General College Handbook

Weitzenhoffer Family College of Fine Arts Dean’s Office
The Dean’s Office is located in Fred Jones Center, Suite 122. Office hours are maintained Monday through Friday from 8:00 am- 5:00 pm. Questions may be directed and appointments made by calling (405) 325-7370.

Academic Counselors and Faculty Advisors
There are two Academic Counselors located in the Dean’s Office. Students should contact one of the Academic Counselors if they have questions about admissions, advisement, academic standing or graduation. Students can contact Mrs. Susie Broach and Ms. Elizabeth Nunley by phone or email.

Elizabeth Nunley, M.S.
Coordinator of Undergraduate Programs
Dance and Music
elizabeth.nunley@ou.edu
405-325-7370

Holley Brewer, M.S.
Sr. Academic Counselor
Art, Drama, Musical Theatre
hbrewer@ou.edu
405-325-7370

Walk-in hours:
Monday, Tuesday, Thursday, & Friday: 9:00-10:30am & 1:00-2:30pm

Students needing to complete an Academic Performance Contract should schedule an appointment online at http://iadvise.ou.edu with Ms. Nunley.

Graduation Check appointments may be scheduled with Ms. Brewer or Ms. Nunley online at http://iadvise.ou.edu.

Each school has faculty advisors that work with students on a semester by semester basis. Students should see their faculty advisor once a semester during the designated “Advising Days” for advisement and enrollment. Students can find out who their faculty advisor is by contacting the main office of each school.

OU School of Visual Arts
Fred Jones Center, Rm. 202
405-325-2691

School of Music
Catlett Music Center, Rm. 138
405-325-4021

School of Dance
Reynolds Performing Arts Center, Rm. 1000
405-325-4051

A. Max Weitzenhoffer School of Musical Theatre
Carpenter Hall, Rm. 104
405-325-0538

Peggy V. Dow Helmerich School of Drama
Old Science Hall, Rm. 121
405-325-4021
**Admission Requirements**

The Weitzenhoffer Family College of Fine Arts requires a 2.50 OU Retention and OU Combined Retention Grade Point Average. Effective with summer 2013 incoming students, the Music Education degree requires a 2.75 OU Retention and OU Combined Retention Grade Point Average.

In addition to the grade point average requirement, students interested in all areas (except Art History) must audition or submit a portfolio and be accepted before declaring their Fine Arts major. For audition dates and times visit the appropriate website below:

OU School of Visual Arts  [http://art.ou.edu](http://art.ou.edu)
School of Dance  [www.ou.edu/finearts/dance](http://www.ou.edu/finearts/dance)
School of Drama  [http://drama.ou.edu](http://drama.ou.edu)
School of Music  [http://music.ou.edu](http://music.ou.edu)
School of Musical Theatre  [www.ou.edu/finearts/musicaltheatre](http://www.ou.edu/finearts/musicaltheatre)

**OU School of Visual Arts**

All art students are initially admitted to the Bachelor of Arts in Art degree program to complete Art CORE classes. Students seeking admission to the Bachelor of Fine Arts in Visual Communication and Bachelor of Fine Arts in Art (Art, Technology and Culture program) will apply during the spring semester of their freshman year, while completing their second semester of CORE classes. Students seeking admission to the Bachelor of Fine Arts in Art (Studio Art program) will apply during the spring semester of their sophomore year, after they have completed the CORE classes and twelve hours of beginning/introductory level art classes. Students may also choose to continue with the Bachelor of Arts in Art degree program without further application.

Students seeking a Bachelor of Arts in Art History degree are admitted directly to that degree program. They are not required to complete the Art Core classes or the application process.

**Academic Probation**

Students who do not meet the minimum GPA (OU retention and combined retention) required by the College of Fine Arts will be admitted under an Academic Performance/Probation Contract. Students who do not fulfill the requirements of their Academic Performance/Probation Contract will be dismissed from the College of Fine Arts. Students who have been dismissed from the College of Fine Arts are not allowed to enroll in Fine Arts classes designed and/or designated for majors only.

**Weitzenhoffer Family College of Fine Arts Orientation**

Undergraduate fine art students are required to complete an online orientation session after they have earned 24 hours and are in their first semester in the College of Fine Arts. The session covers college policies and procedures, the advisement and enrollment process within the college and graduation issues. Instructions for completing the online new student orientation are sent to students via OU email.
Student Advisement

Although there are several offices on campus to help you understand your degree requirements, the ultimate responsibility is yours! Make sure you are familiar with your degree sheet and all of its requirements.

**Degree Navigator** ([http://degree.ou.edu](http://degree.ou.edu)) is an online program that allows students to access their degree progress online, 24 hours a day. The program shows students what requirements they have completed and what requirements remain.

**University College** ([http://uc.ou.edu](http://uc.ou.edu))
All freshmen Fine Arts students with fewer than 24 hours of college credit are advised in University College located in Wagner Hall, Rm. 100, 405-325-3521. Appointments can be scheduled online at [http://iadvise.ou.edu](http://iadvise.ou.edu). University College will remove the student’s advising hold.

**OU Scholars Program** ([http://www.ou.edu/scholars.html](http://www.ou.edu/scholars.html))
Students in the OU Scholars Program need to be advised by the Scholars office. The Scholars office will remove the student’s advising flag. The OU Scholars Program is located in Cate 1, Rm 125. Appointments can be scheduled online at [http://iadvise.ou.edu](http://iadvise.ou.edu).

**Weitzenhoffer Family College of Fine Arts Advising Day(s)**
Once students have earned 24 hours of college credit their records are automatically forwarded to the college of their major. Students in the Weitzenhoffer Family College of Fine Arts are required to meet with a faculty advisor each semester on the school’s designated Advising Day(s). These days are announced in class and are posted in the various buildings. In addition, the information is emailed to each student’s OU email address in the monthly college eNewsletter, *Artifacts*, and in an individual message.

Currently enrolled Fine Arts students should proceed to their assigned faculty advisor for advisement on the designated advising day(s).

Newly admitted students declaring a major in the Fine Arts must audition or submit a portfolio and be accepted into a specific degree plan prior to advisement and enrollment.

Newly admitted transfer students and readmitted students should proceed to individual school offices (see locations below) to be assigned to a faculty adviser.

**At the Advising Session:**
- Students should come prepared with a proposed schedule and a degree plan for graduation to discuss with their faculty advisor.
- The faculty advisor should complete an advising form with a preferred list of classes for enrollment and some alternative classes in case of schedule conflicts or closures.
- The faculty advisor, or the School office, should provide “overrides/permissions” appropriate for enrollment.
- The faculty advisor will give the student a white and a yellow copy of the advisement form.
- Although college and faculty advisers are available to help students plan their programs of study, the individual student has a responsibility to know the degree requirements for their declared major and the college policies which impact their degree and graduation as listed in the university catalog.
Enrollment:

- After being advised, the student must take the advisement form to the Fine Arts Dean’s Office (Fred Jones Center, Suite 122).
- The Dean’s Office receptionist will keep the yellow copy of the advisement form and remove the student’s electronic advising flag in oZONE. Students with a college stop will receive further instructions which must be resolved before they can enroll.
- Students may have other types of registration holds/stops that will keep them from being able to enroll (Bursar, Admissions, Student Affairs, Student Conduct, Legal Counsel, Registrar, etc.). The student must contact the appropriate office and resolve those issues before enrollment can take place.
- Students may then proceed to enroll for the semester through the online web enrollment system at http://ozone.ou.edu. Instructions for enrolling online are available on the website.
- Use the “Attribute Type” tool under “Class Schedule Search” to find General Education course options.
- Students can also search for classes at http://classnav.ou.edu. Although students cannot enroll through this website, some find it more user friendly when searching for courses – especially general education approved courses.

Weitzenhoffer Family College of Fine Arts Dean’s Office
Fred Jones Center, Suite 122
405-325-7370

OU School of Visual Arts
http://art.ou.edu
Fred Jones Art Center 202, 325-2691

School of Drama
http://drama.ou.edu
Old Science Hall 121, 325-4021

School of Musical Theatre
www.ou.edu/finearts/
musicaltheatre/
Carpenter Hall 104, 325-0538

School of Dance
www.ou.edu/finearts/dance/
Reynolds Performing Arts Center 1000, 325-4051

School of Music
http://music.ou.edu
Catlett Music Center 138, 325-2081

Changing Degrees, Majors, or Minors

MAJOR OR DEGREE CHANGE WITHIN THE WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS
Students who have been accepted into a new major/degree plan within the College of Fine Arts and wish to change their major or degree must go to the Fine Arts Dean’s office (Fred Jones Center, Suite 122) and complete the appropriate form. The student will then be instructed as to whom they should see for advising for the new major/degree.

CHANGE OF COLLEGE
Students wishing to change colleges should go to the college that houses the degree they would like to be admitted to and complete a Change of College request form. Once admitted to the new college, the student’s records will be requested from the previous college.

MINORS
Students wishing to declare a minor must go to the advising office of the college in which the minor exists and complete the appropriate form. The college that houses the minor will then enter the minor into the student record system. The Weitzenhoffer Family College of Fine Arts offers minors in Art, Art History, Dance History, and Music.
**Parental Access to Student Academic Records**

Parents of a dependent student may have access to grades and other confidential academic information under the guidelines provided in the Family Educational Rights and Privacy Act ([https://www.ou.edu/content/provost/ferpa.html](https://www.ou.edu/content/provost/ferpa.html)) of 1974, also known as the Buckley Amendment. Access to this information is limited to parents who claim their 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; ([http://www.ou.edu/content/recordsandtranscripts/release_of_information.html](http://www.ou.edu/content/recordsandtranscripts/release_of_information.html)). Each request must include a copy of the top portion of the parents’ 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. If you have any questions concerning this policy, please contact the Office of Academic Records at the above address or by calling 405-325-4147.

**Weitzenhoffer Family College of Fine Arts Policies**

**Math Policy:**
The Weitzenhoffer Family College of Fine Arts requires that all declared fine arts students complete their college level math course within the first four semesters of enrollment at OU. Transfer students or newly declared fine arts majors who have not completed their college level math requirement will have two semesters in which to complete the requirement. Students who fail to meet this requirement will be restricted from upper division fine arts courses except by permission of their Director and the Dean.

Approved by Fine Arts Council 05/05/2003

**Math Deficient from High School:**
Students who are math deficient from high school must, by State Regents policy, be enrolled in a remedial math course every semester until the deficiency has been remediated. Successful completion of DMAT 0123 will remove the deficiency. The student must still complete a college level math course after DMAT 0123.

**Advisement:**
If a student has not taken the math placement exam, “Math-determined by placement exam” should be listed on the advisement form.

**Math Placement Assessment:**
To enroll in math at OU, students must first take the math placement assessment. The assessment determines the math skills remembered from high school and places them into a course accordingly. The assessment will test them over material from basic math skills to calculus. The Assessment Center will give the student override permissions for the highest level of math the student can place into, as well everything below it. This does not mean that the student must take MATH 1523 (Elementary Functions) or MATH 1823 (Calculus and Analytical Geometry I) if that is where they place. The student should be told to consult with his/her academic advisor to discuss the math course requirement(s) for their degree.
Students have three attempts to take the assessment. The first can be unproctored and taken at home, the second and third must be proctored in the Assessment Center, through virtual proctoring system ProctorU, or at an approved remote site.

At the end of the assessment, the student will receive their score as well as a detailed description of their math strengths and areas to improve within the ALEKS learning module.

Students will not be able to take a retest without waiting at least 72 hours and spending at least eight hours practicing in the learning module.

All placement test results will expire 12 months from the day the student takes the first attempt.

More information and FAQs can be found at the Assessment Center website; http://www.ou.edu/content/univcoll/advising_and_enrollment/placement_tests/Math_Assessment.html

Students who need only one college level math course generally select one of the following courses, but can take a higher level course if they so choose:

- MATH 1473 Math for Critical Thinking
- COMM 2513 Intro to Statistics
- PHIL 1113 Intro to Logic
- PSY 2003 Understanding Statistics

Assessment Center - 270 Wagner Hall, 325-4336

**CORRESPONDENCE COURSE POLICY:**
Undergraduate Weitzenhoffer Family College of Fine Arts students within their last 30 hours are prohibited from enrolling in correspondence courses to satisfy degree requirements for their respective degrees.

Note: Students may petition their School for a waiver with regard to this policy. The waiver must be approved by both the Director and the Dean’s Office.

**RESIDENCY POLICY:**
Residency is defined as coursework taken through any University of Oklahoma campus, excluding correspondence courses.

- Candidates for an undergraduate degree must complete a minimum of 30 hours in residence at the University of Oklahoma and in the Weitzenhoffer Family College of Fine Arts.
- At least 24 hours of upper division major credit applied toward the degree must be earned in residence as a declared Dance, Drama, Music (15 hrs for BA in Music), Musical Theatre, or Art History major.
- A minimum of 30 hours of upper division major credit applied toward the degree must be earned in residence as a declared Studio Art major.
- A student must be listed as a Weitzenhoffer Family College of Fine Arts student at the time of graduation.
- Capstone courses must be taken in residence.

**REPEAT POLICY:**
“Undergraduate students may repeat up to four courses or 18 hours (whichever comes first) in which the original grade was a “D” or “F”. Only the second grade will be included in the calculation of the retention/graduation grade point average. The original grade will still appear on the student’s permanent records, but will not be calculated into the student’s retention/graduation grade point average or total hours earned.” OU General Catalog, Academic Records, retrieved 7/6/15 from http://catalog.ou.edu.
To file for Repeat Policy visit with one of the Academic Counselors in the Fine Arts Dean’s Office, Fred Jones Center 122.

**ACADEMIC REPRIEVE:**

“The Reprieve Policy allows students to request that one or two semesters’ grades be excluded from the calculation of the combined retention/graduation grade point average. Grades from courses taken during the reprieved term(s) will remain on the student’s permanent record, but will only be calculated into the student’s cumulative grade point average.

A student may request an academic reprieve if the following criteria are met:

- The student must be currently enrolled as an undergraduate on the Norman campus;
- at least three years must have elapsed between the period in which the grades being requested to be reprieved were earned and the reprieve request; and
- prior to requesting the reprieve, the student must have earned at least a 2.00 grade point average with no grade lower than C in all regularly graded coursework (minimum of 12 semester credit hours), excluding activity and performance courses. This coursework may be completed at any accredited higher education institution.

The request must be for one semester/term or two consecutive semesters/terms. If the reprieve is awarded, all grades and hours during the enrollment period are excluded from the retention/graduation grade point average. Coursework with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the coursework may not be used to fulfill credit hour requirements. If the student’s request is for two consecutive semesters/terms, the institution may choose to reprieve only one semester.

The student may not receive more than one academic reprieve during his/her academic career. The student will not be eligible to receive a reprieve if a previous request was denied at the University of Oklahoma.”

The request form is available in Academic Records (Buchanan Hall, 330). Students should contact their college concerning the process for requesting a reprieve.

OU General Catalog, Academic Records, retrieved 7/6/15 from [http://catalog.ou.edu](http://catalog.ou.edu)

**PETITIONS:**

The Weitzenhoffer Family College of Fine Arts has several petitions which are used for a variety of student needs. Students needing a petition form should go to the Fine Arts Dean’s Office (Fred Jones Center 122) to obtain a copy and further instructions. Petitions can also be found online at [http://ou.edu/finearts](http://ou.edu/finearts), select “Student Resources” then “Forms”.

**General Petition Process:**

The general petition form may be used for many issues including:

- Extension of Incomplete grade
- Waiver of the correspondence policy
- Waiver of the ten-year limitation policy

1. Student submits the petition to the School of their major
2. The petition is approved or denied by the School
3. The petition is forwarded to the Coordinator of Undergraduate Programs in the Dean’s Office for either the Dean’s approval or approval of the Fine Arts Council, depending on the circumstances
4. The Dean’s Office will notify the student of the decision and appropriate action to be taken by the student

**Petition for Enrollment Overload:**
1. Student must have a minimum 3.00 GPA to qualify for overload permission
2. The student must complete the University Enrollment Overload Petition and submit it to the Fine Arts Dean’s Office
3. The student will be notified within 3 days of approval or denial of request

**Add or Drop a Course After the Deadline:**
1. The student must complete the appropriate petition form from the Fine Arts Dean’s Office
2. The student must provide an explanation of the request and a justification
3. The student must provide supporting documentation as appropriate
4. The student must include a completed Add/Drop form signed and dated by the instructor
5. If the request is a drop, the instructor must circle W or F and sign that line of the drop form
6. If the request is an add, the instructor must complete the back side of the petition form and also sign the add form.
7. The student submits all paperwork to the Dean’s Office, and the student will be notified within a week of approval or denial. If approved, the student must carry the approved, signed form(s) to the Enrollment Services Office (BAH 230) for processing.

**Internship Credit:**
Enrollment for Internship credit is not permitted until the Request for Internship Credit form, available in the Fine Arts Dean’s office, is completed and approved by the Director of your School.

**Graduation Requirements**

*The responsibility for meeting all graduation requirements lies with the student.*

The following requirements must be met in order to graduate with a bachelor’s degree from the Weitzenhoffer Family College of Fine Arts:

1. Student must have an OU retention and OU combined retention grade point average of 2.50 or higher. Effective with summer 2013 incoming students, the Music Education degree requires an OU retention and OU combined retention grade point average of 2.75 or higher.
2. Student must have successfully completed a minimum of 120 semester hours inclusive of general education, major course work, and electives. *Hours vary depending on degree.*
3. Student must earn a “C” or better in each course in his/her major.
4. Student must complete a minimum of 40 hours of general education approved coursework as outlined by the college and the university. [https://www.ou.edu/content/gened.html](https://www.ou.edu/content/gened.html)
5. Student must complete at least one general education approved course at the upper-division level (3000 – 4000), outside the student’s major. *Students should take advantage of the “Attribute Type” tool in oZONE when enrolling in general education course requirements. Students can also use [http://classnav.ou.edu](http://classnav.ou.edu) when selecting courses.*
6. Student must complete a minimum of 40 hours of upper division (3000-4000 level) course work.
7. Student must fulfill the College of Fine Arts Residency Policy outlined on page 6 of this document.
8. Oklahoma State Regents policy requires each student to complete a minimum of 60 hours at a senior (4 year) institution.

9. **Student must complete a senior graduation check with an academic counselor in the Fine Arts Dean’s Office the semester before they plan to graduate.**

10. Student must complete the online University Application for Graduation at [http://ozone.ou.edu](http://ozone.ou.edu) by the University designated deadline. This application must be on file with the University Records Office in order for the student to officially graduate from the university.

**DEGREES WITH DISTINCTION POLICY**
For a student to be recommended for a degree with distinction he or she must have a minimum combined retention G.P.A. and OU retention G.P.A. of 3.50. To be recommended for a degree with special distinction, a student must have a minimum combined retention G.P.A. of 3.50 and a minimum OU retention G.P.A. of 3.90. The final semester will be included in the G.P.A. that determines distinction awards. In addition to the required grade point average, students must have completed at least 60 hours in OU residence. No student will be granted a degree with distinction or with special distinction that has been subject to disciplinary action.

**SENIOR GRADUATION CHECK**
All College of Fine Arts Seniors must complete a Graduation Check at least one semester before they plan to graduate. To schedule a Graduation Check appointment with one of the Academic Counselors go to [http://iadvise.ou.edu](http://iadvise.ou.edu).

Elizabeth Nunley, M.S.  Coordinator of Undergraduate Programs  Dance, Music  elizabeth.nunley@ou.edu

Holley Brewer, M.S.  Sr. Academic Counselor  Art, Drama, Musical Theatre  hbrewer@ou.edu

**Student Discount for Fine Arts Performances**
As a student in the Weitzenhoffer Family College of Fine Arts you automatically are eligible for discount tickets and free entrance to some Fine Arts College performances. Students receive discounts to all University of Oklahoma events, but in the College of Fine Arts you have more opportunities than the average student. Ushers are needed for every show in the College of Fine Arts. Those who volunteer for these positions are given free admission.
Student Organizations

Dean's Student Advisory Council:
The Student Advisory Council (SAC) was formed to develop a network of communication between the Dean of the Weitzenhoffer Family College of Fine Arts and the student body. Fifteen students, three from each of the five areas of the college, who have been nominated by their school, meet once a month with the Dean to discuss current issues, concerns and to work on specific projects.

OU School of Visual Arts
Art History Association
Red Clay Faction (ceramics)
Art Museum Ambassadors
Graphic Design Association
New Media Collective
Print Club
Graphic Design Association
For more information on these organizations, contact the School of A & A Hi main office:
Fred Jones Art Center, Rm. 202 phone 325-4051

School of Dance
Oklahoma Festival Ballet
Contemporary Dance Oklahoma
For more information on these organizations, contact the School of Dance main office:
Reynolds Performing Arts Center, Rm. 1000, phone 325-4051

School of Drama
Alpha Psi Omega
Drama Student Senate
Student Theatre Initiative
Spacechangers
For more information on these organizations, contact the School of Drama main office:
Old Science Hall, Rm. 121, 325-4021

School of Music
Phi Mu Alpha Sinfonia
Sigma Alpha Iota
Kappa Kappa Psi & Tau Beta Sigma
Music Teachers National Association
Graduate Music Student Association
Collegiate National Association for Music Education
For more information on these organizations, contact the School of Music main office:
Catlett Music Center, Rm. 138, phone 325-2081

For a complete list of OU Student Organizations visit:
http://www.ou.edu/content/studentlife/get_involved/student_organizations/rsos.html
**Student Complaints**

Any student who believes that he or she has a legitimate complaint regarding policies, procedures, faculty, staff, and/or facilities is encouraged to discuss the concern with the Director of their School or the Dean or Associate Dean of the Weitzenhoffer Family College of Fine Arts. These offices are open and willing to hear student concerns and problems.

Students may make an appointment with the Director of the OU School of Visual Arts at 405-325-2691, the School of Dance at 405-325-4051, the School of Drama at 405-325-4021, the School of Music at 405-325-2081, and the School of Musical Theatre at 405-325-0538. Students may also call the Office of the Dean to set up an appointment, 405-325-7370.

If an equitable and acceptable resolution of the complaint cannot be obtained through the offices of the Director of the School or the Dean of the College, the student is advised to discuss the matter with other appropriate offices on campus. Depending on the nature of the concern, these offices may include the Center for Student Life (Oklahoma Memorial Union, Suite 370), The Equal Opportunity and Affirmative Action Office (Evans Hall, Rm. 102), the Office of the Provost, 405-325-3221, and/or by calling the President’s Action Line at 405-325-1212.

For issues involving discrimination, sexual harassment, English proficiency, academic misconduct (including plagiarism and cheating), and academic appeals (disputes over academic evaluation), specific grievance procedures are clearly mandated and outlined in the Student Handbook. Copies of the handbook may be obtained by contacting the Center for Student Life (405-325-3163). It is also available online: [http://www.ou.edu/studentlife.html](http://www.ou.edu/studentlife.html)

**Scholarships**

Students who are majors in the Weitzenhoffer Family College of Fine Arts are encouraged to apply for scholarship support. A number of scholarship and award applications are available through the Scholarship Information Channel in oZONE ([http://ozone.ou.edu](http://ozone.ou.edu)). The individual Schools within the Weitzenhoffer Family College of Fine Arts award scholarships based on specific criteria regarding a student’s major, talent, merit, or need. Initial scholarship considerations and offers are made following admission auditions in the spring. On occasion, the Dean’s Office grants minimal scholarships to students who have exhausted all other financial resources. Scholarships awarded by the dean are based on merit, specific financial need, and unusual circumstances.

Additional scholarship information can be found at [http://scholarships.ou.edu](http://scholarships.ou.edu)

**Address Update**

It is important that students keep the University updated as their address changes. To update your address log into [http://ozone.ou.edu](http://ozone.ou.edu) and update your addresses and phone numbers under the “Personal Information” box.
## Weitzenhoffer Family College of Fine Arts Resources

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<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Office</th>
<th>Email</th>
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<tbody>
<tr>
<td>Mary Margaret Holt</td>
<td>Dean</td>
<td>325-7370</td>
<td>FJC 122</td>
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<tr>
<td>Rozmeri Basic</td>
<td>Associate Dean</td>
<td>325-7370</td>
<td>FJC 122</td>
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<tr>
<td>Elizabeth Nunley</td>
<td>Coordinator- Undergraduate Programs</td>
<td>325-7370</td>
<td><a href="mailto:elizabeth.nunley@ou.edu">elizabeth.nunley@ou.edu</a></td>
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<tr>
<td>Holley Brewer</td>
<td>Sr. Academic Counselor</td>
<td>325-7370</td>
<td><a href="mailto:hbrewer@ou.edu">hbrewer@ou.edu</a></td>
<td>FJC 122</td>
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<td>Fine Arts Library &amp; Media Resource Center</td>
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<td>325-4243</td>
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### Resources you can find at the Weitzenhoffer Family College of Fine Arts Dean’s Office

- Graduation Check*
- General Petition
- Petition to Add or Drop a course after the deadline
- Concurrent Enrollment Request (Dual degrees)
- Academic Appeals Petition
- Minor Forms
- Change or Addition of Major/ Minor
- Enrollment Overload Petition
- Request for Internship Credit

*All College of Fine Arts students must complete a graduation check the semester before they plan to graduate.*