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# LANGSTON UNIVERSITY

## SYLLABUS ATTACHMENT

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www.langston.edu | Fall 2019

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### Welcome!

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Langston University wants you to succeed. We have university-wide resources that are available to support all students.

### In this Guide

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#### Student Expectations

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Learn what is required of a Langston Lion.

#### Student Resources

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Learn what is required of a Langston Lion.

#### Important Dates

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Use the calendar to stay on track academically and get involved in university activities.

#### Sidebars

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Quick access to websites and phone numbers that are useful for all university students.

### Student Expectations

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Langston University is committed to creating an environment that promotes scholarly activity. Together, we can create a community characterized by civility, diversity, free inquiry, mutual respect, and individual safety.

Students at Langston University are expected to conduct themselves in a manner supportive of the educational mission of the institution.

Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in the University community and society as a whole.

The following are our expected student behaviors:

1. Attend classes; show up for class prepared with necessary supplies and completed assignments.
2. Attend and participate in University functions.
3. Have respect for the rights and property of others.
4. Refrain from the use of profanity and obscene language.
5. Maintain appropriate dress and standards of cleanliness.
6. Exhibit moral character.
7. Exhibit courteous behavior.
8. Obey rules, regulations, and laws.
9. Assist in keeping University property clean.
10. Be an advocate of academic integrity.
11. Be an advocate of social integrity.
12. Demonstrate leadership qualities.

## Student Resources

Langston University wants you to succeed. We have university-wide resources that are available to support all students.

### Quick Links

#### Academic Calendar

<https://www.langston.edu/academics/resources/academic-calendar>

#### D2L Login Page

[lu.brightspace.com](http://lu.brightspace.com)

#### Email and Office 365

[www.office.com](http://www.office.com)

Use your Langston login.

#### LU Main Website

[www.langston.edu/library](http://www.langston.edu/library)

#### LU Library

[www.langston.edu/library](http://www.langston.edu/library)

#### University Resources

<http://cti.lunet.edu/index.php/resources/link>

#### 911 Shield App (Free)

Google Play Store

Apple App Store

## Attendance Policy

Langston University values the critical relationship between class attendance and student success.

It is the student's responsibility to:

- Read and follow the course attendance policy for each course.
- Provide valid documentation for excused absences within 5 business days of returning to class.
- Notify instructors about a planned absence.
- Arrange make up work with the instructor.
- Withdraw from a course by the deadline if necessary.
- Review the full attendance policy to be aware of potential grade penalties, consequences, and the appeals process for attendance related issues.

Unexcused absences may impact student grades and AWs, which can lead to Academic Monitoring.

The maximum number of unexcused absences allowed: Please look at the number of:

- credit hours
- the days met per week
- and the maximum number of unexcused allowed.

Credits	Days Met	Maximum Unexcused
Three	Meet 5 days	Six
Three	Meet 3 days	Six
Three	Meet 2 days	Four
Three	Meet 1 day	Two
Two	Meet 2 days	Four
Two	Meet 1 day	One
One	Meet 1 day	One

**Note:** A faculty member may have a more rigid policy; see course syllabus.

Please read the full attendance policy at <http://cti.lunet.edu/index.php/resources/link>

## Phone Resources

Unless otherwise noted, all offices are open M-F, 8am to 5pm

### Quick Links

#### ADA Officer

405-466-3204

#### Counseling Center

405-466-3200

#### SAM (24 hours a day)

855-225-2727

#### Computer Help Desk

405-466-3500

#### D2L Help

405-466-2800

#### Financial Aid

405-466-3282

#### LU Police Department (Campus Police)

405-466-3366

405-466-3370

#### Title IX

405-466-3201

405-466-3204

#### University College Tutoring

405-466-3204

## Student Resources

You can go to the following sources for academic assistance.

### Americans with Disabilities Act (ADA)

Requests for accommodations and submission of required disability documentation should go to Mrs. Cynthia Buckley, Langston University's ADA Officer, in Page Hall Room 115 or 405-466-3204.

### Academic Advisor

All students benefit from conferring with an advisor on a regular basis. If you do not know your advisor, talk to the Dean of your academic school.

### Tutoring and Academic Support and Tutoring

#### University College Tutoring Services

University Women

Contact Misty Wakefield at (405)-466-3326 to schedule tutoring. Computer Lab extended hours are M-T 5-9 PM and Sunday 1-5 PM.

#### The Writing Center

Student Success Center – Great Room

Students can receive support to improve their writing in any course. M 9:00 a.m.- 8:00 p.m., T W T H 8:00 a.m.- 8:00 p.m., F 8:00 - 5:00 p.m.

#### Math Lab

Jones Hall 201

Computers are available for students to access online assignments and tutorials. Peer tutors are available on Monday-Thursday evenings.

## Counseling Center

The focus of the Counseling Center is to assist students to minimize the impact of personal issues on academic performance and enhance student retention by providing psychological assistance.

Counseling Services include:

- Individual and group counseling
- Campus-wide drug seminars and workshops
- HIV/AIDS preventative information and counseling
- Mental health forums
- Treatment for problems associated w/ the use of alcohol, tobacco, & other drugs.

Services are provided without charge to currently enrolled students, faculty, and staff at University Women 110 or 111 or by phone 405-466-3400.

After hours Call SAM at 855-225-2727 or LU Police Department at 405-466-3366

## Title IX: Discrimination/Sexual Harassment

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. The law specifically states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." If you are involved in or witness any potential Title IX violations, your role is to report the matter immediately to the Title IX coordinator(s) listed below:

- Mrs. Cynthia Buckley, Director of Human Resources: [csbuckley@langston.edu](mailto:csbuckley@langston.edu), 405-466-3204
- Ms. Theresa Graves, Chief of Staff: [tdgraves@langston.edu](mailto:tdgraves@langston.edu), 405-466-3201
- Mr. Ashford Perkins, Academic Advisor University Women: [asperki@langston.edu](mailto:asperki@langston.edu), 405-466-2044

## Administrative Offices

Vice President, Academic Affairs	Page 126	405-466-3208
Associate Vice President, Student Success	Page 121	405-466-3241
School of Agriculture & Applied Sciences	E.L. Holloway Building 117	405-466-6155
School of Arts & Sciences	Sanford 314	405-466-3419
School of Business	Moore 321	405-466-3278
School of Education & Behavioral Sciences	Sanford 203W	405-466-3265
School of Nursing & Health Professions	Allied Heath 213	405-466-3274
School of Physical Therapy	Physical Therapy 138	405-466-2923

## Important University Dates

### Fall 2019 Holiday Schedule

Labor Day .....	09/02/19
Thanksgiving Break .....	11/25-29/19
Winter Break .....	12/16/1-01/01/20
Winter Break (campus will close) .....	12/13/19 5:00 PM

### 2019-2020 Ceremonial Occasions Program Dates

Formal Opening Convocation .....	09/05/19
Homecoming .....	10/26/19
Holiday Concert.....	11/21/19
Ira & Rubye Hall Lecture Series.....	03/10/20
Founders Day.....	03/12/20
Class Work Begins.....	08/12/19

### Important Academic Dates

End of Drop/Add/Registration (1st 8 wk session) .....	08/16/19
End of Drop/Add/Registration (16 wk session).....	08/23/19
Last day to apply for Fall 2019 Graduation** .....	09/01/19
Last day to drop with an AW (1st 8 wk session).....	09/06/19
Last day to drop with a W (1st 8 wk session).....	09/20/19
Mid-Term Exams (16 wk session).....	09/30 - 10/04/19
Fall Semester Ends (1st 8 wk session).....	10/04/19
Fall Semester Begins (2nd 8 wk session).....	10/07/19
Final Grades Due (1st 8 wk session) (5:00 PM).....	10/09/19
Last day to drop with an AW (16 wk session).....	10/09/19
Mid-Term Grades Due (16 wk session) (5:00 PM) .....	10/09/19
End of Drop/Add/Registration (2nd 8 wk session) .....	10/11/19
Pre-Enrollment for Spring 2020 Begins * .....	10/21/19
Last day to apply for Spring 2020 Graduation .....	11/01/19
Last day to drop with a W (16 wk session) .....	11/01/19
Last day to drop with an AW (2nd 8 wk session).....	11/01/19
Last day to drop with a W (2nd 8 wk session).....	11/15/19
Final Exam Period (16 wk session) .....	12/02 - 06/19
Pre-Enrollment for Spring 2020 Ends* .....	12/06/2019
Fall Semester Ends (2nd 8 wk session & 16 wk session) .....	12/06/19
Final Grades Due (5:00 PM).....	12/09/19
Spring 2020 Intercession Begins .....	12/09/19

**\*Students must have a zero balance in order to enroll for courses and a FAFSA submitted to the University.**

**\*\*If the deadline to apply for graduation falls on a weekend, then the application for graduation will be accepted on the following Monday.**

## Final Examination Schedule Fall 2019

<b>ALL CLASSES STARTING ON</b>	<b>TIME</b>	<b>AT THIS TEST DATE</b>	<b>TEST DAY &amp; TIME</b>
<b>Monday</b>	08:00AM	December 06, 2019	<b>Friday</b> , 08:00AM – 10:00AM
	09:00AM	December 05, 2019	<b>Thursday</b> , 10:00AM – 12:00PM
	10:00AM	December 06, 2019	<b>Friday</b> , 01:00PM – 03:00PM
	11:00AM	December 03, 2019	<b>Tuesday</b> , 01:00PM – 03:00PM
	12:00PM	December 03, 2019	<b>Tuesday</b> , 08:00AM – 10:00AM
	01:00PM	December 04, 2019	<b>Wednesday</b> , 03:00PM – 05:00PM
	02:00PM	December 05, 2019	<b>Thursday</b> , 03:00PM – 05:00PM
	03:00PM	December 04, 2019	<b>Wednesday</b> , 08:00AM – 10:00AM
	04:00PM	December 04, 2019	<b>Wednesday</b> , 01:00PM – 03:00PM
<b>Tuesday</b>	08:00AM	December 06, 2019	<b>Friday</b> , 03:00PM – 05:00PM
	09:30PM	December 05, 2019	<b>Thursday</b> , 01:00PM – 03:00PM
	11:00AM	December 02, 2019	<b>Monday</b> , 08:00AM – 10:00AM
	12:30PM	December 03, 2019	<b>Tuesday</b> , 10:00AM – 12:00PM
	02:00PM	December 06, 2019	<b>Friday</b> , 10:00AM – 12:00PM
	03:30PM	December 04, 2019	<b>Wednesday</b> , 10:00AM – 12:00PM
<b>Wednesday</b>	04:00PM	December 05, 2019	<b>Thursday</b> , 08:00AM – 10:00AM
<b>Thursday</b>	04:00PM	December 03, 2019	<b>Tuesday</b> , 03:00PM – 05:00PM

**ALL Final Examinations for Evening (beginning at 5:00 p.m.), Weekend and other classes not on this schedule will be held at the LAST REGULAR CLASS MEETING.**

**Mathematics:** ALL FINAL EXAMS FOR MULTIPLE SECTION COURSES WILL BE ADMINISTERED ON MONDAY, DECEMBER 2, 2019. The times are listed below. Students should check with their instructors for room assignments.

Elementary Stats/Trigonometry/Finite Math	8:00 AM – 10:00 AM
Elementary Algebra	10:30 AM – 12:30 PM
College Algebra	1:00 PM – 3:00 PM
Contemporary Algebra	3:30 PM – 5:30 PM
Introduction to Psychology	6:00 PM – 8:00 PM