

**OKLAHOMA CITY UNIVERSITY
and
MANAGEMENT DEVELOPMENT INSTITUTE
OF SINGAPORE**

UNDERGRADUATE STUDENT HANDBOOK

Supplement to the Oklahoma City University Undergraduate Catalog
www.okcu.edu/catalog/undergrad

Oklahoma City University
Petree College of Arts and Sciences
School of Adult and Continuing Education
2501 N. Blackwelder
Oklahoma City, OK, 73106, USA
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Mission Statement

Oklahoma City University embraces the United Methodist tradition of scholarship and service and welcomes all faiths in a culturally rich community dedicated to student success. Men and women pursue academic excellence through a rigorous curriculum focused on students' intellectual, moral, and spiritual development to prepare them to become effective leaders in service to their communities.

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SECTION ONE: GENERAL INFORMATION

PROGRAM OVERVIEW

The undergraduate programs (B.A. and B.S.) taught by Oklahoma City University (OCU) and administered by the Management Development Institute of Singapore (MDIS) are 45 credit hour programs. The bachelor degree segments, taught by OCU, presuppose that students bring a minimum of 79 credit hours from other programs, either from MDIS Diploma and Advanced Diploma programs specifically designed as pathways to OCU bachelor programs or from other MDIS programs or external sources.

For all OCU bachelor degree programs, all 45 hours are taught by Oklahoma City University faculty. A minimum of eleven of the fifteen modules are taught on-site at MDIS facilities in Singapore. The final 12 credit hours (four modules) of the mass communications program comprise the on-campus residency and are taught on the home campus in Oklahoma City, Oklahoma, USA. All fifteen modules that constitute the psychology program are taught in Singapore. All modules consist of 31.5 lecture hours presented in 3.5 hour segments. In Singapore the class sessions are spread over nine days and occur either in the morning or afternoon, for non-working students, or in the evening and/or weekends (morning or afternoon), for students who are working full-time.

Program duration is 15-18 months, with new modules beginning approximately every six weeks.

Because students will receive an American bachelor's degree, the program consists of 18 credit hours of upper-division courses in the area of concentration and 27 hours of general education courses, a unique feature of all American bachelor's degrees. Students who come through the pathways provided by MDIS Diploma and/or Advanced Diploma programs will have taken a minimum of an additional 48 credit hours of lower-division courses in their area of concentration. Other students who come to an OCU bachelor's degree program through external pathways may or may not have taken additional courses in the area of concentration prior to admission to the OCU bachelor's program. Having a prior credential in the student's area of concentration, though desirable, is not a requirement for admission to an OCU bachelor degree program.

A unique feature of the OCU B.A. degree in Liberal Studies with a concentration in Mass Communications program is the on-campus residency. Not only will Singapore students have an opportunity to produce a television program in the University's state of the art studio, they will also be able to meet and network with American mass communications students.

The bachelor's component of the degree provided by OCU (i.e. the last 45 hours) constitutes an autonomous program and must be taken in its totality. **No individual course/module exemptions are permitted.**

Oklahoma City University is a private, liberal arts university. In addition to the Petree College of Arts and Sciences, where the mass communications department is located, the University is home to the Meinders School of Business, the Margaret Petree College of Performing Arts, which contains the Wanda Bass School of Music, the Ann Lacy School of American Dance and Arts Management and the School of Theatre, the Wimberly School of Religion and Graduate Theological Center, the Kramer School of Nursing, and the School of Law.

Oklahoma City University has a student body of approximately 3,800 students, 55% graduate students and 45% undergraduate. The University is located on a 78 acre campus in the near north side of Oklahoma City, the capital of the state of Oklahoma. It was co-founded in 1904 (three years before Oklahoma became a state) by the Oklahoma Conference of the United Methodist Church and the Oklahoma City Chamber of Commerce and recently celebrated its centennial (2004). Over the past decade, OCU has been consistently ranked in the top tier master's level colleges and universities in the west region by the College Guide of *U.S. News and World Report*. OCU has been a leader in international education for over eighteen years. In cooperation with the Management Development Institute of Singapore (MDIS), OCU brought the first American bachelor's and master's degree in Mass Communications to Singapore in 1992. The University also operates an M.B.A. program in Tianjin, China and bachelor degree programs in Hong Kong.

The regulations, policies, and procedures that govern this program are stated in the pages that follow. Students are held responsible for knowing and following all regulations and policies and adhering to all procedures set out in this *Student Handbook*. Students should receive a hard copy of the *Handbook* when they register for the program. New editions of the *Handbook* are published yearly. However, the on-line version of the *Handbook* is updated continuously and is considered definitive. **Therefore, the on-line version of the *Handbook* is considered definitive and students will be held responsible to the regulations, policy and procedures announced there.** Students should check the OCU web-page frequently not only to keep informed about changes in regulations, policies, and procedures, but also to learn more about Oklahoma City University, the home campus, and its resident student body.

Welcome to the OCU Bachelor of Arts degree programs. The administration and faculty of Oklahoma City University and the leadership of MDIS wish you every success.

EMERGENCY EVENT NOTIFICATION

For Singapore students during their on-campus residency, the university is dedicated to the safety and security of all members of the campus community. The university operates the Emergency Event Notification (EEN) system in order to alert the campus community in the event of disaster, weather emergency, terrorist attack or other emergency event. The system uses both email and text messaging to broadcast the alert. The system is used only for emergency announcements and not for day-to-day information dissemination.

Student, staff and faculty OCU email information is automatically loaded into the EEN system. If you wish to receive text messages in addition to emails, log in to the EEN system to provide the needed information.

Contact the Office of Telecommunications telecom@okcu.edu for assistance with the EEN system or visit www.okcu.edu/students/police.een.aspx to manage your EEN account yourself.

Parents of residency students will be notified of any on-campus emergency situation through MDIS.

For students studying on a MDIS campus, the emergency contact number is 6796-7000.

SECTION TWO: ACADEMIC REGULATIONS, POLICIES, AND PROCEDURES

APPLICATION FOR ADMISSION

Students must formally apply for admission to the Bachelor of Arts or Bachelor of Science degree program by completing an official "Application for Admission" supplied by Management Development Institute of Singapore (MDIS). For students pursuing the "internal pathway," sponsored by OCU and taught by MDIS lecturers, students will apply for admission to the appropriate bachelor's program at the time they enter the MDIS Advanced Diploma. Those students who are accepted to the Advanced Diploma program are guaranteed admission to the corresponding bachelor's degree program **contingent upon successful completion of their MDIS Advanced Diploma program and presentation of certified copies of all academic transcripts**. Such students need not reapply to Oklahoma City University.

Students coming to an OCU bachelor degree program from an "external pathway" (i.e. from an institution other than MDIS), must complete the Application for Admission and present the original transcript(s) for all previous acquired credentials. OCU must receive the completed Application and certified copies of all transcripts before any decision can be made. Students will be notified via e-mail through MDIS within 24 hours of receipt by OCU of the documents noted above and will receive written confirmation of their admission status within 21 days. The admission letter will state any conditions that may apply to admission, the number of credit hours accepted by OCU (not to exceed 79), and will contain the student's OCU identification number.

For admission to any specific intake, students must submit the OCU "Application for Admission" form and all necessary documentation of transfer hours no less than 30 days prior to commencement of the first module scheduled for that intake. Applications and documentation received less than 30 days prior to the scheduled commencement of an intake may be considered for admission to that intake or deferred to the next regularly scheduled Intake. Intakes normally occur in January, May, and August of each year.

DEFERMENT OF NATIONAL SERVICE

Normally students entering the OCU/MDIS bachelor's degree program will have completed their national service prior to admission. However, in very rare cases a student may qualify for admission who is aged 18 at the commencement of the program. A full-time student, meeting the condition described above, can apply to the Central Manpower Base (CMPB) for a deferment of their national service obligation until the completion of their degree. Deferments are granted at the sole discretion of the CMPB.

DEFERMENT OF OPERATIONALLY READY NATIONAL SERVICE PERSONNEL

Full-time students who are also on Operationally Ready National Service status may secure a letter of "Request for Deferring Operationally Ready National Service" from the MDIS Student Service Officer/Executive. Final decisions regarding deferments of Operationally Ready National Servicemen (NSmen) are made by the Ministry of Defense (MINDEF).

STUDENT PASS

All international students not legally employed in Singapore must hold a valid student pass and be enrolled in a full-time course of study. Student passes are issued by the Immigration Department at its headquarters. The MDIS Central Registry Department will help foreign students in applying for or renewing an existing student pass.

Students who submit their requests for renewal of their student passes less than two months prior to the expiration date will be charged a S\$30.00 (excluding GST) fee for processing.

TRANSFER CREDIT AND CERTIFIED COPIES OF TRANSCRIPTS

Admission to Oklahoma City University's Bachelor of Arts or Bachelor of Science program requires that students present documentation in the form of original transcripts showing that they have accumulated passing marks in at least 79 credit hours of college-level work, of which a minimum of 12 credit hours must be "upper division" (3rd or 4th year) level courses, and that they meet the English language proficiency requirement. Passing marks include grades of "A" through "E" and "Pass" to "High Distinction," on the British grading system, and grades of "A" through "C-" on the American system. Certificates, diplomas, and other credentials are not sufficient documentation. Students must present original copies of all **transcripts** to MDIS officials, who will make a certified copy to send to OCU along with the student's completed "Application for Admission" form. Students who have studied in the United States are expected to request an original transcript of their coursework at the American college or university to be **sent directly to the OCU University Registrar** at the following address: **Office of the University Registrar, Oklahoma City University, 2501 N. Blackwelder, Oklahoma City, OK, 73106, U.S.A.**

Transcripts from American institutions of higher education forwarded by the student will not be accepted.

The OCU School of Adult and Continuing Education (SACE) Office is the sole authority for evaluation of transcripts and assigning the amount of transfer credit that OCU will accept for prior academic work. Students will be notified of the amount of transfer credit received in their admissions letters.

FALSIFICATION OF RECORDS

Any student discovered to have submitted fraudulent or altered documentation in support of his/her "Application for Admission" will be immediately dismissed from the OCU program. Any tuition paid prior to the discovery of the falsification of academic records will be forfeited.

ASSIGNMENT OF STUDENT IDENTIFICATION NUMBER

Upon admission to the OCU Bachelor of Arts or Bachelor of Science program, each student will be issued a unique student identification number. This number allows a student access to his/her academic record (for viewing purposes only), and is required for course registration and the recording of grades. A student will not be assigned an identification number until a completed "Application for Admission," certified copies of all academic transcripts, and verification of English language competency have been received and the SACE Office has determined that the student meets all admissions criteria.

MEMBERSHIP IN MDIS

All students are required to become members of the MDIS Institute during the full duration of their studies. The membership entrance fee is a one-time payment that is non-refundable. Membership subscription fees for each academic year are also collected, in their entirety, at the beginning of the student's academic program/course of study. Should a student withdraw from the program, the membership subscription fees are refundable--see REFUND POLICY (pp. 18-19 below). The membership fee structure is based on categories of membership determined by each student's individual academic qualifications and work experience.

CHANGES IN STUDENT CONTACT INFORMATION

Information provided on the "Application for Admission" constitutes the sole means of contact between OCU and the student. Upon admission, students receive a student e-mail account which can be used to access the University's website. Students can also use the University e-mail system to contact the OCU-SACE Office to change their contact information. It is imperative that students advise the OCU-SACE Office via e-mail or ordinary post of any changes in address, e-mail account, and/or local telephone number. Failure to do so may result in the student missing important information pertaining to his/her degree program. Neither OCU nor MDIS is responsible for any failure to disseminate material to students due to inaccurate contact information submitted by the student on their original "Application for Admission" or failure of the student to update that information in a timely manner.

E-MAIL

As noted in the paragraph above, upon admission, students receive personal e-mail accounts from OCU. The University's e-mail system will be utilized as the official method of communication. Official OCU correspondence as well as information regarding campus activities and academic announcements will be sent via e-mail to the OCU e-mail system.

Each student is provided 50 MBs of disk space for their e-mail account. This provides enough disk space for a large amount of basic e-mail. However, large attachments could easily use up a student's disk space quota and should be removed from the account in a reasonable time frame.

OCU has security monitoring and anti-spam software and hardware installed to secure its systems and reduce the amount of spam that enters the e-mail system. Students are required to secure their passwords and maintain their e-mail accounts.

OCU requires students to use the University e-mail system for academic electronic communications. All students are responsible for the management and content of their account. Information for accessing e-mail is provided at: <http://stuweb.okcu.edu/>. Once a student has an e-mail account, he/she can access the e-mail system at: <http://email.okcu.edu/>.

Important Notice about E-Mail: Important information and notices will be sent to the student's OCU e-mail account. This information may include important dates, times, and deadlines as well as information about classes, such as course syllabi, module and examination schedules and corrections to schedules. Paper notices will no longer be used. MDIS students will receive all correspondence from the SACE Office via their OCU e-mail accounts. All students are required to activate their e-mail accounts and check them on a regular basis. Failure to check

and maintain his/her account will not be accepted as an excuse for missing information, dates, deadlines, or any other official announcement from OCU.

DEGREE REQUIREMENTS

Bachelor's degrees from American colleges and universities are based on the accumulation of credit hours and the fulfillment of specific course requirements. Oklahoma City University requires that students accumulate a minimum of 124 credit hours in courses with passing grades of "D-" or higher and that they attain an overall grade point average (GPA) of 2.0 ("C") or higher. Students who make grades of "C-," "D+," "D," or "D-" do not have to repeat the courses (modules) in which these grades were received provided they maintain a cumulative GPA at 2.0 or higher. "F" grades are not considered as passing grades and, in addition to lowering the student's GPA, courses (modules) in which a grade of "F" was received **must be repeated**.

Students must also accumulate a minimum of 18 credit hours in mass communications courses with a cumulative grade point average of 2.0 ("C") or higher in order to receive the Bachelor of Arts in Liberal Studies with a Concentration in Mass Communications.

GRADING SYSTEM AND MINIMUM GRADE POINT AVERAGE

OCU employs the following grading system and grade point equivalency:

A = 4.0 A- = 3.75 B+ = 3.25 B = 3.0 B- = 2.75 C+ = 2.25

C = 2.0 C- = 1.75 D+ = 1.25 D = 1.0 D- = 0.75 F = 0.00

Grade point averages are determined by multiplying the grade point equivalency by the number of credits assigned to the module, adding the total grade points, and dividing by the total number of credits for all courses (modules) completed. The minimum grade point average for graduation is 2.0.

ACADEMIC PROBATION AND DISMISSAL

Students are required to maintain a 2.0 grade point average in order to graduate. As students progress through their bachelor degree program, their grade point averages are monitored by OCU and, if a student's GPA falls below 2.0 after the grades for a specific module have been recorded, that student will be placed on academic probation automatically. The SACE Office will notify the MDIS Central Registry and OCU Student Services Coordinator when a student is placed on academic probation and the Student Services Coordinator will notify the student. Students may continuously monitor their own academic progress through access to the OCU Website using their student identification number. In addition to verifying their grades, students can also check their current standing with regard to academic probation by accessing their transcripts.

Any student placed on academic probation must restore his/her grade point average to 2.0 or higher by the completion of the third module subsequent to being placed on probation. If, at the end of the three module probationary period, the student has not raised his/her GPA to at least 2.0, he/she will be dismissed from the program.

In exceptional situations, a student may be extended on probation based on the judgment of the Student Appeals Committee. If a student believes his/her poor academic performance was significantly influenced by external circumstances beyond her/his control, the student should petition the Student Appeals Committee according to procedures set out in the Student Appeals and Petitions section below on page 14.

Any student who has been dismissed from any OCU bachelor's degree program must wait at least one year before applying for readmission to that or any other OCU bachelor's degree program.

REPEATING COURSES (RE-MODULING)

OCU regulations permit a student to repeat (re-module) a total of 6 courses (18 credit hours) in which the student received a grade of "C+" or lower, provided the content of the course(s) is the same. The course(s) must be repeated through the OCU/MDIS B.A. or B.S. programs. Additionally, no course can be repeated more than once unless special permission is received from the Director of SACE and the Dean of the Petree College of Arts and Sciences. In cases of repeated courses, the higher grade will be calculated in the student's GPA. It will be noted on the student's transcript which grade has been excluded from the GPA.

ATTENDANCE REQUIREMENTS

Regular attendance in all courses/modules is assumed. OCU faculty members may factor attendance into the course/module grade—consult the syllabus for each course/module to see the individual instructor's policy on class attendance and grades. However, the policy of MDIS and OCU regarding attendance is as follows:

Students missing more than one regularly scheduled class session for any reason for any course/module will not be permitted to sit for the final examination or submit any post assignments for that course/module.

No instructor can exempt a student from this policy and students cannot petition for an exemption from this policy.

No one is allowed to sign the module roster on behalf of other students. Those caught doing so will be suspended.

In most cases, the final examination and/or the post assignment(s) count for more than 50% of the grade for the course/module. Hence, missing more than one class session will normally cause a student to fail the course/module.

Students are responsible for managing their schedules. In the case of a remodule, students must check the schedules of classes as well as exams. Missing a class for an exam in another module is not considered excused.

Students who have missed a second class session are strongly advised to withdraw from that course/module to avoid receiving a failing grade. **If absences were due to illness, an accident, or other events beyond the student's control, students should note this on their "Withdraw from Module" form.** However, tuition for that particular course/module will not be refunded for any reason.

“Withdrawal from Module” forms may be obtained from the MDIS/OCU Student Services Coordinator.

MEDICAL ABSENCES

It is the student’s responsibility to present proper documentation for all absences, including confidential medical information, in order for absences to be approved for missing classes and/or examinations. With regard to absences due to medical conditions, a simple Medical Certificate from a clinic is **not** regarded as sufficient documentation of an illness. A statement from a physician listing a diagnosis of a specific illness is required. Information regarding medical conditions is treated as confidential and is kept in a secure files with limited access.

All necessary forms are available on the School of Adult and Continuing Education website at www.okcu.edu/overseas.

ACADEMIC HONESTY

Academic honesty is required in all aspects of a student’s relationship with the University. Academic dishonesty may not be course-specific and includes falsification or misrepresentation of a student’s academic progress, status, or ability, including, but not limited to, false or altered transcripts, letter of recommendation, registration forms, or other documents related to the student’s academic career at Oklahoma City University or other educational institutions. Students are personally responsible for the correctness and accuracy of information supplied to OCU and/or MDIS. Any student who knowingly gives incorrect information is subject to disciplinary action that may lead to suspension or dismissal from the program.

Students are advised that cheating and plagiarism are not tolerated. The University expects all students to maintain a high standard of ethics in their academic activities. In this context, forms of academic dishonesty include, but are not limited to, cheating on tests, examinations or other class/laboratory work; involvement in plagiarism (the appropriation of another’s work and/or the unacknowledged incorporation of that work in one’s own); collusion (the unauthorized collaboration with another person); misrepresentation of actions; and falsifying information.

Grievance procedures found in the Student Petitions and Appeals section do not apply to cases involving issues of academic honesty. There are special appeal procedures for academic honesty issues included in this section below.

Sanctions

Sanctions for violations of the academic honesty policy are course/module based and determined by the individual course/module instructor. Each instructor will include in his/her syllabus either the Oklahoma City University academic honesty policy (stated above) or a reference to this policy through referencing the appropriate page in the *Student Handbook* or the OCU Web site. Each instructor will then include a description of the course-based consequences if a student fails to adhere to the academic honesty policy.

If, in the judgment of the course instructor, a student fails to conform to the academic honesty policy, the faculty member shall inform, in writing, the Director of the SACE Program, the Dean of the Petree College of Arts and Sciences, the Provost/VPAA of OCU, the MDIS Vice President

for Academic Affairs, and the student. Sanctions for a student's breach of the academic honesty policy vary according to the nature and the seriousness of the offense. Sanctions are at the discretion of the course instructor and should be constrained to the course in which the offense occurred. Sanctions can range in severity from failure on the assignment that was plagiarized or which was the product of cheating to failure of the entire course/module.

Student Appeals

Student appeals of the charge of academic dishonesty and/or the course instructor's imposed sanction must be made in writing and delivered to the Dean of the Petree College of Arts and Sciences within 21 calendar days for students residing outside the United States. If the twenty-first day falls on a weekend or University holiday, the appeal is due on the next University business day.

The Petree College of Arts Student Petition and Appeals Committee (composed of elected faculty members and students appointed by the Dean of the College) will hear all appeals of course-based sanctions imposed by individual professors. If the appeal involves a faculty member who happens to be serving on the Student Petition and Appeals Committee, that faculty member shall be replaced with a substitute who will serve for the duration of the appeal in question.

Throughout the appeal process, there is a presumption that the instructor's decision is correct and, in the absence of extraordinary circumstances and definitive evidence to the contrary, his/her decision shall not be changed. It is, therefore, incumbent on the student to present a strong argument with documented evidence in support of his/her appeal.

The Student Petition and Appeals Committee's decision will be conveyed in writing to the student, the course instructor, and the Dean of the Petree College of Arts and Sciences within fifteen University business days after receiving the appeal. The Committee may lessen the sanctions but may not increase the course-based sanctions originally imposed by the instructor. The Student Petition and Appeals Committee's decision is final, and there is not further appeal of the course instructor's decision. If the Committee reverses the instructor's decision and the student is exonerated, no further action will occur.

Although the Student Petition and Appeals Committee cannot add to the sanctions imposed by the course instructor, the Dean of the Petree College of Arts and Sciences may. The Dean may add sanctions if the student's appeal is denied or if the student does not appeal the instructor's actions. The Dean cannot change the student's grade, but he/she can impose other sanctions (e.g. loss of scholarships as well as dismissal from the college and, consequently, from the bachelor's degree program). The Dean must notify any student residing overseas within 21 calendar days of any decision to impose additional sanctions. If the twenty-first day falls on a weekend or University holiday, the appeal is due on the next University business day.

A student may address his/her written appeal of the Dean's sanctions to the Associate Provost. The Associate Provost's decision is final and there are no further appeals.

Any student who has violated the academic honesty policy shall lose the privilege of withdrawing from the course in which the violation occurred in order to avoid the collateral consequences of sanctions which may be imposed by the course instructor.

The SACE Office and the Office of the University Provost will keep files of all student violations of the academic honesty policy by students in overseas programs. The Associate Provost may, at his/her discretion, convene the University Student Probations and Petitions Committee to consider dismissal of any student guilty of grievous or repeated violations of the academic honesty policy. The Associate Provost must inform a student residing overseas at least 21 calendar days prior to the time the University Student Probation and Petitions Committee meets. The student has a right to appear before the Committee. In the case of a student residing overseas, he/she has a right to speak via conference telephone call (at University expense) to the Committee during the meeting in which his/her case is being considered. The decision of the University Student Probation and Petitions Committee is final and cannot be appealed.

Students dismissed from the University for Academic Honesty Violations will not be eligible for readmission.

INTAKE SCHEDULE OF MODULES

The schedule of modules for each Intake is published at least 30 days prior to the commencement of the first course/module. Intake schedules are available from the MDIS/OCU Student Services Coordinator and are also posted in various public venues throughout MDIS teaching facilities.

Due to fluctuations in on-campus teaching assignments, intake schedules are tentative and subject to change with regard to the order of courses/modules, the exact class dates for modules, and the instructor assigned to a particular course/module. OCU will make every effort to inform MDIS and the Singapore students of any changes to the intake schedule at least 30 days in advance. Students shall follow the schedule and cannot complain or request a refund due to unsuitability of schedule.

TEXTBOOKS

Textbooks for each module are listed in the syllabus which is available at least 30 days prior to the first class meeting. Students may purchase the required texts for any module at the MDIS bookshop, Brainwaves, which is located on the UniCampus. Bookstore hours are: Monday-Friday -- 8:30 a.m. to 7:30 p.m.; Saturdays -- 8:30 a.m. to 2:30 p.m.; closed on Sundays and Public Holidays. Students who cancel their orders after placing confirmation will have to bear the **full cost** of the text(s).

SUBMISSION OF ACADEMIC WORK AND FINAL EXAMINATION SCHEDULE

Deadlines for the submission of academic work for each course/module are published with the intake schedule of courses/modules. Typically the final examination for each course/module occurs 10-21 days after the last class session for that course/module, and post assignments are due on the day of the scheduled final examination, unless otherwise noted in the course syllabus. Any exceptions to the final examination dates published in the intake schedule will be disseminated to students via e-mail and noted in the course syllabus. Therefore, it is important for students to keep their "contact information" current. Failure to sit for the final examination at the assigned time or submit academic work by the announced deadline is grounds for automatic failure on the examination and post-assignment(s) involved.

Post-assignments and/or class projects must be submitted directly by the announced deadline to the Student Services Unit counter at MDIS UniCampus or Dhoby Ghaut Center during regular office hours: Monday -- Friday, 8:30 a.m. to 8:00 p.m.; Saturdays, 8:30 a.m. to 2:30 p.m.; closed Sundays and Public holidays.

MDIS UniCampus
501 Stirling Road
Singapore 148951

MDIS Dhoby Ghaut Center
20 Orchard Road
Singapore 238830

After working hours, students may submit assignments via the "Night Box" at each teaching facility. MDIS/OCU accept no liability for loss or damage to projects and/or assignments submitted through the "Night Boxes."

Requests for extension on the due date for post-assignments are made via written petition to the OCU Student Petition and Appeals Committee. See STUDENT APPEALS AND PETITIONS (p. 17, below).

FINAL EXAMINATIONS

Normally there is a final examination scheduled for each module. Occasionally, professors assign a post assignment in lieu of the final examination, and sometimes professors will give post assignments as well as a final examination. Typically, the final examination will count 30%-50% of the final grade for the module (consult individual module syllabi for exact break down of grade components); therefore, examinations should not be approached lightly. All final exams are written and graded by OCU professors and administered by MDIS personnel and MDIS establishes and enforces examination rules. **Published copies of the examination eligibility and conduct rules can be obtained from MDIS the administration.**

With the exception of the six mass communication modules, the final examinations and/or post-assignments for courses are not returned to students. They are, however, kept by the faculty until students have graduated from the program. Students may view their individual examination papers and post assignments during their on-campus residency by making an appointment with the individual instructor(s). Following a student's graduation from the program, all examinations and post assignments are destroyed.

FACULTY GRADE REPORTS

Evaluation of students' work is the direct responsibility of the OCU faculty member who served as the course instructor. Oklahoma City University does not employ graduate students or anyone other than the course instructor in the capacity of grading student assignments. The faculty member who taught the course is responsible for submitting final course grades. Grade reports are to be submitted no later than three weeks after the faculty member receives the final examinations and/or post assignments. Students may view their transcripts by using their student ID number and password to access the OCU website and following instructions to the appropriate webpage. If the grade for a particular module is not posted one month after taking the final exam, students should contact the SACE Assistant Director for Overseas Programs whose address can be found in SECTION FOUR of this document.

WITHDRAWAL FROM INDIVIDUAL MODULES AND FROM DEGREE PROGRAM

Students may withdraw without receiving a grade from any course/module prior to the completion of the second regularly scheduled class session by filling the appropriate "Withdraw from Module" form with the MDIS Office. Students who withdraw from courses/modules receive a grade of "W," if the withdraw occurs prior to the completion of the second class session, or a "WP" (withdraw passing) or "WF" (withdraw failing) at the discretion of the instructor, if the withdraw occurs after the second class session. Students may not withdraw from an individual module after the completion of the sixth class session.

Students wishing to withdraw from the entire BMAC degree program must complete and file the official "Withdraw from Program" form with the MDIS office along with supporting documentation explaining the reason(s) for the withdraw. MDIS will make a decision on the merits of the request and inform the student within two weeks of the submission of the written request. A copy of the "Withdraw from Program" form noting MDIS's decision will be send to the OCU

Assistant Director for Overseas Programs. If the request was granted, the assistant director will officially deactivate the student's identification number. OCU will officially notify the student that he or she has been withdrawn from the university.

Provided that a student withdrew from the program in academic "good standing" (i.e. his or her grade point average was 2.0 or higher at the time of withdrawal) and tuition payments were current, he or she may be readmitted to the program at any future point by filling out and submitting an "Application for Readmission" form to the MDIS Office. The Application will be forwarded to the OCU Director of Singapore Admissions and, upon a favorable judgment regarding the student's prior "good standing" in the program and clearance from MDIS stating no outstanding fees are owed, a letter of reinstatement will be issued by the SACE Director to the student and he or she will be given a schedule for the completion of remaining modules. In most cases, these modules will have to be taken with variety of different intakes.

For tuition refund policy for withdraws from a particular module or from the entire program, see Financial Regulations, TUITION REFUNDS (p. 19, below).

REQUESTS FOR DEFERMENT OF MODULE(S) AND/OR FINAL EXAM(S)

The advertised program duration of 15-18 months assumes that students will progress through the BMAC with the students in the intake in which they entered the program. It is possible to defer courses/modules for extraordinary reasons (e.g. illness, death in the immediate family, unforeseen job-related reasons, etc.) by filing a petition with the MDIS Student Services Coordinator. The completed petition stating the reason for requesting a deferment and accompanying documentation (e.g. doctor's report, letter from employer, etc.) will be forwarded to the SACE Office and referred to the Student Petitions and Appeals Committee for action. The Committee will respond within one week, and its decision is final and cannot be appealed. Given the duration of the appeals process, students must submit their petitions at least two weeks prior to the scheduled commencement of the course/module they wish to defer.

MDIS and OCU cannot guarantee that students who are granted module and/or examination deferments, students who must re-module because of failing modules or the need to raise their cumulative GPA, or students who must withdraw from modules due to violations of attendance policy will be able to graduate within 18 months of commencement of their degree program.

Students may petition the Student Petitions and Appeals Committee to defer the final examination scheduled for a particular course/module because of extraordinary circumstances (e.g. illness, death in the immediate family, court appearance, unforeseen job-related reasons, etc.). The petition should be filed with the MDIS Student Services Coordinator stating the reason for requesting the deferment and accompanying documentation (e.g. doctor's report, letter from employer, etc.) will be forwarded to the SACE Office and referred to the Student Petitions and Appeals Committee for action. The Committee will respond within two working days, and its decision is final and cannot be appealed. If the Committee grants the student's petition, it will authorize the Director of SACE to set a date, after consulting with the student, for an alternate examination. The alternate examination date will be conveyed in writing to the student at the same time as the Committee's decision to grant the petition. Typically, examinations can be deferred no longer than two weeks beyond the original date. Again, because of the duration of the appeals process, petitions to defer an examination should be submitted at least one week prior to scheduled date of the examination.

In extraordinary circumstances, petitions to defer courses/modules and/or final examinations will be considered even when filed after the commencement of the course/module or less than one week the date set for the examination for which the student is seeking a deferment.

INCOMPLETE MODULES

When the work for a module is not completed by the end of the specified time (normally the date for the final examination), the instructor may assign an incomplete or “I” grade at his/her discretion. The student must be performing at a passing level and have a legitimate and documented reason (e.g. personal illness, death of a close relative, work related commitments that the student’s employer refuses to release him/her from, etc.) to receive an “I” for the module. Students cannot be assigned an “I” because they have excessive unexcused absences or because they are failing the course. Faculty members may establish their own policies regarding what can be considered a legitimate reason for assigning an “I” grade.

At the time the incomplete is issued, the module instructor must fill out an “Incomplete Report” form that specifies what work must be completed to remove the “I,” the time frame within which the work is to be completed (not to exceed one year), and the grade to be assigned if the work is not completed. This form must be submitted to the University Registrar at the time the grade report for that course/module is submitted and a copy of the form must be filed in the SACE Office. The student is responsible for submitting the work by the deadline specified by the instructor in the “Incomplete Report” form. If the “I” is not completed by the specified deadline, the grade will convert to the grade assigned on the “Incomplete Report” form—this grade will be based solely on the work completed for the module, and could be a grade other than “F”. The student should check with his/her instructor to determine what the final grade will be in the event she/he fails to complete the remaining work for the module.

In the event that the module instructor is no longer available to evaluate the work submitted to complete the course and remove the “I,” the Dean of the Petree College of Arts and Sciences shall assign an appropriate substitute faculty member to assess the student’s work and submit the grade.

STUDENT MODULE EVALUATIONS

The MDIS Student Services Coordinator will oversee faculty evaluations by the students for each module. These evaluations will be conducted, if possible, during the last class session of the module. The Student Services Coordinator will schedule the evaluation with the module instructor prior to the day of the evaluation. During the evaluation, the instructor will not be present. The Student Services Coordinator will distribute the evaluation forms, give the students approximately 15 minutes to fill them out, then the Coordinator will collect the forms, place them in an envelope which will be sealed and retained by MDIS until the grades for the module have been posted on the students' transcripts. Following submission of final grades, the evaluations will be sent to the SACE Assistant Director for Overseas Programs at OCU, who will have the results tabulated before sending the results to the instructor and to the Senior Manager of the Student Services Unit. Student course evaluations are an important component in on-going assessment of teaching quality by MDIS and OCU; therefore, the honest and candid evaluation of the course and the faculty instructor by students is taken very seriously.

THE ON-CAMPUS RESIDENCY

The three-week residency on the Oklahoma City University home campus is a degree requirement unique to the B.A., liberal studies major with mass communications concentration and the B.S., behavioral studies with concentration in psychology. **No student in either program is exempt or excused from participating in the residency requirement.** However, a student may petition to defer the residency by six months due to documented circumstances beyond her/his control. See the Student Petitions and Appeals section below, pp. 20.

No additional tuition is charged for the courses/modules comprising the residency; however, students will incur the additional expenses of U.S. visa application, air fare, living accommodations, and ground transportation in Oklahoma City. Total cost of the most recent residency is available through the MDIS student services representative.

Students must meet the following conditions before they are permitted to attend the on-campus residency:

- complete the MCBC 3403 Scriptwriting for Broadcast Media module with a passing grad
- have a cumulative grade point average (GPA) of 2.0 or higher in all modules taken in Singapore
- lack no more than two modules (6 credit hours) following completion of residency, including deferred modules or those that must be re-moduled because of failing grades (F)

Entry to the United States requires an F-1 Student Visa, which allows students entry 30 days prior to the beginning of classes and permits them to stay 30 days after the completion of classes. Many students use this additional time to tour the United States. Visas require a valid passport, completion of an I-20 Application Form, a letter from OCU verifying the student's "good standing" with the University, and a visit to the U.S. Embassy in Singapore. Therefore, preparation for the residency must begin six months prior to the anticipated student departure.

OCU will arrange for lodging, transportation between Oklahoma City airport and residency inn, and all transportation to classes and University sponsored events. All students must stay at the hotel selected by OCU and travel to and from all University sponsored events on OCU approved transportation. The cost of these items will be figured into one comprehensive fee that also includes academic regalia (for on-campus graduation), diploma and transcript, books for classes taught during the residency, all events passes, and the student/faculty dinner. Students must pay the residency fee prior to departure for the U.S. The exact fee will be made available to students at least four months prior to departure and **full payment must be made to MDIS approximately two months prior to departure.** MDIS collects the residency fees on OCU's behalf and transmits them to OCU.

Because medical services in the United States are on a patient-pay basis, students are required to secure health insurance covering their entire stay including travel to and from the United States.

INDEPENDENT STUDY

Independent study/web-based versions of many of the modules constituting the general education portions of the bachelor's programs are available to students who, for one reason or another, had to defer or need to repeat a particular course/module. By contrast, few modules in

the student's area of concentration can be taken via independent study. Under no circumstances can students take a module via independent study merely to accelerate their degree progression. Nor will students be permitted to take an independent study version of a module if that course/module is available in a reasonable time-frame as part of another Intake's schedule. However, when waiting for the next regularly scheduled version of a specific module needed by a student for graduation there may be a delay with the student's progress by more than two months, the student may petition to be allowed to take that module by independent study. The Petree College of Arts and Sciences Student Petition and Appeals Committee may grant the petition only if an independent study version of the module has been developed and a qualified OCU faculty member is available and willing to offer that specific course/ module in an independent study/Web-based format.

If the student's petition for an independent study is granted, he/she will register for the module with MDIS. Additional tuition is charged for an independent study course (see Financial Regulations below).

APPLICATION FOR GRADUATION

All students must fill out and submit an OCU "Application for Graduation" prior to the completion of the final module in their bachelor's degree programs. Normally, this will occur during the orientation in Oklahoma City for the on-campus residency. However, it is the student's obligation to be sure that he/she has completed and filed this application. A student's transcript will not be validated nor will his/her diploma be ordered until the "Application for Graduation" is on file with the University Registrar. If you are unsure whether you completed an "Application for Graduation," please feel free to consult the SACE Office.

When filling out the "Application for Graduation," please be careful to list your name exactly as you wish it to appear on your diploma. Also, this is an occasion for students to make sure that their contact information, home address, e-mail, etc., is up to date.

DIPLOMA AND OFFICIAL TRANSCRIPT

Upon the completion by the student of the 15 courses/modules constituting the BMAC (and the posting of grades by the faculty) with a GPA of 2.0 or higher and submitting the completed "Application for Graduation" form, the SACE Office will certify to the University Registrar that all degree requirements have been fulfilled. The Registrar will post the degree to the student's transcript and order his/her diploma. From the date of submission of final grades by the faculty, this process takes approximately six-eight weeks, if the student's file is otherwise complete. If certified copies of pre-degree credentials (e.g. Certificates, Diplomas, Higher Diplomas, Associate Degrees, etc.) or other documents are missing from the student's official file, this process can be delayed significantly.

It can take an additional six-eight weeks to receive diplomas from the printer. Once the University receives the diplomas from the printer, they are sent to MDIS, along with one copy of the official transcript, for distribution to the students. Students may request additional copies of their transcripts by contacting the OCU Registrar directly.

GRADUATION

Students will participate in two graduation ceremonies. The first graduation ceremony will occur during the residency on the OCU campus. Students from OCU's overseas program participate along with our domestic students in either the December or May graduation. A second graduation ceremony is held in Singapore, usually in early October, where all the MDIS/OCU graduates for the academic year are honored. Therefore, students should be sure to keep the academic regalia they receive while in residence on the OCU campus as they will need this for the Singapore graduation the following October.

Though it is impractical for most family members to attend, they are invited to the on-campus graduation as well as the Singapore graduation ceremony.

STUDENT APPEALS AND PETITIONS

The School of Adult and Continuing Education Student Petition and Appeals Committee hears and decides all petitions filed by students in conjunction with requests to defer modules and final exams, petitions appealing faculty decisions about grades, petitions for independent study/Web-based courses, appeals of academic honesty violations, and any and all other petitions, appeals, and/or grievances filed by students regarding an academic matter.

The special process for hearing appeals of academic honesty violations is set out on page 8 above.

In the case of all other petitions and appeals, the student files his/her petition with the MDIS/OCU Student Services Coordinator, who forwards the petition to the Director of SACE. Student petitions and appeals are submitted to the Student Petition and Appeals Committee by the Director of the SACE. The SACE Director also conveys the Committee's decisions to the MDIS Director for Academic Affairs and the MDIS Student Services Coordinator who reports the decision to the student. The Committee's decisions are final.

SECTION THREE: FINANCIAL REGULATIONS

TUITION AND FEES

MDIS collects and processes all tuition for Oklahoma City University's degree programs in Singapore. Your basic tuition payment covers the costs of bringing OCU professors to teach in Singapore as well as the logistical support (classrooms, bookstore, class-room technology, library and computer labs, student services, and administrative support) provided by MDIS.

MDIS also collects the the money to offset the costs of the on-campus residency, which includes hotel room, ground transport, books, academic regalia, and diploma and transmits these funds to OCU. Currently, residency fees are approximately US\$2,000. Residency fees are to be submitted in one payment to MDIS in **U.S. dollars** approximately three months prior to the students' departure dates. **The residency payment does not include air fare.**

The following additional fees are payable to MDIS:

Application processing fee	S\$ 30.00
Membership entrance fee.	S\$ 75.00 (Associate) or S\$100 (Ordinary)
Annual subscription.	S\$ 40.00 (Associate) or S\$ 60 (Ordinary)

Where applicable, students may also be required to pay premiums for group medical insurance and Student Protection Insurance. **Students should consult with an MDIS representative to determine whether they are subject to additional payments for insurance coverage.**

TUITION PAYMENT SCHEDULE and METHOD OF PAYMENT

In order to assist self-sponsored students, MDIS permits these students to pay their tuition in four installments, with the first payment due at the time of course confirmation. GST and other costs reflecting government directives are added to each payment. The exact amount of each payment is available in the current MDIS/OCU program brochures--**be sure you have the current brochure for your undergraduate program.**

Company-sponsored participants must pay the course fees **in full** at the time of program registration/confirmation.

All fees are payable by cash, cheque, Nets (S\$2,000 maximum per day), or credit cards (MasterCard and Visa). Cheques must be crossed and made payable to "Management Development Institute of Singapore or MDIS."

For cash payments, an official receipt will be issued immediately upon payment. The receipt will be mailed to those who submitted their payments by post. Please contact the the Student Services Office if the receipt is not received within 14 days. Please keep all the receipts. An administrative charge of S\$10.00 (exclusive GST) will be charged for every request to retrieve a copy of a receipt.

Cash payments must be made in person at the MDIS Secretariat Office during regular office hours:

MDIS UniCampus
Monday -- Friday 8:30 a.m. - 7:30 p.m.
Saturdays 8:30 a.m. - 2:30 p.m.

MDIS Dhoby Ghaut
Monday -- Friday 8:30 - 8:00 p.m.
Saturdays 8:30 - 3:00 p.m.

If tuition payments are not received by the due date, an administrative late fee of S\$100 (exclusive of GST) will be applicable.

REFUND POLICY

Fees paid in connection with the on-campus residency are 100% refundable up to ten days prior to the scheduled commencement of the residency. The residency is considered to be on the day of the orientation, which is the Sunday prior to the first day of class. Refund of residency fees can be made only upon submission of a "Student Petition" to the Director of the School of Adult and Continuing Education stating the reason for the requested deferment of the residency and consequent refund of residency fees. This petition must be received by the director at least two weeks in advance of the commencement of the residency.

Paid tuition fees are refundable according to the following schedule.

Prior to the commencement of the course, students may receive:

100% refund, if the student's written notice of withdrawal is received more than 60 days prior to the beginning of the first module.

75% refund, if the student's written notice of withdrawal is received between 30 and 60 days prior to the beginning of the first module.

25% refund, if the student's written notice of withdrawal is received less than 30 days prior to the beginning of the first module.

After the course has begun, students may receive:

10% refund of the first installment fees **plus 100%** of other installments paid, if any, if the student's written notice of withdrawal is received between the 1st and 14th day after the beginning of the first module.

No refund on the first installment and students are **required to pay 80%** of the entire course fees, if the student's written notice of withdrawal is received 15 days after the beginning of the first module but prior to completion of 50% of the entire course.

Students who have completed one half or more of the entire course are required to pay the total course fees immediately upon presentation of their notice to withdraw from the program. The mid-point of the course/program is determined by the date that is the mid-point between the date of the first class of the first module and the date of the final exam for the last module in the program or by the date of the beginning of the eighth module of the course/program, whichever is earlier.

Application/registration, membership entrance, and annual subscription fees are, in general, non-refundable.

For all students who withdraw from the program, the application/registration fees, the membership/annual subscription fees (for the year in which the student withdraws), and, where applicable, any Student Protection Insurance premiums are non-refundable. Membership/annual subscription fees for subsequent years, if paid in advance, will be refunded.

For International students who withdraw from the program, in addition to the regulation above applying to all students, the following also applies. 1) In the event the student's application is rejected by the University offering the program to which he or she applied or his or her student's pass is rejected by the Singapore Immigration & Checkpoint Authority (ICA) before arriving at MDIS, 50% of the registration fee (excluding prevailing GST) shall be refunded. 2) In the event the student withdraws before the commencement of the Professional Certificate in English (PCIE) at Advanced Level course, 50% of the skills enhancement fee and the PCIE examination fee (excluding prevailing GST) shall be refunded.

RE-MODULES

There will be an additional fee assessed for re-moduling a course. This fee is equal to tuition for one, 3-credit hour course/module at prevailing OCU tuition rates plus an administration fee charged by MDIS. As soon as the student attends the first class session, the re-moduling fee becomes non-refundable

The current fee structure is available through the MDIS/OCU Student Services Coordinator.

INDEPENDENT STUDIES

Once the student's petition is granted for the Independent Study (see page 12, above) and he/she has registered for the course, the student will be required to pay a fee equal to tuition for one, 3-credit hour course/module at prevailing OCU tuition rates plus an administrative fee charged by MDIS. As soon as the student registers for the independent study the tuition fee becomes non-refundable.

The current fee structure is available through the MDIS/OCU Student Services Coordinator.

TRANSFER POLICY

Transfer Out of MDIS to Another School or Institute

Any student who transfers out of MDIS to another school/institute shall be deemed as having withdrawn from MDIS and the existing terms and conditions of the REFUND POLICY (p. 16, above) shall apply. Students will be charged tuition fees for all modules in which the student attended one or more class sessions regardless of whether the work for that module was completed or the student received a grade and any and all discounts and or rebates to which the student was entitled shall be forfeited.

Any international student who requests a transfer out of MDIS to another school/institute will be required to pay a transfer application fee of S\$500 (subject to prevailing GST).

Transfer within MDIS to a Different Course/Program or Downgrading of Package

All requests for transfer or downgrading of program package must be submitted in writing to MDIS administration and accompanied by a transfer application fee of S\$500 (subject to prevailing GST). Students will be charged tuition fees for all modules in which the student attended one or more class sessions regardless of whether the work for that module was completed or the student received a grade. All transfer requests must be received at least one month prior to the beginning of the first class (module) of the new program. Requests received after one month prior to the beginning of the new program will not be considered and any students who insist upon a transfer under these conditions will be processed as a program withdrawal. In cases where a student granted a transfer of program downgrade and that student has paid fees in excess of those consumed by the program, the excess will be refunded to the student.

International Students Seeking Transfers

An international student seeking a transfer must complete and submit the following forms: 1) Course Withdrawal Form, 2) Cancellation of Student's Pass Form, and 3) MDIS Clearance Form. To complete his or her transfer, an international student must then complete a new Student Pass Application form and Section A of FORM V36A. The student must also attach to these forms a document signed by the appropriate administrator at the new school/institution attesting to the fact that the student has been admitted to the new school/institution. Upon receipt of the above, MDIS shall put its endorsement on Section B of FORM V36A.

SECTION FOUR: STUDENT SUPPORT SERVICES

LIBRARY AND EDUCATIONAL TECHNOLOGY RESOURCES

MDIS maintains a comprehensive Resource Hub at the UniCampus at 501 Stirling Road. The Hub is open during the following hours:

Mondays to Fridays 8:30 a.m. -- 8:00 p.m.
Saturdays. 8:30 a.m. -- 3:00 p.m.

All fellow, Ordinary, and Associate members of MDIS are eligible to use the Resource Hub. Rules governing library loans, special services availability, and costs for copying services are available through the Resource Hub.

STUDENT SERVICES REPRESENTATIVE

MDIS has assigned Student Services representatives to OCU students exclusively. This person's primary responsibilities include distributing course syllabi to students, providing logistical support to OCU professors during their stays in Singapore, conducting the course evaluations, and serving as a liaison between students and MDIS and OCU. Contact information for our current Student Services representative can be obtained from the MDIS front desk at the UniCampus or Dhoby Ghaut facilities.

HOW TO CONTACT YOUR OCU PROFESSORS

Oklahoma City University's e-mail system is very easy to remember and to figure out. You need not try to remember the individual e-mail addresses of all your instructors. All you need to remember is your professor's name—his/her e-mail address is the first letter of the professor's given name and his/her family name to which is added @okcu.edu. For example, the Director of the School of Adult and Continuing Education is Dr. Leo G. Werneke and his OCU e-mail address is lwerneke@okcu.edu.

This rule also applies to your own OCU e-mail address except it includes ".stu@okcu.edu." For this reason, it is very important for you to note clearly on your "Application for Admission" which is your family name and which are your first and second given names.

HOW TO CONTACT THE OCU PROGRAM STAFF

The OCU SACE program staff may be contacted directly via e-mail at the following addresses:

Dr. Leo Werneke, Director, School of Adult and Continuing Education -- lwerneke@okcu.edu

Ms. Virginia Oden, Assistant Director for Overseas Programs – voden@okcu.edu

Mrs. Julie Shatswell, Assistant to the Program Director – jshatswell@okcu.edu

Complete the Following, Detach and Turn-in to the Orientation Leader

I have read the OCU/MDIS Student Handbook and agree to abide by the regulations, policies, and procedures contained therein. I also understand that this Handbook is subject to periodic revisions which may be posed electronically on the Oklahoma City University, School of Adult and Continuing Education website prior to being available in printed form and that the web-based version of the Handbook is definitive. I further understand that failure to follow the regulations, policies and procedures specified in the OCU/MDIS Student Handbook may be grounds for dismissal from the OCU/MDIS Bachelor of Arts with Liberal Studies major and concentration in Mass Communications program.

Students who fail to sign and submit this form will have their enrollment canceled and will be barred from taking further modules until this form is signed and dated.

(PRINT YOUR FULL NAME IN BLOCK LETTERS)

Date (dd/mm/yy)

Signature

OCU ID Number

