIBRARY HOURS
The Max Chambers Library hours are updated each semester.

FINAL EXAM SCHEDULE
The Final Exam Schedule is updated by semester online.

EMERGENCIES DURING FINALS STATEMENT
If a university emergency occurs that prevents the administration of a final examination, the student’s final course grade will be calculated based on the work in the course completed to that point in time. Final exams will not be rescheduled, and a grade of “I” will not be given because of the canceled exam.

FINAL EXAM DAILY LIMITS
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). Online courses are excluded.

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.
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/Enrollment Management, (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.

HOW TO CONTACT A FACULTY MEMBER
If you have questions regarding your class, speak with your instructor. Faculty include their office hours and/or phone number in the class syllabus.

CLASS ATTENDANCE IS IMPORTANT
Talk with your instructor about any absences. Important: Some departments and professors have mandatory attendance policies so
your grade may be affected by your absence. Check your course syllabus or ask your instructor for this information.

EXPECTATION OF WORK
It is expected that a full-time college student will spend at a minimum an amount of time each week in class attendance and study out of class approaching a 40-hour week. A person employed on a full-time basis should not simultaneously expect to maintain a full-time academic schedule. (OSRHE 3.13.1)

WE ARE HERE FOR YOU!
The administration, faculty, and staff want you to be successful in your learning experience here at UCO! If you have questions or concerns, seek help early.

TAKING CARE OF YOUR EMOTIONAL HEALTH
The Professional Staff of the Center for Counseling and Well-Being help UCO students to resolve emotional difficulties, improve personal skills, overcome the effects of trauma or grief, decrease substance use, and achieve their intellectual, personal, and creative potential. Services are confidential and private.

Please contact the Center for Counseling and Well-Being for more information, to make an appointment, to complete an anonymous screening or to find helpful resources for self-help. Services are free to UCO students.

HELPFUL NUMBERS
Admissions Office, 974-2727
Advisement Center, 974-2727
Bookstore, 974-2736
Student Engagement, 974-2363
Career Development Center, 974-3346
Center for eLearning and Connected Environments, 974-2420
College of Business, 974-2426
College of Education and Professional Studies, 974-5701
College of Fine Arts and Design, 974-3770
College of Liberal Arts, 974-5540
College of Mathematics and Science, 974-2461
Community Engagement, 974-3456
Counseling Center, 974-2215
Financial Aid Office, 974-2727
Fraternity and Sorority Life, 974-3456
Global Affairs, 974-2390
Graduate College, 974-3341
Housing and Dining Office, 974-2746
Office of Diversity and Inclusion, 974-3588
Office of Student Accountability and Conflict Resolution, 974-5380
One-Stop Shop, 974-2727
Police Services, 974-2345 non-emergency, 9-1-1 emergency
Student Advocacy, 974-5390
Testing Center, 974-2388
The BELL (Broncho Education and Learning Lab), 974-2487
Title IX, 974-5321
Transportation and Parking, 974-2780
Veteran Affairs Education Benefits, 974-2400
VetHERO (Veteran Support Services), 974-3627

WEATHER RELATED INFORMATION
Class cancellations are announced through the UCO website, Centralities, UCONNECT, local media, the UCO Facebook page, UCO Twitter, and the opt-in Central Alert weather notification text. Classes that are scheduled to begin when the campus is closed are canceled. Any activity (classes, meetings, events, etc.) that is going on at the time of university closure will terminate at that time. When daytime classes are canceled or a late starting time is announced, local media are called by 6:30 a.m. If evening classes are canceled, calls to the media are made beginning at 4:00 p.m., in time for the 5 o’clock news.

EMERGENCY EVACUATION AND DRILLS
The purpose of an Emergency Evacuation and Relocation Drill is to educate the participants in the fire safety features, shelter locations, exit routes available, and procedures to be followed in the event of a real emergency. All drills shall be treated as real
events. All students will be asked to sign an attendance sheet once you are at the designated relocation point. In the event of Severe Weather: Primary Shelter Locations are - Library Basement, Murdough Hall Basement, Thatcher Hall Basement, Transformative Learning Quadrangle (The Quad) Basement, NUC 1st floor north, Mitchell Hall Basement and Communications Basement. In the event you cannot reach a designated shelter area in a timely and safe manner, it is recommended that you "shelter in place" by moving to the lowest level and smallest room located in the center of the structure. An interior closet or bathroom is generally a good location. Use what you must to shield your hands and face from flying debris. Put as much space between you and exterior walls as possible and stay away from windows. Never take shelter in a hall that opens to the south or the west. Do not leave your shelter in place location until you are sure the danger has passed. A basement is considered the safest location in severe weather and locations on campus with accessible basements are limited.

MAPS OF EMERGENCY SHELTERS ON CAMPUS
Emergency Management Shelters

EMERGENCY SHELTER-IN-PLACE/LOCKDOWN PROCEDURES
Shelter in place instructions for faculty and staff
Shelter in place instructions for students and community

TRIP CANCELLATION INSURANCE-STUDY ABROAD
The University of Central Oklahoma strongly encourages participants in the study abroad program to obtain trip cancellation insurance to provide reimbursement of covered trip expenses in the event a trip is cancelled for any reason. The insurance carrier currently writing such insurance for UCO study abroad programs require full payment of the trip cancellation insurance premium within 20 days of receipt of a student’s payment of the first installment toward the study abroad program cost. It is the student’s sole responsibility to obtain trip cancellation insurance and payment of trip cancellation insurance is the sole responsibility of the participating student. UCO shall not be responsible or liable for payment of any insurance premium on behalf of any student and UCO shall not be liable for any refund of any study abroad program cost due to cancellation for any reason.

UCO COPYRIGHT POLICY
Copyright law information is provided to you per the TEACH Act through the following websites:
UCO Policy for use of Copyrighted Materials

HAVE A SUCCESSFUL SEMESTER!
The University of Central Oklahoma Student Information Sheet and Syllabus Attachment has been developed through a cooperative effort between the Faculty Handbook Editorial Board and the Office of Academic Affairs.