

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

University Academic Format

**2-007
ACADEMIC AFFAIRS
July 2009**

POLICY

- 1.01 Oklahoma State University Institute of Technology operates on a 15-week semester basis.
- 1.02 Class schedules are submitted by the chair of each division, or designee.
- 1.03 Faculty members shall provide students, at the first class meeting, with a course outline or syllabus showing course requirements and details of the grading system used in the determination of final grades. All syllabi must follow the required Oklahoma State University Institute of Technology format.
- 1.04 Classes will meet through the last scheduled day of each semester.
- 1.05 Grades must be electronically submitted to the Registrar's Office by the second workday following each semester's graduation.

PROCEDURES

- 2.01 Each division is responsible for submission of class schedules to the Registrar's Office by the posted deadline. Any schedule changes must be submitted to the Office of Academic Affairs for approval.
- 2.02 All degree programs, as well as any changes to programs of study, must be approved by the Office of Academic Affairs.
- 2.03 It is the responsibility of the academic division chair and faculty member to assure that all course syllabi and grading criteria are appropriately updated and disseminated.
- 2.04 Classes will meet the designated days as indicated in the official institutional calendar.

Approved: August 1996
Revised: June 2005
Revised: July 2009