Student Handbook

Graduate Certificate in College and University Teaching

Oregon State University
Academic Year 2022-2023

Table of Contents

I. Important Contacts and Resources

A. Emergency Contacts

➔ **Campus Safety** (Emergency): 541-737-7000
➔ **Campus Safety** (Non-Emergency): 541-737-3010
➔ **Ecampus Website:** http://ecampus.oregonstate.edu
   Email: ecampus@oregonstate.edu
   Phone: 800-667-1465 or 541-737-9204

B. Graduate Certificate in College and University Teaching

➔ **GCCUT Website**
   On-campus Program: http://gradschool.oregonstate.edu/gccut
   Online Program: http://ecampus.oregonstate.edu/online-degrees/graduate/college-university-teaching/

➔ **GCCUT Director**
   Dr. Jessica Beck
   jessica.beck@oregonstate.edu

➔ **GCCUT Coordinator**
   Ashleigh Anderson
   ashleigh.anderson@oregonstate.edu

C. Graduate Studies

➔ Graduate School
   https://gradschool.oregonstate.edu/

➔ Graduate Catalog
   https://catalog.oregonstate.edu/college-departments/graduate-school/

➔ Ecampus Schedule of Classes
   http://ecampus.oregonstate.edu/soc/

➔ Academic Regulations
   https://catalog.oregonstate.edu/regulations/

➔ Academic Calendar
   http://registrar.oregonstate.edu/osu-academic-calendar/

➔ Ecampus Academic Calendar
   http://ecampus.oregonstate.edu/services/registration/academic-calendar.htm

➔ General Graduate Student Resources

➔ Ecampus Student Resources
   http://ecampus.oregonstate.edu/services/student-services/

II. Graduate Certificate in College and University Teaching

The Graduate Certificate in College and University Teaching (GCCUT) is designed to provide advanced coursework and experiential learning opportunities to students who plan to pursue careers in teaching in higher education settings or who plan to pursue careers in other fields that may require similar facilitation skills. There are two versions of the GCCUT program, site-based (Corvallis) and Ecampus. While the delivery formats are different, the two versions are aligned in terms of content and coursework. Students are expected to complete the program's required core coursework in the version (site-based or Ecampus) to which they applied and were admitted.

A. Learning Outcomes

Students who successfully complete all experiences associated with the graduate certificate will have the skills and knowledge to:

1. Describe and discuss key theories and principles of learning and development in adulthood
2. Develop a course or comprehensive learning experience intended for adult learners, including the creation of a course syllabus with learning outcomes, a plan for assessing student learning, and related and engaging instructional activities
3. Design and deliver quality instructional activities to adult learners and revise instruction in response to feedback from students, peers, and colleagues
4. Identify key instructional issues, trends, and ethical issues related to adult learning
5. Conduct self-appraisal and peer review of instructional skills, identify successes and areas of improvement, and articulate a philosophy of teaching

B. GCCUT Coursework

The 18-credit Graduate Certificate in College and University Teaching is designed to be completed in two years, and may be done in conjunction with a concurrent graduate degree or on its own as a standalone (without an accompanying graduate degree) certificate. Students, with the permission of the Director and a compelling reason, may extend their GCCUT program into a third year. In addition, GCCUT students who are concurrently completing a graduate degree may complete no more than 9 credits toward GCCUT requirements prior to their official term of admission. Requests to complete more than 9 credits toward GCCUT requirements prior to the official term of admission must be communicated in writing to the GCCUT Director prior to completing any credits beyond 9. The general structure of the certificate is:

● Foundation coursework - GRAD 560 and GRAD 561 (6 credits)

4

- Supervised teaching internship - GRAD 610 (3 credits)
- Capstone seminar - GRAD 607 (3 credits)
- Elective coursework (6 credits)

The foundation courses focus on learning theory (GRAD 560) and course design and methods in college and university contexts (GRAD 561). The supervised teaching internship (GRAD 610) allows students to engage in supervised field experiences to practice and refine instructional skills. The capstone teaching portfolio (GRAD 607) provides a culminating professional development experience for students. The elective coursework includes student-selected coursework, workshops, and/or other approved experiences appropriate to the student's field of study. If you wish to apply credits from an OSU course that is not currently on the list of pre-approved GCCUT electives towards GCCUT elective course requirements, complete and submit the online petition described below (Section 2D).

Courses completed for a graduate degree program in which the student is concurrently enrolled may be applied toward the GCCUT program elective coursework, provided they meet the program standards and learning outcomes, and are approved by the GCCUT Director.

Required Courses (12 credits)

Course ID	Name	Credits	Prerequisites
GRAD 560	Theories of Teaching and Learning in Higher Education	3	None
GRAD 561	Course Design and Methods for College and University Teaching	3	None
GRAD 610	Internship	3	GRAD 560 GRAD 561*
GRAD 607	Capstone Seminar	3	GRAD 560 GRAD 561

* can be taken as a corequisite

Please consult the full course offerings for the current academic year for specific term offerings appropriate to your cohort delivery format (site-based or online). Term offerings are subject to change.

Elective courses (6 credits)

The GCCUT Program Resources webpage has links to the pre-approved site-based elective course list and ecampus elective course list. Courses not on this list may potentially count for credit (see Section 2D), but require GCCUT Director approval.

C. 2022-2023 Course Offerings (by term)

Please note, some GCCUT classes may be offered more than once per year to accommodate learners in both versions of the program (site-based and online). Students are expected to complete the program's twelve credits of required core coursework in the version (site-based or online) to which they applied and were admitted. Any exceptions to this must be approved by the GCCUT Director in advance. Students may take elective courses in either format, site-based or online. The course

offerings shown below will tentatively follow the same schedule each year, and any future changes will be communicated with students and updated in the schedule of classes.

Key:

Site-based	Denotes courses offered at the OSU main campus in Corvallis, OR
Online	Denotes courses offered through OSU ecampus

Term(s) offered	Course number/title	Credits	Format	Notes/Restrictions
Fall 2022	GRAD 516 Graduate Teaching Seminar	1	Online	Elective course; enrollment open to any OSU graduate student
Fall 2022	GRAD 550/Introduction to Online Teaching	2	Online	Elective course; enrollment open to any OSU graduate student
Fall 2022	GRAD 560/Theories of Teaching and Learning in Higher Education	3	Site-based	GCCUT required course; registration restricted to site-based GCCUT majors; if room permits overrides may be approved
Fall 2022	GRAD 610/Internship in College and University Teaching	3	Online	GCCUT required course; registration restricted to GCCUT majors; prereq or coreq: GRAD 560 and GRAD 561
Fall 2022	GRAD 610/Internship in College and University Teaching	3	Site-based	GCCUT required course; registration restricted to site-based GCCUT majors; prereq or coreq: GRAD 560 and GRAD 561
Winter 2023	GRAD 512/Current Issues in Higher Education	3	Online	Elective course; enrollment open to any OSU graduate student
Winter 2023	GRAD 516 Graduate Teaching Seminar	1	Online	Elective course; enrollment open to any OSU graduate student
Winter 2023	GRAD 560/ Theories of Teaching and Learning in Higher Education	3	Online	GCCUT required course; enrollment open to any OSU graduate student
Winter 2023	GRAD 561/Course Design & Methods for College and University Teaching	3	Site-based	GCCUT required course; registration restricted to site-based GCCUT majors; if room permits overrides may be approved
Winter 2023	GRAD 610/Internship in College and University Teaching	3	Online	GCCUT required course; registration restricted to GCCUT majors; prereq or coreq: GRAD 560 and GRAD 561
Winter 2023	GRAD 610/Internship in College and University Teaching	3	Site-based	GCCUT required course; registration restricted to site-based GCCUT majors; prereq or coreq: GRAD 560 and GRAD 561
Spring 2023	GRAD 516 Graduate Teaching Seminar	1	Online	Elective course; enrollment open to any OSU graduate student
Spring 2023	GRAD 542/The Inclusive College Classroom	3	Online	Elective course; enrollment open to any OSU graduate student
Spring 2023	GRAD 561/Course Design & Methods for College and University Teaching	3	Online	GCCUT required course; enrollment open to any OSU graduate student
Spring 2023	GRAD 607/Capstone Seminar in College and University Teaching	3	Site-based	GCCUT required course; registration restricted to site-based GCCUT majors; prereq or coreq: GRAD 560 and GRAD 561

Spring 2023	GRAD 610/Internship in College and University Teaching	3	Online	GCCUT required course; registration restricted to GCCUT majors; prereq or coreq: GRAD 560 and GRAD 561
Spring 2023	GRAD 610/Internship in College and University Teaching	3	Site-based	GCCUT required course; registration restricted to GCCUT majors; prereq or coreq: GRAD 560 and GRAD 561
Summer 2023	GRAD 502/Independent study	3	Site-based	GCCUT-only students with permission of instructor
Summer 2023	GRAD 502/Independent study	3	Online	GCCUT-only students with permission of instructor
Summer 2023	GRAD 607/Capstone Seminar in College and University Teaching	3	Online	GCCUT required course; registration restricted to GCCUT majors; prereq or coreq: GRAD 560 and GRAD 561

D. Petition for Elective Credit

Students may petition to receive elective credit for a course that is not already on the list of pre-approved GCCUT electives. If you have already taken the course in question, your petition must be received within the first term that you are enrolled in the GCCUT program. If you have not taken the course in question, your petition must be received at least two weeks before the course commences. Once submitted, your petition will be reviewed and you will be contacted with a final decision.

In order for a course to be eligible for GCCUT elective credit, it must meet the following requirements:

- The course must align with the overall GCCUT Learning Outcomes (Section 2A).
- The course must be graduate level.
- The course must be completed within the past 7 years.
- Completion of the course must comply with requirements for satisfactory progress (Section 2F).
- If the course is to be transferred from another institution, it must also meet all the requirements for transfer credits described below (Section 2E).

If you would like to submit a course for consideration, please complete the "Petition for Elective Credit" available on the GCCUT Program Resources webpage.

E. Transfer Credits

Upon approval, *up to 9 graduate credits* previously earned at Oregon State University or another institution may be transferred toward the GCCUT certificate. This includes any GCCUT core or elective coursework completed at Oregon State before admission to the program. All courses must meet the Graduate School's requirements for transfer credits, and be approved by the university accordingly.

In order for a course to be eligible for GCCUT transfer credits, it must meet the following requirements:

- The course must support the overall GCCUT Learning Outcomes (Section 2A).
- If you have already completed the course:
    i. The course must be offered by an accredited institution.
    ii. It must have been completed within the past 7 years.
    iii. You must have earned a grade of "B" or better.
    iv. It must be graduate level.

If you wish to use credits already completed at Oregon State University which are GCCUT core courses or pre-approved electives:
- No further steps are required.

If you wish to use credits transferred from another institution towards GCCUT elective credit or credits already completed at Oregon State University that are not on the pre-approved elective list:
- Please complete the "Petition for Elective Credit" (see [GCCUT Program Resources](#)).

If you wish to use credits transferred from another institution toward GCCUT core courses:
- Please contact the GCCUT Director within your first academic term to discuss your situation.

F. Coursework Timeline and Satisfactory Progress

The GCCUT is intended to be completed within two years, although it is possible to finish the coursework in a single academic year. Consult the table of course offerings (Section 2C) for the timing of required and elective courses to help plan your individual GCCUT program of study/certificate checklist (see below; Section 2G).

All students enrolled in the Graduate Certificate in College and University Teaching (GCCUT) are expected to make satisfactory progress toward completing the certificate. Students will be considered in good academic standing with the program and making satisfactory progress if the following conditions and milestones are met.

1. The student has completed the online GCCUT orientation modules and attended any additional orientation activities, if applicable, within the first term of matriculation.
2. The student has completed and submitted a Program of Study (see section 2G) within the first term of matriculation.
3. The student has completed and submitted an Annual Progress Report for each year enrolled in the program.
4. The student has a minimum cumulative GPA of 3.0 in all classes listed on the GCCUT Program of Study *and* a B- or better in all classes listed on the GCCUT Program of Study.
5. The student completes the certificate within 2 years of matriculating. Students, with the permission of the Director and a compelling reason, may extend their GCCUT program.
6. The student is not in violation of the OSU Student Code of Conduct.

Students who are not making satisfactory progress based on any of the above conditions or milestones will be contacted by program staff and may be asked to develop, in consultation with the program director, a study plan for making improvements and/or remedying any deficiencies. Students who do not respond to communications related to their progress, who fail to develop appropriate study plans within the prescribed time frame, and/or who do not comply with their approved study plans may be dismissed from the program.

G. Program of Study form

GCCUT students are required to file a [Program of Study](#) with the Graduate School within their first term of matriculation to the GCCUT program.

In addition, GCCUT students who are concurrently completing master's or doctoral degrees must meet academic residency requirements for their primary degree. This means that students completing a master's program must complete 30 distinct credits and doctoral students must complete 36 distinct credits. This allows for GCCUT students to use most, or in some cases, all of their GCCUT courses on their programs of study for their master's or doctoral degrees, if their committees approve. Approved credits must be listed as part of the major and not as an option or minor. This policy is subject to change, but the Graduate School will honor any Programs of Study submitted prior to any changes in policy. Please note that students who are concurrently pursuing another certificate or degree at OSU are required to complete a separate Program of Study specifically related to GCCUT.

H. Orientation, Annual Progress Reports, and Exit Surveys

In addition to coursework, and as noted in the conditions for satisfactory academic requirements, GCCUT students are required to complete three electronic forms/surveys during their program:

1. New Student Orientation Survey: Upon enrolling in the program, all students must complete an online orientation survey to demonstrate a thorough understanding of the program requirements. This survey will complement a program orientation.
2. Annual Progress Report: Once a year, the GCCUT Director conducts a review of student progress. To facilitate this process, all GCCUT students are required to complete an online progress report form, which will be made available in late spring or early summer of each academic year.
3. Exit Survey: Upon completing the certificate, students will be asked to submit an exit survey to provide feedback about the program and track attainment of program learning outcomes. This form will be made available at the end of the appropriate academic terms for those students who have completed all GCCUT requirements. The GCCUT program will distribute printed certificates to those that complete the exit survey.

I. Online Diploma Application

All GCCUT Students are required to file an [online diploma application](#) during the first week of the term in which they intend to complete the certificate.

J. GRAD 610: Internship in College and University Teaching (3 credits)

Course Synopsis:

In conjunction with program requirements, all GCCUT students must register for and successfully

complete GRAD 610: Internship in College and University Teaching. This course is intended to support students in their hands-on instructional experiences, where they are encouraged to hone their skills and reflect upon their teaching in thoughtful, purposeful ways under the guidance of a university faculty member.

This course will be instructed by GCCUT faculty and may include face-to-face components and/or online discussion and reflection components to complement students' teaching experiences. The GRAD 610 instructor will maintain regular contact with students during their internship term, guide students in activities designed to maximize learning and skill development, and assign final grades.

Internship Experience Requirements:

Internship teaching experiences must be concurrent with GRAD 610. As such, students must be engaged in the teaching related to their internships while enrolled in GRAD 610. Previous teaching experiences will not satisfy the experiential component of this course.

So that students may maximize their learning, and for course assignments to be relevant and beneficial to all learners, all internship experiences must involve:

- Significant involvement in the development, revision, or ongoing modification of the course curriculum (e.g. syllabus design, lesson plan design, authorship of lectures).
- Planning and facilitation of at least 2 instructional sessions including the development of lesson plans and instructional materials for these sessions (e.g. lecturer, recitation instructor, lab instructor).
- Evaluation of at least one major learner assignment, preferably one that includes a written component.
- Opportunity for others to observe your teaching (in person or via video). In courses with alternative delivery formats (e.g. online), a plan for teaching observation should be discussed and pre-arranged with the course instructor.

GRAD 610 Internship Selection

Students are expected to identify their own teaching experience to satisfy this requirement and should contact the course instructor if they need support in doing so. Internship experiences may be located at Oregon State University, but may also occur at another college, university, community college, or approved higher education environment. Internships may include activities associated with traditional paid teaching duties including GTA assignments.

Here is some advice for securing your own internship experience:

- Reach out to a local community college about assisting with a course in your area of expertise
- Think outside the box. Remember that not all teaching is done in a classroom. There are ways in which you can incorporate teaching into other passions of yours. For example, some students have held internships at museums where they curated interactive educational opportunities for patrons. In other cases, students have worked with inmates at correctional facilities to help improve their writing.
- Start planning for your internship early! Many students identify their internship experience the term prior to enrolling in GRAD 610. Reach out to the GRAD 610 instructor prior to enrolling in the course for guidance on finding an internship opportunity.
- Work with your employer to see if there are any opportunities to lead an educational workshop series or new training opportunity for employees.
- Consider reaching out to OSU units such as Academic Learning Services (ALS) and the

Honors College that offer undergraduate skills-based courses and often seek graduate student support in doing so.

K. Teaching resources

Center for Teaching and Learning (CTL) - [Website](#)

"The Center for Teaching and Learning supports excellence in teaching and learning in the academic curriculum and learning in co-curricular settings. We have particular expertise in pedagogy and course design; general education; writing in the disciplines; difference, power and discrimination; teaching and learning technologies; global learning; GTA training and development; and classroom assessment techniques. Our services include individual consultation, faculty workshops and seminars, faculty learning communities, and orientations."

Academic Learning Technologies - [Website](#)

"Academic Technology's mission is to enrich OSU's academic ecosystem, enable innovative pedagogy and information sharing through effective use of technology and enhance the student experience."

Extended Campus (Ecampus) - [Website](#)

"We understand that today's student cannot always relocate or adjust their schedules to complete or advance their education. Whether you're at home, on the road, or traveling outside the U.S., Oregon State Ecampus can open the door for you to pursue your educational goals. The majority of Ecampus courses are delivered online and can be conveniently accessed anytime, from anyplace. We like to call it a flexible learning solution."

III. Institutional Policies

A. Registration - [Policy Link](#)

The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online catalog contains up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Graduate certificate-only students are exempt from the continuous enrollment policy and leave of absence policy.

Petition for Late Change of Registration

Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the petition for late change in registration filed with the Graduate School. A late registration fee may be applied.

B. Continuous Enrollment - [Policy Link](#)

All graduate students should be enrolled for a reasonable number of credits sufficient to represent their use of university space, facilities or faculty time. ***Minimum enrollment is three credits per term.***

Unless on approved leave of absence, all graduate students in graduate degree programs must register continuously for a minimum of 3 graduate credits until their degree is granted or until their status as a credential-seeking graduate student is terminated. This includes students who are taking only preliminary comprehensive or final examinations or presenting terminal projects. Students must register for a minimum of 3 graduate credits and pay fees if they will be using university resources (e.g., facilities, equipment, computing and library services, or faculty or staff time) during any given term, regardless of the student's location. If degree requirements are completed between terms, the student must have been registered during the preceding term.

Certificate Only Students
All students admitted to a certificate must enroll the first term of admission, or they will need to reapply for a future term. After the first term, certificate only students (except those in the College of Business) are exempt from continuous enrollment.

Summer Term Enrollment
Graduate students who use facilities or faculty/staff time during summer session to engage in academic or research activities in support of their thesis/pursuit of degree are required to register for a minimum of 3 credits during the summer session. Graduate students who use facilities or faculty staff time during summer session purely in service to the university and not to engage in academic or research activities in support of their thesis/pursuit of degree are not required to register during the summer session.

Graduate students do not need to submit a Leave of Absence form if they do not enroll in summer term.
It should be noted that graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

C. Grievance Procedures - **Policy Link**

All students desiring to appeal matters relating to their graduate education should request a copy of Grievance Procedures for Graduate Students at Oregon State University from the Graduate School.

D. Grade Requirements - **Policy Link**

The Graduate School requires that you maintain a minimum cumulative grade point average (GPA) of 3.00 on all courses (including graded undergraduate courses) taken at OSU regardless of whether or not the courses are part of your formal program that you file with the Graduate School. You must have a minimum grade point average of 3.00 for all courses listed on your graduate program, including transfer courses. Courses can be repeated one time to achieve a better grade. The second, more recent grade will replace the first and be the grade of record.

If, in any term, your GPA falls below 3.0, you will receive a warning from the GCCUT Director. Failure to raise your GPA to 3.0 within the next two terms will result in a review of your status and may cause dismissal from the certificate program.

E. Incomplete Grades - **Policy Link**

An "I" (incomplete) grade is granted only at the discretion of the instructor. The incomplete that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults, if you do not make an effort to resolve the incomplete course work within one year of recording the incomplete. To remove the "I" grade, you must complete the deficiency within the allotted time and the instructor will then submit the appropriate grade. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar's Office. It is the student's responsibility to see that "I" grades are removed within the allotted time.

F. Student Conduct and Community Standards - [Policy Link](#) - [Office Website](#)

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University. SCCS supports the mission of the University by providing programs and services designed to meet the educational and developmental needs of students in relation to community standards, civility, accountability, diversity, respect and truth.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the Student Conduct Code. The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary or judicial action.

G. Academic Dishonesty - [Policy Link](#)

GCCUT students are expected to abide by the University's policy on academic dishonesty. Any incident of academic dishonesty is a serious breach of professional ethics and could result in dismissal from the program.

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another. It includes:

- CHEATING — Unauthorized assistance, or access to or use of unauthorized materials, information, tools, or study aids. Examples include, but are not limited to, unauthorized collaboration or copying on a test or assignment, using prohibited materials and texts, unapproved use of cell phones, internate, or other electronic devices, etc.
- PLAGIARISM — Representing the words or ideas of another person or presenting someone else's words, data, expressed ideas, or artistry as one's own. Examples include, but are not limited to, presenting someone else's opinions and theories as one's own, using another person's work or words (including unpublished material) without appropriate source documentation or citation, working jointly on a project and then submitting it as one's own, etc..
- FALSIFICATION - Fabrication or invention of any information. Examples include, but are not limited to, falsifying research, inventing or falsely altering data, citing fictitious references, falsely recording or reporting attendance, hours, or engagement in activities, such as internship, externships, field experiences, clinical activities, etc.
- ASSISTING - Any action that helps another engage in academic misconduct. Examples include, but are not limited to, providing materials or assistance without approval, altering someone else's work, grades or academic records, taking a test/doing an assignment for someone else, compelling acquisition, selling, bribing, paying or accepting payment for academic work or assistance that contributes to academic misconduct, etc.
- TAMPERING - Interfering with an instructor's evaluation of work by altering materials or documents, tampering with evaluation tools, or other means of interfering.
- MULTIPLE SUBMISSIONS OF WORK - Using or submitting work completed for another or previous class or requirement, without appropriate disclosure, citation, and instructor approval.
- UNAUTHORIZED RECORDING AND USE - Recording and or dissemination of instructional content without the express permission of the instructor(s), or an approved accommodation coordinated via Disability Access Services.

H. Confidentiality of Student Records - [Policy Link](#)

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not

prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

I. Sexual Discrimination and Harassment - **Policy Link**

The OSU Office of Equity and Inclusion defines sexual harassment as the following:
• Unwelcome* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
• Submission to or reject of such conduct by an individual is used as the basis for employment of education –related decisions affecting such an individual; or
• Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.
Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at
541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-2131.

IV. Student Services

A. Expenses, Financial Aid and Funding

- Tuition: http://fa.oregonstate.edu/business-affairs/tuition-and-fee-information

- Student Fees: http://fa.oregonstate.edu/business-affairs/student-fee-information

- Financial Aid: http://gradschool.oregonstate.edu/finance
  - See also: http://financialaid.oregonstate.edu/

- Ecampus Tuition: http://ecampus.oregonstate.edu/services/tuition/

- Ecampus Financial Aid: http://ecampus.oregonstate.edu/services/tuition/financial-aid.htm

Financial aid awards are determined by a student's need level and availability of funds. These funds consist of grants, scholarships, federal work study, subsidized loans, unsubsidized loans. OSU uses the Free Application for Federal Student Aid (FAFSA) to determine a student's financial need and eligibility for various programs.

B. Ecampus Student Success - **Website**

C. Disability Access Services - **Website**

The GCCUT program supports and complies with the rights of individuals with disabilities under federal law. Any student who has special needs because of documented disabilities, should contact Disability Access Services (DAS) as soon as possible. Requirements and/or procedures will be modified on a case-by-case basis as deemed necessary and appropriate. Special accommodation, such as examination processes, can only be modified if the necessity to do so is made known to DAS prior to the administration of such processes. Every effort will be made for reasonable

accommodation.

D. Office of Equal Opportunity and Access - [Website](#)

EOA is responsible for overseeing compliance with civil rights and affirmative action laws, regulations, and policies. We provide leadership, guidance, and training in these key areas to promise and ensure equitable and inclusive environments for all Oregon State University community members.

E. Counseling and Psychological Services (CAPS) - [Website](#)

CAPS provides counseling, consultation, outreach and education to OSU students, faculty, and staff in order to facilitate student's academic success, mental health, and personal development and to promote a culture of positive mental health at OSU.

F. Student Health Services (SHS) - [Website](#)

SHS provides comprehensive primary health care, disease prevention and treatment services, and extensive health promotion for OSU students. Many services are covered by student fees and thus are free of charge. Call 541-737-WELL (9355) to set up an appointment.

G. Student Multimedia Services (SMS) - [Website](#)

SMS provides multimedia facilities, equipment, and technical support for students producing and presenting academic work. They offer the following services:
- Equipment loan (laptops, cameras, projectors, etc.)
- Poster and thesis printing (free to students)
- Multimedia support
- Video editing and dubbing

H. Transportation and Parking Services (TAPS) - [Website](#)

I. Career Services - [Website](#)

The [Career Development Center](#) offers resources for all graduate students. Review their website for access to their Graduate Career Guide, access to Aurora beyond the Professoriate, and request other services.

J. Aurora

Graduate students have access to Aurora. Aurora is a platform specifically designed to empower graduate students to make informed decisions about their career path and learn successful job search strategies.

K. Campus Safety - [Website](#)

The Department of Public Safety & Oregon State Police offers services to students including bicycle registration, laptop StopTags, free fingerprinting services, and safety tips.

L. Childcare and Family Resources - Website

OSU's Family Resource Center provides information on a number of family resources, including: