SYLLABUS
CS 1313 010 — Programming for Non-majors in C — Fall 2025

Course website: `http://cs1313.oucreate.com/`

LECTURES: Monday/Wednesday/Friday 9:00-9:50am Central Time, Sarkeys Energy Center (SEC) N202 [1]

FINAL EXAM: Tuesday Dec 16 8:00-10:00am Central Time, Sarkeys Energy Center (SEC) N202

INSTRUCTOR: Dr. Henry Neeman (`hneeman@ou.edu`, 405-325-5386, Engineering Lab 212)

TEACHING ASSISTANTS/GRADERS:

Ahsan Bilal (`ahsan.bilal-1@ou.edu`)
Tapendra Pandey (`pandey@ou.edu`)

CONTACTING INSTRUCTOR & TAs/graders: Please contact Dr. Neeman and **BOTH** the TAs/graders by **email** unless it's an emergency; when contacting one, unless it's a personal matter, please contact **ALL** (instructor and both TAs/graders). Please **DON'T** call the main offices of the School of Computer Science, nor the Gallogly College of Engineering, nor OU Information Technology **UNDER ANY CIRCUMSTANCES.**

LAB/DISCUSSION SECTIONS: (held Fridays in Carson Engineering Center 205+206, starting Fri Aug 29) [2]

Section 011:	Fridays	Carson 205+206	11:00am	–	11:50am CT	Ahsan Bilal & Tapendra Pandey
Section 012:	Fridays	Carson 205+206	10:00am	–	10:50am CT	Ahsan Bilal & Tapendra Pandey
Section 013:	Fridays	Carson 205+206	12:00noon	–	12:50pm CT	Ahsan Bilal & Tapendra Pandey
Section 014:	Fridays	Carson 205+206	1:00pm	–	1:50pm CT	Ahsan Bilal & Tapendra Pandey

HELP SESSIONS

Mondays	12:00noon CT	–	3:00pm CT	via Zoom	starting Mon Sep 8	Henry Neeman
Tuesdays	10:45am CT	–	12:15pm CT	via Zoom	starting Tue Sep 2	Tapendra Pandey
Tuesdays	2:00pm CT	–	3:30pm CT	via Zoom	starting Tue Sep 2	Ahsan Bilal
Wednesdays	8:00am CT	–	8:45am CT	via Zoom	**on Programming Project due dates only**	

NOTE: CS1313 provides over 11 hours of scheduled time (lectures, lab sessions, help sessions) per week, except when otherwise announced.

ZOOM OR IN-PERSON ONE-ON-ONE VISITS (off schedule):
BY APPOINTMENT ONLY, MADE AT LEAST 24 HOURS IN ADVANCE

CS 1313 CONTACT OPPORTUNITIES					
	MON	**TUE**	**WED**	**THU**	**FRI**
8:00 am			Help		
8:30 am			Session		
9:00 am	Lecture		Lecture		Lecture
9:30 am	SEC N202		SEC N202		SEC N202
10:00 am					Lab 012
10:30 am		Help			CEC 205+206
11:00 am		Session			Lab 011
11:30 am		via Zoom			CEC 205+206
12:00 noon	Help				Lab 013
12:30 pm	Session				CEC 205+206
1:00 pm	Henry				Lab 014
1:30 pm	Neeman				CEC 205+206
2:00 pm	via Zoom	Help			
2:30 pm	noon-3:00pm CT	Session			
3:00 pm		via Zoom			
3:30 pm					
4:00 pm					
4:30 pm					

[1] SEC is on the southeast corner of Jenkins & Boyd, the tall orange brick building.
[2] Carson Engineering Center is on Boyd between Jenkins & Asp, the red brick and off-white concrete building.

Course Description/Content

Introduction to the design and implementation of computer programs. Emphasis on problem solving. Topics include: variables and constants, arithmetic and Boolean expressions, conditional statements, loops, procedures and functions, arrays, standard libraries, input and output, structures, and program documentation.
– OU Course Catalog 2025-26
`https://www.ou.edu/registrar/enrollment-services/course-information/catalog`

Software code is the foundation of virtually every aspect of contemporary life, from the food we eat to the way we communicate with friends and family. In this course, you will learn to write code to detailed specifications, to understand code written by others, to document code, and to use foundational Unix/Linux commands. Code we use in this course will generally be in the C programming language, though we reserve the right to show or discuss code in other programming languages to improve understanding of programming constructs and concepts.

Ambitious, Tentative List of Topics (not all topics necessarily covered, not necessarily in this order)

- Computer Organization
  - Hardware
  - Software
- C Introduction
- Introduction to Data & Expressions
  - Variables & Constants
  - Standard Input/Output
  - Numeric Data Types (`int` & `float`)
  - Arithmetic Expressions (`int` & `float`)
  - Symbolic Logic & Boolean Values
  - Boolean Data Type & Expressions
- Branching (`if`)
- Loops (`while` & `for`)
- Arrays
- Procedures (Functions)
  - C Standard Library Functions
  - User-Defined Functions
- Bit Representation of Integer Values
- Characters & Strings
- Pointers
- User-Defined Data Types (`struct`)
- File Input/Output
- Searching & Sorting

Learning Outcomes

You will be able to:

- understand and explain fundamental computing concepts;
- write working, readable C code, using the constructs and concepts covered in this course;
- document C code in a readable manner;
- read C code written by others, and accurately describe its behavior;
- correctly use foundational Unix/Linux commands on a Linux computer.

Web Postings: All printable course materials, including lecture slides, homework assignments and programming project specifications, will be posted on the course website. **YOU are responsible for downloading and printing these materials.** You should check the course website **AT LEAST** twice a week, but daily is even better.

Email: Often, we need to alert the class to an important issue or problem. You should check your email **AT LEAST** twice a week, but daily is even better. Course emails are sent to your official OU email address; **YOU** are responsible for making sure that course emails are getting to you. **DON'T delete CS1313 emails, EVER.**

Course Prerequisite: MATH 1523 (Precalculus and Trigonometry) or equivalent,
either before or concurrent with CS 1313
Note: CS 1313 is **NOT** for students majoring or minoring in CS or enrolled in CS option/emphasis programs.

Text and Materials

- **Textbook (OPTIONAL — no readings or exercises from the book will be used):**
  C: How to Program, 9th ed., Deitel & Deitel, Prentice Hall, 2021 (8th ed. or 7th ed. are also fine)
  Available at the University Bookstore
- **TuringsCraft CodeLab (MANDATORY):** `http://www.turingscraft.com/`
  Cost: This semester, CodeLab is **FREE** for students at not-for-profit academic institutions like OU.

Learning Activities, Assignments, and Assessment/Required Work (and percent of overall grade)

- 5-10 Programming Projects (50%) (due every 1 to 4 weeks on Wednesdays — PP#1 due Wed Sep 10 9:50am)
- Short Programming Assignments (10%) — CodeLab
  — Due every Friday starting Fri Sep 12 **UNLESS OTHERWISE ANNOUNCED**.
  — Each assignment has **MULTIPLE** numbered CodeLab exercises (**SORT BY DEADLINE**).
- Weekly Quizzes (10%): every Monday, 9:00-9:15am CT in SEC N202, starting **WED** Sep 3, except as announced (**ON PAPER**, open book, open notes but not open neighbor nor open device **UNLESS OTHERWISE ANNOUNCED**). Quiz questions will be taken **WORD-FOR-WORD** from the homework assigned the previous week, **UNLESS OTHERWISE ANNOUNCED**.
- 2 In-Class Exams (15% for both): Wed Oct 1 & Wed Nov 5, 9:00-9:50am CT, SEC N202 — **ON PAPER** (open book, open notes but not open neighbor nor open device **UNLESS OTHERWISE ANNOUNCED**)
- Comprehensive Final Exam (15%): Tue Dec 16 8:00-10:00am CT, SEC N202 — **ON PAPER** (open book, open notes but not open neighbor nor open device **UNLESS OTHERWISE ANNOUNCED**)

Recommended Work:

- Homeworks will be assigned every week, starting Mon Aug 25, **UNLESS OTHERWISE ANNOUNCED**. Quiz questions will be taken **WORD-FOR-WORD** from homeworks, which **WON'T** be collected or graded.

Web-based Short Programming Assignments (CodeLab)

Instructions on how to register for and use CodeLab are posted on the CS1313 website. **EACH SHORT PROGRAMMING ASSIGNMENT WILL CONSIST OF MULTIPLE NUMBERED CODELAB EXERCISES.**

- Each numbered CodeLab exercise that is **COMPLETE, CORRECT AND ON TIME** will receive **FULL CREDIT;**
- each numbered CodeLab exercise that is **COMPLETE AND CORRECT BUT LATE** will receive **HALF CREDIT;**
- each numbered CodeLab exercise that is incomplete and/or is incorrect will receive **NO CREDIT.**

Assigning Grades (Grading Overview and Scale)

- A: $G \geq 90\%$; B: $80\% \leq G < 90\%$; C: $70\% \leq G < 80\%$; D: $60\% \leq G < 70\%$; F: $G < 60\%$
- We reserve the right to curve the grades as we see fit, but the curve won't be harsher than this.
- Your overall (non-curved) grade for the course will be calculated this way:

$$\begin{aligned} \mathrm{G} \;=\; & \mathrm{W_Q}\,\frac{\mathrm{Q_1} + \mathrm{Q_2} + \cdots + \mathrm{Q_{N_Q}}}{\mathrm{Q_1^{max}} + \mathrm{Q_2^{max}} + \cdots + \mathrm{Q_{N_Q}^{max}}} + \mathrm{W_P}\,\frac{\mathrm{P_1} + \mathrm{P_2} + \cdots + \mathrm{P_{N_P}}}{\mathrm{P_1^{max}} + \mathrm{P_2^{max}} + \cdots + \mathrm{P_{N_P}^{max}}} + \\ & \mathrm{W_C}\,\frac{\mathrm{C_1} + \mathrm{C_2} + \cdots + \mathrm{C_{N_C}}}{\mathrm{C_1^{max}} + \mathrm{C_2^{max}} + \cdots + \mathrm{C_{N_C}^{max}}} + \mathrm{W_E}\,\frac{\mathrm{E_1} + \mathrm{E_2} + \cdots + \mathrm{E_{N_E}}}{\mathrm{E_1^{max}} + \mathrm{E_2^{max}} + \cdots + \mathrm{E_{N_E}^{max}}} + \mathrm{W_F}\,\frac{\mathrm{F}}{\mathrm{F^{max}}} \end{aligned}$$

  where
  - G is your overall (non-curved) grade for the course, expressed as a percentage;
  - Q refers to quizzes, P refers to programming projects, C refers to short programming assignments (CodeLab), E refers to in-class exams, and F refers to the final exam.
  - $\mathrm{W_A}$ is the percentage weight of assignment type A (that is, $\mathrm{W_Q} = 10$, $\mathrm{W_P} = 50$, $\mathrm{W_C} = 10$, $\mathrm{W_E} = 15$, and $\mathrm{W_F} = 15$);
  - A_j is your score on the j^{th} assignment of type A;
  - $\mathrm{A}_j^{\max}$ is the maximum possible score on the j^{th} assignment of type A (excluding bonus points, if any);
  - $\mathrm{N_A}$ is the number of assignments of type A.

Course Policies

- Generative AI Policy

  We learn best when we are actively engaged in the process of completing all aspects of an assignment. Even the brainstorming and initial draft phase is a time of discovery that is an integral part of your learning. To empower you to fully engage in the learning process, the use of Generative AI, including, but not limited to, ChatGPT, CoPilot, ClaudeAI, Gemini, and Grammarly AI, is considered a violation of the academic integrity policy for this course. The use of Generative AI to assist in completing any aspect of work for this course is prohibited, this includes using Generative AI to do Programming Projects and/or Short Programming Assignments (CodeLab) and/or homeworks, and/or to take your quizzes and/or exams. If using an e-book or search engine that has integrated Generative AI, then you should not rely on the Generative AI output and engage instead with the source material.

  To implement this policy, assignments have been designed to either occur in a controlled environment (such as taking quizzes and exams in class on paper) or so that it is unlikely that one can be successful in completing an assignment using Generative AI.

  Resources are available to help you where you might otherwise want to use Generative AI, including: Academic Success Center, the Writing Center, Bibliographic, Citation, and Reference Management Software, subject specific research support (see resources by subject), and simple grammar or spell check tools. I also want you to reach out to me if you have any questions or concerns. If you have any questions about this policy or what counts as Generative AI, please talk with me.

  ***Consequences for Violating the Generative AI Usage Policy**: Any usage of Generative AI in this course may be considered a violation of the academic integrity policy for this course and could result in a zero for an assignment or a failing grade on the course.*

  ***My Usage of Generative AI**: Just as I'm asking you not to use Generative AI, I will not use Generative AI to aid in my teaching, grading, or in my communication with you.*

- **Lateness penalties for programming projects**
  - No lateness deduction: if turned in no later than 9:50am CT on the due date (or at any earlier time)
  - 20% deducted for every lecture session late (after 9:50am CT)
  - Example: If a particular programming project is due by Wed Sep 10 9:50am CT, then ...
    - If you turn it in by 9:50am CT Wed Sep 10 9:50am CT, then there is no lateness penalty.
    - If you turn it in Wed Sep 10 9:51am CT through Fri Sep 12 9:50am CT, then you will lose 20% of its value right off the top (before other deductions are assessed by the graders).
    - If you turn it in Fri Sep 12 9:51am CT through Mon Sep 15 9:50am CT, then you will lose 40% of its value right off the top (before other deductions are assessed by the graders).
    - If you turn it in Mon Sep 15 9:51am CT through Wed Sep 17 9:50am CT, then you will lose 60% of its value right off the top (before other deductions are assessed by the graders).
    - If you turn it in Wed Sep 17 9:51am CT through Fri Sep 19 9:50am CT, then you will lose 80% of its value right off the top (before other deductions are assessed by the graders).
    - If you turn it in Fri Sep 19 9:51am CT or later, then you will get a score of zero.
  - Lab sessions and help sessions **DON'T** count as lecture sessions for the purpose of determining lateness, but In-Class Exams do (because they're held in lecture).
  - If you submit an assignment early, then you may submit a new **COMPLETE** version of it up through the due date without penalty. The last version submitted by the due date will be graded; earlier versions will be discarded. **BE SURE THAT THE LAST VERSION SUBMITTED IS COMPLETE.**
- **Lateness penalty for late CodeLab exercises**: See Web-based Short Programming Assignments (CodeLab).
- **Lateness penalties for other assignment types**: Generally, late quizzes and exams **AREN'T ACCEPTED AT ALL**. Exceptions can be made on a limited, case-by-case basis, at the instructor's sole discretion.
- **End of semester submission deadline**: No assignment submissions will be accepted after Fri Dec 12 5:00pm CT except by arrangement made in writing with the instructor by no later than Wed Dec 10 5:00pm CT.

- **DON'T DELETE ANY of your CS1313 files or emails, EVER!!!**
- **Helping each other**
  We encourage you to discuss homeworks, short programming assignments and programming projects with each other, to help each other with debugging, and to study for exams together. However, it is **NOT ACCEPTABLE** to develop programs together, nor to copy each other's work, in whole or in part, on **ANY ASSIGNMENT.** Writing programs, like writing prose, is highly idiosyncratic; it is virtually impossible for two people working independently to produce code that is more than superficially similar, on any but the most trivial assignments. So, we can generally spot shared code with little difficulty. We reserve the right to use automatic cheating detection software. Cheating can result in, and has resulted in, **severe penalties,** up to and including **EXPULSION** from the University (see below), so **DON'T EVEN THINK ABOUT IT!**
- **Help from us**
  If you have questions or you're having trouble with the material, we urge you to ask questions during lectures and labs, to talk to us during help sessions, to send us email, or to make an appointment (at least 24 hours in advance) to meet (via Zoom) at other times.
- **Using outside sources**
  If, in completing an assignment, you use **ANY** sources (for example, books, online resources, classmates, friends, relatives, other professors) other than the exceptions that follow, then you **MUST** clearly reference them in the assignment. **Exceptions:** the course instructor and TAs/graders, the course textbook, and the course resources available directly from the course website (that is, materials other than links to other sites). Please be aware that referencing an inappropriate source **ISN'T** a defense against accusations of academic misconduct (see below).
  NOTE: Except where and as explicitly permitted in writing (for example, in a Programming Project specification, in a Homework, etc), you are **ABSOLUTELY FORBIDDEN** to **COPY EVEN A SINGLE CHARACTER** from, and/or to have **ANY** shared code with, **ANY** other entity, whether a human being (regardless of whether they're in CS1313 or not), a text resource, a computing resource or anything else, whether in person, on a local computer, online or anywhere else. It's **INCREDIBLY EASY** for the instructor and TAs/graders to spot shared code.
- **Working on programming projects**
  DON'T wait until the last minute to start your programming projects. Developing software takes **a lot** of time, and might depend on the availability and reliability of systems that you have no control over. If the computers are down the night before a due date, **DON'T** count on that buying you extra debugging time – it certainly wouldn't in the real world.
- **Studying for exams**
  DON'T wait until the last minute to start studying for exams. The best way to ensure success is to keep up with the course material, and to ask questions. Students who actively participate in lectures and attend lab sessions and help sessions typically learn and retain the material much better.
- **Will this be on the exam?** Yes. Everything covered in lectures, readings, labs, homeworks, programming projects and short programming assignments (CodeLab) is fair game unless specifically stated otherwise.
- **You MUST take the Final Exam, even if you have enough points**
  If you're doing really well in CS1313, then do you have to take the final exam, even if you'd have gotten an A in the course without the final exam?
  Answer: **YES**, you **MUST** take the final exam, even if it won't change your grade.
  If you choose not to take the final exam, **YOU RISK GETTING AN F IN THE COURSE, NO MATTER WHAT YOU WOULD OTHERWISE HAVE EARNED.**
  Here's what the OU Faculty Handbook says:
  "... When a final examination is given, the student must take the examination. ... A student absent from a scheduled final examination [for unavoidable legitimate reasons] ... shall be given a grade of Incomplete (I) if that student's work in that course has been satisfactory until the time of absence. ... In all other cases of absence from the scheduled final examination, a student may be given a grade of Failure (F)."
  `https://apps.hr.ou.edu/FacultyHandbook/#4.7`

- **Registration in CS1313:** Fri Aug 29 is the last day to add CS1313 without permission of the instructor.
- **Withdrawal from CS1313**
  - Through Mon Sep 8: No record of grade on dropped courses
  - Tue Sep 9 – Fri Nov 14: Automatic grade of W for dropped course for undergraduate students
  - Mon Nov 17 – Fri Dec 12: petition to the College Dean to drop the course for undergraduate students
  - In accordance with OU policy: Starting Mon Nov 17, undergraduates will receive a withdrawal grade of W or F at the sole discretion of the instructor.

Campus/Course Holidays (no lectures, no lab sessions, no help sessions)

- Mon Sep 1: Labor Day
- Fri Oct 10: OU-Texas Day
- Wed Nov 26 – Sun Nov 30: Thanksgiving Vacation

There **WON'T** be lectures nor lab sessions nor help sessions on any date when campus is closed, including campus/course holidays.

HOW TO DO WELL IN CS1313

- **The BEST way to improve your understanding in CS1313**
  You'll notice, as the semester progresses, that the course lecture notes (available for downloading from the course website) contain many short example programs. Type them in, compile them and run them, and you'll understand the course material **much** better. This approach is especially valuable because **SEVERAL PROGRAMMING PROJECTS ARE LONGER, MORE COMPLICATED VERSIONS OF EXAMPLE PROGRAMS IN THE LECTURE NOTES.**
- When you come to lecture, lab or help sessions, and when you work on course assignments on your own, **ALWAYS ALWAYS ALWAYS** bring **ALL** CS1313 materials with you — current and previous assignment descriptions, lecture notes, syllabus, graded assignments, etc.
- When working on a CS1313 assignment, whether a homework, a programming project, a short programming assignment (CodeLab) or an exam, **ALWAYS ALWAYS ALWAYS** read **EVERY SINGLE WORD** of the assignment description. **EVERY WORD THAT DR. NEEMAN WRITES DOWN IS PURE GOLD.**
- When in doubt, **LOOK IT UP, DON'T MAKE IT UP.**

UNIVERSITY POLICIES

NOTE: Sections in *italics* are quoted from various memos from the Provost and other University sources.

Academic Misconduct

All cases of academic misconduct will be reported to the Dean of the appropriate College for adjudication. For clarification of OU's policies on academic misconduct, see

`https://www.ou.edu/integrity/students`

It is **YOUR** responsibility to be familiar with these policies and to comply with them. Ignorance of these policies is **NOT** an excuse for violating them.

Cheating is strictly prohibited at the University of Oklahoma, because it devalues the degree you are working hard to get. As a member of the OU community, it is your responsibility to protect your educational investment by knowing and following the rules.

To be successful in this class, all work on all assignments, including programming projects, short programming assignments, quizzes and exams, must be yours and yours alone. You may not receive outside help in composing your programming solutions and/or quiz/exam responses. On quizzes and exams, you will never be permitted to use any study aid that isn't explicitly approved for that quiz or exam. (For example, you **ARE** allowed to use materials such as lecture slides, your own graded assignments, etc., unless explicitly stated otherwise.)

Should you see someone else engaging in this behavior, I encourage you to report it to myself, or directly to the Office of Academic Integrity Programs. That student is devaluing not only their degree, but yours, too. Be aware that it is my professional obligation to report academic misconduct, which I will not hesitate to do. Sanctions for academic misconduct can include expulsion from the University and/or an F in this course, so don't cheat – it's simply not worth it.

NOTE: As stated on OU's academic integrity webpage referenced above:

When a student's work is identical or very similar to someone else's at points where individual variations in expression would be expected, it is reasonable for the professor to conclude that academic misconduct has occurred.

(Note that these **AREN'T** the only circumstances under which "it is reasonable for the professor to conclude that academic misconduct has occurred.")

Mental Health Support Services

Support is available for any student experiencing mental health issues that are impacting their academic success. Students can either been seen at the University Counseling Center (UCC) located on the second floor of Goddard Health Center or receive 24/7/365 crisis support from a licensed mental health provider through TimelyCare Health.

`https://www.ou.edu/studentaffairs/resources/timelycare`

To schedule an appointment or receive more information about mental health resources at OU please call the UCC at 405-325-2911 or visit University Counseling Center:

`https://www.ou.edu/ucc`

The UCC is located at 620 Elm Ave., Room 201, Norman, OK 73019.

Title IX Resources and Reporting Requirement

The University of Oklahoma faculty are committed to creating a safe learning environment for all members of our community, free from sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX. There are resources available to those impacted, including: speaking with someone confidentially about your options, medical attention, counseling, reporting, academic support, and safety plans. If you have (or someone you know has) experienced any form of sex or sex-based discrimination or violence and wish to speak with someone confidentially, please contact OU Advocates (available 24/7 at 405-615-0013)

`https://www.ou.edu/advocacyandeducation/ou-advocates`

or University Counseling Center (M-F 8 a.m. to 5 p.m. at 405-325-2911):

`https://www.ou.edu/ucc`

Because the University of Oklahoma is committed to the safety of you and other students, and because of our Title IX obligations, I, as well as other faculty, Graduate Assistants, and Teaching Assistants, are mandatory reporters. This means that we are obligated to report sex-based violence that has been disclosed to us to the Institutional Equity Office. This includes disclosures that occur in: class discussion, writing assignments, discussion boards, emails and during Student/Office Hours. You may also choose to report directly to the Institutional Equity Office. After a report is filed, the Title IX Coordinator will reach out to provide resources, support, and information and the reported information will remain private. For more information regarding the University's Title IX Grievance procedures, reporting, or support measures, please visit Institutional Equity Office at 405-325-3546:

`https://www.ou.edu/eoo`

Reasonable Accommodation Policy

The University of Oklahoma (OU) is committed to the goal of achieving equal educational opportunity and full educational participation for students with disabilities. If you have already established reasonable accommodations with the Accessibility and Disability Resource Center (ADRC)

`https://www.ou.edu/adrc/`

plesae log into iAdvise

`http://iadvise.ou.edu/`

to request your semester accommodations as soon as possible and contact me privately, so that we have adequate time to arrange your approved academic accommodations.

If you have not yet established services through ADRC, but have a documented disability and require accommodations, please complete ADRC's pre-registration form

`https://cm.maxient.com/reportingform.php?UnivofOklahoma&layout_id=350`

to begin the registration process. ADRC facilitates the interactive process that establishes reasonable accommodations for students at OU. For more information on ADRC registration procedures, please review their website:

`https://www.ou.edu/adrc`

You may also contact them at (405)325-3852 or adrc@ou.edu, or visit

`www.ou.edu/adrc`

for more information.

Note: disabilities may include, but are not limited to, mental health, chronic health, physical, vision, hearing, learning and attention disabilities, pregnancy-related. ADRC can also support students experiencing temporary medical conditions.

Religious Observance

It is the policy of the University to excuse the absences of students that result from religious observances and to reschedule examinations and additional required classwork that may fall on religious holidays, without penalty. [See Faculty Handbook 3.15.2]

`https://apps.hr.ou.edu/FacultyHandbook/#3.15.2`

Adjustments for Pregnancy/Childbirth Related Issues

Should you need modifications or adjustments to your course requirements because of pregnancy or a pregnancy-related condition, please request modifications via the Institutional Equity Office website or call the Institutional Equity Office at 405/325-3546 as soon as possible.

`https://www.ou.edu/eoo/pregnancy-and-parenting`

Also, see the Institutional Equity Office FAQ on Pregnant and Parenting Students Rights for answers to commonly asked questions.

`https://www.ou.edu/content/dam/eoo/documents/faqs/faqs-pregnant-and-parenting-students.pdf`

for answers to commonly asked questions.

Final Exam Preparation Period

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week. For specific provisions of the policy please refer to OU's Final Exam Preparation Period policy:

`https://oupolicy.policystat.com/policy/17644079/latest/`

Emergency Protocol

During an emergency, there are official university procedures that will maximize your safety:

`https://www.ou.edu/campussafety/policy-and-procedures`

Severe Weather*: If you receive an OU Alert to seek refuge or hear a tornado siren that signals severe weather.*

1. *Look for severe weather refuge location maps located inside most OU buildings near the entrances.*
2. *Seek refuge inside a building. Do not leave one building to seek shelter in another building that you deem safer. If outside, get into the nearest building.*
3. *Go to the building's severe weather refuge location. If you do not know where that is, go to the lowest level possible and seek refuge in an innermost room. Avoid outside doors and windows.*
4. *Get in, Get Down, Cover Up*
5. *Wait for official notice to resume normal activities.*

Additional Weather Safety Information is available through the Department of Campus Safety:

`https://www.ou.edu/campussafety/divisions#management`

The University of Oklahoma Active Threat Guidance

The University of Oklahoma embraces a Run, Hide, Fight strategy for active threats on campus. This strategy is well known, widely accepted, and proven to save lives. To receive emergency campus alerts, be sure to update your contact information and preferences in the account settings section at one.ou.edu.

RUN*: Running away from the threat is usually the best option. If it is safe to run, run as far away from the threat as possible. Call 911 when you are in a safe location and let them know from which OU campus you're calling from and location of active threat.*

HIDE*: If running is not practical, the next best option is to hide. Lock and barricade all doors; turn of all lights; turn down your phone's volume; search for improvised weapons; hide behind solid objects and walls; and hide yourself completely and stay quiet. Remain in place until law enforcement arrives. Be patient and remain hidden.*

FIGHT*: If you are unable to run or hide, the last best option is to fight. Have one or more improvised weapons with you and be prepared to attack. Attack them when they are least expecting it and hit them where it hurts most: the face (specifically eyes, nose, and ears), the throat, the diaphragm (solar plexus), and the groin.*

Please save OUPD's contact information in your phone.

NORMAN *campus: For non-emergencies call (405) 325-1717. For emergencies call (405) 325-1911 or dial 911.*

TULSA *campus: For non-emergencies call (918) 660-3900. For emergencies call (918) 660-3333 or dial 911.*

Fire Alarm/General Emergency

If you receive an OU Alert that there is danger inside or near the building, or the fire alarm inside the building activates:

1. *LEAVE the building. Do not use the elevators.*
2. *KNOW at least two building exits*
3. *ASSIST those that may need help*
4. *PROCEED to the emergency assembly area*
5. *ONCE safely outside, NOTIFY first responders of anyone that may still be inside building due to mobility issues.*
6. *WAIT for official notice before attempting to re-enter the building.*

OU Fire Safety on Campus:

`https://vimeo.com/125093634`