

CHE 4124
CHEMICAL ENGINEERING DESIGN I
Fall 2021

Lecture:	MWF	10:30 - 11:20 AM	Engineering North 450
Discussion:	T	4:00 - 6:00 PM	Engineering North 450

INSTRUCTORS

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Our approach to the course may evolve over the semester due to the SARS-CoV-2 pandemic. As of now, we anticipate meeting in-person MWF 10:30 – 11:15 AM and Tuesday 4 – 6 PM.

None of the professors will not hold set office hours but will be willing to meet with you if they are not otherwise busy. To ensure their availability you should schedule appointments in advance. For all email, please include CHE 4124 in the subject line and include your name at the end of the email.

TEXTBOOK AND SUPPLEMENTARY REFERENCE

The required textbooks for this course are:

Economic Evaluation and Investment Decision Methods, 16th Edition (2019), by F.J. Stermole, J.M. Stermole, and A.H. Pederson, Investment Evaluations Corporation, Lakewood, Colorado.

Analysis, Synthesis, and Design of Chemical Processes, 5th Edition (2018), by Richard Turton, Joseph A. Shaeiwitz, Debangsu Bhattacharyya, Wallace B. Whiting Prentice Hall, Upper Saddle River, New Jersey.

These texts will also be used in CHE 4224, Chemical Engineering Design II.

In addition, Perry's *Chemical Engineers' Handbook* and the *GPSA Engineering Data Book* are recommended as supplemental references but are not required (copies are available for short-term checkout in the CHE office).

OBJECTIVES

CHE 4124 and 4224 are the capstone courses in the Oklahoma State University chemical engineering curriculum. As such, there are numerous objectives covering several aspects of a student's professional development.

<i>Engineering Technical and Science Skills:</i>	Outcome	Depth
<i>Economics</i>		
1. Understand the concepts of time-value-of-money and compound interest.	1	2
2. Apply basic economic decision methods, such as present, annual, and future value, rate of return, and break-even analysis.	1, 5	2
3. Estimate capital and operating costs for major items of equipment and complete processes.	1	2
4. Conduct project economic evaluations and select alternatives using economic decision methods.	1, 5	3
<i>Process Design</i>		
5. Understand roles of process safety, environmental protection, and society in the practice of chemical engineering.	5	1
6. Use heuristics in the analysis and interpretation of information.	1, 2	2
7. Understand and appreciate the essential elements of the design process that facilitate the application of creative abilities.	1, 2	1
8. Appreciate the relationships between design intent, equipment specifications, and process conditions.	2	1
9. Identify and specify key process conditions.	1, 2	2
10. Develop, read, and interpret flowsheets, process flow diagrams (PFDs), and process and instrumentation diagrams (P&IDs).	4	2
11. Understand the use and limitations of process simulation in the design process.		1
<i>Engineering Effectiveness and Professional Skills:</i>		
12. Work effectively in teams and groups.	4, 7	2
13. Independently acquire knowledge on topics that the individual may have little or no previous experience or training.	6	2

COURSE ATTENDANCE

Class attendance is considered important, but it will not count directly toward your grade except for special events that will be announced ahead of time. While you are strongly encouraged to attend class in-person, we request that if you are feeling ill that you remain at home. Unless you are ill, you are expected to attend class in-person.

In-person classes will be held in Engineering North 450. For contact tracing purposes, we have been asked to maintain an assigned seating chart and take attendance before each class. We are asking you to choose your own seat at the beginning of the week and keep that seat through the week. Class attendance will be tracked using a Google Spreadsheet that you use to record your attendance.

Students and instructors are expected to arrive and be ready to begin work promptly at 10:30 AM. Except for previously scheduled meetings, arriving late is unprofessional and unacceptable.

COURSE WEBSITE

Course materials, including lecture notes, handouts, and Zoom meeting links, will be posted through the Canvas portal on the OSU website (<https://canvas.okstate.edu/>). We anticipate that all homework assignments and the design reports will be submitted through the course website. Access to course documents is automatically restricted to students enrolled in the course. You will need your OSU Orange Key username and password to log in.

Outside of class, the instructors will use the email address registered with Canvas to broadcast course information. You are expected to check your email regularly. If you change your email address mid-semester, you will need to inform the instructors so that we may update our group email list.

HANDOUTS

There will be a number of handouts during the semester. These handouts are required reading. Most of the handouts will be posted to the course website. You are encouraged to bring a hardcopy to class for note taking purposes. Some handouts may be distributed in class. Each student is responsible for picking up a copy when distributed. Unless arrangements have been made beforehand, the instructors will not save copies for students who are absent or late.

COURSE GRADE

Your grade in the course will be based on your performance on the following items:

1. Homework and Quizzes	100
2. Three Semester Examinations	300
3. Group Design Report	200
4. Final Examination (comprehensive)	100

Final semester averages will be based on these 700 points and computed according to the following equation:

$$Average = 100\% \times \frac{Earned\ Points}{700}$$

Grades will be assigned by ranking the semester averages and assigning letter grades based on class performance and instructor experience and judgment (that is, the grades will be “curved”).

There are no predefined quotas for the distribution of letter grades in this course. As a minimum, the following grading scale will be followed:

630 - 700 = A; 560 - 629 = B; 490 - 559 = C;
420 - 489 = D; 0 - 419 = F.

Lower break points between grades may be adopted based on the instructors' assessment of overall class performance. Under no circumstance will the break points be raised, i.e., a student with a point total of 560 is assured of receiving a grade no lower than a B.

In addition, peer evaluations (i.e. student to student) may be used to raise or lower a student's final letter grade in the course at the discretion of the instructors. For example, a student with a score one or two percent below the cutoff for a grade of “A” may be given the higher grade if they have made above average contributions to the group project as indicated by peer evaluations and instructor observations. For this system to work, however, all students must be objective and conscientious in evaluating members of their project team.

GUIDING PRINCIPLES CONCERNING COURSE ADMINISTRATION

1. The course will be conducted in a manner that treats all students equally.
2. Issues cannot be accommodated unless the instructors are notified in advance. Excluding emergencies, (e.g. medical) no allowances are made in situations where the instructors are notified after the fact.
3. After discussing plans to miss class with the instructors, you should immediately email **all** instructors to formally document an excused absence. In most cases, you will be expected to submit assignments before an absence.

HOMEWORK

Assignments will be given throughout the semester and will be submitted electronically through the course website. We encourage you to use a phone app (e.g., CamScanner) to convert pictures of your assignment to a PDF file for upload. In general, assignments will be due before the beginning of class. Assignments submitted within one hour of the due date and time will incur a 50 % penalty. Assignments submitted more than an hour late will not be accepted unless prior arrangements have been made with the instructors.

You are responsible for ensuring that your assignment was properly uploaded to the course website before the due date and time. Do not wait until the last few minutes to upload the assignment as you may encounter technical issues with your internet connection or the course website.

Assignments *should not be emailed* to the instructors or teaching assistant. If a technical error prevents you from uploading an assignment to the course website, you may email the assignment to the course instructors to demonstrate completion. You will be expected, however, to work with the instructors to electronically submit the assignment through the website.

Homework scores will be assigned primarily on the perceived level of effort and understanding, i.e., have you clearly demonstrated that you understand the concept addressed by the problem? In general, the following abbreviated grading scale will be used to score problems or parts of problems:

Correct solution	3 points
Minor errors	2 points
Many errors	1 point
No effort	0 points

Do not expect detailed comments on graded homework as detailed solutions are provided on the class website. Requests for a regrade must be submitted in writing within one week of when the assignment was graded.

You are encouraged to study together but homework turned in must reflect your own work. This includes the spreadsheets used to generate numerical solutions. Use of a spreadsheet or process simulation model created by another student is not allowed. An assignment deemed similar to another will receive a score of zero, and submission of similar assignments will be treated as a violation of academic integrity.

Assignments and solutions to homework and examinations will be posted on the course website.

EXAMINATIONS

Three exams will be administered during the semester, and a comprehensive final exam will be administered during Finals Week. Material covered on exams will be taken from assigned readings, class discussions, and homework assignments.

Partial credit will be given when appropriate. To receive full or partial credit, each step in a problem solution must be explained clearly and neatly. Engineering units and figures must be included to receive full credit. Requests for a regrade must be submitted in writing within one week of when the exam was available for return.

Exam dates are listed in the tentative course schedule. While unlikely, these dates may change depending on the pace of the class. Announcements will be made at least one week in advance if an exam is moved. Absence from an examination can be excused only under the following circumstances:

1. When arrangements are made with the instructors **prior to the time of the exam.**
2. When a written doctor's certificate indicating that the student was physically unable to take the exam is presented.

Makeup exams will not be allowed without prior consent of the instructors. Unavoidable absences will be dealt with on an individual basis and at the sole discretion of the instructors. **The final exam must be taken at the time scheduled by the Registrar.**

COURSE ORGANIZATION

A brief course outline is attached. There are two general categories of course requirements: (1) individual homework, quizzes, and exams and (2) a group project.

Most of the technical material to be covered during the semester will be devoted to an introduction to economic analysis methods and process design philosophy. The format will follow the lecture/discussion format with individual and group homework assignments. The Tuesday, 4:00 – 6:00 PM, discussion section also will be used for “workshops” on tools, techniques, methods, practice problems, etc.

During the second half of the semester, the instructors will assign a group design project. There are very specific rules regarding how the project work is to be conducted and the format of the final report. The rules are provided with the design project statement and will be reviewed in class when the project is assigned.

During the application section of the course, lectures on the pertinent technical subjects will be presented. These lectures should cover most of the technical details you will need to start work on the project. During the time that you are actually working on the project, the faculty will serve as consultants to clarify selected points and answer specific technical and economic questions.

The course schedule includes special presentations. The dates and times listed on the schedule are tentative. Final dates and times will be established in cooperation with the companies who will be making the presentations. **Attendance is required for students who do not have a conflict. Students who will be unable to attend all or part of a presentation should notify the instructors in writing (email is acceptable) in advance.**

GROUP PROJECT

Detailed information will be provided with the design project statement regarding deliverables (progress reports, final report, and oral presentation).

Each team *may* be expected to submit brief progress reports summarizing the status of the project. These progress reports might be written or oral. Furthermore, these progress reports will be graded. The grade will be based on: 1) amount of positive work accomplished since the project assignment, 2) clarity of presentation, 3) meeting of project objectives, and 4) setting realistic objectives of work to be accomplished in next phase of the project.

At the completion of the project, each project team will submit a final comprehensive report. An oral presentation by the team will also be required. A grade sheet with the weighting for each element to be evaluated will be provided. In general, the total project score is divided evenly between technical content and communication as documented in the final report.

Individual time sheets indicating the hours spent on the project by each team member must be included with all progress reports, the final report, and made available upon request anytime during the project.

Project completion reports submitted one hour or less after the specified due date/time will incur a 35 % penalty. Project reports submitted more than one hour late will receive a score of zero. An acceptable report (on-time or late) must be submitted in order to pass the course.

After the final reports have been submitted and oral presentations completed, each team member will submit an individual assessment of every team member's contribution to the completion of the project. These assessments are confidential and will only be seen by the instructors. Submission of assessments is a prerequisite for passing the class. The assessments will be considered in assigning final letter grades of both the assessor and the person being evaluated.

Participation on the project and successful completion is a prerequisite for passing the class. Lack of participation on the project will result in an individual being reassigned, either to work individually or with others who chose not to participate on their original teams.

This is a time when you will be under pressure from companies for interviews and recruiting visits. With reasonable planning, you can schedule your interviews so you do not miss class; and you can schedule your plant trips at breaks. **Do not let down your group for a plant trip.**

CELL PHONES AND LAPTOPS

Cell phones and laptops should not be a distraction to you, your fellow classmates, or the instructors. Phones should be silenced and put away when not being used for class purposes. Web browsing and text messaging are not allowed at any time during class. Cell phones and laptops must remain out of sight at all times during exams.

DROP POLICY

The drop policy as described in Section 5.4, University Academic Regulations, in the OSU Catalog will be observed. The Syllabus Attachment lists important dates.

ACADEMIC INTEGRITY

Oklahoma State University Policy on Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration on homework or assignments, plagiarism, multiple submissions of the same assignment, cheating on examinations, fabricating information, helping another person cheat, having unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu>.

Activities such as copying another student's homework or cheating on examinations are clearly violations of academic integrity. A subtler, but equally unacceptable, activity is plagiarism. Plagiarism is the representation of someone else's ideas as if they are your own. Where the arguments, data, designs, etc., of someone else are being used in a paper, report, oral presentation, or similar academic project, the fact must be made explicitly clear by citing

appropriate references. The references must fully indicate the extent to which any parts of the project are not your own work. (For example, it would be plagiarism to credit someone else with the content of only one paragraph in a paper, if in fact you were borrowing two pages of the paper from this source.) You must not suppose that only verbatim copying requires crediting. Paraphrasing of someone else's ideas is still using someone else's ideas, and they must be acknowledged.

To avoid the appearance of plagiarism, you must be careful in the way you cite references. If you take material word-for-word from a source, you must put that material within quotes or in indented paragraphs and provide proper references. If you have any questions concerning whether or not the way in which you are using materials could be construed as plagiarism, consult one of the faculty before you submit the work for credit.

Except when explicitly stated otherwise, we encourage students to study and work together on homework to enhance the learning process. However, we also expect that **all work that you submit is your individual effort**. That is, it is inappropriate for groups of students to collectively solve a problem and submit duplicate solutions. This is considered a form of plagiarism. Instead, each student should generate their own solution, which at most incorporates the general concepts developed by the group study. Again, if you have any questions on this matter, check with one of the instructors. An obvious exception to the above is the assignment of a group report.

SPECIAL ACCOMMODATIONS FOR STUDENTS

If you believe you have a disability and need special accommodations of any nature, the instructors will work with you and the Office of Student Accessibility Services, 155 University Health Services, to ensure that you have a fair opportunity to perform in the class. The need for special accommodations must be communicated directly to the instructors from the Office of Student Accessibility Services. Once this has been done, you should meet with the instructors to discuss how the accommodations will be handled.

Students deemed to require additional test taking time are expected to schedule exams through the OSU Testing Center. Exams must be scheduled to start between 1 PM and 3 PM on the same day as the in-class exam. Testing Center appointments should be scheduled as soon as possible to avoid scheduling problems.

08/16/2021

**CHE 4124, Fall 2021
Tentative Schedule**

Aug.	16	Introduction	Chapter 1 ^a Chapter 2 ^a
	17	Investment Decision Making	
	18	Compound Interest Formulas and Equivalence Applications	
	20	Compound Interest Formulas and Equivalence Applications - continued	
	23	Present Worth, Annual Worth, Future Worth, Rate of Return, and Breakeven Analysis	Chapter 3 ^a
	24	Discussion and problem solving	
	25	Present Worth, Annual Worth, Future Worth, Rate of Return... - continued	Chapter 4 ^a
	27	Mutually Exclusive & Non-Mutually Exclusive Project Analysis	
Sep.	30	Mutually Exclusive & Non-Mutually Exclusive Project Analysis - continued	Chapter 5 ^a
	31	Discussion and problem solving	
	1	Mutually Exclusive & Non-Mutually Exclusive Project Analysis - continued	
	3	Escalated and Constant Dollars	
	6	University Holiday - Labor Day	
	7	EXAM 1	
	8	Uncertainty and Risk Analysis	Chapter 6 ^a
	10	Uncertainty and Risk Analysis - continued	
	13	Depreciation, Depletion, Amortization and Cash Flow	Chapter 7 ^a
	14	Discussion and problem solving	
	15	Depreciation, Depletion, Amortization and Cash Flow - continued	Chapter 8 ^a
	17	Income Tax, Cash Flow, Working Capital and Discounted Cash Flow Analysis	
	20	Income Tax, Cash Flow, Working Capital and Discounted Cash Flow... - continued	Handout
	21	CEAT Career Fair	
	22	General Approach to Process Design	
	24	Design Basis	
Oct.	27	Types and Characteristics of Flow Diagrams	Chapter 1 ^b
	28	Industrial Speaker - tentative	
	29	Synthesis of Process Flow Diagrams	Chapters 2, 5 and 12 ^b Chapters 6, 11 ^b
	1	Process Conditions	
	4	Determining Capital Costs	Chapter 7 ^b
	5	EXAM 2	
	6	Determining Capital Costs – continued	
	8	Design Project Assigned	
	11	Determining Capital Costs – continued	Handout and Chpt 13 ^b Chapter 8 ^b Chapter 8.3 ^b
	12	Process Simulation using Aspen HYSYS	
	13	Calculating Operating Costs	
	15	Plant Utilities	
	18	Plant Utilities – continued	GPSA and Handouts
	19	Tour of OSU Power Plant - tentative	
	20	Equipment Design: Pumps	
	22	Equipment Design: Pumps – continued	
	25	Equipment Design: Pumps – continued	GPSA, Chpt. 21.2 ^b
	26	Industrial Speaker - tentative	
	27	Equipment Design: Compressors	
	29	Equipment Design: Compressors – continued	
Nov.	1	Equipment Design: Compressors – continued	Handout & Chpt 1-2 ^c GPSA and Handouts
	2	EXAM 3	
	3	Technical Writing/Guidelines for Written Design Report	
	5	Equipment Design: Vapor/Liquid Separators	

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8	Equipment Design: Vapor/Liquid Separators – continued	Handouts
9	Equipment Design: Heat Exchangers	
10	Equipment Design: Heat Exchangers - continued	
12	Process Optimization	
15	Process Optimization	Handout and Chpt 9 ^c
16	Technical Presentations/Guidelines for Oral Presentations	
17	DESIGN PROJECT REPORT DUE	
19	Project Review	
22	Fall Break	
23		
24	Thanksgiving Holiday	
25		
26		
29	Preparation for Oral Presentations – No class	Appendix B ^b
30	Oral Presentations	
Dec. 1	Analysis of an Existing Process	
3	Review for Final Exam and Course Evaluation	
Dec. 10	FINAL EXAM Friday 10:00 – 11:50 AM	

^a Stermole and Stermole, 16th Edition, ^b Turton, Bailie, Whiting and Shaeiwitz, 5th Edition, ^c Beer and McMurrey

8/16/2021



OKLAHOMA STATE UNIVERSITY
SYLLABUS ATTACHMENT

Fall 2021

<http://academicaffairs.okstate.edu>

Your success as a student is our top priority so the following information is provided to answer questions most often asked by students. Be assured the OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, please be sure to seek help EARLY! We are here to assist you.

As a student, you may experience a range of issues that can cause barriers to learning. Mental health concerns, such as strained relationships, increased anxiety, alcohol/drug problems, difficulty concentrating, and/or a lack of motivation, can lead to diminished academic performance and/or feelings of distress. A lack of access to basic needs including food, housing, or hygiene products, can negatively affect your ability to do well in your courses. Whatever your need, the OSU community is here for you and wants to provide resources to best support your needs. You can access [mental health resources](#), [health and wellness resources](#), and the [Basic Needs Resource Center](#) to help navigate college life (https://ssc.okstate.edu/student_support_resources.html). You can request assistance in navigating resources or share concerns you might have about a peer at Student Support and Conduct (<https://ssc.okstate.edu/report.html>).



IMPORTANT DATES

Last day to add a class (without instructor permission)	08/23/2021
Last day to drop a class with no grade and 100% refund	08/23/2021
Last day to add a class (requires instructor & advisor permission)	08/27/2021
Last day to drop a class or withdraw from the University with no grade and receive a partial refund	08/27/2021
Last day to drop a class or withdraw from the University with an automatic "W"	11/05/2021
Last day to request to drop a class with an assigned grade of "W" or "F" (requires instructor & advisor permission)	11/19/2021
Last day to withdraw from the University With an assigned grade of "W" or "F"	11/19/2021
Pre-Finals Week	11/29/2021-12/03/2021
Final examinations	12/06/2021-12/10/2021
Final grades due from faculty	12/15/2021

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet, and Outreach Class Schedules page of the Registrar's website <http://registrar.okstate.edu/SIO-Schedule>.

Fall Semester Holidays

University Holiday	09/06/2021
Students' Fall Break	11/22/2021-11/24/2021
University Holiday	11/25/2021-11/26/2021

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms.

Dropping a Course refers to the dropping of one or more classes while remaining enrolled in at least one other OSU course for a given semester. Students may request to drop a course during the 13th and 14th weeks of the semester with instructor and advisor permission. The grade of "W" or "F" will be assigned by the instructor. Drop and refund deadlines can be found within the [Academic Calendar](#). Summer courses and other short courses that vary from the standard 16-week semester follow proportionate drop and refund periods.

Withdrawing from the university means dropping *all* courses and you *are no longer enrolled for the current semester*. The withdrawal process is initiated with your academic advisor. Withdrawal deadlines can be found within the [Academic Calendar](#). Withdrawal deadlines involving summer courses and other short courses that vary from the standard 16-week semester follow proportionate withdrawal periods.

Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw and Refund of Tuition and Fees Petition is available on the Academic Affairs' website: <https://academicaffairs.okstate.edu/faculty-development/add-drop-withdraw.html>.

ALERTS AND RESCHEDULING

If the OSU campus moves to virtual classes or officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

ACADEMIC INTEGRITY

101 Whitehurst/405-744-5627/<http://academicintegrity.okstate.edu>
OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. Students have the right to appeal the charge.

COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared. Assignments, quizzes, and exams

(individual questions or in its entirety) should not be uploaded to websites offering note-sharing, tutoring, or other academic help (free or by paid subscription).

CLASS ATTENDANCE AND PARTICIPATION

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.* If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are ill, you should stay home. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website:

<https://it.okstate.edu/services/computer-labs/index.html>. Lab information is also available by calling the Information Technology Help Desk at 405-744-HELP (4357).

EQUAL OPPORTUNITY

409 General Academic Building/405-744-7607

<https://1is2many.okstate.edu/>

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, pregnancy, status as a parent, national origin, disability (physical or mental), age, family medical history or genetic information, political affiliation, military service, protected veteran status, or other non-merit based factors. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that they may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or one of the University's Sexual Assault Victim Advocates (Mon-Fri 8 AM-5 PM, 405-564-2129 or 24 Hour Help Line 405-624-3020).

DIVERSITY AND INCLUSION

408 Whitehurst/405-744-9154

<https://diversity.okstate.edu>

Oklahoma State University is a land-grant institution committed to excellence in diversity and inclusion. We strive to maintain a welcoming and inclusive environment that appreciates and values all members of the University community. We define diversity as engagement in meaningful actions, behaviors, and conversations that reflect a commitment to recognizing, understanding, and respecting the differences among students, faculty, staff, and visitors throughout the OSU system. We do not condone acts, behavior, language, or symbols that represent or reflect intolerance or discrimination. OSU is dedicated to cultivating and enriching the competitive advantages that diversity and inclusion provides all members of the University community. We identify diversity as a quality of life issue, as well as an important economic driver for the prosperity and well-being of the state, nation, and world.

STUDENT ACCESSIBILITY SERVICES

1202 W. Farm Rd #155/405-744-7116/<http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of the disability and requesting accommodations. If you think you have a qualifying disability and need accommodations, contact the Office of Student Accessibility Services to start the registration process and to ensure timely implementation of appropriate accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations. Faculty have an obligation to respond when they receive official notice of accommodations but are under no obligation to provide retroactive accommodations.

STUDENT SUPPORT AND CONDUCT

328 Student Union/405-744-5470/ <https://ssc.okstate.edu/>

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Code of Conduct** educates students about their civic and social responsibilities including policies and procedures involving student misconduct.

In general, the University expects students to aspire to follow and promote the Cowboy Community Standards or integrity, community, social justice, respect, and responsibility.

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741 Text 405-592-4128

For a complete list of the library's hours, please visit

<http://library.okstate.edu/about/hours>

For information about the library's services and how to utilize research tools, please visit www.library.okstate.edu

*Contact the following for information on hours of operation:

Architecture Library	405-744-6047
Curriculum Materials Library	405-744-6310
Veterinary Medicine Library	405-744-6655

WHERE TO GO FOR HELP

ACADEMIC RELATED SERVICES

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with them prior to or immediately following your class session or check with the departmental office on when the instructor may be available. Some office hours may be virtual, and students are strongly encouraged to confirm the format and available times with their instructor.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, you may log in to my.okstate.edu to locate their contact information. Some advising appointments may be virtual, so students are strongly encouraged to confirm the format when requesting an appointment.

Bursar

113 Student Union/405-744-5993

<http://bursar.okstate.edu/>

The Bursar Office bills and collects tuition, fees, campus housing, and other university related charges. The Bursar Office also processes and disburses all federal and campus-based funds to students' bursar accounts and refunds any overpayments on students' bursar accounts.

Career Services

360 Student Union/405-744-5253

<http://hireosugrads.com>

Locate your College's Career Consultant on the Career Services website. Use <http://hireosugrads.com> to search for part-time jobs.

Concurrent Student Academic Support Services

University College/040 Student Union/405-744-1389

<http://universitycollege.okstate.edu/concurrent/index.html>

Find out about academic services for concurrent students or to schedule

an advising appointment.

Language Placement Test

206 Gunderson Hall/405-744-9547

<http://languages.okstate.edu/>

Students with prior language experience in French, German, or Spanish who take the placement exam and then score a 'B' or higher in a more advanced class, will get up to 6 credit hours for the classes below it. Schedule your free test by emailing Nick Howland at nick.howland@okstate.edu.

Multicultural Affairs

240 Student Union/405-744-5481

<http://oma.okstate.edu/>

Academic, career, and personal success programs are available. Student organizations representing diverse communities and annual events are offered.

Pre-Professional Health and Law Support Services

University College/040 Student Union/405-744-9965

<https://preprofessional.okstate.edu>

Support services available to all OSU students, regardless of major, who desire to pursue a professional education in healthcare or law.

Registrar

322 Student Union/405-744-6876

<http://registrar.okstate.edu/>

The Office of the Registrar provides services related to the creation and maintenance of student academic records. Staff in the Registrar's office are available to assist students with enrollment, official transcript requests, degree and enrollment verification, updating personal information in the Student Information System, graduation, and other services.

Scholarships and Financial Aid

119 Student Union/405-744-6604

<http://financialaid.okstate.edu>

Over 80 percent of Oklahoma State University students received scholarships, grants, work, and low-interest loans totaling over \$320 million last year. Contact the Office of Scholarships & Financial Aid to apply for financial aid or to meet with a financial aid counselor.

Transfer Student Academic Support Services

University College/104 North Classroom Building/405-744-1390

<http://universitycollege.okstate.edu/transfer/index.html>

This office provides undergraduate transfer students with a seamless transition to OSU by collaborating with various departments on campus, including Undergraduate Admissions, the LASSO Center, the Office of the Registrar, and Scholarships and Financial Aid.

University Assessment and Testing

107 University Assessment and Testing Building/405-744-5958

<http://uat.okstate.edu/>

Campus and national tests as well as testing accommodations are provided.

Veteran Benefit Services

322 Student Union/405-744-6343

<http://registrar.okstate.edu/Veteran-Benefit-Services>

This office provides information and assistance in completing the appropriate forms to apply for educational benefits through the U.S. Department of Veterans Affairs and through the State of Oklahoma.

Veteran Student Academic Support Services

University College/104 North Classroom Building/405-744-1390

<http://universitycollege.okstate.edu/veteran/index.html>

This office works with veteran and military-affiliated students to aid in their transition from military service to successful careers by ensuring they succeed academically through coordination of support services from both on- and off-campus entities.

HEALTH RELATED SERVICES

Center for Family Services

101 Nancy Randolph Davis West/405-744-5058

<https://education.okstate.edu/outreach/center-family-services/index.html>

The Center for Family Services is the on-campus training clinic for the Marriage and Family Therapy graduate program. The CFS offers individual, couple, and family therapy sessions.

Counseling Psychology Clinic

107 Public Information Office/405-744-6980

https://education.okstate.edu/ccp_clinic/index.html

Faculty and graduate students offer high quality and cost efficient psychological and mental health services to students Monday through Friday.

Psychological Services Center

118 Psychology Building/(405) 744-5975

<https://psychology.okstate.edu/osupsc>

Graduate Students in the Clinical Psychology Ph.D. program offer low cost, evidence-based therapy as well as assessment for ADHD and learning disabilities.

University Counseling Services

320 Student Union/405-744-5458

<https://ucs.okstate.edu/>

Services include personal counseling, the Alcohol & Substance Abuse Center, and stress management through the Reboot Center.

University Health Services

1202 W. Farm Road/405-744-7665

<http://uhs.okstate.edu/>

Any individual who feels as though they have concerning symptoms (fever, cough, difficulty breathing) or have been around someone being investigated for COVID-19 can call UHS at 405-744-7665. An allergy clinic, lab services, x-ray, travel clinic, women's clinic and pharmacy are among the services offered at this campus outpatient medical clinic.

Wellness Department

405-744-5510

<http://wellness.okstate.edu/>

Intramurals, group fitness and sports clubs are among the many programs and services available through the Wellness Department.

CAMPUS LIFE RELATED SERVICES

Fraternity and Sorority Affairs

211J Student Union/405-744-5490

<https://lcl.okstate.edu/gogreek/>

For questions and comments about fraternity and sorority organizations, contact Fraternity and Sorority Affairs.

Housing and Residential Life

100 Iba Hall/405-744-5592

<http://reslife.okstate.edu>

For questions and comments about housing and residential life, contact the Housing administration office.

Leadership and Campus Life

211 Student Union/405-744-5488

<http://lcl.okstate.edu>

Get involved through student organizations; the Center for Ethical Leadership; International Students & Scholars; Non-traditional Student Services; and Parent & Family Relations.

Service-Learning Volunteer Center

211G Student Union/405-744-5145

<https://lcl.okstate.edu/volunteer/>

Find volunteer opportunities and earn the recognition C.O.R.D. to wear at graduation.

University Dining Services

076 Student Union/405-744-4424

<http://dining.okstate.edu/>

For questions and comments about meal plans or university dining operations, contact University Dining Services.

ACADEMIC SUPPORT RESOURCES AND TUTORING

Learning and Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309

<https://universitycollege.okstate.edu/lasso/>

LASSO offers free individual and group tutoring for a variety of courses.

STUDENT ACADEMIC SERVICES CENTERS

Ferguson College of Agriculture

136 Agricultural Hall/405-744-5395

Contact: Dr. Deb VanOverbeke

<http://agriculture.okstate.edu/students/>

Academic support and career guidance resources are available for Agriculture students.

Arts and Sciences

213 Life Sciences East/405-744-5658

Contact: Dr. Amy Martindale

<https://cas.okstate.edu/advising>

Academic support and career guidance resources are available for Arts and Sciences students.

Education and Human Sciences

101 Nancy Randolph Davis/405-744-5053

Contact: Ms. Kristi Seuchs

<https://education.okstate.edu/undergraduate-students/>

Academic support, advisement and career counseling is available to all Education and Human Sciences majors.

Engineering, Architecture and Technology

111 Engineering North/405-744-5276

Contact: Mr. Lance Millis

<https://studentservices.okstate.edu/advising>

Academic advising and career services are available for all CEAT

students. Tutoring is offered for general math, science, and engineering courses.

Spears School of Business

155 Business Building/405-744-2772

Contact: Ms. Marissa McIntyre

<https://business.okstate.edu/student-services/>

Academic advisement is provided for freshmen through seniors in all business major areas.

University College Advising

214 Student Union/405-744-5333

Contact: Mr. Nick Holmes

<https://universitycollege.okstate.edu/uca/>

University College Advising has academic advisors to help with your academic needs, whether planning your semester schedule, looking at degree options, or helping to bridge the gap between student life and academic success. Call or visit the office anytime Monday through Friday, between 8:00 a.m. and 5:00 p.m.

DISCIPLINE SPECIFIC TUTORING

Accounting

416 Business Building/405-744-2863

<https://spears.okstate.edu/accounting/ace/>

Support is provided to all students enrolled in classes offered by the OSU School of Accounting.

Biology

303 Life Sciences West

<http://biol1114.okstate.edu>

Tutoring is provided for BIOL 1114.

College of Engineering, Architecture and Technology Tutoring

ENDEAVOR 102/405-744-1750

<https://ceat.okstate.edu/student-services/tutoring.html>

Tutoring is provided for Engineering and Engineering Science courses.

The Language Lab

205 Gunderson Hall/405-744-9547

<http://languages.okstate.edu/>

Two 28-user labs fully equipped with personal computers and listening/recording devices are available. Students may practice vocabulary building and grammar in the target language.

Graduate Research and Writing Lab

306 Edmon Low Library/405-744-1241

<http://info.library.okstate.edu/RLS/grads>

Offers one-on-one consultations, workshops, and other services for graduate students.

History

101 Social Sciences and Humanities/405-744-5680

<http://history.okstate.edu/contact>

Tutoring is given for Survey of History and upper division courses.

Mathematics Learning Success Center

5th Floor Edmon Low Library/405-744-5818

<https://mlsokstate.com/>

The MLSC is located on the 5th floor of the Edmon Low Library. We offer free drop-in mathematics tutoring for OSU and NOC students. For the Fall 2021 semester we will also offer online drop-in tutoring during our normal hours of operation on our Discord server. For more

information about our services and hours of operation, visit our website.

Writing Center

440 Student Union/405-744-6671

<http://osuwritingcenter.okstate.edu>

The Writing Center helps writers throughout the composing process; plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors work with students to improve brainstorming, organizational, and composing techniques. Please check the website or call the Center about online tutoring options.

FOR MORE INFORMATION

go.okstate.edu/apps

The OState app is your link to campus departments, OSU news, and maps. The Rave Guardian app is the official safety app of OSU.

my.okstate.edu

This portal connects students to a wide range of campus services including links to student email, the library, and the Online Classroom and Community (Canvas).

For other comments and inquiries, please contact

academics@okstate.edu.

Office of Academic Affairs

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