

# SYLLABUS

## SYSTEMS APPROACHES TO HAZARD CONTROL (SAFETY 4003.W1)

**(Instructor Arterburn reserves the right to correct omissions and errors, edit the content, and establish different due dates for assignments)**

**Internet-based Fall 2018, Seven week semester**

### **Department of Occupational Safety and Health Southeastern Oklahoma State University**

<b>1: Instructor Contact Information</b>	Kyle Arterburn, Instructor Office Location: online blackboard Email Address: email@elmsafety.us Office Phone: 903-521-5809 Fax: 877-490-5801 Office Hours: Call me and we can set up a time to visit. <u>let's try to manage the issue over the phone</u> or through email.
<b>2: Course Title</b>  <b>Course Description and</b>  <b>3: Course Objectives as aligned with OSH Department Objectives</b>	Systems Approach to Hazard Control  This Seven week course is designed to help students understand and apply concepts that will assist in the evaluation of safety within a system. It will provide an introduction and overview of evaluation techniques, countermeasures, and basic elements of risk assessment and management.  Upon successful completion, students should be able to demonstrate knowledge of: <ol style="list-style-type: none"> <li>1. Evaluation techniques that are utilized in the prevention of accidents prior to their occurrence. This course objective fulfills OSH program objective 2 (Anticipate, identify, and evaluate hazardous safety and health conditions and practices).</li> <li>2. Preparations which stimulate the anticipation of accidents and the ability to judge the total risk of a system over that system's life cycle. This course objective fulfills OSH program objective 3 (Develop safety and health hazard control designs, methods, procedures, and programs including homeland security and emergency program management.)</li> <li>3. Various analytical methods utilized in system safety. This course objective fulfills OSH program objective 1 (Demonstrate an ability to analyze and interpret data by understanding fundamental mathematical concepts and to apply those concepts to practical situations in industry).</li> <li>4. Preparations for meeting certification requirements and professional status in the field. This course objective fulfills OSH program objective 7 (Obtain a job in occupational safety &amp; health or be admitted to graduate school).</li> <li>5. Various process safety practices, and process safety involvement, management and OSHA Regulations. This course objective fulfills OSH program objective 6 (Work independently in analyzing and solving problems in occupational safety &amp; health).</li> </ol> <p>Successfully complete all weekly exams, assignments, discussion, and special course work based on their knowledge and assimilation of occupational safety management principles and elements.</p>
<b>4: Prerequisites</b>	SFTY 1313 and SFTY 2003
<b>5: Required Materials</b>	Basic Guide to Systems Safety: 3 <sup>rd</sup> Edition (or most recent); Vincoli, Jeffry. ISBN: 978-1-118-46020-7 MS-Office with MS-Word in it or just MS-Word software. I do not grade anything that is not in MS-Word.
<b>6: Optional Materials</b>	At the discretion of the instructor and as provided by the instructor. Case Studies are pulled from online resources.

<b>7: Technical Requirements</b>	Available through the Southeastern Online Learning website or <a href="#">Technical Requirements</a>
<b>8: Netiquette (Internet etiquette)</b>	Available through the Southeastern Online Learning website or <a href="#">Netiquette</a>
<b>9: Library and Information Resources</b>	Available through the Southeastern Online Learning website or <a href="#">Library</a>
<b>10: Other Resources and Location</b>	<p>These web sites can provide additional background and research information:</p> <p><a href="http://WWW.AIHA.org">WWW.AIHA.org</a>  <a href="http://WWW.OSHA.gov">WWW.OSHA.gov</a>  <a href="https://energy.gov/">https://energy.gov/</a>  <a href="http://www.cdc.gov/NIOSH/">www.cdc.gov/NIOSH/</a>  <a href="http://WWW.EPA.gov">WWW.EPA.gov</a>  <a href="http://www.nsc.org">www.nsc.org</a>  <a href="http://www.asse.org">www.asse.org</a></p>
<b>11: Alignment of Objectives with Local State, and/or National Standards</b>	<p>There exist a number of recognized management systems mandated, recommended or practiced throughout the world today (ANSI Z-10, VPP, OSHAS 18001/2, ISO 9001, ISO 14001, etc.) This course does align with these systems and the Department’s program objectives of presenting the principles for understanding the systemic approach to safety and management methods necessary for improving safety in the workplace.</p>
<b>12: Course Schedule</b>	<p>All dates and times are approximate and subject to change. <b>Check announcements section of Blackboard for changes in the schedule.</b> Exams will be timed to open on specific dates at specific hours. The final exam will be comprehensive and is scheduled during Final Exam Week (see Final Exam Week below). Additional exams and assignments may be posted at the discretion of the Professor.</p> <p>Course Outline: This outline may change at any time at the discretion of the Professor. Additional evolutions of learning occur as necessary so that students will better understand systems’ analyses. Some chapters in the Outline might be briefly presented and/or skipped based on available time. The student must learn what the risk matrix is and how to use it in systems approaches.</p> <p>SEVEN weeks:</p> <ol style="list-style-type: none"> <li>1. Chapter 1: Overview of Systems Safety, Definitions, with MOT-CCC analysis added Chapter 2: System Safety Concepts, Hazard Probability Levels (HPL) and Hazard Severity Categories (HSC), Risk Assessment Matric, 5 phases of systems safety, with Cost of Injury added</li> <li>2. Chapter 3: System Safety Program Requirements with MIL-STD 882 identified Chapter 4: Industrial Safety</li> <li>3. Chapter 5. Not covered in this class. Covered in a different class Chapter 6: Preliminary Hazard Analysis (PHA) following presentation of the PHL</li> <li>4. Chapter 7: Subsystem and System Hazard Analysis (System, Subsystem, Assemblies (or Circuits), Subassemblies (or Subcircuits), Components and how they relate to hazard analyses Chapter 8: Operating and Support Hazard Analysis</li> <li>5. Chapter 9: Energy Trace and Barrier Analysis Chapter 10: Failure Mode and Effect Analysis (FMEA)</li> <li>6. Chapter 11: Fault or Functional Hazard Analysis (FHA) Chapter 12: Fault Tree Analysis (FTA) with Boolean Logic, Boolean Logic Gates, Boolean Logic Truth Tables, and Boolean Statements</li> <li>7. Chapter 13: MORT- Management Oversight and Risk Tree Analysis. “The Logic Tree” Chapter 14: HAZOP study “Hazard and Operability” and What if Analysis- worksheets Chapter 15: Special Use Analysis Techniques: Sneak Circuit Analysis; Software Hazard Analysis: SPHA, SFHA, SFT, Emulation Analysis, SSHA.</li> </ol> <p>There are many additional learning evolutions within each chapter as we work through the semester.</p>

**Course Content, Assignments, Discussion Board:** You should surf the course shell (explore different links) so that you find out what is where. In the Assignment area you will find your assignments (which hopefully are what is in this syllabus but I do make mistakes every now and then), read your assigned chapters and any ancillary information identified in the Assignment area. Then, after having read and considered the information presented in textbook or other documentation (like Case Studies), go to the Discussion Board and enter an initial post that responds to the Discussion Topic(s) for the week. Some weeks have two discussion topic areas. You must cite sources in your Discussion Posts and in any other assignments. Finally, in Course Content, that is where you will find the Case Studies, etcetera. You are required to read all Announcements. Assignments must be submitted through Safe Assign. Check your Blackboard grades to make sure you have a grade for every submitted assignment. I will not grade any assignment that is not on MS-Office Word.

**Discussion Board Again:** Requires an "INITIAL POST" based upon your any assigned readings of the textbook (and or Case Study identified in the Discussion Topic), and the discussion statement or question, than a minimum of 2 posts to the "initial posts" of your classmates. It is a "*discussion board*" not a "*comment board*." A simple "I agree" or "That is right" are INSUFFICIENT for a "discussion" to occur. Furthermore, putting in all your posts on the last day of the study week (our study weeks run from Tuesday through the next Monday) will not be considered as participation in the discussion. **EVERY INITIAL DISCUSSION MUST HAVE A MINIMUM OF TWO QUOTES THAT SUPPORT YOUR ARGUMENT and EACH QUOTE MUST BE CITED and EVERY CITATION MUST BE IN THE REFERENCES.** So for your INITIAL POST respond to the topic, using the textbook (and Case Study if applicable), give the class your thoughts as an argument for or against something being identified in the textbook and Discussion topic, and DEFEND YOUR ARGUMENT using quotations with citations. PLEASE NOTE: if you forget to put in references I deduct points and if you upload a post where you forgot the references then upload a follow up post with the references, you *did not follow my instructions*. Graduates from a graduate program must be able to defend themselves appropriately (ie: Defending our decisions to initiate, maintain, modify, or delete safety programs is a requirement of higher level jobs which is what we are preparing you to do). Defending an argument is not the same as defending egos or our integrity, it is just an argument. When you post a response, if you take a different perspective than the other student, defend yourself using quotes, citations, and references. We should all expect debates concerning the best way to manage an issue or a problem: Debate helps EVERYONE see different perspectives. **You should expect me to inject ideas that are false and not my own, but I have witnessed or read.**

**Assignment Schedule:** Assignments are due by the end of the assignment week (usually Monday nights). Only assignments that are saved using the proper format and having the proper footer information (last name+initial of first name+Assignment Number+page number) will be graded.

**SUBMITTED ASSIGNMENT FILE NAMING EXAMPLE:** if I turned in week one assignment it would have in the footer: ArterburnK1Page# (NOTICE THE PLUS SIGNS (+) ARE NOT IN THE SAVED FILE NAME) and I would have to insert the page number at that location.

**WHEN I SAVED THE ASSIGNMENT THE FILE NAME WOULD BE:** ArterburnKAssign1 (what you would see once it is saved is ArterburnKAssign1.doc but the ".doc" is called an "extension" which indicates the type of software you used to save the assignment.) In this case, ".doc" refers to Microsoft Word. I can open MS-Word documents but I cannot open Boreland Software. Use MS-Word for all assignments that are submitted to me so I can use "mark-up" to show you where I graded off. Use of any other word processor is not allowed so do not ask if it can be used, it can't, MS-Works is included in what cannot be used, WordPerfect cannot be used, Notes (from any suite) cannot be used. Nothing can be used except MS-Word from MS-Office Suite. ***I deduct points for submitting files that are not MS-Word.***

Remember: If I tell you I could not open it, it might not be the software package. Sometimes files get corrupted going through the many servers a digital message goes through to get to our Blackboard server (or from my computer through the server to your server and your computer) so if you uploaded an MS-

Word file, but I cannot open it, usually it was corrupted (and usually my system will tell me that). ***I do not deduct points for a corrupted file but I will not assign a grade to anything I cannot read. Just re-submit it and tell me in an email that you resubmitted it.***

***If I do not see your name in the name of the saved file, OR, if I do not see your name in the footer of the assignment when I open it, I cannot grade it (I will not know who you are).*** Assignments that cannot be graded receive a zero. No make-up assignments will be graded when a graduate student refuses to follow course protocols. However, sometimes we miss a due date for other, valid, reasons: We are all adults so let me know why you could not submit your assignment on time and I will decide if it is a “valid reason.”

Week #	Material Covered	Discussion Questions/Assignments NOTE: In this syllabus both the Discussion Board Topics AND the weekly Assignments are provided. <i>Written Assignments are in italics in this syllabus.</i>
1	Self Introductions and induction to Systems Safety Write Personal Safety Philosophy Chapter 1&2	<ol style="list-style-type: none"> <li>1. Introduce yourself in a short bio (500 words or less)</li> <li>2. Read and review chapters 1 &amp; 2, and any special reading assigned and review Mil-Std 882</li> <li>3. Complete assignment questions</li> <li>4. Participate in relevant discussion</li> <li>5. Pass the weekly two-chapter test</li> <li>6. Recheck the blackboard announcements, assignments, test, to ensure you are completing all weekly task work.</li> </ol>
2	Chapter 3&4	<ol style="list-style-type: none"> <li>1. Read and review chapters 3&amp;4, and any special reading assigned.</li> <li>2. Complete assignment questions</li> <li>3. Participate in relevant discussion</li> <li>4. Pass the weekly two-chapter test</li> <li>5. Recheck the blackboard announcements, assignments, test, to ensure you are completing all weekly task work.</li> </ol>
3	Chapter 5 & 6	<ol style="list-style-type: none"> <li>1. Read and review chapters 5 &amp; 6, and any special reading assigned.</li> <li>2. Complete assignment questions</li> <li>3. Participate in relevant discussion</li> <li>4. Pass the weekly two-chapter test</li> <li>5. Recheck the blackboard announcements, assignments, test, to ensure you are completing all weekly task work.</li> </ol>
4	Chapter 7 & 8	<ol style="list-style-type: none"> <li>1. Read and review chapters 5 &amp; 6, and any special reading assigned.</li> <li>2. Complete assignment questions</li> <li>3. Participate in relevant discussion</li> <li>4. Pass the weekly two-chapter test</li> <li>5. Recheck the blackboard announcements, assignments, test, to ensure you are completing all weekly task work.</li> </ol>
5	Chapter 9 & 10	<ol style="list-style-type: none"> <li>1. Read and review chapters 5 &amp; 6, and any special reading assigned.</li> <li>2. Complete assignment questions</li> <li>3. Participate in relevant discussion</li> <li>4. Pass the weekly two-chapter test</li> <li>5. Recheck the blackboard announcements, assignments, test, to ensure you are completing all weekly task work.</li> </ol>
6	Chapter 11 &12	<ol style="list-style-type: none"> <li>1. Read and review chapters 5 &amp; 6, and any special reading assigned.</li> <li>2. Complete assignment questions</li> <li>3. Participate in relevant discussion</li> <li>4. Pass the weekly two-chapter test</li> </ol>

			5. Recheck the blackboard announcements, assignments, test, to ensure you are completing all weekly task work.	
	7	Chapter 13, 14 & 15 Write & submit Post semester Personal Safety Philosophy	1. Read and review chapters 5 & 6, and any special reading assigned. 2. Complete assignment questions 3. Participate in relevant discussion 4. Pass the weekly two-chapter test 5. Recheck the blackboard announcements, assignments, test, to ensure you are completing all weekly task work.	
<b>13: Semester Calendar</b>	<a href="#">Refer to the SE-SOSU website current semester calendar relevant to this course.</a>			
<b>14: COURSE POLICIES</b> <b>14a: Attendance</b>	<p>The Registrar’s office defines attendance in online classes as:  <b>Stopped Attending</b> = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with your professor.</p> <p><b>Never Attended</b> = Students who never accessed Backboard to view the course or never completed any assignments that were due for the course</p> <p><b>Excessive Absences</b> = Students who have submitted some work but are infrequent in their participation or late on assignments—leading to a failing grade.</p> <p>Since this is an online course, students are expected to be highly self-motivated. Enrollment in this course obligates the student to attend “virtual” class and to participate in “virtual” class activities and assignments.</p> <p><b>Early Alert:</b> We now have an Early Alert system which faculty uses to inform both students and the student’s advisor that a student is failing the course. We have found the Early Alert system to be very beneficial in documenting our attempts to ensure that the student was notified of a possible situation causing failure in a class. We also inform students and their advisors of any other grade the student is earning in a class so just because you receive an “Early Alert” notification do not get upset: Read it, it might have good news in it.</p> <p><b>Regular and routine participation is required to be “in attendance” for the course.</b> This includes regularly logging in, turning in homework by required dates/times, AND participating in discussion forums. If you do not participate in the course for two weeks, your access may be disabled without warning. If you cannot participate for some reason (we have sailors who are on board a ship at sea participating in this graduate program....do you think I will hold against them their service to our country? That is not going to happen but they, or anyone else, should notify me.) Participation or lack thereof may also affect your financial aid.</p>			
<b>14b: Late assignments</b>	Except for extenuating circumstances handled by the instructor on an individual basis, any assignment received after the due date and time will be marked down a letter grade for each week or partial week late if (note the “if”) I decide to grade it. For the record...there are very few extenuating circumstances. Excuses such as “The system was down” and “I couldn’t get to a computer” are NOT considered extenuating circumstances. Have a backup plan with at least one alternate location to complete the assignment or take an exam. Do not wait until the last minute to complete assignments or take exams and you will not encounter those types of problems.			
<b>14c: Makeup exams</b>	Except for extenuating circumstances handled by the instructor on an individual basis, (see above) no makeup exams will be given. It is your responsibility to meet deadlines and timelines!			
<b>14d: Expectations of instructor and students</b>	Student Expectations of Instructor – Students should expect a timely response to email questions and prompt grading and posting of assignments and exams. Unless an announcement was posted indicating my lack of availability, you should receive a response to your email within 48 hours not counting weekends. <b><i>If you haven’t received a response within 48 hours, please email again just in case I overlooked it.</i></b> All assignments must be uploaded through the course shell (shell = the course that exists in Blackboard). Grading of and posting of scores for all assignments will generally be completed before the next assignment is due. Posting of exam grades will occur within 48 hours (exclusive of weekends) following the end of the testing period. On-campus office hours will be by appointment only and arranged to coincide			

	<p>with the instructor’s travel schedule. I do not like whining: Yes, I know some of the materials are dated and when I find more recent cases that dramatically improve the learning sequence I will use them.</p> <p>Instructor Expectations of Students – All students are required to produce their own work. Evidence of cheating will result in at least a zero for that activity. In general, show all your work on assignments and exams. Students are expected to read each section, perhaps several times to ensure understanding, work through all examples and self-selected problems, participate in class discussions, and when difficulties arise, contact the instructor at <a href="mailto:email@elmsafety.us">email@elmsafety.us</a>. I am not the technical person for Blackboard. Ellen Hendrix is the Blackboard expert and an outstanding person: Contact Ellen at <a href="mailto:ehendrix@se.edu">ehendrix@se.edu</a> or go through the Southeastern website to Online pages and several contact numbers are given there.</p>
<p><b>14e: Other course policies</b></p>	<p>The instructor reserves the right to make adjustments to the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified of any adjustments to the syllabus. This is a graduate-level class and students must be able to write at the graduate student level. Assignments must be compliant with APA Manual of Style (I am not an APA expert).</p> <p><b>NOTE:</b> The most non-compliant issue has been student’s references and the way they quote from those references and their citations. I have put an example of a professional document into the course shell for you to use. I expect graduate-level students to write at the graduate level (and you can whether you know it or not, or whether you have been held accountable in the past for proper APA quoting, citing, and references) and I do grade off on assignments for lack of writing skills but, it is part of my job to ensure you know exactly what was not done correctly. To get your graded assignments back, you must click on the grade (the numeral itself) and a box will open that will allow you to read my comments and to pull any graded assignment from the system.</p>

<p style="text-align: center;"><b>15: COURSE REQUIREMENTS</b></p> <p><b>15a: Timeframe for participation</b></p>	<p>Student participation is critical to the success of this class. To be a successful online learner, you must be highly self-motivated. You will be graded on your discussion board initial responses to the topic and your replies to the submissions of other students concerning a topic, timeliness of submitting homework, and communications with other students. This class is only successful if every student participates. It is okay to disagree but not to be disagreeable. I’m not superman. I make mistakes. So, I rarely submit a response without thinking first, re-reading the information, and editing out any misspelled words or unsavory language.</p> <p>I do not write out a response on a word document and copy and paste it to the discussion board. The codes are not the same and the discussion board writing will have symbols in it that make it difficult to read, much less grade.</p> <p>Assignments are expected to be received by 8:00 a.m. on the due date, unless noted otherwise on the Assignment Schedule.</p> <p>To receive credit for participating on discussion board topics, you must make meaningful contributions to the discussion boards each time a topic is available. Simply “I agree” or “I disagree” is not meaningful. You are required to post your solution/answer to a problem/question on the discussion board; you must also comment on at least 3 other posts each week. The idea is to “discuss” the problem or topic. Be sure to carefully read and follow the instructions posted with each discussion because those directives will change. It is called “progressive rigor” and as you should learn to do better, the requirements for “better” are enhanced. Pay attention. No one gets a pay raise for showing up. They must learn to do their jobs with greater efficiency and bounded by enhanced rules of conduct. Why get an education if it does not lift your competencies higher in your chosen field of endeavor.</p> <p>Each discussion board will have its own set of instructions that you will see before entering the discussion. There will be discussion boards for posting questions and/or</p>
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	<p>comments concerning general aspects of the class (General Class Chat), for posting solutions to discussion questions and commenting on others' answers (Graded Class Discussion), for posting questions on homework or exams (Homework or Exam Questions) and one just for fun (Just For Fun).</p> <p>Blackboard automatically tracks and records every click, including your name! I can see if and when you logged on, the date and time of day you logged on, and even what you accessed once you logged on! This is one way I can determine whether or not you participated in the assignment.</p>
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<b>15f: Survey and/or exam expectations</b>	Exams will be completed through the blackboard system. They will be located in the assignments section of blackboard. Announcements including the opening and closing time of the exam and the period of time allowed for the exam will be posted in the announcements section if possible but the exam opening is a clear indication that the Exam is ready to be completed. Do not wait until the last minute to take an exam. Waiting until the last minute will almost certainly create a situation where your Internet provider is unavailable or your computer will not operate, resulting in a request to me to reset the exam which I will consider but I will not guarantee (I check the exam statistics for time in exam and day/date exam was attempted).
<b>16a: Grading System</b>	<p>Each activity will incur points. Points for homework assignments emailed to the instructor will vary, depending on the assignment. Exams and case studies are worth 100 points each. Discussion Board questions are worth 5 points for each week and are will be counted as bonus points. Assignments are worth 10 points each for a total of 70 points. Submitted assignments that do not have the student's last name, and first initial of first name, in the footer, will not be graded. Grades are cumulative. Grades are <u>not</u> weighted.</p> <p>Possible points total = 870 and will be assigned letter grades based on the % total of 340.</p> <p>The grading scale for this course is:</p> <p style="padding-left: 40px;">90 – 100 = A 80 – 89 = B 70 – 79 = C 69 and below = F</p> <p>Rounding up to the next letter grade is NOT AUTOMATIC and will be at the discretion of the instructor. ☺</p> <p>***See pages below for grading rubrics</p>
<b>16b: EXAMS</b>	Seven test total over 14 chapters: one test each week over two chapters each week

**17: UNIVERSITY AND SCHOOL POLICIES**

<b>17a: Privacy</b>	All information received will be protected as detailed in the universities privacy policy and available at the following link: <a href="#">SE Student Handbook</a> .
<b>17b: Academic integrity</b>	<p>There is a Zero-Tolerance Policy concerning Plagiarism and/or duplication of another individual's work. Besides making you feel horrible, you will receive a zero and the policy will be enforced under the guidelines of the Academic Honesty Policy for the University. Students are expected to work individually and turn in their own work. We <u>do not have</u> any team assignments in this class. Any violation of academic honesty will be reported to the Office of Student Affairs. The policies regarding academic misconduct are set forth in the institution's Student Code of Responsibilities and Conduct. <a href="#">SE Student Handbook</a>.</p> <p><b>PLAGIARISM INCLUDES DISCUSSION BOARD</b> and I will copy/paste at least two weeks' of discussion to Safe Assign to check for students copying other student discussion posts from the past. Don't do it. It is always tempting to take the easy way out and copying other students' work will certainly get someone out of the graduate program (it is very easy to do).</p>

<p><b>17c: Accommodations for students with disabilities</b></p>	<p align="center"><b><u>AMERICANS WITH DISABILITIES ACT and SEXUAL DISCRIMINATION STATEMENTS</u></b></p>
<p><b>ADA NOTICE</b></p>	<p>g        “Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Center at (580) 745-2988 to schedule an appointment during normal hours Monday – Friday, 8:00 AM to 5:00 PM. For after hours mental emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1-(800) 522-1090.”</p>
<p><b>SEX DISCRIMINATION STATEMENT</b></p>	<p align="center"><b>DISABILITY, NON-DISCRIMINATION, AND TITLE IX</b></p> <ol style="list-style-type: none"> <li>1. <i>Counseling Center: Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.</i></li> <li>2. <i>Disability Accommodations: Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745–2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.</i></li> <li>3. <i>Equity and Non-Discrimination Statement: Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This</i></li> </ol>

	<p><i>includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety &amp; Title IX Coordinator, (580) 745-3090, or <a href="mailto:mdavis@se.edu">mdavis@se.edu</a>.</i></p> <p>1. <i>Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety &amp; Title IX Coordinator, (580) 745-3090, or <a href="mailto:mdavis@se.edu">mdavis@se.edu</a>, Administration Building Room 311 – 1405 N. 4<sup>th</sup> Ave. Durant, OK 74701.</i></p>
<p><b>17d: Other university and/or school policies</b></p>	<p>Found online in the Graduate Catalog and Student Handbook.  <a href="http://homepages.se.edu/gus/">http://homepages.se.edu/gus/</a></p>

