

THE UNIVERSITY OF  
**OKLAHOMA**

Summer & Fall 2012

**CLASS SCHEDULE**



# NORMAN CAMPUS CALENDAR

	<u>Summer 2012</u>	<u>Fall 2012</u>	<u>Spring 2013</u>
<b>REGISTRATION</b>			
Advance Registration .....	Apr. 2-27 .....	Apr. 2-27 .....	Oct. 29-Nov. 30
Continuing Registration and Add/Drop .....	*	April 30-Aug 17 .....	Dec. 3-Jan. 11
Last Day to Register Before Classes Begin .....	*	Aug. 17 .....	Jan. 11
<b>CLASSES BEGIN</b> .....	*	<b>Aug 20</b> .....	<b>Jan. 14</b>
First Day for Late Registration Fee of \$20 .....	*	Aug. 20 .....	Jan. 14
Final Day to Register .....	*	Aug. 24 .....	Jan. 18
Advance Registration for Next Term Begins .....	*	Oct. 29 .....	April 1
<b>Final Day of Classes</b> .....	*	<b>Dec. 7</b> .....	<b>May 3</b>
<b><u>ADD/DROP (Changes in schedule, retaining at least one course)</u></b>			
100% Reduction of Charges on Dropped Courses .....	*	Aug. 20-31** .....	Jan. 14-28**
No Reduction of Charges on Dropped Courses after this Date .....	*	Aug. 31** .....	Jan. 28**
No Record of Grade for Dropped Course(s) .....	*	Aug. 20-31 .....	Jan. 14-28
Final Day to Add a Course .....	*	Aug. 24 .....	Jan. 18
Automatic Grade of W for Dropped Course(s) for Graduate Students .....	*	Sept. 4-28 .....	Jan. 29-Feb. 22
Grade of W or F for Dropped Course(s) for Graduate Students .....	*	Oct. 1-Dec. 7 .....	Feb.25-May 3
Automatic Grade of W for Dropped Course(s) for Undergraduate Students .....	*	Sept. 4-Oct. 26 .....	Jan. 29-March 29
Petition to Dean Required to Drop a Course(s) .....	*	Oct. 29-Dec. 7 .....	Apr.1-May 3
(Instructor's Signature and Grade of W or F Required)			
<b><u>COMPLETE WITHDRAWAL (Dropping all courses for a semester)</u></b>			
Cancellation Deadline (No record of grade on transcript) .....	*	Aug. 17 .....	Jan. 11
100% Reduction of Charges on Complete Withdrawal .....	*	Aug. 20-31** .....	Jan. 14-28**
No Reduction of Charges on Complete Withdrawal after this Date .....	*	Aug. 31 .....	Jan. 28
Automatic Grade of W on Complete Withdrawal for Graduate Students .....	*	Aug. 20-Sept. 28 .....	Jan. 14-Feb. 22
Grade of W or F on Complete Withdrawal for Graduate Students .....	*	Oct. 1-Dec. 7 .....	Feb. 25-May 3
(to be assigned by instructor)			
Automatic Grade of W on Complete Withdrawal for Undergraduate Students .....	*	Aug. 20-Oct. 26 .....	Jan. 14-March 29
Grade of W or F on Complete Withdrawal for Undergraduate Students .....	*	Oct. 29-Dec. 7 .....	Apr. 1-May 3
(to be assigned by instructor)			
<b><u>AUDIT</u></b>			
Final Day to Change from Audit to Credit for Undergraduate Students .....	*	Aug. 31 .....	Jan. 25
Final Day to Change from Credit to Audit for Undergraduate Students .....	*	Aug. 31 .....	Jan. 25
Final Day to Change from Audit to Credit for Graduate Students .....	*	Aug. 31 .....	Jan. 25
Final Day to Change from Credit to Audit for Graduate Students .....	*	Oct. 26 .....	March 29
<b><u>FINAL EXAMINATIONS</u></b>			
Final Exam Preparation Period .....	*	Dec. 3-9 .....	Apr. 29-May 5
Final Examinations .....	*	Dec. 10-14 .....	May 6-10
Final Grades Due .....	*	Dec. 18 .....	May 14
<b><u>HOLIDAYS AND VACATION DAYS</u></b>			
Independence Day Holiday .....	July 4 .....		
Labor Day Holiday .....		Sept. 3 .....	
Thanksgiving Vacation .....		Nov. 21-25 .....	
Martin Luther King Holiday .....			Jan. 21
Spring Vacation .....			March 16-24
<b>BURSAR AND FINANCIAL AID DEADLINES</b>			
Financial Aid Recommended Missing Info deadline .....	April 1 .....	June 1 .....	
\$50 end-of-semester late penalty assessed after this date .....	August 3 .....	Dec. 21 .....	
<b><u>GRADUATION AND RELATED REQUIREMENTS</u></b>			
Final Day to File as a Candidate for Master's Degree .....	First Monday of March .....	First Monday of April .....	First Monday of Oct.
Final Day to File Graduation Application .....	July 2 .....	Oct. 1 .....	Mar. 1
Final Day to Request Authority for Dissertation Defense .....	July 13 .....	Nov. 20 .....	April 19
Final Day to Apply for Doctoral General Exam .....	July 13 .....	Nov. 20 .....	April 19
Final Day to Request Authority for Thesis Defense .....	July 20 .....	Nov. 30 .....	April 26
Final Day for Oral Defense of Dissertation .....	July 27 .....	Dec. 7 .....	May 3
Final Day for Defense of Thesis .....	July 27 .....	Dec. 7 .....	May 3
Final Day for Comprehensive Exam .....	July 27 .....	Dec. 7 .....	May 3
Final Day to Complete Work Needed for Graduation .....	Aug. 3 .....	Dec. 14 .....	May 10
Final Day to Deposit Thesis in Library .....	Aug. 3 .....	Dec. 14 .....	May 10
Final Day to Deposit Dissertation in Library .....	Aug. 3 .....	Dec. 14 .....	May 10
<b>Commencement Weekend</b> .....			<b>May 10-11</b>
Final Day to Submit Work Needed (e.g. transfer work) for Graduation to Admissions & Records .....	Aug. 13 .....	Jan. 8 .....	May 24
<b><u>INTERSESSION</u></b>			
REGISTRATION .....	<b>August</b> .....	<b>December</b> .....	<b>May</b>
CLASSES MEET .....	April 2-July 27 .....	Oct. 29-Dec. 14 .....	Apr. 1-May 10
	July 31-Aug. 18 .....	Dec. 17-Jan. 11 .....	May 13-31

\* See next page for Summer Dates and Deadlines.

\*\*College of Liberal Studies students have the first week of every 8-week session to drop courses with 100% reduction of charges.

# Summer 2012 Academic Calendar

Any calendar is subject to change when it is determined to be in the best interest of the University to do so

	<b>Block A</b> 4 weeks May 14- June 8	<b>Block B</b> 4 weeks June 11- July 6	<b>Block C</b> 4 weeks July 10- Aug 3	<b>Block D</b> 6 weeks May 14- June 22	<b>Block E</b> 6 weeks June 25- Aug 3	<b>Block F</b> 8 weeks May 14- July 6	<b>Block G</b> 8 weeks June 12- Aug 3
<b>Registration</b>							
Advance Registration	April 2-27	April 2-27	April 2-27	April 2-27	April 2-27	April 2-27	April 2-27
Continuing Registration and Add/Drop	April 28 - May 13	April 28-June 10	April 28-July 9	April 28-May 13	April 28-June 24	April 28-May 13	April 28-June 11
Last Day to Register Before Classes Begin	May 13	June 10	July 9	May 13	June 24	May 13	June 11
<b>CLASSES BEGIN</b>	<b>May 14</b>	<b>June 11</b>	<b>July 10</b>	<b>May 14</b>	<b>June 25</b>	<b>May 14</b>	<b>June 12</b>
First Day for Late Registration Fee of \$20.00	May 14	June 11	July 10	May 14	June 25	May 14	June 12
Final Day to Register	May 15	June 12	July 11	May 15	June 26	May 15	June 13
Final Day of Classes	June 8	July 6	Aug 3	June 22	Aug 3	July 6	Aug 3
<b>Add/Drop (changes in schedule, retaining at least one course)</b>							
100% Reduction of Charges on Dropped Courses	May 14-16	June 11-13	July 10-12	May 14-16	June 25-27	May 14-17	June 12-15
No Reduction of Charges on Dropped Courses after this Date	May 16	June 13	July 12	May 16	June 27	May 17	June 15
No Record of Grade on Dropped Courses	May 14-16	June 11-13	July 10-12	May 14-16	June 25-27	May 14-17	June 12-15
Final Day to Add a Class	May 15	June 12	July 11	May 15	June 26	May 15	June 13
Automatic Grade of W for Dropped Course(s) for Undergraduate Students	May 17-May 30	June 14-June 26	July 13-July 25	May 17-June 4	June 28-July 16	May 18-June 11	June 16-July 10
Automatic Grade of W for Dropped Courses(s) for Graduate Students	May 17-22	June 14-19	July 13-18	May 17-24	June 28 -July 6	May 18- 30	June 16-27
Grade of W or F for Dropped Course(s) Graduate Students	May 23-June 8	June 20-July 6	July 19-Aug 3	May 25-June 22	July 9-Aug 3	May 31-July 6	June 28-Aug 3
Petition to College Dean to Drop Course(s)	May 31-June 8	June 27- July 6	July 26 -Aug 3	June 5-22	July 17-Aug 3	June 12-July 6	July 11-Aug 3
<b>Complete Withdrawal (dropping all courses for a semester)</b>							
Cancellation Deadline (no record of grade on transcript)	May 13	June 10	July 9	May 13	June 24	May 13	June 11
100% Reduction of Charges on Complete Withdrawals	May 14-16	June 11-13	July 10-12	May 14-16	June 25-27	May 14-17	June 12-15
No Reduction of Charges on Complete Withdrawal after this Date	May 16	June 13	July 12	May 16	June 27	May 17	June 15
Automatic Grade of W on Complete Withdrawal for Undergraduate Students	May 14-May 30	June 11 – June 26	July 10-July 25	May 14-June 4	June 25-July 16	May 14-June 11	June 12-July 10
Automatic Grade of W on Complete Withdrawal for Graduate Students	May 14-22	June 11-19	July 10-18	May 14-24	June 25-July 6	May 14- 30	June 12-27
Grade of W or F on Complete Withdrawal for Undergraduate Students (assigned by instructor)	May 31-June 8	June 27-July 6	July 26-Aug 3	June 5-June 22	July 16-Aug 3	June 12-July 6	July 11-Aug 3
Grade of W or F on Complete Withdrawal for Graduate Student (assigned by instructor)	May 23-June 8	June 20-July 6	July 19-Aug 3	May 25-June 22	July 9-Aug 3	May 31-July 6	June 28-Aug 3
<b>Audit Enrollment (attend a class regularly without receiving credit)</b>							
Final Day to Change from Audit to Credit	May 15	June 12	July 11	May 15	June 26	May 15	June 13
Final Day to Change from Credit to Audit (Undergraduate)	May 15	June 12	July 11	May 15	June 26	May 15	June 13
Final Day to Change from Credit to Audit (Graduate)	May 30	June 26	July 25	June 4	July 16	June 11	July 10
<b>Final Examinations</b>							
Final Examinations	June 8	July 6	Aug 3	June 22	Aug 3	July 6	Aug 3
Final Grades Due	June 12	July 10	Aug 7	June 26	Aug 7	July 10	Aug 7
<b>Holidays and Vacation Days</b>							
Memorial Day Holiday	May 28			May 28		May 28	
Independence Day Holiday		July 4			July 4	July 4	July 4

## Summer 2012 Academic Calendar

### Graduation and Related Requirements

Final Day to File as a Candidate for Master's Degree	First Monday in March	
Final Day to File <u>Graduation Application</u>		July 2
Final Day to Request Authority for Dissertation Defense		July 13
Final Day to Apply for the Doctoral General Examination		July 13
Final Day to Request Authority for Thesis Defense		July 20
Final Day for Oral Defense of Dissertation		July 27
Final Day for Thesis Defense		July 27
Final Day for Comprehensive Exam		July 27
Final Day to Complete Work Needed for Graduation		Aug. 3
Final Day to Deposit Dissertation in Library		Aug. 3
Final Day to Deposit Thesis in Library		Aug. 3
Final Day to Submit Work Needed (e.g. transfer work) for Graduation to Admissions & Records		Aug. 13
<b>Intersession</b>		
Intersession Registration	April 2-July 27	
Intersession	July 31-Aug. 18	

April 2012



# THE UNIVERSITY OF OKLAHOMA

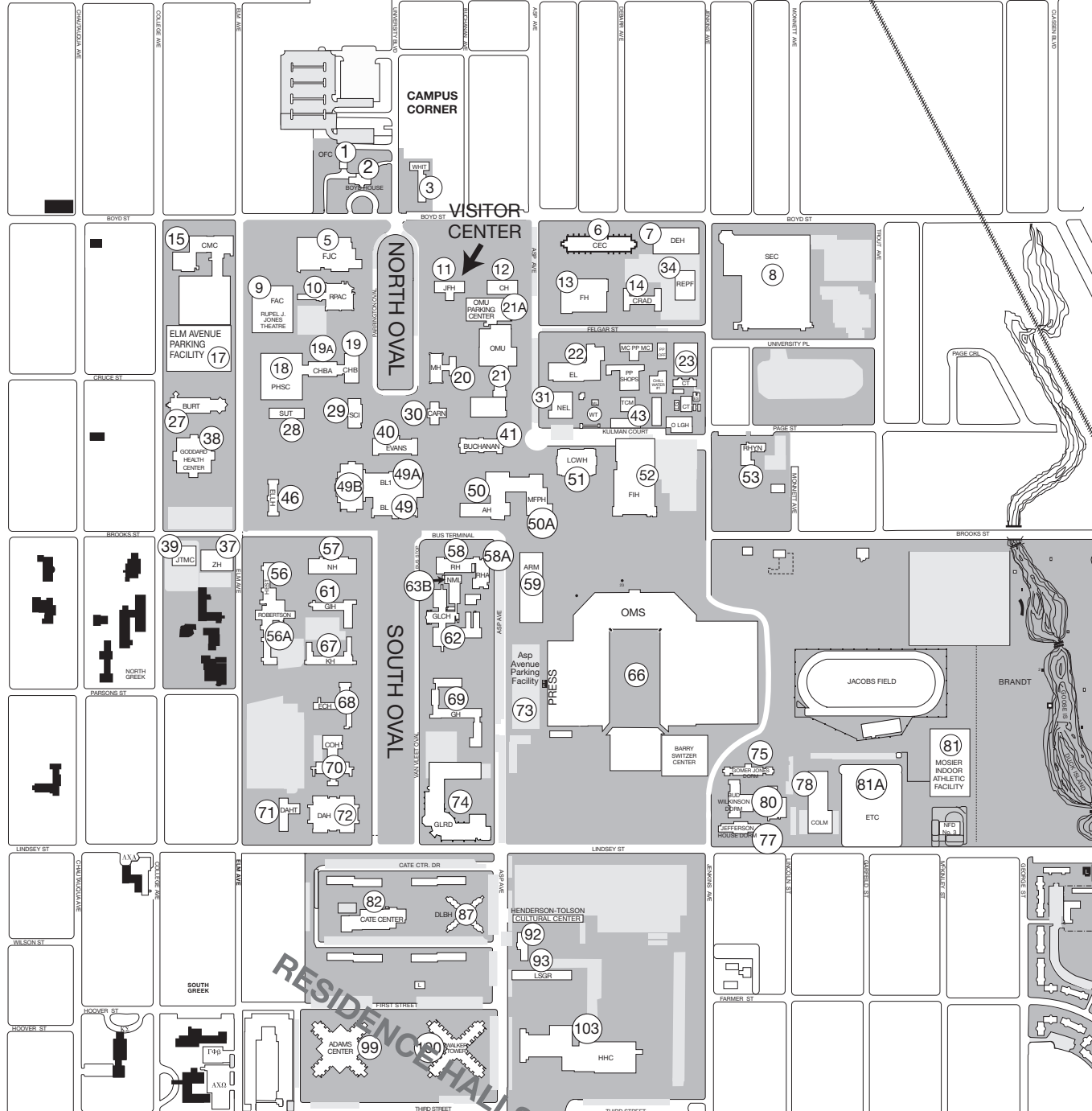
# Main Campus Map



Parking

### NUMERICAL LISTINGS

- 1 Old Faculty Club
- 2 Boyd House
- 3 Whitehand Hall
- 5 Fred Jones Art Center
- 6 Carson Engineering Center
- 7 Devon Energy Hall
- 8 Sarkeys Energy Center
- 9 Fine Arts Center
- 10 Donald W. Reynolds Performing Arts Center
- 11 Jacobson Faculty Hall
- 12 Carpenter Hall
- 13 Felgar Hall
- 14 Craddock Hall
- 15 Stanley Catlett Music Center
- 17 Elm Avenue Parking Facility
- 18 Physical Sciences Center
- 19 Chemistry Building
- 19A Chemistry Bldg. Annex
- 20 Monnet Hall
- 21 Oklahoma Memorial Union
- 21A OMU Parking Center
- 22 Engineering Lab
- 23 Physical Plant Complex
- 27 Burton Hall
- 28 Sutton Hall
- 29 Wallace Science Hall
- 30 Carnegie Building
- 31 Nuclear Engineering Laboratory
- 34 Rawl Engineering Practice Facility
- 37 Zarrow Hall
- 38 Goddard Health Center
- 39 Jim Thorpe Multicultural Center
- 40 Evans Hall
- 41 Buchanan Hall
- 43 Telecom Maintenance
- 46 Ellison Hall
- 49 Bizzell Memorial Library
- 49A Bizzell Library 1958 Addition
- 49B Neustadt Wing
- 50 Adams Hall
- 50A Michael F. Price Hall
- 51 Lissa and Cy Wagner Hall
- 52 McCasland Field House
- 53 Rhyne Hall
- 56 Hester Hall
- 56A Robertson Hall
- 57 Nielsen Hall
- 58 Richards Hall
- 58A Richards Hall Addition
- 59 Armory
- 61 Gittinger Hall
- 62 George Lynn Cross Hall
- 63B Noble Microscopy Laboratory
- 66 Gaylord Family Oklahoma Memorial Stadium
- 67 Kaufman Hall
- 68 Ellsworth Collings Hall
- 69 Gould Hall
- 70 Copeland Hall
- 71 Dale Hall Tower
- 72 Dale Hall Classroom Bldg
- 73 Asp Avenue Parking Facility
- 74 Gaylord Hall
- 75 Gomer Jones Dormitory

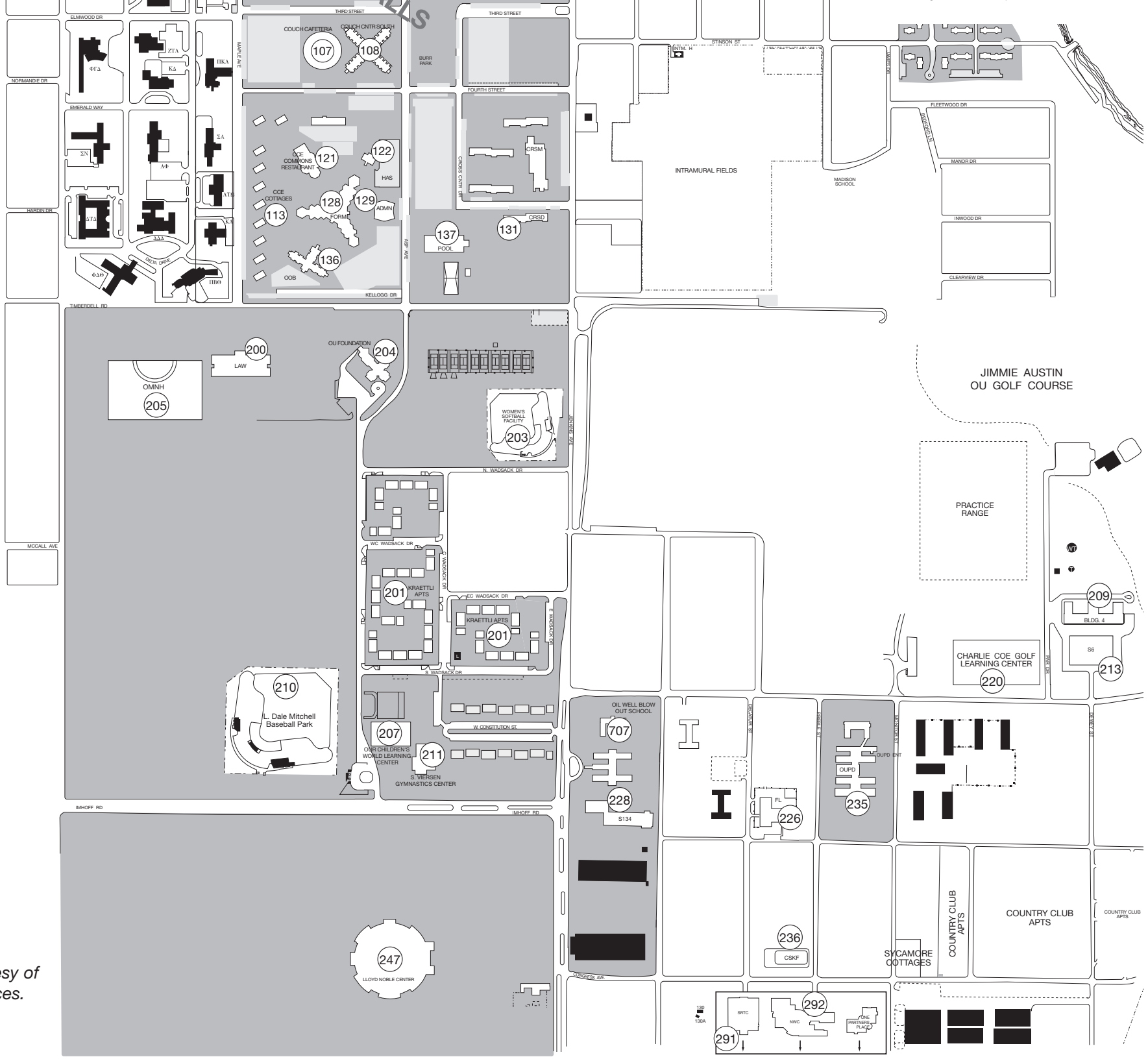


### CLASSROOM BUILDINGS

- AH\* Adams Hall (50)
- AOM1 ARC on Main Inst. (504 W. Main)
- ARM Armory (59)
- BL Bizzell Library (49)
- BL1\* Bizzell Library (49A)
- BURT\* Burton Hall (27)
- CARN\* Carnegie Building (30)
- CEC\* Carson Engineering Center (6)
- CH\* Carpenter Hall (12)
- CHB Chemistry Building (19)
- CHBA Chemistry Building Annex (19A)
- CMC\* Catlett Music Center (15)
- COH\* Copeland Hall (70)
- COLM\* Collums Building (78)
- CRAD Craddock Hall (14)
- CRSD Cross Center Bldg. D (131)
- CRSM\* Cross Center Main (124)
- CSKF Ceramic Kiln Facility (236)
- DAH\* Dale Hall (72)
- DAHT\* Dale Hall Tower (71)
- DEH\* Devon Energy Hall (7)
- DLBH David L. Boren Hall (87)
- ECH\* Ellsworth Collings Hall (68)
- EL Engineering Lab (22)
- FAC\* Fine Arts Center (9)
- FH\* Felgar Hall (13)
- FIH McCasland Field House (52)
- FJC\* Fred Jones Art Center (5)
- FL Fears Lab (226)
- FORM Forum Building (128)
- GH\* Gould Hall (69)
- GIH\* Gittinger Hall (61)
- GLCH\* George Lynn Cross Hall (62)
- GLRD\* Gaylord Hall (74)
- HEST\* Hester Hall (56)
- HHC\* Huston Huffman Center (103)
- JFH\* Jacobson Faculty Hall (11)
- KH\* Kaufman Hall (67)
- LAW Andrew M. Coats Hall (200)
- LCWH\* Lissa and Cy Wagner Hall (51)
- MFFPH\* Michael F. Price Hall (50A)
- MH Monnet Hall (20)
- NH\* Nielsen Hall (57)
- NML\* Noble Microscopy Lab (63B)
- NWC\* National Weather Center (292)
- N101 Airport Operations, North Campus (335)
- S134\* SC Building 134 (228)
- OFC Old Faculty Club (1)
- OMS Oklahoma Memorial Stadium (66)
- OMNH\* Sam Noble Oklahoma Museum of Natural History (205)
- OMU Oklahoma Memorial Union (21)
- PHSC\* Physical Sciences Center (18)
- POOL Murray Case Sells Swim Complex (137)
- RH Richards Hall (58)
- RHA Richards Hall Addition (58A)
- RHYN Rhyne Hall (53)
- RPAC Reynolds Performing Art Center (10)
- SCI Wallace Science Hall (29)
- SEC\* Sarkeys Energy Center (8)
- SRTC\* Stephenson Research Center (291)
- SUT Sutton Hall (28)
- S6 Bldg. 6, South Campus (213)
- WHIT\* Whitehand Hall (3)
- ZH\* Zarrow Hall (37)

\*Buildings accessible to persons with disabilities

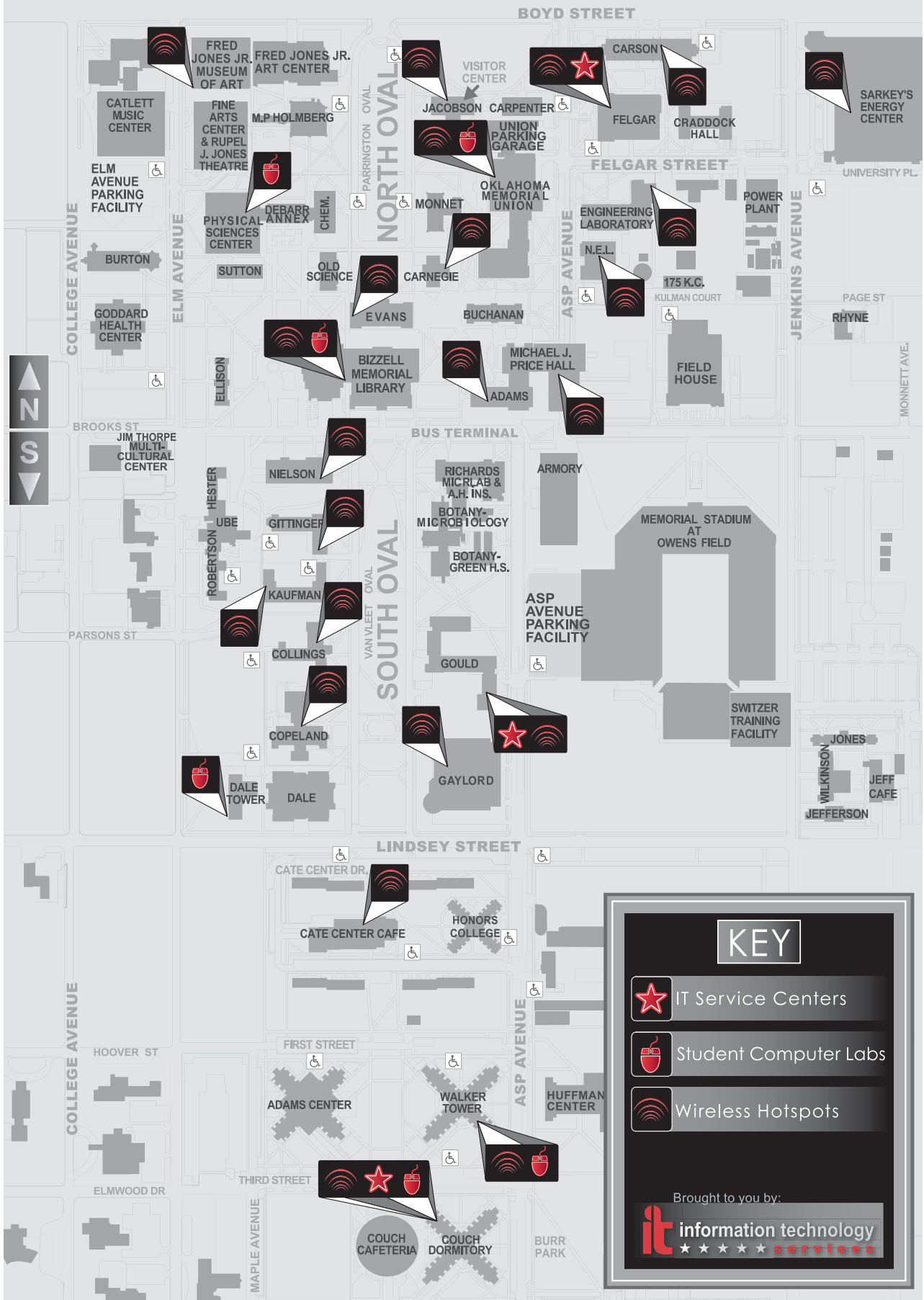
- 75 Gomer Jones Dormitory
- 77 Jefferson House
- Dormitory
- 78 Collums Bldg
- 80 Bud Wilkinson Dormitory
- 81 Mosier Indoor Athletic Facility
- 81A Everest Training Center
- 82 Cate Center
- 87 David L. Boren Hall
- 92 Henderson-Tolson Cultural Center
- 93 Landscape & Grounds Bldg.
- 99 Adams Center
- 100 Walker Tower
- 103 Huston Huffman Center
- 107 Couch Center Cafeteria
- 108 Couch Center South
- 113 CCE Cottages
- 121 CCE Commons Restaurant
- 122 McCarter Hall of Advanced Studies
- 124 Cross Center Main Bldg.
- 128 Thurman J. White Forum Building
- 129 CCE Administration Bldg.
- 131 Cross Center Bldg. D
- 136 Outreach Office Bldg.
- 137 Murray Case Sells Swim Complex
- 200 Andrew M. Coats Hall
- 201 Kraettli Apartments
- 203 Women's Softball Facility
- 204 OU Foundation
- 205 Sam Noble Oklahoma Museum of Natural History
- 207 Our Children's World Learning Center
- 209 Building 4
- 210 L. Dale Mitchell Baseball Park
- 211 Sam Viersen Gymnastics Center
- 213 Bldg. 6, South Campus
- 220 Charlie Coe Golf Learning Center
- 226 Fears Structural Engineering Lab
- 228 SC Bldg 134
- 235 Joseph K. Lester Police Headquarters
- 236 Ceramic Kiln Facility
- 247 Lloyd Noble Center
- 291 Stephenson Research Center
- 292 National Weather Center
- 707 Oil Well Blowout School



Map layout courtesy of  
OU Parking Services.  
OU 1163-0



# it LOCATION MAP





# it LOCATION MAP

## Wireless Hotspots

A wireless connection is not guaranteed in areas shown on map. This map should only be used as a reference to where wireless access is available.

### ADAMS HALL

- Access Points: South entrance only

### BIZZELL MEMORIAL LIBRARY

- Access Points: generally all floors

### CARNEGIE BUILDING

- Access Points: between labs

### CARSON ENGINEERING CENTER

- Access Points: 100, 117, 121, 207, 438, S18 and the perimeter areas

### CATE CENTER CAFETERIA

- Access Points: cafeteria area only

### COPELAND HALL

- Access Points: generally all floors

### CROSS CENTER

- Access Points: Cross A, 3rd and 4th floors on West end, and K12 conference room area

### COUCH DORMITORY

- Access Points: Computer Labs

### ELLSWORTH COLLINGS HALL (EDUCATION)

- Access Points: 2nd floor

### ENGINEERING LABORATORY (EL)

- Access Points: all areas

### EVANS HALL

- Access Points: 3rd floor Room 321, and 1st floor Provost's office

### FELGAR HALL

- Access Points: 146, 222, 300, 303, 304, 320, 334 and perimeter areas

### FRED JONES JR. ART CENTER

- Access Points: West end of building

### GAYLORD HALL (JOURNALISM)

- Access Points: generally all floors

### GITTINGER HALL

- Access Points: 228, 326 and 350 and perimeters of these rooms

### GOULD HALL

- Access Points: generally all floors

### JACOBSON HALL (VISITOR CENTER)

- Access Points: generally all floors, excluding basement area

### KAUFMAN HALL

- Access Points: central area of 1st floor

### LLOYD NOBLE CENTER

- Access Points: arena floor, and press room

### MICHAEL J. PRICE HALL (BUSINESS)

- Access Points: generally all floors

### NIELSON HALL

- Access Points: 170, 270

### NUCLEAR ENGINEERING LABORATORY (PERSONNEL)

- Access Points: Northeast side of 2nd floor and South side of 1st floor

### OCCE COMMONS RESTAURANT

- Access Points: coverage in dining area only

### OCCE MCCARTER HALL OF ADVANCED STUDIES

- Access Points: generally 1st, 2nd, and 3rd floors

### OCCE SOONER HOTEL

- Access Points: generally all floors

### OKLAHOMA MEMORIAL STUDENT UNION

- Access Points: Crossroads, Wendys', Beard Lounge, outside food court, inside food court

### SARKEYS ENERGY CENTER

- Access Points: A235, M204, M206, N202A, P210 area, R220 area, corridor floors 1,2 & 3

### WALKER CENTER

- Access Points: 2nd floor, Southwest wing, and Southeast wing

## Student Computer Labs

Numerous computer labs are strategically located throughout the Norman campus. Each lab features personal computers, printers, and scanners readily available for you to use.

**Access only provided with a CURRENT Sooner ID Card.**

### BIZZELL LIBRARY 1st Floor-Microcomputer Lab

- OPEN during Library hours: 8 AM - 12 AM Monday-Friday
- Staff Assistance provided
- 31 Workstations
- 2 Scanners
- Printers: 1 Black & White and 1 Color
- ADA Machines available

### COUCH CENTER Room W146

- OPEN: 24/7
- 42 Workstations
- Printers: 1 Black & White and 1 Color
- ADA Machines available

### DALE HALL TOWER Room 105

- OPEN: 8 AM - 12 AM Monday-Friday; 9 AM - 12 AM Saturday-Sunday
- Staff Assistance provided
- 52 Workstations
- 2 Scanners
- Printers: 1 Black & White and 1 Color
- ADA Machines available

### OMU (STUDENT UNION) Room 207 (Second Floor-North Wing)

- OPEN: 24/7
- 31 Workstations
- 2 Scanners
- Printers: 1 Black & White and 1 Color
- ADA Machines available

### PHYSICAL SCIENCES BUILDING (PHSC) Rooms 229, 230, 231

- OPEN: 8 AM - 12 AM Monday-Friday; 9 AM - 12 AM Saturday-Sunday
- 96 Workstations
- 2 Scanners
- Printers: 2 Black & White and 1 Color
- ADA Machines available

### WALKER TOWER Room 106A

- OPEN: 24/7
- 31 Workstations
- Printers: 1 Black & White and 1 Color

## IT Service Centers

### COUCH SERVICE CENTER Room W146

- OPEN: 24/7
- 42 Workstations
- Printers: 1 Black & White and 1 Color
- ADA Machines available

### FELGAR HALL SERVICE CENTER Room 300

- OPEN: 8 AM-5 PM Monday-Friday
- 29 Workstations
- 2 Digital Media Workstations (VCR/DVD capabilities)
- 1 Scanner
- Printers: 1 Black & White, 1 Color, and 1 plotter

### GOULD HALL SERVICE CENTER Room 264

- OPEN: 8 AM-5 PM Monday-Friday
- 19 Workstations
- 2 Digital Media Workstations (VCR/DVD capabilities)
- 2 Scanners
- 1 Slide Scanner
- Printers: 1 Black & White and 1 Color

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# CAMPUS INFORMATION DIRECTORY

QUESTIONS	OFFICE	LOCATION	TELEPHONE
ACT Test	Counseling & Testing Services	Goddard Health Center	325-2911
Address Changes	Online	ozone.ou.edu	
Admissions	Admissions Office	Buchanan Hall, Rm. 127	325-2252
Adult Student Services	Center for Student Life	Student Union, Suite 370	325-3163
Advance Standing Exams	Admissions Office	Buchanan Hall, Rm. 127	325-2252
Advising	College Office	See List Below	
African American Student Services	Center for Student Life	Student Union, Suite 370	325-3163
American Indian Student Services	Center for Student Life	Student Union, Suite 370	325-3163
Asian American Student Services	Center for Student Life	Student Union, Suite 370	325-3163
Books and Supplies	Bookstores	Asp Ave. Parking Facility or Student Union	325-3511
Cancellation of Enrollment	Online	ozone.ou.edu	325-3572
Catalog	Online	ozone.ou.edu	325-3511
Child Care Center	Our Children's World Learning Center	501 Wadsack St.	325-0528
Class Schedule	Online	ozone.ou.edu	
CLEP Examination	Independent Study	1600 S. Jenkins	325-4414
Commuter Student Information	Commuter Student Assoc.	Conoco Student Leadership Wing	325-1031
Continuing Education	Continuing Education	OCCE Administration Bldg.	325-4414
Cooperative Education (Co-op)	Career Services	OMU, Rm. 323	325-1974
Counseling (Personal)	Counseling & Testing Services	Goddard Health Center	325-2911
Disabled Student Services	Office of Disability Services	Goddard Health Center, Rm. 166	325-3852 *
Employment	Personnel Services	Nuclear Engr. Lab. (2nd Floor)	325-1826
Enrollment	Online	ozone.ou.edu	325-3572
Fees (payment of University Bills)	Bursar	Buchanan Hall (1st Floor)	325-3122
Financial Aid	Financial Aid Services	Buchanan Hall, Rm. 216	325-4521
Food Services	Housing & Food Services	Walker Center, Rm. 135	325-6581
Grades (Semester)	Records Office	Buchanan Hall, Rm. 330	325-4147
Graduation	College Office	See List Below	
(a) Application	College Office		
(b) Cap and Gown	Bookstore	Asp Ave. Parking Facility or Student Union	325-3511
(c) Diplomas	Records Office	Buchanan Hall, Rm. 330	325-4147
(d) Invitations	Bookstore	Asp Ave. Parking Facility or Student Union	325-3511
(e) Rings	Bookstore	Asp Ave. Parking Facility or Student Union	325-3511
Greek Affairs	Center for Student Life	Student Union, Rm. 370	325-6350
Health Insurance (Student)	Insurance Office	NEL	325-9196
Housing	Housing & Food Services	Walker Center, Rm. 126	325-2511
I D Cards	OneCard Office	OMU, Rm. 127	325-3113
International Student Services	International Exchange Programs	Old Science Hall, Room 103	325-3337
Internships	Career Services	OMU, Rm. 323	325-1974
Intersession	Intersession Office	OCCE Administration Bldg.	325-2899
Intramural-Recreational Sports	Recreational Services	Huston Huffman Center, Rm. 149	325-3053
Latino Student Services	Center for Student Life	Student Union, Suite 370	325-3163
Library Books	Bizzell Library		325-3341
Loans, Scholarships, Grants	Financial Aid Services	Buchanan Hall, Rm. 216	325-4521
(a) Disbursement	Bursar's Office	Buchanan Hall (1st Floor)	325-3123
Medical Services	Goddard Health Center	620 Elm St.	325-4441
Name Changes	Records Office	Buchanan Hall, Rm. 230	325-4147
New Student Information	Prospective Student Services	Jacobson Faculty Hall, Level I	325-2151
Parking Permits	Parking & Transit	Robertson Hall (3rd Floor)	325-3311
Placement Tests	Assessment & Learning Center	Lissa and Cy Wagner Hall, Rm. 270	325-4336
Reading Clinic	College of Education	Education Bldg., Rm. 127	325-4844
Readmission	Admissions Office	Buchanan Hall, Rm. 127	325-2252
Records (Academic)	Records Office	Buchanan Hall, Rm. 230	325-4147
Residency	Admissions Office	Buchanan Hall, Rm. 127	325-2252
Scholarship Programs (McNair)	Center for Student Life	Student Union, Suite 370	325-3163
Tickets (Athletic)	Athletic Ticket Office	Stadium (Gate 15)	325-6511
Tickets (Fine Arts)	Fine Arts Ticket Service	Catlett Music Center, Gothic Hall	325-4101
TOEFL	Counseling & Testing Services	Goddard Health Center	325-2911
Tutoring	Housing Learning Center	Adams Center, Rm. 105	325-2452
Transcripts of Student Records	Records Office	Buchanan Hall, Rm. 230	325-4147
Transfer Student Information	Prospective Student Services	Jacobson Faculty Hall, Level I	325-2151
Verification of Enrollment	Records Office	Buchanan Hall, Rm. 230	325-4147
Veterans Student Services	Veteran's Student Services	Buchanan Hall, Rm. 234	325-4308*
Withdrawal from University (all Classes)	College Office	See List Below	
Women's Issues (Women's Outreach Center)	Center for Student Life	Student Union, Suite 247	325-4929 * or 325-4173 TDD

## COLLEGE OFFICE LOCATIONS

Academic Affairs	Room 124, Ellison Hall	(405) 325-4411	Fine Arts	Room 122, Fred Jones Art Center	(405) 325-7370
Architecture	Room 180, Gould Hall	(405) 325-2444	Graduate	Room 100, Robertson Hall	(405) 325-3811
Arts and Sciences	Room 124, Ellison Hall	(405) 325-4411	International Studies	Room 155, Hester Hall	(405) 325-2337
Atmospheric & Geographic Sciences	Room 3630, National Weather Center	(405) 325-3101	Journalism	Room 2620, Gaylord Hall	(405) 325-2721
Business	Room 1010, Michael F. Price Hall	(405) 325-6021	Liberal Studies	Room 226, Administration Bldg., OCCE	(405) 325-1061
Continuing Education	OCCE Administration Building	(405) 325-4414	Law	Room 200, Law Center	(405) 325-4699
Earth and Energy	Room N117, Sarkeys Energy Center	(405) 325-4005	University College	Room 100, Lissa and Cy Wagner Hall	(405) 325-3521
Education	Room 137, Collings Hall	(405) 325-1081	Special Students		
Engineering	Suite 112, Felgar Hall	(405) 325-4096	(a) With Degrees	Room 124, Ellison Hall	(405) 325-4411
			(b) Without Degrees	Room 100, Lissa and Cy Wagner Hall	(405) 325-3521

## **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.

## **STUDENT-FACULTY POLICIES**

- (A) Assignments, examinations, or projects worth less than 10 percent of a student's grade may be assigned at any time prior to pre-finals week and may be due during pre-finals week. However, no assignments, examinations, or projects may be due on the last two days of pre-finals week.
- (B) Assignments, take-home examinations, in-class examinations, or projects worth more than 10 percent of a student's grade must be scheduled at least 30 days prior to the first day of finals and must be due or given prior to pre-finals week. Any assignment that is to take the entire semester to complete may be accepted or presented during pre-finals week provided the syllabus explicitly states that the assignment can be turned in prior to pre-finals week. In-class presentation of semester assignments due before pre-finals week may be scheduled for any day other than the last two days of pre-finals week.
- (C) Special case deviations from this policy must be clearly stated in the course syllabus and approved by the chair of the department through which the course is offered.
- (D) Special requests made by a student for an extension of assignment deadlines into pre-finals week may be granted subject to the discretion of the instructor.

## **ADDITIONAL INFORMATION**

This policy applies only to 16-week courses during the spring and fall semesters.

This policy excludes make-up assignments, make-up tests, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour with a start time before 5:00 p.m. and evening classes.

All University laboratory classes are exempt from this policy.

No University of Oklahoma Student Association (UOSA) organization may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during pre-finals week.

Violations to this policy should be reported to the chair of the department in which the course is taught or, in special circumstances, to the dean of the college and may be grounds for grade appeal.

**FINAL EXAMINATION SCHEDULE**  
**FALL SEMESTER 2012**  
**Last Day of Classes, Friday, December 7**

**MONDAY, DEC 10**

<b>CLASS TIME</b>	<b>EXAMINATION TIME</b>
9:30 MWF.....	8:00 AM—10:00 AM
4:30 MWF.....	10:30 AM—12:30 PM
4:30 MW.....	10:30 AM—12:30 PM
1:30 TR.....	1:30 PM—3:30 PM
8:30 TR.....	4:30 PM—6:30 PM
<b>Uniform Exams</b> .....	<b>7:30 PM—9:30 PM</b>
CHEM 1315, 1415	
FIN 3103 & (FIN 5103-900)	
MIS 2113	

**WEDNESDAY, DEC 12**

<b>CLASS TIME</b>	<b>EXAMINATION TIME</b>
10:30 TR.....	8:00 AM—10:00 AM
7:30 MWF.....	10:30 AM—12:30 PM
12:30 MWF.....	1:30 PM—3:30 PM
3:30 MWF.....	4:30 PM—6:30 PM
3:00 MW.....	4:30 PM—6:30 PM
<b>Uniform Exams</b> .....	<b>7:30 PM—9:30 PM</b>
MATH 1743, 2123	

**TUESDAY, DEC 11**

<b>CLASS TIME</b>	<b>EXAMINATION TIME</b>
10:30 MWF.....	8:00 AM—10:00 AM
8:30 MWF.....	10:30 AM—12:30 PM
12:00 TR.....	1:30 PM—3:30 PM
12:30 TR.....	1:30 PM—3:30 PM
3:00 TR.....	4:30 PM—6:30 PM
3:30 TR.....	4:30 PM—6:30 PM
<b>Uniform Exams</b> .....	<b>7:30 PM—9:30 PM</b>
FIN 4413	
FR 1115, 1225	
GERM 1115, 1225	
SPAN 1115, 1225	
RUSS 1115, 1225	
ITAL 1115, 1225	

**THURSDAY, DEC 13**

<b>CLASS TIME</b>	<b>EXAMINATION TIME</b>
1:30 MWF.....	8:00 AM—10:00 AM
1:30 MW.....	8:00 AM—10:00 AM
11:30 TR.....	10:30 AM—12:30 PM
2:30 TR.....	1:30 PM—3:30 PM
2:30 MWF.....	4:30 PM—6:30 PM
<b>Uniform Exams</b> .....	<b>7:30 PM—9:30 PM</b>
ACCT 4543	
MATH 1503, 1523, 1643	

**FRIDAY, DEC 14**

<b>CLASS TIME</b>	<b>EXAMINATION TIME</b>
9:00 TR.....	8:00 AM—10:00 AM
9:30 TR.....	8:00 AM—10:00 AM
7:30 TR.....	10:30 AM—12:30 PM
11:30 MWF.....	1:30 PM—3:30 PM
4:30 TR.....	4:30 PM—6:30 PM
<b>Uniform Exams</b> .....	<b>7:30 PM -9:30 PM</b>
FIN 4303/5303	

NOTE 1: Classes meeting one-day-a-week, with a start time before 5:00 PM, will test according to Regulation #7, on next page. Also, see Regulation #9.

NOTE 2: Day classes (class start time prior to 5:00 PM) meeting on-the-hour more than one day a week will test at the same time as classes meeting on the same days at the following half-hour. For example, classes meeting M W 8:00 AM will test at the same time as classes meeting MWF 8:30 AM. Standard on-the-hour meeting times are listed in the schedule above. See Regulation #8 on the following page for testing of evening classes.

FINAL EXAMINATION REGULATIONS CONTINUED ON NEXT PAGE

## FINAL EXAMINATION REGULATIONS

1. Oklahoma State Regents for Higher Education regulations require that those institutions that reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period. Final examinations are given at the discretion of the instructor, or, in the case of multiple sections, the department in which the class is offered\*. When a final examination is given, the student must take the examination.  
\*EXCEPTIONS
  - a. **The College of Arts and Sciences** requires that an examination (either a last or final examination) be given during the scheduled final examination period for each regularly scheduled undergraduate course. Independent study and pure laboratory courses are excluded.
  - b. **The College of Engineering and the College of Atmospheric and Geographic Sciences** require comprehensive examinations to be given during the regularly scheduled examination periods in all undergraduate courses **excluding** directed readings, pure laboratory courses and project type design courses and seminars.
2. If a final examination is given, no faculty member is authorized to depart from the published examination schedule for either a class or an individual without approval, as stated in the Faculty Handbook. Early final examinations are prohibited. **Final Examination** has been defined as follows: an examination that is comprehensive in nature or that accounts for a greater proportion of the final grade than an exam given during the semester.
3. **Uniform final examinations** are listed by department and course number at the times they are scheduled to be given.
4. Two-hour classes which have **one** of their meetings on MWF will have the examination at the time scheduled for MWF classes. Those meeting both days of TR will have the examination at the time scheduled for TR classes.
5. Three-hour classes must follow the examination schedule. Classes meeting both Tuesday and Thursday are considered to be TR classes. Classes meeting two of the days Monday-Wednesday-Friday are considered to be MWF classes.
6. Classes meeting four or five days a week will have the final examination at the time scheduled for MWF classes with the same meeting time.
7. Classes meeting one day a week for more than one hour with a start time before 5:00 PM will have the final examination **during the last lecture period\***. Classes in this format have been scheduled with sufficient meeting time during the semester to compensate for time lost in the final examination week.  
\*EXCEPTION: Courses offered by the College of Business Administration will test during the final examination week.
8. **Evening Classes.** Classes that begin at 5:00 PM or later will have the final examination during the last lecture period. Evening classes have been scheduled with sufficient meeting time during the semester to compensate for time lost in the final examination week.
9. If laboratory examinations are given, they will be held during the last regularly scheduled meeting of the lab.
10. A student will not be expected to take more than two final examinations in one day. In cases where a student has three or more exams scheduled for the same day, instructors must offer make-up exams. The student's number of exams will be reduced to two by the following procedure:
  - a. If a student has three or more exams on the same day, the instructor(s) giving the third and subsequent exams must provide make-up exams during the week designated for final exams for that semester;
  - b. The student must notify the instructor or department of the third and subsequent final exams scheduled within a single day. Such notification must be given to the specific instructor or department before the end of the twelfth week of classes (sixth week of summer session).
11. In the event a conflict should arise from the scheduling of two or more examinations at the same time, the student will attend the examination for the class that met first during the week, according to the student's class schedule. The instructor(s) giving the second and subsequent exams must provide make-up exams during the week designated for final exams for that semester.

## TUITION AND FEES

### DEADLINES AND PENALTIES

Last day to pay tuition and fees without penalty or service charge  
Last day to pay without \$50 end-of-semester penalty

### SUMMER 2012

July 21  
Aug. 3

### Fall 2012

Sept. 21  
Dec. 21

#### Use On-Line Payments or Make checks payable to the University of Oklahoma

Students may pay fees On-line (E-checks or Credit Cards) at [ozone.ou.edu](http://ozone.ou.edu) or in person at the Bursar's Office. Cash and check only accepted in the Bursar's Office. Access to Online Payments requires a current university user name. Monthly statements will be prepared prior to the payment deadline. Failure to receive a statement will not exempt a student from late penalties. It is the responsibility of the student to determine his/her financial obligation and how it is to be met. Tuition and fee payments may be mailed. If mailed, payment must be received in the Office of the Bursar by the deadlines listed above. Checks for payments should include the student's name and Sooner I.D. Number to ensure proper posting. If this information is not included, a University employee will write this information on the check. The tuition and fee information number is 325-3122. Scholarship and loans information numbers are 325-3123 and 325-3124. You may call Monday thru Friday, 8:00 am – 5:00 pm.

### TUITION AND FEES PAYMENT PLAN

Participation in the Tuition Payment Plan will be limited to currently enrolled students for the semester in progress. Students receiving Financial Aid will be required to apply all of their aid to their account up to the total amount owed.

Participation in the Tuition Payment Plan requires no application or acceptance. Simply paying the minimum payment amount on each monthly statement by the due date listed on the statement constitutes participation in the plan.

The Tuition Payment Plan applies to current semester tuition and fees (including course user charges) only. All other charges (housing, telephone bills, Continuing Education, Goddard, etc.) are due on the 21st of the month following the statement containing the charge.

The minimum payment due will be calculated as the total month's ending balance of non-tuition and fee charges plus the appropriate percentage of tuition and fees. Percentages used are 25% for the first month of Fall or Spring semester, 33.33% for the second month, 50% for the third month, and 100% for the fourth month. During Summer semester, 50% paid the first month and balance the second month.

A 1.5% service charge will be computed on the prior month's statement ending balance minus payments and other credits received during the first 21 days of the current month. The 1.5% charge will be assessed on the 22nd of each month. A \$50 end-of-semester penalty will be assessed if all current tuition and fees are not paid in full. Unpaid balances may be turned over to outside collection agencies and/or legal office for collection.

Students may pay tuition and fees at the Bursar's Office in Buchanan Hall (8:00 am—5:00 pm) Monday through Friday. To avoid penalties, payment should be received by the deadlines on the above schedule.

Students with unpaid tuition and fees may continue to attend classes until the last day of finals; however, all service charges and penalties will be added and enrollment for future semesters will not be allowed. In addition, students with any unpaid tuition and fees will not have grades or diplomas released; students with any unpaid University accounts, including tuition and fees, will not have transcripts (with or without degrees) released. Accounts must be paid in full to allow release of these records.

When paying delinquent fees and tuition, the total amount due is required. Selective course payment or reinstatement will not be possible.

It is the student's responsibility each semester to check with the scholarship clerk in the Bursar's office to be certain that any university administered scholarship or resident or non-resident tuition waiver is applied.

The Bursar cannot extend the dates noted. All requests for financial assistance should be made at the Office of Financial Aid Services located in Buchanan Hall, Rm. 216, phone number 325-4521.

### GUARANTEED TUITION RATE PROGRAM

First time full-time undergraduate students who are residents of Oklahoma may participate in the Guaranteed Tuition Rate Program. For additional information about the Guaranteed Tuition Rate Program, please go to <https://bursar.ou.edu/guaranteedtuitionrateprogram.cfm>.

## UNIVERSITY OF OKLAHOMA TUITION AND FEES CONTINUED ON NEXT PAGE

## REQUIRED TUITION AND FEES (SUBJECT TO CHANGE)

### I. TUITION:

#### A. RESIDENT (per credit hour):

1000 & 2000 level courses .....	\$128.30
3000 & 4000 level courses .....	\$128.30
5000 & 6000 level courses .....	\$170.30
Law courses .....	\$459.25

#### B. NON-RESIDENT (per credit hour):

1000 & 2000 level courses .....	\$493.40
3000 & 4000 level courses .....	\$493.40
5000 & 6000 level courses .....	\$619.80
Law courses .....	\$806.75

### II. PER-SEMESTER FEES:

(Required in addition to Tuition)

A. Health Center Fee .....	\$74.00
(\$37.00 for Summer Session)	
B. Cultural & Recreation Services Fee .....	\$12.50
(\$6.25 for Summer Session)	
C. Academic Records Fee .....	\$15.00
D. Academic Advising Fee	
Degree-seeking Undergraduate/Graduate . \$25.00	
(\$12.50 for Summer Session)	
E. International Student Fee .....	\$50.00
(\$33.33 for Summer Session)	

### III. PER-CREDIT HOUR FEES:

(Required in addition to Tuition)

A. Student Facility Fee .....	\$14.00
B. Student Activity Fee .....	\$5.95
C. Assessment Fee .....	\$1.25
(Except for Law)	
D. Library Excellence Fee .....	\$11.00
E. Connectivity Fee .....	\$14.80
F. Security Services Fee .....	\$3.65
G. Transit Fee .....	\$2.00
H. Academic Excellence Fee	
For New Students, Re-Admits, and Change of	
Status students effective:	
*Beginning Fall 2011 .....	\$65.60
*Beginning Fall 2010 .....	\$61.60
*Beginning Fall 2009 .....	\$58.60
*Beginning Fall 2008 .....	\$25.60
*Beginning Fall 2007 .....	\$25.60
*Beginning Fall 2006 .....	\$25.60
*Beginning Fall 2005 .....	\$25.60
*Prior Fall 2005 .....	\$15.60

I. Academic Facilities & Life Safety Fee .....	\$20.00
J. Special Event Fee .....	\$2.00
K. International Programs Fee .....	\$.50
L. College Computer Course Fees:	
Architecture .....	\$23.00
Arts & Sciences .....	\$5.00
Atmospheric and Geographic	
Sciences .....	\$33.00
Business .....	\$22.00
Earth and Energy .....	\$30.00
Education .....	\$19.75
Engineering .....	\$28.50
International Studies .....	\$5.50
Journalism and Mass Comm .....	\$30.00
Law .....	\$30.00

#### M. College Program Fees:

Architecture .....	\$14.50
Arts & Sciences .....	\$12.25
Atmospheric and Geographic	
Sciences .....	\$8.50
Business Undergrad .....	\$18.00
Business Graduate .....	\$5.00
Earth and Energy .....	\$10.75
Education .....	\$8.00
Engineering .....	\$15.00
Fine Arts .....	20.50
International Studies .....	\$15.00
Journalism and Mass Comm .....	\$26.00
University College .....	\$11.00

### IV. ANNUAL FEES:

International Student Health Insurance	\$915.00
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### V. INDIVIDUAL COURSE SPECIAL FEES:

A. Chemistry Department Fee .....	\$6.50 per Course
B. OKC Grad Center Fee .....	\$40.00 per Credit Hour
C. Business College Full-Time MBA Fee .....	\$1500.00
Annual Fee charged in 1 <sup>st</sup> Fall and Spring.	
D. Organ, Piano, and Percussion	
Instrument Use Fee .....	
.....\$75.00	
E. Online Course Fee .....	\$40.00 per Credit Hour

There are additional individual course special fees listed in the Class Schedule which are in addition to the above fees.

#### Late Registration Fee

There is a late registration fee of \$20.00 for any registration which occurs on or after the first official day of classes each semester. **The first official day of class for Summer is May 14, 2012 and for Fall is August 20, 2012.**

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## STUDENT ACTIVITY FEE

The Student Activity Fee of \$5.95 per credit hour of enrollment was approved by the Oklahoma State Regents for Higher Education. The funds collected are distributed in the current fiscal year approximately as indicated:

Union Bond, 14.95%; UOSA, 18.75%; Dean of Student, 12.93%; Counseling & Testing, 12.07%; Fitness and Recreation, 10.94%; Facility Bond, 4.64%; Student Media, 5.25%; Reserve, 2%; Number Nyne Crisis Center, .47%; Student Life, 18.00%.

## GRADUATION

All students graduating from the University of Oklahoma must fill out an Application for Graduation and pay all fees and tuition charges before their degree can be officially conferred and a diploma issued. Applications should be picked up at the student's College Office, filled out and taken to the Office of Academic Records, room 330 Buchanan Hall.

Degree candidates should keep in mind the following deadlines for graduation applications

Fall graduates	October 1
Spring graduates	March 1
Summer graduates	July 1

All inquiries regarding graduation should be directed to the Office of Academic Records, (405) 325-2017.

## CAP AND GOWN FEE

Students who plan to participate in the Commencement ceremonies in May must pay a fee for caps and gowns. Cap and gown cards may be obtained, filled out and paid for at the University Bookstore not later than April 1.

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## UNIVERSITY OF OKLAHOMA REFUND POLICIES

The refund policies listed below describe the financial obligation of students who withdraw from classes after the official beginning of a semester. Students are advised to read these refund policies carefully to determine which apply to their specific circumstances.

### I. COMPLETE WITHDRAWALS FROM THE UNIVERSITY:

#### A. REFUND POLICY FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE NOT TITLE IV AID RECIPIENTS. (See 'B' below for definition of Title IV Aid Recipients.)

(The Oklahoma State Regents refund policy with respect to fees and tuition is as follows:)

Complete withdrawals from the institution during the defined refund period (first ten days of classes in Fall and Spring semesters, first five days of classes in Summer Session) will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the refund period except as stipulated for enrollment of Title IV recipients.

#### B. REFUND REGULATIONS FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE TITLE IV AID RECIPIENTS

Any student receiving Federal Title IV funds will be subject to the following policy regarding return of Federal Title IV funds: The University and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid "earned" for the time period the student remained enrolled. By Federal Law, the University has 45 days from the date the University determines the student withdrew to return unearned federal aid to the specified programs.

The percentage of the semester completed is the percentage of aid earned: This is calculated by the number of days the student attended divided by the number of days in the payment period (i.e. semester). For example, if a student withdrew on the 20<sup>th</sup> day of a semester 114 days in length, the student would have only earned 17.5% of the aid he received ( $20/114=0.175$ ).

Students who remain enrolled through at least 60% of the payment period (semester) are considered to have earned 100% of the aid received and will not owe a repayment of Federal Title IV grant funds.

If the University returns funds to the Title IV aid programs, it could result in the student owing OU charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses.

Monies will be returned to the Title IV programs and not to recipients. Monies returned to the Title IV aid programs will be applied first to loans to reduce the loan debt of the student and/or parent borrower.

### II. REFUND POLICY FOR DROPPING A PORTION OF YOUR SCHEDULE AFTER CLASSES BEGIN

Changes in schedules during the first ten days of classes in Fall and Spring semesters, first five days of classes in Summer Session will result in full charges for courses added and full credit for courses dropped. No refunds for dropped courses will be made after this time.

## FINANCIAL ASSISTANCE

**Summer 2012** – Summer financial aid application information normally becomes available by late February or early March. Check Ozone for the online summer financial aid application. Additional information can be found by typing **SUMMER** in the Ask the Sooners search. Deadlines apply.

**For continuing OU students** - To apply for Summer 2012 financial aid you must have the 2011-2012 FAFSA and the OU Summer Financial Aid Application on file by **April 1, 2012**.

**For new OU students** - You must have the 2011-2012 FAFSA on file and be admitted to summer by June 1, 2012 (April 1 preferred). If admitted to summer after this date you must also complete the Summer Application located on the Money tab at [oZone.ou.edu](http://oZone.ou.edu).

**Fall 2012** – Students who wish to apply for financial aid for the Fall 2011 semester must complete the 2012-13 Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov). Be sure to include OU's Title IV School Code of 003184 on the FAFSA. Have your FAFSA application and all requested documents in to OU Financial Aid Services by June 1, 2012 for processing of Fall financial aid. Applications complete after this date are processed in the order received and aid may not be available by the tuition deadline.

Visit OU Financial Aid Services website at [financialaid.ou.edu](http://financialaid.ou.edu) for complete information including application deadlines, aid requirements and links to additional scholarships and

resources. Visit [Ask the Sooners](#) for answers to your most frequently asked questions about financial aid and billing issues at [AsktheSooners.ou.edu](http://AsktheSooners.ou.edu). Financial Aid Services, 1000 Asp Ave. Room 216, Norman, OK, 73019-4078. Phone: 405-325-4521, FAX: 405-325-7608.

## FINANCIAL AID EARLY DISBURSEMENT

**Disbursement** begins Monday, August 13, 2012 and continues throughout the semester

**IMPORTANT!!** Aid disbursement depends on the following two (2) factors:

1. Aid availability
2. All eligibility requirements must be met at the time you are picking up your aid, including enrollment requirements.

If you come, beginning August 13 to pick up your aid, bring a photo ID for identification. Staffing is reduced during lunch hours, 11:30 AM – 1:45 PM, resulting in an increase in waiting time. Normal operating hours are Monday through Friday, 8:00 AM – 5:00 PM.

The University of Oklahoma is pleased to be one of the few schools in the country that disburses financial aid funds to students before the beginning of classes. We offer disbursement early so that student can focus on their classes rather than taking care of financial matters. Students can be supportive in the process by being informed of their aid eligibility and by following the disbursement schedule.

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## STUDENT SERVICES

### STUDENT LIFE

Student Life, part of Student Affairs, is located in Suite 370 of the Oklahoma Memorial Union. Student Life provides over 20 student service areas including service to over 400 student organizations, campus activities, academic support, new student orientation, multicultural student services, and fraternities and sororities.

Student Life provides direct assistance for scholarship information programs on cultural diversity and enrichment, peer counseling, career development, orientation and leadership training and serve as advocates for students when interacting with campus offices and programs. Some areas of focus for Student Life includes the following:

**AFRICAN-AMERICAN STUDENT LIFE**  
**AMERICAN INDIAN STUDENT LIFE**  
**ASIAN-AMERICAN STUDENT LIFE**  
**LATINO STUDENT LIFE**  
**CAMPUS ACTIVITIES PROGRAMS**  
**FRATERNITY AND SORORITY STUDENT LIFE**  
**FRESHMAN AND TRANSFER ORIENTATION**  
**WOMEN'S OUTREACH CENTER**  
**SOONER UPWARD BOUND PROGRAM**  
**MCNAIR SCHOLARS PROGRAM**

You may contact the Student Life Office at (405) 325-3163 or visit their website at <http://studentlife.ou.edu> to learn more about the resources provided.

### REASONABLE ACCOMMODATION STATEMENT

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program or activity on an undue financial or administrative burdens. The term, "reasonable accommodation" is used in its general sense in this policy to apply to employees, students and visitors. Student requests for reasonable accommodation should be addressed to the Disability Resource Center Goddard Health Center, Room 166, Telephone 325-3852 (voice) or 325-4173 (TDD). A student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability and supports the request for accommodation. The Disability Resource Center will then assess the impact of the disability on the student's academic program and record the required academic accommodations in a memo to the instructor. All diagnostic information is confidential and therefore memos can be sent only at the student's request. Individuals who have complaints alleging discrimination based upon a disability may file them with the University's Equal Opportunity Office in accordance with prevailing University discrimination grievance procedures.

### SERVICES FOR STUDENTS WITH DISABILITIES

Located in Goddard Health Center, Room 166, Telephone, (405) 325-3852 (voice) or (405) 325-4173 (TDD), to coordinate or provide direct assistance for programmatic and architectural accessibility. Academic accommodations may include, but are not limited to, readers, scribes, volunteer note takers, interpreters/real-time transcriptionists, alternative testing, and library research assistance. Services are available to all students with disabilities who self-identify to the Disability Resource Center and provide appropriate documentation of disability that substantiates the need for accommodation.

## UNIVERSITY OF OKLAHOMA LIBRARIES <http://libraries.ou.edu>

University Libraries is the largest research library in the state of Oklahoma and contains more than 5 million volumes, thousands of periodicals and over 250 electronic databases. The research library facilities on the Norman Campus include Bizzell Memorial Library (main library) and branch libraries for architecture, fine arts, engineering, geology, and physics-astronomy. Special collections include the Harry W. Bass Collections in Business History, the History of Science Collections, the John and Mary Nichols Rare Books and Special Collections, the Western History Collections (Monett Hall) and the government documents collection.

Library personnel assist students, faculty, and staff with research and class assignments, teach classes about library resources and how to use them, and offer library facility tours. Students may access library resources 24 hours a day, 7 days a week through the Libraries' web site, <http://libraries.ou.edu>. In addition, students may request assistance through the reference desk at (405) 325-4142, chat with a librarian on the Ask Us page, or use E-mail a Librarian at [librarian@ou.edu](mailto:librarian@ou.edu). Other library services include reserves, interlibrary loan, and wireless laptop checkout (Current Periodicals Room, Bizzell). A map of Bizzell Memorial Library and locations of the branch libraries and special collections is available at <http://libraries.ou.edu/help/maps/>.

Student IDs serve as library cards. Sooner Xpress is the University of Oklahoma campus document delivery service for faculty, staff and students and provides digitized copies of journal articles, or book chapters and book from the OU libraries' collection to faculty, staff, and students for their personal research. Book delivery is free. Digitized copies of articles or book chapters are \$4.00 for up to 20 pages. University Libraries host one of the several computer labs managed by Information Technology (Bizzell, Room 130).

Independent libraries that work closely with University Libraries are the Donald E. Pray Law Library, (405) 325-4322, (<http://law.ou.edu/library/>), the Robert M. Bird Health Sciences Center Library, (405) 271-2287, (<http://library.ouhsc.edu/>) and the Schusterman Library at OU-Tulsa, (918) 660-3220, which supports students enrolled in Tulsa-based programs (<http://library.tulsa.ou.edu.htm>).

### FALL/SPRING SEMESTER HOURS: BIZZELL MEMORIAL (MAIN) LIBRARY

Sunday	12:00 NOON–2:00 a.m.
Monday–Thursday	7:30 a.m.–2:00 a.m.
Friday–Saturday	7:30 a.m.–10:00 p.m.

For branch libraries and special collection hours and intersession, holiday, finals and summer hours, contact the reference desk at (405)325-4142 or visit <http://libraries.ou.edu/hours>.

### VETERANS STUDENT SERVICES

The Office of Veterans Student Services provides education certification services for eligible veterans or their dependents and students receiving VA Vocational Rehabilitation. These services include assistance in processing forms necessary for monthly educational benefits and making changes in enrollment.

Counseling is available for academic, financial and personal issues. Tutorial assistance is available for most recipients of VA educational benefits who are attending school at least half-time.

For more information regarding these benefits, please stop by Buchanan Hall, room 330 or call (405) 325-4308. To contact the VA Regional Processing Office in Muskogee, call toll-free 1-888-442-4551.

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## ADMISSION INFORMATION

**THE UNIVERSITY OF OKLAHOMA, WITH THE APPROVAL OF THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION, MAY ALTER ADMISSION REQUIREMENTS AT ANY TIME WHEN IT IS DETERMINED TO BE IN THE BEST INTEREST OF THE UNIVERSITY.**

New students must be admitted to the University before beginning registration. Former students must also be readmitted if they have graduated or been suspended after their last enrollment at OU, or have not been enrolled at OU for more than one semester and a summer session. Students who enroll only for summer sessions do not need to reapply if they were enrolled the previous summer and did not graduate or were not suspended at the end of that summer term.

Information concerning admission requirements and applications for admission, housing and scholarships is available on the

web at <http://www.ou.edu/go2/home.html>. This information may also be obtained from the Office of Prospective Student Services, 550 Parrington Oval, Room L-1, Norman, Oklahoma, 73019-3032. For telephone inquiries, the number is (405) 325-2151 or toll-free 1 800 234-6868.

### Enrollment Commitment

Incoming freshmen that have been admitted to the University for the Summer or Fall 2012 semester are required to secure their enrollment by submitting a \$250 Enrollment Commitment. For more information, please go to <https://bursar.ou.edu/EnrollmentCommitment.cfm>.

### DISCONTINUANCE OF ACADEMIC PROGRAMS

“The University of Oklahoma reserves the right at all times to discontinue modify or otherwise change its degree programs when it determines it is in the best interest of the University to do so.”

# ADVISING INSTRUCTIONS

**(INSTRUCTOR'S ENGLISH LANGUAGE PROFICIENCY).** It is the policy of the University that all instruction be conducted by faculty who are proficient in the English language. Students who feel that their instructors are lacking in this necessary proficiency have the right to appeal for redress of this circumstance. Procedures for doing so are outlined in the "Academic Appeals Board" section in the General Catalog.)

## ADVISING AND ENROLLMENT OF NEW STUDENTS:

First-time entering freshmen who desire to enroll in classes for the Fall semester prior to August 20, 2012 are required to participate in **Enrollment 2012**, the university's summer orientation and enrollment program for new students. Information about **Enrollment 2012** will be mailed to all new students who are eligible to participate, or students may contact University College, (405) 325-3521 for information. First-time entering freshmen who do not participate in **Enrollment 2012** will be allowed to enroll for fall classes following the conclusion of the program and should contact University College.

**New transfer students** have several options for advisement and enrollment. Any transfer student admitted to OU may be advised and enroll in summer and/or fall classes during **Transfer Days, 2012**, March 28, 29 and 30, on the Norman Campus. For more information, contact the Office of Prospective Student Services, (405) 325-2151 or toll free, 1-800-234-6868, or the Office of Admissions, (405) 325-2252. Eligible transfer students may also enroll through **Enrollment 2012** (see **First-time entering freshmen**, above). Transfer students may also contact the college to which they have been admitted for information about enrolling during the advance registration period, beginning in April, according to the schedule listed in the Registration Instructions.

advisor in the major department. After being advised, students should receive an advising form that lists their preferred courses.

Students may view their academic requirements and progress with Degree Navigator (<http://degree.ou.edu>). Degree Navigator is helpful for viewing courses completed toward graduation and courses remaining to be completed. Students and advisors use this information in planning for enrollment. Degree Navigator should be used in conjunction with the degree requirement sheet (check sheet), as the check sheet is the definitive document the College counselors use for graduation clearance.

The Arts and Sciences Academic Services office is located in 124 Ellison Hall. The telephone number is (405) 325-4411.

## College of Atmospheric & Geographic Sciences

The College of Atmospheric and Geographic Sciences believes that faculty members are best qualified to provide curricular, professional and career advisement; therefore, all Atmospheric and Geographic Sciences students consult with a faculty adviser before registration. Each semester, students will be contacted by their Atmospheric and Geographic Sciences school/department regarding who their faculty advisor will be and when advising hours will be held.

The College of Atmospheric and Geographic Sciences Dean's Office strongly encourages students to review their academic records on Degree Navigator at [degree.ou.edu](http://degree.ou.edu) prior to scheduling an advising appointment with their faculty advisor. Students should also prepare an enrollment plan before meeting with their advisor. For further information or general questions, please call (405) 325-3095.

## Michael F. Price College of Business

Undergraduate curriculum and advisement matters are coordinated through Price Academic Advising Services in Michael F. Price Hall, Suite 1010. The College's Academic Counselors maintain records on undergraduate students in Price College. Academic Counselors are available to provide information concerning degree requirements, degree audits and contract enrollment. Students seeking industry trends and information should contact the appropriate division or school office (Accounting, Finance, Management and Entrepreneurship Management Information Systems or Marketing and Supply Chain Management). The telephone number of Price Academic Advising Services is (405) 325-6021. Graduate student advisement is handled through the Graduate Programs Office, Michael F. Price Hall, Suite 1040. The telephone number is (405) 325-4107. Please see our web site [www.ou.edu/biz](http://www.ou.edu/biz).

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## COLLEGE ADVISING INFORMATION

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### College of Architecture

Students in the College of Architecture are advised in Individual Advising Sessions by one of the College advisors. Due to the rigor and inflexibility of the program sequences, it is necessary that all students meet for advisement during each enrollment period. The College of Architecture does not permit self-advising.

### College of Arts and Sciences

The College provides advising services through professional advising staff in the College of Arts and Sciences Academic Services office and through professional and faculty advisors in the departments. Professional Counselors in the Academic Services office are knowledgeable about degree programs offered by the College and will assist with choice of major, help resolve academic and graduation problems, and help determine how evaluated transfer work will apply toward degree requirements. The professional counselors in the Academic Services office verify that all degree requirements have been met and clear students for graduation. Faculty and professional advisors in the departments provide in-depth information about the discipline, courses, instructors, and special opportunities available through the department. The College of Arts and Sciences requires all students to be advised prior to each enrollment by the faculty or professional advisor in the major department.

Students new to the College who have transfer credits should meet with an academic counselor in the Academic Services office for an evaluation of credits for University and College requirements. All other students should seek advisement from their faculty or professional

### College of Continuing Education-Aviation

Aviation majors are required to be advised each semester prior to enrolling. Undergraduate curriculum and advisement matters are coordinated by the Aviation Academic Office, at Westheimer Airport, Aviation Department, NC 101, Room 209. The aviation academic counselors are available to provide information concerning degree requirements and graduation. Students seeking specific aviation/flying advisement should contact the department at (405) 325-7231.

### Mewbourne College of Earth and Energy (MCEE)

The Mewbourne College of Earth and Energy believes that faculty members are best qualified to provide curricular, professional and career advisement; therefore, all MCEE students consult with a faculty advisor before registration. All undergraduate students who

have been admitted to the MCEE should begin the enrollment process by creating a trial schedule on [ozone.ou.edu](http://ozone.ou.edu), being familiar with and reviewing their Degree Navigator, then scheduling an advising appointment with a faculty advisor in their specific department. Petroleum Engineering students should attend a group faculty advising session. Advising instructions and schedules will be posted prior to the advising period. All MCEE Students are responsible for completing all necessary grade and course prerequisites. New students in the MCEE and new transfer students should schedule an appointment with an advisor in the MCEE Student Services Office before enrolling for their first semester. MCEE Student Services is located in SEC N117, 325-4005.

## Jeannine Rainbolt College of Education

All undergraduate students wishing to be advised through the College of Education may obtain assistance from the academic counselors located in the Undergraduate Advising Office, Collings Hall, Room 137; telephone: (405) 325-2238. The services of this office are available to all education majors, including University College students and others needing information about teacher preparation programs. Advisement is mandatory and prior to advance registration students are advised individually. The schedule is available online through [iAdvise.ou.edu](http://iAdvise.ou.edu).

Graduate education students seeking teacher certification in early childhood education, elementary education, foreign language education, language arts education, mathematics education, science education and social studies education should also contact the Undergraduate Advising Office for advisement.

All other graduate education students should consult their departmental office for advisement. Listed below are the three College of Education departments, and the graduate programs within each department, located in Collings Hall:

**Instructional Leadership and Academic Curriculum** (325-1498) offers programs in elementary education, science education, reading education, English/language arts education, early childhood education, social studies education and mathematics education.

**Educational Leadership and Policy Studies** (325-4202) offers programs in educational administration, curriculum and supervision; adult and higher education; and historical, philosophical and social foundations of education.

**Educational Psychology** (325-5974) offers programs in instructional psychology and technology, community counseling, counseling psychology and special education.

## College of Engineering

All undergraduate students who have been admitted to the College of Engineering should begin the enrollment process in the Williams Student Services Center (WSSC), Suite 112 Felgar Hall, 325-4096. New transfer students should schedule an appointment with an advisor in WSSC before enrolling for their first semester. All current students meet with faculty advisors in their major so it is important to have declared a specific major by the time they are advised. Instructions for meeting with faculty advisors will be provided by the department to the students via their OU e-mail account. Students may also contact their school directly if they have questions about faculty advising for the upcoming term <http://www.coe.ou.edu/en/page/coe-schools/>. Those students **NOT** attending a Lean Advising Session will have to turn in an "Advising Verification Form" to WSSC (Felgar, 112) after meeting with a faculty advisor. \* At that time they will be authorized to enroll in classes. Students are responsible for completing all necessary grade and prerequisites for courses in which they enroll.

Services provided by the Williams Student Services Center (WSSC) staff are available to all engineering undergraduates, including engineering majors in University College, and include assistance with transfer credit evaluation, choosing a major, graduation verification as well as information about University policies and procedures, academic support services such as tutoring and mentoring, and student organizations and leadership. Additional information is available at [coe.ou.edu/wssc](http://coe.ou.edu/wssc).

\*The College of AME and Engineering Physics Program do not have "Lean Cell" Advising sessions.

## Weitzenhoffer Family College of Fine Arts

Students in the Weitzenhoffer Family College of Fine Arts are required to meet with a faculty advisor each semester on the school designated Advising Day(s). These days are announced in class and are posted in the various buildings or you may contact your school office for the date(s). Students are also notified via the monthly college eNewsletter and by individual notices sent to their OU student email addresses. Current students who are not advised on Advising Day will have to wait to be advised and to enroll until the three days prior to the next semester starting. *Currently enrolled students* should proceed to their assigned faculty advisors for advisement. *Newly admitted students, transfer students and readmitted students* should proceed to the individual school offices (see locations below) to be assigned to a faculty advisor.

During the meeting with the faculty advisor, students should obtain an Academic Advising Form completed and signed by the advisor, and any needed overrides (Special Permissions). The student should then take the advisement form to the Dean's Office, in order to have their advising flag removed.

The Fine Arts Dean's Office is located in Fred Jones Art Center (FJC), Room 122; tel. (405) 325-7370. Office locations for Schools within the Weitzenhoffer Family College of Fine Arts are:  
Art/Art History--Fred Jones Art Center (FJC), Room 202;  
Dance--Reynolds Performing Arts Ctr (RPAC), Room 1000;  
Drama--Old Science Hall (SCI), Room 121;  
Music--Catlett Music Center (CMC), Room 138;  
Musical Theatre --Carpenter Hall (CH), Room 104.

## College of International Studies

The Department of International and Area Studies (IAS) is a part of College of International Studies, along with Education Abroad and International Student Services. They include majors in Asian Studies, European Studies, International Security Studies, International Studies, Latin American Studies, Middle Eastern Studies, and Russian and Eastern European Studies.

International and Area Studies (<http://www.ou.edu/international>) provides advising through professional advising staff in Hester Hall, room 155. The academic counselor assists students with academic and graduation problems, evaluates transfer work, and verifies and clears degree requirements (405-325-1429). The academic advisor provides detailed information regarding the School's majors, minors, courses, and instructors (405-325-4547). Every IAS major is required to meet with the professional advisor prior to enrollment each semester for assistance in choosing appropriate classes.

Students should be familiar with the degree requirement checklist for their chosen major, available on IAS website (<http://www.ou.edu/sias>). Degree Navigator (<http://degree.ou.edu>) is another helpful tool students and advisors use to view academic requirements and progress.

## Gaylord College of Journalism and Mass Communication

All undergraduates must be advised prior to each enrollment. Pre-Journalism students who are in University College should meet with their counselor in that office.

With the exception of Intersession, advising is mandatory prior to each academic term for all students in the Gaylord College. Advising for the summer session and the fall semester begins in February; advising for the spring semester begins in September. Students are advised by professional academic counselors in the Student Services Center. Students may also meet with faculty members to

discuss careers, internships, and professional issues. Notices about advising will be posted in The Gaylord Extra.

Students are required to maintain current local addresses and e-mail addresses with the university, as important advising and graduation information is distributed each academic term in The Gaylord Extra.

The Language Skills Test is the entrance examination to the Gaylord College. The LST/AIT must be completed prior to enrollment in JMC 2033 (Writing for Mass Media), a course that is required of all journalism and mass communication majors.

The LST includes 80 questions on grammar, punctuation and spelling.

The Academic Integrity Test (AIT) consists of 20 questions that are taken directly from information in the Academic Misconduct Code in the University of Oklahoma's Student Code Booklet.

The LST/AIT is administered in the Student Services Center (2533 Gaylord Hall) Monday through Friday from 8:30 a.m. to 3:00 p.m. No appointment is necessary. Test results are available the next business day.

The college encourages students to thoroughly review these areas prior to taking the LST. An online study guide is available on the college's Web site [ou.edu/gaylord](http://ou.edu/gaylord). Students are also encouraged to review a grammar and composition textbook (several are recommended on the college's Web site) as well as the Student Academic Integrity Code.

The LST/AIT may be attempted three times during their Academic tenure at the University of Oklahoma. If a student fails the third time, the student will be required to enroll in JMC 0123 (Fundamentals of Writing for the Media), a course that will not apply toward the degree.

## College of Academic Affairs

### Multidisciplinary Studies

The Bachelor of Arts and Bachelor of Science degrees in Multidisciplinary Studies are university-wide degrees administered through the College of Arts and Sciences. There are two levels of academic counseling for this degree: major level and college level. The offices for the academic advisor for program-level advising are located in Carnegie 200A and 200B, 325-4411. The program-level advisor will provide information about Multidisciplinary Studies and will work with you to design a major around a coherent theme to meet your individual needs. After the Vice Provost for Instruction has approved your plan, you will meet with your program-level advisor each semester prior to enrollment. You may schedule an advising appointment on-line at [iAdvise.ou.edu](http://iAdvise.ou.edu).

The office for the Multidisciplinary Studies college-level counselor is located in the College of Arts and Sciences Hobson Academic Services office, 124 Ellison Hall, 325-4411. Upon achieving 90 credit hours (completed + enrolled), you should schedule an appointment for a degree check through the iAdvise appointment system at [iAdvise.ou.edu](http://iAdvise.ou.edu). Students transferring to Multidisciplinary Studies from other universities should meet with the college-level academic counselor for an evaluation of credits prior to their first semester at OU.

## Graduate College

Graduate students should meet with their Graduate Liaison or advisor to discuss appropriate course enrollments and to obtain any required permission for those enrollments. Unclassified students may obtain further instructions at the Graduate College, (405) 325-3811.

## Health Professions

Students who expect to major in Communication Sciences and Disorders, Dental Hygiene, Nuclear Medicine, Nursing, Nutritional Sciences, Occupational Therapy, Physical Therapy, Pharmacy, Physician Associate, Physician Assistant Studies, Radiation Therapy, Radiography or Ultrasound (Sonography) will be advised at University College, Room 100, Carnegie Building, telephone (405) 325-3521.

## Health Sciences Center

Students who have been accepted to the Health Sciences Center (HSC) must be advised by the department/college in which they are majoring. To enroll in Norman Campus Classes, HSC students must receive permission from their HSC College. The HSC Office of Admissions and Records processes all enrollments, adding and/or dropping courses. All tuition and fees are paid to the OU Bursar, Buchanan Hall, 1000 Asp Ave., Norman, Oklahoma. Norman campus courses will be listed on the HSC transcript. For further information, contact the HSC Office of Admissions and Records, (405) 271-2359.

## University College

University College advises all students who have earned fewer than 24 semester hours, Pre-Health majors, students who are undecided as to their majors and students who are working to improve their academic preparation to enable them to enter a degree-recommending college. University College students will schedule an advising appointment by accessing <https://iadvise.ou.edu>. For scheduling questions or issues students may call University College, (405) 325-3521. **You are strongly urged to seek advisement prior to the scheduled registration periods, as these periods are the busiest time for advising. You may seek advisement at any time during the semester.** Advising is not necessarily linked to registration. University College students seeking to enroll in upper-division courses must meet prerequisites or obtain special permission from the college offering the course. For more information, call (405) 325-3521.

Questions regarding enrollment in UCOL 1002, "Gateway to College Learning," or UCOL 1022 "Freshman Seminars," may be directed to the Office of Freshman Programs in University College.

### ADDITIONAL ASSISTANCE

Students who feel they may need additional assistance in the Advising or Registration process, or who feel offices of the university may not have properly assisted them may contact the following university offices:

President's Action Line..... 325-1212  
University Registrar ..... 325-8481

## REGISTRATION INSTRUCTIONS ENROLLMENT OVER THE WEB

Ozone.ou.edu allows students to browse the class schedules and enroll in courses over the web. Using your OUNETID and your personal password, you can look at the class schedule information and enroll.

<https://ozone.ou.edu>

<b>GO TO OZONE.OU.EDU FOR SPECIFIC ENROLLMENT WINDOWS</b>
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### I. ADVANCE REGISTRATION

**March 30 –April 27**

**Students who are currently enrolled, transfer students, stop-outs and readmitted students** report to college offices for instructions on advisement. Students may enroll online at [ozone.ou.edu](https://ozone.ou.edu) or in Enrollment Services between the hours of 8:00 am – 5:00 p.m. M-F, Room 230, Buchanan Hall, each week according to hours earned by the students on specific days.

The following weekly schedule will be observed:

Graduate Students	Beginning	Mar. 30
Seniors	Beginning	Apr. 2
Juniors	Beginning	Apr. 9
Sophomores	Beginning	Apr. 16
Freshmen & Special Students	Beginning	Apr. 23

Earned hours of undergraduate students is determined by earned hours plus currently enrolled OU hours.

NOTE: Students may add/drop at any time after their assigned registration time. See “How to Add/Drop.”

**Students who need to add/drop** should obtain advisement, if necessary, before adding or dropping classes. Students may add/drop online at [ozone.ou.edu](https://ozone.ou.edu) or in Enrollment Services between the hours of 8:00 am- 5:00 p.m. M-F.

### II. CONTINUING REGISTRATION AND ADD/DROP:

**SUMMER: Apr. 30 – May 15**

**FALL: Apr. 30 – Aug. 24**

NOTE: University Offices will be closed May 28, July 4, Sept. 3, and Nov. 22-23.

**Students who need to register** should report to their college office for instructions and/or advisement.

**Students who need to add/drop:** See “How to Add/Drop.”

### III. LATE REGISTRATION:

**Students who have not yet registered** should report to their college office for advisement. Students may complete late registration online or in Enrollment Services. **There is a \$20.00 fee for late registration beginning the first day of the term.**

**COURSE PRIORITY:** Not all students can obtain preferred class schedules because of limitations on classroom space and faculty availability. In advance registration students are given priority in courses according to classification, beginning with graduate students and ending with freshmen. In later registration periods, space in various courses may become extremely limited. Generally, students who register in advance have the best opportunity to obtain preferred classes.

<b>STUDENT ID CARDS</b>
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Student ID cards are issued by the OneCard office, OMU, Room 127. Students must be currently admitted to be eligible to receive a card. One legal picture identification card is required. Lost cards should be reported immediately to the OneCard office. There is a charge of \$15.00 for new and replacement cards.
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## HOW TO ENROLL

**ACADEMIC AFFAIRS:** **STEP 1:** Make an advisement appointment with your major advisor. If you do not know who your major advisor is, please contact the department or unit of your major and they will assign you one. If you are a new transfer student with more than 24 hours earned and this is your first enrollment at OU, contact the College of Arts and Sciences Academic Services office, 124 Ellison Hall, 325-4411, to schedule an appointment. **STEP 2:** After advisement, have your advisor electronically remove your advisement flag. Leave the top sheet (white copy) of your advisement form with your advisor. **STEP 3:** Enroll online at [ozone.ou.edu](http://ozone.ou.edu) **NOTE:** If you have any registration stops, they must be cleared prior to your enrollment. If your Registration stop is a College stop, it must be cleared in the College of Arts and Sciences Academic Services office, 124 Ellison Hall.

**ARCHITECTURE:** **STEP 1:** Go to [ozone.ou.edu](http://ozone.ou.edu) to create a trial schedule. **STEP 2:** Go to <https://iadvise.ou.edu> to make an individual advising appointment. **STEP 3:** Enroll online at [ozone.ou.edu](http://ozone.ou.edu) on your specified day. **NOTE:** If you have any registration stops, they must be cleared prior to your enrollment. If your Registration stop is a College stop, it must be cleared in the College of Architecture Advising Offices, Gould Hall.

**ARTS AND SCIENCES:** **STEP 1:** Make an advisement appointment with your major advisor. If you do not know who your major advisor is, please contact the department or unit of your major and they will assign you one. If you are a new transfer student with more than 24 hours earned and this is your first enrollment at OU, contact the College of Arts and Sciences Academic Services office, 124 Ellison Hall, 325-4411, to schedule an appointment. **STEP 2:** After advisement, have your advisor electronically remove your advisement flag. Leave the top sheet (white copy) of your advisement form with your advisor. **STEP 3:** Enroll online at [ozone.ou.edu](http://ozone.ou.edu) **NOTE:** If you have any registration stops, they must be cleared prior to your enrollment. If your Registration stop is a College stop, it must be cleared in the College of Arts and Sciences Academic Services office, 124 Ellison Hall.

**ATMOSPHERIC & GEOGRAPHIC SCIENCES:** **STEP 1:** Review your academic record on Degree Navigator (DN) at [degree.ou.edu](http://degree.ou.edu). Information about using DN is available in the Dean's Office (NWC 3630) and on the College's web site at [ags.ou.edu](http://ags.ou.edu). Make an enrollment plan based on this information. **STEP 2:** Make an advising appointment with your faculty advisor in Geography, Environmental Sustainability, Meteorology or Geographic Information Science. **STEP 3:** After advisement, check for any Registration stops—they must be cleared before you can register. **STEP 4:** Enroll online at [ozone.ou.edu](http://ozone.ou.edu) on your specified day.

**MICHAEL F. PRICE COLLEGE OF BUSINESS:** **STEP 1:** Review your degree audit ([degree.ou.edu](http://degree.ou.edu)) and major curriculum sheet. Pay particular attention to the plans of study on the reverse of the curriculum sheet. **STEP 2:** Go to [ozone.ou.edu](http://ozone.ou.edu) to identify any enrollment stops and to develop tentative class schedules. **STEP 3:** Enroll through the web enrollment system on your specified day. Price Academic Advising Services: [www.ou.edu/biz](http://www.ou.edu/biz).

**CONTINUING EDUCATION-AVIATION:** **STEP 1:** Schedule an advisement appointment in order to clarify any concerns or questions with advisor, North Campus, Bldg. 101, Rm. 209 or (405) 325-7231. **STEP 2:** Obtain any required special permissions and make sure all transfer work is posted with the Office of Admissions. **STEP 3:** Check for any registration stops—that must be cleared before you can enroll. **STEP 4:** Go to [ozone.ou.edu](http://ozone.ou.edu) to develop tentative class schedules and enroll through the web enrollment system on your specified day.

**EARTH AND ENERGY:** **STEP 1:** Create a Trial Schedule at [ozone.ou.edu](http://ozone.ou.edu), the Online Enrollment System and be familiar with and review your Degree Navigator. **STEP 2:** MCEE Students schedule an appointment with a faculty advisor in their major department. New and new Transfer students schedule an advising appointment in the MCEE Student Services. The location is SEC N117 and the phone number is 325-4005. **STEP 3:** When your enrollment window opens, register for classes for the upcoming term.

**EDUCATION:** **STEP 1:** Sign up for individual advising session with the Undergraduate Advising Office, Collings Hall, Room 137 or online through [iAdvise.ou.edu](http://iAdvise.ou.edu). **STEP 2:** Keep your scheduled appointment. At that time, you will receive your advising form to fill out. You will be cleared to register after your advising session. **STEP 3:** Check for any registration stops—they must be cleared before you can register. **STEP 4:** Enroll online at [ozone.ou.edu](http://ozone.ou.edu) on your specified day.

**ENGINEERING:** **STEP 1:** Log on to the Williams Student Services Center (WSSC) website [https://coe.ou.edu/wssc/page/inst\\_advising/](https://coe.ou.edu/wssc/page/inst_advising/) for access to the College of Engineering Advising Syllabus and Degree Navigator tutorial. **STEP 2:** Check your OU email account for emails from your major department providing specific advising instructions. You should receive emails in September/October for Spring advising and Feb/March for Summer and Fall. **STEP 3:** Turn in your [Advising Verification Form](#) to WSSC (Felgar, Rm. 112) if you did NOT attend a "Lean Cell" Advising session.\* **STEP 4:** Enroll online at [ozone.ou.edu](http://ozone.ou.edu) on the day that your time ticket is available (based on your earned credit hours).

\*The School of AME and the Engineering Physics Program do not have "Lean Cell" Advising sessions.

**WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS:** **STEP 1:** Current Fine Arts Students should be advised on their school designated Advising Day(s). New Fine Arts Students should report to the individual school offices to be assigned to a faculty advisor. **STEP 2:** During advisement, students should obtain an Academic Advising Form completed and signed by the faculty advisor, and any needed overrides (Special Permissions). **STEP 3:** Present your advisement form to the Dean's office, room 122, Fred Jones Art Center in order to have your advisement flag removed. **STEP 4:** Enroll online at [ozone.ou.edu](http://ozone.ou.edu) on your specified day.

**(How to enroll instructions continued on the next page)**

**GRADUATE COLLEGE:** **STEP 1:** Contact your Graduate Liaison or advisor. **STEP 2:** Check on <https://ozone.ou.edu> for any Registration holds and/or permissions they must be cleared before you can register. **STEP 3:** Enroll online at [ozone.ou.edu](https://ozone.ou.edu) on your specified day.

**COLLEGE OF INTERNATIONAL STUDIES:** **STEP 1:** International Studies majors should schedule an advising appointment with the Departmental advisors through the CIS website: <http://www.ou.edu/content/cis/ias/academics/advising.html>. CIS students will receive an email when it is time to make an appointment for advising. If you are a new transfer student with more than 24 hours earned and this is your first enrollment at OU, contact the College of International Studies Academic Services office, 155 Hester Hall, 325-1429, to schedule an appointment. **STEP 2:** After advisement, your advisor will electronically remove your advisement flag. **STEP 3:** Enroll online at [ozone.ou.edu](https://ozone.ou.edu) when your window opens. **NOTE:** If you have any Holds, they must be cleared prior to your enrollment. If your Hold is a College Hold, it must be cleared in the College of International Studies Academic Services office, 155 Hester Hall.

**GAYLORD COLLEGE OF JOURNALISM:** **STEP 1:** If you are a sophomore, junior or new transfer student, watch “The Gaylord Extra” at your OU e-mail account or website [ou.edu/Gaylord](https://ou.edu/Gaylord) for information about signing up for an advising appointment. If you are a graduating senior, please contact Student Services Center for an appointment during the first two weeks of the semester. **STEP 2:** Make sure all registration stops are cleared and that you are cleared to enroll in any journalism and mass communication courses that require special permission. **STEP 3:** Enroll online at [ozone.ou.edu](https://ozone.ou.edu) on your specified day. Be sure to finalize your schedule and print a copy for your records.

**UNIVERSITY COLLEGE:** **STEP 1:** University College students will schedule an advising appointment by accessing <https://iadvise.ou.edu>. For any scheduling questions or issues, students may call University College, (405) 325-3521. **STEP 2:** After advisement, have your advisement flag cleared and check [ozone.ou.edu](https://ozone.ou.edu) for any Registration stops—they must be cleared before you can register. **STEP 3:** Enroll online at [ozone.ou.edu](https://ozone.ou.edu) on your specified day.

## SELECTING COURSES

The student assumes complete responsibility for enrollment. A student, who enrolls in a course without meeting all prerequisites, will be required to withdraw from the course and be refunded fees according to State Regents’ policy.

## HOW TO ADD/DROP

**Different regulations will apply, depending on when add/drop occurs. Read the following instructions carefully to determine the rules that apply to your add or drop:**

**NOTE:** The regulations listed below apply to courses that meet the full semester or summer session. Courses that do not meet the full term will have different deadlines. Contact Enrollment Services, room 230 Buchanan Hall, [enroll@ou.edu](mailto:enroll@ou.edu) for more information

**Period I.** Free add and drop: Students may add during the first week of classes for Fall, Spring and Summer without approval of instructor. Students may add during the second week of classes for the Fall and Spring semester with approval of instructors. Students may drop without additional charges or grading penalties any time up through the end of the second week of classes in Fall or Spring, or the first week of classes in Summer Session. No grades will be recorded for dropped courses.

*Note on tuition charges for dropped courses:* You will be required to pay tuition and fees for any course dropped after the second week of classes in Fall or Spring Semesters or after the first week of Summer Session, even if you add another course at the same time.

*Beginning with the third week of fall and spring or second week of summer session, students must go to OU Enrollment Services in Buchanan Hall room 230 to add or drop classes. Online add/drop is not available.*

### Effective Fall 2011

**Undergraduate students:** A student is allowed only five grades of W throughout the course of his/her undergraduate career at The University of Oklahoma. Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the free add and drop period. After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost.

**Period II.** Automatic grade of W

**Undergraduate students:** Third through tenth week of Fall and Spring; second through fifth week of Summer Session. Students may add classes only by permission of the instructor of the course and the Dean of the student’s College. Courses dropped during this time will be recorded with a grade of W. (University College and Engineering require their students to obtain approval of the Dean to drop a course after the second week of classes.)

**Graduate Students:** Third through sixth week of Fall and Spring; second or third week of Summer Session: Students may add classes only by permission of the instructor of the course and the Graduate College Dean. Courses dropped during this time will be recorded with a grade of “W.”

**Period III.** Grade of W or F

**Graduate Students:** Seventh through tenth week of Fall and Spring or fourth and fifth of Summer Session: The same restrictions on added courses apply as for Period II, above. For dropped courses, instructors may assign a grade of “W” or “F.”

**Period IV** Petition to College Dean to Drop Course(s)

Eleventh week through end of classes in Fall and Spring, sixth week through end of classes for Summer Session. Permission of instructor and Dean is required for added classes. Students who wish to drop a course during this period must petition the Dean of the student’s College. (Instructor’s Signature and Grade of W or F is required).

# ENROLLMENT REGULATIONS

## CLASS ATTENDANCE POLICY

The student is responsible for class attendance after completion of registration. The student must cancel before the first day of classes to avoid being charged fees and tuition. Students who do not attend classes beginning the first day may be canceled from a course if there is high demand for seats from students who are waiting to enroll in courses. **HOWEVER, STUDENTS SHOULD UNDERSTAND THAT NON-ATTENDANCE AND/OR NON-PAYMENT OF FEES WILL NOT AUTOMATICALLY RESULT IN CANCELLATION OF ENROLLMENT. THE STUDENT IS RESPONSIBLE FOR DROPPING COURSES BY THE APPROPRIATE DEADLINES IN ORDER TO AVOID TUITION CHARGES.**

## FULL-TIME ENROLLMENT

To be considered full-time, a student must be enrolled in at least the number of credit hours listed below, depending on the semester:

	Fall/Spring	Summer
Graduate	9	4
Undergraduate	12	6

Note to students applying for Veterans' Benefits: VA may not accept all hours taken when determining benefits. Consult the Veteran Student Services Office in Buchanan Hall, Rm. 330 for more information.

Note to students applying for Financial Aid: Additional enrollment regulations may apply. Please consult Financial Aid Services for more information.

## CREDIT HOUR ENROLLMENT LIMITS

There are limits on how many credit hours a student may enroll in each semester, without permission of the student's dean. These limits are listed below:

**FALL/SPRING:** 19 hours for undergraduates; 16 hours for graduates.

**SUMMER:** 14 hours for undergraduates; 9 hours for graduates.

## PASS/NO PASS ENROLLMENT

Students may elect to enroll in courses on a Pass/No Pass basis, but should understand that Colleges may not count Pass/No Pass enrollments when determining whether the student has fulfilled the requirements for a degree. Specific College limits are listed below.

**Academic Affairs.** The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

**Architecture.** The Pass/No Pass option will not count toward any College of Architecture degree requirements.

**Arts & Sciences.** The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

**Atmospheric and Geographic Sciences.** A Pass/No Pass enrollment will not count toward any College of Atmospheric and Geographic Sciences degree requirement.

**Business.** The Pass/No Pass option may not be used with any College of Business course, General Education requirement, or specifically required course. Business majors may take a maximum of 12 hours of P/NP in free, non-business electives. Not to exceed 1 course per semester.

**Continuing Education (Aviation).** The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support or minor requirements. P/NP may be used in the free electives, as long as they are not aviation courses.

**Earth and Energy.** A Pass/No Pass enrollment will not count toward any College of Earth and Energy degree requirement.

**Education.** The Pass/No Pass option may be used only on courses belonging to one of the general education areas of free electives.

**Engineering.** A Pass/No Pass enrollment will not count toward any College of Engineering degree requirement.

**Fine Arts.** Students are allowed a maximum of 16 hours of elective credit under the Pass/No Pass option. Courses completed under the pass/no pass option may not be used to fulfill the University-Wide General Education requirements, major requirements, or major support requirements.

**Graduate.** A Pass/No Pass enrollment will not count toward any Graduate degree requirement.

**International Studies.** The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

**Journalism.** No more than 16 semester credit hours earned under the Pass/No Pass option will apply toward the degree. P/NP credit may not be used to satisfy general education, college, major, major support, or minor requirements. Transfer credit graded P/NP is counted as part of the 16 semester credit hours earned.

**Law.** A Pass/No Pass enrollment will not count toward any Law degree requirement.

**University College.** The Pass/No Pass option is allowed, with Dean's permission, for University College students who are above the freshman level.

### Cautions:

Both grades, Pass and No Pass, are considered neutral grades in the computation of grade point averages, i.e. credit hours for Pass, though earned, will not be included in grade point averaging, and credit hours for No Pass simply will not be earned. Pre-professional students who plan to apply for admission to professional schools such as law or medicine after completion of an undergraduate degree are advised that courses taken on the Pass/No Pass option may hinder admission possibilities when grade point average is a major consideration. For advice, the student should consult the admissions office of the professional school where he/she intends to apply.

Before enrolling in courses on the Pass/No Pass option, students should consult with their advisers or personnel in college offices to be certain of approved enrollment.

### Procedure:

Students may change enrollment in a course by the add/drop procedure to or from the Pass/No Pass option through the end of the second week of a regular semester or the first week of a summer session in Enrollment Services. College and/or adviser approval should be obtained prior to any change.

To prevent discrimination in grading, the student's choice of P/NP grading will not be made known to the instructor of a course. The grade will be automatically assigned at the end of the course on the basis of the letter grade submitted by the instructor. The lowest letter grade required to receive a P grade in a course will be C.

## AUDIT ENROLLMENT

Auditing is attending a class without participating in classwork or receiving credit. Enrollment as an auditor is permitted in all courses subject to the approval of the instructor in the course.

Initial enrollment in a course as an auditor may be completed only between the first day of classes and the last day permitted for late enrollment for credit in any semester or term. Students wishing to enroll in a course as an auditor need to get an add/drop form from OU Enrollment Services in Buchanan Hall 230, get instructor's approval and then return the form to Enrollment Services.

A change of enrollment from audit to credit may be made, provided the change is made no later than the end of the second week of classes in a

regular semester or the first week of classes in a summer term, and provided the instructor and appropriate dean grant approval. Students wishing to change enrollment from audit to credit need to get an add/drop form from OU Enrollment Services in Buchanan Hall 230, get the appropriate approvals and then return the form to Enrollment Services.

Effective Fall 2011

Undergraduate students: a change of enrollment from credit to audit may be made during the first two weeks of classes in a semester or first week of classes in a summer term.

Graduate students: a change of enrollment from credit to audit may be made during the first ten weeks of classes in a semester or five weeks of classes in a summer term, provided the student is passing in the course at the time the change is processed and the student has received approval from the instructor. A change of enrollment processed during the first ten weeks of a semester or five weeks of a summer term requires a report of progress from the student's instructor.

A change of enrollment to audit supersedes the original enrollment for credit, and no withdrawal from the credit enrollment is posted on the student's academic record. To change enrollment from credit to audit, students need to get a Change Enrollment from Credit to Audit form from the OU Enrollment Services office in Buchanan Hall 230, get appropriate approvals and then return the form to Enrollment Services.

A grade of W may be assigned to a student who has not performed according to the instructor's requirements for an auditor in that class. Such W's will be applied to the total of five drops allowed in a student's academic career.

Enrollment as an auditor is indicated on the student's permanent academic record with the final mark AU (identified as Audit), subject to the same posting regulations governing credit enrollment.

## CANCELLATION OF ENROLLMENT

Students may cancel enrollment online at [ozone.ou.edu](http://ozone.ou.edu) or by person in Enrollment Services, Room 230 Buchanan Hall. The deadline to cancel online for Summer semester is at Midnight, on May 13, and in person at 5:00 pm on May 11. The deadline to cancel for the Fall semester online is at Midnight, on August 19, and in person at 5:00 pm on August 17. After classes have begun, students must withdraw from enrollment according to the following instructions.

## COMPLETE WITHDRAWAL FROM ENROLLMENT

Students withdrawing from the University after classes have begun should report to their College Office (College Office locations are listed in the Campus Information Directory, page 8). If you do not know your college, check with Enrollment Services, Room 230 Buchanan Hall. Withdrawn students are refunded fees and tuition according to State Regents' refund policy (see refund regulations in section on **FEES AND TUITION**).

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## OTHER UNIVERSITY REGULATIONS

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### ACADEMIC RETENTION, PROBATION AND SUSPENSION REGULATIONS

For continued enrollment at the University, an undergraduate student must maintain a cumulative retention/ graduation grade point average as indicated below:

0 through 30 semester hours attempted	1.7
Greater than 30 semester hours attempted	2.0

A student not maintaining a satisfactory cumulative retention/graduation grade point average will be placed on academic probation for one semester. To be removed from probation, the student, during the next semester of enrollment, must raise his or her cumulative retention/graduation grade point average to the minimum

standard required to continue. However, a student enrolled on probation may be continued on probation provided he or she makes a 2.0 grade point average on that semester's work. Students should check with their college office or the Office of Academic Records for specific requirements for enrollment while on academic probation. A student enrolled on probation who fails to raise his or her cumulative retention/graduation grade point average to minimum requirements or to make a grade point average of 2.0 or better on work taken while enrolled on probation will be suspended for poor scholarship.

A student suspended from the University for poor scholarship is not eligible to apply for readmission until after one full semester has elapsed following the date of suspension. To be readmitted, a suspended student must submit an application for admission and a letter of appeal to the Office of Admissions by November 1 for the Spring Semester; April 1 for Summer and Fall.

## UNIVERSITY GRADING REGULATIONS GOVERNING WITHDRAWALS AND DROPS

**Complete Withdrawal from the University for Undergraduate Students.** An undergraduate student who withdraws from all classes during the first ten weeks of a regular semester (first five weeks of a summer session) will receive the grade of "W" for all courses. For complete withdrawals that occur after the tenth week of class (fifth week of summer session), a final grade of "W" or "F" will be assigned by the instructor of each course. A student is allowed only five grades of W throughout the course of his/her undergraduate career at the University. Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the two-week "free drop" period. After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost. Because complete withdrawals often stem from extenuating circumstances, complete withdrawals will not be counted against the five-drop limit.

**Complete Withdrawal from the University for Graduate Students.** A graduate student who withdraws from all classes during the first six weeks of a regular semester (first three weeks of a summer session) will receive the grade of W for all courses. For complete withdrawals that occur after the sixth week of class (first three weeks of summer session), a final grade of W or F will be assigned by the instructor of each course.

**Undergraduate Students Dropping Courses After Classes Begin.** For students who drop one or more courses after classes begin, but who remain enrolled in at least one course, the following grading regulations for dropped courses apply:

In the first two weeks of the semester (first week of summer session), no grade is recorded;

From the third week through the tenth week of a semester (second to fifth week of a summer session), a grade of W will be assigned to each dropped course;

After the tenth week (fifth week of a summer term) through the remainder of the term, withdrawals are not permitted except by direct petition to the dean of the college in which the student is enrolled. The student who withdraws with permission of the dean will receive a final grade of "W" or "F" at the discretion of the instructor.

A student is allowed only five grades of W throughout the course of his/her undergraduate career at the University. Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the two-week "free drop" period. After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost.

**Graduate Students Dropping Courses After Classes Begin.** For students who drop one or more courses after classes begin, but who remain enrolled in at least one course, the following grading regulations for dropped courses apply:

In the first two weeks of the semester (first week of summer session), no grade is recorded;

From the third week through the sixth week of a semester (second and third week of a summer session), a grade of W will be assigned to each dropped course;

From the seventh week through the tenth week (fourth and fifth week of summer session) the instructor of each course dropped will assign a grade of W or F.

Beginning with the eleventh week of the semester (sixth week of the summer session) through the last day of classes, courses may be dropped only by direct petition to the Dean of the student's college. The student who drops a course with permission of the Dean will receive a final grade of W or F at the discretion of the instructor of the course dropped.

## UNIVERSITY REGULATIONS GOVERNING INCOMPLETES

An "I" (Incomplete) received following the close of a semester or summer session is a temporary grade issued when a student, for reasons satisfactory to the instructor, is unable to complete certain requirements of the course by the end of the term. Any student receiving an "I" should contact the instructor, who will indicate what must be done to complete the course and set a time limit for completion. The time allowed may in no instance exceed one calendar year. During that year, the student is not permitted to re-enroll in the course.

If an incomplete is received, the "I" grade remains on the student's record and the final grade is next to the "I" (example I/B).

If by the end of the year no change in grade has been submitted, the grade of I will become permanent. After a grade of I has become permanent, a student may re-enroll in the course.

## ALL-UNIVERSITY REGULATION ON REPEATED COURSES

Students may not repeat a course in which they earned a grade of A or B, unless the course is one in which there is a change of subject matter (e.g., SLEP, Independent Study).

A student may repeat up to four courses, not to exceed 18 hours, in which the original grade was D or F and have only the second grade count in the calculation of the student's retention/graduation grade point average. Students who repeat courses beyond the first 4 courses of D or F may do so with both the original grades and repeat grades included in the calculation of the retention/graduation grade point average.

**GRADE POINT AVERAGE.** The cumulative retention/ graduation grade point average is based on all work attempted, both transfer and OU, minus those courses repeated in accordance with the policy on repeated courses. The minimum cumulative retention/graduation grade point average required for graduation is 2.0. Each degree-recommending college may establish higher standards for retention and graduation.

## DEGREE CANDIDATES

Degrees are formally conferred at spring commencement exercises. However, degrees are awarded in absentia and diplomas mailed to graduates at the end of the fall semester and summer session. The date of graduation for each term is: the last day of examinations in the fall; the date of commencement in the spring; and the last day of classes in the summer. The degree and date of the diploma are entered on the student's permanent academic record. When a student completes all requirements for a degree other than at the close of a semester or session, the Office of Admissions and Records, upon request, will issue a certified statement that the student is eligible for the degree as of the date when the requirements for the degree were completed. For complete information regarding degree requirements the student should consult with personnel in the college office in which he/she is enrolled.

A student who is a candidate for a degree at the close of any semester or summer session must file an official application for graduation in the Office of Admissions and Records and must pay all tuition and fee charges before the degree is conferred. The application

for graduation may be obtained in the student's college office. See section on Fees and Tuition in this schedule for fee information and deadline date.

All students shall be required to have all work needed for graduation submitted to Admissions & Records no later than ten working days following the last day of finals for the term in which the student wishes to graduate. This would include transfer work from another institution, correspondence courses, incomplete grades, and any other correction or addition to the student's academic record. This deadline does not take the place of the existing deadline for all work to be completed, which is "all work required for the degree must be completed satisfactorily by the last day of finals of the semester or term". This is an additional requirement that the notification of the completion of this credit must be submitted in a timely fashion in order for the student to graduate within that term. The appropriate deadline for receipt of that notification is within ten working days after the last day of finals. Requirements for graduation are cleared by the degree-recommending colleges approximately four weeks after the close of a regular semester and three weeks after the close of a summer session. Diplomas are printed after degree clearances are completed and are mailed from the Office of Admissions and Records approximately one month later.

## RELEASE OF STUDENT INFORMATION Family Educational Rights and Privacy Act of 1974 also known as the Buckley Amendment

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information *other than "directory information"* from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Directory information, which may be disclosed without consent, includes: Student's name, local and permanent addresses, e-mail address, telephone number, college, major, classification, current enrollment status, participation in recognized student activities and sports, dates of attendance, degrees and awards received and dates of receipt, posting of individual student's grades and interim class evaluations by code number or I.D. number and anticipated date of graduation based on completed hours.

A student may elect to withhold directory information by filling out the [Directory Information Hold Form](#) (link opens in new window) and

submitting it to the Office of Academic Records, 1000 Asp Avenue, Buchanan Hall room 230. The hold will: block the student's name, address and e-mail address from the OU Web site directory; prevent the release of attendance, withdrawal or graduation information, even after the student leaves the university (unless the student submits a written authorization to release it); and prevent the university from releasing contact information. For students who withhold directory information, University officials are prohibited from releasing any form of information without a written release from the student. The University requires this release before it will verify employment, enrollment or the status of students who make applications for employment, auto loans, good student discounts, apartment leases, etc.

**Without a directory hold, any member of the public, including individuals, organizations and vendors, may obtain student directory information for purposes such as advertising and solicitation.**

A student cannot place a hold on a portion of the information. A student can place a directory hold at any time. However, in order for information to be withheld from the printed directory, if a printed directory is produced, the directory hold must be on file by the end of the second week of the fall semester. This form is accessible from the "How To" link in the left column of OU's [Enrollment Services web site](#).

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the

University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to 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, DC 20202-5901

#### **PARENTAL ACCESS TO STUDENT EDUCATION RECORDS**

Parents of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. Access to this information is limited to parents who claim the student as an exemption on their federal income tax return.

Requests for specific grade or other academic information can be addressed to the Office of Academic Records, University of Oklahoma, 1000 Asp Avenue, Room 230, Norman, Oklahoma 73019-4076. Each request must include a copy of the top portion of the parent's most recent tax return, showing the student's name and social security number listed as a dependent. Academic information can also be obtained by providing the Office of Academic Records with written consent of the student.

#### **Student Release of Education Information**

Students may authorize the release of their education record information to a third party on either a one-time or an on-going basis. Authorizations for release of information on an on-going basis will remain valid for one year following the student's last enrollment at the University of Oklahoma or until canceled in writing by the student at any time.

Questions concerning these policies or procedures should be directed to the Office of Academic Records, 325-4147, Buchanan Hall 230, 1000 Asp Avenue, Norman OK 73019- 4076.

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## **POLICY ON PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE**

The University of Oklahoma recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands implementation of programs and services facilitating that effort. The university is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The university program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on university property or as part of any university-sponsored activities. In order to meet these responsibilities, university policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state and federal laws as well as university policies included in this policy, the Staff and Faculty Handbooks, and the Student Code of Responsibility and Conduct. University policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs or controlled substances in the workplace; on its premises; or as a part of any university-sponsored activities.
3. Considers a violation of this policy to be a major offense, which can result in a requirement for satisfactory participation in a drug or alcohol

rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the university. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

4. Recognizes that violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state and federal sanctions can be obtained through the Office of Student Affairs and Human Resources.
5. Requires an employee to notify his/her supervisor in writing of a criminal conviction for drug or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.
6. Provides access to the university's Employee Assistance Programs and Student Counseling Services for counseling and training programs that inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.

7. Forbids an employee from performing sensitive safety functions while a prohibited drug is in his/her system.

8. Mandates drug testing of sensitive safety employees prior to employment, when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49, Part 653. This legislation is available for review in Human Resources.)

9. Provides for annual distribution of this policy to all staff, faculty and students.

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver

disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The university's Employee Assistance Programs and Student Counseling Services staff are responsible for informing students and employees about the dangers of drug and alcohol abuse and the availability of counseling and rehabilitation programs. The appropriate provost or executive officer is responsible for notifying federal funding agencies within 10 calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988 (P.L.100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L.101-226) and is subject to the grievance procedure as stated in the Staff and Faculty Handbooks and the university discipline system as outlined in the Student Code of Responsibility and Conduct.

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## UNIVERSITY POLICIES ON DISCRIMINATION, SEXUAL HARASSMENT/ SEXUAL ASSAULT, CONSENSUAL SEXUAL RELATIONSHIPS, RETALIATION AND RACIAL AND ETHNIC HARASSMENT

### SEXUAL HARASSMENT/SEXUAL ASSAULT POLICY

#### Statement

The University explicitly condemns sexual harassment of students, staff, and faculty. Sexual harassment is unlawful and will subject those who engage in it to University sanctions as well as civil and criminal penalties.

When criminal action is pursued in addition to an administrative grievance under this policy, the University Office of Equal Opportunity may coordinate its investigative actions with the University or local law enforcement authorities to ensure that criminal prosecution is not jeopardized. The University Equal Opportunity Officer may defer administrative action at the request of University or local law enforcement authorities pending completion of the criminal investigation. Where review by the University Equal Opportunity Officer or other University executive officer determines that immediate administrative action is necessary for the safety, health and well being of the University community, such action may be taken in advance of resolution of criminal charges.

Since some members of the University community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty, and supervisors in particular, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive. Sexual harassment also can involve relationships among equals as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively.

The University is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. The University reserves the right, however, to deal administratively with sexual harassment issues whenever becoming aware of their existence. Records of all complaints, except for hearings before the Faculty Appeals Board, shall be transmitted to and maintained by the University Equal Opportunity Officer as confidential records.

The University encourages victims to report instances of sexual assault or other sex offenses, forcible or non-forcible. In addition to internal grievance procedures, victims are encouraged to file complaints or reports with Campus Police or local law enforcement agencies **by telephoning 911**, as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The Campus Police Department is available to assist victims in filing reports with other area law enforcement agencies.

#### Definition Of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

1. when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

#### Examples Of Prohibited Conduct

Conduct prohibited by this policy may include, but is not limited to:

- Unwelcome sexual flirtation; advances or propositions for sexual activity.
- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes.
- Sexually degrading language to describe an individual.
- Remarks of a sexual nature to describe a person's body or clothing.
- Display of sexually demeaning objects or pictures.
- Offensive physical contact, such as unwelcome touching, pinching, brushing against the body.
- Coerced sexual intercourse.
- Sexual assault.
- Rape, date or acquaintance rape, or other sex offenses, forcible or nonforcible.

- Actions indicating that benefits will be gained or lost based on response to sexual advances.

## CONSENSUAL SEXUAL RELATIONSHIPS

### Rationale

The University's educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the University community.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for further studies or their future employment, or conferring any other benefits on them. Amorous relationships between faculty members and students are wrong when the faculty member has professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the University will view it as unethical if faculty members engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship.

As with faculty, staff may also be in a position to exert authority and control over students. Staff, too, must be conscious of the potential for abuse of power inherent in their relationships with students. Students rely on staff for assistance and guidance in dealing with issues such as scheduling of classes, financial aid, tutoring, housing, meals, employment, educational programs, social activities, and many other aspects of University life. Those who deal with students are expected to provide them with support and positive reinforcement. Staff who would deal with students in a sexual manner abuse, or appear to abuse, their power and violate their duty to the University community.

### Definition

As used in this policy, the terms "faculty" or "faculty member" mean all those who teach at the University, and include graduate students with teaching responsibilities and other instructional personnel. The terms "staff" or "staff members" mean all employees who are not faculty, and include academic and non-academic administrators as well as supervisory personnel. The term "consensual sexual relationship" may include amorous or romantic relationships, and is intended to indicate conduct which goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship.

### Policy

#### A. Faculty/Student Relationships

1. Within the Instructional Context — It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work (including work as a teaching assistant) is being supervised by the faculty member.
2. Outside the Instructional Context — Sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same

academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the University.

### Complaint Procedure

Complaints alleging a violation of the Consensual Sexual Relationships Policy shall be handled in accordance with the Grievance Procedure For Equal Opportunity.

To contact the University Office of Equal Opportunity:

Norman Campus  
Room 102, Evans Hall  
325-3546

Health Sciences Center Campus  
Room 113, Services Center Building  
271-2110

## RACIAL AND ETHNIC HARASSMENT POLICY

### Introduction

Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. The University supports diversity and therefore is committed to maintaining employment and educational settings which are multicultural, multiethnic and multiracial. Respecting cultural differences and promoting dignity among all members of the University community are responsibilities each of us must share.

Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation, most often directed toward persons whose race and ethnicity is readily identifiable. In employment, racial/ethnic harassment is race discrimination which interferes with an employee's ability to perform his or her duties or creates a hostile or intimidating work environment, prohibited by law under Title VII of the Civil Rights Act of 1964. In the educational context, racial/ethnic harassment is race discrimination which interferes with the students' opportunities to enjoy the educational program offered by the University, prohibited by law under Title VI of the Civil Rights Act of 1964.

### Policy Statement

Principles of academic freedom and freedom of expression require tolerance of the expression of ideas and opinions which may be offensive to some, and the University respects and upholds these principles. The University also adheres to the laws prohibiting discrimination in employment and education. The University recognizes that conduct which constitutes racial/ethnic harassment in employment or educational programs and activities shall be prohibited and is subject to remedial or corrective action as set forth in this policy. This policy is premised on the University's obligation to provide an environment free from unlawful discrimination. The University will vigorously exercise its authority to protect employees and students from harassment by agents or employees of the University, students, visitors or guests.

Agents or employees of the University, acting within the scope of their official duties, shall not treat an individual differently on the basis of race

or ethnicity in the context of an employment or educational program or activity without a legitimate nondiscriminatory reason, and,

The University shall not subject an individual to different treatment on the basis of race or ethnicity by effectively causing, encouraging, accepting, tolerating, or failing to correct a racially or ethnically hostile environment of which it has notice.

### **Corrective Actions**

Violations of this policy shall result in corrective action(s) designed to reestablish an employment or educational environment which is. Violations of this policy by students will be considered as violations of the Student Code and will subject student offenders to the corrective action(s) provided by the Code.

### **Administrative Action**

The University recognizes its obligation to address incidents of racial/ethnic harassment on campus when it becomes aware of their existence, even if no complaints are filed; therefore, in such circumstances, the University reserves the right to take appropriate action unilaterally under this policy.

With respect to students, the University Vice President for Student Affairs and Dean of Students or other appropriate persons in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the University community. Any student so affected must be granted due process including a proper hearing. Any hearing involving disciplinary suspension or expulsion shall be conducted by a campus disciplinary council in accordance with the applicable student handbook. Students who receive lesser administrative or disciplinary action may request a review of the action by the University Vice President for Student Affairs and Dean of Students. Such requests must be in writing and filed within seven calendar days following summary action. The University Vice President for Student Affairs and Dean of Students will issue a written determination to the student within three working days following the date the request is received.

With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence, with or without pay, pending the completion of the investigation or grievance procedure.

### **Retaliation**

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

### **DISCRIMINATION POLICY (OTHER THAN SEXUAL OR RACIAL/ETHNIC HARASSMENT)**

The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including without restriction, those on temporary or part-time status, who believes that he or she has been discriminated or retaliated against should file a complaint under the Grievance Procedure For Equal Opportunity.

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination

conducive to work or learning. Corrective actions will include disciplinary action directed by the executive officer having responsibility for the offender, where appropriate. Corrective actions will be tailored to redress the specific problem and may range from apologies, mandatory attendance at specific training programs, reprimands, suspension, or demotion, to expulsion or termination. Corrective actions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus grievance procedures.

### **Complaint Process**

The complaint procedures delineated herein apply to all students, faculty, staff, guests, or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate University office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

1. Complaints against students or student organizations, faculty or staff, or contractors working on University premises shall be filed with the Office of Equal Opportunity for review and investigation. The University Equal Opportunity Officer, or his or her designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.
2. Complaints against visitors or guests should be directed to the Campus Police Department on the campus where the incident occurred. The Campus Police will forward informational copies of all reports and inquiries dealing with discrimination, harassment, or hate crimes to the Office of Equal Opportunity.

### **Responsible Official**

The University Equal Opportunity Officer is charged with the responsibility for administering this policy. The Office of Equal Opportunity will serve as a repository for all records of complaints, investigative reports, and remedies/corrective actions in connection with this policy. The University Equal Opportunity Officer is the overall coordinator of all University activities dealing with discrimination in employment or education.

To contact the University Office of Equal Opportunity:

Norman Campus  
Room 102, Evans Hall  
325-3546

Health Sciences Center Campus  
Room 113, Services Center Building  
271-2110

and/or harassment will be treated as a separate and distinct violation of this policy.

To contact the University Office of Equal Opportunity:

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Room 102, Evans Hall  
325-3546

Health Sciences Center Campus  
Room 113, Services Center Building  
271-2110

# UNIVERSITY-WIDE GENERAL EDUCATION APPROVED COURSE LIST

(As of November 29, 2011)

The Oklahoma State Regents for Higher Education have approved a University-wide education curriculum for the University of Oklahoma. The required 40 hours of University-wide General Education curriculum can be summarized as follows:

**Core Area I. Symbolic and Oral Communication** (3–5 courses)

**English Composition** (English 1113 and 1213 (or EXPO 1213)\*\*)

**Foreign Language** (2 courses in the same language, which can be satisfied by successfully completing two years in the same foreign language in high school)

**Mathematics** (one course)

**Other** (for example, communication, logic or public speaking)

Note: Courses in this area may not be used to meet the minimum hourly requirement for Core Area I, but may be used to meet the 40 hour total general education requirement.

**Core Area III. Social Science** (2 courses, one of which is Political Science 1113\*\*)

**Core Area IV. Humanities** (4 courses)

**Understanding Artistic Forms** (1 course)

**Western Civilization and Culture** (2 courses, one of which is History 1483 or History 1493\*\*)

**Non-Western Culture** (1 course)

**Core Area II. Natural Science** (including at least two courses, which must be from different disciplines. At least one course must include a laboratory component, denoted by [L].\*\*)

**Core Area V. Senior Capstone Experience** (1 course)

**IN ADDITION TO THE SENIOR CAPSTONE EXPERIENCE, STUDENTS MUST TAKE AT LEAST ONE UPPER-DIVISION GENERAL EDUCATION APPROVED COURSE OUTSIDE THE STUDENT'S MAJOR.**

**\*\* OKLAHOMA STATE REGENT'S REQUIRE A MINIMUM OF 6 HOURS IN EACH OF THE FOLLOWING THREE AREAS: ENGLISH COMPOSITION, SCIENCE, US HISTORY AND POLITICAL SCIENCE.**

**COURSES MARKED BY AN ASTERISK (\*) AND WHOSE TITLES ARE ENCLOSED IN QUOTATION MARKS (“ ”) HAVE BEEN APPROVED ONLY FOR THE SUBJECT MATTERS INDICATED.**

Note: Many Colleges and Departments have additional requirements and/or specify particular general education courses. Students should consult with their college advisers to most effectively meet all general education requirements.

**CORE AREA I: SYMBOLIC AND ORAL COMMUNICATION** (3–5 COURSES)

**ENGLISH COMPOSITION (ENGL 1113 and 1213 or EXPO 1213)**

ENGL	1113	Principles of English Composition
ENGL	1213	Principles of English Composition
EXPO	1213	Expository Writing
LSTD	1233	Interdisciplinary Composition I
LSTD	1243	Interdisciplinary Composition II

**FOREIGN LANGUAGE COMPONENT (2 courses in the same language)**

ANTH	1713	Begin Amer Ind Languages I
ANTH	1723	Begin Amer Ind Languages II
ARAB	1115	Beginning Arabic
ARAB	1225	Beginning Arabic- continued
CHER	1715	Beginning Cherokee
CHER	1725	Beginning Cherokee-continued
CHEY	1713	Beginning Cheyenne
CHEY	1723	Beginning Cheyenne-continued
CHIN	1115	Beginning Chinese
CHIN	1225	Beginning Chinese-continued
CHOC	1715	Beginning Choctaw
CHOC	1725	Beginning Choctaw-continued
CREK	1715	Beginning Creek/Seminole
CREK	1725	Beginning Creek/Seminole-continued
FR	1115	Beginning French
FR	1225	Beginning French-continued
GERM	1115	Beginning German
GERM	1225	Beginning German-continued
GRK	1115	Beginning Greek
GRK	1215	Beginning Greek-continued
HEBR	1115	Beginning Hebrew I
HEBR	1225	Beginning Hebrew II

ITAL	1115	Beginning Italian I
ITAL	1225	Beginning Italian II
JAPN	1115	Beginning Japanese
JAPN	1225	Beginning Japanese-continued
KIOW	1713	Beginning Kiowa
KIOW	1723	Beginning Kiowa-continued
LAT	1115	Beginning Latin
LAT	1215	Beginning Latin-continued
LAT	1315	Intensive Introductory Latin
NAS	1713	Begin Amer Ind Languages I
NAS	1723	Begin Amer Ind Languages II
PORT	1115	Beginning Portuguese
PORT	1225	Beginning Portuguese-continued
PORT	1235	Intensive Portuguese for Spanish Speakers
RUSS	1115	Beginning Russian
RUSS	1225	Beginning Russian-continued
SPAN	1115	Beginning Spanish
SPAN	1225	Beginning Spanish-continued
UNIV	*2000	“Independent Study in Arabic Language”

**MATHEMATICS COMPONENT (one course)**

COMM	2513	Introduction to Statistics
ECON	2843	Elements of Statistics
ECON	4223	Econometric Analysis
GEOG	3924	Analytic Methods
LSTD	1413	Mathematics for Liberal Studies
MATH	1473	Mathematics for Critical Thinking
MATH	1503	Introduction to Elementary Functions
MATH	1523	Elementary Functions
MATH	1643	Pre-calculus for Business, Life and Social Sciences
MATH	1743	Calculus I for Business, Life and Social Sciences

MATH	1823	Calculus/Analytical Geometry I
MATH	1914	Differential and Integral Calculus I
MATH	2123	Calculus II for Business, Life and Social Sciences
MATH	2423	Calculus/Analytical Geometry II
PHIL	1113	Introduction to Logic
PHIL	3113	Reasoning, Judgment, and Decision Making
PSY	2003	Understanding Statistics
S WK	2223	Statistics for Social Work
UNIV	*1000	“Differential and Integral Calculus I”
UNIV	*2000	“Differential and Integral Calculus II”

**OTHER** (courses in this area are not required, but may be used to meet the 40 hour total general education requirement)

ANTH	2303	General Linguistics
COMM	1113	Principles of Communication
COMM	2113	Business and Professional Communication
COMM	2613	Public Speaking
GEOG	1113	The Language of Maps
HON	*3993	Leadership in Theory and Practice”
LING	2303	General Linguistics
LIS	1013	Acquiring Knowledge in the Digital Age
PHIL	3123	Logic and Scientific Method

**CORE AREA II: NATURAL SCIENCE** (INCLUDING AT LEAST TWO COURSES, WHICH MUST BE FROM DIFFERENT DISCIPLINES. AT LEAST ONE COURSE MUST INCLUDE A LABORATORY COMPONENT, DENOTED BY [L])

(Students in the College of Arts and Sciences must take one 3 hour course in the Biological Sciences [BOT, HES, MBIO or ZOO] and one 3 hour course in the Physical Sciences [ASTR, CHEM, GEOG, GEOL, AGSC, GPHY, METR OR PHYS], including one laboratory component, in order to fulfill the University General Education Natural Sciences requirement.)

**Natural Science, Non-Lab**

ANTH	3873	Primates
ANTH	4593	Anthropology of Human Reproduction
ASTR	1504	General Astronomy
ASTR	1523	Life in the Universe
BIOL	1003	Contemporary Issues in Biology
BIOL	1013	Introduction to Biology
BIOL	2103	Everyday Evolution
BOT	1003	Contemporary Issues in Biology
CEE	2103	Energy and the Environment
CHEM	1613	General Chemistry for Non-Majors
GEOG	*3890	"Quaternary Environment"
GEOG	4273	Regional Climatology
GEOG	4343	Climate, History & Society
GEOL	1003	Volcanoes & Earthquakes
GEOL	1034	Native Science and Earth Systems of North America
GEOL	1133	Gold, Silver and Gemstones
GEOL	1203	The Age of Dinosaurs
GEOL	3633	Introduction to Oceanography
GEOL	4864	Geomicrobiology
GEOL	*4970	“Strange and Unusual Geologic Theories and Phenomena”
GPHY	1104	Adventures in Geophysics
HES	1823	Scientific Principles of Health and Disease
HES	2823	Introductory Nutrition
INTL	*2000	“Introduction to Physical Science”
INTL	*3000	“Origin of Man”
LSTD	2423	Science as a Process
METR	1034	Native Science and Earth Systems of North America
METR	2013	Introduction to Meteorology I

METR	2603	Severe & Unusual Weather
METR	2903	Global Climate Change and Societal Impacts
MBIO	1003	Contemporary Issues in Biology
MBIO	4864	Geomicrobiology
PHYS	1114	General Physics for Non-Science Majors
PHYS	1453	Musical Acoustics
PHYS	2414	Physics for Life Science Majors
PHYS	2514	Physics for Sciences and Engineering Majors
UNIV	*1000	“Earth Systems of the Southern Plains”
UNIV	*1000	“Introduction to Biology”
ZOO	1003	Contemporary Issues in Biology
ZOO	1114	Introductory Zoology
ZOO	1203	The Age of Dinosaurs

**Natural Science, Laboratory Component**

AGSC	2004	Evolution of the Earth System [L]
AGSC	2014	The Earth System [L]
ASTR	1514	General Astronomy with Lab [L]
BIOL	1005	Concepts In Concept [L]
BIOL	1134	Evolution, Ecology, and Diversity [L]
BOT	1005	Concepts in Biology [L]
BOT	1114	General Botany [L]
BOT	2404	Ecology and Environmental Quality [L]
CHEM	1315	General Chemistry [L]
CHEM	1415	General Chemistry II [L]
CHEM	1425	General Chemistry for Majors [L]
GEOG	1114	Physical Geography [L]
GEOL	1024	History of the Earth & Life[L]
GEOL	1104	The Dynamic Earth [L]
GEOL	1114	Physical Geology for Science and Engineering Majors [L]
GEOL	2014	The Earth System [L]
GEOS	2004	Evolution of the Earth System [L]
GEOS	2014	The Earth System [L]
MBIO	1005	Concepts in Biology [L]
MBIO	2815	Introduction to Microbiology [L]
METR	1014	Introduction to Weather and Climate [L]
METR	2011	Introduction to Meteorology I Laboratory [L]
PHYS	1205	Physics I for Science Majors [L]
PHYS	1311	General Physics Laboratory I [L]
PHYS	1321	General Physics Laboratory II [L]
ZOO	1005	Concepts in Biology [L]
ZOO	1121	Introductory Zoology Laboratory [L]
ZOO	2404	Ecology and Environmental Quality [L]

**CORE AREA III: SOCIAL SCIENCE** (2 courses. One course must be P SC 1113)

ANTH	1113	General Anthropology
ANTH	1523	Prehistoric Foundations of Old World Civilizations
ANTH	1913	Plagues and People: Health and Disease in Human Society
ANTH	2113	Introduction to Archaeology
ANTH	4103	People and Plants
ANTH	4873	Desert Cultures of Western North America
COMM	2323	Survey of Health Communications
COMM	2413	Media Literacy
COMM	2423	Gender and Communications
ECON	1113	Principles of Economics-Macro
ECON	1123	Principles of Economics-Micro
ECON	3113	Intermediate Price Theory
ECON	3713	Government Relations to Business

GEOG	1203	Global Environmental Issues	ENGL	2213	Fiction
GEOG	1213	Economic Geography	ENGL	2223	Poetry
GEOG	3003	Interpreting Geography	ENGL	2233	Drama
GEOG	3253	Environmental Conservation	ENGL	2243	Film Narrative
GEOG	3443	Environment and Society	ENGL	2413	Introduction to Literature
GEOG	3843	Gender and Environment	ENGL	3243	Special Topics in Film: The Spaghetti Western
GEOG	*3890	"Geography of Africa"			
GEOG	*3890	"Water and Society"	ENGL	3403	The Graphic Novel
GEOG	4433	Cultural and Political Ecology	ENGL	4283	Hip Hop as Poetry, Literature and Cultural Experience
HON	3613	Alcohol and Drugs in American Society	FVS	1013	Intro to Film & Video
HON	*3993	"Colloquium on New Religions Movements"	FVS	3683	Cinema of Social Issues/Protest/Satire
HON	*3993	"Cultures and Capitalisms"	HON	*3993	"Aliens, Androids, Robots and Cyborgs"
HON	*3993	"Gender and Environment"	HON	*3993	"Cinema of Subversion"
HON	*3993	"Revisioning Revolution in Latin America"	HON	*3993	"The American Character"
HON	*3993	"Sex, Love, and Race in American Life and Culture"	HON	*3993	"Documenting America"
IAS	2003	Understanding the Global Community	HON	*3993	"Race and U.S. Cinema"
IAS	3073	Global Economic Relations	INTL	*3000	"Dutch Art in Context"
INTL	*1000	"French Economics"	INTL	*3116	"Journey to Prague (Modern Czech Theatre)"
INTL	*1000	"Mexican Economics"	LSTD	3223	Renaissance Art
IPE	1013	Introduction to Interdisciplinary Perspectives on the Environment	MLLL	3373	Italian Cinema
LIS	2003	Introduction to Information Studies	MTHR	3143	History of American Musical Theatre
LSTD	1313	What Are Social Sciences?	MUHI	1312	Music in Culture
LSTD	1323	Governing Ourselves	MUSC	1312	Music in Culture
PHIL	1103	Critical Reasoning	MUNM	1113	The Understanding of Music
P SC	1113	American Federal Government (required)	MUNM	1143	American Popular Music
P SC	3133	Politics & Public Administration	MUNM	1743	Experiencing Music
P SC	3453	Southern Politics	MUNM	*2210	"Art of Listening"
PSY	1113	Elements of Psychology	MUNM	*2210	"Music in Film"
S WK	*4010	"Sexuality: Sexual Behavior, Gender Differences and Sexual Values"	MUNM	2313	History of Jazz
SOC	1113	Introduction to Sociology	MUNM	3123	An Introduction to Art Song
SOC	3723	Sociology of Family (Sociology of Family--Honors Sections Only)	MUS	2970	"The Monk of Arezzo: Guido and Medieval Music"
UNIV	*4000	"Death and Dying"	MUTH	2512	Musical Structure III
UNIV	*4000	"Memory and Sense of Place"	UNIV	*4000	"Russian Émigré Artists in the Context of American Culture"
UNIV	*4000	"Predicting Politics"			
UNIV	*4000	"Sociology of Families"			
W S	3563	Women and World Politics			
W S	*3810	"Gender and Human Rights Law"			

**WESTERN CIVILIZATION AND CULTURE** (2 courses. One course must be HIST 1483 or HIST 1493; the second course cannot be HIST 1483 or HIST 1493 to fulfill this requirement, but must be one of the other courses from the list.)

ANTH	3043	Mythology & Folklore
ANTH	4633	Cultures & Communities of Latin America
ARCH	2243	History of the Built Environment I
ARCH	2343	History of the Built Environment II
ARCH	4443	History of American Built Environment
A HI	3133	Survey of Aegean Art and Architecture
A HI	3303	Renaissance Art in Italy: 1200-1600
A HI	3403	Baroque Art and Architecture in Europe: 1600-1700
A HI	3753	History of Interior Design, Early Civilization through the 17th Century
A HI	4133	Aegean Art
A HI	4163	Etruscan Art
A HI	4233	Medieval Art I
A HI	4243	Medieval Art II: Romanesque
A HI	4243	Medieval Art II (Thru Sp 2000)
A HI	4253	Medieval Art III: Gothic
A HI	4303	Early Renaissance Art in Italy
A HI	4333	High Renaissance & Mannerist Art in Italy
A HI	4343	Italian Decorative Complexes
A HI	4353	Northern Renaissance Art
A HI	4373	The Italian City
A HI	4403	Southern Baroque Art
A HI	4503	Art of the 18th Century
A HI	4553	19th Century Art
A HI	4603	American Art

**CORE AREA IV: HUMANITIES** (4 COURSES)

**UNDERSTANDING ARTISTIC FORMS** (one course)

AFAM	4213	African Dance
ANTH	1253	Folklore and Folklife
ARCH	3013	Architecture for Non-Majors
ARCH	*4970	"Asian Design"
ARCH	*4970	"The Architecture of Public Spaces in Tuscany"
A HI	1113	Understanding Art
A HI	2213	General Survey I
A HI	2223	General Survey II
A HI	3213	Greek Art to Alexander
A HI	3223	Hellenistic & Roman Art
A HI	3263	Survey of Byzantine Art and Architecture
A HI	4273	Byzantine Icons
A HI	4703	History of Photography, 1839–1945
A HI	4713	History of Photography, 1945–Present
A HI	4743	The American West in Art Photography & Popular Culture
CL C	3213	Greek Art to Alexander
CL C	3223	Hellenistic & Roman Art
DANC	1713	The Understanding of Dance
DRAM	1713	Understanding Theatre
DRAM	2713	Introduction to Fine Arts

A HI	4613	Readings In 20th Century Art	ENGL	4503	Backgrounds of the Renaissance
A HI	4633	Art-Cezanne to 1950	ENGL	4523	Shakespeare Comedies
A HI	4653	Art Since World War II	ENGL	4533	Shakespeare Tragedies
A HI	4663	Women in Contemporary Art	ENGL	4613	19th Century English Novel
A HI	4673	Modern Sculpture	ENGL	4643	20th Century English Novel
A HI	4753	The American West in Photography	EXPO	1223	Expository Writing
A HI	4843	20 <sup>th</sup> Century Hispanic & Latin American Art History	FVS	*3843	"The Borderless World"
A HI	*4913	"Italian Decorative Complexes"	GEOG	1103	Human Geography
A HI	4930	Italian Renaissance Art and Science	GEOG	2603	World Regional Geography
BOT	3163	Economic Botany	GEOG	3513	Political Geography
CAS	1023	The Scientific Method	GEOG	3633	Historical Geography of the United States
CAS	3403	Death, Grief, and Growth	GEOG	4253	Latin America Geography
CL C	1113	Introduction to Classical Studies	GEOG	4573	Indigenous Peoples and Resources
CL C	2383	Classical Mythology	GEOL	4373	History of Geology
CL C	2603	Ancient Greek Culture	GERM	4773	Post-1945 German Literature and Culture in Modern Europe
CL C	2613	Survey of Roman Civilization			
CL C	3023	Greek Literature in English Translation	HIST	1223	Europe, 1500-1815
CL C	3033	Latin Lit in English Translation	HIST	1233	Europe since 1815
CL C	3053	Origins of Christianity: Jesus to Augustine	HIST	1483	United States, 1492-1865
CL C	3113	Greek Epic Poetry	HIST	1493	United States, 1865 to Present
CL C	3123	Ancient Drama In English Translation	HIST	1613	Western Civilization I
CL C	3133	Plato & the Platonic Tradition	HIST	1623	Western Civilization II
CL C	3143	Women in Antiquity	HIST	1913	World Civilizations to 1600
CL C	3163	Virgil and Dante	HIST	1923	World Civilizations since 1600
CL C	3173	Freedom in Greece	HIST	2023	Greek & Roman Civilizations
CL C	3183	Hellas, The Civilization of Ancient Greece	HIST	2033	African-American History to 1865
CL C	3193	Freedom in Rome	HIST	2043	African American History Since 1865
CL C	3303	Comparative Mythology	HIST	2123	The Holocaust
CL C	3313	Religions of Rome	HIST	2203	Religion/Archaeology of the Near East, Egypt and Mediterranean
CL C	3403	Law and Justice	HIST	2223	Evil in Modern Europe
CL C	3613	Classical Influence on Modern Lit.	HIST	2333	The British Empire
CL C	3713	Women in Ancient Greece	HIST	2503	American Jews/Jewish Americans
CL C	3723	Women in Ancient Rome	HIST	2613	Colonial Hispanic-American History, 1492-1810
CL C	*3970	"Honors Seminar: Hellas"	HIST	2623	History of Hispanic-American Nations, 1810 to Present
CL C	*3970	"Honors Seminar: Roma"	HIST	2803	Survey of Russia
COMM	3513	Intercultural Communication	HIST	3003	History of Sparta
DANC	3743	Dance History: Early Roots	HIST	3013	Archaic Greece
DANC	3753	Dance History: Three Centuries of Development	HIST	3023	Classical Greece
DRAM	3713	History of the Theatre I	HIST	3033	Alexander the Great
DRAM	3723	History of the Theatre II	HIST	3053	Medieval Italy
ENGL	2003	Introduction to World Literature	HIST	3063	The Ancient Art of War
ENGL	2433	World Literature to 1700	HIST	3073	Women in Early Modern Europe
ENGL	2443	World Literature, 1700 to Present	HIST	3083	The American Colonies
ENGL	2543	English Literature, 1375 to 1700	HIST	3093	U. S.: Revolution and New Nation to 1815
ENGL	2653	English Literature, 1700 to Present	HIST	3113	The Crusades
ENGL	2773	American Literature	HIST	3123	War in European History
ENGL	2883	American Literature (since 1865)	HIST	3133	Medieval Women
ENGL	*3023	"The Angry Russian Men of the 60's"	HIST	3143	The Era of Reformation
ENGL	3113	Nature and Environmental Writing	HIST	3153	The Great War, 1914-18
ENGL	3143	Studies in Literacy and Rhetoric	HIST	3163	Europe from the French Revolution to Napoleon
ENGL	3223	Oklahoma Writers/Writing Oklahoma			
ENGL	3323	Gender & Culture Texts	HIST	3173	History of the Great Plains
ENGL	3463	American Fiction	HIST	3183	Eastern Orthodox Christianity & State-Building in Eastern Europe
ENGL	3473	American Non-Fiction			
ENGL	3503	Epic	HIST	3193	Europe in the 20th Century
ENGL	3513	Medieval English Literature	HIST	3203	Transformation of Jews
ENGL	3533	17th Century English Literature	HIST	3213	Intellectual History of 19th Century Europe
ENGL	3543	British-American Enlightenment Literature	HIST	3223	Intellectual History of 20th Century Europe
ENGL	3573	Arthurian Legend & Literature			
ENGL	3613	19th Century English Literature	HIST	3233	Modern Spain
ENGL	3623	20th Century English Literature	HIST	3243	European Women & Gender Relations - 18 <sup>th</sup> Century to Present
ENGL	3713	Introduction to American Studies			
ENGL	3813	Science Fiction	HIST	3253	Hitler and Nazi Germany
ENGL	3833	Introduction to American Drama	HIST	3263	Germany 1800-1923: The Long Nineteenth Century
ENGL	4003	Movements in World Literature			
ENGL	4423	Modern European Novel	HIST	3283	History of Ireland Part II

HIST	3293	Antisemitism	HIST	4323	The African-American Political Tradition
HIST	3303	Mexico and the United States	HIST	4333	Twentieth-Century West
HIST	3323	Tudor England	HIST	4343	The Vietnam War
HIST	3333	Stuart England	HIST	4353	Origins of American Foreign Policy
HIST	3343	18th Century England	HIST	4373	American Constitutional history, 1900-Present
HIST	3353	England Since 1832	HIST	4383	Life of the Mind in America Since 1877
HIST	3363	Legal and Constitutional History of England I	HIST	4503	Brazil, 1500-2000
HIST	3373	Legal and Constitutional History of England II	HIST	4513	Intellectual and Artists in Modern Latin America
HIST	3383	The American West	HIST	4523	Latin American Left
HIST	3403	America Through Western Film	HIST	4533	Populism in 20 <sup>th</sup> -Century South America
HIST	3413	The History of Ancient Israel	HIST	4543	Latin America in the Age of the Cuban Revolution
HIST	3423	War, Prosperity & Depression	HIST	1003	Science, Nature, and Society: Historical Perspectives
HIST	*3430	"20th Century American West" (Honors Section Only.)	HIST	1133	Science and Popular Culture
HIST	*3430	"Mexican American History since 1848"	HIST	2103	Origins and Development of Modern Science in Its Social Context, 1600 to the Present
HIST	3433	United States in the Cold War	HIST	2213	The Darwinian Revolution
HIST	3443	The American Frontier to 1828	HIST	2223	Lives in Science: History of Science through Biography
HIST	3453	The American Frontier Since 1828	HIST	2333	Inventing the Modern World
HIST	3463	The Life of the Mind in America: to 1815	HIST	2423	Social and Ethical Issues in Science, Technology, Environment, and Medicine
HIST	3473	The Life of the Mind in America: 1815-1877	HIST	2453	God and Nature in the Pre-Scientific World
HIST	3483	Twentieth Century Urban West	HIST	3013	History of Science to the Age of Newton
HIST	3493	American Environmental History	HIST	3023	History of Science Since the 17th Century
HIST	*3500	"Socialism & Capitalism: A History"	HIST	3223	Gender Issues in Science, Technology, and Medicine
HIST	3503	World War II	HIST	3413	Biomedical Ethics
HIST	3513	Central America and the Caribbean	HIST	3423	Modern Medicine: An Historical Introduction
HIST	3523	American Southwest	HIST	3433	Science, Technology and Politics: International Perspectives
HIST	3533	The History of Early American Women	HIST	3443	Historical Studies of Science in a Religious World
HIST	3543	The History of Modern American Women	HIST	3463	Cold War Science
HIST	3553	The Civil War	HIST	3473	History of Ecology and Environmentalism
HIST	3563	United States Diplomatic History	HIST	3493	The History of Media
HIST	3593	Women in the American West	HIST	3813	Science in the Ancient World
HIST	3623	Conformity and Dissent in the 1950's and 1960's	HIST	3823	Science in Medieval Culture
HIST	3643	The American Indian: 1870 to the Present	HIST	3833	The Scientific Revolution
HIST	3653	The Media & Social Change in 20 <sup>th</sup> Century United States	HIST	*3970	Honors Seminar: Knowing How We Know
HIST	3673	African-American Thought in the 20th Century	HIST	2973	Perspectives on the American Experience
HIST	3683	Jewish Mysticism	HIST	3223	American Thought and Culture in the 1940's
HIST	3713	History of Mexico, 1800 to the Present	HIST	3233	American Politics/Society Since 1945
HIST	3733	History of Heaven and Hell	HIST	3323	Intro to American Women's Writing
HIST	3763	Eastern Europe Since 1938	HIST	3413	U S Environmental History
HIST	*3770	"Eastern Orthodox Christianity and State Building in Eastern Europe"	HIST	3713	Religion in America
HIST	*3770	"History of Yugoslavia"	HIST	*3970	"Appearance & Reality"
HIST	3793	Imperial Russia	HIST	*3970	"British Fiction Between the World Wars"
HIST	3813	20th Century Russian History	HIST	*3970	"British Poetry Between the World Wars"
HIST	3833	Nation Building in East Central Europe, 1790-1939	HIST	*3970	"Imagining Italy"
HIST	3933	History of the Great Witch-hunt in Early Modern Europe & America	HIST	*3970	"Imagining Italy: Americans in Italy/Italians in America"
HIST	3963	Rebirth of Israel	HIST	*3970	"Oxford and Archaeology"
HIST	3993	The Evolution of Martyrdom in the Judeo-Christian Civilization			
HIST	4003	Jews and Other Germans			
HIST	4013	Modern Italy			
HIST	4023	Inquisitions			
HIST	4033	The Renaissance			
HIST	4043	Modern France			
HIST	4053	The Enlightenment			
HIST	4063	France in the Americas			
HIST	4103	Mythology in Ancient Greece and Rome			
HIST	4303	Violence in the American West			

HON	*3970	"Philosophical Themes in Shakespeare"	IAS	*3003	"Introduction to Food and Culture"
HON	*3993	"African American Women's Activism"	IAS	3013	International Law
HON	*3993	"American Modernity" (Spring 2011 only)	IAS	3023	Genocide
HON	*3993	"American Visions"	IAS	3043	Global Security
HON	*3993	"Beauty in American Literature and Culture"	IAS	3053	Globalization
HON	*3993	"Capitalism and Socialism"	IAS	3063	Politics of Developing Countries
HON	*3993	"Cinema and Culture"	IAS	3083	International Activism
HON	*3993	"Cities"	IAS	3313	Latin American International Relations
HON	*3993	"Consumer Revolution to Consumer Culture"	IAS	3363	Comparative Philosophy
HON	*3993	"Contemporary American Women's Writing"	IAS	4513	Intellectuals and Artists in Modern Latin America
HON	*3993	"Environments of Fiction"	INTL	4523	Latin American Left
HON	*3993	"Experiment in Science"	INTL	4533	Populism In 20 <sup>th</sup> Century South America
HON	*3993	"Florence and the Making of the Renaissance"	INTL	4543	Latin America in the Age of the Cuban Revolution
HON	*3993	"Food, Culture and Sign"	INTL	*2000	"People's History Project"
HON	*3993	"From Ballyhoo to Spin"	INTL	*3000	"Dutch Present Day Society"
HON	*3993	"Germany and Japan in the Age of Total War"	INTL	*3000	"Dutch Society & Culture"
HON	*3993	"Great Books of Western Civilization I"	INTL	*3000	"Early Celtic/History and Institutions"
HON	*3993	"Great Books of Western Civilization II"	INTL	*3000	"Founding of Scotland 11 <sup>th</sup> -13 <sup>th</sup> Centuries"
HON	*3993	"Historical and Ethical Issues in American Medicine"	L STD	*3000	"French Culture and Civilization"
HON	*3993	"History of American Petroleum, 1859-1973"	L STD	*3000	"The Celtic Place-Names of Scotland"
HON	*3993	"History, Memory, Conflict: World War II since 1945"	L STD	*3000	"The Rise of the Medieval Town, 1100-1500"
HON	*3993	"Literature and Medicine"	L TRS	3003	Introduction to Law & Legal Reasoning
HON	*3993	"Measuring Humankind"	L TRS	1223	History of the United States
HON	*3993	"Mexican American Ethnography"	L TRS	3233	Humanities of the Ancient World
HON	*3993	"Modern Epidemics"	L TRS	3243	Humanities of the Modern World
HON	*3993	"Music and Culture in Everyday Life"	L TRS	4750	German Art and Culture
HON	*3993	"Natives/Nations/Napster: Debates on Owning Culture"	L TRS	2103	Introduction to Constitutional Studies
HON	*3993	"Oil in World History"	L TRS	3003	American Novel as a Social History
HON	*3993	"Our Schools, Our Selves"	L TRS	3013	Documentary Oklahoma
HON	*3993	"Psychoactive Substances in American Culture"	L TRS	3023	Classical Italy and Umbria
HON	*3993	"Readings in Native Literature"	MRS	3113	The Examined Life I: Antiquity
HON	*3993	"Religion and Democracy"	MLLL	3123	The Examined Life II: Middle Ages and Renaissance
HON	*3993	"Religion, Race & Ethnicity in America"	MLLL	3133	The Examined Life III: The Enlightenment
HON	*3993	"Remember Death (Memento Mori) in Film and Visual Arts"	MLLL	3143	The Examined Life IV: Emergence of the Modern Academy
HON	*3993	"Rethinking the 1960's"	MLLL	3303	Origin of Rights in Early America
HON	*3993	"Science and the Cold War"	MLLL	3353	Interpreting the American Founding
HON	*3993	"The American City in History, Literature and Film"	MLLL	4903	Seminar in Medieval Culture
HON	*3993	"The Civil Rights Movement"	MLLL	2003	Introduction to World Literature
HON	*3993	"The Civil War in American Memory"	MLLL	*3000	"Dante's Divine Comedy"
HON	*3993	"The Leader in You, The Leader in US"	MLLL	*3000	"The Angry Men of Russia"
HON	*3993	"The Media in the Movies"	MLLL	*3000	"The Mask and the Market: Dissimulation and Authenticity in Italy"
HON	*3993	"The New Hollywood"	MLLL	3043	Mythology & Folklore
HON	*3993	"The Oil Curse in 20 <sup>th</sup> Century World History"	MLLL	3063	Survey of Jewish Literature from Antiquity to the Present
HON	*3993	"The Political Einstein"	MLLL	3073	The Hebrew Bible as Literature
HON	*3993	"Weapons of Mass Destruction"	MLLL	3123	Russian Culture & Civilization
ID	3753	History of Interior Design, Early Civilization to 1800	MLLL	3133	Soviet Cinema and Post Soviet Cinema
IAS	1203	Philosophy and Human Destiny, East and West	MLLL	3143	Dostoevsky and His Age
IAS	1303	Introduction to Latin American Studies	MLLL	3153	Russian Literature Through Film
IAS	2603	Governments Around the World	MLLL	3163	Chekhov
			MLLL	3173	Nabokov
			MLLL	3183	Tolstoy: Writer, Thinker, Social Critic
			MLLL	3303	The World of Dante
			MLLL	3313	Introduction to Italian Literature and Culture
			MLLL	3423	Orientalisms: Western Visions of the East from the 12 <sup>th</sup> to the 21 <sup>st</sup> Century
			MLLL	3523	Survey of Russian Literature to 1917 in Translation

MLLL	3533	Survey of Russian Literature from 1917 in Translation	P SC	3643	Democracies and Democratization: A Comparative Inquiry
MLLL	3543	The Petersburg Myth and Text/The City in Russian Culture	P SC	3653	Government & Politics of Latin America
MLLL	3573	Arthurian Legend & Literature	P SC	3673	Politics in Eastern Europe
MLLL	3823	German Culture and Thought	P SC	3683	Politics of Russia
MLLL	3843	20 <sup>th</sup> Century European Culture & Identity	P SC	3703	From Plato to Machiavelli: The Classic Art of Politics
MLLL	3853	The Rise of Romanticism	P SC	3713	The Idea of the Liberal Society
MLLL	3943	German Cinema	P SC	4113	American Foreign Policy, World War II to the Present
MLLL	4003	Movements in World Literature			
MLLL	4063	Early Literary Criticism	P SC	4273	Constitutional Interpretation
MLLL	4113	Luso-Brazilian Civilization	P SC	4283	Civil Rights and Civil Liberties
MLLL	4443	Exploring Music in Literature: Poetry and Drama of Lorca	P SC	4293	American Constitutionalism
MLLL	4553	Latin America in its Literature: The Search for a Latin American Identity	P SC	4553	The International Political System
MLLL	4663	Gender and Cross-Cultural Issues in Eastern European Women's Writing	P SC	4653	Politics, Literature, and Film
MUHI	2313	Ancient Times to 1700	RELS	4723	Philosophical Issues in American Politics
MUHI	2323	Late Baroque through Romantic Period	RELS	1113	Introduction to Religious Studies
MUHI	3333	Post-Romantic Period to the Present	RELS	2413	Religion, Culture, and the Meaning of Life
MUSC	2313	Ancient Times to 1700	SOC	3633	Religious Leaders for Social Justice
MUSC	2323	Late Baroque through Romantic Period	SOC	1003	Introduction to Women's Studies
MUSC	3333	Post-Romantic Period to the Present	UNIV	1523	Social Problems
PHIL	1013	Introduction to Philosophy	UNIV	*1000	"Grief and Growth"
PHIL	1203	Philosophy & Human Destiny, East and West	UNIV	*2000	"World Cultures & Traditions"
PHIL	1213	Introduction to Ethics	UNIV	*3000	"Bible and Ethics"
PHIL	1263	Introduction to Ethics in Health Care	UNIV	(Fa 2002, Sp 2003)	
PHIL	3023	Aesthetics and the Philosophy of Art	UNIV	*4000	"American Exceptionalism and US Foreign Policy"
PHIL	3033	Philosophy and Literature	UNIV	*4000	"Etruscan Art and Culture"
PHIL	3043	Philosophy and Film	UNIV	*4000	"Human Rights and World Politics"
PHIL	3053	Comparative Philosophy	UNIV	*4000	"Powwow Culture-Native American Performance, Identity, and Meaning"
PHIL	3253	History of Ethics	UNIV	*4000	"Procrastination-About Time?"
PHIL	3273	Ethics and Business	W S	1003	Introduction to Women's Studies
PHIL	3283	Religion and the Environment	W S	3073	Women In Early Modern Europe
PHIL	3293	Environmental Ethics	W S	3133	Medieval Women
PHIL	3313	History of Ancient Philosophy	W S	3233	Women Creating Social Change
PHIL	3333	History of Modern Philosophy	W S	3243	European Women and Gender Relations 18 <sup>th</sup> Century to Present
PHIL	3353	American Philosophy	W S	3473	Red Dirt Women and Power
PHIL	3363	Comparative Philosophy	W S	3533	The History of Early American Women
PHIL	3393	20 <sup>th</sup> Century Anglo-American Philosophy	W S	3543	The History of Modern American Women
PHIL	3423	Ancient and Medieval Religious Philosophy	W S	3593	Women in the American West
PHIL	3433	Modern Philosophy of Religion	W S	3933	History of the Great Witch-hunt in Early Modern Europe and America
PHIL	3443	Contemporary Issues in Philosophy of Religion	W S	3953	Women and the Law
PHIL	3503	Self and Identity			
PHIL	3533	Language, Communication and Knowledge			
PHIL	3613	Philosophy of Biology			
PHIL	3623	Phil Issues in Physics & Cosmology			
PHIL	3713	History of Social and Political Philosophy			
PHIL	3723	Contemporary Social & Political Philosophy			
PHIL	3733	Religion in Political Theory			
PHIL	3743	Feminist Philosophy			
PHIL	3753	Philosophy of Race			
PHIL	3763	Law and Society			
P SC	2603	Governments Around the World			
P SC	3033	Religion & Politics in America			
P SC	3463	American Political Development			
P SC	3553	International Political Economy			
P SC	3563	United States Diplomatic History			
P SC	3603	Government of England			
P SC	3613	Politics in Western Europe			
<b>NON-WESTERN CULTURE (1 course)</b>					
			AFAM	2003	Introduction to African and African-American Studies
			AFAM	2113	Africa and the Diaspora
			AFAM	3133	Introduction to African Aesthetics
			AFAM	3613	Visual Culture and African American Identity: 1895 – 1939
			ANTH	1203	Language Across Cultures
			ANTH	1413	Great Discoveries in Archaeology
			ANTH	1613	Indian Peoples of Oklahoma
			ANTH	1823	Religion in Everyday Life
			ANTH	2203	Peoples of the World
			ANTH	2613	Native Peoples of North America
			ANTH	3333	The Aztec World
			ANTH	3453	Contemporary Native American Issues
			ANTH	3503	Oklahoma Prehistory
			ANTH	3553	Peoples of the Pacific Islands
			ANTH	3713	Native American Artistic Traditions
			ANTH	3743	Indian Justice in Cultural Law
			ANTH	3803	Asian Prehistory
			ANTH	3843	South Asia

ANTH	3883	Archaeology of South America	HIST	3873	Traditional China
ANTH	3893	Maya, Aztec and Inca: High Civilizations of Ancient America	HIST	3883	Modern China to 1945
ANTH	4303	Women & Development in Africa	HIST	3893	Culture and Society in the Middle East
ANTH	4623	Approaches to Cross-Cultural Human Problems	HIST	3903	Contemporary Japan
ANTH	4653	Ethnology of the Greater Southwest	HIST	3913	The Samurai in Japanese History
ANTH	4813	Archaeology of North America	HIST	3923	China Since 1911
ARCH	4183	Survey of Middle Eastern Architecture	HIST	3953	The Modern Middle East
ARCH	*4970	"Chinese Architecture, Landscape Architecture, and Cities"	HIST	3973	Judaism - A Religious History
ARCH	*4970	"Istanbul Study/Travel Abroad"	HIST	3983	Medieval Jewish History
ARCH	*4970	"Middle Eastern Architecture"	HIST	4203	Classical China
ARTC	4693	Contemporary Native American Artist	HIST	4213	China's Art of War
ARTC	4893	Contemporary Native American Artist II	HIST	4463	History of West Africa
A HI	3803	Pre-Columbian Art & Architecture of Meso and South America	HON	4553	Environmental History of Latin America
A HI	3853	Survey of Asian Art	HON	*2970	"Culture, Power, and International Development"
A HI	4803	Survey I-North American Indian Prehistoric Art	HON	*2970	"Globalizing Africa"
A HI	4823	20th Century American Indian Art History	HON	*2970	"Images of Africa"
A HI	4833	North American Indian Pre-historical Art	HON	*3993	"Africa and the Urge to Help"
A HI	4853	American Indian Women Artists	HON	*3993	"Christianity and Sub-Saharan Africa"
A HI	4873	Japanese Art	HON	*3993	"Global Youth Cultures"
A HI	4883	The Arts of China	HON	*3993	"Lives in Science: Biography in the History of Science and Medicine"
COMM	2003	Communication in Non-Western Cultures	HON	*3993	Science and Technology in Asian History
DANC	1813	Introduction to Non-Western Dance Forms	HSCI	3313	Science & Civilization in Islam
DANC	3813	History of World Dance	HSCI	3453	Technology, Politics, and International Development
ENGL	3433	Foundations of Indic Culture & Civilization	HSCI	3483	Technology, Politics, and International Development
ENGL	3483	Native American Writers	IAS	1223	Introduction to Asian Philosophy
ENGL	4343	The Indian in American Popular Culture	IAS	2103	Survey of Asian Civilizations and Cultures
ENGL	4383	Civilization & Diaspora	IAS	2413	Islam
ENGL	*4403	"Modern Indian and British Commonwealth Poetry"	IAS	*3003	"Social Change and Development in West Africa"
FVS	*3843	"Bollywood"	IAS	3123	Environmental Challenges in Asia
FVS	*3843	"Contemporary Turkish Cinema"	IAS	3133	Ethnic Identity and Conflict in Asia
GEOG	3223	The British Empire and Its Successor	IAS	3143	Chinese Politics
GEOG	3273	Cultural Geographies of the Colonial Caribbean	IAS	3163	International Relations of East Asia
GEOG	4243	Geography of Asia	IAS	3173	Rural Life in Modern China
GEOG	4563	American Indian Geographies	IAS	3193	Environment and Disease Crises in China
HIST	1543	Introduction to American Indian History	IAS	3343	Chinese Philosophy
HIST	1723	East Asia to 1600	IAS	3433	International Relations in the Middle East
HIST	1733	East Asia Since 1600	IAS	3483	Shi'a Islam: History, Memory, and Protest, Middle East
HIST	2013	Ancient Near Eastern Civilizations	INTL	*3000	"Archeology and Pre-Hispanic Cultures"
HIST	2683	Introduction to Islam	LING	1203	Language Across Cultures
HIST	2713	Survey of African Civilization	LSTD	3263	The Art of the Non-Western World
HIST	3043	Egypt and Mesopotamia	MLLL	3213	Japanese Theatre & Performance
HIST	3103	Slavery in World History	MLLL	3223	Japan through Film and Literature
HIST	3303	Mexico and the United States	MLLL	3233	Japanese Literature Since 1945
HIST	3313	Israeli Culture Through Film	MLLL	3413	Arabic Lit and Culture
HIST	3633	American Indian Ethnohistory to 1870	MLLL	3453	The World of the Arabian Nights
HIST	3693	Political and Socioeconomic History of South Africa	MLLL	3463	Arab Culture and Society through Modern Fiction
HIST	3703	Native Peoples of Latin America	MLLL	3623	Pre-Modern Japanese Literature and Culture
HIST	3723	Africa Since 1945	MLLL	3633	Modern Japanese Literature and Culture
HIST	*3740	"Southern Africa"	MLLL	3753	Modern Chinese Literature and Culture
HIST	3743	Southern Africa Since 1800	MLLL	3763	Chinese Cinema
HIST	3783	Africa Since 1800	MLLL	4123	History of Afro-Brazilian Music
HIST	3823	A History of Japanese Culture	MLLL	4173	Introduction to Francophone Literatures in Translation
HIST	3843	International Relations in the Middle East	MLLL	4183	Contemporary Japanese Drama
HIST	3853	Japan to 1850	MLLL	4993	Epics of India: Ramayana and Mahabharata
HIST	3863	Japan Since 1850	MUNM	3113	Introduction to World Music
			MUNM	3213	Native American Music

MUNM	3313	African Repercussions	COMM	4713	Issues in Communication Study
MUNM	3413	Music of the Pacific Rim	CNS	4993	Construction Science Capstone
MUNM	3513	Music of South Asia	DANC	4723	Senior Capstone
MUNM	3613	Middle Eastern Music	DRAM	4803	Capstone Experience
MUNM	*4970	"Middle Eastern Music" (Spring 2010 only)	ECON	4983	Economics as a Social Science
MUNM	*4970	"Music Cultures of Sub-Saharan Africa"	EDEC	4123	Curriculum of Early Childhood Education
NAS	1013	Introduction to Native American Studies	EDEN	4913	The Teaching of English Language and Literacy in Elementary/Middle School Classrooms
NAS	3113	Native American Philosophy	EDLT	4313	Fundamental Concepts & Methods of Teaching Secondary Mathematics00
NAS	4023	Native Cultural Aesthetics and The Heritage Industry	EDMA	4243	Practicum II
NAS	4123	Contemporary Issues in Native American Studies	EDSP	4890	Teaching Secondary School Social Studies
NAS	4323	Indigenous Archaeology	EDSS	4563	Teaching Experience in Secondary School "Science"
NAS	4693	Contemporary Native American Artist II	EDUC	*4060	Lab-Special Projects
NAS	4893	Contemporary Native American Artist II	ECE	4773	The English Capstone Course
NAS	4993	Understanding Native American Art of Today	ENGL	4853	Senior Capstone in French
P SC	3633	Politics in East Asia	FR	4993	Senior Seminar in Film & Video Studies
PHIL	1223	Introduction to Asian Philosophy	FVS	4013	Pro-seminar in Geography
PHIL	3303	East Asian Philosophy	GEOG	4953	Field Geology
PHIL	3343	Chinese Philosophy	GEOL	4136	Geoinformatics Capstone Seminar
RELS	2303	Islamic Religious Traditions	GIS	4953	Colorado Field Geophysics
RELS	2403	Introduction to Comparative Religion	GPHY	4133	Senior Thesis in Geophysics
RELS	2503	Introduction to Islam –Interpreting Muslim Voices	GPHY	4953	Culture and Literature III
RELS	2703	Introduction to Buddhism	GERM	4333	Service Learning
RELS	2713	Introduction to Hinduism	H R	4513	Senior Capstone
RELS	3303	Conceptions of the Afterlife	HES	4953	Undergraduate Seminar in History
RELS	3533	The Qur'an	HIST	4973	Capstone in History of Science
RELS	3543	Islamic Law	HSCI	4993	Interior Design V
RELS	3563	Islamic Theology	ID	4776	Capstone Design Project
RELS	*3933	"Buddhist Meditation Traditions"	I E	4393	Senior Capstone Seminar in International & Area Studies
SOC	3753	Sociology of Africa	IAS	4013	Italian Capstone
UNIV	*3000	"World Cultures & Traditions"	ITAL	4993	Advertising Campaigns
UNIV	*4000	"Islam and the West Since 9/11"	JMC	4343	Public Relations Campaigns-Capstone
			JMC	4403	Theories of Professional Writing
			JMC	4573	Current Issues in Broadcasting
			JMC	4653	Journalism, Ethics, and Democracy
			JMC	4683	Mass Communication Law
			JMC	4813	Latin Capstone Course
			LAT	4503	Information Studies Capstone
			LIS	4663	Study in Depth
			LSTD	4650	Study in Depth
			LSTD	4953	Letters Capstone Course
			LTRS	4503	Senior Essay
			LING	4983	Senior Mathematics Seminar
			MATH	4513	Mathematics Capstone Course
			MATH	4991	Senior Seminar
			METR	4911	Senior Seminar
			METR	4913	Senior Seminar II
			METR	4922	Capstone in Microbiology
			MBIO	4893	Senior Thesis-Capstone
			MBIO	4950	Senior Capstone
			MTHR	4183	Senior Capstone-BFA Degree
			MUS	4023	Capstone Seminar
			MUED	4042+	Teaching Experience
					+Course requires concurrent enrollment in 4050 or 4060,
			NAS	4013	Senior Capstone
			P E	4553	Integrated Reservoir Management
			PHIL	4893	Senior Capstone in Philosophy
			PHYS	4300	Senior Research Project
			P SC	4093	Capstone Seminar in Political Science
			P SC	4203	Capstone Seminar in Public Affairs and Administration
			PSY	4113	Capstone Survey of Major Fields in Psychology
			PSY	4143	Capstone Practicum Experience
			PSY	4153	Capstone History of Psychology

**CORE AREA V: SENIOR CAPSTONE EXPERIENCE**  
(one course)

AFAM	4003	Senior Seminar in African and African-American Studies
AME	4373	Aerospace Systems Design II
AME	4553	Design Practicum
ANTH	4113	Anthropology Capstone
ARAB	4993	Readings in Contemporary Arab Culture
ARCH	4575	Arch Design/Building Systems Integration
ARCH	4754	Building Systems Integration
ART	4983	Senior Capstone Experience
A HI	4993	Senior Capstone Experience
AVIA	4713	Senior Capstone
BOT	4983	Senior Capstone: Plant Biology for 21 <sup>st</sup> Century
B AD	4013	Business Strategy & Policy
CAS	4703	Multidisciplinary Capstone
CEES	4903	Civil Engineering Capstone
CEES	4913	Environmental Science and Environmental Engineering Capstone
CEES	4923	Environmental Engineering Design
CEES	4993	Design of Building Systems
CH E	4273	Advanced Process Design
CHEM	4913	Senior Thesis
CHEM	4923	Senior Project
CHEM	4933	Current Topics in Biochemistry
CHIN	4993	Senior Capstone in Chinese
C S	4273	Software Engineering II
CL C	4503	Classical Culture Capstone Course

RELS	4323	Capstone
RUSS	4183	Topics in 20 <sup>th</sup> and Post 20 <sup>th</sup> Century Russian Literature and Culture
S WK	4325*	Practicum II
*Student must complete both 4322 and 4325 to fulfill Capstone requirement		
S WK	4331	Practicum Seminar II
SOC	4843	Capstone in Criminology

SOC	4943	Capstone in General Sociology
SPAN	4183	Senior Capstone
SRRE	4012	The Capstone Writing Seminar
SRRE	4021	Senior Capstone Recital
W S	4123	Contemporary Feminist Thought
ZOO	4983	Senior Seminar

## HONORS COLLEGE

The Honors College offers special sections of courses to academically talented students who are Honors College members. Enrollment in these sections is limited to 19 students in lower division and 22 students in upper division classes. Honors students can enroll in most Honors classes through the online enrollment system. However, special permission (obtained through the Honors College Office) is necessary for Honor Reading (3960), Honors Research (3980), and a few additional classes. Students may come to Honors House (David L. Boren Hall, Room 160) or call 325-5291 for more information.

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## INTERNATIONAL AND AREA STUDIES

The Department of International and Area Studies (IAS) was established in 2001 and is a part of College of International Studies, along with Education Abroad and International Student Services. The goal of the Department of International and Area Studies is to train students to succeed in an increasingly interdependent world, and to promote continuing internationalization of the curriculum at the University of Oklahoma. The Department offers seven different majors in Asian Studies, European Studies, International Security Studies, International Studies, Latin American Studies, Middle Eastern Studies, and Russian and Eastern European Studies. Eight Minors are also offered in each of these areas, as well as in African Studies. Our Interdisciplinary programs allow students to learn a language, live and work where that language is spoken, and understand the politics and cultures of different world regions. For more information on courses and advisement, please contact the Academic Advising Office for IAS, Hester Hall 155, (405) 325-4547.

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## TELECOURSES

Residence credit courses through the University of Oklahoma may be taken through a modified independent study format in which students view video lecture. All courses have required texts and study guides. Telecourses serve as an excellent alternative for students by providing the convenience of viewing lectures in their own home and reducing travel time and cost. Examinations will be proctored at a college testing center, either at the OU campus in Norman or at a college in the student's Local area. For information on the orientation meeting and test schedules, contact TELEVISED INSTRUCTION, 1600 S. Jenkins, Room 101; (405) 325-601, [tvi.ou.edu](http://tvi.ou.edu).

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## HEALTH SCIENCES CENTER

For information concerning educational opportunities at the University of Oklahoma Health Sciences Center, contact:

(IN NORMAN)  
University College,  
Room 100, Lissa and Cy Wagner Hall  
University of Oklahoma  
Tel: (405) 325-3521

(IN OKLAHOMA CITY)  
Health Sciences Center  
HSC Student Affairs  
Student Union – Suite 300  
1106 North Stonewall  
Oklahoma City, OK 73117  
Tel: (405) 271-2416

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## COLLEGE OF NURSING

Workshops, conferences, seminars and home study courses are offered for non-academic credit (continuing education units) by the College of Nursing. For more information, contact:

Continuing Education Program  
College of Nursing  
1100 N. Stonewall  
P.O. Box 26901  
Oklahoma City, OK 73126-0901  
Tel: (405) 271-2083

## College of Liberal Studies

Established in 1960, the College of Liberal Studies' (CLS) mission is to provide the highest quality interdisciplinary education to adult and non-traditional students. CLS utilizes its setting within a comprehensive research university to enhance students' skills as lifelong learners, thereby enriching their lives at the personal and professional levels and encouraging them to participate in the work of active citizenship. CLS offers bachelor's and master's degree programs to working adults through non-traditional delivery options - online, independent study, and hybrid courses.

### Degrees Offered

Bachelor of Arts in Administrative Leadership

Bachelor of Arts in Liberal Studies

Concentrations: Humanities, Natural Sciences, Social Sciences

Bachelor of Science in Criminal Justice

Master of Arts in Administrative Leadership

Master of Arts in Liberal Studies

Concentrations: Human and Health Services Administration, Integrated Studies, Museum Studies

Master of Prevention Science

### Enrollment Procedures

Students admitted to the College of Liberal Studies will automatically receive a degree plan generated by their assigned academic advisor and may request an updated plan at any point during their studies. CLS students wishing to enroll in semester-based online and hybrid courses can do so through OU's online student information system, Ozone: <http://ozone.ou.edu>. To register for independent study courses, CLS students should contact their assigned academic advisor directly to initiate the enrollment process. For more information about CLS enrollment policies and procedures, please visit the College's website, <http://www.ou.edu/cls.html>, or contact CLS directly using the information provided below.

Non-CLS students can enroll in CLS courses one week prior to the start of an eight-week or sixteen-week academic session and need special permission from their academic advisor as well as a CLS advisor to complete the enrollment process.

### College Contact Information

College of Liberal Studies

1610 Asp Avenue, Suite 108

Norman, OK 73072-6405

Telephone: (405) 325-1061; (800) 522-4389

Fax: (405) 325-7132

E-mail: [clsinfo@ou.edu](mailto:clsinfo@ou.edu)

Website: <http://www.ou.edu/cls.html>

## COURSES OFFERED AT SITES IN OKLAHOMA CITY

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### UNIVERSITY OF OKLAHOMA COURSES OFFERED AT OKLAHOMA CITY COMMUNITY COLLEGE

Students interested in enrolling in University of Oklahoma courses taught on the Oklahoma City Community College campus must be admitted to the University of Oklahoma. Applications for admission to OU can be obtained from the Office of Prospective Student Services, University of Oklahoma, 407 West Boyd, Norman, OK 73019-0520; phone (405) 325-2151, or the University of Oklahoma representative at Oklahoma City Community College; phone (405) 325-2891. Please refer to the section on **Admission Information** at the front of this schedule.

Currently enrolled OU students may enroll in OU courses taught at Oklahoma City Community College through Enrollment Services on the Norman Campus. Oklahoma City Community College students may enroll in these courses through the OU representative at Oklahoma City Community College.

Students enrolled in these courses will receive a tuition statement from the OU Bursar's Office during the third week of classes for a fall or spring semester or the first week of classes during the summer session. See the section on **Fees and Tuition** at the front of this schedule for fee and tuition rates and fee payment deadlines.

**Classroom Location:** Contact Continuing Education Academic Programs, 325-2891, for classroom location and information about OU courses taught at Oklahoma City Community College.

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### COURSES OFFERED AT THE OU HEALTH SCIENCES CENTER

The University of Oklahoma offer courses on the OU Health Sciences Center Campus in Oklahoma City. Students should consult the course listings in the main body of the class schedule for information on enrollment restrictions and permission requirements. Students may register for these courses in Buchanan Hall, Room 230, Norman Campus, or online at [ozone.ou.edu](http://ozone.ou.edu). For specific information on class location, contact Continuing Education Academic Programs, (405) 325-2891.

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### COURSES OFFERED AT THE OKLAHOMA CITY GRADUATE BUSINESS CENTER, OKLAHOMA CITY

The Michael F. Price College of Business offers MBA courses at the OU Health Sciences Center, Oklahoma City. Contact the College of Business Graduate Programs Office, Room 1040, Michael F. Price Hall, or call (405) 325-4107, for more information. All courses listed require permission of the Graduate Programs Office.

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### OU-Tulsa

The University offers resident credit courses in Tulsa in the areas listed below. Norman campus students may contact the OU-Tulsa Enrollment Office, (918) 666-3474, for information. For course schedule and registration information, students should refer to the "Online Registration System" at [ozone.ou.edu](http://ozone.ou.edu) or by contacting the Enrollment Office at OU-Tulsa. Students should consult with departmental advisors regarding degree program requirements.

#### Graduate Programs:

Architecture	Architectural Urban Design	Ed.D Educational Administration
Educational Administration	Electrical and Computer Engineering	Ph.D. Early Childhood Education
Human Relations	Ed.D Education	Ph.D. Electrical and Computer Engineering
Library & Information Studies	Organizational Dynamics	Telecommunications Engineering
Public Administration	Social Work	

#### Undergraduate Programs:

Early Childhood Education	Administration Leadership	Multidisciplinary Studies
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Students can find courses being offered by semester through the Look Up Classes link on the Academics tab in [ozone.ou.edu](https://ozone.ou.edu).

Faculty and staff can search for courses through the Faculty and Staff Academic Services channel and the Look Up Classes link on the Home tab in [ozone.ou.edu](https://ozone.ou.edu).

There is also a public-access view of the class schedule at [https://ssb.ou.edu/pls/PROD/bwckschd.p\\_disp\\_dyn\\_sched](https://ssb.ou.edu/pls/PROD/bwckschd.p_disp_dyn_sched)