REQUEST FOR A NEW COURSE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

<table>
<thead>
<tr>
<th>Course</th>
<th>Recommended Subject Number</th>
<th>Course Title (maximum of 30 characters)</th>
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</thead>
<tbody>
<tr>
<td>FRSC</td>
<td>6403</td>
<td>Forensic Personnel Mgt</td>
</tr>
</tbody>
</table>

Course Title: (full title of course if longer than 30 characters)
Forensic Personnel Management and Diversity Awareness

For information regarding CIP codes contact your department chair or visit: http://www.uco.edu/academic-affairs/ti/program_inventory.asp
CIP Code: 43.0406

For graduate courses, please attach a syllabus for this course. (See syllabus requirement policy 2.2.)

Course description as it will appear in the appropriate catalog.
Course description only. Do not include prerequisites or enrollment restrictions, these should be added under questions 6-12.
(Please use standard American English including full sentences.)

Forensic Personnel Management and Diversity Awareness is designed to prepare DSc-FS students with a variety of critically important managerial concepts needed for the modern forensic laboratory to include: Legal issues for managers related to privacy, records, hiring, termination, performance evaluations, diversity, and inclusion; leadership and management styles; chain of command structures; professional responsibility and internal inquiry matters; and understanding expectations of managers for new and seasoned employees. Central to this course will be the DSc-FS student’s discovery and development of her/his communication style, leadership theory, and management style. This process will be facilitated through a special seminar series, in which the DSc-FS students will resolve management and leadership challenges.

Forensic Science Institute
Department submitting the proposal

Dwight Adams  Dadams8@uco.edu  6915
Person to contact with questions  email address  Ext. number

Approved by:

Department Chairperson  11/20/20

College Curriculum Committee Chair  Date
(Please notify department chair when proposal is forwarded to dean.)

College Dean  Date
(Please notify the department chair when proposal is forwarded to AA.)

Academic Affairs Curriculum or Graduate Council  Date

Academic Affairs Form
July, 2019

Functional Review
undergraduate proposals only)
<table>
<thead>
<tr>
<th>JCGS Dean (for Graduate Proposals)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Academic Affairs</td>
<td>Date</td>
</tr>
</tbody>
</table>

Effective Term (assigned by AA)
1. Does this course have an undergraduate / graduate counterpart?
   Yes [ ] No [X]

2. Is this proposal part of a larger submission package including a program change?
   Yes [X] No [ ]

3. Does this new course affect a teacher preparation program? (All courses required by any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACC or Graduate Council.)
   Yes [X] No [ ] If yes, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent.

4. Has this course been previously taught as a common course (4910 seminar, 4960 institute, etc.)?
   Yes [X] No [ ] If yes, when was the most recent offering?

5. Does this course affect majors or minors outside the department?
   Yes [X] No [ ]
   If yes, provide name(s) of department chair(s) contacted, dates, and results of discussion.

6. Prerequisite courses:
   Example 1: MATH 1213 and (MATH 2185 or MATH 2185) and CHEM 1213 Example 3: 8 hours of biology including BIO 1404
   Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or ISOM 3613)
   None

7. Co-requisite(s): Which of the above prerequisite courses, if any, may be taken in the same semester as the proposed new course?
   None

8. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.
   None

9. Will this course have enrollment restrictions?
   Yes [X] No [ ] If No, go to question 13.

10. Specify which major(s) may or may not take this course. Specifying a major, excludes all other majors from enrolling.
    Check one: May [_____] May not [______]
    Major Code: [_____]

11. Which of the following student classification(s) may enroll in this course?
    Check all that apply:
    Graduate (2) 19 + hours [______]
    Graduate (1) 0-18 hours [______]
    Post Baccalaureate [______]
    Senior [______]
    Junior [______]
    Sophomore [______]
    Freshman [______]
    * Graduate level courses are not open to Post Baccalaureate students.

12. Check or list other restrictions for this course.
    Admission to Graduate Programs [X]
    Admission to Nursing Program [______]
    Admission to Teacher Education [______]
    Other [DSc-Forensic Science]

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Academic Affairs Form
July, 2019

Functional Review ______ (undergraduate proposals only)
13. Course objectives: Objectives should be observable, measurable and include scholarly or creative activities to meet the course level characteristics. Course objectives should also be in line with the course description. (Please refer to instructional objectives documents at: https://spaces.uco.edu/display/aaccproposals/UCC-AACC-main+page#UCOAAACC-mainpage-faq-helpful-hints )

Upon successful completion of this course, a student should be able to:
1. Describe the numerous legal issues facing managers related to privacy issues, record retention, access to records, hiring, termination, and documenting performance and promotions.
2. Define the many management styles and leadership styles and when it is appropriate to use various management styles and leadership styles.
3. Identify critical points in Chain of Command issues facing Forensic Personnel.
4. Demonstrate critical thinking, presentation, and writing skills on issues relevant to laboratory Management and Diversity Awareness.
5. Understand the importance of professional responsibility and internal inquiries.
6. Demonstrate a keen understanding of job searching and selecting skills to include: CV preparation, interviews, and the value of diversity as seen through the eyes of a manager.
7. Understand the expectations of managers on new and seasoned employees.

Course Detail Information:

14. Contact Hours (per week)

3 Lecture hours (in class)
___ Lab hours (also studios)
___ Other (outside activities)

15. Repeatable course.

1 Number of times this course can be taken for credit.

16. Schedule type: (select one only)

Activity P.E. (A)
Lab only (B)
Lecture/Lab (C)
X Lecture only (L)
Recitation/Lab (R)
Student Teaching (STU)
Studio Art/Design (XSU)

17. List existing course(s) for which this course will be a prerequisite. Adding a "new course" as a prerequisite to an existing course will likely cause enrollment problems. (Please submit a prerequisite change form for each course for which this course will serve as a prerequisite.)

None

18. What resources, technology or equipment must be acquired to teach this course? List items, which must be purchased and estimate cost. (Be specific, e.g., technology software, equipment, computer lab; etc.)

The FSI currently possesses all necessary equipment and technology for this course

19. The UCO library has the required library resources for the new course:

___ Yes  X No  If no, provide a list of materials needed and contact the library at libraryresearch@uco.edu for a cost estimate.

Additional funds are being requested for library resources to support this course:

Academic Affairs Form
July, 2019

Functional Review (undergraduate proposals only)
Yes  ☑  No

$ ____________________ (amount requested)

20. Names of current faculty qualified to teach this course.
   Dr. James Creecy, Dr. Tom Jourdan, Dr. Dwight Adams, Dr. Wayne Lord, Dr. Mark McCoy, Dr.
   John Mabry, Dr. Jennifer Schmitz

21. Additional faculty (adjunct or full-time) required and specific competencies required to teach this
   course:
   Staffing for this new course will come from existing faculty that will be supplemented by
   additional faculty position(s) as described in the proposed program budget.

22. How will this course be staffed and equipped? Identify the additional costs associated with this
   new course.  If no costs, explain why not.
   Staffing for this new course will come from existing faculty that will be supplemented by
   additional faculty position(s). All resources, technology and equipment for this new course
   already exist within the Forensic Science Institute. No new purchases will be required.

23. Identify the source(s) of funds for any additional costs for the new course. i.e. internal reallocations,
    special fees from students, etc. If you plan to propose special fees be assessed for this course, be aware there is a separate
    approval process for special fees.
   The proposed budget for the program does not require new funds for this course.

24. Projected enrollment for two academic years following approval of new course:

<table>
<thead>
<tr>
<th>Semester</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
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25. Using State Regents’ definition of liberal arts and sciences (quoted below), characterize the
    course as follows:
   ☑  Non-liberal arts and sciences
   ☑  Liberal arts and sciences

   “The liberal arts and sciences are defined as those traditional fields of study in the humanities; social and behavioral
   sciences; communications; natural and life sciences, mathematics; and the history, literature, and theory of fine arts
   (music, art, drama, dance). Courses in these fields whose primary purpose is directed toward specific occupational or
   professional objectives, or courses in the arts which rely substantially on studio or performance work are not
   considered to be liberal arts and sciences for the purpose of this policy. Courses required for the General Educational
   Program are not necessarily synonymous or mutually exclusive with the liberal arts and sciences.” State Regents
   Policy and Procedures. Chapter 2, Section 5, “Degree Requirements” part 1. (2). P. II-2.86

26. Please provide a concise, yet comprehensive, statement that explains the reasons for requesting
    the new course. Include documentation or assessment information supporting the specific
    request (if possible). Indicate the expected source of student enrollment (majors, minors,
    programs etc.)
   The purpose of the proposed course and program would be to train graduate students in a
   contemporary applied STEM program integrating multiple forensic science disciplines. The
   program will be designed to provide training and advanced research in complex systems,
   analytical and quantitative problem solving, multidisciplinary teamwork, and scientific
   writing/presentation along with technical management that crosses the boundaries of traditional
   forensic science disciplines while at the same time ensuring that graduates have a depth of

Academic Affairs Form
July, 2019

Functional Review ___________________ (undergraduate proposals only)
understanding in the field. Furthermore, based upon a National Academy of Sciences report related to Forensic Science, the Forensic Science Education Programs Accreditation Commission (FEPAC) has expressed support for institutions of higher education to establish terminal degree programs in Forensic Science. Therefore, with a Forensic Science component, the proposed DSc-FS program would be unique in the state, and one of the few terminal degrees in the nation addressing the need for training a workforce for the expected growth in forensic science positions.

27. Which of the six transformative learning tenets does this course incorporate? (Check all that apply or only those that apply). This question was a directive from the Provost and is used for informational purposes.

- Discipline Knowledge
- Leadership
- Research, Scholarly and Creative Activities
- Service Learning and Civic Engagement
- Global and Cultural Competencies
- Health and Wellness

28. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. (Copy and paste table from “Course Level Characteristics” document for the appropriate course level of proposed course. Document may be found on: https://spaces.ucp.edu/display/aaccproposals/UCCOAACC-main+page#UCCOAACC-mainpage-faq-helpful-hints).

<table>
<thead>
<tr>
<th>6000 LEVEL COURSES</th>
<th>Please describe how this course meets this requirement.</th>
</tr>
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<tbody>
<tr>
<td><strong>Course Level Characteristics</strong></td>
<td><strong>This course is part of the core curriculum for the doctoral degree in forensic science. As such, only students that are admitted to the doctoral program in forensic science will be permitted to enroll in this course. As with all proposed 6000 level courses in the forensic science program, the coursework required to complete this course is robust and sufficient for earning a DSc.</strong></td>
</tr>
<tr>
<td>1. It is assumed that students in these courses have sufficient graduate coursework requiring a serious commitment of time and energy and are pursuing a doctoral degree within the university.</td>
<td></td>
</tr>
<tr>
<td>2. It is assumed that students in these courses have mastered the ability to engage in critical thinking, decision making, and independent judgement while retaining ethical accountability.</td>
<td>Throughout the semester, students will be required to apply the knowledge learned in this class to solve laboratory management application problems. Furthermore, tests will include application and critical thinking questions in addition to questions that simply test retention of material. In addition, the very subject matter of this course deals with the application of critical thinking, decision making, independent judgement, and ethical accountability toward management of laboratory personnel.</td>
</tr>
<tr>
<td>3. It is assumed that students in these courses have mastered disciplinary knowledge as evidenced by an ability to engage with and contribute to theoretical and empirical knowledge in the field.</td>
<td>A DSc student in this course will master discipline knowledge by: describing the myriad of legal issues facing managers related to privacy issues, record retention, access to records, hiring, termination, and documenting performance and promotions,</td>
</tr>
<tr>
<td>4. It is assumed that students in these courses have mastered the ability to design, conduct, evaluate, complete, and disseminate scholarly contributions in the field as well as to provide supervision of scholarly pursuits if assigned.</td>
<td></td>
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<tr>
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<tr>
<td>Students will demonstrate individual responsibility, personal accountability, and professional obligations through the graded assessments (i.e. oral and written reports). In addition, contribution to the field will be recognized in the development of papers and policies designed to improve the management of scientists throughout the forensic science community.</td>
<td></td>
</tr>
<tr>
<td>Forensic Personnel Management and Diversity Awareness is designed to prepare students with a variety of critically important concepts in forensic science to include: legal issues for managers related to privacy, records, hiring, termination, and performance; leadership and management styles; chain of command structures; professional responsibility and internal inquiry matters; and understanding expectations of managers for new and seasoned employees. In addition, the students will be introduced to current topics in forensic science management and leadership through a special seminar series.</td>
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</tbody>
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4. It is assumed that students in these courses have mastered the ability to design, conduct, evaluate, complete, and disseminate scholarly contributions in the field as well as to provide supervision of scholarly pursuits if assigned.

4. Forensic Personnel Management and Diversity Awareness is designed to prepare students with a variety of critically important concepts in forensic science to include: legal issues for managers related to privacy, records, hiring, termination, and performance; leadership and management styles; chain of command structures; professional responsibility and internal inquiry matters; and understanding expectations of managers for new and seasoned employees. In addition, the students will be introduced to current topics in forensic science management and leadership through a special seminar series.

5. It is assumed that students in these courses demonstrate an individual responsibility, personal accountability, and professional obligation to provide leadership in and a contribution to the field.

students will demonstrate individual responsibility, personal accountability, and professional obligations through the graded assessments (i.e. oral and written reports). In addition, contribution to the field will be recognized in the development of papers and policies designed to improve the management of scientists throughout the forensic science community.
FRSC 6403 – Forensic Personnel Management and Diversity Awareness

**Instructor:** Dr. James Creecy, Dr. Tom Jourdan, Dr. Dwight Adams, Dr. Wayne Lord, Dr. Mark McCoy, Dr. Jennifer Schmitz, Dr. John Mabry

**Office**

**Phone**

**Email**

**Office hours**

**Course Description:** Forensic Personnel Management and Diversity Awareness is designed to prepare DSc-FS students with a variety of critically important managerial concepts needed for the modern forensic laboratory to include: Legal issues for managers related to privacy, records, hiring, termination, performance evaluations, diversity, and inclusion; leadership and management styles; chain of command structures; professional responsibility and internal inquiry matters; and understanding expectations of managers for new and seasoned employees. Central to this course will be the DSc-FS student’s discovery and development of her/his communication style, leadership theory, and management style. This process will be facilitated through a special seminar series, in which the DSc-FS students will resolve management and leadership challenges.

**Course Objectives:** Upon successful completion of this course, a student should be able to:

1. Describe the numerous legal issues facing managers related to privacy issues, record retention, access to records, hiring, termination, and documenting performance and promotions.
2. Define the many management styles and leadership styles and when it is appropriate to use various management styles and leadership styles.
3. Identify critical points in Chain of Command issues facing Forensic Personnel.
4. Demonstrate critical thinking, presentation, and writing skills on issues relevant to laboratory Management and Diversity Awareness.
5. Understand the importance of professional responsibility and internal inquiries.
6. Demonstrate a keen understanding of job searching and selecting skills to include: CV preparation, interviews, and the value of diversity as seen through the eyes of a manager.
7. Understand the expectations of managers on new and seasoned employees.

**Transformative Learning and the Central 6:** At the University of Central Oklahoma, we are guided by the mission of helping students learn by providing transformative experiences so that they may become productive, creative, ethical, and engaged citizens and leaders contributing to the intellectual, cultural, economic and social advancement of the communities they serve. Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. A student’s major field is central to the learning experience and is a vital part of the “Central Six.”

This course will cover the central six in the following ways:

- **Discipline Knowledge:** this course provides an advanced understanding of the modern laboratory and familiarization with leadership and management techniques.
- **Leadership:** this course demonstrates leadership skills at all levels of the criminal justice and scientific systems to include crime scene units and forensic science disciplines.
- **Research, Scholarly, and Creative Activities:** this course emphasizes best practices of U.S. law enforcement agencies, crime scene units, and crime laboratory management.
- **Global Competency:** this course highlights joint investigations and cooperation between international law enforcement agencies in addressing global crimes.
- **Service Learning and Civic Engagement:** this course provides a comprehensive review from
crime scene to courtroom as a critical component of American law enforcement, and consequently law enforcement's impact on maintaining an orderly society and providing justice for all U.S. citizens.

**Recommended Textbook:** None

**D2L Access and Modules:** Course materials will be posted on D2L throughout the semester. Each unit in the class will have a corresponding module on D2L. The modules will contain an overview document (which includes all relevant information for the section), a pdf of the lecture slides, assigned readings (if applicable), and supplementary material. Please check the course site regularly for information. The D2L website is [learn.uco.edu](http://learn.uco.edu).

**Accommodations:** Students with disabilities who should receive accommodations must contact Disability Support Services (DSS) at (405) 974-2516 (V/TTY). The DSS Office is located in the Nigh University Center, Room 305. See me outside of class as soon as possible to better ensure that accommodations are implemented in a timely fashion so that all students get an equal chance to show their understanding and abilities. The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

**UCO Student Information Sheet and Course Concerns or Complaints:** The best way to resolve any conflict is through the proper process. You will more likely be able to have your concerns addressed if you work with the instructor. If you cannot resolve your issues with your instructor, then you may proceed according to the guide below.

1. Talk to your instructor first. Make an appointment during his or her office hours to discuss your concern. Be prepared. If your concern is about a grade, be sure to bring in your papers.
2. If you are still unsatisfied, you can talk to the Institute Director (FSI). You can make an appointment by calling (405) 974-6910. Bring any notes or papers that are pertinent, as well as your course syllabus.
3. If you remain unsatisfied after you speak to both your instructor and the Institute Director or Department Chair, you have further options depending on the nature of the concern.
   a. If your concern deals with a grade issue, the next step involves a formal grade appeal. The procedures are explained in the UCO Catalog.
   b. If you remain unsatisfied with something other than a grade, you can consult the UCO STUDENT INFORMATION SHEET found at [http://sites.uco.edu/academic-affairs/files/an-forms/StudentInfoSheet.pdf](http://sites.uco.edu/academic-affairs/files/an-forms/StudentInfoSheet.pdf)

Please see the UCO Student Information Sheet for UCO policies on Academic Integrity; UCONNECT; D2L; ADA Statement; Incomplete Grades; Withdrawals From Class; Emergency Individual Class Drop or Complete Withdrawal; Important Dates; Semester Holidays; Library Hours; Weather-Related Information; Emergencies During Final Exams; Final Exam Daily Limits; Contacting Faculty Members; Class Attendance; Expectations of Work; Helpful Numbers; Emergency Evacuations and Drills, and other academic and administrative matters.

**Grading:** There will be two midterm exams and a final exam. The midterm exams will cover material from lectures, readings, and exercises. The final exam will be comprehensive. Activities will have associated reports and/or questions that will be graded. Students will be required to write and present an original report.

Your grade will be calculated as follows:
2 Midterm Exams (100 pts each)  200 pts
Final Exam (Comprehensive)  200 pts
7 Exercise Quizzes (10 pts each)  70 pts
Reading Assignments  50 pts
Report (75 pts written, 25 pts oral)  100 pts
Total  620 pts

Grade Percentage
A  ≥90%
B  80-89%
C  70-79%

Readings Assignments: I will assign management and leadership articles throughout the semester for most topics covered in class. Additionally, I will post notes for most topics. These articles and notes will be placed in modules located on D2L. You will be expected to read these articles and notes before coming to class. Supplemental articles will be placed on D2L throughout the semester. These articles are intended as extra reading to expand your knowledge, and you will not be held responsible for this material. Required reading and supplementary articles may not be used for the graduate student report.

Exercise Quiz: Prior to each exercise, a quiz based on that day's assignment will be placed INSIDE D2L. Quiz questions will be taken from the posted material as well as from information presented in the lecture.

Student Report: Students must develop a report on Management and Diversity Awareness within a professional forensic laboratory of their choosing. Students are to work independently on this project. Select a topic and provide an overview of the previous and current work in the field. Work with the instructor to make sure that the topic you have chosen is appropriate. You will be required to turn in a final report for this project and present your findings in a PowerPoint presentation to the class.

Literature Review: You must complete a report containing the information listed below. The report should be at least five pages in length and no more than ten pages (not including the literature cited, tables, or figures). The report should be typed, double-spaced, and in 12-pt Times New Roman or Arial Font. You may add figures or tables if desired/appropriate. Tables and figures should be placed at the end of the report. You must cite at least ten articles in your report (you may use articles that are required or supplemental reading for the course, but you must include ten additional articles). The correct citation format and other helpful hints for writing the report are provided at the end of the syllabus. Reports must be submitted to the Dropbox located in D2L. The report must be written as if it were to be submitted to a peer-reviewed journal. This means complete sentences, proper grammar and language (no slang, casual language, embellishments, etc.), and appropriate format.

Format (Please include the following information in the following order):
Abstract – one paragraph summary of the report
Review – describe the pertinent literature that has been published to date.
Conclusions – Address what you think will be the next step in the field concerning leadership and management within a scientific organization. What are some problems in the field that still need to be addressed?
Literature Cited – bibliography of all cited work; ensure that the citations occur in the correct format in both the literature cited and the text; the citations in the
literature cited should be listed in alphabetical order.

Figures and Tables – include any appropriate tables or figures; provide proper figure
and table legends

Presentation: During the final week of class, students will be required to give a 15 minute PowerPoint
presentation (including question time) over their report. These presentations will be graded by the
instructor as well as by the other students in the class. The presentation should include the following
sections: Introduction, Applications of Leadership, and Management within a Scientific Organization,
Pros/Cons of Management Styles. The presentation should be timed at approximately 15 minutes: 12
minutes for the presentation of material, 3 minutes for the audience's questions. The presenter should
be prepared to defend his/her work. The presentation is worth 25 points.

Attendance: You will be expected to attend class and be on time. You must be in class to submit
assignments. If you miss a class, it is your responsibility to ensure that you obtain any information
missed during your absence. I will pass a role sheet every day. Please make sure you check your own
name every day.

Classroom Policy: Coming to class late, habitually leaving class early, cell-phone use, or creating any
disturbance in class is/are not acceptable. Computers will be allowed in the classroom for note-taking
purposes only. If you are observed using computers for any other purposes (checking email, etc.), you
will no longer be allowed to bring them to the classroom. No cell phones or computers are allowed
during tests. Academic dishonesty will not be tolerated.

Academic Dishonesty: Unless specifically allowed by the instructor, using electronic devices (cell
phones, cameras, laptops, netbooks, iPads, translators, etc.) during assignments, activities, quizzes,
and exams is cheating and will result in a zero (0 points). Using electronic devices to photograph in-
class exercises, quizzes, and or exams is considered academic dishonesty. You should familiarize
yourself with the expectations of student conduct and the possible penalties for academic dishonesty
found in the following document: http://www.uco.edu/academic-affairs/files/codeofconduct.pdf

Giving of Incompletes (I grades): UCO policy applies and it is not an option for exiting a poor
performance. An "I" will be given only if you have completed the course with the exception of some
specific material (such as the final), are passing with the exception of the missing material, and we
have met to determine when you will make up the material. An "I" will be converted to an "F" if the
student does not follow through and complete the course requirements within the stated time limit.

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any conflict is through the proper process. You will more likely be able to have your concerns
addressed if you work with the instructor. If you cannot resolve your issues with your instructor, then
you may proceed according to the guide below.
1. Talk to your instructor first. Make an appointment during his or her office hours to discuss
your concern. Be prepared. If your concern is about a grade, be sure to bring in your papers.
2. If you are still unsatisfied, you can talk to the Institute Director (FSI). You can make an
appointment by calling (405) 974-6910. Bring any notes or papers that are pertinent, as well as your
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3. If you remain unsatisfied after you speak to both your instructor and the Institute Director or
Department Chair, you have further options depending on the nature of the concern.
A.) If your concern deals with a grade issue, the next step involves a formal grade appeal. The
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