

# Northeastern State University

## Advising Syllabus

Tahlequah, Broken Arrow, and Muskogee, OK

### OFFICES:

University Advisors:

University Advising Center, 918-444-3253  
Student Academic Success Center, 918-444-3651  
Broken Arrow Enrollment Management, 918-449-6134  
Muskogee, 918-444-5011 and 5034

Academic Advisors:

College of Liberal Arts, 918-444-  
College of Business and Technology, 918-444-2913  
College of Education, 918-444-3011  
College of Science and Health, 918-444

### PURPOSE OF ADVISING:

#### **NSU Advising Mission Statement**

*We seek to assist students in discovering and understanding the necessary knowledge and skills to become empowered to develop meaningful educational plans that are consistent with their academic, personal and professional goals to achieve socially responsible careers and personal goals for success in a challenging global society.*

### STUDENT LEARNING OUTCOMES:

**Personal growth:** *Develop communication, decision-making, and problem-solving skills*

**Resource identification:** *Develop skills in locating and effectively using information and resources that help you achieve your goals*

**Curriculum integration:** *Understand the relationship between your classroom experiences and your academic, career, and personal goals*

**Experiential learning:** *Understand the importance of including experiences outside of the classroom in your educational plan*

**Relational Development:** *Understand the importance of starting and continuing personal, collegial, and professional relationships is important to your development*

**Self-Reliance:** *Students will understand their individual responsibilities regarding advising, resources, and academic progress.*

## **INSTRUCTIONAL PROCEDURES:**

### Advisor Responsibilities

You can expect me, as your advisor to:

- be knowledgeable about university and departmental requirements, policies and procedures;
- maintain adequate office hours throughout the semester;
- provide a respectful, supportive atmosphere;
- keep accurate records;
- ensure that you are provided access to services on a fair and equitable basis;
- avoid any personal conflict of interest as well as the appearance of a conflict;
- refuse to participate in any form of sexual harassment;
- recognize the limitations of my position and be familiar with university resources in order to make appropriate referrals; and
- maintain confidentiality according to established standards.

### Advisee Responsibilities

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- read the catalog carefully;
- be familiar with degree programs and requirements at the university;
- seek out answers to questions;
- develop self-awareness;
- keep scheduled appointments;
- follow through on advisor recommendations;
- accept ultimate responsibility for their decisions; and
- make use of all resources on campus.

## **ADVISING HOLDS:**

At a minimum of once per year, advisement holds will be placed on all student accounts for required meetings between students and advisors. This is an effort to ensure that your degree plan is on track and that you graduate on time.

## **STUDENT SERVICES:**

- Student Affairs  
<http://offices.nsuok.edu/Default.aspx?alias=offices.nsuok.edu/studentaffairs>
- Campus Police 918.444.2468 <http://offices.nsuok.edu/publicsafety/UniversityPolice.aspx>
- Disabilities <http://offices.nsuok.edu/studentaffairs/Disabilities/SupportServices.aspx>
- Veterans <http://offices.nsuok.edu/Default.aspx?alias=offices.nsuok.edu/veterans>
- Health Services <http://offices.nsuok.edu/studentaffairs/HealthServices.aspx>
- Counseling Services <http://offices.nsuok.edu/studentaffairs/Counseling.aspx>

## **ACADEMIC MISCONDUCT:**

Academic misconduct includes cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, or assisting others in any such act or attempts to engage in such acts. Academic misconduct in any form is inimical to the purposes and functions of the University and therefore is unacceptable and prohibited.

Any faculty member, administrator or staff member may identify an act of academic misconduct and should report that act to the department head/college dean, Vice President for Academic Affairs or administrative supervisor.

Students violating the standards of academic honesty are subject to disciplinary action including reduction of a grade(s) in a specific course, assignment, paper, or project; a formal or informal reprimand at the professorial, dean, or academic vice president level; expulsion from the class in which the violation occurred; expulsion from a program; or expulsion from the university.

## **ADA COMPLIANCE:**

If any member of the class feels that he/she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the University's Office of Student Affairs to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at the first class attended.

## **INCLEMENT WEATHER / DISASTER POLICY:**

The following are basic premises for the inclement weather policy at Northeastern:

1. Safety of students and employees is the number one priority when implementing the inclement weather policy.
2. Classes are expected to be held if at all possible.
3. It is the student's and faculty's responsibility to receive the information when weather is questionable.
4. Neither students nor faculty are expected to risk life or limb.
5. Faculty are encouraged to be flexible regarding absences related to severe weather.
6. If any one of Northeastern's campuses is closed, it is the responsibility of the University to disseminate information pertaining to such closing as early as possible.
7. Faculty members are obligated to hold classes if the university is not closed, unless the faculty member is unable to get to the campus.

### **Policy Statements:**

1. The specific person(s) responsible for making the decision concerning the closing of each of the three campuses are: (Tahlequah-President and Provost/Vice President for Academic Affairs; Broken Arrow – Campus Dean in conjunction with the President and Provost/Vice President for Academic Affairs; Muskogee – Campus Dean in conjunction with the President and Provost/Vice President for Academic Affairs). The President will notify the Vice President for University Relations who in conjunction with his staff, will notify the public through the news media and the campus community through email, NSU homepage, NSU telephone message and switchboard message and other means when available. The Provost/Vice President of Academic Affairs will notify faculty.
2. During times of inclement weather, decisions concerning day classes will be made by 5:00 a.m. in order for the media to be notified and for the students to receive the announcement before they leave home. Decisions concerning evening/night classes will be made by 1:00 p.m. if at all possible or feasible.
3. The following media will be notified regarding closing of the campus:

Radio Stations:

KRMG	740 AM	Tulsa
KTLQ	1350 AM	Tahlequah
KEOK	102 FM	Tahlequah
KMMY (Y97)	9700 FM	Muskogee
KVOO	1170 AM	Tulsa
KBEZ	92.9 FM	Tulsa
KMYZ	104.5 FM	Tulsa
KHTS	106.9 FM	Tulsa

Television Stations:

KJRH	Channel 2	Tulsa
KOTV	Channel 6	Tulsa
KTUL	Channel 8	Tulsa

Faculty members need to include this information (stations and call numbers) in all their course syllabi so that students will have a record of where they can obtain information.

4. The message sent to the news media should indicate whether the entire campus is closed or if classes are not being held. Unless the administrative offices are specifically mentioned as being closed, always assume they are open. See Staff Handbook regarding leave for such occasions.
5. Essential services will remain open with a skeleton crew:
  - a. University Housing/Residence Halls
  - b. Physical Plant
  - c. Campus Police
  - d. University Center
6. The Physical Plan will clear sidewalks and parking lots based upon the "Accessible Route" plan. This plan takes into consideration location of ADA entrances to buildings.
7. Classes are expected to be held if at all possible; however, occasionally a faculty member may not be able to get to class due to unique weather conditions in the area in which he/she lives. If the University is open, but a faculty member feels it is impossible to travel to campus, he/she must notify the dean and request personal leave. See Faculty Handbook, 6.12.
8. Faculty are encouraged to be flexible regarding student absences due to inclement weather. Consideration should be given to faculty developing make up material for distribution in case of faculty or student absences from individual classes.

Approved by Academic Council – May 3, 1994

Updated – January 27, 2010

Approved by President's Cabinet – February 23, 2010