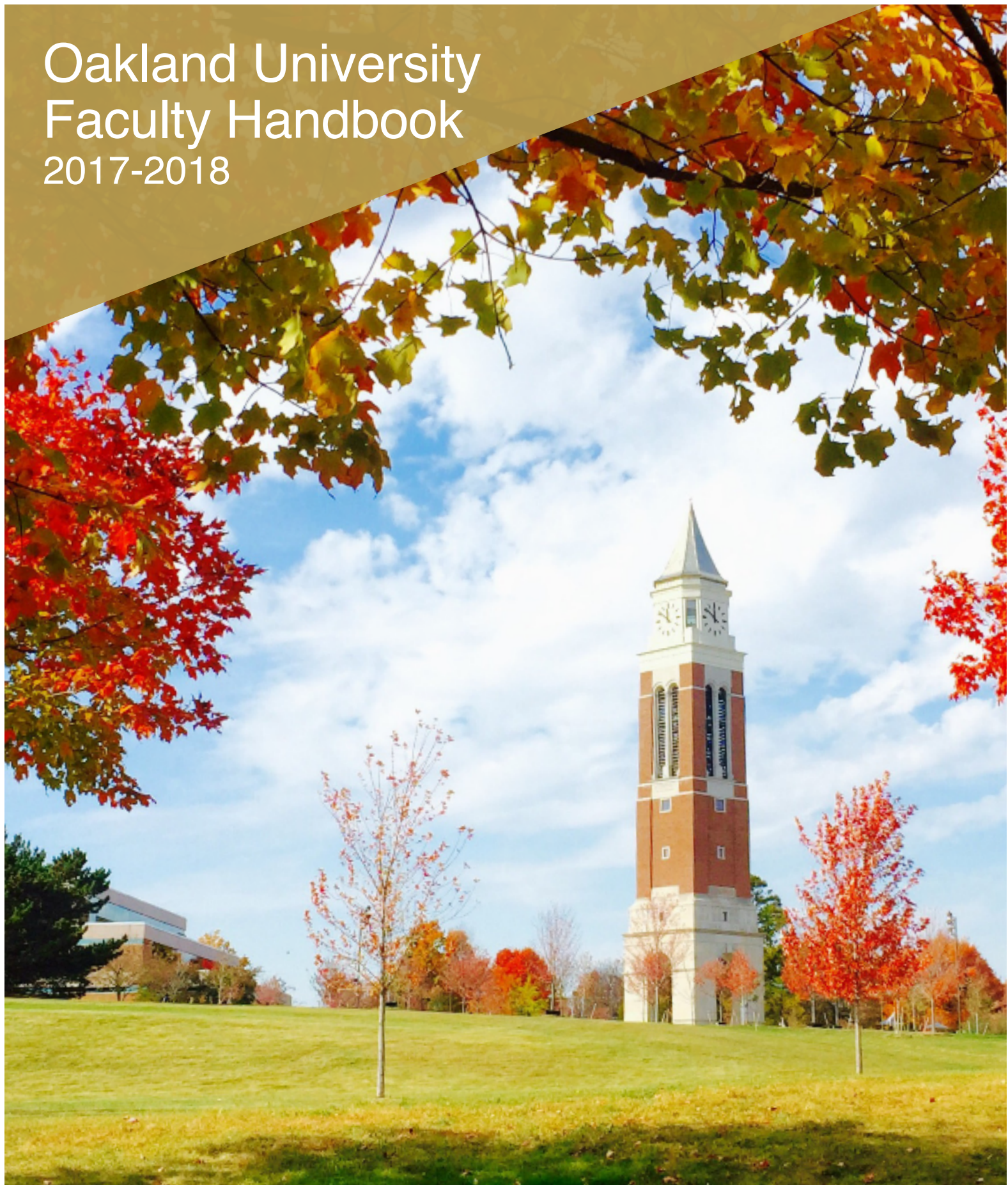


Oakland University Faculty Handbook 2017-2018



Important Information at a Glance
Created by the Center for Excellence in Teaching and Learning
oakland.edu/cetl

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MESSAGE FROM THE UNIVERSITY PRESIDENT

Welcome to Oakland University.

The community you have joined is deeply committed to facilitating the growth and success of each of our students. This is evident in the engaging and thought-provoking interactions our faculty members have with students, and also in the high quality of support services, service learning opportunities and campus life activities we offer. Nearly 60 years after the University welcomed its inaugural class, Oakland students continue to tout the individual attention they receive and the shared dedication to academic excellence they find here.

Equally important to this community is the advancement of knowledge and intellectual insight across the spectrum of academic disciplines. Through the discovery and dissemination of new knowledge, faculty and students alike are serving the best interests of individuals and organizations throughout the region. They are also helping to strengthen the foundations of a thriving society in both tangible and meaningful ways.

Oakland University is committed to providing a diverse and inclusive environment that contributes to the personal and professional development of all members of the community. You are here because you have demonstrated that you value these tenets of our mission and have found commendable success thus far in pursuing them.

On behalf of the faculty, staff and students, we extend our warmest welcome, and thank you in advance for all you will contribute to those we serve. I wish you continued success in your career and all the benefits of a vocation driven by noble purpose.

Best wishes,

A handwritten signature in black ink that reads "Ora Hirsch Pescovitz". The signature is written in a cursive, flowing style.

Ora Hirsch Pescovitz, M.D.

President

MESSAGE FROM THE SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

It is my pleasure to welcome the impressive group of new faculty members joining us this year.

The beginning of each new academic year gives us an opportunity to reflect on the educational mission that has been Oakland's legacy since we welcomed our first class more than 50 years ago. We are proud of the distinctive education Oakland delivers, marked by undergraduate and graduate programs educating our students to be knowledgeable and creative thinkers, adaptable and prepared to meet the critical needs of our region, state and nation. Oakland University offers special opportunities to connect with surrounding communities and industries that allow us to expand the impact of our academic environment far beyond the classroom walls.

I am equally proud of our faculty accomplishments that advance the frontiers of knowledge, while engaging our students in an inspiring teaching and learning environment. As a Carnegie doctoral research institution, Oakland University achieves national and international recognition through the efforts of our scholars, researchers, and teachers, who have made major professional contributions to the body of academic literature, culture, industry and society as a whole.

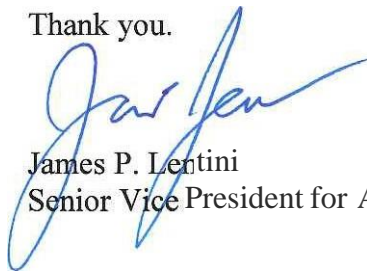
Oakland's vision has at its core a simple but profound principle: A community of faculty who are leaders in their fields, uniquely prepared to inspire and educate our students. We salute the dedication of our faculty to the teaching and learning process and to the pursuit of high quality research and scholarship. We applaud faculty contributions to expanding knowledge through research and inquiry, and through creative works and performances.

Our dedicated faculty members are a vital resource for OU's new first-year students, as they take their first steps in an educational journey that will change their lives. I am so proud of our faculty's efforts in engaging students at both the undergraduate and graduate levels to inspire them to embrace lifelong learning and ensure their success.

The faculty class of 2016-17 continues the tradition of excellence enriching OU's academic environment through diversity and expertise. Our new faculty members bring impressive credentials and enthusiasm to their classrooms, to their laboratories and to their scholarship.

Please join me in welcoming our new faculty to the Oakland University community.

Thank you.



James P. Lentini
Senior Vice President for Academic Affairs & Provost

Why This Handbook?

Welcome to Oakland University. OU's website provides all the information and links to help faculty and staff navigate their campus experience. In fact, all information in this handbook can be found on the website. We pride ourselves in promoting a state of the art website and reducing our carbon footprint by limiting the amount of paper we print. Yet, we also strive to listen to and meet the needs of our faculty who have expressed the desire for a hard copy of basic information and instructions that they can keep in one place and refer to on an ongoing basis. So here it is. We hope it helps you as you learn about teaching at Oakland. This handbook is also available online at oakland.edu/cetl/resources.

Please feel free to contact me at any time for more information or clarification. I look forward to working with each of you. Please visit the Center for Excellence in Teaching and Learning (CETL) at www.oakland.edu/cetl or come to our Center in the 200 Suites in Elliott Hall.

Respectfully,



Judith Ableser, Ph.D
Director, CETL
ableser@oakland.edu
248-370-2455

For more New Faculty resources,
including this handbook, visit
oakland.edu/cetl/newfaculty

The Center for Excellence in Teaching and Learning organized and designed the content included in this faculty handbook. While CETL strives for accuracy of information, OU's individual offices and departments are ultimately responsible for the accuracy of information they contribute to the handbook. Concerns about information offered or data reported should be directed to the appropriate office. If you need assistance contacting the appropriate office, please email us at cetl@oakland.edu or call (248) 370-2751.

Getting Started – New Faculty

We want you to be set-to-go prior to the beginning of the semester.

1. **Set up benefits with UHR.** University Human Resources sends all new employees a packet of information regarding Benefits information and orientation. Visit UHR's New Employee Responsibilities page to review available information.
2. **Ensure that all of your paperwork with Human Resources is complete.** If you have questions, visit [/uhr/newfaculty](#).
3. **Get your Grizzly ID number and your e-mail address from your hiring department.** To view the solution for the Get Connected Technology Guide visit [oakland.edu/connected](#). This will give you instructions on how to get your OU e-mail address.
4. **Sign up for professional photos.** OU offers faculty the opportunity to get professional headshots for photos used in orientation publications and OU websites. Visit [oakland.edu/amguidebook/misc-information/monthly-headshots/](#) to sign up, and select Kelli Titus as the account manager.
5. **Pick up your Oakland ID Faculty/Spirit Card** from the ID Card Office, which is located in 129 Oakland Center. In order to receive your ID card you must have the following: Photo ID (driver's license or passport), Grizzly ID number, proof of employment, letter of offer – or – pre-notification letter from Academic HR – or – from individual hiring department.
6. **Register your NET ID and ADMNET credentials.** This information will allow you to log into your OU accounts such as email, SAIL (the registration and employee management site), and access to classroom and university computers. Once you get a Grizzly ID number and your email address from your department, click here to register your NET ID. Once your NetID account is created, your ADMNET account will be automatically created. Please visit [netid.oakland.edu](#) to set and sync your accounts and passwords. Your department will inform you if you require Banner access. Banner access requires a form with supervisor and data steward approval. Forms are found here: [forms.oakland.edu](#)
7. **Obtain necessary room keys.** Make arrangements through your department to obtain keys (building, filing, desk, etc.). Then, pick up Z-4 Classroom key at 116 Varner Hall, which allows access to all general use classrooms. You must present your OU Oakland ID Faculty/Spirit card in order to receive your classroom key. Office Hours:
 - Monday-Thursday 7:30 a.m.-8 p.m.
 - Friday 7:30 a.m.-6 p.m.
 - Saturday 8 a.m.-5 p.m.

For questions, call 248-370-2461 or email csits@oakland.edu.

OAKLAND UNIVERSITY 2017-18 ACADEMIC CALENDAR

More detailed dates found at oakland.edu/important-dates

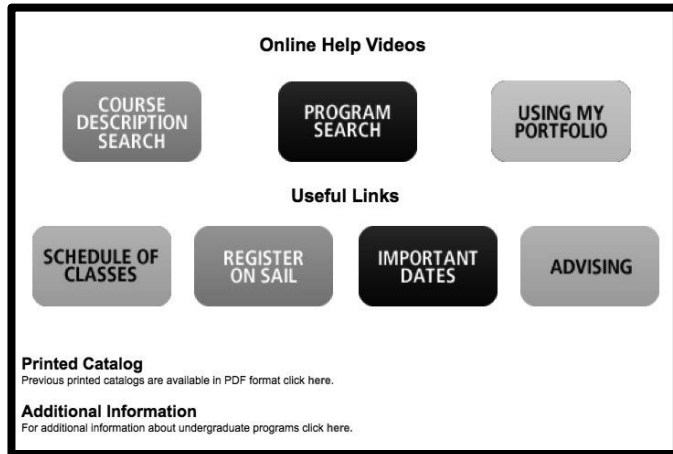
Fall 2017 (September 6-December 16)

Labor Day	Monday	September 4
Classes begin	7:30 a.m., Wednesday	September 6
Thanksgiving Recess begins	Wednesday	November 22
Classes resume	Monday	November 27
Classes end	Saturday	December 9
Study day	Sunday	December 10
Exams begin	Monday	December 11
Exams end	Saturday	December 16
Summer and Fall commencement	Saturday	December 16
Grade submission deadline	10:00 a.m., Tuesday	December 19

Winter 2018 (January 3-April 25)

Classes begin	7:30 a.m., Wednesday	January 3
Martin Luther King, Jr. Day	Monday	January 15
Classes resume	7:30 a.m., Tuesday	January 16
Winter recess begins	Saturday	February 17
Classes resume	7:30 a.m., Monday	February 26
Classes end	Tuesday	April 17
Study day	Wednesday	April 18
Exams begin	Thursday	April 19
Exams end	Wednesday	April 25
Spring Commencement	Thursday-Saturday	April 26-28
Grade submission deadline	10:00 a.m., Monday	April 30

Where is the Oakland University Course Catalog?



Online at oakland.edu/catalog

Oakland University online course catalog ensures faculty and students can easily access the most updated course information and reduces printing waste. The catalog's website offers many ways to browse the catalog.

Is Your Class Partially Online? Check the Catalog Course Description

Course details, including the schedule type, are displayed when a course section is created in Banner schedule. The three schedule types that relate to online learning are as follows. For more information on these class formats, visit <http://www2.oakland.edu/elis/onlinecoursepolicies.cfm>

Code	Name	Description
ON	Fully Online	All instruction is delivered online (Course is 100% online). <i>Effective Fall 2016 semester.</i>
N	Primarily Online	Up to 3 face-to-face meetings may be required. Remaining course meetings are delivered online. (Course is 75%-99% more online).
LW	Course Partially Online	Course is 10%-74% online.

Course Renumbering

Effective Fall 2017, all undergraduate and graduate courses at Oakland University will be renumbered from 3 digits to 4 digits. For example, WRT 160 is now WRT 1060. Most subject codes will remain the same, but the new four-digit course numbers may in some cases be similar to the previous three-digit course numbers and in other cases be different because academic departments have resequenced their course numbers.

The Course Renumbering Guide is a searchable PDF to see how the course numbers have changed.

The **Course Renumbering Guide** is available at oakland.edu/registrar/resources

Textbooks, Course Materials, and the OU Bookstore

Higher Education Opportunity Act (HEOA)

Rising textbook costs have become an increasing concern for students, forcing many to look for ways to alleviate costs by renting textbooks, buying less expensive digital texts, borrowing textbooks from the library, or skipping on the purchase of some textbooks. The 2008 federal Higher Education Opportunity Act (HEOA) provides at least a partial solution to this financial concern by requiring institutions of higher education to provide greater transparency of textbook pricing information. Specifically, this federal law requires an institution of higher education receiving federal financial assistance to post verified textbook pricing and other information for both required and recommended textbooks and supplies for each class.

OU Materials Submission Procedure

OU has adopted the following procedures to comply with HEOA's requirements and to supply students with the information they need to obtain course materials at the lowest cost possible. All instructors who are teaching courses shall register their required and recommended materials on the University Bookstore website by providing the Bookstore textbook (title, author, ISBN) and supply information that HEOA requires to be disclosed to students.

Instructors who use no required or recommended textbooks or supplies in a course must still notify the University Bookstore that no course materials are being used.

Required and recommended course materials information should be communicated to the University Bookstore through **www.facultyenlight.com**. In the case of cross-listed courses, course material information must be provided for each subject area and course number; cross-listing information may be entered into a "notes" field prior to submitting (in lieu of entering a separate submission for each section).

The University Bookstore website will retain the HEOA-required information submitted by instructors. A corresponding link to the University Bookstore website will appear on student's My Sail page. By following the link to the University Bookstore website, students interested in the course will gain access to the information.

Instructors following this procedure will enable students to find the best price for course materials among multiple vendors. In keeping with this objective, instructors should not tell students where they must purchase/rent their course materials

Timeliness of Submission

The HEOA-required information will be most useful to students if they have access to it early in their own course-selection effort. For example, the Bookstore has access to more used textbooks the earlier that instructors submit their textbook information. For that reason, the University has established due dates for instructors to submit course material information to the Bookstore:

Fall Semester: on or before May 1st

Winter Semester: on or before October 30th

Summer Semester: on or before February 15th

Contact Info:

Barnes & Noble at Oakland University

Oakland Center Room #91

248-370-2404

textbook@oakland.edu

PRICE MATCH

DETAILS

We Price Match:

- Amazon, bn.com & local competitors
- The exact textbook – same edition, format & rental term, with all accompanying materials
- One copy, per title, per customer
- In stock titles on competitor's website or in their store
- New, used & used rentals

We Can't Match:

- Digital textbooks & access codes
- Special orders
- New rentals
- Peer-to-peer pricing
- Online marketplaces*

Other ways to help students save...

- Choose a book that is available to rent
 - When adopting your book(s) through www.facultyenlight.com, you can see if it is available to rent which can save students up to 80%!
- Consider Unbundling
 - If you are adopting a textbook with an access code but you aren't requiring students to use the access code in class, adopt the textbook and access code separately. The Bookstore can list the access code as "recommended" and, in many cases, the textbook alone would be eligible to rent
- Consider Custom
 - If you are only using portions of a textbook or multiple chapters from different textbooks, reach out to the Bookstore staff. We can work with you to create a custom option that will save students money
- Choose a Book that has a digital option available
 - When adopting your book(s) through www.facultyenlight.com, you can see if it is available digitally which can save students up to 60%!

Faculty Guide to OU Class Policies

Policy Issues to Understand/Appreciate:


- **I (incomplete) grades**

- If one of your current students faces “severe hardship . . . that prevents completion of course requirements” you may agree to give them an ‘I’ grade. Details concerning this process and your responsibilities are summarized in the undergraduate catalog. Contact e-Learning & Instructional Support for information concerning I grades and Moodle access if necessary.
- It is not appropriate to think of the ‘I’ grade as permission to sit through the course again.
- Withdrawing from or not completing a course in the semester taken can have serious implications for financial aid. Giving a student an “unrequested I” grade may not be in the student’s best interest.

- **Enrollment issues**

- If you are teaching a variable credit section, please advise students that they must be registered for the proper number of credits before the last day to add a class. The Registrar cannot make these changes for them after this date.
- If you have a student sitting in on your class, they must register before the last day to add a class. Advising offices do not support requests for “back credit.”

Final Week Testing and Final Exams



University Senate legislation prohibits scheduling any test during the last week of classes in any fall or winter semester or the last three days of spring or summer sessions. Take-home finals should not be due on or prior to the last day of classes. The Registrar provides more information concerning final exams and grading at <http://www.oakland.edu/registrar/resources>.

OU Excused Absence Policy

The University Senate approved a policy for university to grant excused absences for those engaged in activities where they participate as an athlete, manager or student trainer in NCAA intercollegiate competitions, or as a representative of Oakland University at academic events and artistic performances as approved by the Provost or designee. Student and faculty responsibilities regarding this policy can be found in the “OU Excused Absence Policy” section at www.oakland.edu/provost/policies-and-procedures.

FERPA Guide for Faculty

FERPA stands for the Family Educational Rights & Privacy Act of 1974. This act has several provisions that protect a student's information:

- Allowing students to inspect their own education records
- Prohibiting the disclosure of personally identifiable information without written permission from the student
- Prohibiting the inspection of student records without written permission from the student

Education records are directly related to a student and maintained by an educational agency or institution or a third party acting on their behalf. They do not include your private notes that are not accessible by others and not stored in the student records. Only faculty, administrators and staff can have access to these records on a need-to-know basis.

To ensure you are in compliance with FERPA guidelines, please follow these guidelines:

- Do not have discussions regarding student progress with anyone other than the student without the student's consent (including parents or guardians).
- Obtain written authorization from students when using educational information in letters of recommendation. This includes GPA, class standing, or class grade.
- Lock file cabinets and offices where student records are kept.
- Refrain from posting student grades by name, Grizzly ID number or any other personally identifiable number. Instead, instructors may create unique identifiers; however, the posting order must not be alphabetic.
- Do not leave graded papers unattended with student names or Grizzly ID numbers on classroom desks or tables in open view or for students to collect themselves. Students will be able to see each other's grades.
- Discard any records that contain personally identifiable student education information.
- Do not circulate class lists that include student name, Grizzly ID number or grades as an attendance roster.

Learning Technology

As faculty use technology to facilitate learning and foster peer collaboration, consider whether your use of technology follows FERPA compliance. The only classroom management system that the University endorses is Moodle. If you plan on using other technologies outside of Moodle that could reveal student's private information, such as email addresses, have a FERPA discussion with the class and ask whether or not any student has opted out of directory information (formally through the process in the Registrar's Office). If a student indicates that they have opted out, determine a way that the student can participate in the activity.

For more information, review the **FERPA for Faculty** guide at oakland.edu/deanofstudents

Grading System

1. The basic undergraduate grading system at Oakland University is a 32-point system of numerical grades, with passing grades ranging from 1.0 through 4.0, by tenths, and a no credit grade of 0.0. Non-numerical grades are W, I, P, S, U, R and Z. All courses are graded numerically unless otherwise noted.
2. The first two weeks of a full semester (one week in summer I and II and variable for other parts of term) are a no-record period for dropping and adding courses. (“No-record” means that there will be no transcript notation showing enrollment in the course.) See **Important Dates at oakland.edu/important-dates**.
3. The meanings of non-numeric grades are as follows:
 - a. **W (Withdrawn) grade** is assigned by the Registrar if a student withdraws officially from a course between the end of the no-record period and the ninth week of 14-week courses (the fifth week of seven-week courses, and variable for other parts of term).
 - b. **The I (Incomplete) grade** is temporary and may be given only by student request and instructor consent and only after the cut-off date for use of the W grade. It is used in the case of severe hardship beyond the control of a student that prevents completion of course requirements. See the Teaching Tips (p. 8) for more details.
 - c. **The P (Progress) grade** is temporary and may be given only in a course that, by design, cannot be completed in one semester or session. Prior approval must be obtained from the dean of the appropriate school or college to assign P grades in a particular course. The P grade is only given for course work that is satisfactory in every respect. P grades must be removed within two calendar years from the date of assignment. If this is not done, the P will be changed to a 0.0.
 - d. **The S (Satisfactory) grade** implies a grade of 2.0 or better in certain selected courses in which S/U grading is used exclusively; such courses must be approved by the appropriate committee on instruction. Under circumstances presented below, students may elect as an option to take a numerically graded course on an S/U basis.
 - e. **The U (Unsatisfactory) grade** is given in selected courses approved for S/U grading and implies a non-passing grade of less than 2.0. It also denotes unsatisfactory work in a numerically graded course elected by a student on an S/U basis.
 - f. **R** is a temporary grade assigned by the registrar in the absence of a grade from the instructor.
 - g. **Z** is assigned upon registration for an audited course. The student’s declaration of intention to audit and instructor permission are both required, and it is understood that no credit for the course is intended to be earned that term.
4. If none of the above apply, the course is considered to have been successfully completed when the instructor assigns a numerical grade from 1.0 to 4.0. The University Senate has approved publication of the following conversion for external purposes:

3.6-4.0 — A	3.0-3.5 — B	2.0-2.9 — C	1.0-1.9 — D	0.0 — no credit
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5. All grades appear on student transcripts. However, only numerical grades are used to determine the grade point average, which is truncated at two decimal places.
6. Check with your department regarding specific grading guidelines.

S/U grading option

Undergraduates who have completed at least 28 credit hours toward graduation may elect to take up to 8 credits of course work at Oakland University on an S/U grading basis, assuming that all prerequisites have been completed and subject to the following conditions:

- a. These credits may be counted only as elective credits. They may not be used to satisfy general education requirements (including college or school distribution requirements), the student's major or minor course requirements or prerequisites, or any courses designated "No S/U".
- b. Any courses that are designated S/U in the catalog will not count toward the limit of 8 S/U grading option credits per student. Courses where the S/U grading system is used to grade all students in the course can be used to satisfy any applicable academic requirement.
- c. The student must elect the S/U option by the end of the late registration period by filing the appropriate form with the Registration Office (100 O'Dowd Hall). Instructors will not be informed on their enrollment lists as to who are the S/U students, if any. They will simply assign numeric grades (0.0 to 4.0) to all enrolled students. For students who have elected the S/U option, the Registrar's Office will then convert numeric grades from 2.0 to 4.0 to an S and numeric grades from 0.0 to 1.9 to a U. An S or a U will appear on the student's official grade report and transcript.
- d. Neither the S nor the U grade will be included in the student's grade point average.
- e. If a course is repeated, it must be repeated on the same grading basis as the first attempt.
- f. Some sections are only taught S/U and faculty must assign the S or U grade at the time of grading.

FACULTY FEEDBACK SYSTEM

Faculty Feedback is a student persistence initiative meant to help students understand their class performance and determine how to succeed in their courses. It is located in SAIL as one of the options for faculty to use and is a process designed to assist students early in the semester, connecting them with campus resources while there is ample time to resolve issues and overcome challenges. Here are the top five items all faculty need to know about this initiative:

1. Faculty Feedback replaces Mid Semester Evaluation system and prior Early Alerts.
2. It is required for all "00", "100" and "200" level courses.
3. It is a simple "email template" that has been created for students who are struggling during the first 6 weeks of class.
4. The email includes what this issue is (attendance, behavior, grades) and provides some recommended strategies to address the issues.
5. It is best utilized within the first 6 weeks.

For more information about Faculty Feedback go to oakland.edu/studentssuccess.

Managed by

Office of Student Success and Experiential Learning Center

157 North Foundation Hall | (248) 370-4480 | oakland.edu/studentssuccess

Academic Conduct Policy

All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. Following are some examples of academic dishonesty:

1. **Cheating on examinations.** This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, theft of exam copies, or other forms of misconduct on exams.
2. **Plagiarizing the work of others.** Plagiarism is using someone else's work or ideas without giving that person credit; students who do this are, in effect, claiming credit for someone else's thinking. Whether students have read or heard the information used, they must document the source of information. When dealing with written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which digest the source of information and produce it in the student's own words). Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one's own work is plagiarism.
3. **Cheating on lab reports** by falsifying data or submitting data not based on the student's own work.
4. **Falsifying records** or providing misinformation regarding one's credentials.
5. **Unauthorized collaboration** on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own.

Unless they specifically indicate otherwise, instructors expect individual, unaided work on homework assignments, exams, lab reports and computer exercises, and documentation of sources when used. If instructors assign a special project other than or in addition to exams, such as a research paper, or original essay or a book review, they intend that work to be completed for that course only. Students must not submit work completed for a course taken in the past or for a concurrent course unless they have explicit permission to do so from both faculty members.

Instructors are expected to maintain the following standards in the context of academic conduct:

1. To inform and instruct students about the procedures and standards of research and documentation required to complete work in a particular course or in the context of a particular discipline;
2. To take practical steps to prevent and detect cheating;
3. To report suspected academic misconduct to the Assistant Dean of Students (144 Oakland Center) for consideration by the Academic Conduct Committee of the University Senate;
4. To present evidence of plagiarism, cheating on exams or lab reports, falsification of records or other forms of academic conduct before the Academic Conduct Committee.

Students are expected to maintain the following standards in the context of academic conduct:

1. To be aware of and practice the standards of honest scholarship;
2. To follow faculty instructions regarding exams and assignments to avoid inadvertent misrepresentation of work;
3. To be certain that special rules regarding documentation of term papers, examination procedures, use of computer-based information and programs, etc., are clearly understood;
4. To avoid the appearance of cheating.

If students believe that practices by the instructor are conducive to cheating, they may convey this message to the instructor, to the chairperson of the department, or to any member of the student/faculty Academic Conduct Committee (either directly or through the Office of the Dean of Students).

All allegations of Academic Misconduct should be submitted to the Dean of Students office in a timely manner. This is especially important at the end of the semester. At the end of the semester, allegations need to be turned in to the Dean of Students office within 48 hours of when grades are due for the course. Finally, when submitting an allegation at the end of the semester, a grade of "I" should be recorded for the student until a final determination of responsibility has been made.

If academic misconduct is determined by the Academic Conduct Committee, the committee assesses penalties ranging from disciplinary reprimand to probation, suspension or expulsion (dismissal) from the university. Additionally, withdraw grades may be changed to the appropriate numerical grade. All confidential conduct records are maintained in the Office of the Dean of the Students.

Behavior Concerns

ACADEMIC BEHAVIOR CONCERNS

Setting Classroom Expectations Your students will not always have the same expectations as you when it comes to what is acceptable and what is not acceptable classroom behavior. Therefore, it is always a good idea to make sure your syllabus includes specific language about what is and what is not acceptable classroom behavior. It is also a good idea to go over this section during the first class meeting.

Each academic unit has developed its own internal procedure for resolving complaints about classroom situations and will provide a copy upon request. Generally, a student must **first contact the instructor**. If the problem is not resolved between the instructor and the student, the student **then contacts the department chair**. The department chair may then hear the facts of the case or refer it to an internal unit committee. If the problem is not resolved at this step, the student may **then contact the dean of the college or school** to continue the problem resolution process. In the case of graduate students, the school or college dean shall consult with the Dean of Graduate Study. For cases involving grade disputes and classroom procedures but not involving discrimination, harassment or illegal behavior, the process stops at the dean level.

An instructor's responsibilities include, but are not limited to, the following:

1. The instructor should hold classes and examinations when and where officially scheduled.
2. Each instructor should be available in his or her office for student consultation for a reasonable number of hours each week and make these hours known.
3. The instructor should make known at the beginning of each course the objectives and nature of the course, dates of important events (e.g., tests, major assignments), and policies on grading, class attendance, tests, papers and class participation.
4. The instructor should ensure that the content of the course he/she teaches is consistent with the course description in the university catalog.
5. The instructor should adhere to university policies concerning students' rights.
6. The instructor should attend the meetings as required by the procedures of the unit concerning student grievances.

A student's responsibilities include, but are not restricted to, the following:

1. The student must know and adhere to the instructor's policies concerning attendance, tests, papers and class participation.
2. The student must direct academic complaints about a class through the channels explained above.
3. Upon the request of his or her instructor, the student should consult with the instructor at a mutually convenient time.
4. The student should attend the meetings as required by the unit grievance procedures.

In the above process, a student may discuss the problem with the instructor. However, it is beneficial for the student to write out the concerns and state the suggested resolution to the problem. The complaint should be supported with facts. If the problem is not resolved at the instructor level and advances to the department chair, students must document their concerns to assist the chair or the unit committee to understand the problem.

NON-ACADEMIC BEHAVIOR CONCERNS

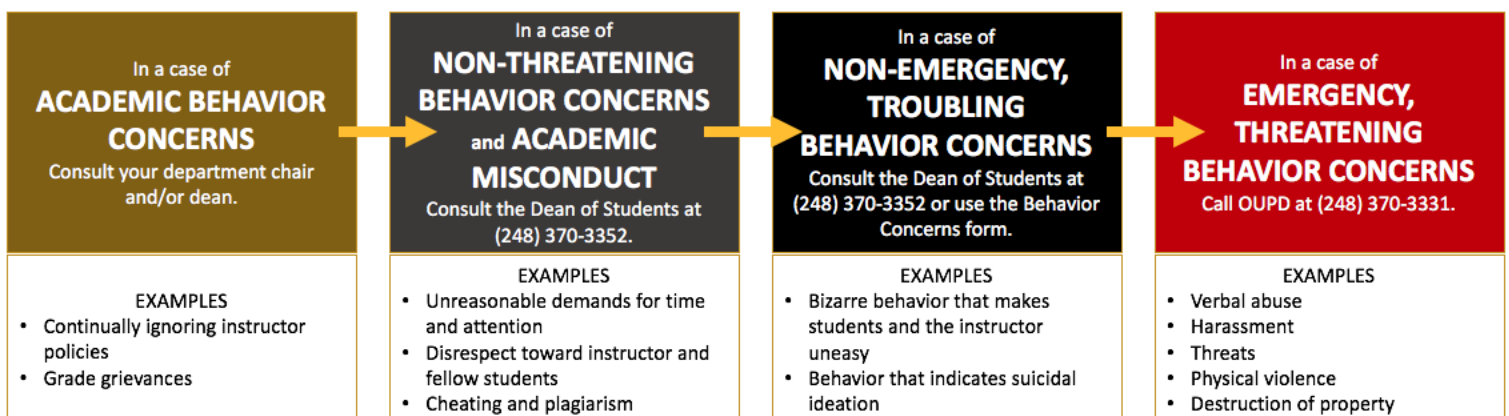
Disruptive behaviors are frequent interferences with the classroom environment, disrespectful, intimidating or harassing behavior, excessive and unreasonable demands. Frequent disruptive behaviors should be reported to Office of the Dean of Students at (248) 370-3352. When extreme issues arise that pose a physical threat, call the OU Police Department immediately at (248) 370-3331.

DISRUPTIVE ISSUES	EXTREME ISSUES
<ul style="list-style-type: none"> • Unreasonable demands for time and attention both in and outside of the classroom • Monopolizing classroom discussion • Use of cellular phones • Talking when the instructor is speaking • Lack of attention (sleeping or reading newspaper during class) • Arriving late or leaving early • Coming to class unprepared to participate • Use of profanity or disparaging language 	<ul style="list-style-type: none"> • Intoxication • Verbal abuse • Threats • Physical violence • Harassment

There are some simple methods to reduce the occurrence of this kind of behavior:

- Attempt to speak with the student in private – address the behavior and never the student
- Outline and discuss what is acceptable behavior and what is not
- Limit the topic of discussion to matters that are relevant to the class

Whom to Call with Different Behavior Concerns



When in doubt, call the OUPD at (248) 370-3331

It isn't always clear whether a behavior is deemed an emergency. When unsure of whom to contact or the level of threat a behavior falls, the OUPD welcomes calls in order to best consult and direct your concerns.

Report and Support: Behavior Concerns Form

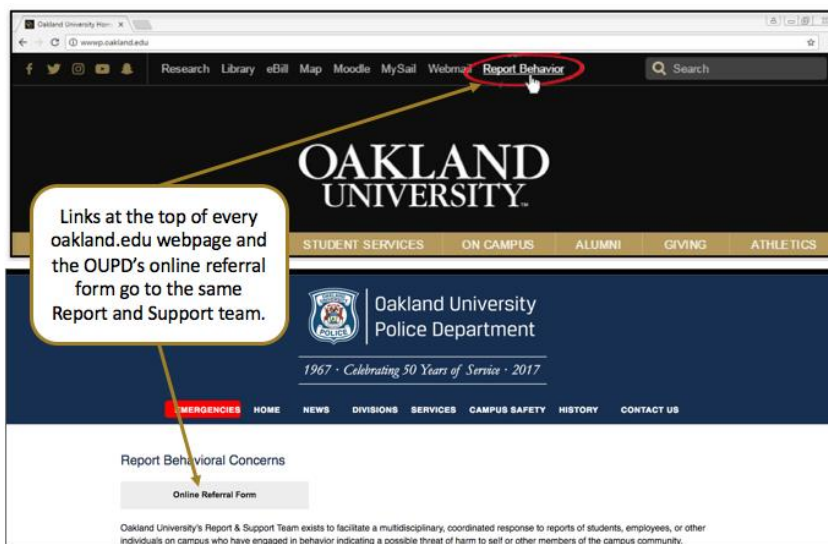
Oakland University Police Department (248) 370-3331 | Dean of Students (248) 370-3352

When encountering troubling behavior of any nature, the OU Community is encouraged to contact the Oakland University Police Department (OUPD) directly or consult with the Dean of Students. A Behavior Concerns form is also available on the Report Behavior link at the top of all OU webpages whenever one encounters troubling, but non-threatening or non-emergency behavior from fellow students, faculty and staff. The Report & Support Team review these forms to determine appropriate action. Oakland University's Report & Support Team exists to facilitate a multidisciplinary, coordinated response to reports of students, employees, or other individuals on campus who have engaged in behavior indicating a possible threat of harm to self or other members of the campus community. Oakland University's Report & Support Team exists to facilitate a multidisciplinary, coordinated response to reports of students, employees, or other individuals on campus who have engaged in behavior indicating a possible threat of harm to self or other members of the campus community.

The goals of Report & Support include:

- Support a safe, productive working and learning environment
- Educate the campus community to identify and report potential threats
- Provide early, prompt, and effective intervention

The Report & Support Team meets to assess the likelihood of risk and identify actions that can be taken to potentially mitigate the risk. The team also works to help faculty, staff, and administrators effectively interact with such individuals, establish clear behavioral expectations, and describe the potential consequences for failure to meet those expectations within the context of established University policies. The Report & Support Team is comprised of representatives from the following offices: OU Police, Dean of Students, SEHS Counseling Center, OU Counseling Center and Student Affairs.



Contacting the Team

The Report & Support Team becomes involved when any member of the OU community submits a referral via online form.

oakland.edu/deanofstudents/behaviorconcern or oupolice.com/safety/reportandsupport/

SYLLABUS CHECKLIST

Your syllabus is your contract with your students. It should be given and reviewed during the first class. It should clearly state all student expectations (learning and behavioral) and responsibilities for the semester. Changes should not be made once the semester starts (except in special circumstances).

1. First Page Contact Information
 - University
 - College or School
 - Department
 - Course Number- *NOTE: include both the new 4 digit & old 3 digit*
 - Title of Course
 - Semester/Year
 - Number of Credits
 - Name of Professor
 - Contact Number
 - Email Contact
 - Office
 - Office Hours
 - Day/Time of On-Campus Sessions
 - Class Location
2. Course Description – directly from catalog
3. Prerequisites – if any (or co-requisites)
4. Learning Outcomes (L.O.) – observable, measurable outcomes that will be directly assessed.
 - If a General Ed. Course – include L.O. and Cross-Cutting Capacities
5. Required Text
6. Course Format
7. Overview of Assignments – titles, % of course, due dates
8. Grading
9. Grading Scale- *NOTE: OU will be using a new grading scale as of Fall 2018*
10. Class Policies/Student Expectations
 - Academic conduct
 - Add/Drop
 - Disability Support Services/Accommodations
 - Excused Absence Policy
 - Moodle policies (if blended or online)
 - Emergency Procedures
 - Additional policies that you want your students to adhere to
11. Course Outline – dates, topics, readings, assignments due
12. Detailed descriptions of assignments with rubrics/marketing schemes (included in syllabus or separate).

Prepared by: Judith Ableser Ph.D, Director
Center for Excellence in Teaching and Learning
Oakland University
Rochester, MI
ableser@oakland.edu

SAMPLE SYLLABUS TEMPLATE

OAKLAND UNIVERSITY
SCHOOL or COLLEGE
DEPARTMENT

COURSE #: *4 digit- as of fall 2017, original 3 digit*

DAY/TIME:

YEAR:

PROFESSOR:

CLASS LOCATION:

OFFICE PHONE NUMBER:

EMAIL:

OFFICE:

OFFICE HOURS:

CREDITS:

Visit
oakland.edu/cetl/resources
and click the Handbooks tab for
electronic versions of syllabus
guidelines, template, and other
syllabus resources.

COURSE DESCRIPTION: *(copy directly what is in the OU Catalog)*

LEARNING OUTCOMES:

(All objectives/outcomes should be listed in observable, behavioral terms and should directly relate to and assessed by the course assignments/assessments. (These learning outcomes are what should be assessed in the course.)

Example: Students will be able to:

- 1. Describe and outline.....*
- 2. Demonstrate how....applies to...*
- 3. List....*
- 4. Apply the theory of....to...*

(Depending on course/department- may also need to include General Education Outcomes or State Standards)

REQUIRED TEXT:

(List required and/or recommended texts. May also include additional readings and websites. Please note, textbooks are very expensive and can create problems for some students.)

COURSE FORMAT: *(traditional, hybrid, online, lecture, discussion, seminar, etc.)*

ASSIGNMENTS: *(briefly list assignments here by outlining the following for each assignment.)*

Topic:

Due Date:

Points:

GRADING SCALE: *(Explanation of grading. The following is only an example)*

A – 3.6-4.0 – *comprehensive- thorough coverage of all objectives, required content, critical and higher level thinking ,original and creative, sound use of English skills in both written and oral work*

B – 3.0-3.5 – *competent- mastery of basic content and concept, adequate use of English-*

C – 2.0-2.9 – *slightly below average work, has met minimum basic requirements but with difficulty*

D – 1.0-1.9 – has not met requirements of assignment/course, has significant difficulties in many areas

F – NO CREDIT – 0.0 – has not completed requirements and has not officially withdrawn from course before drop date

GRADING: Break down of grades and points. Please check with your department to ensure that you are following the appropriate grading criteria. (Note: OU has a 32-point grading system. Most commonly, Satisfactory Undergraduate grades are 2.0 and above and Satisfactory Graduate grades are 3.0 and above. Also, OU will be revising the grading system in the future.)

CLASS POLICIES:

(It is important you clarify your behavioral expectations in writing and have a consequence/plan listed. It is up to you to set the tone in your classroom. Set a respectful, supportive yet firm tone.)

NOTE: You should include the following items (and you may wish to cut/paste the following language into your syllabus):

1. **Academic conduct policy:** All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. Following are some examples of academic dishonesty:
 - a. **Cheating on examinations.** This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, theft of exam copies, or other forms of misconduct on exams.
 - b. **Plagiarizing the work of others.** Plagiarism is using someone else's work or ideas without giving that person credit; by doing this, students are, in effect, claiming credit for someone else's thinking. Whether students have read or heard the information used, they must document the source of information. When dealing with written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which digest the source of information and produce it in the student's own words). Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one's own work is plagiarism.
 - c. **Cheating on lab reports** by falsifying data or submitting data not based on the student's own work.
 - d. **Falsifying records** or providing misinformation regarding one's credentials.
 - e. **Unauthorized collaboration** on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own.
2. **Add/Drops:** The university policy will be explicitly followed. It is the student's responsibility to be aware of deadline dates for dropping courses.
3. **Special Considerations:** Students with disabilities who may require special accommodations should make an appointment with campus Disability Support Services, 106 North Foundation Hall, phone 248 370-3266. Students should also bring their needs to the attention of the instructor as soon as possible by providing the "Letter of Accommodations" created by DSS. For academic help, such as study and reading skills, contact the Academic Skills/Tutoring Center, 103 North Foundation Hall, phone 248 370-4215.
4. **Excused Absence Policy:** This policy for university excused absences applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee. Students shall inform their instructors of dates they will miss class due to an excused absence prior to the date of that anticipated absence. For activities such as athletic competitions who schedules are known prior to the start of a term, students must provide their instructors during the first week of each term a written schedule showing days they expect to miss classes. For other university-excused absences, students must provide each instructor at the earliest possible time the dates that they will miss.

Make-up work

- It is the responsibility of the student to request from the instructor an opportunity to complete missed assignments, activities, labs, examinations or other course requirements in a timely manner.
 - Students are responsible for all material covered in classes that they miss, even when their absences are excused, as defined above.
 - Missed classroom activities will be rescheduled at the discretion of the instructor.
5. **Religious Observance Policy:** to be developed.
6. **Emergency Preparedness:** In the event of an emergency arising on campus, the instructor will notify you of actions that may be required to ensure your safety. It is the responsibility of each student to understand the evacuation and “lockdown” guidelines to follow when an emergency is declared. These simple steps are a good place to start:
- OU uses an emergency notification system through text, email, and landline. These notifications include campus closures, evacuation, lockdowns and other emergencies. **Register for these notifications at oupolice.com/em/alerts.**
 - Based on the class cellphone policy, ensure that one cellphone is on in order to receive and share emergency notifications with the instructor in class.
 - If an emergency arises on campus, call the OUPD at **248-370-3331**. Save this number in your phone, and put it in an easy-to-find spot in your contacts.
 - Review protocol for evacuation, lockdown, and other emergencies via the classroom’s red books (hanging on the wall) and oupolice.com/em.
 - Review with the instructor and class what to do in an emergency (evacuation, lockdown, snow emergency).
7. **Faculty Feedback:** As a student in this class, you may receive “Faculty Feedback” in your OU e-mail if your professor identifies area of concern that may impede your success in the class. Faculty Feedback typically occurs during weeks 2-5 of the Fall and Winter terms, but may also be given later in the semester and more than once a semester. A “Faculty Feedback” e-mail will specify the area(s) of concern and recommend action(s) you should take. Please remember to check your OU email account regularly as that is where it will appear.

Additional items to be included at your discretion

- | | |
|--|--|
| 8. <i>Attendance policy</i> | 13. <i>Emergency protocol</i> |
| 9. <i>Due dates and late submissions</i> | 14. <i>Cell phone policy</i> |
| 10. <i>Missing of tests or assignments</i> | 15. <i>When and how you can be contacted, and when they can expect to hear back from you</i> |
| 11. <i>Online expectations (Moodle)</i> | 16. <i>Other</i> |
| 12. <i>Dress code</i> | |

TENTATIVE COURSE OUTLINE

(suggested that this is on a separate sheet so students can keep it handy)

Date	Topic(s)	Readings/Assignments Due
-------------	-----------------	---------------------------------

FULL DESCRIPTION OF EACH ASSIGNMENT with MARKING SCHEME/RUBRICS

(may include details of all assignments)

General Education Sample Syllabus

The General Education Committee considers the following syllabus format as the minimum component requirements for all syllabi submitted to the committee for the purposes of triennial review, or for approval as a new course to meet the revised General Education Requirements. Incomplete syllabi will not be reviewed. Anything bolded is required. However, the sequence of presenting the required information within the syllabus is at the discretion of the department or program. All wording contained below in brackets [] or () is either explanatory, or suggested wording, not necessarily for direct dissemination to students.

University School/College Department/Program
Rubric, Course Number and Title, Number of Credits, Semester/Year of Syllabus

Instructor:

Office:

Class Time:

E-mail:

Office Phone:

Office Hours:

Course (Catalog) Description:

This class satisfies the General Education requirements in the - *insert the appropriate General Education category, or categories – from Foundations, Knowledge, Integration, Diversity, or Writing areas.*

Course Prerequisites/Corequisites (if any):

Quote all pertinent General Education Learning Outcomes:

- 1.
- 2.

Add specific course objectives

[The objectives must clearly indicate how the specific General Education Learning Outcomes are satisfied].

Cross-Cutting Capacities:

- 1.
2.

[At least one Cross-Cutting Capacity is required; additional Capacities are encouraged. State clearly which Cross-Cutting Capacities (critical thinking, social awareness, effective communication and information literacy) are addressed (as applicable to this course).]

Course Objectives (other):

- 1.
- 2.
3.

For more general syllabus construction guidelines,
see previous pages on
SAMPLE SYLLABUS TEMPLATE
or visit oakland.edu/cetl/resources and click the
Handbooks tab for electronic versions of syllabus
guidelines, template, and other syllabus resources.

GENERAL EDUCATION

Philosophy The major goals of Oakland University's General Education program are to introduce students to a broad base of knowledge and to develop their analytical and evaluative skills, creating a solid foundation for productive and fulfilling lives of leadership, innovation and service. A well-educated person is not a narrow specialist, and the breadth of knowledge acquired through general education cannot be found in any single major. Through its three-part structure of Foundations, Explorations, and Integration, the General Education program complements the major to increase the student's flexibility and options upon graduation.

- The **FOUNDATION** areas that all students must master are *Writing Foundations and Formal Reasoning*. These courses develop skills and understanding that are invaluable for all of the student's subsequent education.
- The **EXPLORATION** areas that students must take include: *Arts, Foreign Language and Culture, Literature, Global Perspectives, Natural Science and Technology, Social Science and Western Civilization*. In addition to fundamental abilities, a well-educated person should also have a critical appreciation of the ways we gain knowledge and an understanding of the universe, of society, and of humankind that these courses develop.
- The **INTEGRATION** areas that students must master include: *Knowledge Applications and the Capstone*. For the well-educated person, the knowledge and capacities of the various disciplines and majors do not exist in isolation but form an integrated whole. The Integration Areas allow students to synthesize their knowledge, to see connections among the various disciplines and to apply their knowledge to real world problems. This integrated knowledge forms the basis for students to continue to learn and grow throughout their lives and prepares them for productive lives of service and leadership.

Oakland University's General Education program also helps students develop more advanced writing skills, a breadth in understanding diversity issues in the United States, and a continuous education in the range of intellectual capacities that cut across all areas and disciplines.

- Through two **WRITING INTENSIVE** courses, students gain a depth in both general and discipline-specific writing abilities. *Writing Intensive in General Education* and *Writing Intensive in the Major* may be found in courses that also satisfy the Explorations and Integration areas.
- Oakland University is also committed to ensuring that students develop an understanding of the history, strengths and the challenges of the diversity found across the United States. Through **U.S. DIVERSITY** courses students develop an understanding of the history, strengths, and the challenges of the diversity found across the United States. U.S. Diversity courses may also satisfy other areas within the General Education structure.

Cross-cutting Capacities General education courses are designed to enhance students' abilities in critical thinking, information literacy, effective communication and social awareness.

Requirements Each candidate for an Oakland University baccalaureate is required to satisfactorily complete approved courses in each of the following areas: Foundations, Explorations, and Integration. To fulfill the Foundations requirement, students must satisfactorily complete at least one approved course in both Writing Foundations (F.1) and Formal Reasoning (F.2). To fulfill the Explorations requirements students must satisfactorily complete at least one approved course in each of the following seven subject areas: Arts (E.1), Foreign Language and Culture (E.2), Global Perspectives (E.3), Literature (E.4), Natural Science & Technology (E.5), Social Science (E.6), and Western Civilization (E.7). To fulfill the Integration requirement students must satisfactorily complete at least one approved course in both Knowledge Application (I.1) and Capstone (I.2). Students should make sure that three of these courses also fulfill their Writing Intensive in General Education (WI.1), Writing Intensive in the Major (WI.2), and U.S. Diversity requirements.

All students must complete 40 credits of general education, including at least one course (of three or more credits) from the list of approved courses offered in each of the following 10 areas: Writing Foundations and Formal Reasoning (F.1 – F.2), Arts, Foreign Language and Culture, Global Perspectives, Literature, Natural Science and Technology, Social Science, Western Civilization (E.1 – E.7), and Knowledge Applications (I.1). Note that courses in these knowledge areas may not double count with each other.

Please refer to the **General Education Requirements** tab at catalog.oakland.edu for a complete list of all courses that have been approved as General Education Requirements.

GENERAL EDUCATION LEARNING OUTCOMES

FOUNDATIONS

F.1. Writing Foundations

The Writing Foundations area prepares students to demonstrate:

- *knowledge of the elements, writing processes and organizing strategies for creating analytical and expository prose*
- *effective rhetorical strategies appropriate to the topic, audience, context and purpose*

[For alternative ways of meeting this requirement, see the Writing Requirements section that follows the listing of general education area courses]. Students must earn at least a 2.0 in WRT 160 to meet the Writing Foundations requirement.

F.2. Formal Reasoning

The formal reasoning area prepares students to demonstrate:

- *knowledge of one or more formal reasoning systems such as computer programming, mathematics, statistics, linguistics or logic*
- *application of formal reasoning to read, understand, model and solve problems across a variety of applications*

[Note: Formal Reasoning course must be taken prior to student's junior standing]

EXPLORATIONS

E.1. Arts

The Arts area prepares students to demonstrate:

- *knowledge of cultural or historic artistic traditions in visual, auditory, movement, theatrical or cinematic art*
- *knowledge of the role of art as critical commentary on society and as an aesthetic expression of experience*

E.2. Foreign Language and Culture

The Foreign Language and Culture area prepares students to demonstrate:

- *knowledge of a foreign language and culture*
- *knowledge of linguistic and cultural diversity and the contributions of such diversity to the global society*

[Note: Courses do not count for Global Perspective area]

Students may meet this requirement in one of the following ways:

1. *satisfactory completion of any of the courses listed at catalog.oakland.edu under General Education Requirements;*
2. *satisfactory completion of a course that has as its prerequisite a 114 level language course (providing the credits from the upper-level course are not used to satisfy any other general education area requirement).*

E.3. Global Perspective

The Global Perspective area prepares students to demonstrate:

- *knowledge of the environments, political systems, economies, societies and religions of one or more regions outside the United States and awareness of the transnational flow of goods, peoples, ideas and values*
- *knowledge of the role that different cultural heritages, past and present, play in forming values in another part of the world, enabling the student to function within a more global context*

E.4. Literature

The Literature area prepares students to demonstrate:

- *knowledge of how literature is an expression of culture*
- *knowledge of literary form*

E.5. Natural Science and Technology

The Natural Science and Technology area prepares students to demonstrate:

- *knowledge of major concepts from natural science or technology, including developing and testing of hypotheses; drawing conclusions; and reporting of findings and some laboratory experience or an effective substitute*
- *how to evaluate sources of information in science or technology*

E.6. Social Science

The Social Science area prepares students to demonstrate:

- *knowledge of concepts, methods and theories designed to enhance understanding of human behavior and/or societies*
- *application of concepts and theories to problems involving individuals, institutions, or nations*

E.7. Western Civilization

The Western Civilization area prepares students to demonstrate:

- *knowledge of the historical events and/or philosophical ideas of European or American culture*
- *knowledge of how Western ideas or institutions have evolved over time*

INTEGRATION

I.1. Knowledge Applications

The Knowledge Applications area prepares students to demonstrate:

- *how knowledge in a field outside the student's major can be evaluated and applied to solve problems across a range of applications*
- *knowledge of the personal, professional, ethical, and societal implications of these applications*

[Note: Course must be outside the rubric of the student's major]

I.2. CAPSTONE

The Capstone course prepares students to demonstrate:

- *appropriate uses of a variety of methods of inquiry and a recognition of ethical considerations that arise*
- *the ability to integrate the knowledge learned in general education and its relevance to the student's life and career*

[Note: Requirement may be met by an approved course in the major or an approved course outside of the major.]

WRITING INTENSIVE

WI.1. General Education Writing Intensive

(Note: Requirement cannot be met with WRT 150 or WRT 160)

Course may double count with an approved general education course (count for two general education requirements). Students must have earned a grade of 2.0 in the Writing Foundations course to enroll in a Writing Intensive in General Education course. Students may substitute a second course from Writing Intensive in the Major (WI.2.) to satisfy this requirement. Students may not apply non-classroom experience (course competency, Advanced Placement and/or CLEP credits) to satisfy General Education requirements for Writing Intensive in General Education.)

WI.2. Writing Intensive in the Major

(Note: Course may double count with an approved major course. Students must have earned a grade of 2.0 in the Writing Foundations course to enroll in a Writing Intensive in the Major course. Students whose major department does not offer a Writing Intensive in the Major course may substitute a second course from Writing Intensive in General Education (WI.1.) to satisfy this requirement. Students may not apply non-classroom experience (course competency, Advanced Placement and/or CLEP credits) to satisfy General Education requirements for Writing Intensive in the Major.)

U.S. DIVERSITY

U.S. Diversity prepares the student to demonstrate:

knowledge of how diverse value systems and societal structures in the United States are influenced by at least two of the following: race, gender, and ethnicity identify major challenges and issues these raise in society. Approved diversity courses may double count in the major and/or general education.

Oakland University

OFFICE OF THE REGISTRAR 2017-2018

Contact Information

100 O'Dowd Hall
(248) 370-3450

Monday-Friday 8:00 a.m. - 5:00 p.m.
oakland.edu/registrar

Leadership Team

Steve Shablin
Registrar
shablin@oakland.edu
(248) 370-4581

Tricia Westergaard
Senior Associate Registrar
westerga@oakland.edu
(248) 370-4585

Paul Battle
Associate Registrar
battle@oakland.edu
(248) 370-4556

Christopher Goeth
Assistant Registrar
cagoeth@oakland.edu
(248) 370-2563

Joshua Stotts
Assistant Registrar
jastotts@oakland.edu
(248) 370-3471

Registrar Services

- Final Examination Scheduling
- General Purpose Classroom Reservation
- Student Enrollment Verification
- Veterans Student Certification
- Exceed Maximum Credit Petitions
- Time Conflict or Supplemental Instruction (SI) Override
- Semester Additional Information
- Schedule of Classes
- Student Change of Major
- Grade Changes
- Transcripts

Most forms can be found online at oakland.edu/registrar/top-links/forms

Final Examinations

- Final examinations are scheduled for classes with primary time modules.
- Class time modules not listed on the final exam schedule should request a final exam time and room assignment, if needed.
- Online classes with an in-person final exam should also request a room and time assignment (generally Saturday for fall or winter classes).
- Special requests or requests for larger classrooms other than normal instruction should be made as early as possible, preferably no later than the first month of the semester.

The final examination schedule is available at oakland.edu/registrar

The screenshot shows the 'Office of the Registrar' website. On the left is a navigation menu with links: Forms, Meet the Staff, Class Schedule, Register on SAIL, Undergraduate Catalog, Graduate Catalog, Transcripts, Apply for Graduation, and Calendars. The main content area is titled 'Calendars' and includes a note: 'NOTE: Students may drop or withdraw from classes by logging into SAIL. See adds, drops, withdrawals and refund policies for more information.' Below this is a row of buttons for 'SUMMER 2017', 'FALL 2017', 'WINTER 2018', 'REGISTRATION DATES', 'FINAL EXAMS', 'ACADEMIC CALENDARS', and 'PAST TERMS'. A 'NOTE TO FACULTY/DEPARTMENT' follows, stating that if a class meeting time is not listed, faculty should contact the Registrar at regscheduling@oakland.edu. It also mentions that final exams are generally held in regular classrooms at different times and provides links for 'Summer 2017' and 'Fall 2017' PDFs.

IMPORTANT REMINDERS

- THE WEEK BEFORE FINAL EXAMS University Senate Legislation prohibits quizzes, tests or examinations the week prior to when the final examination period begins.
- WEATHER EMERGENCIES If the university closes due to inclement weather or other emergency, any missed examination periods or days will be made up in sequence on the first day or days after the end of the originally scheduled final examination period.

General Purpose Room Requests

- For non-class requests, the **Room Request Form** can be found at oakland.edu/registrar/resources/classroom-reservations.
- Classroom-related requests generally are made through the schedule timeline and a schedule adjustment form.
- You can work with your department scheduler or contact gpoomrequest@oakland.edu for class-related requests.

Student Enrollment Verification

- Students can request enrollment verification through SAIL.
- Oakland University has authorized the National Student Clearinghouse to provide degree and enrollment verification.
- Used for employers, and loan companies that need to verify an applicants attendance (past or present) at Oakland University.

Veteran Certification

- The Office of the Registrar provides a variety of veteran and military services to our students and staff, including
 - Students meet with School Certifying Officials to complete necessary paperwork for VA or military branch
 - Notify and report enrollment, registration, graduation and other requests to appropriate federal or state agencies
- Various forms and other information can be found at oakland.edu/registrar/top-links/forms
- Contact information: (248) 364-VETS [8387] or veterans@oakland.edu

Student Change of Major

Students who have decided to change their major, minor or concentration should work with their academic adviser to do so.

Exceed Maximum Credits

- Students must fill out this form to request to exceed maximum credits in a semester
- Academic Adviser's signature is required for 19-21
- Registrar's signature is ALSO required for 22 or more credits
- Form can be found at oakland.edu/registrar/top-links/forms



PERMISSION TO EXCEED MAXIMUM CREDITS FORM

For Undergraduate Students Only (Graduate students click here for [form](#))

Adviser's signature is required for 19-21 credits.
Registrar's signature is required in addition to Advisers ONLY if 22 or more credits are requested.

Name

Email

Phone # Last 4 Digits of GID

Major

Class Level Total Credits Completed Current GPA

Term / Year

Time Conflict or S.I. Override

- A time conflict between multiple classes requires a Time Conflict Override Form
 - Use to obtain the signature of both instructors and the dean of the school/college to be added into courses that overlap in time.
- A time conflict involving SI only does not need the Time Conflict Override Form. A student can submit an override request without faculty signatures by submitting the **Special Time Conflict Override Form**.

Important Dates

Available at: oakland.edu/registrar/important-dates

Fall 2017 Additional Information

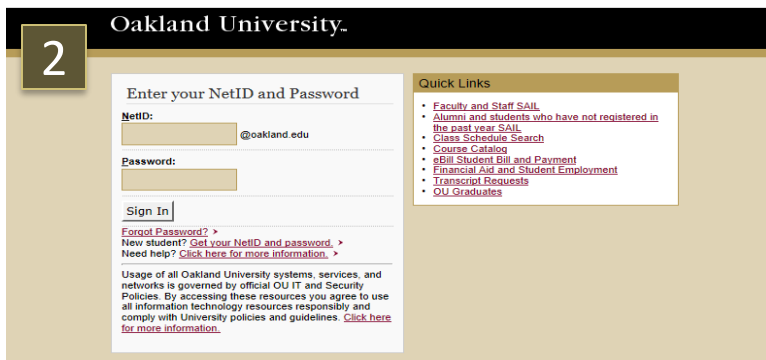
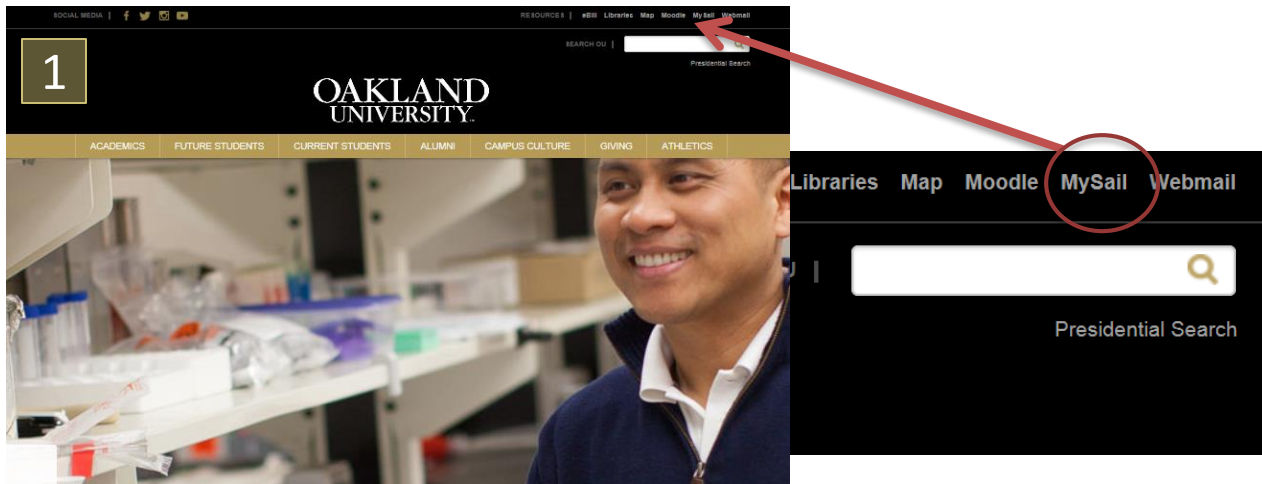
Session	Begin Date 7:30 a.m.	End Date 10 p.m.	Last day to drop classes for 100% Refund	Last Day Registration Without Permission	Last Day of Late Registration with Permission	Fin Aid Census Date 11:59 p.m.*	First Day of "W"	Last Day of "W"	Final Exams Begin	Final Exams End	Title IV Return**	Grades Roll 10:00 a.m.
1 - Full Term 16 weeks	Sept. 6	Dec. 9	Sept. 19	Sept. 12	Sept. 19	Sept. 19	Sept. 20	Nov. 8	Dec. 11	Dec. 16	Nov. 5	Dec. 19
F- First Half 8 weeks	Sept. 6	Oct. 23	Sept. 12	Sept. 12	None	Sept. 19	Sept. 13	Oct. 11	Last Class	N/A	Oct. 3	Oct. 25
S – Second Half 8 weeks	Oct. 25	Dec. 9	Oct. 31	Oct. 31	None	Sept. 19	Nov. 1	Nov. 29	Dec. 11	Dec. 16	Nov. 24	Dec. 19
C – Competency	Sept. 6	Oct. 18	Sept. 12	Sept. 12	None	Sept. 19	Sept. 13	Oct. 18	N/A	N/A	N/A	Oct. 25

Winter 2018 Additional Information

Session	Begin Date 7:30 a.m.	End Date 10 p.m.	Last day to drop classes for 100% Refund	Last Day Registration Without Permission	Last Day of Late Registration with Permission	Fin Aid Census Date 11:59 p.m.*	First Day of "W"	Last Day of "W"	Final Exams Begin	Final Exams End	Title IV Return**	Grades Roll 10:00 a.m.
1 - Full Term 16 weeks	Jan. 3	April 17	Jan. 17	Jan. 9	Jan. 17	Jan. 17	Jan. 18	March 14	April 19	April 25	March 14	April 30
F- First Half 8 weeks	Jan. 3	Feb. 17	Jan. 9	Jan. 9	None	Jan. 17	Jan. 10	Feb. 7	Last Class	N/A	Jan. 29	Feb. 21
S – Second Half 8 weeks	Feb. 26	April 17	March 4	March 4	None	Jan. 17	March 4	April 2	April 19	April 25	April 1	April 30
C – Competency	Jan. 3	Feb. 14	Jan. 9	Jan. 9	None	Jan. 17	Jan. 10	Feb. 14	N/A	N/A	N/A	Feb. 21

Access to SAIL mysail.oakland.edu

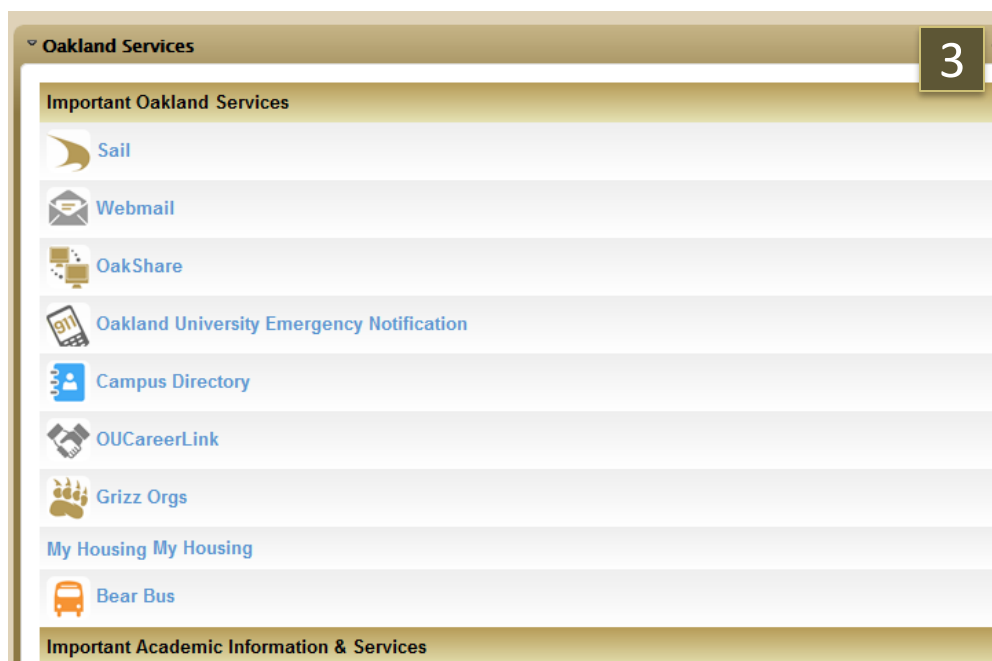
1. Go to oakland.edu and click on MySAIL at the top of the page.



2. Log into your SAIL account.

3. Under Important Oakland Services, click SAIL to view more of your options.

MySail Homepage



SAIL Information System

The screenshot shows the main menu of the SAIL Information System. The 'Faculty Services' tab is highlighted with a red arrow. A callout box on the right contains the text 'Faculty Services'.

Personal Information View or update your address(es), phone number(s), e-mail address(es), & marital status; name change & social security number change information; change your PIN, Security Question and Answer; customize your directory profile.	Student Services Register for classes; access eBill (to review your statements, enroll in a payment plan or pay your bill); display class schedule; view holds; display grades; request or view transcripts; or run a degree evaluation; apply to graduate.	Faculty Services Enter grades and registration overrides; view class lists and student information	Employee Access Leave Reports and view information on your earnings, benefits, deductions, benefits, pay history, direct deposit, tax forms, OU position history since 1999, and more.	Financial Aid View financial aid status and requirements, award information, holds, and enroll in direct deposit.	eBill Student Bill and Payment
--	---	--	--	---	---------------------------------------

Access Class List

The screenshot shows the 'Access Class List' process. The 'Faculty Services' tab is selected. A callout box on the right contains the following steps:

1. Click on "Detail Class List"
2. Click on "Select Term"
3. Type in the 5-digit CRN number for the course

The process is divided into three numbered steps:

- 1** Term Selection: A grid of options is shown. An orange arrow points from the 'Detail Class List' option in the first row to the 'Select a Term:' dropdown menu in step 2.
- 2** Select a Term: The dropdown menu is set to 'Fall Semester 2014'. A 'Submit' button is visible below.
- 3** Please enter the CRN you wish to access, or select a different term from the menu. The dropdown menu is set to 'PSY 100 001: Fndtns Contemporary Psy, 40571 (40)'. A 'Submit' button is visible below.

Detail Class List

Fndtns Contemporary Psy - PSY 100 001

CRN: 40571

Duration: Sep 03, 2014 - Dec 13, 2014

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	144	40	104
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	[REDACTED]	[REDACTED]	Web Register	34

Current Program

Not A Degree Program

Level: Undergraduate

Program: Undecided

Admit Term: Fall Semester 2013

Admit Type: FTIAC

Catalog Term: Fall Semester 2013

College: University Programs

Campus: Main Campus

Major and Department: Undecided No Major Program, First Year Advising Center

Class: Sophomore

Credits: 4.000

Class Location

Personal Information
Student Services
Faculty Services
Employee
Financial Aid
eBill Student Bill and Payment

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule by Day and Time
Detail Class List	Summary Class List	Detail Wait List	Summary Wait List
Mid Term Grades	Final Grades	Grade Change Request Grade Change Request Select Grade Change Request Form from menu	Registration Overrides

Click on "Faculty Detail Schedule"


Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
In-Person Class Meeting	8:00 am - 9:07 am	MWF	North Foundation Hall 156	Sep 03, 2014 - Dec 13, 2014	Main Campus Classroom	Sydney N Wilson (P)

Summary Class List

Click on "Summary Class List"

Faculty Services | Employee | Financial Aid | eBill Student Bill and Payment

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule by Day and Time
Detail Class List	Summary Class List	Detail Wait List	Summary Wait List
Mid Term Grades	Final Grades	Grade Change Request Select Grade Change Request Form from menu.	Registration Overrides
 Registration Add/Drop	 Electronic Gradebook by Component	Faculty and Advisor Security Information	Student Menu Display student information; view a student's schedule.

Course Information

Fndtns Contemporary Psy - PSY 100 001

CRN: 40571

Duration: Sep 03, 2014 - Dec 13, 2014

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	144	40	104
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1			Web Register	Undergraduate	4.000	Enter	Enter	
2			Web Register	Undergraduate	4.000	Enter	Enter	
3			Web Register	Undergraduate	4.000	Enter	Enter	
4			Web Register	Undergraduate	4.000	Enter	Enter	
5			Web Register	Undergraduate	4.000	Enter	Enter	
6			Web Register	Undergraduate	4.000	Enter	Enter	
7			Web Register	Undergraduate	4.000	Enter	Enter	
8			Web Register	Undergraduate	4.000	Enter	Enter	
9			Web Register	Undergraduate	4.000	Enter	Enter	
10			Web Register	Undergraduate	4.000	Enter	Enter	

Process Class Overrides

1

Personal Information Student Services **Faculty Services** Employee Financial Aid eBill Student Bill and Payment

View or update your address(es), phone number(s), e-mail address(es), & marital status; name change & social security number change information; change your PIN, Security Question and Answer; customize your directory profile .

Register for classes; access eBill (to review your student account, view billing statements, enroll in a payment plan or pay your bill); display class schedule; view holds; display grades; request or view transcripts; or run a degree evaluation; apply to graduate.

Enter grades and registration overrides, view class lists and student information

Access Leave Reports View financial aid status

1. Login to SAIL, then select "Faculty Services"
2. Click on "Registration Overrides"
3. Any active term can be selected then click "Submit"
4. Return to "System Select Term" to change the semester. *Overrides can be given before registration begins.*
5. Enter student information: search by G# or last name, first name. then click "Submit"
6. Verify selection by clicking "Submit"
7. Choose override course from the drop down menus, then click "Submit"
8. Confirm changes by clicking "Submit"

2

Faculty Services Employee Financial Aid eBill Student Bill and Payment

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule by Day of Time
Detail Class List	Summary Class List	Detail Wait List	Summary Wait List
Mid Term Grades	Final Grades	Grade Change Request Select Grade Change Request Form from menu.	Registration Overrides
ACCESS America Registration Add/Drop	ACCESS America Electronic Gradebook by Component	Faculty and Advisor Security Information	Student Menu Display student information; view a student's schedule

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
CLOSED CLASS	40571	PSY	100	001	[REDACTED]	May 12, 2014

Submit

8

Registration Overrides

Override	Course
CLOSED CLASS	None
None	None
None	None

Submit

7

When finished with current student override, you may return to the page titled "SAIL INFORMATION SYSTEM STUDENT VERIFICATION". Once you return to this page, you may click on "ID Selection" to perform the next student's override.

SHORTCUT: You may also scroll down to the bottom of "Registration Permits/Overrides" page to access "ID to access" button.

Information for [REDACTED]

Welcome to the Faculty Registration Permits/Overrides Worksheet.

The registration overrides you entered have been saved successfully.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Current Student Overrides

Override	Course	Activity Date	Entered by
CLOSED CLASS	40571 - PSY	100 001	May 12, 2014 OAS_PUBLIC

Only Registered Students in Class



If you happen to have a person in your class who is not registered, he/she is NOT allowed to remain in the class. Tell the person to leave, and have them contact the Office of the Registrar in 100 O'Dowd Hall.

Student must be registered/de-registered by 11:59 p.m. on the last day to drop/add a course according to the term.



Oakland University Grading System

3.6-4.0	A
3.0-3.5	B
2.0-2.9	C
1.0-1.9	D
0.0	No credit
W	Withdraw
I	Incomplete
P	Progress
S	Satisfactory
U	Unsatisfactory
SP	Satisfactory Progress
NP	No Progress
R	Assigned by Registrar when there is no grade from instructor
Z	Assigned by Registrar for an audited course

Grades I, P, and R are temporary grades.

Entering Final Grades

The screenshot shows the Registrar's Office website. On the left is a navigation menu with the following items: Forms, Meet the Staff, Class Schedule, Register on SAIL, Undergraduate Catalog, Graduate Catalog, Transcripts, Apply for Graduation, Calendars, Records, Registration, Waitlisting, AP, IB and CLEP Policies, Transfers, Veterans, Faculty/Staff Resources, Grading Information (highlighted in yellow), Schedule of Classes, and Registration. The main content area is titled 'Grading Information' and includes sections for 'Internet Browsers', 'Faculty Grading Resources', 'Grade Change', and 'Important Grading Notes'. The 'Faculty Grading Resources' section contains a list of links, with 'Faculty Grade Entry Reference Guide' circled in red. To the right of this list is a black-bordered box containing the URL oakland.edu/registrar/resources/grading-information/. Below the 'Important Grading Notes' section, there is a note: '*All grades must be submitted by deadline time and date.'

Important Notes:

- SAVE frequently to ensure grades are recorded. The Save button must be clicked on **each page** (do not proceed to the next page without saving) or grades will not record.
- The Reset button resets all entries made from the last Save.
- If the application has been inactive for 60 minutes, the session will time out for security reasons. A notification bar will first appear then, if not responded to, the application will close and any changes not saved will be lost.
- GRADES ROLL NIGHTLY – Do not enter temporary grades.
- If you are having any issues, try a different browser.

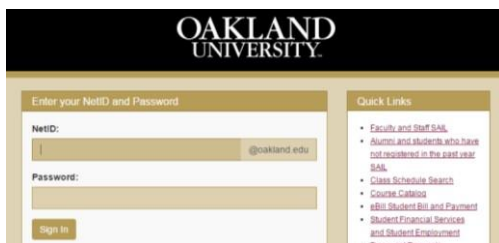
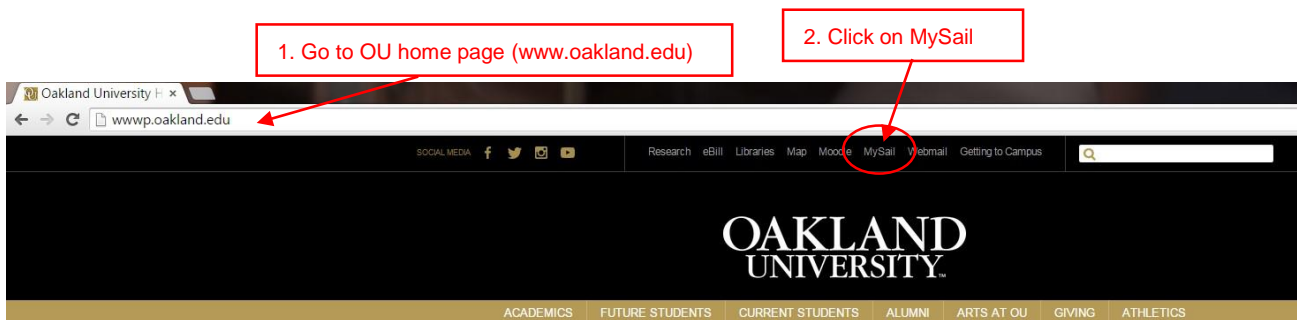
REFERENCE GUIDE

Banner XE Faculty Grade Entry

Accessing Banner Faculty Grade Entry

Open a browser: (Windows) **Internet Explorer** - 9.0, 10.0, 11.0,
Firefox - any version, (Mac) **Safari** – version 5.1 or higher

1. Go to www.oakland.edu
2. Click on MYSAIL
3. Log in with your NetID



3. Log in with your NetID

4. Click on Faculty Services Tab
5. Click on the Final Grades link

Oakland University SAIL

Welcome, Karla R. Brown, to the OAKLAND UNIVERSITY SAIL Information System!

Home > Faculty Services

Personal Information Student Services **Faculty Services** Employee Finance Financial Aid Tuition & Fees Credit Card Payment

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule by Day and Time
Detail Class List	Summary Class List	Detail Wait List	Summary Wait List
Mid Term Grades	Final Grades Requires separate login	Grade Change Request Select Grade Change Request Form from menu.	Registration Overrides
ACCESS For: students Registration Add/Drop	ACCESS For: students Electronic Gradebook by Component	Faculty and Advisor Security Information	Student Menu Display student information; view a student's schedule.

6. Log into Grading (NetID and Password)

Oakland University SAIL

Usage of all Oakland University systems, services and networks is governed by official OU IT and Security Policies. By accessing these resources you agree to use all information technology resources responsibly and comply with University policies and guidelines.
[Click here for more information.](#)

Enter your NetID and password, or GrizzlyID and PIN to login.

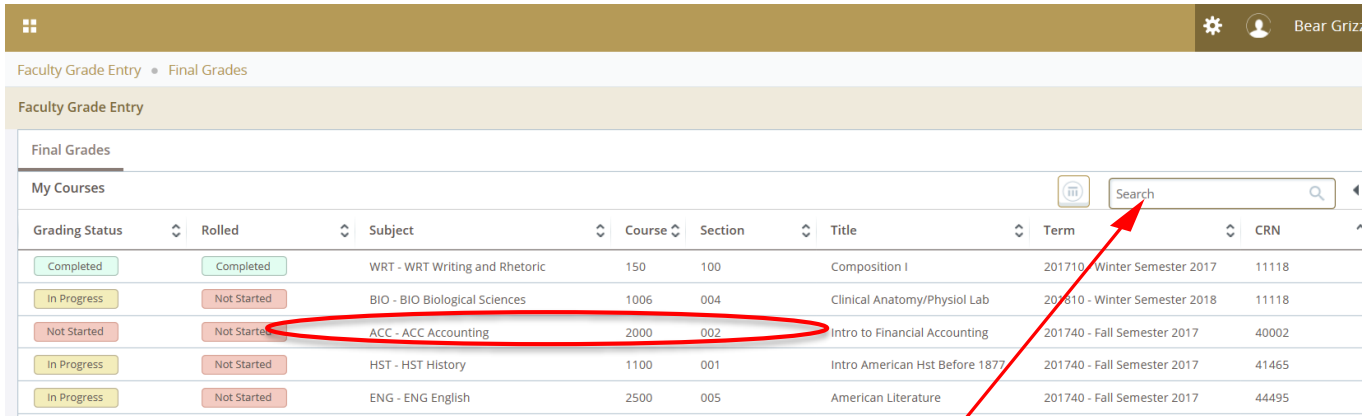
ellucian.

[Forgot Password](#)

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Selecting a Course

1. Click on the Course for grading



Faculty Grade Entry • Final Grades

Faculty Grade Entry

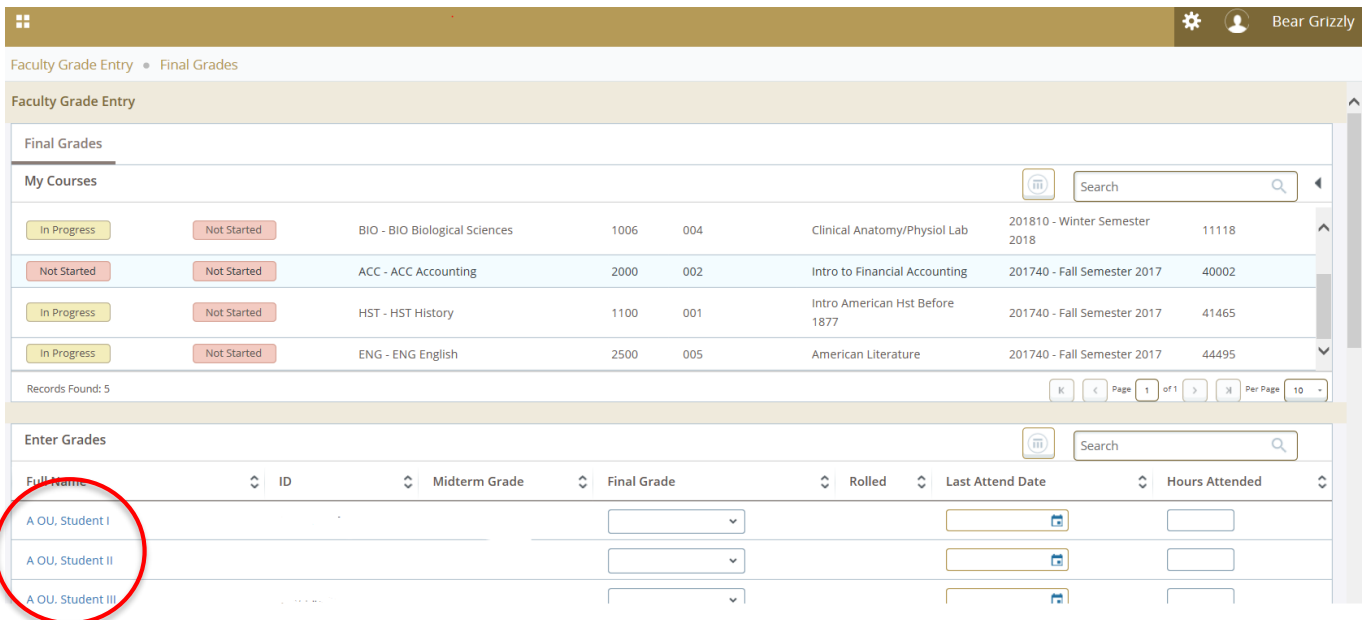
Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	WRT - WRT Writing and Rhetoric	150	100	Composition I	201710 - Winter Semester 2017	11118
In Progress	Not Started	BIO - BIO Biological Sciences	1006	004	Clinical Anatomy/Physiol Lab	201810 - Winter Semester 2018	11118
Not Started	Not Started	ACC - ACC Accounting	2000	002	Intro to Financial Accounting	201740 - Fall Semester 2017	40002
In Progress	Not Started	HST - HST History	1100	001	Intro American Hst Before 1877	201740 - Fall Semester 2017	41465
In Progress	Not Started	ENG - ENG English	2500	005	American Literature	201740 - Fall Semester 2017	44495

Tip: Reduce the number of courses that appear by searching for “Fall Semester 2017”

- Course will be highlighted in blue
- Students names will appear below the course list



Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	BIO - BIO Biological Sciences	1006	004	Clinical Anatomy/Physiol Lab	201810 - Winter Semester 2018	11118
Not Started	Not Started	ACC - ACC Accounting	2000	002	Intro to Financial Accounting	201740 - Fall Semester 2017	40002
In Progress	Not Started	HST - HST History	1100	001	Intro American Hst Before 1877	201740 - Fall Semester 2017	41465
In Progress	Not Started	ENG - ENG English	2500	005	American Literature	201740 - Fall Semester 2017	44495

Records Found: 5

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
A OU, Student I						
A OU, Student II						
A OU, Student III						

Entering Final Grades

1. Select a student from the Enter Grades section below the course list

TIP: Save frequently to ensure grades are recorded.

NOTE: If the application has been inactive for 60 minutes, the session will time out for security reasons. A notification bar will first appear then, if not responded to, the application will close and any changes not saved will be lost.

GRADES ROLL NIGHTLY – please do not enter temporary grades.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACC - ACC Accounting	2000	002	Intro to Financial Accounting	201740 - Fall Semester 2017	40002
In Progress	Not Started	HST - HST History	1100	001	Intro American Hst Before 1877	201740 - Fall Semester 2017	41465
In Progress	Not Started	ENG - ENG English	2500	005	American Literature	201740 - Fall Semester 2017	44495

Records Found: 3

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
A OU, Student I						
A OU, Student II						
A OU, Student II						

2. Select Grade from the drop down menu

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACC - ACC Accounting	2000	002	Intro to Financial Accounting	201740 - Fall Semester 2017	40002
In Progress	Not Started	HST - HST History	1100	001	Intro American Hst Before 1877	201740 - Fall Semester 2017	41465
In Progress	Not Started	ENG - ENG English	2500	005	American Literature	201740 - Fall Semester 2017	44495

Records Found: 3

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
A OU, Student I						
A OU, Student II						
A OU, Student III						

Entering Incomplete Grades

When assigning an I grade, grade will shift to “Incomplete Grade Tab”

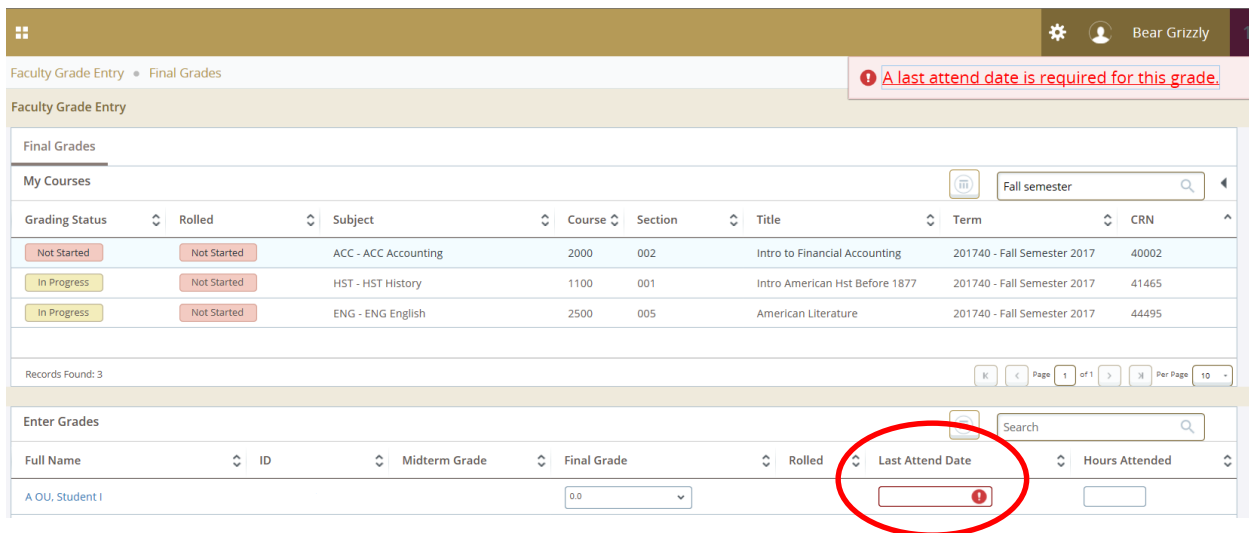
1. Default grade will appear in Incomplete Final Grade
 - a. Update this grade to the grade the student would have earned at the end of the semester based on work during the semester. (What grade would be assigned if this was not an incomplete?)
2. Default time of one year is entered into the extension date.
 - a. Faculty can reduce this time. It cannot be extended over one year.

The screenshot shows the Faculty Grade Entry interface. At the top, there's a navigation bar with a home icon, a settings gear, a user profile icon, and the name 'Bear Gri'. Below that, the breadcrumb 'Faculty Grade Entry > Final Grades' is visible. The main section is titled 'Faculty Grade Entry' and contains a 'Final Grades' tab. Underneath, there's a 'My Courses' section with a search box set to 'Fall semester'. A table lists three courses with their grading status (Not Started, In Progress) and 'Not Started' grades. Below the table, it says 'Records Found: 3'. The bottom section is the 'Incomplete Grades' tab, which is circled in red. It has a search box and a table with columns: Full Name, ID, Grade, Incomplete Final Grade, Rolled, Extension Date, and Extension Date Constraints. The 'Incomplete Final Grade' dropdown is set to '0.0' and the 'Extension Date' is set to '12/18/2018', both circled in red. At the bottom right, there are 'Save' and 'Reset' buttons.

Note: The grade in the incomplete final grade will replace the incomplete grade on the student transcript after the extension date passes, if a grade change form is not received beforehand.

Last Date of Attendance

- If a 0.0 or U grade is assigned, the last date of attendance is required.
- If student never attended class: enter 0 in Hours Attended.
- If attendance is unknown: use date of last exam/assignment submitted and leave Hours Attended field blank.
- If student completed course and earned a 0.0: enter the last day of the course in the Last Attend Date field.



Faculty Grade Entry • Final Grades

A last attend date is required for this grade.

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACC - ACC Accounting	2000	002	Intro to Financial Accounting	201740 - Fall Semester 2017	40002
In Progress	Not Started	HST - HST History	1100	001	Intro American Hst Before 1877	201740 - Fall Semester 2017	41465
In Progress	Not Started	ENG - ENG English	2500	005	American Literature	201740 - Fall Semester 2017	44495

Records Found: 3

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
A OU, Student I			0.0		<input type="text"/>	<input type="text"/>

Grade Change

The screenshot shows the 'Office of the Registrar' website. On the left is a vertical navigation menu with items like 'Forms', 'Meet the Staff', 'Class Schedule', 'Register on SAIL', 'Undergraduate Catalog', 'Graduate Catalog', 'Transcripts', 'Apply for Graduation', 'Calendars', 'Records', 'Registration', 'Waitlisting', 'AP, IB and CLEP Policies', 'Transfers', 'Veterans', 'Faculty/Staff Resources', 'Grading Information', 'Schedule of Classes', 'Registration', 'Classroom Reservations', and 'Transcript Printing'. The 'Faculty/Staff Resources' item is highlighted in yellow. A callout box with a black border and white background contains the text: 'From the Registrar's page, click on "Faculty/Staff Resources"'. An arrow points from this box to the highlighted menu item. Another callout box with a black border and white background contains the text: 'In order to change a grade after it has already been posted, you must complete a **Grade Change Form**.' An arrow points from this box to the 'Grade Change Form' link in the 'Grade Change' section of the main content area. The main content area includes sections for 'Grading Information' (with browser requirements), 'Faculty Grading Resources' (with links like 'Faculty Grade Entry Directions'), 'Grade Change' (with links like 'Grade Change Information', 'Grade Change Form', and 'Grade Change Form Reference Guide'), and 'Important Grading Notes' (with a note about due dates).

Grade Change Information

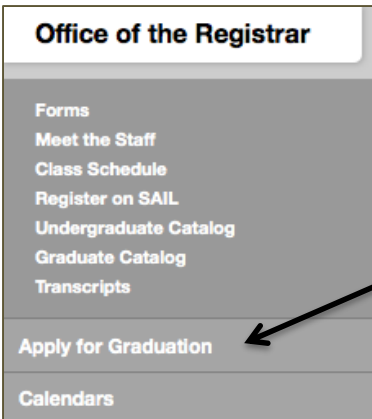
Please use the following link to access the web forms login: **GRADE CHANGE FORM**
Please use the following link for instructions on filling out the Grade Change Form: **INSTRUCTIONS**
Only the instructor of record may submit a grade change.

Complete the grade change form as follows:

- Log in using your NetID (same as email login).
- Enter the student ID to populate the student name and email information. Verify that the student name is correct.
- Enter the CRN (ex: 40001) to populate the course information, including the semester and current grade of record.
- Enter the new grade. **See Oakland University's grading system.**
- Enter valid rationale for the grade change.
- Forward the grade change to the appropriate email address as detailed below.

Please note that the instructor of record cannot approve their own grade change.

Graduation Application Deadline



Go to oakland.edu/registrar and click "Apply for Graduation"

APPLY FOR GRADUATION



Follow these steps to ensure you are on track and eligible for graduation.

Steps to Graduate

Don't be late to graduate

FOLLOW THESE 5 STEPS



Reorder Your Diploma

To order a replacement diploma, please complete the [Diploma Reorder Request Form](#).

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5

RUN A DEGREE EVALUATION

Run a degree evaluation to review outstanding requirements by logging into [SAIL](#) and clicking on *Progress to Degree* under the Academic Resources tab.

OU Chapter of the American Association of University Professors

Full-time and Part-time Faculty Representation and Faculty Agreement

201 Pryale Hall | 654 Pioneer Drive | Rochester, MI 48309
(248) 370-2005 | barns@oakland.edu | oaklandaaup.org

Letter from the OU-AAUP President

On behalf of your colleagues on the Executive Committee I want to welcome you to Oakland University and the OU Chapter of the American Association of University Professors. The AAUP has since 1915 been working to secure the rights of academic freedom and ensuring the voice of faculty in shared governance across the country.

The Oakland University chapter is a bargaining unit chapter representing over 800 of OU's faculty both tenure-track and non-tenure-track. Elected by the membership, the Executive Committee with Executive Director Scott Barns guides the OU-AAUP and negotiates on your behalf with the university to establish working conditions under the auspices of our collective bargaining agreement.

This agreement covers a range of issues that affect your work lives including: employment, compensation, reappointment and tenure, professional responsibilities, benefits (including health care, dependent tuition, and retirement), discipline and discharge, and grievance procedures. The OU-AAUP works throughout the year to secure these and other rights in order create an atmosphere for you and for all of us to do our best work in advancing the mission of the university and of higher education.

I encourage you to familiarize yourself with the collective bargaining agreement and to learn more about the crucial work being done on your behalf by this chapter of the AAUP. Please visit the website at oaklandaaup.org, or feel free to contact me, the Executive Director (barns@oakland.edu) or any member of the Executive Committee to learn more about how to get involved in this essential voice for the faculty.

Warm regards,

Tom Discenna, President OU-AAUP
Professor of Communication
Discenna@oakland.edu

TENURE – University Standards for Re-employment, Promotion and Tenure

Please refer to the latest OU-AAUP Contract for detailed information. Also refer to your own unit's Review Statement, which contains criteria and procedures specific to your department and/or school.

Faculty Re-employment, Promotion and Tenure

All faculty at Oakland University are represented in bargaining by the Oakland University Chapter of the American Association of University Professors (AAUP). Over 500 full-time tenure-track and 250 part time (i.e. Special Lecturers) faculty are members. The OU-AAUP website is the best place to find current information on the current elected officers of the OU-AAUP: <http://oaklandaaup.org>

The OU-AAUP website has links to PDF file versions of the current and past Agreements between Oakland University and the OU-AAUP. The current agreement is for a five-year period from 2015 to 2020. All new faculty should receive a physical copy of the contract during hiring. A PDF version of the current contract can always be obtained at:

<http://www.oaklandaaup.org/agreement.htm>

The University Standards for Re-employment, Promotion and Tenure can be found in the latest OU-AAUP Contract for detailed information (the "Agreement"). These general requirements are applied along with the specific Review Statement criteria currently in force for your unit (department and/or school). Review Statements are revised at least every five years and must be approved by the unit's CAP and then the university FRPC, and finally Oakland. Units also have Workload policy documents that are Oakland-approved. Together, the Agreement, the unit's Review Criteria, and the unit's Workload policy formulate guidance for faculty career progress. The OU-AAUP strongly recommends that new faculty confirm that they have the most recent Oakland-approved versions:

- The OU + OU-AAUP Agreement (currently 2015-2020)
- Department / Unit / School Review Statement
- Department / Unit /School Workload policy

Tenure-track faculty should review these documents carefully and identify all the expectations particular to their unit and specialization as they progress through pre-tenure reemployment reviews. Success in future promotion to Associate Professor with tenure is best put "on track" in your first year at Oakland. In all reviews for promotion and tenure Oakland will consider the candidate's entire record, emphasizing efforts and accomplishments since attainment of the current rank. The candidate's record at Oakland University generally will be of particular importance. Oakland's evaluation of the candidate will consider: the programmatic and institutional setting of the candidate's work at Oakland and the nature of the candidate's assignments and responsibilities; the quality of the candidate's accomplishments; the relation of all these factors to the objectives of the area or department, the goals of the college or school or institute, and the mission and long range vision of the university. Oakland's evaluation focuses on the candidate's efforts and accomplishments in three areas:

- Teaching or performance as a university librarian, as appropriate to the appointment
- Scholarship, research, and creative activities
- Service.

Teaching and University Librarianship

The term “teaching” refers to all instruction and advising activities that affect or support the academic progress of students. These activities include classroom, laboratory, studio, field, and clinical teaching and evaluation; the supervision of research, writing, independent study, practice, and performance; individual and group advising and mentoring; preparation of courses; development of curricular and instructional materials; instructional innovations; and application of new educational technologies. The phrase “performance as a university librarian” refers to initiating, planning, organizing, and implementing library programs, including application of technology and effective communication with and service to library users. A candidate for tenure must show substantial evidence of achievement in teaching and/or performance as a university librarian. Such evidence must be obtained through use of systematic procedures for student and peer review. Evidence may include, but is not limited to, assessments of the instructor’s preparation through peer review of syllabi, reading lists, class and library handouts, tests, examinations, and other course and library materials in all formats; student appraisals such as course evaluations and solicited and unsolicited letters; evidence of student achievement; and success in sharing teaching philosophies and methodologies and in obtaining grant support relating to teaching and/or university librarianship.

Scholarship, Research and Creative Endeavors

Because of the comprehensive and diverse nature of Oakland University’s mission, Oakland recognizes in its reviews a broad range of intellectual contributions. Such contributions improve theory and practice and support the present and future quality of instruction at Oakland University. Scholarship and research includes:

- basic, theoretical or applied research
- scholarship that applies the research to the betterment of society, institutions, groups, and individuals
- peer recognition of the above as reflected in publications in refereed journals, other peer-reviewed publications, and critical reviews as appropriate to the discipline
- successful efforts in securing competitive or professionally significant external funding in disciplines where research is traditionally supported by grants
- scholarship that interprets, draws together, and brings new insights to bear on original research, gives meaning to isolated facts and puts them in perspective, or creates connections across disciplinary lines
- scholarship that involves not only transmitting knowledge but transforming and extending it as well, through carefully planned and continuously examined pedagogical procedures that stimulate active learning and encourages critical and creative thinking with the capacity for autodidacticism after graduation. “Creative activities” refers to works of artistic expression, production, or performance, and includes such activities as composing, writing, directing, performing, and conducting. The most important evidence of scholarship, research, and creative activities is that authorities in the discipline(s) or field(s), including authorities outside the institution, have critically evaluated the work as meeting high standards (e.g., publications in refereed journals, grants and other funded research proposals). A candidate for tenure is expected to have made substantial progress toward maturity as a scholar or creative artist and to have established the presumption of continued growth in these areas.

Service

Service refers to the following activities:

- public, institutional, and professional service through work that grows out of the university's programs and mission and has the potential for substantial and positive effects on a community, profession, or external perceptions of the university, and that draws upon the candidate's professional competence. Such service includes not only contributions to the organizational work of academic professional associations and societies at all levels but also activities that extend Oakland's scholarly and instructional capabilities into various external agencies and communities.
- university service through committee work or governance activities in the area, department, school, institute, college, or the university; for faculty, university service includes service as a role model and mentor for colleagues and students. Documentation of the candidate's service should recognize these distinctions and, particularly in the case of public, institutional, and professional service, should indicate the relationship of the candidate's service activities to the programs and mission of the university and to the candidate's instruction, intellectual contributions, and professional responsibilities. A candidate's involvement in university service should reflect an appropriate sharing of general faculty obligations in university governance. Evidence of service should speak to its magnitude, complexity, and duration and may be derived from the testimony of those served; from evaluations provided by others involved in service work; from reports, articles, instructional materials and other documents produced through service; and from grants and funded projects, honors, and awards received in recognition of service.

Oakland regards teaching or performance as a university librarian and intellectual contributions as the most crucial areas of development for candidates for non-tenured reemployment or for tenure. Oakland normally will expect the record of candidates for tenure to show some accomplishments in service.

Candidacy for Promotion to Full Professor

Beyond their achievements at the time of tenure, all candidates for professor are expected to have continued their development in teaching or performance as a university librarian and in intellectual contributions and service. In addition, candidates for professor are expected to have demonstrated excellence and creativity in teaching or performance as a university librarian including application of technology, or to have achieved wide recognition beyond the institution as authorities or leaders in intellectual contributions or wide recognition in public, institutional, and professional service. In disciplines where research is traditionally supported by grant support, external funding is desirable for consideration of promotion to professor. In addition, candidates for professor must demonstrate potential for sustained involvement in teaching, research, and service.

Questions Regarding Promotion and Tenure and Career Planning

For junior faculty and faculty of any rank, the OU-AAUP provides advising, answers questions, and helps to clarify any situations that may arise for its member faculty. Simply contact the OU-AAUP executive director, Scott Barns (barns@oakland.edu), who is a full-time employee of the OU chapter and familiar with all aspects of the Agreement concerning promotion and tenure. The OU-AAUP office is situated on the main campus in Pryale Hall. Contact information for Scott Barns and the current elected officers of the OU-AAUP, and your unit's Advisory Forum faculty representative, are always available at <http://oaklandaaup.org>.

Faculty Titles at Oakland University

Full-Time Faculty (Members of the AAUP)	
Professor	Tenured and tenure-track titles
Associate Professor	
Assistant Professor	
Instructor	
Research Professor	Renewable contract titles, not eligible for sabbatical leaves; research fellowships; travel funds
Adjunct Professor	
Special Instructors	Renewable, with job security
Visiting Professor	Renewable contract up to four years maximum
Part-Time Faculty	
Special Lecturers	Teach at least 16 credits per year; 8 of which must be during a Fall or Winter semester Members of the AAUP
Lecturers	Teach fewer than 16 credits per year

Information provided by the AAUP (2014).

Basic Tenure Process at Oakland University

c.1 Review (during the second year of the appointment)

- Prepare the dossier & backup file according to unit instructions during the fall
- Unit votes on the case in time to forward it to the Dean's office by February 1
- Dean reviews the case (negative reviews will be forwarded to the appropriate CAP) with a recommendation forwarded to the Provost



c.2 Review (during the fourth year of the appointment)

- Prepare the dossier & backup file according to unit instructions during the fall
- Unit votes on the case in time to forward it to the Dean's office by February 1
- Appropriate CAP reviews the case by March 15 (negative reviews will be forwarded to FRPC)
- Dean reviews department and CAP reports and forwards the Dean's recommendation to the Provost



c.4 Review (during the sixth year of the appointment)

- Prepare the dossier & backup file according to unit instructions during the fall
- Unit votes on the case in time to forward it to the Dean's office by February 1
- Appropriate CAP reviews the case by March 15 and send its report to FRPC
- FRPC reviews the case by May 1 and forwards its recommendation to Oakland
- If the decision is for tenure, the promotion and tenure shall be effective August 15 of the review year

Oakland University Emergency Notification System

ARE YOU PREPARED?

Review emergency procedures

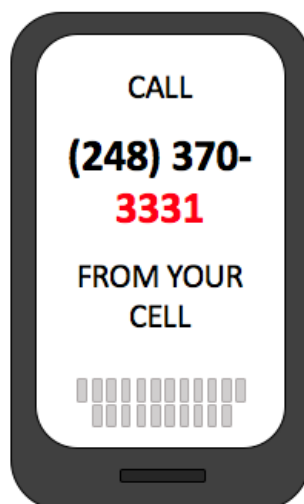
Register at wwwp.oakland.edu/uts/student-services/emergencynotification

Oakland University maintains a text messaging alert system as part of its Comprehensive Emergency Communications Plan to notify students, faculty and staff as quickly as possible if an emergency situation occurs on campus, if the university has been closed or if there is a campus-wide cancellation of classes. The text message alert system will provide information as a text message and/or voice message in these situations.

To use the service, you will first need to provide the information below. On the subsequent page, you will be directed to enter your telephone numbers so automated contact can be made.

Participation is completely voluntary. The text message alert system will be used in the event of a bona fide emergency, university closure or campus-wide cancellation of classes. The text message alert system is independent of other campus databases, therefore contact information you provide here will not be shared with any other campus office, or vice versa. It is your responsibility to return to this page to update your contact information should it change.

Visit the Emergency Preparedness Web site for full details on OU's plans for handling campus crises at oupolice.com/em



OU Emergency Phone Number

DIAL 911
FROM A CAMPUS PHONE

Desktop Emergency Guide

Armed Intruder

In the event an armed intruder (gun, knife or other weapon) enters a campus building or campus grounds:

- Call OU Police: 911 (campus phone) or 248-370-3331 (cell phone)- List as AAA Police in your cell phone as then it will be the first number to appear
- Report the suspect's location, type of weapon, identity (if known) and description.
- Keep students and staff in offices and classrooms. If possible, lock office or classroom doors and remain out of sight.

Assault and Rape

In the event there is a rape and/or serious assault, the suggested procedures are:

- Call OU Police: 911 (campus phone) or 248-370-3331 (cell phone)
- Obtain as much information regarding the assailant as possible.
- Protect the crime scene as much as possible.
- Try to prevent the victim from using the shower or otherwise destroying vital evidence.

Automobile Accidents

If the vehicle occupants are injured, or a pedestrian is injured:

- Call OU Police: 911 (campus phone) or 248-370-3331 (cell phone)
- Give the dispatcher your name, address, and telephone number. Advise the dispatcher of the extent of injuries and the number of persons injured.
- Have all persons and witnesses involved remain at the scene until Police arrive.

If there is damage to vehicles, but no injuries, call OU Police: 248-370-3331.

Bomb Threats

In the event there is a Bomb Threat, the OU Police Department will initiate a professional, systematic response to the incident and will coordinate the response with other Police, Fire and/or emergency/disaster agencies, as necessary, to ensure the safety of all persons affected by the threat.

TELEPHONED BOMB THREATS

- Employees that receive a telephoned bomb threat should obtain as much information as possible from the caller, recording the information requested on the Bomb Threat Caller Questionnaire
- If possible, the employee receiving the bomb threat should signal neighboring employees that a bomb threat is taking place, and to notify the OUPD.
- Immediately upon hanging up, the employee who received the threat should complete to the fullest extent possible, the Bomb Threat Information Form (available at oupolice.com/em), and provide the completed form to the OUPD.

EVACUATION DECISIONS

- The chief of the OU Police Department will determine if evacuation is necessary.
- Doors to all areas evacuated will be left open upon exiting the area.

DISCOVERY OF A SUSPECTED EXPLOSIVE DEVICE

- In the event that an explosive device or suspicious package is discovered:
 - Do not touch or move anything.
 - Evacuate the immediate area.
 - Notify OUPD Officer in charge of the scene, or call 911 (cell phone: 248-370-3331)

GENERAL PRECAUTIONS

- Doors are to be left open upon exiting buildings and rooms.
- Elevators are not to be used during evacuation.

DETONATION

In the event of a detonation prior to or during evacuation, the situation will be handled as any other disaster or emergency. The OU Police Department to be notified immediately.

Suspicious Mail In the event a threat is received by letter, it should be preserved for investigation by OU Police Officers for possible fingerprints, and should not be handled once the letter has been opened. Any person encountering what they consider suspicious mail should notify the OU Police Department. Types of suspicious mail:

- Restrictive markings (“Personal”)
- Postmark city different from return address
- Fictitious, unfamiliar or no return address
- Excessive postage
- Address to title only (Vice President)
- Wrong title with name
- Badly typed or written addresses
- Misspelled words
- Rigid or bulky
- Protruding wires
- Strange odor
- Oily stains on wrapping or lopsided package

Disasters

In the event of a disaster requiring emergency treatment of the injured, responding Emergency Medical Services (EMS) personnel will designate an emergency treatment area in each building. OU Police personnel and/or Graham Health Center personnel should administer treatment until EMS units arrive. An OU Police officer, or designated person, will meet and direct the responding EMS vehicle(s) to the scene of the injury and/or disaster.

- Treatment Areas – EMS personnel are trained to designate areas appropriate for treatment of injuries resulting from disaster. Treatment areas should be large and easily accessible, such as gymnasiums, conference rooms or wide hallways.
- Campus medical equipment locations:
 - OU Police squad cars (first aid kit and blanket)
 - Laboratories on campus which handle especially high risk chemicals
 - Graham Health Center

Fire/Explosion

In the event of a fire or explosion, university personnel should follow this procedure:

- Sound the fire alarm and evacuate the building.

- Call OU Police – 911 (on campus) or 248-370-3331 (cell phone), and give the exact location and nature of the fire.
- Close doors and windows.
- Move away from the building so that responding fire personnel have a clear access route.

Hazardous Material Emergencies/Fires

NEGLIGIBLE RELEASES (Released material poses hazards that are known to be negligible – did not result in injury or illness)

- Contain material safely. Consult the OU Chemical Hygiene Plan for specific instructions
- Dispose of cleaned up material properly (consult the OU Hazardous Waste Management Guidance Manual, the Office of Environmental Health and Safety, or chemical MSDS).

INCIDENTAL RELEASES (Released material that meets all of the following criteria)

1. Identity of material is known, and
 2. Material presents minimal hazards which are:
 1. Fully understood by one or more persons in the immediate area
 2. Safely and easily contained, absorbed or otherwise controlled
 3. Knowledgeable individuals are readily available to assist with clean-up of material, and
 3. No injury or illness resulted from the spill.
- Notify other persons in the area at once, and restrict access to the area.
 - Prevent further release of material and confine the spill immediately.
 - Clean up and dispose of the released material according to the OU Hazardous Waste Guidance Manual, the chemical's MSDS, and/or the Office of Environmental Health and Safety's recommendations.

EMERGENCY RELEASES (Released material does not meet the criteria of negligible or incidental spills, and thereby poses hazards to personnel in and around the area)

- Notify all students/personnel to evacuate the area (within 25 feet) and restrict further access. Prior to evacuating the area, perform the following (IF it can be accomplished without risk to yourself or others):
 - Eliminate all ignition sources immediately.
 - Turn off electrical appliances, water and gas.
 - Leave on lights in laboratories and leave fume hoods running.
- Notify the OU Police Department – 911 (campus phones) or 248-370-3331 (cell phones). Provide information to the OUPD as outlined on the Emergency Hazardous Material Release checklist (available at oupolice.com/em).
- Tend to injured persons (at least 25 feet from spill).
 - Use emergency shower and/or eyewash to remove hazardous material from body.
 - Keep motionless and warm.
- If the official supervisor is not present, make certain that he/she is contacted immediately.
- Remain at least 25 feet from the emergency site until response personnel arrive.
- Prepare and submit a Hazardous Material Incident Report Form (available at oupolice.com/em) of the incident to the OU Police Department and the Office of Environmental Health and Safety.

HAZARDOUS MATERIAL FIRES

- At the first indication of a fire, all students/personnel should be instructed to evacuate the facility, and any further access should be restricted. Extinguishing the fire may be attempted, but only by personnel who have explicit knowledge of and/or experience with fire extinguishers.
- Activate the fire alarm and notify the OU Police Department – 911 (campus phones) or 248-370-3331 (cell phones).
- A Hazardous Material Incident Report Form must be prepared and submitted to the OU Police Department and the Office of Environmental Health and Safety.

Information Technology Compromises

In the event of an information technology compromise, notify the following offices:

- Email uts@oakland.edu

- For an emergency during non-business hours, contact the OU Police Department at 370-3331

An “event” could be defined as one of the following:

- An entry or attempted entry via unauthorized access in any Oakland university information system with the intent to compromise the system or to compromise the integrity of the system.
- An entry or attempted entry via unauthorized access in any Oakland university information system with the intent to use that system to launch an attack on a system external to Oakland University, or to compromise that external system or to compromise the integrity of that external system.
- Any process or technology that attempts to use university owned systems as a conduit for unauthorized activity on another system.
- Any process or technology that targets university owned systems with unauthorized activity.
- An information technology tool or process used to make physical threats, suspicious communications, fraud or any potentially illegal or criminal activity.
- Failure of the operation of the telephone system. In the event of telephone service outage, the OU Police Department must be notified immediately.
- Failure of electrical systems.
- Fire anywhere in Dodge Hall. In the event of a fire alarm affecting Dodge Hall, the OU Police Department should be contacted immediately.
- Verified fire in any campus building.
- Damage due to lightning, storms or tornado.
- Damage due to physical break-in.

Injury/Illness

In the event that a student, visitor or fellow employee sustains an illness or injury, Oakland University employee should make every effort to assist that person as follows:

Life Threatening Situation

- Call OU Police and give the exact location and nature of the emergency – 911 (campus phones) or 248-370-3331 (cell phones).
- Do NOT move the victim if there appear to be major injuries involved.

Non-Life Threatening Situation

- Call OU Police and give the exact location and nature of the emergency – 911 (campus phones) or 248-370-3331 (cell phones).
- The following individuals should be contacted:

- If an employee is injured or ill, the employee’s supervisor should be contacted immediately. Serious illnesses/injuries should also be reported to the vice president of the division in which the employee works.
- If a student is seriously injured or ill, the dean of Students should be notified; the dean will then notify the injured student’s parents or guardians.

Unconscious Person – First Response

- Notify OU Police Department – 911 (campus phones) or 248-370-3331 (cell phones).
 - Upon determination of the identity of the individual as affiliated with the university, OUPD will notify the president and the appropriate vice president:
 - Staff - Finance & Administration
 - Student - Student Affairs
 - Faculty - Academic Affairs
 - This vice president’s office will then notify the family.

Employees with serious and chronic problems are encouraged to notify their supervisors, coworkers, etc., of these medical problems, as well as any standard emergency treatments that apply to these conditions.

Death – Discovery of Deaths on Campus - First Response

- Notify OU Police Department – 911 (campus phones) or 248-370-3331 (cell phones).
 - Upon determination of the identity of the individual as affiliated with the university, OUPD will notify the president and the appropriate vice president:
 - Staff - Finance & Administration
 - Student - Student Affairs
 - Faculty - Academic Affairs
 - This vice president’s office will then notify the family.
 - For cases involving non-affiliates, the OUPD will assume the responsibility for family notifications

TORNADO WARNING, SHELTER AREA AND TORNADO SIREN

- A Tornado Warning is issued by the weather service whenever a funnel cloud has actually been sighted or is strongly indicated by radar, and the tornado siren will be activated. In the event of a tornado warning, individuals should seek shelter immediately.
- The following areas constitute suitable Tornado Shelters:
 - The first floor or basement of a multi-story building (if time permits safe access).
 - Individual floor shelter areas as designated by the tornado shelter posters in each building.
- Individuals should wait in the shelter areas until direct notification of “all clear” has occurred.
- The normal daily schedule for the remainder of the day resumes when the warning has ended; tornado warnings do not necessarily constitute a university closing or cancellation of classes.

GENERAL INFORMATION

- Keep away from glass windows and outside walls. Avoid areas with wide roof spans.
- Do not call the OU Police for details of the warning; they will be busy coordinating other activities.

SEVERE THUNDERSTORM WARNING

- A Severe Thunderstorm Warning is issued by the National Weather Service when severe thunderstorms are possible near the watch area and there is a possibility of winds up to 70 MPH.
- If the outdoor early warning sirens are activated during a severe thunderstorm warning, this is an indication that there are damaging winds in the area of 70 MPH or greater and the situation shall be treated as a tornado warning and have the campus population take cover.

Utility Outages

In the event of a power failure, gas leak or other mechanical malfunction, Oakland University personnel should follow these procedures.

SNOW EMERGENCY

A Snow Emergency may be declared when 3 or more inches of snow is expected, as reported by the National Weather Service and/or other law enforcement weather resources. Typically, a snow emergency will be in effect from 10:00 PM the day it is declared until 6:00 AM the following day, unless extended, cancelled or otherwise announced. During a Snow Emergency, all vehicles must be cleared from all parking lots.

Snow Emergency Designated Parking Areas: During a Snow Emergency, parking is allowed in the P-29 and P-32 parking structures (covered levels) and the Ann V. Nicholson and Matthews Court Apartments lots.

POWER FAILURE

- Power failures are usually of short duration, so it is usually advisable to remain in your building or office. If it appears that the outage will be lengthy, you will be notified by your supervisor in regards to the closing of the University.
- Shut off all electrical equipment, especially computer equipment. When the power is restored, there may be spikes and surges that could cause damage.
- If there appears to be a reduction of electrical power (brown out), turn off any equipment that has a motor. The reduced voltage will damage motors and can cause overheating and fires.
- If the loss of power is affecting only your office or building, notify work control at 2381 during normal business hours and OU Police at 3331 (248-370-3331) after hours.

GAS LEAK (If natural gas odor is detected in the building)

- Evacuate the building immediately.
- Turn off open flames and other sources of ignition as you leave.
- Leave doors and windows open to help ventilate the building.
- Notify OUPD once outside the building, at 911 (campus phones) or 248-370-3331 (cell phones).
- Remain a safe distance from the building until the building has been declared safe to enter.

OTHER MECHANICAL PROBLEMS

- Report other mechanical problems during normal business hours to Work Control at 2381 and after normal hours to the OU Police at 3331 (248-370-3331).

Oakland University Parking Information and Updates

Welcome to Oakland University! You are joining the OU team during a year of unprecedented campus growth. However, even with the addition of a 1,200- space parking structure, fall traffic and parking will be challenging as new students and staff gets their bearings. Please familiarize yourself with the parking lots, building locations and Bear Bus routes/stops. Faculty member are still encouraged to arrive to campus at least 30 minutes prior to the beginning of their class as the closest available parking spaces may be some distance away from your final destination. It is recommended that you carpool whenever possible, and adhere to campus traffic and parking regulations, as OU police will be issuing citations for non-designated and handicapped parking violations and other infractions.

Information to be aware of:

- Oakland University does not charge for parking, which is shared by students, faculty and staff, and is available on a first-come, first-served basis.
- Arrive to campus early and enter nearest the parking lot in which you wish to park.
- Bear Buses will run continuously along the three routes shown from 7 a.m. to 11 p.m. Monday through Friday while classes are in session. Extensive information about the Bear Bus system is available at www.oakland.edu/bearbus.
- University staff and students will assist campus community members with parking and traffic questions in six convenient information tents during the first week of the new academic year.
- Oakland University Police Department and Facilities Management personnel will help facilitate traffic flow and parking during the first week of the new academic year.
- Overnight parking will be allowed in certain areas of the P-1 and P-3 lots, as well as the P-5, P-11, and P-16 lots; in the Ann V. Nicholson Student Apartments lot; in the Matthews Court lots and in all covered levels of the P-29 and P-32 parking structure.
- **Snow Emergency Parking** A Snow Emergency may be declared by the University when winter weather conditions require that parking lots and/or roads be plowed. During Snow Emergencies, vehicles in parking lots (except Snow Emergency Designated Parking Lots), and metered parking spaces on the main campus must be removed for the period of the Snow Emergency so that parking lots and/or roads can be cleared. A Snow Emergency is separate from a University closing due to hazardous weather conditions (see OU AP&P 482 University Closing). Declaring a Snow Emergency, typically in effect from 10:00 PM to 6:00 AM, does not affect the status of classes or other University operations.

Additional information about parking can be found at www.oakland.edu/parking. Thank you in advance for your cooperation. Be sure to monitor your OU email account for additional parking information. Working together, we can focus on the great professional and academic work OU is known for. ***See the back cover of this handbook for a campus map and key.***

Oakland University Emergency Phone Numbers

Police	
Oakland University Police	911 from any campus landline (248) 370-3331 - cell TEXT OUPD – MRAVE/67283 <i>Type OUPD, then space</i> <i>before typing your message</i>
Oakland County Sheriff's Office	(248) 858-4950
Student Support Services – Behavior Incidences	
Dean of Students	(248) 370-3352
OU Counseling Center	(248) 370-3465
Disability Support Services	(248) 370-3266
Health Center	(248) 370-2341
Hospitals	
Crittenton Hospital, Rochester	(248) 652-5311 Emergency
Doctors' Hospital of Michigan	(248) 857-7200
McLaren Oakland	(248) 338-5332 Emergency
St. Joseph Mercy Hospital, Pontiac	(248) 758-7000 Emergency
Crisis Lines	
HAVEN, Pontiac	(248) 334-1274 24-Hour Facility
Havenwick Hospital, Auburn Hills	(248) 373-9200 Mental Health
Common Ground Sanctuary	(800) 231-1127

Student Support Services

Department	Phone	E-mail Address	Website	Location
<i>All university phone numbers begin with (248) 370-XXXX.</i>				
Admissions	x3360	visit@oakland.edu	www.oakland.edu/ futurestudents	101 N. Foundation
Career Services	x3250	careers@oakland.edu	www.oakland.edu/ careerservices	154 N. Foundation
Center for Multicultural Initiatives	x4404	cmi@oakland.edu	www.oakland.edu/cmi	104 N. Foundation
Counseling Center	x3465	malkim@oakland.edu	www.oakland.edu/oucc	East Wing of GHC
Dean of Students	x3352	schmitz@oakland.edu	www.oakland.edu/ deanofstudents	144 Oakland Center
Disability Support Services	x3266	dss@oakland.edu	www.oakland.edu/dss	103A N. Foundation
First Year Advising Center	x3227	fyac@oakland.edu	www.oakland.edu/fyac	121 N. Foundation
Financial Aid	x2550	finservices@oakland.edu	www.oakland.edu/ financialservices	120 N. Foundation
Gender and Sexuality Center	x4336	gsc@oakland.edu	www.oakland.edu/csa	49D Oakland Center
Graham Health Center	x2341	health@oakland.edu	www.oakland.edu/ghc	408 Meadow Brook Rd
Graduate Study and Lifelong Learning	x2700	gradinfo@oakland.edu	www.oakland.edu/ grad	520 O'Dowd
Integrative Studies	x3229	bis@oakland.edu	www.oakland.edu/bis	160 N. Foundation
International Education	x2889	ie@oakland.edu	www.oakland.edu/ie	328 O'Dowd Hall
International Students	x3358	isso@oakland.edu	www.oakland.edu/isso	328 O'Dowd Hall
Second Year Advising			www.oakland.edu/sye	
Student Employment	x3250	finservices@oakland.edu	www.joinhandshake.com	154 N. Foundation
Tutoring Center	x4215	tutoring@oakland.edu	www.oakland.edu/ tutoring	103 N. Foundation
Veterans Support Services	x2010	vss@oakland.edu	www.oakland.edu/ veterans	116 N. Foundation
Writing Center	x3120	ouwc@oakland.edu	www.oakland.edu/ouwc	212 Kresge Library

Faculty Support Services

Department	Phone	E-mail Address	Website	Location
<i>All university phone numbers begin with (248) 370-XXXX.</i>				
AAUP Faculty Union Rep (Scott Barns)	x2005	barns@oakland.edu	http://oaklandaaup.org	201 Pryale Hall
Academic Affairs	x2190		www.oakland.edu/provost	205 Wilson Hall
Academic Human Resources	x2922		www.oakland.edu/ahr	420 Wilson Hall
Center for Excellence in Teaching and Learning (CETL)	x2455	ableser@oakland.edu	www.oakland.edu/cetl	200D Elliott Hall
Classroom Support and OU Help Desk	x2461	csits@oakland.edu	www.oakland.edu/csits	116 Varner Hall
e-Learning and Instructional Support (e-LIS)	x4566	online@oakland.edu	www.oakland.edu/elis	430 Kresge Library
IT Services (Including Webmail, Banner & SAIL)	x4357	helpdesk@oakland.edu	www.oakland.edu/helpdesk	202 Kresge Library
Office of Institutional Research & Assessment (OIRA)	x2387	schartma@oakland.edu	www.oakland.edu/oira	512 Wilson Hall
Office of Research Administration	x2762	research@oakland.edu	www.oakland.edu/research	530 Wilson Hall
Oakland University Libraries	x4426	ref@oakland.edu	www.library.oakland.edu	Kresge Library
University Recreation and Well-Being	x4732	rec@oakland.edu	www.oakland.edu/recwell	569 Pioneer Drive
Registrar	x3450	regservices@oakland.edu	www.oakland.edu/registrar	100 O'Dowd Hall
University Human Resources (Benefits)	x3480	benefits@oakland.edu	www.oakland.edu/uhr/staff	Wilson Hall, 4th floor
Women in Science, Engineering, & Research (WISER)	x4516	ldevreug@oakland.edu	www.oakland.edu/research/wiser	256 Hannah Hall

Student Support Services

The First Year Advising Center

121 North Foundation Hall | (248) 370-3227 | oakland.edu/fyac

The First Year Advising Center opened in fall 2012. It is the first stop for all incoming first-year students and undecided transfers. In addition to orientation, we provide academic advising for all first-year, undecided and re-deciding students, programs and events for first-year students, and major exploration and career counseling for all undergraduate students. Every first-year student is assigned a FYAC adviser and is required to meet with them twice in their first year, once in the fall semester and once in the winter semester.

Core Services

- **Support academic and social transition to college**
Organize two-part orientation program, partnerships with departments, and workshops and programs focused on student success.
- **Academic progress and performance**
Develop a plan of study, assess performance early on, at midterm and end of semester, and provide support/referrals to struggling students
- **Major and career exploration**
Determine the best-fit major through guided conversations and assessments, and define goals and identifying opportunities to connect with their major

Ways for Faculty to Collaborate with the FYAC

- Encourage students to visit their FYAC adviser once a semester (required for all first-year students)
- Submit Faculty Feedback through SAIL each semester, which then informs the FYAC of first-year students struggling in your course(s)
- Involve the FYAC in department discussions that concern first-year students related to curriculum issues and/or new ideas and best practices
- Apply to be an Orientation Faculty Adviser (*applications are accepted in March through the Provost's office*)
- Encourage students to use their Golden Grizzly Guide – oakland.edu/ggg or oakland.edu/transfer
- Discuss the 28 campaign with your students – oakland.edu/28

Office of Student Success and Experiential Learning Center

157 North Foundation Hall | (248) 370-4480 | oakland.edu/studentssuccess

2 SECOND YEAR EXPERIENCE

The Second Year Experience (SYE) is a program designed specifically for 1) students transitioning from the First Year Advising Center and entering their second year and for 2) first-time transfer students starting at Oakland University with less than 56 credits.

The primary goal of the SYE program is to inform and encourage students, early in their undergraduate experience to engage in campus and community activities through meeting with their professional academic advisers in both the Fall and Winter semesters. All of the professional academic advisers are integral to this program and are able to answer any questions you may have or ways you can be involved.

What are the requirements for students? Students must meet with a professional academic adviser once in Fall and once in Winter, and complete at least one engagement activity in Fall and in Winter in at least two of the following areas (examples in parentheses):

- Major/Minor Exploration (major information session, expo, job shadowing)
- Major Engagement (department hosted event, meeting with faculty, academic student organization)
- Career/Research Engagement (major specific research, internship, career services events)
- Campus Engagement (student organizations, diversity events, campus employment)
- Community Engagement (study abroad, global brigades, volunteering)

The Honors College

210 Oak View Hall | 508 Meadow Brook Rd | Rochester, MI 48309

Phone: (248) 370-4450 | oakland.edu/hc

Mission The mission of The Honors College is to provide bright and ambitious students the greatest support to achieve all that they can. The Honors College is about encouraging aspiration, ability and commitment. The students in The Honors College major in a range of subjects but what makes them distinctive is their ambitions to make a difference in the world. We invite creative, informative, and exciting course proposals from all Oakland University faculty interested in teaching in The Honors College. Honors College courses are offered in the following general education areas:

- Literature
- Arts
- Social Sciences
- Western Civilization
- Formal Reasoning
- Natural Science and Technology
- Global Perspective

Proposing Honors College Courses Honors College courses fulfill HC students' general education requirements for the areas listed above. HC classes are capped at 20 students and are intended to be interactive and innovative. Each course we offer is reviewed and accepted by the Honors College Dean.

The Honors College is also home of the university's Presidential Scholars and of the Presidential Scholars Success Program, and home of the Oakland University Distinguished Scholars too, all of whom benefit from the strength of support in the college.

Honors Thesis: Student Research with Faculty Mentor The Honors Thesis is a comprehensive research effort of original scholarship which offers students an opportunity to work closely with faculty members on advanced research topics or creative endeavors. In the year before graduation, the student and mentor are asked to sign an agreement that indicates they will continue to work on the project collaboratively as needed until it is completed. Thesis faculty are charged with the responsibility to model the highest standards of ethical research while working with their thesis mentee. The role of the faculty mentor includes:

- Suggesting relevant literature sources pertaining to the agreed upon project
- Providing guidance, support and feedback on a regular basis as needed
- Promptly communicating with student throughout the thesis project period
- Providing the student with advance notice (1-2 weeks) of an extended period of absence
- Reaching out to the Honors College staff and faculty with any problems or concerns
- Working with thesis faculty and staff to facilitate tracking student progress
- Writing an evaluative paragraph at the completion of the project

Honors College students submit a senior honors thesis (often also called a project) six weeks before graduation showing their skills, abilities and interests. The student, supported by their faculty mentor and the HC teaching team, then develops a proposal during the HC 3900 thesis/project proposal class. Mentors will be invited to be a guest at the student's final thesis presentation at an Honors College Research Day.

Graduate Study and Lifelong Learning

520 O’Dowd Hall | 586 Pioneer Drive | Rochester, MI 48309
(248) 370-2700 | oakland.edu/grad

Graduate Study and Lifelong Learning provides support and leadership to serve, oversee and advance all aspects of graduate education at Oakland University. We work with all units on campus to strategically strengthen graduate education, to develop high quality academic programs, to build a strong graduate student body across disciplines and professional fields reflective of the University’s academic strengths and commitment to diversity.

Responsibilities

OVERSEE POLICIES: COMMITMENT TO QUALITY

Graduate Council – Academic Policies and Procedures
Graduate Program and Curriculum
Course Catalog and Development
Academic Program Review
Graduate Academic Faculty and Program Services
HLC Accreditation

SERVE GRADUATE STUDENTS

Graduate Readmission & Program Transfer
Plan of Study
Transfer of Graduate Credit
Graduate Assistants & Fellowships
Academic Standing
Probation and Dismissal
Petition of Exception

SERVE PROSPECTIVE STUDENTS

Graduate Recruitment (strategies and implementation)
Graduate Admission Services
Graduate Student Progress, Retention
Progress towards graduation

PREPARATION FOR GRADUATION

Dissertation and Thesis Services
Manage the Application to Graduate
Approve Final Graduate Degree Audits

SERVE ACADEMIC UNITS

Collaboration Agreements
Graduate Program and Curriculum Development
Provide Data and Data Analysis
Progress Towards Degree
Retention Analysis and Strategies

Additional Resources

Faculty Resources

oakland.edu/grad/faculty-and-staff-resources

Graduate Catalog

oakland.edu/grad/top-links/graduate-catalogs

Dean: Claudia Petrescu, Ph.D.

cpetrescu@oakland.edu

248-370-3226

Data Resources

oakland.edu/grad/accreditation-and-data-resources

Graduate Study

oakland.edu/gradstudy

The Tutoring Center

103 North Foundation Hall | 318 Meadow Brook Road | Rochester, MI 48309
(248) 370-4215 | oakland.edu/tutoring

Fall 2017

Walk-in and Appointment Tutoring available

Hours: Mon – Thurs 9:00 am – 7:00 pm

Fri 9:00 am – 5:00 pm

Winter 2018

Walk-in and Appointment Tutoring available

Hours: Mon – Thurs 9:00 am – 7:00 pm

Fri 9:00 am – 5:00 pm

The Tutoring Center (TTC) offers a variety of services to assist students in achieving at the highest level of their ability. Students who come to TTC can take advantage of individual and group tutoring, Supplemental Instruction, self-paced instructional materials, training in learning strategies, and more. In an environment of appreciation and acceptance of diversity, The Tutoring Center helps students assume responsibility for their own learning through the following services:

Peer Tutoring

Tutors are available for most 0000 -2999 level courses. Tutors help clarify your homework assignments and course content. Tutors help clarify course content and key concepts. They will not teach the class or complete your homework, but they will help you become an independent learner and successful student. Tutoring is available in the form of walk-in group tutoring for subjects such as math, chemistry, physics, accounting, economics and more. One-on-one appointment tutoring is available for selected subjects such as French, Chinese, Spanish, philosophy and sociology.

Supplemental Instruction (SI)

The SI program targets traditionally difficult academic courses - those that have a high rate of D or F grades and withdrawals - and provides regularly scheduled (2-3 times a week), out-of-class, peer facilitated sessions. SI sessions focus on course specific study skills and help students review their notes, understand and apply key concepts, and prepare for tests. However, they will not assist with assignments that will be turned in for a grade.

Study Skills Assistance

The Tutoring Center offers many types of study skills assistance. There are Helpful Hint cards with different strategies to help students with test taking, note taking, studying, time management, and other techniques. The Center has sample math and statistics exams available for viewing by request. Offered on The Tutoring Center website (oakland.edu/tutoring) is a Study Aids section with links to, The Learning Toolbox, Khan Academy, Note Taking Systems, and other useful resources to assist students. There are additional tabs on the Study Aids page for math resources, with videos created to give step-by-step instruction on how to solve different types of mathematics and statistics problems. Students will also find videos on our website created to show effective Time Management strategies (*Charlie and Julian Getting Coffee*) and how to *Make the Most of Your Textbooks*.

Please feel free to email tutoring@oakland.edu or call (248) 370-4215 with any questions.



The Oakland University Writing Center (OUWC) serves as the literal and conceptual “Write Space” for all members of the OU community at any stage of the composing process. We provide rhetorically-informed, genre-aware, and data-supported consultations, presentations, and resources: 1) to advance the specific purposes of individual writers and 2) to facilitate a rich culture of writing across campus.. Faculty and well-trained peer writing consultants from multiple disciplines and at all levels of specialization help novices and professionals alike to anticipate the needs of their audience and to build their composition toolbox.

Consultants help students:

- Comprehend assignments;
- Gain awareness of audience, situation, and purpose;
- Brainstorm;
- Organize thoughts;
- Get their thoughts on paper;
- Develop clear and concise theses;
- Formulate informed arguments;
- Gain control of grammar and mechanics;
- Learn and follow APA, MLA, Chicago, and other documentation styles; and/or
- Write with confidence.

Consultants assist graduate students, staff, and OU faculty members:

- Draft or revise manuscripts for publication;
- Integrate writing in the discipline expectations with course content;
- Craft or revise an assignment;
- Rethink feedback offered to students;
- Document accomplishments for tenure review;
- Compose a thesis or dissertation;
- Assemble a teaching portfolio;
- Construct a personal statement;
- Revise a *curriculum vitae*; and/or
- Generate a proposal or mission statement.

For hours, locations, more information, and to connect on social media, contact us at:

**oakland.edu/ouwc
OUWC@oakland.edu
(248) 370-3120**

We strongly encourage faculty members to visit our website for more information on integrating our services into their curriculum.



Disability Support Services

Access. Advocacy. Awareness.

103 North Foundation Hall | 318 Meadow Brook Road | Phone: (248) 370-3266 | TTY: (248) 370-3268

The Office of Disability Support (DSS) provides support services & auxiliary aids and determines reasonable academic adjustments and accommodations for degree seeking students with documented disabilities. DSS assists faculty in their responsibilities to ensure all students have equal access to classroom instruction.

Pursuant to the Federal Rehabilitation Act, Oakland University will make reasonable modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified disabled applicant or student; provided however, that no modifications will be made to requirements essential to the instruction being pursued by such student or to any directly related licensing requirements. Reasonable modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Similarly, pursuant to the Federal Americans with Disabilities Act, Oakland University will make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability; provided however, no modifications will be made that will fundamentally or substantially alter the nature of the service, program, or activity.

Typical Services

- Alternative Exam Arrangements
- Accessible Materials & Media
- Sign Language Interpreting or Real Time Captioning Services
- Assistive Technology and Training
- Notetaking Assistance

Instructors, students and DSS staff must partner, communicate and follow through on arrangements in a timely fashion. We look forward to working with you!

Guidance & Suggestions

- Clearly define course requirements and expectations on the course syllabus.
- Include an ADA statement on the syllabus.
- Select textbooks and other instructional materials early to ensure access.
- Expect a Faculty Notification Letter from the student created by DSS listing accommodations granted.
- Refer student requests for accommodations to the DSS office.
- If a request for an accommodation is questionable or seems unreasonable consult with DSS.

SAMPLE SYLABUS STATEMENTS

The Office of Disability Support Services (DSS) is the campus office responsible for verifying that students have disability related needs for academic accommodations and for planning appropriate accommodations. Students with disabilities who need academic accommodations can contact DSS in room 103A North Foundation Hall, Phone: 248-370-3266; TTY: 248-370-3268.

Accessibility and Accommodations: It is the University's goal that learning experiences be as accessible as possible. Students with disabilities who have questions about course accessibility are encouraged to contact the instructor immediately. The Office of Disability Support Services (DSS) is available to help. DSS is located in room 103A North Foundation Hall. Phone: 248-370-3266; TTY: 248-370-3268.

Faculty Notification Letters: Guidelines

1. Students can register with the DSS Office at any time of the school year. Students provide documentation that demonstrates an impairment that substantially limits one or more major life activities. The extent, duration, and impact of the impairment is assessed to prepare an individual plan for each student.
2. The FNL (Faculty Notification Letter) indicates that the student has followed University procedures to request accommodations and DSS has determined the student is eligible under the ADA. The paper copy of the FNL will be braille stamped in the lower right corner for authenticity.
3. Students must request Faculty Notification Letters from the DSS Office. The letters will not be made until they request them. We encourage students to request their FNL's at the beginning of the semester. But, they can do so at any time of the semester.
4. Students receive paper copies of their FNL's on Oakland letterhead paper. They are braille stamped by the DSS Office for authenticity. If the student has an online class, we will email a PDF of the FNL to the student. The student may then choose to email the letter to their online instructor.
5. Students are instructed to provide the FNL to their professor as soon as possible in the semester. DSS advisors recommend that students schedule a private meeting to deliver their FNL and discuss arrangements for the provision of the accommodations listed.
6. Confidential diagnostic information is not included in the FNL. Some students choose to disclose additional information to faculty, but they are not required to do so. DSS encourages students to discuss their strengths, weaknesses and learning strategies that have proven effective for them.
7. Accommodations are not retroactive. The classroom accommodations becomes active after the instructor is informed with the FNL provided by the student and arrangements have been discussed.
8. Accommodations are approved based on documentation of disability, not specific classes. If the instructor thinks that an accommodation approved by DSS may undermine the essential requirements of the course or alter the nature of the course, DSS should be contacted as soon as possible so that the instructor, student and DSS can consult about other options for providing equal access.

CONFIDENTIAL:
FACULTY NOTIFICATION LETTER
Issued September 9, 2014 for Fall 2016

TO: Prof. Jones (WRT 160, CRN 12345)
Prof. Smith (BIO 190, CRN 67890)

From: Michael Wadsworth, Interim Director
Disability Support Services

RE: Christie Gough (G00123456)

Pursuant to the Federal Rehabilitation Act, Oakland University will make reasonable modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified disabled applicant or student; provided however, that no modifications will be made to requirements essential to the instruction being pursued by such student or to any directly related licensing requirements. Reasonable modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Similarly, pursuant to the Federal Americans with Disabilities Act, Oakland University will make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability; provided however, no modifications will be made that will fundamentally or substantially alter the nature of the service, program, or activity.

The student has provided documentation to the Disability Support Services (DSS) Office of a disability and is eligible for the following accommodations:

- **Extended Testing Time (1 ½)** on quizzes and exams. Professor will provide the accommodation for the student whose only need on exams is extended time.
- **Note taker: Please see attached instructions, “How to Identify a Note taker”**

Your assistance with this student is greatly appreciated. Please contact the DSS office with any questions and/or concerns at 248-370-3266, gough@oakland.edu or noguez@oakland.edu.

SAMPLE LETTER

Graham Health Center

408 Meadow Brook Road | (248) 370-2341 | oakland.edu/ghc

Graham Health Center provides convenient, affordable, high quality health care right on campus. We are staffed by certified Nurse Practitioners and Physician Assistants who have extensive education and clinical training. A physician visits weekly to review cases, consult, and see patients who require physician care. GHC also offers Wellness Services such as Wellness Coaching, Smoking Cessation and other programs.

- Treatment of acute illness, minor injuries and chronic disease
- Physical exams
- Travel Medicine consultation
- Immunizations
- Prescribe and dispense prescription medication
- Laboratory testing
- Allergy injections
- Over the Counter medication and medical supplies available for purchase without an appointment

All Oakland University students, faculty and staff are eligible for services at GHC.

OU Counseling Center

Graham Health Center, East Wing | (248) 370-3465 | oakland.edu/oucc

The Oakland University Counseling Center, located in the Graham Health Center has been serving the students and staff of the university for over 30 years. We provide a broad range of mental health services:

- Personal Counseling
- Psychological and Psychoeducational Testing
- Substance Abuse Evaluation and Prevention
- Consultation and Outreach
- Crisis Intervention

Counseling is provided by Licensed Psychologists and Interns. Staff that are not fully licensed are supervised by Licensed Psychologists.

Veterans Support Services

116 North Foundation Hall | 318 Meadow Brook Rd | Rochester, MI 48309

Office Hours: M-F: 9 a.m. - 5 p.m. | (248) 370-2010 | vss@oakland.edu

Oakland University dedicates staff to helping students sort through federal regulations that govern college benefits earned while serving their country, ensuring that veterans can take advantage of benefits in a timely manner. We provide a supportive, welcoming environment to more than 350 veterans, service members and dependents of veterans. Whether you're on active duty, in the reserves, entitled to vocational rehabilitation services or have dependents entitled to educational benefits, we'll do everything in our power to ensure that you achieve your academic and personal goals.

The International Students and Scholars Office (ISSO)

328 O'Dowd Hall | 586 Pioneer Dr. | Rochester, MI 48309
(248) 370-3358 | oakland.edu/isso

The International Students and Scholars Office (ISSO) is committed to building an international campus through service, support and advocacy to nurture global citizenship and multicultural appreciation. The office currently services 785 International Students, 20 Scholars, and 129 dependents from 62 countries.

Services offered to International Students

- Immigration counseling for international students and scholars
- Personal advising
- SEVIS I-20 issuance for undergraduate, graduate, post-doctoral students, and dependents.
- SEVIS DS-2019 issuance for J-1 Exchange Visitor students, scholars, faculty, staff, and dependents.
- J-1 employment authorization requests
- J-1 concerns
- F-1 and J-1 extensions of stay
- F-2 and J-2 Dependents immigration application
- Emergency document replacement
- Assistance requesting a change of visa status
- Reinstatement of status
- Canadian border crossing letters
- Curricular practical training (CPT) authorization
- Optional practical training (OPT) and OPT STEM authorization
- ESL concerns
- Student transfers
- Disability assistance
- Health insurance
- Tax ID/Tax concerns
- Orientation
- Informational seminars
- Host family program information
- Cross cultural activities
- Facebook postings

Contact Information

David Archbold
Director
archbold@oakland.edu

Petra Knoche
Assistant Director
ppankova@oakland.edu

Allison Radell
Administrative Secretary
aqraddell@oakland.edu

Mary Miramonti
Administrative Assistant
miramont@oakland.edu

Elizabeth Adams
Temporary Receptionist
adams@oakland.edu

Gender and Sexuality Center (GSC)

49D Oakland Center | 312 Meadow Brook Road | Rochester, MI 48309
(248) 370-4336 | GSC@oakland.edu | www.oakland.edu/GSC

Our Mission

Founded in 2005. The Gender and Sexuality Center serves all faculty, staff and students regardless of sexual orientation or gender identity. The Gender and Sexuality Center serves Oakland University's lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and ally (LGBTQIA) community by providing and fostering a campus environment that promotes inclusion and understanding around issues of gender and sexuality through education, outreach and advocacy for all members of the OU community.

Programs and Services

- Referrals to on and off campus resources
- Lending library
- Free safer sex supplies
- Customized workshops and presentations
- Students, Administrators, and Faculty for Equality (SAFE) On Campus Training
- Peer Mentor Program
 - *Currently seeking mentees for fall 2017!*

Annual Events

- LGBTQIA Welcome Reception
- Jumpstart for LGBTQIA Students
- World AIDS Day
- Take Back the Night
- Pride Week
- Lavender Graduation Celebration
- and more!

Please note: the GSC (49D Oakland Center) is currently under construction and will be temporarily located in a yet-to-be-determined location for the 2017-18 academic year.

**Did you know Oakland University rates 4/5 stars on the Campus Pride Index?
This is the 2nd highest rating in the state of Michigan!**

Grizzlies Response: Awareness & Suicide Prevention (GRASP)

Summary Sheet

OVERVIEW OF GRASP

GRASP is a multi-disciplinary, faculty-initiated intervention with key personnel drawn from Teacher Development & Educational Studies, Counseling, Social Work, and Health Sciences. These faculty work in close collaboration with University mental health services, administrators, and other stakeholders to increase mental health awareness and suicide prevention campus-wide.

MENTAL ILLNESS SNAPSHOT & WARNING SIGNS

- 1 in 5 adults suffer from a mental illness within any given year
- Mental illness can range greatly from mild to debilitating
 - Having intense anxiety and/or panic attacks
 - Losing interest in things, unable to experience pleasure
 - Becoming socially isolated and withdrawn
 - Significant changes in appearance or hygiene
 - Acting irritable or agitated

For more info: www.oakland.edu/grasp/mental-health

SUICIDE SNAPSHOT

- 2nd leading cause of death among college students
 - 10th leading cause of death among adults
 - For 2010, suicide killed more individuals than automobile accidents
 - Suicide is PREVENTABLE
- For more info: wwwp.oakland.edu/grasp/suicide

SUICIDE WARNING SIGNS

Most of the time, people who kill themselves show one or more of these warning signs before they take action:

- Talking about wanting to kill themselves
- Saying they wish they were dead
- Looking for way to kill themselves (e.g., hoarding pills, buying gun)
- Talking about a specific suicide plan
- Expressing hopelessness or feeling there's no reason to live
- Feeling trapped, desperate, or needing to escape
- Feeling like they are a burden to others

REACHING OUT TO SOMEONE IN NEED

1. Speak to them in a caring, straightforward manner
2. Convey your concern and your willingness to help them
3. Point out that help is available and that seeking help is not a sign of weakness or failure
4. Suggest resources or make referrals
5. Document the interaction or incident

DO NOT:

- Promise confidentiality
- Judge or criticize
- Ignore or minimize the situation
- Make the problem your own
- Involve yourself beyond the limits of your time or skill

If you feel that someone is in immediate danger of harming him/herself or someone else, call OU Police at 248-370-3331.

If you are concerned about an individual, contact the Office of the Dean of Students (248-370-3352) or the OU Counseling Center (248-370-3465) for consultation.

CAMPUS & COMMUNITY RESOURCES

- OU Counseling Center (in Graham Health Building)
- SEHS Training Counseling Center
- Employee Assistance Program
- Common Ground Crisis Center
- Macomb County Crisis Center
- Crittenton Medical Center

For a full list of resources along with contact information, please go to oakland.edu/grasp/resources

For more information about GRASP, mental illness, suicide, resources, or to schedule training for your department or organization, please go to www.oakland.edu/grasp

University Recreation and Well-Being

Recreation and Athletics Center | 569 Pioneer Drive | Rochester, MI 48309
(248) 370-4732 | rec@oakland.edu

THIS IS **OU REC WELL**

The Vision of University Recreation and Well-Being is to be a leader in providing an excellent and comprehensive experience that promotes student success and community well-being.

Open all year long, University Recreation and Well-Being (Rec Well) is centered on creating an environment that provides opportunities for the OU community to gain balance in one’s life. There are many dimensions of well-being. Lifestyle choices and personal responsibility for wellness decisions influence the overall quality of life and create balance. **The university provides free memberships for all benefit eligible employees to support the effort of creating this balance. In addition, family members are eligible to join at a reduced rate.**

Rec Well is known as the “home” for informal recreation, fitness, strength training, group exercise, intramural programs, club sports opportunities, as well as the venue where the University community has access to outstanding programs and services related to overall well-being. In identifying specific goals within the dimensions such as environmental, physical, occupational, emotional, and social, Rec Well continues to work in cooperation with departments such as Graham Health Center, the Counseling Center, Environmental Health and Safety Exercise Science and Wellness Health Promotion, the School of Nursing, Housing, the Center for Student Activities, Oakland University William Beaumont School of Medicine and University Human Resources. A university task force is in place to assist with identification of existing programs and the development of new initiatives. Enrolled students have access to the Recreation Center and most Rec Well programs included in their tuition. Providing stress relief, study breaks and Well-Being programming to student contributes to their retention, success and completion.

Current programs of particular interest to faculty and staff would include:

GroupX classes	Personal Training opportunities
Fitness assessments	Drop in Body Composition evaluations
Fitness Center orientations	Nutrition Consultations
Walking with Campus Leaders	Nutrition Lunch and Learn programs

Academic Year Hours of Operation:

Mon-Th	5:30 a.m. – 11 p.m.
Friday	5:30 a.m.-9 p.m.
Saturday	8 a.m. – 8 p.m.
Sunday	10 a.m.- 11 p.m.

A complete picture of the programs, services and facilities provided by University Recreation and Well-Being can be found at the website: <https://www.oakland.edu/recwell/>



@OURecWell

Faculty Support Services

e-Learning and Instructional Support (e-LIS)

430 Kresge Library | 100 Library Drive | Rochester, MI 48309

Main Office: (248) 370-4566 | Help Line: (248) 805-1625 | oakland.edu/elis | online@oakland.edu

Mission

E-Learning and Instructional Support assists faculty, staff, and students in the use of e-learning technologies, and develops web solutions for academic needs. We provide the following services:

- Coordinate and support online learning initiatives, including incentive programs, special e-learning events, and OU's annual e-Cornucopia Teaching with Technology Conference.
- Train faculty and students on instructional technologies such as Moodle and WebEx. This includes one-on-one training, group training, and scheduled workshops.
- Develop help documents and workshop instructions for faculty and students.
- Provide technical support for e-Learning related issues.
- Provide instructional design assistance to faculty.
- Support Web-based databases and Web servers.
- Develop Web applications to support academic business processes and initiatives.
- Provide general support for faculty, staff and students in the use of OU Web resources.

Tools we support and/or offer training for

Moodle, WebEx, Panopto, eSpace, Camtasia, i>clicker, Second Life, Scantron, Akindi, iTunes U

Room resources available

e-Learning Lab	24-seat Windows computer lab with fold down monitors. Instructor PC can project onto two screens at front of room. Please schedule time in the lab by calling the e-LIS main office. Note that this lab cannot be used for regularly scheduled events (like class meetings).
Faculty/VR Lab	5-seat Windows lab available for faculty who need help with e-learning tasks or need to use a computer for building course materials. Includes a virtual reality area where users can test out the Vive. Walk-ins are welcome, but if you need assistance from staff or want to use the Vive, please schedule an appointment by calling the e-LIS main office.
Media Lab	2-seat computer lab (1 Windows and 1 Apple), configured for the production of video and audio.
Scantron Rooms	Three rooms with Scantron scanning equipment. Faculty and staff can use these rooms to scan tests or course evaluations. Please call the e-LIS main office to schedule an appointment.
Conference Room	16-seat conference room with a projector that has laptop connections. Please book the lab by calling the e-LIS main office.

Welcome to OU Libraries! Your department's librarian liaison can answer your questions about the Libraries' services and collections. Identify your liaison and learn more about the services we provide:

OU Libraries' Services for Faculty
<http://library.oakland.edu/services/you/faculty.php>

Research Support

Research Assistance

<http://library.oakland.edu/ask>

Schedule a research consultation with your liaison or contact the Research Help Desk in person or via phone, email and IM.

Document Delivery

<http://library.oakland.edu/workteams/access/resource-sharing.html>

In addition to traditional interlibrary loan and document delivery, the Libraries offer a free copy service to faculty for print materials in the library.

Research Data Support

<https://library.oakland.edu/services/research-data>

You can schedule a consultation with our Research Data Librarian to receive support in writing a data management plan or with other aspects of managing your research data.

OUR@Oakland

<https://our.oakland.edu/>

Oakland's institutional repository, administered by OU Libraries, provides a platform for faculty to share their scholarly, intellectual and creative works with the OU community and beyond.

Authors@Oakland

http://library.oakland.edu/events/library_events/authors

This annual event, sponsored by the Libraries and the Senate Library Committee, showcases Oakland faculty's research and creative works.

RefWorks

<http://library.oakland.edu/citation/refworks.html>

RefWorks is a citation management tool that allows researchers to export citations from most databases into their personal RefWorks account.

Teaching Support

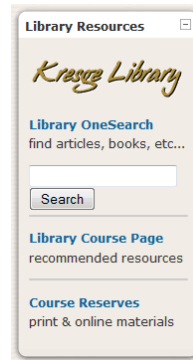
<http://library.oakland.edu/services/instruction/index.html>

Library Instruction

Librarians provide instruction sessions to introduce students to important discipline-specific research tools and skills. Contact your liaison to request a session.

Course Reserves

Both print and digital reserves options are available to facilitate students' access to research materials.

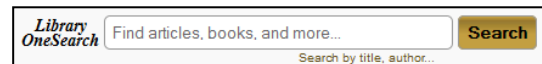


Instructional Technology

OU librarians have created numerous resources to help you incorporate library services and resources into your courses, including the heavily-used **Using and Citing Sources** and **Copyright and You** tutorials.

And you can easily embed the Libraries into your course by adding the **Library Widget** to Moodle.

Library Collections



Search for books, articles, documents and other materials simultaneously using *Library OneSearch*.

Journals

<http://library.oakland.edu/articles>

The Libraries subscribe to extensive collections from SAGE, Wiley, Springer, Elsevier, Oxford UP and more.

Research Databases

<http://research.library.oakland.edu/sp/subjects/databases.php>

The Libraries subscribe to more than 150 general and discipline-specific research databases, many of which provide full-text access to articles. For citation-only databases, the **Get It @ OU Libraries** link will locate the article in another database, if available.

Images & Media

In addition to physical DVD and CD collections, the Libraries subscribe to streaming video and music services (e.g., *Naxos*, *VAST*) and *ArtSTOR*, an extensive image database.

200 Elliott Hall | 257 Varner Drive | Rochester, MI 48309

oakland.edu/cetl | cetl@oakland.edu

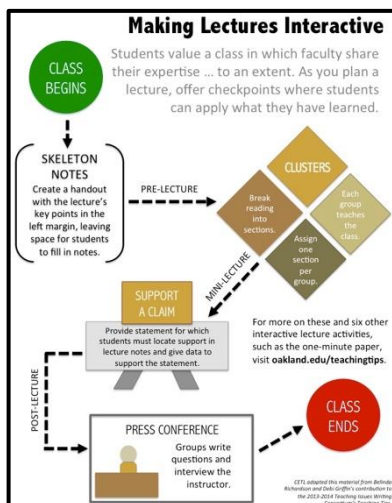
Director: Judy Ableser, Ph.D. | ableser@oakland.edu | (248) 370-2455

The **MISSION** of CETL is to support, promote and enhance student, faculty and university success in our diverse academic community. CETL enhances student success and learning by supporting the overall success of the faculty and the university community through pedagogical, professional and leadership development.

Promoting Student Success through Pedagogical Development

- Workshops
- Coffee and Conversations
- Faculty Development Institutes
- Learning Communities
- Graduate Teaching Assistant Series
- Conferences
- Teaching Tips
- Instructional Fairs
- Resource Library
- Teaching Resources
- UDL/ADA Resources

Weekly Teaching Tip



Promoting Faculty Success through Professional Development

- Consultations
- Mentoring
- New Faculty Orientations
- New Faculty Handbook
- Scholarship of Teaching and Learning (SoTL)
- Teaching Grants
- Conference Travel Grants
- Quick Notes – tutorials and guides to university processes
- Instructional Fair – university-wide exhibition of teaching
- Virtual Training, recordings and modules
- Faculty Fellows
- Library/resources – a lending library of books and resources plus online articles and videos

Receive quick weekly teaching tips and weekly schedules. Sign up at oakland.edu/cetl

Promoting University Success through Leadership Development

- Campus-wide initiatives to enhance teaching and learning
- Department Chair Leadership Development: retreat, forum, manual, part-time CETL fellow, and other resources offered in the Chairs Corner webpage.
- Departmental Consultations
- Students for Exemplary Teaching (SET) Forum
- Collaborations with Senate Committee on Teaching and Learning, e-Learning and Instructional Support and student support services

Next Week at CETL

Welcome back, OU faculty and staff! We look forward to seeing you at the Faculty and Staff Social Hours next week and the CETL Meet and Greet the following week, along with our other events.

MON SEPT. 8	
TUES SEPT. 9	CLICK TO REGISTER FOR THE WORKSHOP Mentoring Emerging Faculty: FDI Intro <small>12:00-12:30 p.m.</small>
WED SEPT. 10	CLICK TO REGISTER FOR THE WORKSHOP High Impact Practices: FDI Intro <small>12:00-12:30 p.m.</small>
THURS SEPT. 11	FACULTY AND STAFF SOCIAL HOURS <small>Drop in 4-6 p.m. at Finnegan's in the Stone Island Clubhouse on campus.</small>
FRI SEPT. 12	

SEE ALL WORKSHOP FLYERS

SEE UPCOMING COFFEE AND CONVERSATIONS

Classroom Support

116 Varner Hall | 371 Varner Drive | Rochester, MI 48309

(248) 370-2461 | oakland.edu/csits

Monday – Thursday 7:30 a.m. – 8 p.m. | Friday 7:30 a.m. – 6 p.m. | Saturday 8 a.m. – 5 p.m.

Classroom Technology Training: One-to-one or group classroom technology orientations and hands-on demonstrations by appointment. Topics include use of the classroom control system and components including: video projector, computer, document camera, DVD/Blu-ray player, electronic whiteboard and interface connecting cables for personal devices.

Classroom Technology Issues: For all classroom technology issues contact Classroom Support.

Classroom Access: To check out a general purpose classroom key (Z-4) complete the key form and present your faculty ID. Each Z-4 key allows access to all general purpose classrooms only. You are encouraged to retain this Z-4 key for the duration of your tenure at Oakland University.

Please lock classrooms after each session to prevent equipment theft.

Classroom Software Requests: A list of installed software is found online at www.oakland.edu/csits/classrooms > Instructional Software tab. For additional software, please contact the OU Help Desk.

Equipment Reservations: Supplemental equipment items such as wireless microphones and web cameras are available for lecture capture needs.

Report General Classroom Issues: Please help us and report ANY classroom condition issues or concerns such as general cleaning, damaged or missing furniture, room lights, floor covering damage, window blinds, etc. We will work with Facilities Management and others to correct all issues ASAP.

Online Classroom Equipment Resource: View all classroom equipment and seating information online at www.oakland.edu/csits/classrooms > Inspector tab > choose classroom room number and building.

OU Help Desk

202 Kresge Library | 100 Library Drive | Rochester, MI 48309

(248) 370-4357 (HELP) | oakland.edu/helpdesk | Monday – Friday 8 a.m. – 5 p.m.

The OU Help Desk is your one-stop-shop for information or assistance with any desktop technology resources.

The OU Help Desk can help with the following items:

- Computing problem resolution
- Supported hardware and software services
- Information operators
- Implementation and review of best IT desktop practices
- Desktop voice and data user interfaces, training and support

Questions about login issues? Call the help desk for assistance with password reset or account logins.

Need Microsoft Office Software? The help desk will install university campus software on your university device.

Working from home and need VPN access? The help desk can assist if you have difficulties with VPN connection issues.

Experiential and Academic Service-Learning Support

Office of Student Success and Experiential Learning Center

157 North Foundation Hall | (248) 370-4484 | oakland.edu/studentssuccess

Experiential Learning Coordinator Travus Burton, tburton@oakland.edu, is equipped to assist faculty and academic programs with development of academic experiential learning opportunities for students:

- Adding an Academic Service-Learning component to your course
 - work with existing course or curriculum to provide meaningful service(s) for community partner(s)
 - partner with other classes and disciplines to achieve greater results
 - Developing community partnerships for internships, practicum, capstone projects, volunteering, research opportunities and academic service-learning
 - personal introductions, networking opportunities, face-to-face meetings
 - learn about genuine community needs, issues and current initiatives
 - Teaching through experiences to promote learning from doing
 - increase rigor by challenging students to apply course/program concepts in new settings
 - use guided conversations, student reflections or journaling as a vehicle for learning itself
 - learn how to assess student learning and growth through guided reflections
 - connect with resources, literature and other faculty on campus who value experiential learning
-

Office of Research Administration

530 Wilson Hall | 371 Wilson Boulevard | Rochester, Michigan 48309 | (248) 370-2762

Since the establishment of Oakland University in 1957, to its current designation as a nationally ranked doctoral/research institution, we have continued to expand our research, scholarly, and creative activities. The Office of Research Administration (ORA) offers a wide range of services, training, and regulatory support to OU faculty. In collaboration with the Provost's office, we produce an annual report on a selection of our faculty's research and scholarly projects. Current and past issues of *OU Research* can be found at <http://www.oakland.edu/research/>. The Assistant Vice President for Research (AVPR) oversees all aspects of ORA's research administration and research development activities, including the following:

- **Grant & Contract Support:** pre-award and post-award administration
 - Director of Sponsored Programs—Alex Delavan (delavan@oakland.edu)
 - Grant Administrator—Adeline Gonzales (gonzales@oakland.edu)
 - Grant Officers—Adeline Gonzales (gonzales@oakland.edu), Shamon Murdock (smurdock@oakland.edu) and Bonnie Kwit (kwit@oakland.edu)
- **Regulatory Support:** IRB, IACUC, conflict of interest, research integrity, et al.
 - Director, Regulatory Support—Dr. Rebecca Sandborg (sandborg@oakland.edu)
 - Regulatory Compliance Coordinator—Dr. Judette Haddad (haddad@oakland.edu)
 - IRB Specialist—Stephanie Edwards (sedwards@oakland.edu)
 - Regulatory Compliance Specialist—Katherine Wydeven (kwydeven@oakland.edu)
 - Biomedical Research Facility Manager—Janet Schofding (schofdin@oakland.edu)
- **Technology Transfer**
 - Mentor in Residence—Michael Long (mwlong@oakland.edu)
 - Research Administrative Assistant—Anru Cheng (acheng2@oakland.edu)
- **Biomedical Research Support Facility (BRSF):**
 - Animal Research Facility Manager—Janet Schofding (schofdin@oakland.edu)

- BRSF Coordinator—Cliff Snitgen (snitgen@oakland.edu)
- Research Laboratory Veterinary Technicians—Joyce Schram (pschram@oakland.edu), Barbara Barber (barbarber@oakland.edu) and Amber Spencer (arspencer@oakland.edu)

- **Internal and external funding opportunities**

- University Research Committee (<http://www.oakland.edu/research/URC>)
 - Faculty Fellowship Award
 - Meadow Brook Hall Research Conf. Award
 - Faculty Research Excellence Award Nomination
 - Faculty New Investigator Research Excellence Award
 - Faculty Research Award
 - Faculty Books, Reports & Page Charge Reimbursement
- Faculty President’s Colloquium Series Award
- Faculty President’s Colloquium Series Award
- Graduate Research Assistantship Tuition (GReAT) Award
- Provost Graduate and Undergraduate Research Award
- OU-Beaumont Multidisciplinary Research Award
- Other information available on research website or by request

Contact: Barbara Kooiman (kooiman2@oakland.edu), Jean Miao (miao@oakland.edu), Sue Willner (willner@oakland.edu)

Before beginning your research/scholarly projects, please consider whether you will need **review and approval by the university’s regulatory committees**: IRB (for human subjects research); IACUC (for projects involving vertebrate animals); IBC (for projects involving biosafety issues); and/or Radiation Safety Committee. Information about these committees and their requirements can be found at oakland.edu/research/compliance/. We recommend that you build in plenty of time for the preparation of your regulatory submissions, as well as correspondence with the committee(s) as they review your protocol. You may not begin your project without committee approval.

Training is often required for investigators and other research personnel, depending on the type of activity. OU relies on the Collaborative Institutional Training Initiative (CITI) modules (<https://www.citiprogram.org/>) for many of the compliance areas. The National Science Foundation and the National Institutes of Health may require training in the Responsible Conduct of Research (oakland.edu/research/compliance/). Before an investigator can submit a new NIH application, he/she must disclose “significant financial interests” per the federal regulations that took effect in August 2012. All investigators on the NIH project must provide their disclosures before the proposal can be submitted, so please refer to the instructions at oakland.edu/research/compliance/. If you have questions about regulatory compliance please contact Dr. Rebecca Sandborg, Director of Regulatory Support.

The ORA staff strives to provide efficient and comprehensive support for OU investigators and scholars. Training and educational programs can be tailored to your needs, for individuals or groups. New faculty are welcome to visit the ORA staff to have all of their questions answered, so we invite you to make an appointment with the appropriate personnel at your earliest convenience. Formal grant-writing seminars are held on an annual basis, usually in April. For more information, visit our website at <http://www.oakland.edu/research> or call Barbara Kooiman at 370-2762.

Oakland University Senate

The Senate is an all-university governance body whose membership includes administrative officers, students and faculty members elected for two-year terms to represent their academic units. The Vice President for Academic Affairs is its presiding officer. It serves as a legislative forum that meets monthly during the academic year. The Senate recommends new degree programs to the president and the board and must approve the constitutions of colleges and schools. It determines academic policies and provides opportunity for public deliberation on issues of importance to the university. Contact the OU Senate via email at senate@oakland.edu.

Senate Committees

Academic Computing Committee	Honorary Degree Committee
Academic Conduct Committee	Library Committee
Academic Standing & Honors Committee	Planning Review Committee
Assessment Committee	Research Committee
Athletics Committee	Senate Elections Committee
Budget Review Committee	Student Academic Support Committee
Campus Development & Environment Committee	Teaching & Learning Committee
General Education Committee	University Committee on Undergraduate Instruction
Graduate Council	

OFFICE OF INSTITUTIONAL RESEARCH AND ASSESSMENT (OIRA)

512 Wilson Hall | 371 Wilson Boulevard | Rochester, Michigan 48309 | (248) 370-2387

Student Profile

FALL 2016

Enrollment

16,568 (UG) 3,444 (Grad)

Percent of Full-Time Students

78% (UG) 50% (Grad)

Gender Ratio

56% (Women) 44% (Men)

Geographic Distribution

44% (Oakland) 31% (Macomb)
6% (Wayne) 19% (Other)

Median Age

21 (UG) 28 (Grad)

Academic Profile of Incoming Freshmen:

23.6 (Avg. ACT Score)
3.4 (Avg. High School GPA)

What do we do?

OIRA supports the planning, decision making and self-assessment of the university community. We accomplish these goals by:

- Using University Data to Conduct Research
- Monitoring Trends in Student Performance and Outcomes
- Administering Surveys to OU Students
- Providing Assistance with General Education and Program Assessment

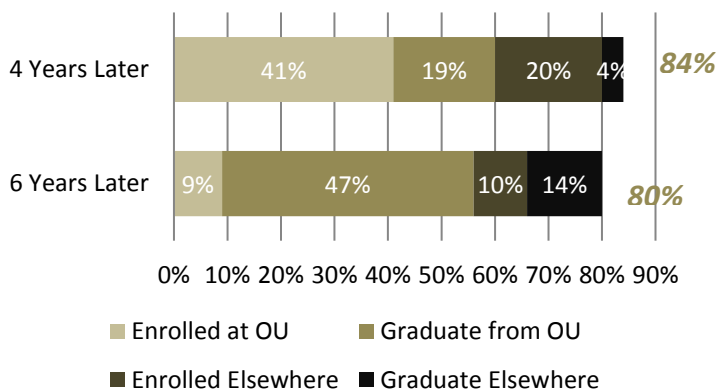
What data do we have?

- Enrollment data – by department and program!
- Degrees awarded – by department and program!
- Student Survey Results
- Faculty numbers
- Grade Distributions
- And much more...

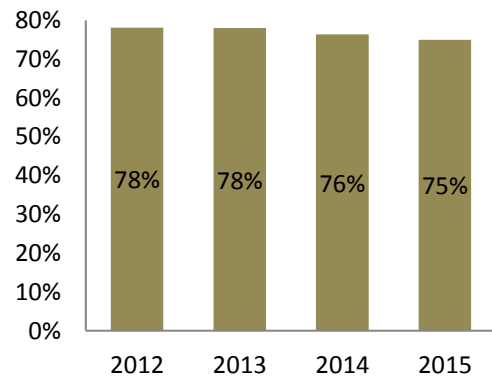
How can we help you with assessment?

- Provide plan and report templates and share examples of completed materials
- Review assessment plans for academic programs or general education courses
- Share assessment-related materials, resources, and best practices
- Suggest ways to use assessment findings to make program and course improvements

Success Rate for First Year Students Entering in 2010



First Year Retention Rates



WISER

Women in Science, Engineering and Research at Oakland University

256 Hannah Hall | 244 Meadow Brook Road | Rochester, MI 48309
www.oakland.edu/research/wiser

The WISER program provides information and resources for faculty in all departments and disciplines. We focus on:

- mentoring opportunities,
- research and grants,
- work/life balance initiatives, and
- career development support for both non-tenured and mid-career faculty.

Our website – www.oakland.edu/advance - provides valuable resources and information. Our guides, presentations, and videos highlight events and opportunities on campus, and aim to answer a variety of faculty questions.

- Our *Guide for STEM Faculty* lists campus resources for research and lab support, teaching resources, and funding opportunities.
- We partner with offices and programs across campus, including Academic Human Resources, the Center for Biomedical Research, and the Center for Excellence in Teaching and Learning (CETL) to host faculty events.
- Our website will be updated by fall 2017 and hosted under the Research Office homepage at www.oakland.edu/research/wiser.

We are now broadening our impact and programming across more disciplines on campus. Known as WISE@OU from 2011-2016, we transitioned into the Research Office and became WISER (with a “R” for Research!) The WISE@OU program was supported by a four-year National Science Foundation ADVANCE Partnerships for Adaptation, Implementation, and Dissemination (PAID) grant (Award Number 1107072). The WISE@OU leadership team included: Kathy Moore (Chemistry); Brad Roth (Physics); Laila Guessous (Mechanical Engineering); Julie Walters (Political Science); Jo Reger (Women & Gender Studies/Sociology); and Joi Cunningham (Academic Human Resources).

Staff support for the WISER program is provided by Leanne DeVreugd.

Contact Information:

Leanne DeVreugd - (248) 370-4516, ldevreug@oakland.edu

Academic Human Resources

417 Wilson Hall | 371 Wilson Boulevard | Rochester, Michigan 48309 | (248) 370-2594 | oakland.edu/ahr

Academic Human Resources reports to the Senior Vice President for Academic Affairs. Our focus is providing human resources advice and support to faculty and academic administrators. We also partner with University Human Resources (UHR), which provides support for faculty and academic administrators with academic employment, benefits enrollment and leave administration.

HR Staff

Scott Kunselman – Interim Chief Human Resources Officer

Ron Watson – Assistant Vice President, Human Resources – x3487

Joi Cunningham – Assistant Vice President, Academic Human Resources – x2190

Allison Geisert – AHR Administrator, 420 Wilson Hall – x2190. ageisert@oakland.edu
leave administration, contract administration, tenure review process, reporting

Janet Tull – Personnel Records Coordinator, 421 Wilson Hall – x2195. tull@oakland.edu
payroll and record maintenance, tuition waivers, new hire process, employment verification

Linda Feher – AHR Assistant, 417 Wilson Hall – x2922. feher@oakland.edu
I-9 administration, background checks, reception, record maintenance

Recruitment and Hiring

Employment Services supports hiring process for faculty and academic administrators

- Posting and Recruitment
- PeopleAdmin – online process

On-Boarding: Work Eligibility and Visas

I-9s

- Federal requirement to verify employment eligibility on or before the 1st day of work
- If you have not completed an I-9, make an appointment today at feher@oakland.edu

Visa Process

- J Visas – International Students and Scholars
- H1B Visas – AHR and Legal Affairs
- TN Letter – Dean and Legal Affairs

Benefit Eligibility

Human Resources provides support to faculty for:

- Leaves – paid and unpaid, including Family Medical Leave Act
- Tuition Waiver Benefits
- Verifying Benefit Eligibility

For more information on benefits, please visit oakland.edu/uhr/benefits

Promotion and Tenure

Academic Human Resources oversees the review process

- Process includes peer and administrative reviews
- Faculty Agreement governs

- Discuss the process and expectations with your department/unit

For information on promotion and tenure, visit

<http://www.oakland.edu/ahr> > Academic Employment > Re-employment, Promotion & Tenure

Leave Administration

Paid and unpaid leaves are provided through Faculty Agreement

- Sabbaticals, professional development and research leaves
- Family Medical Leave Act and sick leaves
- Always contact AHR and your department if you anticipate or experience a medical leave

Labor and Employee Relations

Academic Human Resources is responsible for:

- Contract Administration - Faculty Agreement 2015-2020
- Personnel Issues – Conflict management

For information on the 2015-2020 contract, please visit

<http://www.oakland.edu/ahr> > Academic Employment > 2015-2020 Faculty Contract

Office of Inclusion and Intercultural Initiatives

203 Wilson Hall | 371 Wilson Boulevard | Rochester, Michigan 48309 | (248) 370-3496
oakland.edu/inclusion

In support of the Oakland University Board of Trustees unwavering commitment to equality of opportunity for all persons, the Office of Inclusion and Intercultural Initiatives (Office of Inclusion) works to welcome and honor all persons and provide equal opportunity in education and employment consistent with all applicable laws. To that end, the Office of Inclusion engages in the following:

Employee Resource Groups

Employee Resource Groups (ERGs) are volunteer, employee-managed groups that promote the interests of their respective constituency. ERGs are open to all OU employees. Their purpose is to align diverse groups with upper-level employees to create a bridge between the university and its employees by promoting awareness and enthusiasm for diversity inclusion. Each ERG has a university sponsor (dean, VP, directors or others) who works with the ERG to develop and achieve ERG goals. In addition, all ERGs have a president who is a current ERG member.

There currently are four ERGs:

- Asian-Indian
- Black/African American (<https://www.oakland.edu/berg/>)
- Lesbian, Gay, Bisexual, Transgendered and Queer Ally (LGBTQA) (<https://www.oakland.edu/lgbtqia/>)
- Women

Recruitment

The Office of Inclusion works with departments engaged in faculty and staff searches to ensure equal opportunity in recruiting and the selection process.

Compliance

The Office of Inclusion is responsible for annually updating the university's Affirmative Action Plan (AAP) and provides oversight for the university's compliance efforts in the areas of equal opportunity, affirmative action, discrimination and harassment prevention. The director of the Office of Inclusion is the Americans with Disabilities Act/Section 504 coordinator and the Title IX coordinator.

Training

The Office of Inclusion provides training to faculty and staff regarding best practices in diversity inclusion, discrimination and harassment prevention, and equal opportunity.

Outreach

In collaboration with other departments, the Office of Inclusion provides leadership to promote a supportive climate for all who work at the university. The Office of Inclusion works closely with various campus constituent groups, including employee resource groups representing the interests of faculty and staff of color, women, and the lesbian, gay, bi-sexual and transgender community.

Complaints

The Office of Inclusion investigates complaints of discrimination and harassment. Please contact the Office of Inclusion, 203 Wilson Hall, (248) 370-3496, immediately if you are the victim or witness of discrimination or harassment. Refer to the Complaint Process on the Complaint tab at oakland.edu/inclusion for more information.

Diversity, Equity and Inclusion at Oakland University

536 Wilson Hall | 371 Wilson Boulevard | Rochester, Michigan 48309 | (248) 370-3645
oakland.edu/diversity

At Oakland University, action defines our unwavering commitment to diversity. We accept and support our differences and commonalities, whether in race, sex, gender identity, gender expression, sexual orientation, age, height, weight, disability, color, religion, creed, national origin or ancestry, marital status, familial status or veteran status, class, geography, language, socioeconomic status, or other aspects of the human condition.

Equity is based in fairness and providing opportunities and access to all. Mutual respect and goodwill confirm and inform our community and are key to our belief in and understanding of the contributions every member has to make in decision-making processes. Inclusion means promoting and sustaining a sense of belonging through our recognition of the inherent worth and dignity of all members of the community."

OU's Council on Diversity, Equity and Inclusion (CoDEI) provides a collaborative, advisory context for sharing information across academic and non-academic units, devising overarching strategies, making recommendations, and raising the visibility of the University's diversity, equity, and inclusion efforts.

The Senior Adviser to the President for Diversity, Equity and Inclusion works to improve the University's progress toward achieving its mission by recruiting, aligning, engaging and supporting a diverse body of dedicated faculty and staff. Work of the Senior Adviser's office empowers organizational talent to maintain and enhance key initiatives and programs that have a strong beneficial impact on the recruitment, retention and completion of all students.

Diversity, Equity and Inclusion objectives are grounded in the realization that one cannot build a foundation of collaboration while focusing on differences between contributors. Instead, the foundation must be built on the shared aspirations, commitments and surmountable challenges of all faculty and staff. At OU, learning and diversity are inevitably linked by the common pursuit of knowledge and understanding.



oakland.edu/cmi/KOD



oakland.edu/sogi



Multifaith Calendar at oakland.edu/diversity/calendar

FACULTY & STAFF SUBDIVISION



Purchasing requirements are:

- ✓ Must be a full time university employee
- ✓ Pay a one-time non-refundable \$2,000.00 sewer maintenance fee
- ✓ Pay a one-time non-refundable administrative fee of 1% of the purchase price of the home.

10% down payment of the purchase price is required for the credit union to finance the mortgage.

To see current house listings, visit

oakland.edu/housing/staffsubdivision

Meadowbrook Subdivision History

The Meadowbrook Subdivision was established on April 21, 1960 by the Oakland University Board of Trustees. The intent of the subdivision was to provide housing for Oakland University employee in an area close to the university and an area that had limited private homes in close proximity to the campus. The university had approximately 67 lots platted for building homes that employees would finance and the university would guarantee the financing of the borrower to the lender. Fifty-five homes were built in the subdivision between 1960 and 1971 at which time a moratorium was declared by the Board of Trustees that no further homes would be built in the subdivision. The subdivision was originally managed by the Finance and Administrative division of the university. In 1996, it was transferred to the University Housing department.

The subdivision was designed such that if an employee purchased a home they could live and reside there as an employee and continue on if the individual retired from Oakland University. This right passed on to a surviving retiree spouse but did not become a part of the estate of the employee nor did rights pass on to surviving children.

If an employee resigned from the university, the right to live in the subdivision was rescinded. There are several versions of the Ground Lease that have been executed from 1960 until today. The earliest lease allows for a six-month buyback period and the remaining leases allow for a twelve-month buyback period. During the buyback period the employee is expected to exert reasonable effort to find a buyer for the property. If no buyer is found, the university will purchase the home at market value as appraised to the homes within the subdivision only.

Oakland University History

Oakland University is a world-class academic institution located on 1,443 acres of wooded hills and meadows in Rochester, Michigan. A vibrant academic community, Oakland University currently enrolls more than 20,000 students, boasts more than 100,000 alumni, and delivers more than 270 degree and certificate programs.

The university was established in 1957 through a generous donation from founders Alfred and Matilda Dodge Wilson. They contributed their historic estate and \$2 million to Michigan State University to establish a satellite school, named Michigan State University – Oakland. The college enrolled its first students in 1959, and taught its first course -- a non-credit continuing education class -- in a converted chicken coop. The campus was renamed Oakland University in 1963, in time for the graduation of the charter class of students. In 1970, the Michigan Legislature recognized the stature of Oakland University by granting it autonomy, and Michigan's governor appointed Oakland's first Board of Trustees.

Since that time, the university has grown at a tremendous pace. In 2011, Oakland established Michigan's first new medical school in 47 years. The following year saw the opening of a \$62 million dollar Human Health Building and kicked off a number of transformative projects designed to improve the Oakland University college experience.

In fall 2014, administrators dedicated a 127,000-square-foot, world-class engineering center. Numerous student-centered construction projects were also completed, including construction of a 1,240-space parking structure, a new outdoor recreation and athletic complex, a nearly \$30 million student housing complex and a new headquarters for facility and grounds maintenance operations.

Additionally, the university dedicated the 151-foot Elliott Carillon Tower, donated by longtime supporters Hugh and Nancy Elliott. The tower is a rallying point for student activities and a stunning visual centerpiece for Oakland's campus. All of the projects are slated for a fall 2014 completion.

Oakland University's Golden Grizzlies athletic teams made the move to the Horizon League in 2013. This change has allowed student athletes to compete with other high-level institutions that also value academics. More than half of the Horizon League student athletes have grade point averages of 3.2 or better, and the league exceeds NCAA academic averages in 14 of the 19 sports it sponsors, including men's and women's basketball.

Oakland provides a distinct educational experience with flexible class schedules and state-of-the-art facilities, student services, classroom technologies, research labs, internships and research opportunities with corporate partners. Located in the heart of Oakland County's Automation Alley, the university has forged hundreds of partnerships with hospitals, Fortune 500 companies, cities, government agencies and educational institutions.

FAST FACTS

ENROLLMENT

- Fall 2016 student population of 20,012 (16,568 undergraduate, 3,444 graduate)
- First-generation students – approx. 35 percent
- 15.6 percent increase in overall enrollment over the past decade
- Incoming freshmen average ACT score – 23.2
- Incoming freshmen average GPA – 3.4

CURRENT STUDENT POPULATION

Race/Ethnicity

- Caucasian – 76.1 percent
- African American – 8.8 percent
- Asian – 6.3 percent
- Hispanic – 3.3 percent
- Native American – 1.0 percent
- Native Hawaiian – 0.2 percent
- Other – 4.3 percent

Geographic distribution

- Oakland County – 42.2 percent
- Macomb County – 31.0 percent
- Wayne County – 6.0 percent
- Genesee/Lapeer/St. Clair counties – 7.0 percent
- Other Michigan counties – 7.1 percent
- Other states (44 out of 50 represented) – 2.6 percent
- Foreign countries – 4.1 percent

International students

- 810

Age

Undergraduate

- 17-22 – 70.1 percent
- 23-34 – 25.8 percent
- 35-54 – 3.7 percent
- 55 plus – 0.3 percent

Graduate

- 17-22 – 5.2 percent
- 23-34 – 69.2 percent
- 35-54 – 23.2 percent
- 55 plus – 2.4 percent

Resident Student Population

- 2,700 (13 percent of total student population)

ACADEMICS

Recognition

- Classified as a doctoral research university by the Carnegie Foundation for the Advancement of Teaching.
- The Oakland University School of Business Administration holds elite accreditation from the AACSB-International in both its business and accounting programs.
- Oakland University William Beaumont School of Medicine (OUWB) holds full accreditation from the Liaison Committee on Medical Education.
- Ranked 11th in the country for the percentage of women tenured/tenure-track faculty in engineering by the American Society for Engineering Education. (2015)
- Nurse Anesthesia program is ranked 18th out of 115 U.S. graduate programs in nursing-anesthesia, according to *U.S. News & World Report*. (2016)

Academic programs

- 132 bachelor's degree programs
- 138 doctoral, master's degree and certificate programs

Full-time faculty with doctoral degrees

- 88 percent (2016)

Full-time faculty with terminal degrees

- 93 percent (2016)

Transforming health care education

- The OUWB admitted its charter class in fall 2011 and now maintains a total enrollment of 444 students.
- The Human Health Building opened in fall 2012 to house the schools of Nursing and Health Sciences, and offers modern laboratories, research facilities and clinical spaces.

STUDENT-TO-FACULTY RATIO

21:1 (2016)

FINANCIAL AID

- Full-time undergraduate students eligible for scholarships and grants received an average of \$7,008 during the 2016-2017 academic year.
- 39 percent of students received need-based financial aid in 2016 fiscal year
- For all undergraduate students enrolled in fall 2015, 67 percent were awarded grants or scholarships. The average amount of aid was \$6,408.
- More than \$1 million in scholarships has been awarded by the Oakland University Alumni Association to qualified OU students.

ALUMNI

- More than 108,000 with 74 percent living in Michigan

ASPIRE TO RISE

CAMPUS

- 1,443 acres of wooded hills and meadows
- More than 50 major buildings
- Six co-ed residence halls, two student apartment complexes and four Greek cottages
- State-of-the-art recreation center and athletic dome.
- Home to OU Art Gallery, Meadow Brook Hall, Meadow Brook Theatre and Meadow Brook Amphitheatre

RESEARCH

- Total research expenditures – \$38,976,725 (FY 2015)
- Research space – 109,502 sq. ft.

Noted research centers

- Automotive Tribology Center (ATC)
- Center for Applied Research in Musical Understanding (CARMU)
- Center for Autism
- Center for Biomedical Research
- Center for Integrated Business and Research Education (CIBRE)
- Center for Religious Understanding (CRU)
- Center for Robotics and Advanced Automation (CRAA)
- Center for Social and Behavioral Research
- Clean Energy Research Center (CERC)
- Eye Research Institute (ERI)
- Fastening and Joining Research Institute (FAJRI)
- Galileo Institute for Teacher Leadership
- Institute for Stem Cell and Regenerative Medicine (ISCRM)
- Ken Morris Center for the Study of Labor and Work
- Macomb-OU INCubator (MAC-OU INC)
- Michigan Center for Undergraduate Research (MCUR)
- Oakland University INCubator (OU INC)
- Prevention Research Center
- Reading Recovery Center of Michigan
- Southeast Michigan Economic Data Center

OU IN MACOMB COUNTY

- Oakland University is meeting increased demand for high-quality bachelor's and master's degree programs with the convenience and flexibility that three Macomb County locations offer.

BUDGET

- FY2017 budget is approximately \$263.5 million

ENDOWMENTS

- OU endowments totaled more than \$86 million as of September 30, 2016

ECONOMIC FOOTPRINT

- More than \$500 million to the overall economy in 2015 fiscal year

ATHLETICS

- 18 NCAA Division I men's and women's varsity sports programs
- Member of the Horizon League
- Won the McCafferty Trophy for the 2014-15 and 2015-16 seasons (Horizon League all-sports champion)
- Captured 13 Horizon League titles over the last two seasons (2014-16)
- Led the Horizon League in Academic Honor Roll selections three consecutive years (2013-16)



University Communications and Marketing

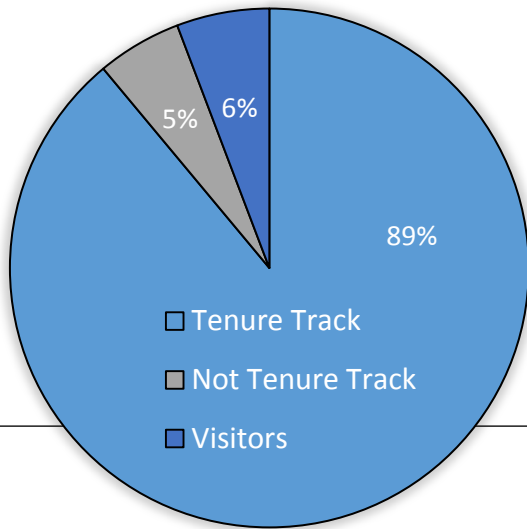
Director of Media Relations: Brian Bierley

Phone: (248) 370-4346

Email: bierley@oakland.edu

Faculty at OU

Full-Time Non-Medical Faculty Profile 2016

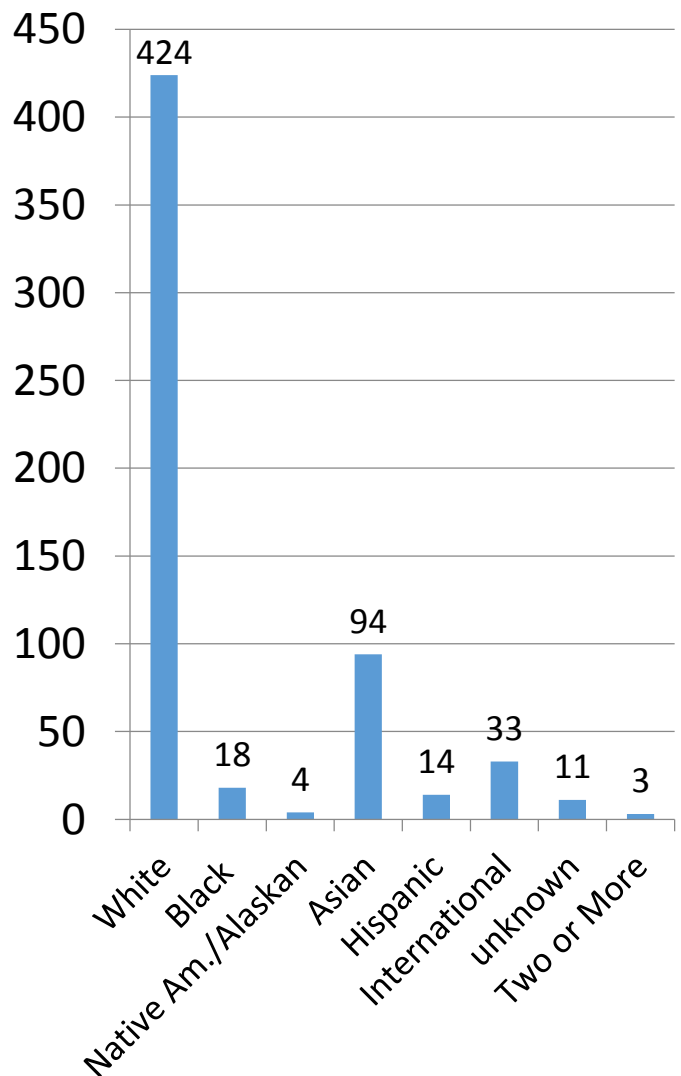


Of the Full-Time faculty:

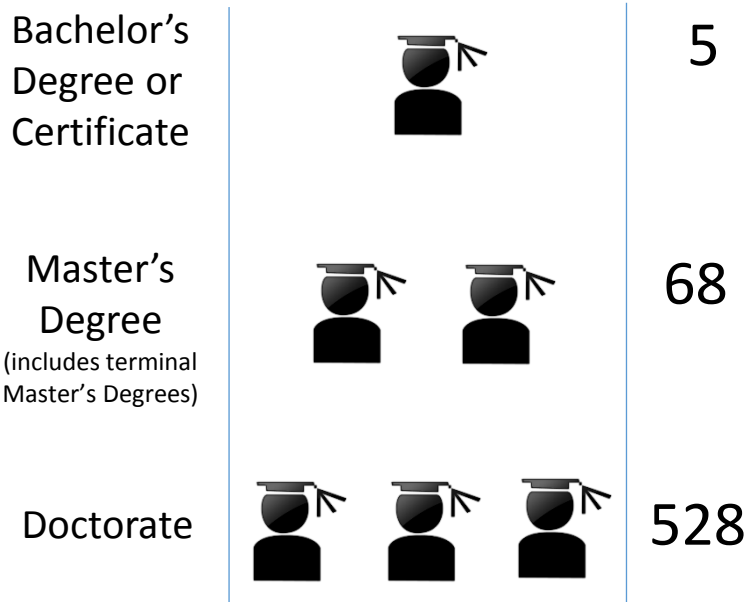
- 97% are teaching faculty
- 2% are library
- 1% Exclusively Research

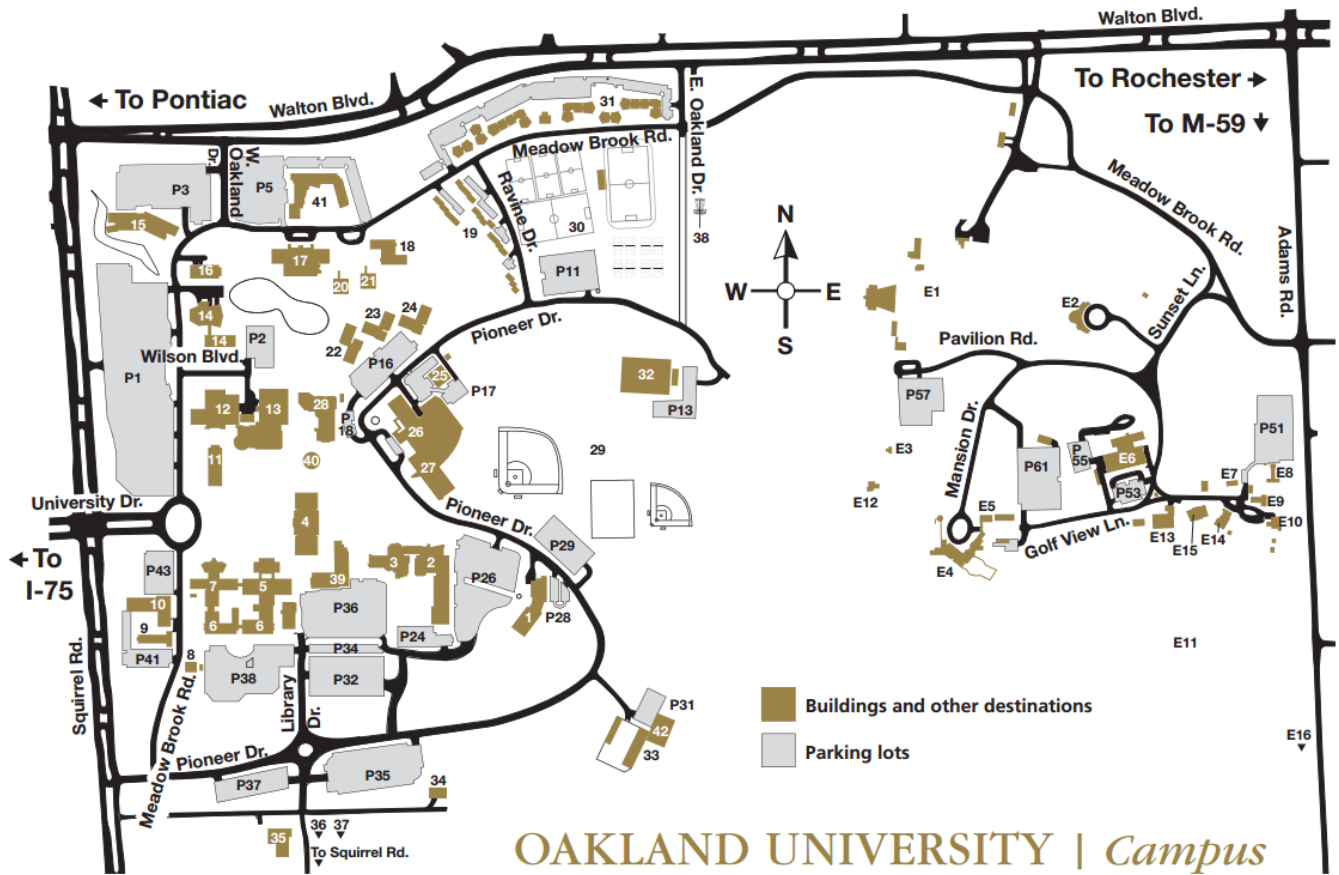


Ethnicity



Highest Degree Obtained





OAKLAND UNIVERSITY | Campus
 2200 North Squirrel Road, Rochester, Michigan 48309-4401 | oakland.edu/map

Main Campus

Anibal House (ANI)	23
Ann V. Nicholson Student Apts (AVN)	31
Athletic Dome (AD)	32
Athletics Center (ATH)	26
• Aquatics Center	
• O'rena	
Belgian Barn	9
Buildings and Grounds	33
Central Heating Plant	25
College of Arts & Sciences Annex (CAS)	8
Dodge Hall (DH)	5
Electrical Substation	35
Elliott Hall (EH)	3
Elliott Tower (ET)	40
Engineering Center (EC)	39
Facilities Management (FM)	42
Fitzgerald House (FTZ)	22
George T. Matthews Apartments	19
Graham Health Center (GHC)	16
Grizzly Oaks Disc Golf Course	38
Hamlin Hall (HAM)	18
Hannah Hall (HH)	7
Hill House (HIL)	20
Human Health Building (HHB)	15
Kettering Magnetism Lab (KML) <i>off map</i>	36
Kresge Library (KL)	4
Lower Fields	29

Mathematics and Science Center (MSC)	6
North Foundation Hall (NFH)	12
• Admissions	
• Student Services	
Oak View Hall (OVH)	41
• Honors College	
Oakland Center (OC)	13
Observatory <i>off map</i>	37
O'Dowd Hall (ODH)	28
• Registrar	
Parking Structures	P29 & P32
Pawley Hall (PH)	1
• Lowry Center for Early Childhood Education	
Police and Support Services Building (PSS)	10
Pryale House (PRY)	24
Recreation and Athletic Outdoor Complex (RAO)	30
Recreation Center (REC)	27
South Foundation Hall (SFH)	11
Storage Facility (GUS)	34
Van Wagoner House (VWH)	21
Vandenberg Hall (VBH)	17
Varner Hall (VAR)	2
• Varner Recital Hall	
• Varner Studio Theatre	
Wilson Hall (WH)	14
• Meadow Brook Theatre	
• Oakland University Art Gallery	

Meadow Brook Estate

Carriage House	E5
Danny's Cabin	E12
Dr. Berton London Practice Area	E7
Golf & Learning Center (GLC)	E10
Golf Cart Storage Building	E13
Golf Pavilion	E15
John Dodge House (JDH)	E9
Katke-Cousins and R&S Sharf Golf Courses	E11
Knole Cottage	E3
Meadow Brook Greenhouse	E8
Meadow Brook Hall (MBH)	E4
Meadow Brook Music Festival (MBMF)	E1
• Baldwin Pavilion (BP)	
• Trumbull Terrace	
Shotwell-Gustafson Pavilion	E6
• Clean Energy Research Center	
• OU INCubator	
Steve Sharf Clubhouse	E14
• Patti Finnegan's Pub & Grille	
Student Organic Farm <i>off map</i>	E16
Sunset Terrace (SST)	E2