Spring Dates to Remember

Students who wish to enroll in a short course must enroll before the start of the course. Proportionate drop and withdraw dates apply to short courses. Go to https://registrar.okstate.edu/class_schedule_short_courses/short_courses.html. Additional deadlines apply to graduate students. See the Graduate College Academic Calendar at https://gradcollege.okstate.edu/resources/student-resources.html.

University holiday Monday, January 18
Class work begins Tuesday, January 19
100% Refund, Nonrestrictive Drop/Add Deadline* Tuesday, January 26
Partial Refund, Restrictive Drop/Add Deadline* Friday, January 29
Deadline to Apply to Graduate (for name to appear in spring commencement program) Thursday, April 1
W Drop/Withdrawal Deadline* Friday, April 9
Assigned W or F Drop/Withdrawal Deadline* Friday, April 23
Pre-finals week Monday-Friday, April 26-30
Class work ends Friday, April 30
Final exams Monday-Friday, May 3-7
Graduate Commencement Friday, May 7
Undergraduate Commencement Saturday, May 8

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A University holiday falls within the semester. If the scheduled classes do not meet, additional class time or assignments may make up the difference.

*Math/Add and Withdraw Deadline Details:

100% Refund, Nonrestrictive Drop/Add Deadline: • add a course (nonrestrictive) • drop a course with 100% refund and no grade
Partial Refund, Restrictive Drop/Add Deadline: • add a course (requires Drop/Add Card with instructor and advisor signatures) • drop a course with partial refund and no grade
W Drop/Withdrawal Deadline: • drop a course with automatic grade of “W” • withdraw from all classes with automatic grades of “W” (requires completed Withdrawal Form)
Assigned W or F Drop/Withdrawal Deadline: • drop a course with an assigned grade of W or F by the instructor (requires completed Request to Drop a Course During the Assigned W or F Period form) • withdraw from all classes with assigned grades of “W” or “F” by the instructor (requires completed Withdrawal Form)

Degree Works

Degree Works is a degree audit tool designed to provide an overview of your degree requirements and an understanding of how your coursework applies to your degree. Access is available from your Student Profile (under Additional Links). Additional information is available at https://registrar.okstate.edu/degree_works/.

Graduating in May or July? You must submit a graduation application by Thursday, April 1st to have your name appear in the spring commencement program. Log in to my.okstate.edu, Self-Service, and select ‘Apply to Graduate’ from the Student Records (in the Additional Links).
Students' Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (as amended) was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OSU student has the right to:
1. Impose and review information contained in his or her educational records within 45 days of the day that the University receives a written request from the student.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record. If the outcome of the hearing is unsatisfactory.
5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.
7. File a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-5000.

Withholding Disclosure of Information. Currently enrolled students may withhold disclosure of directory information. A student may file a written request with the Office of the Registrar not to release personally identifiable information, including directory information. Such requests will be honored until revoked by the student.

The University assumes that the failure of any student to specifically request the withholding of such information is consent to the release of the information contained in such record for the purposes specified in this section.

Access to Records. Students may inspect and review their educational records by notifying the Registrar's office and attending the office that maintains the records (see location of Records below).

Non-directory information concerning students’ educational records may be disclosed to anyone without written consent of students, except for selected purposes as authorized by federal law, such as to “school officials” who have a “legitimate educational interest” in the information. Such requests must be received by the Registrar, and the student must be notified in writing of the records to be disclosed to another institution to which a student seeks or intends to enroll or is already enrolled if the disclosure is related to the student’s enrollment or transfer, and in response to a lawfully issued court order or subpoena.

Parental Access to Records. At the post-secondary level, parents have no inherent rights to inspect their son’s or daughter’s educational records. Information regarding educational records is best obtained by direct communication between the parent and the student. Students may consent to release their educational records to parents, legal guardians, or other individuals by completing the appropriate form in the Office of the Registrar. Such consent should be given in an unequivocal environment. Parents of a student may challenge denial of access to academic educational records by producing the most current copy of Internal Revenue Form 1040.

Definitions.

“Educational Record” refers to those records which are directly related to a student and are maintained by an educational institution.

“Directory Information” includes: student’s name; local and permanent address; student’s telephone number; year of birth; major field of study; weight and height of student; participating in officially recognized sports; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or received and dates granted or received; academic classification such as freshman, sophomore, junior, senior and graduate; e-mail; address; most recent educational institution previously attended; dissertation or thesis title; advisor or thesis/ dissertation committee; participation in officially recognized sports; activities and sports; parents’ names and addresses (city and state only).

“Legitimate educational interest” is defined as an interest which results from the duties officially assigned to a school official and which are related to such a school official’s responsibility for facilitating the student’s development. School officials may have legitimate educational interest in the educational records of both students who are currently enrolled and in those who are no longer enrolled.

Location of Records. Several offices have responsibility for maintaining and releasing information pertaining to student educational records. These include, but are not limited to, the Registrar’s Office of the Registrar for academic records; the Office of Student Conduct Education and Administration for disciplinary records, the Office of the Registrar for financial aid and payment records, the Office of Scholarships and Financial Aid for scholarship and financial aid records, the Human Resources office or Career Services office for employment/ placement records, and the Communications Service office for directory information.