# NORMAN CAMPUS CALENDAR

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Spring 2014</th>
<th>Summer 2014</th>
<th>Fall 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REGISTRATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advance Registration</td>
<td>Oct. 28-Nov. 22</td>
<td>Oct. 28-Nov. 22</td>
<td>March 31-April 25</td>
</tr>
<tr>
<td>Continuing Registration and Add/Drop</td>
<td>Nov. 25-Jan. 10</td>
<td></td>
<td>April 28-Aug. 17</td>
</tr>
<tr>
<td>Last Day to Register Before Classes Begin</td>
<td>Jan. 10</td>
<td></td>
<td>Aug. 17</td>
</tr>
<tr>
<td>CLASSES BEGIN</td>
<td>Jan. 13</td>
<td></td>
<td>Aug. 18</td>
</tr>
<tr>
<td>First Day for Late Registration Fee of $20</td>
<td>Jan. 13</td>
<td></td>
<td>Aug. 18</td>
</tr>
<tr>
<td>Final Day to Register</td>
<td>Jan. 17</td>
<td></td>
<td>Aug. 22</td>
</tr>
<tr>
<td>Advance Registration for Next Term Begins</td>
<td>March 31</td>
<td></td>
<td>Nov. 3</td>
</tr>
<tr>
<td>Final Day of Classes</td>
<td>May 2</td>
<td></td>
<td>Jan. 9***</td>
</tr>
<tr>
<td><strong>ADD/DROP (Changes in schedule, retaining at least one course)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100% Reduction of Charges on Dropped Courses</td>
<td>Jan. 13-27*</td>
<td></td>
<td>Aug. 18-29**</td>
</tr>
<tr>
<td>No Reduction of Charges on Dropped Courses after this Date</td>
<td>Jan. 27**</td>
<td></td>
<td>Aug. 29**</td>
</tr>
<tr>
<td>No Record of Grade for Dropped Course(s)</td>
<td>Jan. 13-27*</td>
<td></td>
<td>Aug. 18-29</td>
</tr>
<tr>
<td>Final Day to Add a Course without Permission of the Instructor</td>
<td>Jan. 17*</td>
<td></td>
<td>Aug. 22</td>
</tr>
<tr>
<td>Automatic Grade of W for Dropped Course(s) for Graduate Students</td>
<td>Jan. 28-Feb. 21</td>
<td></td>
<td>Sept. 2-26</td>
</tr>
<tr>
<td>Grade of W or F for Dropped Course(s) for Graduate Students</td>
<td>Feb. 24-May 2</td>
<td></td>
<td>Sept. 29-Dec. 5</td>
</tr>
<tr>
<td><strong>COMPLETE WITHDRAWAL (Dropping all courses for a semester)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancellation Deadline (No record of grade on transcript)</td>
<td>Jan. 10</td>
<td></td>
<td>Aug. 15</td>
</tr>
<tr>
<td>100% Reduction of Charges on Complete Withdrawal</td>
<td>Jan. 13-27**</td>
<td></td>
<td>Aug. 18-29**</td>
</tr>
<tr>
<td>No Reduction of Charges on Complete Withdrawal after this Date</td>
<td>Jan. 27**</td>
<td></td>
<td>Aug. 29**</td>
</tr>
<tr>
<td>Automatic Grade of W on Complete Withdrawal for Graduate Students</td>
<td>Jan. 13-Feb. 21</td>
<td></td>
<td>Aug. 18-Sept. 26</td>
</tr>
<tr>
<td>Grade of W or F on Complete Withdrawal for Graduate Students</td>
<td>Feb. 24-May 2*</td>
<td></td>
<td>Sept. 29-Dec. 5</td>
</tr>
<tr>
<td><strong>AUDIT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Day to Change from Audit to Credit for Undergraduate Students</td>
<td>Jan. 24*</td>
<td></td>
<td>Aug. 29</td>
</tr>
<tr>
<td>Final Day to Change from Credit to Audit for Undergraduate Students</td>
<td>Jan. 24*</td>
<td></td>
<td>Aug. 29</td>
</tr>
<tr>
<td>Final Day to Change from Audit to Credit for Graduate Students</td>
<td>Jan. 24*</td>
<td></td>
<td>Aug. 29</td>
</tr>
<tr>
<td>Final Day to Change from Credit to Audit for Graduate Students</td>
<td>Jan. 24*</td>
<td></td>
<td>Aug. 29</td>
</tr>
<tr>
<td><strong>FINAL EXAMINATIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam Preparation Period</td>
<td>April 28-May 4</td>
<td></td>
<td>Dec. 1-7</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>May 5-9</td>
<td></td>
<td>Dec. 8-12</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>May 13</td>
<td></td>
<td>Dec. 16</td>
</tr>
<tr>
<td><strong>HOLIDAYS AND VACATION DAYS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td></td>
<td>May 26</td>
<td></td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td></td>
<td>July 4</td>
<td></td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td></td>
<td>Sept. 1</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Vacation</td>
<td></td>
<td>Nov. 26-30</td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>Jan. 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>Mar. 15-23</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BURSAR AND FINANCIAL AID DEADLINES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Billing Statement</td>
<td>Feb. 1</td>
<td>June 1</td>
<td>Sept. 1</td>
</tr>
<tr>
<td>First Payment Deadline without accruing service charge</td>
<td>Feb. 21</td>
<td>June 21</td>
<td>Sept. 21</td>
</tr>
<tr>
<td>$50 end-of-semester late penalty assessed after this date</td>
<td>May 21</td>
<td>July 21</td>
<td>Dec. 21</td>
</tr>
<tr>
<td><strong>GRADUATION AND RELATED REQUIREMENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Day to File a Candidate for Master’s Degree</td>
<td></td>
<td>First Monday of Oct.</td>
<td>First Monday of March</td>
</tr>
<tr>
<td>Final Day to File Graduation Application</td>
<td>Mar. 3</td>
<td>July 1</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>Final Day to Request Authority for Thesis Defense</td>
<td>Apr. 18</td>
<td>July 11</td>
<td>Nov. 26</td>
</tr>
<tr>
<td>Final Day for Oral Defense of Dissertation</td>
<td>May 2</td>
<td>July 25</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Final Day for Defense of Thesis</td>
<td>May 2</td>
<td>July 25</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Final Day to Complete Doctoral General Examination</td>
<td>May 2</td>
<td>July 25</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Final Day for Comprehensive Exam.</td>
<td>May 2</td>
<td>July 25</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Final Day to Complete Work Needed for Graduation</td>
<td>May 2</td>
<td>Aug. 1</td>
<td>Dec. 13</td>
</tr>
<tr>
<td>Final Day to Deposit Thesis in Library</td>
<td>May 9</td>
<td>Aug. 1</td>
<td>Dec. 13</td>
</tr>
<tr>
<td>Final Day to Deposit Dissertation in Library</td>
<td>May 9</td>
<td>Aug. 1</td>
<td>Dec. 13</td>
</tr>
<tr>
<td>Commencement Weekend</td>
<td>May 9-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Day to Submit Work Needed (e.g. transfer work)</td>
<td>May 23</td>
<td>Aug. 13</td>
<td>Jan. 9</td>
</tr>
<tr>
<td>for Graduation &amp; Admissions &amp; Records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* See Summer Calendar for Summer Dates and Deadlines.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>College of Liberal Studies students have the first week of every 8-week session to drop courses with 100% reduction of charges.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>This reflects the end of December Intersession part of fall term. Final day of classes for all other Fall parts of Term is December 12.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any calendar is subject to change when it is determined to be in the best interest of the University to do so.
**Summer/Intersession 2014 Academic Calendar**

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

<table>
<thead>
<tr>
<th>Registration</th>
<th>Law</th>
<th>Block A</th>
<th>Block B</th>
<th>Block C</th>
<th>Block D</th>
<th>Block E</th>
<th>Block H</th>
<th>Aug</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Registration</td>
<td>May 19 - July 3</td>
<td>June 9 - July 3</td>
<td>July 8- Aug 1</td>
<td>May 12 - June 27</td>
<td>June 30 - July 15</td>
<td>May 12 - July 25</td>
<td>July 28-Aug 15</td>
<td></td>
</tr>
<tr>
<td>Continuing Registration and Add/Drop</td>
<td>May 11</td>
<td>June 8</td>
<td>July 7</td>
<td>May 11</td>
<td>June 29</td>
<td>May 11</td>
<td>July 27</td>
<td></td>
</tr>
<tr>
<td>Final Day to Register Before Classes Begin</td>
<td>May 12</td>
<td>May 18</td>
<td>June 10</td>
<td>July 9</td>
<td>May 13</td>
<td>July 1</td>
<td>July 28</td>
<td></td>
</tr>
<tr>
<td>Final Day to Register</td>
<td>May 12</td>
<td>May 20</td>
<td>June 10</td>
<td>July 9</td>
<td>May 13</td>
<td>July 1</td>
<td>July 28</td>
<td></td>
</tr>
<tr>
<td>Final Day of Classes</td>
<td>May 30</td>
<td>July 3</td>
<td>June 6</td>
<td>July 3</td>
<td>Aug 1</td>
<td>May 27</td>
<td>July 25</td>
<td></td>
</tr>
</tbody>
</table>

**Add/Drop (changes in schedule, retaining at least one course)**

| 100% Reduction of Charges on Dropped Courses | N/A | May 12 - 13 | May 19 - 22 | May 12 - 14 | June 9 - 11 | July 8 - 10 | May 12- 15 | June 30 – July 3 | May 12 - 20 | July 28 - 29 |
| No Reduction of Charges on Dropped Courses after this Date | May 13 | May 22 | May 14 | June 11 | July 10 | May 15 | July 3 | May 20 | July 29 |
| No Record of Grade on Dropped Courses | May 12 - 13 | May 19 - 22 | May 12 - 14 | June 9 - 11 | July 8 - 10 | May 12 - 15 | June 30 – July 3 | May 12 - 20 | July 28 - 29 |
| Final Day to Add a Class | May 11 | May 20 | June 10 | July 9 | May 13 | July 1 | July 27 |
| Automatic Grade of W for Dropped Course(s) for Undergraduate Students | May 14 - 22 | N/A | May 15 – 28 | June 12 – 25 | July 11 – 24 | May 16 – June 5 | July 5 - 25 | May 21 – June 26 | July 30 – Aug 7 |
| Automatic Grade of W for Dropped Course(s) for Graduate Students | May 14 - 19 | May 23 – June 5 | May 15 – 20 | June 12 – 17 | July 11 -16 | May 16 - 28 | July 5 -16 | May 21 – June 6 | July 30 – Aug 4 |
| Grade of W or F for Dropped Course(s) Graduate Students | May 20 - 30 | June 6 – July 3 | May 21 – June 6 | June 18 – July 3 | July 17 – Aug 1 | May 29 - June 27 | July 17 – Aug 15 | June 7 – July 25 | Aug 5 - 15 |
| Petition to College Dean to Drop Course(s) | May 20 | N/A | May 23 – June 6 | June 26 - July 3 | July 25 – Aug 1 | June 6 – 27 | July 26 – Aug 15 | June 27 – July 25 | Aug 8 |

**Complete Withdrawal (dropping all courses for a semester)**

| Cancellation Deadline (no record of grade on transcript) | May 11 | May 18 | May 11 | June 8 | July 7 | May 11 | June 29 | May 11 | July 27 |
| 100% Reduction of Charges on Complete Withdrawals | May 12 – 13 | May 19 – 22 | May 12 – 14 | June 9 – 11 | July 8 – 10 | May 12 – 15 | June 30 – July 3 | May 12 - 20 | July 28 – 29 |
| No Reduction of Charges on Complete Withdrawal after this Date | May 13 | May 22 | May 14 | June 11 | July 10 | May 15 | July 3 | May 20 | July 29 |

**Audit Enrollment (attend a class regularly without receiving credit)**

| Final Day to Change from Audit to Credit | May 12 | May 20 | May 13 | June 10 | July 9 | May 13 | July 1 | May 13 | July 28 |
| Final Day to Change from Credit to Audit (Undergraduate) | May 12 | May 20 | May 13 | June 10 | July 9 | May 13 | July 1 | May 13 | July 28 |
| Final Day to Change from Credit to Audit (Graduate) | May 22 | June 12 | May 28 | June 25 | July 24 | June 5 | July 24 | June 23 | Aug 7 |

**Final Examinations**

<p>| May 30 | July 3 | June 6 | July 3 | Aug 1 | June 27 | Aug 15 | July 25 | Aug 15 |</p>
<table>
<thead>
<tr>
<th>Final Grades Due</th>
<th>June 3</th>
<th>July 8</th>
<th>June 10</th>
<th>July 8</th>
<th>Aug 5</th>
<th>July 1</th>
<th>Aug 19</th>
<th>July 29</th>
<th>Aug 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Day Holiday</td>
<td>May 26</td>
<td>May 26</td>
<td>May 26</td>
<td></td>
<td></td>
<td>May 26</td>
<td></td>
<td>May 26</td>
<td></td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td></td>
<td>July 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>July 4</td>
<td></td>
<td>July 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holidays and Vacation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Day to File as a Candidate for Master's Degree</td>
</tr>
<tr>
<td>Final Day to File Graduation Application</td>
</tr>
<tr>
<td>Final Day to Request Authority for Dissertation Defense</td>
</tr>
<tr>
<td>Final Day to Complete Doctoral General Examination</td>
</tr>
<tr>
<td>Final Day to Request Authority for Thesis Defense</td>
</tr>
<tr>
<td>Final Day for Oral Defense of Dissertation</td>
</tr>
<tr>
<td>Final Day for Thesis Defense</td>
</tr>
<tr>
<td>Final Day for Comprehensive Exam</td>
</tr>
<tr>
<td>Final Day to Complete Work Needed for Graduation</td>
</tr>
<tr>
<td>Final Day to Deposit Dissertation in Library</td>
</tr>
<tr>
<td>Final Day to Deposit Thesis in Library</td>
</tr>
<tr>
<td>Final Day to Submit Work Needed (e.g. transfer work) for Graduation to Admissions &amp; Records</td>
</tr>
</tbody>
</table>

August 2012
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, 518 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

**GOTTINGER 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, corridors 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 Sooners 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
### ALPHABETIC INDEX

- Academic Calendar .............................................. 1
- Academic Calendar (Summer) ............................. 2
- Admission Information ........................................ 17
- Advising Instructions .......................................... 18
- Alcohol and Drug Abuse Prevention Policy ........ 27
- Audit Enrollment ................................................. 24
- Campus Map ........................................................ 4
- Cancellation of Enrollment ................................. 25
- Class Attendance Policy .................................... 24
- Complete Withdrawals ....................................... 25
- Computer Lab Location Map ................................ 6
- Courses Offered in Oklahoma City .................... 43
  - At Oklahoma City Community College ............. 43
  - At OU Health Sciences Center ......................... 43
  - At the Graduate Business Center .................... 43
- Degree Candidates ............................................ 26
- Enrollment Limits .............................................. 24
- Enrollment Windows .......................................... 21
- Final Exam Preparation Period ......................... 10
- Final Examination Schedule ............................... 11
- Financial Assistance ......................................... 16
- Full-Time Enrollment ......................................... 24
- Guaranteed Tuition Rate Program ..................... 13
- General Education Course List .......................... 31
- Honors College ................................................ 41
- Incompletes ..................................................... 26
- Information Directory ........................................ 9
- International and Areas Studies ....................... 41
- Liberal Studies ................................................ 42
- Library Hours .................................................. 17
- OU-Tulsa ......................................................... 43
- Parental Access to Student Records ................. 27
- Pass/No Pass Enrollment ................................... 24
- Probation Regulations ....................................... 25
- Racial and Ethnic Harassment Policy ............... 29
- Reasonable Accommodation Policy .................... 16
- Refund Policy .................................................. 15
- Registration Instructions .................................. 21
- Repeated Courses ............................................. 26
- Retention Regulations ....................................... 25
- Sexual Harassment/Assault Policy ..................... 28
- Student I.D. Cards .......................................... 21
- Student Information Privacy Act ....................... 26
- Student Services .............................................. 16
- Suspension Regulations .................................... 25
- Tuition and Fees ............................................. 13
- Veterans’ Services .......................................... 17
# CAMPUS INFORMATION DIRECTORY

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>OFFICE</th>
<th>LOCATION</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Test</td>
<td>Counseling &amp; Testing Services</td>
<td>Goddard Health Center</td>
<td>325-2911</td>
</tr>
<tr>
<td>Address Changes</td>
<td>Online</td>
<td>ozone.ou.edu</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>Admissions Office</td>
<td>Buchanan Hall, Rm. 127</td>
<td>325-2252</td>
</tr>
<tr>
<td>Adult Student Services</td>
<td>Center for Student Life</td>
<td>Student Union, Suite 370</td>
<td>325-3163</td>
</tr>
<tr>
<td>Advance Standing Exams</td>
<td>Admissions Office</td>
<td>Buchanan Hall, Rm. 127</td>
<td>325-2252</td>
</tr>
<tr>
<td>Advising</td>
<td>College Office</td>
<td>See List Below</td>
<td></td>
</tr>
<tr>
<td>African American Student Services</td>
<td>Center for Student Life</td>
<td>Student Union, Suite 370</td>
<td>325-3163</td>
</tr>
<tr>
<td>American Indian Student Services</td>
<td>Center for Student Life</td>
<td>Student Union, Suite 370</td>
<td>325-3163</td>
</tr>
<tr>
<td>Asian American Student Services</td>
<td>Center for Student Life</td>
<td>Student Union, Suite 370</td>
<td>325-3163</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>Bookstores</td>
<td>Asp Ave. Parking Facility or Student Union</td>
<td>325-3511</td>
</tr>
<tr>
<td>Cancellation of Enrollment</td>
<td>Online</td>
<td>ozone.ou.edu</td>
<td></td>
</tr>
<tr>
<td>Catalog</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Center</td>
<td>Our Children's World Learning Center</td>
<td>501 Wadsack St.</td>
<td>325-0528</td>
</tr>
<tr>
<td>Class Schedule</td>
<td>Online</td>
<td>ozone.ou.edu</td>
<td></td>
</tr>
<tr>
<td>CLEP Examination</td>
<td>Independent Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commuter Student Information</td>
<td>Commuter Student Assoc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Continuing Education</td>
<td>OCCE Administration Bldg.</td>
<td>325-4414</td>
</tr>
<tr>
<td>Cooperative Education (Co-op)</td>
<td>Career Services</td>
<td>OMU, Rm. 323</td>
<td>325-1974</td>
</tr>
<tr>
<td>Counseling (Personal)</td>
<td>Counseling &amp; Testing Services</td>
<td>Goddard Health Center</td>
<td>325-2911</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>Office of Disability Services</td>
<td>Goddard Health Center, Rm. 166</td>
<td>325-3852*</td>
</tr>
<tr>
<td>Employment</td>
<td>Personnel Services</td>
<td>Nuclear Engr. Lab. (2nd Floor)</td>
<td>325-1826</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Online</td>
<td>ozone.ou.edu</td>
<td></td>
</tr>
<tr>
<td>Fees (payment of University Bills)</td>
<td>Bursar</td>
<td>Buchanan Hall (1st Floor)</td>
<td>325-3122</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Services</td>
<td>Buchanan Hall, Rm. 216</td>
<td>325-4521</td>
</tr>
<tr>
<td>Food Services</td>
<td>Housing &amp; Food Services</td>
<td>Walker Center, Rm. 135</td>
<td>325-6581</td>
</tr>
<tr>
<td>Grades (Semester)</td>
<td>Records Office</td>
<td>Buchanan Hall, Rm. 230</td>
<td>325-4147</td>
</tr>
<tr>
<td>Graduation</td>
<td>College Office</td>
<td>See List Below</td>
<td></td>
</tr>
<tr>
<td>(a) Application</td>
<td>College Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Cap and Gown</td>
<td>Bookstore</td>
<td>Asp Ave. Parking Facility or Student Union</td>
<td>325-3511</td>
</tr>
<tr>
<td>(c) Diplomas</td>
<td>Records Office</td>
<td>Buchanan Hall, Rm. 230</td>
<td>325-4147</td>
</tr>
<tr>
<td>(d) Invitations</td>
<td>Bookstore</td>
<td>Asp Ave. Parking Facility or Student Union</td>
<td>325-3511</td>
</tr>
<tr>
<td>(e) Rings</td>
<td>Bookstore</td>
<td>Asp Ave. Parking Facility or Student Union</td>
<td>325-3511</td>
</tr>
<tr>
<td>Greek Affairs</td>
<td>Center for Student Life</td>
<td>Student Union, Rm. 370</td>
<td>325-6350</td>
</tr>
<tr>
<td>Health Insurance (Student)</td>
<td>Insurance Office</td>
<td>NEL</td>
<td>325-9196</td>
</tr>
<tr>
<td>Housing</td>
<td>Housing &amp; Food Services</td>
<td>Walker Center, Rm. 126</td>
<td>325-2511</td>
</tr>
<tr>
<td>I D Cards</td>
<td>OneCard Office</td>
<td>OMU, Rm. 127</td>
<td>325-3113</td>
</tr>
<tr>
<td>International Student Services</td>
<td>International Exchange Programs</td>
<td>Old Science Hall, Room 103</td>
<td>325-3337</td>
</tr>
<tr>
<td>Internships</td>
<td>Career Services</td>
<td>OMU, Rm. 323</td>
<td>325-1974</td>
</tr>
<tr>
<td>Intersession</td>
<td>Intersession Office</td>
<td>OCCE Administration Bldg.</td>
<td>325-2899</td>
</tr>
<tr>
<td>Intramural-Recreational Sports</td>
<td>Recreational Services</td>
<td>Huston Huffman Center, Rm. 149</td>
<td>325-3053</td>
</tr>
<tr>
<td>Latino Student Services</td>
<td>Center for Student Life</td>
<td>Student Union, Suite 370</td>
<td>325-3163</td>
</tr>
<tr>
<td>Library Books</td>
<td>Bizzell Library</td>
<td></td>
<td>325-3341</td>
</tr>
<tr>
<td>Loans, Scholarships, Grants</td>
<td>Financial Aid Services</td>
<td>Buchanan Hall, Rm. 216</td>
<td>325-4521</td>
</tr>
<tr>
<td>(a) Disbursement</td>
<td>Bursar’s Office</td>
<td>Buchanan Hall (1st Floor)</td>
<td>325-3123</td>
</tr>
<tr>
<td>Medical Services</td>
<td>Goddard Health Center</td>
<td>620 Elm St.</td>
<td>325-4411</td>
</tr>
<tr>
<td>Name Changes</td>
<td>Records Office</td>
<td>Buchanan Hall, Rm. 230</td>
<td>325-4147</td>
</tr>
<tr>
<td>New Student Information</td>
<td>Prospective Student Services</td>
<td>Jacobson Faculty Hall, Level 1</td>
<td>325-2151</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Parking &amp; Transit</td>
<td>Robertson Hall (3rd Floor)</td>
<td>325-3311</td>
</tr>
<tr>
<td>Placement Tests</td>
<td>Assessment &amp; Learning Center</td>
<td>Lissa and Cy Wagner Hall, Rm. 270</td>
<td>325-4536</td>
</tr>
<tr>
<td>Reading Clinic</td>
<td>College of Education</td>
<td>Education Bldg., Rm. 127</td>
<td>325-4844</td>
</tr>
<tr>
<td>Readmission</td>
<td>Admissions Office</td>
<td>Buchanan Hall, Rm. 127</td>
<td>325-2252</td>
</tr>
<tr>
<td>Records (Academic)</td>
<td>Records Office</td>
<td>Buchanan Hall, Rm. 230</td>
<td>325-4147</td>
</tr>
<tr>
<td>Residency</td>
<td>Admissions Office</td>
<td>Buchanan Hall, Rm. 127</td>
<td>325-2252</td>
</tr>
<tr>
<td>Scholarship Programs (McNair)</td>
<td>Scholarship Programs (McNair)</td>
<td>Student Union, Suite 370</td>
<td>325-3163</td>
</tr>
<tr>
<td>Tickets (Athletic)</td>
<td>Athletic Ticket Office</td>
<td>Stadium (Gate 15)</td>
<td>325-6511</td>
</tr>
<tr>
<td>Tickets (Fine Arts)</td>
<td>Fine Arts Ticket Service</td>
<td>Catlett Music Center, Gothic Hall</td>
<td>325-4101</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Counseling &amp; Testing Services</td>
<td>Goddard Health Center</td>
<td>325-2911</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Housing Learning Center</td>
<td>Adams Center, Rm. 105</td>
<td>325-2452</td>
</tr>
<tr>
<td>Transcripts of Student Records</td>
<td>Records Office</td>
<td>Buchanan Hall, Rm. 230</td>
<td>325-4147</td>
</tr>
<tr>
<td>Transfer Student Information</td>
<td>Prospective Student Services</td>
<td>Jacobson Faculty Hall, Level 1</td>
<td>325-2151</td>
</tr>
<tr>
<td>Verification of Enrollment</td>
<td>Records Office</td>
<td>Buchanan Hall, Rm. 230</td>
<td>325-4147</td>
</tr>
<tr>
<td>Veterans Student Services</td>
<td>Veteran’s Student Services</td>
<td>Buchanan Hall, Rm. 330</td>
<td>325-4308*</td>
</tr>
<tr>
<td>Withdrawal from University (all Classes)</td>
<td>College Office</td>
<td>See List Below</td>
<td></td>
</tr>
<tr>
<td>Women’s Issues (Women’s Outreach Center)</td>
<td>Center for Student Life</td>
<td>Student Union, Suite 247</td>
<td>325-4929</td>
</tr>
</tbody>
</table>

* or 325-4173 TDD

## COLLEGE OFFICE LOCATIONS

<table>
<thead>
<tr>
<th>College Office Locations</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Room 124, Ellison Hall</td>
<td>(405) 325-4411</td>
</tr>
<tr>
<td>Architecture</td>
<td>Room 180, Gould Hall</td>
<td>(405) 325-2444</td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>Room 124, Ellison Hall</td>
<td>(405) 325-4411</td>
</tr>
<tr>
<td>Atmospheric &amp; Geographic Sciences</td>
<td>Room 3630, National Weather Center</td>
<td>(405) 325-3101</td>
</tr>
<tr>
<td>Business</td>
<td>Room 1010, Michael F. Price Hall</td>
<td>(405) 325-6021</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>OCCE Administration Building</td>
<td>(405) 325-4414</td>
</tr>
<tr>
<td>Earth and Energy</td>
<td>Room N117, Sarkeys Energy Center</td>
<td>(405) 325-4005</td>
</tr>
<tr>
<td>Education</td>
<td>Suite 112, Felgar Hall</td>
<td>(405) 325-4096</td>
</tr>
<tr>
<td>Engineering</td>
<td>Room 137, Collings Hall, Online</td>
<td>(405) 325-1081</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 122, Fred Jones Art Center</td>
<td>(405) 325-7370</td>
</tr>
<tr>
<td></td>
<td>Room 100, Robertson Hall</td>
<td>(405) 325-3811</td>
</tr>
<tr>
<td></td>
<td>Room 155, Hester Hall</td>
<td>(405) 325-2337</td>
</tr>
<tr>
<td></td>
<td>Room 2620, Gaylord Hall</td>
<td>(405) 325-2721</td>
</tr>
<tr>
<td></td>
<td>Room 226, Administration Bldg., OCCE</td>
<td>(405) 325-1061</td>
</tr>
<tr>
<td></td>
<td>Room 200, Law Center</td>
<td>(405) 325-4699</td>
</tr>
<tr>
<td></td>
<td>Room 100, Lissa and Cy Wagner Hall</td>
<td>(405) 325-3521</td>
</tr>
<tr>
<td></td>
<td>Room 124, Ellison Hall</td>
<td>(405) 325-4411</td>
</tr>
<tr>
<td></td>
<td>Room 100, Lissa and Cy Wagner Hall</td>
<td>(405) 325-3521</td>
</tr>
</tbody>
</table>
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

## SPRING SEMESTER 2014

Last Day of Classes, Friday, MAY 2

### MONDAY, MAY 5

<table>
<thead>
<tr>
<th>CLASS TIME</th>
<th>EXAMINATION TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 TR</td>
<td>8:00 AM—10:00 AM</td>
</tr>
<tr>
<td>7:30 MWF</td>
<td>10:30 AM—12:30 PM</td>
</tr>
<tr>
<td>12:30 MWF</td>
<td>1:30 PM—3:30 PM</td>
</tr>
<tr>
<td>3:30 MWF</td>
<td>4:30 PM—6:30 PM</td>
</tr>
<tr>
<td>3:00 MW</td>
<td>4:30 PM—6:30 PM</td>
</tr>
</tbody>
</table>

**Uniform Exams**: 7:30 PM—9:30 PM

CHEM 1315, 1415
FIN 3103(001-004), FIN 5103 (004)
MIS 2113 (010 & 920)

### TUESDAY, MAY 6

<table>
<thead>
<tr>
<th>CLASS TIME</th>
<th>EXAMINATION TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 MWF</td>
<td>8:00 AM—10:00 AM</td>
</tr>
<tr>
<td>1:30 MW</td>
<td>8:00 AM—10:00 AM</td>
</tr>
<tr>
<td>11:30 TR</td>
<td>10:30 AM—12:30 PM</td>
</tr>
<tr>
<td>2:30 TR</td>
<td>1:30 PM—3:30 PM</td>
</tr>
<tr>
<td>2:30 MWF</td>
<td>4:30 PM—6:30 PM</td>
</tr>
</tbody>
</table>

**Uniform Exams**: 7:30 PM—9:30 PM

FIN 4133, 3403 (003, 900)
FR 1115, 1225
GERM 1115, 1225
SPAN 1115, 1225
RUS 1115, 1225
ITAL 1115, 1225
PE 3213, 3413

### WEDNESDAY, MAY 7

<table>
<thead>
<tr>
<th>CLASS TIME</th>
<th>EXAMINATION TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 TR</td>
<td>8:00 AM—10:00 AM</td>
</tr>
<tr>
<td>9:30 TR</td>
<td>8:00 AM—10:00 AM</td>
</tr>
<tr>
<td>7:30 TR</td>
<td>10:30 AM—12:30 PM</td>
</tr>
<tr>
<td>11:30 MWF</td>
<td>1:30 PM—3:30 PM</td>
</tr>
<tr>
<td>4:30 TR</td>
<td>4:30 PM—6:30 PM</td>
</tr>
</tbody>
</table>

**Uniform Exams**: 7:30 PM—9:30 PM

FIN 3603 (001 & 002)
ACCT 3113
FIN 4113/5113 (004 & 900) MATH 1743, 2123
PE 2213, 3513

### THURSDAY, MAY 8

<table>
<thead>
<tr>
<th>CLASS TIME</th>
<th>EXAMINATION TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 MWF</td>
<td>8:00 AM—10:00 AM</td>
</tr>
<tr>
<td>4:30 MWF</td>
<td>10:30 AM—12:30 PM</td>
</tr>
<tr>
<td>4:30 MW</td>
<td>10:30 AM—12:30 PM</td>
</tr>
<tr>
<td>1:30 TR</td>
<td>1:30 PM—3:30 PM</td>
</tr>
<tr>
<td>8:30 TR</td>
<td>4:30 PM—6:30 PM</td>
</tr>
</tbody>
</table>

**Uniform Exams**: 7:30 PM—9:30 PM

FIN 4303/5303
MATH 1503, 1523, 1643
PE 3813, 4423

### FRIDAY, MAY 9

<table>
<thead>
<tr>
<th>CLASS TIME</th>
<th>EXAMINATION TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 MWF</td>
<td>8:00 AM—10:00 AM</td>
</tr>
<tr>
<td>8:30 MWF</td>
<td>10:30 AM—12:30 PM</td>
</tr>
<tr>
<td>12:00 TR</td>
<td>1:30 PM—3:30 PM</td>
</tr>
<tr>
<td>12:30 TR</td>
<td>1:30 PM—3:30 PM</td>
</tr>
<tr>
<td>3:00 TR</td>
<td>4:30 PM—6:30 PM</td>
</tr>
<tr>
<td>3:30 TR</td>
<td>4:30 PM—6:30 PM</td>
</tr>
</tbody>
</table>

**Uniform Exams**: 7:30 PM—9:30 PM

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 MW 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.

_____________________________________________________________________________________________________________

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.
TUITION AND FEES

DEADLINES AND PENALTIES

<table>
<thead>
<tr>
<th></th>
<th>Spring 2014</th>
<th>Summer 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to pay tuition and fees without penalty or service charge</td>
<td>Feb. 21</td>
<td>June 21</td>
</tr>
<tr>
<td>Last day to pay without $50 end-of-semester penalty</td>
<td>May 21</td>
<td>Aug. 21</td>
</tr>
</tbody>
</table>

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 or in person at the Bursar’s Office. Cash and check only are accepted in the Bursar’s Office. Access to Online Payments requires a current user login name and password. 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 Sooners I.D. Number to ensure proper posting. If this information is not included, a University employee will write this information on the check. You may contact the Office of the Bursar at 325-3121, Monday thru Friday, 8:00 am – 5:00 pm.

BURSAR PAYMENT PLAN

Participation in the Bursar 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 Bursar Payment Plan requires no application or acceptance. Simply paying the minimum payment amount (25% of the Total Balance) in Ozone by the due date constitutes participation in the plan.

The Bursar Payment Plan applies to current semester tuition and fees (including course user charges), auxiliary charges (university housing, parking citations and permits, athletic tickets, Continuing Education, Goddard, etc.) and 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 tuition, fees and non-tuition related charges. Payments are divided in to four equal installments. During Summer semester, 50% paid the first month and balance the second month.

A 1.5% service charge will be assessed 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 their account 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 accounts, 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 on Ozone or 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 www.ou.edu/content/bursar/tuition_fees/tuition_plan.html.

UNIVERSITY OF OKLAHOMA TUITION AND FEES CONTINUED ON NEXT PAGE
REQUIRED TUITION AND FEES  
(SUBJECT TO CHANGE)  

I. TUITION:  

A. RESIDENT (per credit hour):  
   Undergraduate level (1 – 11 hours) ...... $131.90  
   Graduate courses.................................. $175.20  
   Law courses ........................................ $473.00  

B. NON-RESIDENT (per credit hour):  
   Undergraduate level (1 – 11 hours) ...... $538.20  
   Graduate courses.................................. $675.20  
   Law courses ........................................ $820.50  

Undergraduate Flat Rate Tuition (12 – 21 hours):  
   Undergraduate Resident .................... $1,978.50  
   Undergraduate Non-Resident ............ $8,073.00  

Hourly Mandatory Fees ...................... $1,565.25  

II. MANDATORY PER-SEMESTER FEES:  
   (Required in addition to Tuition)  
   Health Center Fee ...................................... $74.00  
   ($37.00 for Summer Session)  
   Cultural & Recreation Services Fee ........... $12.50  
   ($6.25 for Summer Session)  
   Academic Records Fee .............................. $15.00  
   Academic Advising Fee  
   Degree-seeking Undergraduate/Graduate. $25.00  
   ($12.50 for Summer Session)  
   International Student Fee ...................... $50.00  
   ($33.33 for Summer Session)  

III. HOURLY MANDATORY FEES: $104.35  
   Undergraduate per credit hour (1 – 11 hours)  
      Student Facility Fee  
      Student Activity Fee  
      Assessment Fee  
      Academic Excellence  
      Library Excellence Fee  
      Connectivity Fee  
      Security Services Fee  
      Transit Fee  
      Academic Facilities and Life Safety Fee  
      Special Event Fee  
      International Programs Fee  
   Graduate per credit hour ......................... $103.85  
   Law per credit hour .............................. $102.60  

Academic Excellence Fee  
   For New Students, Re-Admits, and Change of  
   Status students effective:  
   *Beginning Fall 2013 ......................... $52.50  
   *Beginning Fall 2012 ......................... $45.50  
   *Beginning Fall 2011 ......................... $40.00  

College Technology and Program Fees  
   (per credit hour):  
      Architecture ................................. $42.50  
      Arts & Sciences .............................. $18.25  
      Atmospheric and Geographic  
      Sciences ......................................... $41.00  
      Business (Undergrad) ................. $42.20  
      Business (Graduate) ................... $29.20  
      Earth and Energy ......................... $42.75  
      Education ..................................... $34.00  
      Engineering .................................. $45.00  
      Fine Arts ........................................ $29.00  
      International Studies ................... $20.50  
      Journalism and Mass Comm ........... $61.50  
      Law .............................................. $30.90  
      University College ..................... $16.00  

IV. ANNUAL FEES:  
   International Student Health Insurance $1,155.12  

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 1st Fall and Spring.  
   D. Organ, Piano, and Percussion  
      Instrument Use Fee ...................... $75.00 per Course  
   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 Spring is January 13, 2014 and for  
   Summer is May 12, 2014.
STUDENT ACTIVITY FEE

The Student Activity Fee 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, 14.60%
- Student Government Association, 18.28%
- Dean of Students, 12.84%
- Counseling & Testing, 12.28%
- Fitness and Recreation, 10.61%
- Facility Bond, 4.38%
- Student Media, 4.95%
- Reserve, 2.00%
- Number Nine Crisis Center, 0.45%
- Student Life, 17.68%
- Women’s Outreach Center, 1.93%

GRADUATION

All students graduating from the University of Oklahoma must apply for graduation. This is now an online process in OZONE. Under the Home tab in OZONE, students can click on GRADUATION APPLICATION and it will take them to the graduation application. Be sure to apply for the term you are planning to graduate by the deadline of:
- Fall graduates: October 1
- Spring graduates: March 1
- Summer graduates: July 1

All tuition and fees must be paid before a student can officially graduate and receive the diploma.

Please contact the Office of Academic Records (405) 325-2017 regarding the graduation application.

CAP AND GOWNS FEE

Students who plan to participate in the Commencement ceremonies in May and/or their college convocation must pay a fee for caps and gowns. Students should contact the University Bookstore for ordering caps and gowns. Students will need to register for Commencement or their college convocation. Students should go to the Graduation website www.ou.edu/commencement for information.

If there are questions regarding participation in commencement or other general questions, please contact the Graduation Office at 325-0841.

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.)

(continues on page 15)
FINANCIAL ASSISTANCE

Summer 2014 – Summer financial aid application information normally becomes available by late February or early March. Check ozone.ou.edu 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 2014 financial aid you must have the 2013-2014 FAFSA and the OU Summer Financial Aid Application on file by April 1, 2014.

For new OU students - You must have the 2013-2014 FAFSA on file and be admitted to summer by June 1, 2014 (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.

Fall 2014 – Students who wish to apply for financial aid for the Fall 2014 semester must complete the 2014-15 Free Application for Federal Student Aid (FAFSA) at 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, 2014 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 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. 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, January 6, 2014 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 January 6 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.

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 450 student organizations, campus activities, academic support, Camp Crimson, 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 are:

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
OU COUSINS
SUMMER PROGRAMS
HENDERSON SCHOLARS

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 in 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 engage in an interactive process with the student to assess documentation, history of accommodations and 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 Libraries is the largest research library in the state of Oklahoma and contains more than 5 million volumes, thousands of periodicals and more than 300 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, and the Western History Collections (Monett Hall).

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. Other library services include reserves, interlibrary loan, and wireless laptop checkout. 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. University Libraries hosts 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 receiving VA Educational Benefits as students. These services include assistance in processing forms necessary for monthly educational benefits and referring students toward any known additional resources intended for veterans of the United States.

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

---

**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 2014 semester are required to secure their enrollment by submitting a $250 Enrollment Commitment. For more information, please go to https://www.ou.edu/go2/admissions/AfterAdmission/enrollmentcommitment.html.

---

**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.”
ADVISORY 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.

ADVISORY AND ENROLLMENT OF NEW STUDENTS:

First-time entering freshmen who desire to enroll in classes for the Fall semester prior to August 18, 2014 are required to participate in Enrollment 2014, the university’s summer orientation and enrollment program for new students. Information about Enrollment 2014 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 2014 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 advised to OU may be advised and enroll in summer and/or fall classes during Transfer Days, March 26, 27 and 28, 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 2014 (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.

COLLEGE ADVISING INFORMATION

College of Architecture

Students in the College of Architecture are advised individually by one of the College advisors. Due to the rigor and inflexibility of the program, 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 advisor in the major department. After being advised, students should receive an advising form that lists their preferred courses.

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 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.

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. Each semester, students will be contacted by the College's Academic Counselors to schedule an appointment online at iadvise.ou.edu or through advising staff in the College of Arts and Sciences Academic Services office. 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 advisor before registration. Each semester, students will be contacted by the College's Academic Counselors to schedule an 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.
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

The Undergraduate Advising Office is located in Collings Hall, Room 137; telephone: (405) 325-2238. Advisement each semester is mandatory for JRCOE undergraduates and they are individually advised by appointment only. Appointments can be scheduled by going online to iAdvise.ou.edu or by calling the office at (405) 325-2238.

Graduate education students seeking teacher certification should contact their Faculty advisers within their departments.

All other graduate students in the JRCOE should consult their departmental office for advisement. Listed below are the three JRCOE departments and the graduate programs within each department. All are located in Collings Hall.

Instructional Leadership and Academic Curriculum (ILAC) offers graduate programs in elementary education, science education, reading education, English/language arts education, early childhood education, social studies education, mathematics education, and World Languages. They can be reached at (405) 325-1498.

Educational Leadership and Policy Studies (ELPS) offers graduate programs in educational administration, curriculum and supervision, adult and higher education, and historical, philosophical, and social foundations of education. They can be reached at (405) 325-4202.

Educational Psychology (EDPY) offers graduate programs in instructional psychology and technology, community counseling, counseling psychology, and special education. They can be reached at (405) 325-5974.

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.ou.edu/content/coe/academics.html. 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.

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 and 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 the College of International Studies, along with Education Abroad and International Student Services. The department includes 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. 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 Department’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 checksheet for their chosen major, available on IAS website (http://www.ou.edu/international). 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 fall semester begins in February; advising for the spring/summer 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 AIT covers information from the Students’ Guide to Academic Integrity as found on the new Academic integrity website. The AIT consists of 25 questions that are taken directly from information in the Students’ Guide to Academic Integrity. You may download a copy of the pdf at http://www.integrity.ou.edu.

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 website 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. The ability to select major courses from a combination of the University of Oklahoma’s many departments/colleges allows the student to be in charge of his/her education in a unique way. Multidisciplinary Studies students can customize their major work to academically and professionally prepare for a field that incorporates information from multiple areas or a specialized field not represented by a pre-determined degree program. Students design their initial major plan with the oversight of an Academic Counselor and are required to schedule an advising appointment every semester prior to enrollment. To schedule an appointment with an MDS advisor you go log onto http://iadvise.ou.edu/mds. All designed major plans must be submitted through the College of Arts and Sciences Academic Services office in Ellison Hall room 124. For more information on the major please visit the MDS website at http://ou.edu/mds.

**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, Wagner Hall, 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

GO TO OZONE.OU.EDU FOR SPECIFIC ENROLLMENT WINDOWS

I. ADVANCE REGISTRATION

Oct. 25 – Nov. 22

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 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:

<table>
<thead>
<tr>
<th>Students</th>
<th>Beginning</th>
<th>Oct. 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seniors</td>
<td></td>
<td>Oct. 25</td>
</tr>
<tr>
<td>Juniors</td>
<td></td>
<td>Oct. 28</td>
</tr>
<tr>
<td>Sophomores</td>
<td></td>
<td>Nov. 4</td>
</tr>
<tr>
<td>Freshmen &amp; Special Students</td>
<td></td>
<td>Nov. 11</td>
</tr>
</tbody>
</table>

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 or in Enrollment Services between the hours of 8:00 am- 5:00 p.m. M-F.

II. CONTINUING REGISTRATION AND ADD/DROP:

SPRING: Nov. 25 – Jan. 27
SUMMER: Nov. 25 – May 12

NOTE: University Offices will be closed Nov. 27-29, Dec. 24-Jan. 1, Jan. 20, and May 26.

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.

STUDENT ID CARDS

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.
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  **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.

ARCHITECTURE:  **STEP 1:** Go to https://iadvis oe.ou.edu to make an individual advising appointment. **STEP 2:** Enroll online at 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  **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. Information about using DN is available in the Dean’s Office (NWC 3630) and on the College’s website at nps.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 on your specified day.

MICHAEL F. PRICE COLLEGE OF BUSINESS:  **STEP 1:** Review your degree audit (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 to identify any enrollment stops and to develop tentative class schedules. **STEP 3:** Enroll through ozone.ou.edu on your specified day. Price Academic Advising Services: www.ou.edu/biz.

CONTINUING EDUCATION-AVIAITION:  **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 or online at iAdvise.ou.edu. **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—they must be cleared before you can enroll. **STEP 4:** Go to 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., 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 through ozone.ou.edu.

EDUCATION:  **STEP 1:** Sign up for individual advising session with the Undergraduate Advising Office, Collings Hall, Room 137 or online through iAdvis e.ou.edu. **STEP 2:** Keep your scheduled appointment. At that time, you will receive your advising form. 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 on your specified day.

ENGINEERING:  **STEP 1:** Log on to the Williams Student Services Center (WSSC) website http://www.ou.edu/content/coe/wssc.html 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. **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 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.

WEITZENHOFER 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 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 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 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/international](http://www.ou.edu/international). 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, 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 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, 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 [www.ou.edu/gaylord](http://www.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 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](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 for any Registration stops—they must be cleared before you can register.  **STEP 3:** Enroll online at 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. For summer session, please refer to the Academic Calendar for specific dates for all summer periods. Courses that do not meet the full term will have different deadlines. Contact Enrollment Services, room 230 Buchanan Hall, for more information

**Period I.** Free add and drop: Students may add during the first week of classes for Fall and Spring 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. 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, even if you add another course at the same time.

Beginning with the third week of fall and spring, 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, 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. 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. 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. 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.)
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
  - Graduate: 9
  - Undergraduate: 12
- Summer
  - Graduate: 4
  - Undergraduate: 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. The Pass/No Pass option may be used only on courses belonging to one of the general education areas of free electives.

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 or in person in Enrollment Services, Room 230 Buchanan Hall. The deadline to cancel online for Spring semester is at Midnight, on January 12, and in person at 5:00 pm on January 10. The deadline to cancel for the Summer semester online is at Midnight, on May 11, and in person at 5:00 pm on May 9. 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).

OTHER UNIVERSITY REGULATIONS

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

“I” is a neutral mark and means incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an “I” grade is awarded. To receive an “I” grade, the student must have satisfactorily completed a substantial portion of the required course work for the semester. The new university-wide Incomplete Contract Form that all instructional faculty will be required to use when assigning a grade of INCOMPLETE, effective with the Fall 2013 semester, will include a grade if the work is not turned in by this date (Cannot be an “I”). The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of “I” will be changed to the permanent grade from the incomplete contract form. After a grade of “I” has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an incomplete do not apply to graduate research or problem courses.

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).

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 must apply online for graduation at ozone.ou.edu. Once a student is cleared for graduation by their college, all tuition and fees must be paid before a degree will be posted and diploma mailed. 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 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 PDF 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 330, 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 330, 1000 Asp Avenue, Norman OK 73019–4076.

Revised May 2009

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 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 a 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.)
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 exploitative. 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 non-forcible.
- 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, multietnic 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,
must be in writing and filed within seven calendar days following
Vice President for Student Affairs and Dean of Students. Such requests
or disciplinary action may request a review of the action by the University
be conducted by a campus disciplinary council in accordance with the
hearing. Any hearing involving disciplinary suspension or expulsion shall
student so affected must be granted due process including a proper
necessary for the welfare or safety of the University community. Any
immediate administrative or disciplinary action which is deemed
and Dean of Students or other appropriate persons in authority may take
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.

Corrective Actions

Violations of this policy shall result in corrective action(s) designed to
reestablish an employment or educational environment which is
conducive to work or learning. Corrective actions will include disciplinary
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.

Corrective Actions

Violations of this policy shall result in corrective action(s) designed to
reestablish an employment or educational environment which is
conducive to work or learning. Corrective actions will include disciplinary
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.

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

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

DISCRIMINATION POLICY (OTHER THAN SEXUAL
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
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:

<table>
<thead>
<tr>
<th>Core Area I. Symbolic and Oral Communication (3–5 courses)</th>
<th>Core Area III. Social Science (2 courses, one of which is Political Science 1113**)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (English 1113 and 1213 (or EXPO 1213)**)</td>
<td>Core Area IV. Humanities (4 courses)</td>
</tr>
<tr>
<td>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)</td>
<td>Understanding Artistic Forms (1 course)</td>
</tr>
<tr>
<td>Mathematics (one course)</td>
<td>Western Civilization and Culture (2 courses, one of which is History 1483 or History 1493***)</td>
</tr>
<tr>
<td>Other (for example, communication, logic or public speaking)</td>
<td>Non-Western Culture (1 course)</td>
</tr>
<tr>
<td>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.</td>
<td>Core Area V. Senior Capstone Experience (1 course)</td>
</tr>
</tbody>
</table>

** 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.

See University-wide General Education Approved Courses for current course lists
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.

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, (405) 325-4547.

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

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) 271-2062
Email: NursingCE@ouhsc.edu
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](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](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
Website: [http://www.ou.edu/cls.html](http://www.ou.edu/cls.html)
COURSES OFFERED AT SITES IN OKLAHOMA CITY

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.

COURSES OFFERED AT THE OU HEALTH SCIENCES CENTER

The University of Oklahoma offers 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. For specific information on class location, contact Continuing Education Academic Programs, (405) 325-2891.

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.

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 or by contacting the Enrollment Office at OU-Tulsa. Students should consult with departmental advisors regarding degree program requirements.

Graduate Programs:

Architecture
Educational Administration
Human Relations
Library & Information Studies
Public Administration

Architectural Urban Design
Electrical and Computer Engineering
Education of Administration
Organizational Dynamics
Social Work

Ed.D Educational Administration
Ph.D. Early Childhood Education
Ph.D. Electrical and Computer Engineering
Telecommunications Engineering

Undergraduate Programs:

Early Childhood Education

Administration Leadership

Multidisciplinary Studies
Students can find courses being offered by semester through the Look Up Classes link on the Academics tab in 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.
There is also a public-access view of the class schedule at https://ssb.ou.edu/pls/PROD/bwckschd.p_disp_dyn_sched