



LANGSTON UNIVERSITY

SYLLABUS ATTACHMENT FALL 2021

STUDENT EXPECTATIONS

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, 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:

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



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CONTACT US

*Unless otherwise noted,
all offices are open
Monday – Friday
8:00 a.m. – 5:00 p.m.

ADA OFFICER
405-466-3204

COUNSELING CENTER
405-466-3200

CALL SAM
(OPEN 24-HOURS)
855-225-2727

CANVAS HELP
405-466-2800

FINANCIAL AID
405-466-3282

ITS HELP DESK
405-466-3500

LU LIBRARY
405-466-3292

LU CAMPUS POLICE
405-466-3366
405-466-3370

TITLE IX
405-466-3201
405-466-3204

**UNIVERSITY COLLEGE
TUTORING**
405-466-3503

ATTENDANCE POLICY

Langston University values the critical relationship between class attendance and student success. It is the responsibility of the student 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.

Students are expected to follow the Langston University attendance policy and notify instructors of individual course absences, in advance if possible. Unexcused absences may impact student grades and AWs, which can lead to Academic Monitoring. View the full policy at <https://bit.ly/30UJdVH>. Deans may approve a more rigid policy for certain courses. Review each syllabus for more specific information.

MODIFIED ATTENDANCE POLICY

The Attendance Policy has been modified for the 2021-22 academic year. Students are expected to follow the Langston University Attendance Policy and notify instructors of individual course absences, in advance if possible. Course syllabi include additional information regarding class absences and make up work.

Depending on the delivery modality of the class, attendance may be defined more broadly than physical presence. In other words, an absence may include failure to join scheduled synchronous class sessions; failure to participate in remote class activities, whether synchronously or asynchronously; failure to log on to Canvas, or failure to meet deadlines for submission of assignments.

Students should stay home when they have tested positive for or are showing symptoms of COVID-19 and should notify the instructor and the Emergency Leadership Team (LUELT@langston.edu) of their condition. COVID-19 related absences will be excused. The student should contact the instructor and/or Mrs. Cynthia Buckley (ADA Officer) at Cynthia.buckley@langston.edu for assistance.



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RESOURCES

Langston University offers academic assistance from tutoring to specialized centers to aid your success and help you graduate on time.

QUICK LINKS

ACADEMIC CALENDAR
<https://tinyurl.com/32xbtcex>

CAMPUS SHIELD APP (FREE)
Available on the
Apple Store & Google Play

Canvas LOGIN
<https://bit.ly/3fVwYg4>

**HELP LINES & OTHER
RESOURCES**
<https://bit.ly/2PPD8Uh>

LU LIBRARY
<https://bit.ly/3kSGMLw>

OFFICE 365
<https://bit.ly/3anITlp>

**REPORT COVID EXPOSURE /
SYMPTOMS**
<https://bit.ly/2DGPdsD>

AMERICANS WITH DISABILITIES ACT (ADA)

Requests for accommodations and submissions of required disability documentation should go to Mrs. Cynthia Buckley, the ADA Officer in Page Hall, room 115 or by phone at 405-466-3204.

ACADEMIC ADVISORS & SUCCESS COACHES

All students will benefit from conferring with an advisor on a regular basis. A list of academic advisors is available at <https://tinyurl.com/cztjh4tv>.

ACADEMIC SUPPORT & TUTORING SERVICES

University College, Room 201

Individual tutoring services available upon request. To schedule a tutoring session, please contact University College by phone at 405-466-3503. Lab hours are as follows:

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	1:00 p.m. – 5:00 p.m.
Sunday	1:00 p.m. – 6:00 p.m.

WRITING CENTER

G. Lamar Harrison Library, 2nd Floor

To schedule an appointment, visit <https://bit.ly/3apheko>. To create a profile, select REGISTER FOR AN ACCOUNT. To schedule an appointment, select the WRITING CENTER SPRING 2021 on the drop-down menu, and select an available time slot. Students in co-requisite courses will work with tutors assigned to their professors when possible. Students can access help with their writing for any

Monday – Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.

MATH LAB

Jones Hall, 201

Computers are available for students to access online assignments and tutorials. Lab hours are Monday – Thursday from 9:00 AM – 6:00 PM and Friday from 9:00 AM-4:00 PM.



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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-wise drug seminars and workshops
- HIV/AIDS preventative information and counseling
- Mental health forums
- Treatment for problems with the use of alcohol, tobacco, and other drugs

Services are provided without charge to currently enrolled students. Contact Dr. Eartha Collier at University Women 110 or 111 or by phone at 405-466-3210.

TITLE IX: DISCRIMINATION / SEXUAL HARRASSMENT

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, Assistant Vice President, Student & Employee Services csbuckley@langston.edu, 405-466-3204
- Mrs. Theresa Powell, Vice President for Operations, Theresa.graves@langston.edu, 406- 466-3201
- Mr. Ashford Perkins, Academic Success Coach, University Women, asperkins@langston.edu, 405-466-2044



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ADMINISTRATIVE OFFICES

Vice President, Academic Affairs	Page Hall 311	405-466-6113
School of Agriculture & Applied Sciences	E.L. Holloway Building 117	405-466-6155
School of Arts & Sciences	Sanford Hall 314	405-466-3419
School of Business	Moore Hall 321	405-466-3278
School of Education & Behavioral Sciences	Sanford Hall 203W	405-466-3382
School of Nursing & Health Professions	Allied Health 213	405-466-3425
School of Physical Therapy	Physical Therapy Building 138	405-466-2923

Class Concerns and Grade Appeals

Contact in this order: Instructor, Department Chair, School Dean, Vice President for Academic Affairs

Class Schedules

University College Academic Success

Coaches/ Faculty Advisors

Advisors' contact information can be found here.

Financial Aid Questions/Appeals

Financial Aid: financial@langston.edu

Balance Payments

Office of Enrollment Management: luoem@langston.edu

Student Records

Office of the Registrar: luregistrar@langston.edu

Other Academic Concerns

Office of Academic Affairs: luacademicaffairs@langston.edu

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INFORMATION REGARDING THE IMPACT OF COVID-19

ACADEMIC COURSEWORK

The following planned operational modifications apply to all coursework at Langston University during the Fall 2021 academic term. In order to provide maximum flexibility to faculty and students, the University plans to offer courses in hybrid, flexible and web modalities and safeguards in this Plan.

Traditional

Course Location: Campus Classroom

Course Time: Scheduled Day/Time (synchronous).

Delivery Method: 100% Face-to-Face with supplemental content placed on the learning management system (Canvas).

Distance Learning Fees: No

Instructors and students meet on campus at scheduled days and times.

Hybrid

Course Location: Campus Classroom and Virtual Instruction

Course Time: Scheduled Day/Time and Synchronous and/or Asynchronous Virtual Instruction

Delivery Method: Combination of Required Face-to-Face and Videoconferencing (Zoom, Microsoft Teams, or Adobe Connect) with supplemental content placed on the learning management system (Canvas)

Distance Learning Fees: No

Instructors and a limited number of rotating students meet on campus on assigned days of scheduled days and times (Central Time Zone) while the other portion of the course is delivered virtually. The latter may be with videoconferencing or online.

Web

Course Location: Virtual Instruction

Course Time: No Scheduled Day/Time

Delivery Method: Asynchronous Web Instruction with all content placed on Canvas.

Distance Learning Fees: Yes

Students may access available course content online at any time, but assignments have specific deadlines.

Students should contact their academic coach and faculty advisor for more information about the course modality that best fits their program and situation.

Computer and Technology Rental Program

Students are encouraged to participate in request free technology. Students may request a Dell Latitude 3310 laptop computer or a Dell Latitude 3310 2-in-1 tablet computer with preloaded critical software such as Microsoft 365. All Langston University students enrolled in the Fall 2021 academic term, at any Langston University campus or site, are eligible to participate in this program. Complete the [Computers and Technology Rental Program form](#) to request a device.

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SUSTAINING HEALTHY OPERATIONS

Langston University sustains significant measures to address the potential impact of COVID-19 to our campuses. Our dedicated faculty, staff, and students embrace the challenge with grace, flexibility, and innovation as we all adapt to a new way of operating. Our collective response affirms the values at the core of our University; that of unwavering loyalty and a mission to serve. Our community is dedicated to adhering to the following healthy behaviors to reduce the spread: Keeping our distance, hand hygiene, & respiratory etiquette. Signage has been distributed across each campus to further promote healthy behaviors.

MASKS & FACE COVERINGS

Under Oklahoma law (EO 2021-16 and 70 O.S. 1210.189), state agencies such as Langston University are not permitted to require the use of masks on campus. However, you are encouraged to wear a mask when social distancing is not possible. Masking is recommended by the CDC even if you are fully vaccinated.

Langston University continues to monitor COVID-19 updates from the Center for Disease Control and Prevention (CDC) and the Oklahoma Department of Health, among other local, state, and national agencies. Continue to monitor our COVID-19 Resource Page for the most current information.

SELF-SCREENING REQUIREMENT

A health questionnaire will be required for all employees and students accessing (or living on) campus on a continual basis and will be administered through the LU Health Services Clinic. Where necessary and practical, telehealth screens will be required for students and on-campus residents. Accommodations will be available throughout the pandemic for all community members, including and especially for those in high risk categories. The following modifications to campus housing arrangements have been implemented: designated isolation policy and designated quarantine locations. The University Counseling Center offers extensive resources and professional counseling for all faculty, staff and students. For confidential support, please contact us at (405) 466-3335. Learn more in the *Protect the Pride* plan on the LU COVID-19 resource page at www.langston.edu.

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NOTIFICATION & REPORTING REGARDING COVID-19

Consistent with applicable law and privacy policies, faculty, staff and students are required to notify and report if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

When a student (1) experiences COVID-19 symptoms, (2) tests positive for COVID-19, or (3) believes they have been exposed to a person that has or is believed to have tested positive for COVID-19, the student is required to notify LU by completing this online form at <https://bit.ly/2DGPsD>.

COURSE MATERIAL

Digital versions of all available textbooks have been adopted for Fall 2021. Follett will also have some of the textbooks on hand for students who require hard copies. The students will receive an email from Follett with a link to the e-book for each course.

TELECONFERENCE ETIQUETTE GUIDELINES

The guidelines below are intended to promote a positive learning environment when using a teleconferencing platform such as Zoom or Microsoft Teams. Instructors reserve the right to modify. Additional resources, including LU-branded Virtual Backgrounds for Zoom can be found at [Zoom: Professionalism & Etiquette | Langston University](#)

- **Set Up Your Workspace:** Ensure your workspace is quiet, clean, and has an appropriate background, or use a LU branded virtual background. See templates below.
- **Test Your Connection:** Check your Wi-Fi connection in advance, test your video and audio, and get familiar with the software before entering the meeting. To learn more, see additional resources below.
- **Setting Up Your Web Camera:** When using your web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- **Be Mindful of Background Noises:** Be sure to mute your microphone when you are not the host. When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- **Avoid Embarrassing Mistakes:** Pay attention to your video, microphone, and screen sharing settings to avoid embarrassing mistakes. Always keep the chat rooms appropriate.



Final Examination Schedule Fall 2021

All final exams will be administered remotely

<u>ALL CLASSES STARTING ON</u>	<u>AT THIS TIME</u>	<u>TEST DATE</u>	<u>TEST DAY & TIME</u>
Monday	08:00AM	December 10, 2021	Friday, 08:00AM – 10:00AM
	09:00AM	December 9, 2021	Thursday, 10:00AM – 12:00PM
	10:00AM	December 10, 2021	Friday, 01:00PM – 03:00PM
	11:00AM	December 7, 2021	Tuesday, 01:00PM – 03:00PM
	12:00PM	December 7, 2021	Tuesday, 08:00AM – 10:00AM
	01:00PM	December 8, 2021	Wednesday, 03:00PM – 05:00PM
	02:00PM	December 9, 2021	Thursday, 03:00PM – 05:00PM
	03:00PM	December 8, 2021	Wednesday, 08:00AM – 10:00AM
Tuesday	04:00PM	December 8, 2021	Wednesday, 01:00PM – 03:00PM
	08:00AM	December 10, 2021	Friday, 03:00PM – 05:00PM
	09:30PM	December 9, 2021	Thursday, 01:00PM – 03:00PM
	11:00AM	December 6, 2021	Monday, 08:00AM – 10:00AM
	12:30PM	December 7, 2021	Tuesday, 10:00AM – 12:00PM
	02:00PM	December 10, 2021	Friday, 10:00AM – 12:00PM
Wednesday	03:30PM	December 8, 2021	Wednesday, 10:00AM – 12:00PM
	04:00PM	December 9, 2021	Thursday, 08:00AM – 10:00AM
Thursday	04:00PM	December 7, 2021	Tuesday, 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 6, 2021. The times are listed below. The 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



FALL 2021 ACADEMIC CALENDAR

Residence Hall Opens, Freshmen Move-In	July 29 – August 1
Freshmen Orientation (Lion Camp).....	July 30 – August 15
Freshmen General Enrollment	July 29-August 1
Fall 2021 Intersession	Aug 2 – 13
Fall 2021 Intercession (freshmen fallmester)	Aug 2 – 13
End of Drop/Add & Registration Period (Fall Intercession)	August 2
Faculty Institute	August 9
Residence Halls Opens, Returning Students Move-In.....	August 11-15
Registration, Upperclassmen	August 11
Late Registration, Freshmen.....	August 16
Late Testing, Freshmen	August 4
Classwork Begins (1 st 8 wk session & 16 wk session).....	August 16
End of Add Registration Period (1 st 8 wk session)	August 18
End of Drop Registration Period (1 st 8 wk session).....	August 20
End of Add Registration Period (16 wk session).....	August 20
End of Drop Registration Period (16 wk session).....	August 27
Last Day to Apply for Fall 2021 Graduation	September 1
Labor Day Holiday	September 6
Last Day to Drop with an “AW” (1 st 8 wk session).....	September 10
Last Day to Drop with a “W” (1 st 8 wk session)*	September 24
Mid-Term Examination Period (16 wk session).....	Oct 4 – 8
Fall Semester Ends (1 st 8 wk session)	October 8
Fall Semester Begins (2 nd 8 wk session).....	October 11
Last Day to Drop a Class & Receive an “AW” (16 wk session)*	October 13
Mid-Term Grades Due (16 wk session).....	October 13 (5:00 PM)
Final Grades Due (1 st 8wk Session).....	October 13 (5:00 PM)
End of Add Registration Period (2 nd 8 wk session)	October 13
End of Drop Registration Period (2 nd 8 wk session).....	October 15
Pre-Enrollment for Spring 2022.....	Oct 18 – Dec 10
Assessment Day	TBD
Last Day to Apply for Spring 2022 Graduation.....	November 1
Last Day to Drop a Class & Receive a “W” (16 wk session)*	November 5
Last Day to Drop & Receive an “AW” (2 nd 8 wk session)*	November 5
Last Day to Drop & Receive a “W” (2 nd 8 wk session)*	November 19
Residential Housing Closes	TBD
Thanksgiving Holiday Break (no classes)	Nov 22 – 26
Final Examination Period	Dec 6 – 10
Fall Semester Ends (2 nd 8 wk session & 16 wk session)	Dec 10
Final Grades Due Electronically from Faculty	Dec 13 (5:00 PM)
Spring 2022 Intersession.....	Dec 13 – Jan 7

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



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2021-2022

CEREMONIAL OCCASIONS PROGRAM DATES

2021-2022 HOLIDAY SCHEDULE

LABOR DAY	September 6, 2021
THANKSGIVING BREAK	November 22-26, 2021
WINTER BREAK	December 20, 2021-January 2, 2022 (Business will close December 17, 2021 at 5:00 p.m.) (Business will resume January 3, 2022 at 8:00 a.m.)
DR. MARTIN LUTHER KING, JR.	January 17, 2022
SPRING BREAK	March 14-18, 2022
MEMORIAL DAY	May 30, 2022
JUNETEENTH OBSERVED	June 20, 2022
INDEPENDENCE DAY OBSERVED	July 4, 2022
SERVICE RECOGNITION LUNCHEON	May 16, 2022
SUMMER HOURS OBSERVED	May 23 – July 15, 2022

CEREMONIAL OCCASIONS PROGRAM DATES

FORMAL OPENING CONVOCATION & STATE OF THE UNIVERSITY ADDRESS	September 9, 2021
HOMECOMING	October 10-16, 2021
IRA & RUBY HALL LECTURE SERIES	March 8, 2022
FOUNDERS DAY	March 10, 2022
INTERNATIONAL DAY	April 5, 2022
ANNUAL HONORS DAY	April 7, 2022
MUSIC DEPARTMENT SPRING CONCERT	April 26, 2022
COMMENCEMENT	May 14, 2022
URBAN CAMPUSES	
LU-Tulsa Honors Ceremony	April 7, 2022
LU-OKC Graduate Recognition & Celebration	May 10, 2022
LU-Tulsa Graduation Program	May 12, 2022