

## **PURPOSE & ACKNOWLEDGEMENTS**

Academic advising is a rewarding career. However, there is a great deal of information to learn, and keeping up with constantly changing policies, procedures, and degree requirements, is a challenge. There are many excellent sources of information available on campus to assist both advisors and students. The purpose of this advising handbook is to assist professional and faculty advisors with the information needed and to guide them to the resources available on campus.

Information in this handbook comes from some of the following sources:

- ◆ The Oklahoma State Regents Policies and Procedures Manual
- ◆ The University of Oklahoma General Catalog
- ◆ Numerous University of Oklahoma websites
- ◆ The Provost's Advisory Committee on Academic Advising meeting minutes
- ◆ In addition, some of the how-to information is from my own knowledge and in consultation with various departments on campus.

In some cases the information presented is a paraphrased overview. In other instances it was necessary to quote the source verbatim to assure an accurate representation of the information. In other areas a simple listing of the various types of information available on a website is given. In no way, does this handbook completely duplicate or replace all of these sources. What I have tried to do is to pull together information to give a basic understanding of what may be needed and to give the location of the source should additional information be required. Experience has taught me that we can spend a great deal of time and energy simply trying to find a source of information in order to assist a student. Hopefully this handbook will cut down on the amount of time spent in the search.

I gratefully acknowledge the many sources and authors of information used in this compilation of information. It is not possible to individually acknowledge the many authors of the various websites used, or the numerous people that contribute to the information contained in OU's General Catalog, however, without their knowledge, skill and contribution, this handbook would not be possible.

In an effort to keep this content current, should you find that the information given has changed, please contact PACAA (the Provost's Advisory Committee on Academic Advising) so the information may be updated. You will find a listing of the current PACAA officers and members on their website: <http://www.ou.edu/provost/pronew/> then click on Academic Advising.

Susie Broach  
Senior Academic Counselor  
University of Oklahoma  
Norman Campus

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## **ACADEMIC FORGIVENESS POLICIES**

### **STATE REGENTS' POLICY<sup>1</sup>**

Circumstances may justify a student being able to recover from academic problems in ways which do not forever jeopardize his/her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student's academic life. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention and graduation grade point averages are calculated. Specifically, for those students receiving academic forgiveness either by repeating courses or through academic reprieve, the transcript will reflect the retention and graduation GPAs excluding forgiven courses/semesters. The transcript will also note the cumulative GPA which includes all attempted regularly graded course work.

Academic forgiveness may be warranted in two specific circumstances: 1) For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention and graduation GPAs under the prescribed circumstances listed below; and 2) There may be extraordinary situations in which a student has done poorly in an entire enrollment due to extenuating circumstances which, in the judgment of the appropriate institutional officials, warrant excluding those grades in calculating the student's retention and graduation GPAs.

Students may seek academic forgiveness utilizing these institutional procedures. All institutions will conform to the "repeated courses" forgiveness provisions. Institutions may elect to offer students academic reprieves as detailed below.

### ***REPEATED COURSES***

A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of four (4)S courses or eighteen (18) credit hours but not to exceed 18 hours in courses which the original grade earned was a "D" or "F." The first attempt shall be recorded on the transcript with the earned grade. The second course with its grade will be listed in the semester earned. The EXPLANATION OF GRADES section of the transcript will note that only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate their retention and graduation GPAs. Students repeating courses above the first four courses or 18 credit hours of "Ds" or "Fs" repeated may do so with the original grades and repeat grades averaged.

### ***ACADEMIC REPRIEVE***

A student may request an academic reprieve from public State System institutions with academic reprieve policies consistent with these guidelines: 1) At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request; 2) Prior to requesting the academic reprieve, the student must have earned a GPA of 2.0

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<sup>1</sup> State Regents' policy, Policy Statement on Grading, Section II, A-B. Retrieved June, 2003, from <http://www.okhighered.org/policy-proced/>

or higher with no grade lower than a “C” in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses. This course work may have been completed at any accredited higher education institution; 3) The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollments. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student’s request is for two consecutive semesters, the institution may choose to reprieve only one semester. 4) The student must petition for consideration of an academic reprieve according to institutional policy; and 5) The student may not receive more than one academic reprieve during his/her academic career.

The EXPLANATION OF GRADES section of the transcript will note the courses and semester(s) reprieved. Institutions granting academic reprieves must submit an annual report to the State Regents.

## **UNIVERSITY POLICY**

### ***REPEATED COURSES<sup>2</sup>***

Students who wish to apply the Repeat Policy must obtain the “Notification to Apply Repeat Policy” form from the Office of Academic Records, Buchanan Hall, Room 330. A completed form submitted to Academic Records initiates a review of the student’s academic record to determine if the courses listed may apply under the State Regents’ Repeat Policy. Provided the courses submitted are approved, the Office of Academic Records will adjust the retention gpa’s and make the appropriate notation(s) on the student’s transcript.

Students may repeat up to four courses or 18 hours, whichever occurs first, of D or F work under the repeat policy. The Records office will recalculate the retention gpa, dropping the first grade and using only the repeated grade. Both grades will remain on the student’s transcript and will be averaged in the cumulative gpa. Students may not repeat a course for a third time and have repeat policy apply.

### ***ACADEMIC REPRIEVE***

Students wishing to apply for an Academic Reprieve must obtain the “Student Request for Academic Reprieve” form from the Office of Academic Records, Buchanan Hall, Room 330.

The procedure, as appearing on the application form, is as follows:

Step 1: Student should read the reprieve policy on the reverse side of the form before proceeding.

Step 2: Student must complete the “Student Request for Academic Reprieve” form and submit it, along with supportive documentation, to the Office of Academic Records. This office will determine whether the student meets guidelines 1 through 3. If the student is not eligible she/he will be notified by Academic Records at this point.

Step 3: If the student meets the initial guideline requirements, Academic Records will forward the reprieve request to the dean of the student’s degree recommending college.

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<sup>2</sup> Information compiled from the Notification to Apply Repeat Policy form by sbroach, June, 2003.

The dean will review the student's request to determine whether the student's academic performance since the requested reprieve semester(s) provides evidence that the student has overcome the previous academic difficulties and is now making satisfactory progress toward a degree. The dean's office will notify the student whether the request is approved, denied, or deferred.

Step 4: The dean's office will return the approved form to Academic Records, which shall be responsible for updating the student's academic record and appropriate GPA calculation if the appeal is approved.

Students are eligible for only one academic reprieve during their academic lifetime. If the student has been denied a reprieve by the University of Oklahoma, they may not reapply.

## ACADEMIC NOTICE

### **STATE REGENTS' DEFINITION AND POLICY<sup>1</sup>**

Freshman students, 30 or fewer credit hours, with a cumulative GPA of 1.7 to less than 2.0 will be placed on academic notice.

### **UNIVERSITY DEFINITION AND POLICY<sup>2</sup>**

Students with 0 to 30 semester hours attempted and a retention grade point average of 1.70 to 1.99 will be placed on academic notice.

The retention grade point average is based on all work attempted, both transfer and OU, minus those courses repeated or retrierved in accordance with the academic forgiveness policy, as well as remedial courses, and PE activity courses. These standards are minimal. Each degree-recommending college may establish higher standards for retention

**RELATED TOPICS:** Academic Probation, Academic Suspension, & Academic Suspension Appeals; GPA Calculator

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<sup>1</sup> State Regents' policy, Retention Standards, Part II, B. Retrieved June, 2003, from <http://www.okhighered.org/policy-proced/>

<sup>2</sup> OU General Catalog, Standards of Scholarship. Retrieved June, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

## ACADEMIC PROBATION

### STATE REGENTS' POLICY<sup>1</sup>

Any student whose retention GPA falls below those designated [below] for a given semester is on academic probation.

<u>Retention</u>	<u>GPA Requirement</u>
<u>Credit Hours Attempted</u>	
0 through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, s/he must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. Students suspended in the spring semester may attend, at the discretion of the suspending institution, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. Only students under first-time suspension status at the suspending institution are eligible. To continue in that fall semester, such students must achieve a 2.0 semester gpa or raise their retention gpa to the required level.

### UNIVERSITY POLICY<sup>2</sup>

Students not meeting retention standards will be placed on academic probation for one semester, at the end of which they must have met the minimum standard required to continue as a student in good standing. However, a student enrolled on probation may be continued on probation provided he or she makes a 2.00 grade point average on that semester's work. Students should check with their college dean's office or with the Office of Academic Records for specific enrollment requirements while on academic probation. A student enrolled on probation who fails to raise his or her cumulative retention grade point average to minimum requirements or make a 2.00 grade point average on work taken while enrolled on probation, excluding activity courses, will be suspended for poor scholarship.

### STOP-OUTS

Students who have been dismissed from their college but who have not been suspended from the university are called "stop-outs." These students are referred to the Center for Student Advancement in Old Science Hall, Room 311, 325-2574. The center will advise the student as to their educational options at the university and will also guide them to appropriate resources on campus.

**RELATED TOPICS:** Academic Notice, Academic Suspension, Academic Suspension Appeals, Center for Student Advancement, GPA Calculator

<sup>1</sup> State Regents' policy, Retention Standards, Part II-B-C. Retrieved June, 2003, from <http://www.okhighered.org/policy-proced/>

<sup>2</sup> OU General Catalog, Academic Probation and Suspension. Retrieved June, 2003, from <http://www.ou.edu/bulletins/>

## ACADEMIC SUSPENSION APPEALS

### STATE REGENTS' POLICY<sup>1</sup>

Institutions have the discretion to establish an academic suspension appeals procedure. Such procedures should allow appropriate discretion in deserving cases. Academic suspension appeal procedures should require that the suspended student document any extraordinary personal circumstances that contributed to his/her academic deficiencies. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis. Such appeal decisions should be made only following the thoughtful deliberation of an appropriate committee which may include faculty, students, and administrators. Any institutional policies and procedures developed for the appeal of academic suspension decisions must be submitted to and approved by the State Regents. Annual reports detailing all decisions concerning appeal requests will be submitted to the State Regents.

### UNIVERSITY PROCEDURE

Each individual college has a procedure to handle suspension appeals. Most colleges have established guidelines and a form for the process. Students and advisors should contact the main advising office to clarify the protocol for their college. In general, the student must appeal the suspension decision to the college in which they were enrolled at the time of the suspension. The student must also be able to provide documentation of highly unusual circumstances beyond their control that prevented them from complying from normal procedures.

**RELATED TOPICS:** Academic Notice, Academic Probation, Academic Suspension, Center for Student Advancement, GPA Calculator

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<sup>1</sup> State Regents' policy, Retention Standards, Part II, D-2. Retrieved June, 2003, from <http://www.okhighered.org/policy-proced/>

## ACADEMIC SUSPENSION

### STATE REGENTS' DEFINITION<sup>1</sup>

Any student who was on academic probation the previous semester and who fails to raise his/her GPA to the required retention level or to achieve a 2.0 GPA the next semester in regularly-graded course work, not to include activity or performance courses, will be suspended from the institution.

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, she/he must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. Students suspended in the spring semester may attend, at the discretion of the suspending institution, the summer session immediately following spring suspension.<sup>2</sup> However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. Only students under first-time suspension status at the suspending institution are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

### UNIVERSITY POLICY<sup>3</sup>

A student enrolled on probation who fails to raise his or her cumulative retention grade point average to minimum requirements or make a 2.00 grade point average on work taken while enrolled on probation, excluding activity courses, will be suspended for poor scholarship. Credit completed after the end of the term, or credit earned at another institution, will be included in the student's retention/graduation grade point average at the time the work is recorded in Academic Records. The student's current academic status will be reviewed and/or updated at that time but previous postings of academic standing will remain unchanged. A student's academic status will not be changed retroactively.

A student suspended from the University for academic reasons is not eligible for readmission until one full semester has elapsed following the date of suspension. Any student who has been suspended should contact the Admissions Office for further instructions.

A student who has been suspended twice from the University is not eligible for consideration for re-admission until that student has attended another accredited college or university and raised his/her GPA to the University's retention standards.

**RELATED TOPICS:** Academic Notice, Academic Probation, Academic Suspension Appeals, GPA Calculator

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<sup>1</sup> State Regents' policy, Retention Standards, Part II-B and C. Retrieved June, 2003, from <http://www.okhighered.org/policy-proced/>

<sup>2</sup> The student's transcript will note suspension at the end of the spring semester. For students who fail to achieve retention standards after the summer session, the phrase "suspension continued" should be entered on the transcript at the end of the summer session.

<sup>3</sup> OU General Catalog, Academic Probation and Suspension; and Suspended Students. Retrieved June, 2003, from <http://www.ou.edu/bulletins/>

## ACTIVITY COURSE POLICY

Per a memo from Phil Moss, Interim Vice Chancellor for Academic Affairs, dated February 23, 2004:

According to State Regents' policy, activity courses are not to be counted in a student's graduation/retention GPA. There are several references in State Regent' policy that are helpful:

- The "*Policy Statement on Admission To, Retention In, and Transfer Among Colleges and Universities in the State System*" states that the retention GPA excludes physical education activity courses.
- The *Policy Statement on Grading*" states that activity courses and forgiven course work are not calculated in the retention/graduation GPA.
- The "*Policy Statement on Undergraduate Degree Requirements and Articulation*" also states that students must achieve a minimum GPA of 2.0 on all coursework attempted, excluding physical education activity or forgiven courses, to earn any associate or baccalaureate degree.

When you receive transcripts from other institution where these courses are calculated inappropriately, you should recalculate that student's retention/graduation GPA to meet the above policy standards. The cumulative GPA should always include all coursework attempted.

## ADD/DROP

Students may add courses to their schedule at any time during the pre-enrollment period provided prerequisite and special permission requirements have been met. The last day a student may enroll or add a course is the end of the first week of classes for the fall and spring semesters, the end of the first week of classes for the summer eight week session, and the first two days of each four week session. *After the add deadlines, a student must petition their Dean's office to add classes to their schedule.* The official dates are published on the OU academic calendar website ([www.ou.edu/admrec/calendar.html](http://www.ou.edu/admrec/calendar.html)).

Special Permission Codes are listed across the online enrollment screen above departmental listings. Students wishing to enroll in courses with Instructor, Department, or Honors codes must have those permissions listed in the online system for them before enrollment in the courses can be finalized. Please do not send a student to the Registration office with the instructions that the Registration office should call a department to verify permission for course enrollment.

**Please Note: Faculty advisors may not issue Electronic Special Permission (ESP) from other academic departments unless prior arrangements have been made to do so. Students requesting permission to enroll in honors courses must obtain permission to do so from the Honors Program.**

Refer to the Norman Campus Calendar published online for the various drop periods each semester (<http://www.ou.edu/admrec/calendar.html>):

- No Record of Grade for Dropped Course(s)
- Automatic Grade of W for Dropped Course(s)
- Grade of W or F for Dropped Course(s)
- Petition to Dean Required to Drop a Course(s)

**RELATED TOPICS:** Electronic Special Permission, Enrollment/Registration, Petitions

## ADMISSION TO DEGREE-RECOMMENDING COLLEGE

Admission to an undergraduate program within a degree-recommending college at the University of Oklahoma shall be based upon the requirements of the University of Oklahoma that are in effect at the time of a student's initial enrollment in any institution (including OU) in the Oklahoma State System of higher education.<sup>1</sup>

The implications of this policy are that **a student will follow the degree check sheet that was in effect at the time of a student's initial enrollment in any institution in the Oklahoma state system of higher education as long as the student has had continuous enrollment.**

The freshman year at the University of Oklahoma is spent in University College, which is not a degree granting college. Transfer to a degree granting college is automatic upon completion of 24 hours, a declared major, and meeting the degree granting college's combined retention graduation gpa. Students who have high school deficiencies in the areas of English, math or science will remain in University College until such time as the deficiency has been remediated. Admission to the OU Health Sciences Center is a separate application process dependent on each program and college.

**RELATED TOPICS:** Curricular Deficiencies, Transfer Students

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<sup>1</sup> Memo excerpt from Paul Bell, Associate Provost for Undergraduate Education and Programs, dated February 17, 1992.

## ADVANCED STANDING<sup>1</sup>

Students who feel they have a sufficient knowledge of the subject matter of a course offered by the University may take an advanced standing examination for undergraduate credit in the course. Students may take advanced standing examinations for undergraduate credit provided that they have not been enrolled in an equivalent course at the college level and received a grade other than W. Advanced standing credit will be placed on a student's OU permanent academic record only after it is validated by the successful completion of 12 or more semester hours of academic work at the University of Oklahoma. A student may not receive credit for a repeat of an exam previously failed.

Credit by Advanced Standing includes:

- Advanced Placement (AP)-- This program allows high school student to take examinations for credit at the college level.
- College Level Examination Program (CLEP)-- The University of Oklahoma awards credit for certain CLEP subject exams. It *does not* award credit for *general* exams.
- International Baccalaureate Program (IB)-- Credit may be awarded to students who have taken higher level courses in the International Baccalaureate Program and who have scored at least a four on the higher level course examination.
- OU Departmental Advanced Standing Exams-- OU offers a number of departmental advanced standing examinations. The fee for each exam is \$10.00 per credit hour.

A brochure listing advanced standing courses accepted by the University of Oklahoma is available from the Office of Admissions, or refer to the website: [www.ou.edu/admrec/advstand.html](http://www.ou.edu/admrec/advstand.html)

### Departmental Advanced Standing Procedure:<sup>2</sup>

(Instructions for those exams not offered by the Office of Independent Study)

- ✓ Student obtains and completes application from Office of Admissions, Buchanan Hall, first floor.
- ✓ Student completes the form, and takes it to the department, school or person who will administer the exam for their signature and to arrange for a test time.
- ✓ Student takes the signed form to the Bursar's Office, Buchanan Hall, first floor, pays \$10.00/credit hour and has the form stamped paid.
- ✓ Student turns in the completed application form with instructor information and bursar stamp to the Office of Admissions
- ✓ Student completes the exam.
- ✓ Office of Admissions sends official grade sheet to the instructor for grade, and grade sheet is returned to Admissions.
- ✓ Admissions posts the grade to the student's official transcript.

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<sup>1</sup> OU General Catalog, Advanced Standing Examinations. Retrieved July, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

<sup>2</sup> Procedural instructions compiled by S. Broach in consultation with K. Gregg in the Records Office, October, 2003.

## ADVISEMENT AND DEGREE AUDIT (A/DA) INFORMATION SHEET

### *What is an A/DA?*

An A/DA combines the degree sheet and the student's transcript information into one document.

### **At the top of the first page:**

- Student's ID, College, and classification
- Total number of hours required for the degree; hours currently enrolled; hours remaining
- Student's address and phone
- A/DA pattern
- ACT scores
- High School Curricular Deficiencies and number of years of foreign language in H.S.
- OU, Transfer, and Combined cumulative gpa's (cum gpa's are not used for graduation)

### **Degree Notes:**

Notes that are pertinent to the student's college and are specific to the major.

### **Requirements:**

- ◆ Under specific headers, there may be a line of information regarding that specific group of courses.
- ◆ Each course line indicates:
  - if the requirement is still needed (\*\* to the left of the line)
  - shows the general education category, if applicable
  - the number of hours required
  - the semester taken
  - the grade
  - hours that are in ( ) do not reduce degree hours
  - if they are currently enrolled in the course (ENRL to the right of the line)
  - if they are pre-enrolled in the course (P-EN to the right of the line)
  - if they are enrolled in the course by correspondence (ENRL CO to the right of the line)
  - if it is a transfer course (TF to the right of the line)
  - L = lower division credit
  - U = upper division credit
  - R = repeated course
  - D = duplicable course (course may be taken more than once)
  - HN = honors
  - WV = hours that have been waived

### **Excess Electives:**

Any coursework beyond those needed to fulfill degree requirements.

### **Non-Degree or Additional Courses:** (These courses are not computed into the gpa calculations)

- Unequated transfer courses— should be moved to fulfill specific requirements, electives, or to excess electives by the students' advisor

- Repeat and/or Reprieve hours
- Courses in which student received W or AW

**Remedial Course Work:**

- 0 level course work—does not count for college credit (e.g. Math 0113)

**Special ADA GPA Information:**

- Hours listed under Non-Degree, or Remedial are left out of the calculation.
- Overall degree gpa (OU & Combined)
- School or Dept. gpa (OU & Combined)
- Area of Specialization or Emphasis (OU & Combined).
- These gpa's will reflect the students' retention/graduation gpa once Repeat and Reprieve hours have been manipulated.

## ADVISEMENT

**Students with less than 24 hours** are advised in University College by a professional advisor. This generally means that they are advised for their first three semesters of course work in University College. If a student has enough CLEP and/or AP credits to bring their total earned hours to 24, their records will be transferred after the first semester.

**Students with 24 or more hours** are advised in the college of their declared major. Some colleges use professional advisors, departmental advisors, or faculty advisors.

- The Price College of Business does not require students to be advised prior to enrolling with the exception of their final semester.
- All other colleges have mandatory advisement required and advisement must be completed prior to having their advisement flag removed in the online enrollment system.
- Students should check with the main advising office of their college in order to determine the college's advising procedure, their assigned advisor, and whether the advisor or the advising office removes the advising flag once they have been advised.
- During advisement, students should obtain an advising form completed and signed by their advisor, and electronic special permits as required.
- Once the advising flag has been removed, students may then enroll online at enroll.ou.edu on their specified day provided all registration stops (Bursar, Admissions, Housing, etc.) have been cleared.
- Prior to the students' enrollment date, students may develop up to three schedule carts in the online enrollment system.

**Degree Progress:** Degree progress may be determined by reviewing the student's current A/DA (advisement and degree audit) printout. If corrections need to be made to the A/DA, please follow the guidelines provided by each college office.

**High School Deficiencies:** Check to see if the student has curricular deficiencies from high school. Deficiencies are noted on students' A/DA (advisement and degree audit). *Students who are deficient in English, math and science must be enrolled in appropriate courses to remediate the deficiencies. Students deficient in English, math and science will be retained in University College until such deficiencies have been remediated.*

**Electronic Special Permission (ESP):** The advisor should enter required ESP's into the enrollment system at the time of the advisement, or notify the student of the correct person or department to contact in order to obtain a particular ESP.

**Academic Overload:** Students wishing to enroll in an academic overload must request permission from the Dean's office of their college. (For additional information, refer to the section on Enrollment Limits.)

**Early advisement/registration:** Many students assume that if they have a stop (bursars, housing, admissions, etc.) on their enrollment that they cannot be advised during the initial advisement/registration periods. Although they cannot enroll, they should still be advised and have their ESP's listed in the online system.

**Advance Registration** takes place twice a year. Advance registration for the spring semester occurs in November. Advance registration for the summer and fall takes place in April. The university academic calendar available on the OU website will give the exact dates. Registration is scheduled by seniority: graduate students and seniors the first week, juniors the second week, sophomores the third week, and freshmen & special students the fourth week.

**Reminder:** Freshmen with less than 24 hours are advised through University College.

**RELATED TOPICS:** Add/Drop, Advisement and Degree Audit (A/DA), Curricular Deficiencies, Enrollment Limits (Overload), General Education Core Curriculum, Online Enrollment/Registration, Repeat Policy, Residency Requirements, Electronic Special Permission (ESP), Special Permission Screens, Student Resources, Transfer Students

**ADVISING OFFICES**  
**(Norman Campus)**

All advising offices are open from 8 to 5, Monday through Friday, with the exception of Arts and Sciences, which remains open until 7 p.m. on Wednesdays.

Architecture (13)	325-2251	Gould Hall, Room 162
Arts & Sciences (1)	325-4411	Ellison Hall, Room 124
Athletics	325-8265	Okla. Memorial Stadium, Room 2634
Business (2)	325-6021	Adams Hall, Room 105
Education (3)	325-2238	Collings Hall, Room 137
Engineering (4)	325-4096	Felgar Hall, Room 112
Fine Arts (5)	325-7370	Fred Jones Center, Room 122
Geosciences (14)	325-3101	Sarkeys Energy Center, Room 710
Graduate (6)	325-3811	Buchanan Hall, Third Floor
Honors	325-5291	Cate Center, Room 160
Journalism (30)	325-5199	Copeland Hall, Room 117
Project Threshold	325-6261	Physical Sciences Center, Room 517
Scholars	325-2851	Cate Center, Room 120
University College (9)	325-3521	Carnegie Bldg., Room 100

## ASSESSMENT & LEARNING CENTER<sup>1</sup>

The Assessment & Learning Center is located in Carnegie 200. All services are free and appointments are not needed. For additional information, contact them at 325-4336, or visit their website: [www.ou.edu/univcoll/assessment.html](http://www.ou.edu/univcoll/assessment.html)

### PLACEMENT TESTING

Entry-level computerized placement testing (COMPASS) in math, writing skills, and reading is available on a walk-in basis Monday through Friday. No appointment is required and tests are not timed. Examinees should allow at least one hour for each test. Placement tests can be taken twice per semester, and review guides are available in the Learning Center. **Placement scores are valid for two semesters. After that time, if the student hasn't enrolled and completed the course, s/he must retest.**

All new freshman or transfer students with less than 24 hours will be assessed in three areas: reading, English, and mathematics. The American College Test (ACT) or Scholastic Aptitude Test (SAT) will be used as the preliminary screening instrument. Freshmen ACT and SAT scores used for placement are valid for one year only. Students scoring at certain levels may be placed in developmental course work or further evaluated with computerized placement examination and/or writing sample. These tests are used to provide academic counselors with information on students' current skill levels.

Students should be told that there are several levels of math placement. The Assessment Center will give the student ESP's in the online enrollment system for all math courses in which they are eligible to enroll. ***Just because a student scores into a particular level of math, does not mean that particular class is the one in which they should enroll.*** The student may have more than one option. Encourage students to clarify with their academic counselor the correct course, or options, for their particular major.

Students who received transfer college credit for calculus I (Math 1823, or Math 1743) through transfer work or advanced placement, may enroll in calculus II without testing. If a student has completed a college level math course below calculus and wants to continue the math sequence, s/he must take the math placement exam and be able to place into the next level course before s/he will be permitted to enroll in it.

### SEMINARS

Free non-credit seminars are offered by the Assessment and Learning Center to help students learn college survival skills. A variety of topic areas ranging from time management to career decision-making are covered each semester to help students successfully make the transition from high school to university life. The Student Success Seminars are available to all students at no charge and without pre-registration. They ask only that students arrive on time out of respect for the instructors and other students.

### COMPUTERIZED TUTORIALS

The Assessment and Learning Center offers software tutorials to improve study skills, math, reading and/or writing skills. Contact the Assessment Center for details beyond what is listed below.

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<sup>1</sup> Excerpts from the OU Assessment and Learning Center website with additional information by S. Broach. Retrieved July, 2003, from [www.ou.edu/univcoll/assessment.html](http://www.ou.edu/univcoll/assessment.html)

Study Skills software tutorials are available in the following areas: managing time, improving memory, taking lecture notes, reading textbooks, taking exams, writing themes and reports, giving oral reports, improving scholastic motivation, improving interpersonal relationships, and improving concentration.

Writing Skills software tutorials are available for basic grammar and punctuation and to study for the Gaylord College of Journalism's Writing Skills Test (WST).

Math software tutorials include review of pre-algebra, algebra I and algebra II, as well as advanced areas such as calculus, statistics, and trigonometry. Software tutorials for specific developmental math classes are available as well.

If a personal, professional tutor is required, students should contact the Housing and Learning Center at Adams Center, Muldrow Tower, to make arrangements.

Software tutorials for the GRE, LSAT, and GMAT examinations are available in the Assessment Center. These tutorials are available on a limited number of computers, so it is necessary to call and reserve a computer for the day and time the student wishes to use these tutorials.

**RELATED TOPICS:** Advanced Standing

## ATTENDANCE POLICY

A student is responsible for the content of any course in which he or she is officially enrolled. The establishment of a specific policy concerning class attendance requirements, as well as announced and unannounced examinations, is the responsibility of the individual instructor.<sup>1</sup>

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. The instructor or department may cancel students who do not attend class beginning the first day 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.**<sup>2</sup>

### GRADING POLICY<sup>3</sup>

A **W** (withdrawal) is a neutral grade assigned when the student is passing at the time of withdrawal. A **W** may not be assigned as a final grade unless the student has formally dropped the course or has processed a complete withdrawal.

Any student who did not attend beyond the first two weeks of class may be assigned the grade of **AW** (Administrative Withdrawal). Any student who attended beyond the first two weeks and did not withdraw must be assigned a grade. An **AW** indicates that a student has been involuntarily withdrawn by the institution. Students may receive an **AW** for disciplinary reasons, financial reasons, or inadequate attendance.

**RELATED TOPICS:** Cancellation of Enrollment, Refund Policy, Complete Withdrawal, Early Progress Report, Grades

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<sup>1</sup> OU General Catalog, Attendance Policy. Retrieved June, 2003, from <http://www.ou.edu/bulletins/>

<sup>2</sup> OU Admissions, Records & Registration, Class Attendance Policy. Retrieved June, 2003, from <http://www.ou.edu/admrec/>

<sup>3</sup> OU General Catalog, Academic Standards. Retrieved June, 2003, from <http://www.ou.edu/bulletins/>

## AUDITING

Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to receive course information.

### UNIVERSITY POLICY<sup>1</sup>

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

### ENROLLMENT PROCEDURES

- 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.
- 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 approve.
- 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 provided the student has the approval of 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.
- An instructor may assign a final grade of W (withdrawn passing) at the end of a semester or term to a student who has not performed according to the instructor's requirements for an auditor in that class.
- 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.

### FEES FOR AUDITING COURSES

Students enrolling in a class as audit are charged the same tuition and fees associated with credit enrollments.

### FEE WAIVERS FOR AUDITING COURSES

Institutions of the state system are authorized to waive the fees for residents of Oklahoma 65 years of age or older for auditing of academic courses, contingent upon space being available.

**RELATED TOPICS:** Grades

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<sup>1</sup> OU General Catalog, Registration, Audit. Retrieved July, 2003, from <http://www.ou.edu/bulletins/>

## **BURSAR** **(Office of the Bursar<sup>1</sup>)**

Students and parents who have questions about their bursar account may be referred to the Bursar's Office in Buchanan Hall, first floor, or to their website, [www.ou.edu/bursar/](http://www.ou.edu/bursar/). The Office of the Bursar website has the following information available:

- ◆ Debt Management and Loan Repayment
- ◆ Pay on Account
- ◆ Automatic Deposit Options
- ◆ Frequently Asked Questions
- ◆ Exit Interview
- ◆ Services to Non-Students
- ◆ Other Offices of Interest
- ◆ Student ID Card/OneCard
- ◆ Campus Map
- ◆ Statement of Account
- ◆ Tuition and Fees
- ◆ Tuition Estimator
- ◆ Important Dates
- ◆ Payment Plan Options

The FAQs link answers some of the following common questions:

- What is this charge for? Who do I talk to?
- How much do I owe?
- Where do I make my payments?
- When is this due?
- What happens if I pay my bill late?
- Where are you sending my statements?
- I have received financial aid. Where do I pick up my money?
- I have paid my tuition, but have cancelled my registration, withdrawn, or dropped classes. What kind of refund do I get?
- Etc.

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<sup>1</sup> Retrieved July, 2003, from [www.ou.edu/bursar/](http://www.ou.edu/bursar/)

## CANCELLATION OF ENROLLMENT/COMPLETE WITHDRAWAL<sup>1</sup>

### CANCELLATION

A student's enrollment is considered cancelled when they drop all classes **before** classes begin. Canceling enrollment removes all tuition charges and all record of enrollment. No grades are recorded. Students may cancel enrollment online at <https://enroll.ou.edu>, or in person in the Office of Registration, Room 230 Buchanan Hall, or by phone at (405) 325-3572.

Students should be informed that non-attendance and/or non-payment of fees will not automatically result in cancellation of enrollment, and that tuition charges will be assessed if courses are not dropped by the appropriate deadline.

### COMPLETE WITHDRAWAL

A complete withdrawal occurs if a student drops all classes **after** classes begin. Complete withdrawals can not be completed online once classes begin. The complete withdrawal process is begun in the main advising office of each college. The complete withdrawal process will not be finalized until the orange complete withdrawal card received from the advising office has been turned in to the Office of Registration, Room 230, Buchanan Hall.

If the withdrawal occurs before the tuition obligation deadline (first two weeks of class), then there are no charges. However, the student will receive grades of W for any courses from which they withdraw. If the student withdraws after the deadline, the student will be charged full tuition rates. \*

\*Federal regulations required the First Time Title IV Attendees (students receiving federally guaranteed financial aid for the first time at OU) will be charged on a different schedule if they withdraw from school after classes begin. Refund schedules for students in this category are available on request.

**RELATED TOPICS:** Attendance Policy, Add/Drop

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<sup>1</sup> OU General Catalog, Registration, Complete Withdrawal/Cancellation of Enrollment. Retrieved July, 2003, [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

## CENTER FOR STUDENT ADVANCEMENT<sup>1</sup>

The Center for Student Advancement (CSA) specializes in study techniques, motivation, and equipping students with the skills they need to succeed. Students will be able to discuss career choices, class schedules, study methods, or anything else that can assist them in thriving at OU. The professional staff will counsel students on how to stay on the right path to academic success.

In addition, CSA coordinates a course called Strategies for Success for university students on academic probation or notice. The course is designed to help students turn their grade point averages around and help them begin to focus on success in the classroom.

The center is open for student walk-ins or appointments.

The Center for Student Advancement is located in Old Science Hall, Room 311, 325-2574. In addition to the information above, the center assists those students who have been stopped-out by their college. Students will meet with a counselor to:

- ✓ Look at the obstacles that have caused academic difficulties
- ✓ Discuss their educational and career goals
- ✓ Determine if they are admissible to another college
- ✓ Receive referrals to campus resources<sup>2</sup>

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<sup>1</sup> Retrieved July, 2003, from [www.ou.edu/univcoll/csa.html](http://www.ou.edu/univcoll/csa.html)

<sup>2</sup> Additional information compiled by S. Broach, July, 2003.

## **CHANGING DEGREES, MAJORS, or MINORS**

### **MAJOR OR DEGREE CHANGE WITHIN SAME COLLEGE**

Students wishing to change their major or degree within their current college must go to their college advising office and complete the appropriate form. The advising office will then instruct the student as to whom they should see for advising for the new major/degree.

### **CHANGE OF COLLEGE**

Students wishing to change colleges should go to their current college advising office and complete a *Change of College* request form. The form will then be sent (or the student may take it) to the prospective college advising office to determine if they are eligible to be admitted. If the student is accepted, their remaining records will be requested by the new college and the major changed.

### **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 in which the minor exists enters the minor into the student record system. Once the minor is completed, the college of the minor will forward a Certification of Completion to the student's primary college advising office for further clearance at the time of graduation.

**RELATED TOPICS:** Concurrent Enrollment (Second Degree/Second Major)

## CICS INSTRUCTIONS

1. Click on the CICS icon to get the opening screen
2. Type CICS & enter
3. Log-on screen: type userid, tab, password & enter => sign-on is complete and is indicated at the bottom of the screen => clear the screen => stat-on

### HOW TO STAT-ON:

On a cleared screen, type: stat adm year semester campus => **stat adm 01100 200** & enter. The screen then tells you the semester for which you have “stated-on” => clear the screen

- Year: whatever the academic year begins with, i.e. academic year 2001-2002 will be 01 for fall, spring and summer
- Semesters: 100 = fall  
101 = December Intersession  
200 = spring  
201 = May Intersession  
300 = summer  
301 = August Intersession
- Campus: Norman campus is 200

### STAR MENU:

For student records, type “star” & enter. The star menu enables you to quickly move from one type of student record to another using the PF keys:

F1 = **RA 20** = admissions data, scores, high school information and address information  
 F2 = **DSPR** = student permanent record (transcript)  
 F4 = student schedule  
 F5 = **ITEF** = transfer institution information (what will transfer from another school)  
 F13 (shift/F1) = **MCIS** = OU master course inventory  
 F16 (shift/F4) = online print menu to print student records (must have a printer code)

\*F12 always takes you back to the star menu; however, by simply using the F keys you can go from F2 (DSPR) to F4 (student schedule) and then F12 will take you back to F2.

### OTHER CICS SCREENS

**ADAM** = the Advisement and Degree Audit Menu system (ADA)  
**DACS** = displays all sections (open and closed)  
**DOCS** = open course sections  
**DSIS** = class roll (enter dept/course number/section)  
**RA47** = shows what kind of “stops” a student may have (college, bursar, housing, etc.)  
**SKED** = Class information (Prof/days/time/place/etc.)  
**SPRM** = special permissions and stop screen

**STUDENT ID NUMBER**

If you need a student ID number, go to either the DSPR or Ra20 screen.

- Type “cr” in the first 2 spaces of the id area and hit enter. This will take you to a cross-reference screen.
- Type in the last name and part of the first name and hit enter. It will give you a list. If, for example, the student you need is the third one on the list, type 03 and enter. It will then automatically take you back to DSPR or RA20 and that student’s record.

**LOG-OFF FROM CICS**

You should always log-off from CICS before shutting down your computer.

- Clear the screen
- Type CESF and hit enter
- It will tell you that you are logged off.
- Clear the screen and shut down your system

**RELATED TOPICS:** ADA Info Sheet, Advisement, Enrollment/Registration, Enrollment Stops  
Contact Information, Special Permission Screens

## CLASSIFICATION OF STUDENTS<sup>1</sup>

**FRESHMAN**--through 29 semester hours earned.

**SOPHOMORE**--30-59 semester hours earned.

**JUNIOR**--60-89 semester hours earned.

**SENIOR**--90 and above semester hours earned.

**POST-BACC** – Students who have graduated with an undergraduate degree, but who continue to take courses at the undergraduate level without declaring a second degree.

**SPECIAL STUDENT** – An admission category available to students who are admissible to the university and wish to take courses without pursuing a degree. Undergraduate students are limited to nine hours; graduate students are limited to 24 hours.

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<sup>1</sup> Retrieved July, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

## **CONCURRENT ENROLLMENT SECOND DEGREE/SECOND MAJOR**

### **CONCURRENT ENROLLMENT**

- The student must have at least 2 semesters in residence.
- The student must complete all of the published requirements for both degrees.
- The student must complete a capstone course for each degree
- The student must complete at least 30 hours for the secondary degree that are not used for the primary degree.
- At least 15 hours of the 30 must be completed at the 3-4000 level.
- The student must complete a minimum of 55 hours (40+15) of upper division course work between the two degrees (64 hours (40+24) if one of the degrees is in the College of Arts & Sciences).
- The student must file an Application for Graduation for each degree.
- The student will receive two diplomas.
- The student must be cleared for graduation for both degrees in the same semester.
- Once a student has been cleared with an undergraduate degree, the rules for a second degree go into effect.

### **SECOND DEGREE**

Students who have graduated with an undergraduate degree and wish to pursue a second undergraduate degree must meet the following guidelines:

- The student must have at least 2 semesters in residence.
- The student must complete all of the published requirements for the second degree including a capstone.
- The student must complete a minimum of 30 hours for the second degree after graduating with the first degree. At least 15 of the 30 must be at the 3-4000 level.
- The student must file an Application for Graduation.
- The student will receive a diploma.

### **SECOND MAJOR**

Second majors may only be pursued within the same college, and must be completed concurrently.

- The student must be cleared for both majors in the same semester.
- All requirements for each major must be completed including a second capstone.
- There should be fewer than 30 additional hours. If there are 30 or more additional hours, then the rules for concurrent enrollment apply.
- The student will be awarded one diploma for the first major listed, but the transcript will indicate both majors.
- Residency requirements must also be fulfilled.

## **CORRESPONDENCE COURSES (Independent Study)<sup>1</sup>**

The Independent Study Department offers students more than 150 University credit and non-credit correspondence courses. Each college-credit course contains subject matter identical to that of classes offered on the Norman campus.

A student's enrollment is good for one full year, which begins on the day the independent study office receives the enrollment application. Students are allowed the option of one six-month extension for an additional fee. The request must be made in writing and include the fee.

Students may obtain a copy of the current Independent Study current schedule book by contacting the Independent Study Department, 1600 S. Jenkins, Rm. 101, 325-1921, or by going to their website, [isd.ou.edu](http://isd.ou.edu). In order to enroll, students must complete an Independent Study enrollment application available online. The enrollment application must be signed by the Dean, or his/her agent.

University of Oklahoma regulations pertaining to the acceptance of correspondence from other institutions must be met before such work may be applied toward a degree. The candidate for a degree must meet the college residence requirement.

- If a student is concurrently enrolled in correspondence and in residence credit, the total number of hours for one semester may not exceed the State Regents recommended maximum credit hour load.
- A student must be in good academic standing in order to receive permission to enroll in correspondence courses.

State Regents policy states:

The faculty of the awarding institution should have an opportunity to make a judgment as to the candidate's fitness for the degree. Therefore, a minimum of 30 hours of resident credit applied toward the bachelor's degree shall be taken at the awarding institution, exclusive of correspondence work. (II-2-150.C.2)

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<sup>1</sup> Retrieved July, 2003, from <http://www.isd.ou.edu>

## CURRICULAR DEFICIENCIES

(from High School)

Students may have high school curricular deficiencies in the following areas: English, math, history, science, computer literacy, and citizenship.

### STATE REGENTS' POLICY<sup>1</sup>

**Students admitted with curricular deficiencies must remove the basic skills deficiencies at the earliest possible time but within the first 24 hours attempted (within the first 12 hours of enrollment for transfer students) or have all subsequent enrollments restricted to deficiency removal courses until the deficiencies are removed.** Students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

### Student Remediation of Curricular Deficiencies in Basic Skills Courses

Students with curricular deficiencies who fail to demonstrate adequate curricular competence will be required to complete developmental courses. Students with mathematics, English, or science deficiencies will be required to enroll in developmental courses designed to remedy the deficiency. Students must receive a grade equivalent to a “C” or better to remove the deficiency.

### Student Procedures for Removal of Curricular Deficiencies in History

Students with a deficiency in history who present an ACT reading subscore at or above the specified level or who score at the designated level on an approved secondary institutional reading assessment instrument may be admitted as regular admission students. These students will be required to complete an additional three-hour collegiate history course to make up the high school deficiency.

### UNIVERSITY POLICY

Current University policy concerning the remediation of high school curricular deficiencies adheres to the above stated State Regents' Policy with the following exceptions:

- Students who take assessment/placement exams and score at or above college level in their deficient area will automatically have their deficiency remediated.
- The University of Oklahoma does not offer a remedial **science** course. Therefore, any science course offered at the University will count toward remediation and the students' degree plan.
- A **history** deficiency requires a history course be taken in addition to U.S. History 1483 or 1493 required for graduation. The additional course may count toward the students' general education humanities requirements.
- Students with a **citizenship** deficiency will have it remediated upon completion of any course from the non-western culture humanities general education list prior to graduation. In addition, they may take courses from economics, geography or a government course to remediate this area.
- Students with a **computer literacy** deficiency will have it remediated upon completion of a computer literacy assessment in the Assessment and Learning Center, or by completion of a college level course with appropriate computer content.

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<sup>1</sup> State Regent's Policy on Remediation and Removal of High School Curricular Deficiencies, II-2-121. Retrieved June, 2003, from [www.okhighered.org/policy-proced/](http://www.okhighered.org/policy-proced/)

## DISABILITY SERVICES<sup>1</sup>

The Office of Disability Services provides support services to students with disabilities. The office is committed to the goal of achieving equal education opportunity and full participation for students with disabilities. In many cases these services have been developed in response to expressed student needs.

The Office of Disability Services is located in the Goddard Health Center, 620 Elm Avenue, Suite 166.

- (405) 325-3852 (Voice)
- (405) 325-4173 (TDD)
- (405) 325-4491 (Fax)
- [ods@ou.edu](mailto:ods@ou.edu) (E-mail)

The Office of Disability Services website has information on the following areas:

- Enrollment Tips
- Policies
- Rights and Responsibilities
- Guidelines
- Accommodations
- Additional Resources

It is recommended that advisors bookmark this location: <http://www.ou.edu/ods/>

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<sup>1</sup> Retrieved July, 2003, from <http://www.dsa.ou.edu/ods/>

**EARLY PROGRESS REPORTS<sup>1</sup>**  
**(formerly Mid-semester Grades)**

Early progress reports provide undergraduate students a report of unsatisfactory grades for the current term. In addition to unsatisfactory grades, the report includes courses in which the student is currently making a C grade. These reports assist students in making critical decisions regarding their enrollment. At this time, completing the reports is not mandatory of the instructors.

The Records Office sends the early progress report grade sheets to the instructors at the end of the fifth week of class. The sheets are due back by Monday of the seventh week, and the Records Office mails the reports to the students by the end of the seventh week. The report sent to the student includes a letter from their Dean encouraging them to contact their instructor(s) and their advising office for assistance.

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<sup>1</sup> Information compiled by S. Broach in consultation with L. Tinsley in the Records Office, July, 2003

## **ELECTRONIC SPECIAL PERMISSION (Electronic Pink Cards)**

Electronic Special Permission (ESP) or a “pink card” may be noted in the special codes column of the online enrollment program. If an ESP is required, students must obtain permission from the instructor or department offering the course before they may enroll. Advisors may be authorized to give certain ESP’s.

**Math special permission** is issued by the Assessment and Learning Center after a student takes the math placement exam (refer to Math Placement Exam under the Assessment and Learning Center topic).

**Foreign Language special permission** is required for Spanish 1115, French 1115 and German 1115. Other languages offered by the University of Oklahoma do not require special permission at this time. There are rules and guidelines for giving foreign language permission. Students should contact the Modern Languages Department for placement information.

**Honors special permissions** are issued by the Honors College. In general, only those students who are part of the honors program may enroll in these courses. Exceptions are made for exceptional students and if there is space available in the class.

**College of Education**—students must complete certain prerequisite courses, meet gpa standards and formally apply prior to receiving special permission to certain education courses.

**College of Fine Arts**—the majority of Fine Arts classes require the student to have been accepted as a major via audition in order to receive special permission. However, most areas offer a few courses for non-majors.

**Price College of Business**—students must complete certain prerequisite courses, meet gpa standards, and formally apply in order to be granted permission to upper division business courses.

**RELATED TOPICS:** Assessment & Learning Center, Enrollment/Registration

## **ENROLLMENT LIMITS<sup>1</sup> ACADEMIC OVERLOAD**

### **FULL-TIME ENROLLMENT**

Following are State Regents and university limits on the number of credit hours in which a student may enroll each semester in order to be considered a full-time student without permission of the student's Dean.

Fall/Spring:	12 - 19 hours for undergraduates	9 - 16 hours for graduates
Summer (8 week session):	6 - 9 hours for undergraduates	4 - 9 hours for graduates
Summer (4 week session):	5 hours	
Intersession:	3-4 hours	

### **ACADEMIC OVERLOAD**

When a student takes more than the limits indicated above, it is considered an overload. State Regents and university overload limits are:

Fall/Spring:	20 - 24 hours for undergraduates
Summer (8 week session):	10 - 12 hours for undergraduates
Summer (4 week session):	6 hours for undergraduates
Intersession:	4 hours for undergraduates

Students must check with their college's main advising office to determine the appropriate procedure for requesting overload permission. Some colleges require the student to complete an overload petition and may have minimum gpa standards which must be met before overload permission will be granted.<sup>2</sup>

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<sup>1</sup> OU Admissions, Records & Registration, Full-time Enrollment, Credit Hour Enrollment Limits. Retrieved July, 2003, from [www.ou.edu/admrec/](http://www.ou.edu/admrec/)

<sup>2</sup> Written by S. Broach, July, 2003.

## ENROLLMENT/REGISTRATION

Enrollment takes place on the University's enrollment website: [enroll.ou.edu](http://enroll.ou.edu). The online registration system allows students to browse the class schedule and enroll in courses over the web. Using their OU ID number, OUNETID and their personal password, they may look at the class schedule information, build up to three trial schedules and enroll. The system shows students closed classes and courses that are approved for each General Education category. All advisement flags and registration stops must be cleared before the system will allow them to finalize their enrollment.

- The Price College of Business does not require students to be advised prior to enrolling with the exception of their final semester.
- Students in all other colleges must be advised and have their advising flag removed in order to finalize their enrollment. Students should check with the main advising office for each college in order to determine the advising procedure, their assigned advisor, and whether the advisor or the advising office removes the advising flag.
- During advisement, students should obtain an advising form completed and signed by their advisor, and electronic special permits as required.
- Once the advising flag has been removed, students may then enroll online at [enroll.ou.edu](http://enroll.ou.edu) on their specified day provided all registration stops (Bursar, Admissions, Housing, etc.) have been cleared.

### ADVANCE REGISTRATION

Advance registration takes place twice a year. Advance registration for the spring semester occurs in November. Advance registration for the summer and fall takes place in April. Registration is scheduled by seniority: graduate students and seniors the first week, juniors the second week, sophomores the third week, and freshmen & special students the fourth week.

### ADD/DROP

Students may add classes online during the first week of a fall or spring semester, and drop classes online for the first two weeks of a fall or spring semester. After the indicated periods, students may not add or drop online, they must go to the Office of Registration. The official add/drop schedule is available on the university website under Admissions, Records & Registration, Academic Calendar: [www.ou.edu/admrec/calendar.html](http://www.ou.edu/admrec/calendar.html)

### ONLINE ENROLLMENT INSTRUCTIONS

- ◆ Faculty and Professional advisors should use the "Admin Users" log-in button.
- ◆ Enter: OU ID#, OUNet ID (4 + 4), Password, select a campus, semester, click log-in button
- ◆ The opening screen allows the following:
  - Feedback – allows you to send comments about the online system
  - FAQ's – answers frequently asked questions about login, stops, errors, searching for courses, power search, general education, and schedule carts
  - Windows – gives the enrollment windows information for the current enrollment period
  - Finals – gives the final exam schedule for the semester in which you logged in
  - Downtime – gives the operation hours of the system, and days and times when it is scheduled to be down

- ESP's – takes you to the various special permission screens (see information on each screen on the Special Permission Screens information pages)
- Student Schedule – to look at a student's enrollment, enter their OU ID and hit the load button

**NOTES:**

- ◆ If you make any changes to the student's schedule, you must hit the "Finalize Enrollment" button, or the "complete Add/Drop" button to finalize whatever changes you made. The student will receive an e-mail notice of the transaction.
- ◆ You must hit the "Release" button to release the student record prior to loading another student or logging off. Otherwise no one else can pull up that student's record until the system times it out.
- ◆ Be sure to log-off prior to closing the window. Otherwise you are taking up a connection in the system that someone else may need.

Diagramed on-line enrollment instructions are on the following page.

**RELATED TOPICS:** Add/Drop, Advisement, Auditing, Cancellation of Enrollment, Complete Withdrawal, Enrollment Limits/Academic Overload, Electronic Special Permission, Special Permission Screens

**ENROLLMENT STOPS CONTACT INFORMATION  
(Norman Campus)**

All offices are open from 8 to 5 Monday through Friday, with the exception of Arts and Sciences, which remains open until 7 p.m. on Wednesdays.

<b>Admissions Stop</b>	325-2251	Buchanan Hall, First Floor West
<b>Bursar Stop</b>	325-3121	Buchanan Hall, First Floor East
<b>Immunization Stop</b>	325-6039	Goddard Health Center
<b>College Stops:</b>		
Architecture	325-3829	Gould Hall, Room 162
Arts & Sciences	325-4411	Ellison Hall, Room 124
Business	325-6021	Adams Hall, Room 105
Education	325-2238	Collings Hall, Room 137
Engineering	325-4096	Felgar Hall, Room 112
Fine Arts	325-7370	Fred Jones Center, Room 122
Geosciences	325-3101	Sarkey's Energy Center, Room 710
Graduate	325-3811	Buchanan Hall, Room 303
Honors	325-5291	Cate Center, Room 160
Journalism	325-5199	Copeland Hall, Room 117
Law	325-4726	Law School
University College	325-3521	Carnegie Bldg., Room 100
<b>Housing Stop</b>	325-2511	Walker Tower, First Floor
<b>Registration</b>	325-1084	Buchanan Hall, Room 230
<b>Student Affairs Stop</b>	325-3161	Student Union, Room 265
<b>Suspensions:</b>		
Academic Records	325-2012	Buchanan Hall, Room 330
<b>Needs to be advised Stop</b>	Contact your individual advisor or college office	

## FINAL EXAMINATIONS<sup>1</sup>

Final examinations are given at the discretion of the instructor (except in those colleges which requires such examinations), or, in the case of multiple sections, the department in which the course is offered. When a final examination is given, the student must take the examination.

If a final examination is given, no member of the faculty is authorized to depart from the published examination schedule for either a class or an individual without approval. Final examinations for a class outside the period set aside in the University calendar for final examinations are prohibited.

An examination may be rescheduled for an individual student only in emergencies such as the illness of the student, a serious illness or death in the immediate family or an unavoidable academic conflict of compelling importance. For such a conflict to be considered as grounds for rescheduling a final examination, the activity must be directly related to the student's academic work in the University. Such rescheduling must have the approval of the instructor or instructors concerned, and the dean of the college in which the student is enrolled and should be timed in such a way to avoid compromising the integrity of the examination.

A student will not be expected to take more than two examinations in one day. In cases where a student has three or more exams scheduled for the same day, instructors must offer makeup exams. The student's number of exams will be brought down 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 makeup 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 the summer term).

In the event a conflict should arise from the scheduling of two or more uniform final 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 makeup exams during the week designated for final exams that semester. The specific final exam makeup time will be established by mutual agreement between the student and the course instructor. If no agreement is reached, the exam will be held from 3:00 - 5:00 p.m. on Sunday of the exam week (Faculty Senate, 11-12-90).

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<sup>1</sup> OU General Catalog, Policies, Final Examinations. Retrieved July, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

## FINANCIAL AID SERVICES<sup>1</sup>

Students and parents who have questions about financial aid may be referred to the Financial Aid office in Robertson Hall, or to the financial aid website, [www.financialaid.ou.edu/](http://www.financialaid.ou.edu/). The Financial Aid Services website has the following information available:

- ◆ What's New
- ◆ Scholarships
- ◆ Financial Aid Programs
- ◆ Financial Aid Process
- ◆ Financial Aid Application
- ◆ Access Your Stafford Load
- ◆ Deadlines
- ◆ Other Resources
- ◆ Entrance Counseling
- ◆ Exit Counseling
- ◆ Parent Information

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<sup>1</sup> Retrieved July, 2003, from [www.financialaid.ou.edu/](http://www.financialaid.ou.edu/)

## GENERAL EDUCATION CORE CURRICULUM<sup>1</sup>

A minimum of 40 credit hours of general education courses is required for graduation. The list of courses approved for general education credit is published in the [online] Class Schedule. Many colleges and departments have additional requirements and/or specify particular general education courses.

### **Core I: Symbolic and Oral Communication (9-19 hours, 3-5 courses)**

- **English Composition** (6 hours, 2 courses)  
ENGL 1113 and ENGL 1213
- **Foreign Language** (6-10 hours, 2 courses in the same language)  
This requirement can be satisfied by successfully completing two semesters of the same foreign language at the college level. It may also be satisfied by successfully completing two years of the same foreign language in high school or by demonstrating an equivalent level of competence on an assessment test. (Note: the College of Arts and Sciences requires its students to complete three semesters of college-level foreign language or pass an assessment test.)
- **Mathematics** (3 hours, 1 course)
- **Other** (for example, courses in communication or logic)  
Courses in this area are not required, but may be used when additional credit hours are needed to bring the total hours completed to 40. Approved courses in this area include communication, logic and public speaking.

### **Core Area II: Natural Science (7-8 hours, 2 courses)**

At least two courses of three or more credit hours each, and totaling a minimum of seven credit hours are required. The courses must be from different disciplines, and at least one course must include a laboratory component, denoted by [L] in the list of general education courses.

### **Core Area III: Social Science (6 hours, 2 courses)**

One course must be Political Science 1113, “American Federal Government.”

### **Core Area IV: Humanities (12 hours, 4 courses)**

- **Understanding Artistic Forms** (3 hours, 1 course)
- **Western Civilization and Culture** (6 hours, 2 courses)  
One course must be History 1483, “United States 1492-1865,” **or** History 1493, “United States 1865 to Present.” The other course may not be History 1483 or History 1493.
- **Non-Western Culture** (3 hours, 1 course)

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<sup>1</sup> Provost’s Advisory Committee for General Education Oversight (PACGEO) Policies, Procedures and Guidelines; and [www.ou.edu/admrec/gened.html](http://www.ou.edu/admrec/gened.html) retrieved July, 2003.

**Core Area V: Senior Capstone Experience** (3 hours, 1 course)

Designed to integrate and culminate a student's undergraduate study, the capstone experience might be a senior thesis or research project; a senior seminar dealing with major issues; a field experience; or in the arts, a recital. The capstone will include a writing component.

**Upper Division Requirement**

In addition to the Senior Capstone Experience, at least one of the courses (minimum of 3 hours) used to satisfy the general education requirements must be at the upper division level and outside of the student's major.

**Grading Policy**

OU courses approved for general education credit must be letter-graded, unless an exception is granted by PACGEO. A blanket exception is granted to INTL courses that are approved for general education credit but which are not letter-graded.

**Additional Information<sup>2</sup>**

A current list of General Education approved courses is available on the web at [www.ou.edu/admrec/gened.html](http://www.ou.edu/admrec/gened.html) and by completing a power search through the online enrollment system.

**Students that have completed an Associates degree (Applied Associates degrees do not meet the articulation agreement) from any institution in the Oklahoma State System of Higher Education are considered to have met the lower division (1000 and 2000 level) course requirements of the university's General-Education Core Curriculum. However, these students still must complete the upper division General Education requirements.**

Students may take General Education courses at another institution and transfer them to OU. For transfer information from out of state schools, please, refer students to the main college advising office to look up equated courses that will readily transfer, or send them to the Admissions Office where they may complete a form to receive the information. Students wishing to take a course from an Oklahoma institution may go online to the Course Equivalency Tables, [www.ou.edu/admrec/tetables.html](http://www.ou.edu/admrec/tetables.html).

Advisors should refer to the following two double-sided pages for the policies, procedures, and forms, for submitting an unequated transfer course or an unequated OU study abroad course. For additional information regarding the policies and procedures for submitting requests to PACGEO, refer to the General Education link on the Provost's website [www.ou.edu/provost/pronew/](http://www.ou.edu/provost/pronew/).

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<sup>2</sup> Compiled by S. Broach, July, 2003.

## GPA CALCULATOR

The OU GPA calculator was designed to calculate the credits needed to improve students' current grade point average. The calculator is located within the University College website, [www.ou.edu/univcoll/](http://www.ou.edu/univcoll/). (It is highly recommended that advisors bookmark the calculator location.)

To use the calculator:

- Enter the grade point hours the student has completed (GPH on bottom of transcript or grade report), the current GPA, and the desired GPA.
- Hit the “submit” button.
- The calculator will determine how many credits of a specific GPA is needed to reach the desired GPA.

Example: A student has 90 grade point hours, a 2.19 current retention GPA, and needs to raise it to a 2.50. After this information is submitted in the system, the following information is shown and can be printed for the student—

**To achieve a GPA of 2.50 given that you have accumulated 90 credits and have a current 2.19 GPA:**

You need 19 hours at 4.0 to obtain a GPA of 2.50

You need 23 hours at 3.75 to obtain a GPA of 2.50

You need 28 hours at 3.5 to obtain a GPA of 2.50

You need 38 hours at 3.25 to obtain a GPA of 2.50

You need 56 hours at 3.0 to obtain a GPA of 2.50

You need 112 hours at 2.75 to obtain a GPA of 2.50

**For additional information on raising your GPA  
Read the OU Repeat/Reprieve Policies.<sup>1</sup>**

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<sup>1</sup> Retrieved July, 2003, from [www.ou.edu/univcoll/cgi-bin/gpaou.pl](http://www.ou.edu/univcoll/cgi-bin/gpaou.pl)

## GRADES<sup>1</sup>

**A, B, C, and D**, are passing grades, with **A** being the highest grade for work of exceptional quality. **D** is the lowest grade for which credit is given in any undergraduate college and means that, although in the judgement of the instructor credit should be allowed for the course, a degree will not be conferred upon a student whose work is all of that level.

**F** means failure. No credit hours or grade points are awarded for an **F**, but the credit hours are calculated into the grade point averages.

**S and U**, meaning Satisfactory and Unsatisfactory, may be used in grading certain courses identified at the discretion of the degree-recommending college. Courses selected for S-U grading must be of a noncompetitive nature and the entire class must be graded on this basis. The S-U grades are considered neutral in the computation of a student's grade point average. At the undergraduate level, a grade of **S** signifies work of **D** quality or better (except in the case of credit earned by advanced standing examination, when the grade of **S** represents work of **C** quality or better).

**P and NP**, meaning Pass and No Pass, are used as grades in a course in which a student has enrolled under the pass/no pass option. **P** meaning Pass is used as a passing grade and indicates quality of **C** work or better. **NP**, meaning No Pass, is a non-passing mark used to indicate no credit for a pass/no pass option enrollment. The grades of **P** and **NP** are considered neutral in the computation of the student's grade point average.

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".

Pre-professional students who plan to apply for admission to professional schools such as law or medicine after completion of an undergraduate degree should be advised that courses taken on the Pass/No Pass option may hinder admission possibilities when grade point average is a major consideration. Student should consult the admissions office of the professional school to which he/she intends to apply.

Advisors and students should be aware that some colleges restrict the number of hours a student may take under the P/NP option, as well as the types of courses which may be completed P/NP. Students may change their 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. College and/or advisor approval should be obtained prior to any change.

**I** is a neutral mark and means Incomplete. Refer to page on "Incomplete Grades" for additional information.

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<sup>1</sup> OU General Catalog, Academic Standards, Grades. Retrieved June, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/), and [www.ou.edu/admrec/pasnopas.html](http://www.ou.edu/admrec/pasnopas.html)

**X** indicates that satisfactory progress is being made and is a neutral grade to be used only for thesis and dissertation research courses numbered 5980 and 6980 and for thesis and dissertation equivalent courses numbered 5880 and 6880.

**W** meaning withdrawal, is a neutral grade assigned when the student is passing at the time of withdrawal. A student who withdraws from a course with failing grades will receive the grade of F.

**AW** meaning Administrative Withdrawal, is a neutral grade used to indicate that a student has been involuntarily withdrawn by the institution. Students may receive an AW for disciplinary reasons, financial reasons, or inadequate attendance.

**AU** indicates that the student attended the class regularly without receiving credit for the course. Audit does not count toward full-time enrollment.

**N** is a temporary grade used only to indicate that no final grade has been reported at the time of grade processing and is removed from the student's record when the final grade is received. It is neutral in the computation of the student's grade point average.

#### **CORRECTING GRADES REPORTED IN ERROR**

The instructor initiates the change by completing a Faculty Request for Grade Change form with the department under which the course was taught. The Department Chair must approve the change on the form, and then the form is sent to the Office of Records in Buchanan Hall, Room 330.<sup>2</sup>

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<sup>2</sup> Information added by S. Broach, July, 2003.

## GRADUATION CLEARANCES<sup>1</sup>

### APPLICATION FOR GRADUATION

- Printed deadlines are October 1 for fall, March 1 for spring, and July 1 for summer.
- Records will accept applications until the last day of finals in fall and spring and the last day of classes in the summer.
- Students cannot officially graduate unless an application has been filed.

### INTERSESSION

- How Intersession is applied toward graduation changed after December 1998 (December 1998 Intersession was applied toward December graduation).
- May Intersession is applied toward summer graduation
- August Intersession is applied toward fall graduation
- December Intersession is applied toward spring graduation

### GRADUATING WITH DISTINCTION OR HONORS

- 3.40 – 3.59 cum laude (determined by Honors College)
- 3.60 – 3.79 magna cum laude (determined by Honors College)
- 3.80 – 4.00 summa cum laude (determined by Honors College)
- with Distinction (qualifications determined by each college)
- with Special Distinction (qualifications determined by each college)

### CLEARANCE PROCESS

On the clearance lists received from the Records Office:

- Mark the student as “**hold**” if you are waiting on an “I-Make-up” grade to be turned in, correspondence work to be posted, or a transfer transcript to reach Admissions when you know the student has completed the work and turned it in by the last day of finals in the fall and spring and the last day of class in the summer.
- The above grades and transcripts must be turned in to Admissions or Records within ten working days of the last day of finals in the fall and spring, or within ten working days of the last day of class in summer.
- Once the missing grade is posted to the transcript, notify the Records Office.
- **Line out** the students’ name if the student has not completed and turned in the work by the indicated deadlines.
- Indicate if the student is graduating with distinction or honors.
- Indicate if the student has completed a minor(s). Include certification form for minor(s) with the clearance list. (You won’t always have the certification form by the time you turn in the lists. Forward the form as soon as it is received from the awarding college. List the minor with a question mark if the awarding college has not confirmed it.)
- Add students to the clearance list if they were left off. The student must have a current application for graduation on file with the Records Office.

### DIPLOMAS

The Records Office will forward all diplomas to the advising office for proofing and verification prior to mailing them.

- Check the spelling of names.

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<sup>1</sup> Written by S. Broach in consultation with N. Schoemann and L. Tinsley in the Records Office, January, 2002.

- Check that the correct degree is listed.
- Check that appropriate distinctions or honors are indicated.
- Attach a note to ones that are “holds” or ones that should have been “line-outs.”
- Return to the Records Office for mailing as soon as possible.

**AFTER DEGREES ARE POSTED**

- Check the DSPR screen on CICS to verify that the correct degree, distinctions and honors are listed.
- Check the end of the students’ transcript to verify that correct minors have been posted.
- Inform the Records Office of corrections that need to be made.

**DEGREE CANDIDATES WHO OWE TUITION/FEES**

- Prior to Fall 1998: Degree candidates who owed tuition and/or fees related to tuition did not officially graduate until the semester the fees were paid. This is still the policy for those students.
- Fall 1998 to present: Degree candidates academically cleared by their college, but who owe tuition and/or fees related to tuition, will have a noteline posted to the end of their transcript. The noteline posted will be: *(date) Academic Requirements Completed for (degree)*. Students must notify the Records Office when their tuition is paid and give their current address. At that time, the degree will be posted and the diploma mailed.

## GRADUATION<sup>1</sup>

Degrees are formally conferred at spring commencement exercises. However, degrees are awarded in absentia at the end of each fall semester and summer session, and all diplomas are mailed to students following the official graduation date. The degree and date of the diploma are entered on the student's permanent academic record. The date of graduation for each term shall be the last day of examinations in the fall, the date of commencement in the spring and the last day of classes in the summer.

To entitle a student to graduate as of that date, all work required for the degree must be completed satisfactorily by the last day of finals of the semester or term. It is the student's responsibility to make sure all degree requirements have been met.

An Application for Graduation must be completed and turned to the Records Office by the following deadlines: October 1 for the fall semester, March 1 for the spring, and July 1 for the summer. All tuition and fees must be paid in full before a diploma will be mailed or a final transcript with the degree posted released. Advisors and students should refer to graduation information listed within each college section of the OU General Catalog for further guidelines and requirements.

### DEGREES WITH DISTINCTION

Students may graduate with Distinction or with Special Distinction, provided they meet certain GPA requirements. Each college sets their own specific criteria.

### GRADUATING WITH HONORS

Students who successfully complete all requirements for the Honors College in addition to their regular degree program requirements may graduate with honors:

- *cum laude*—3.40-3.59
- *magna cum laude*—3.60-3.79
- *summa cum laude*—3.80-4.00

**RELATED TOPICS:** Concurrent Enrollment, Graduation Clearances, Residency Requirements,

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<sup>1</sup> OU General Catalog, Graduation. Retrieved July, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

## ID CARDS (Sooner One Card<sup>1</sup>)

The Sooner OneCard is the official identification card for the University of Oklahoma. The card is used by students, faculty, and staff for the following purposes:

- ✓ The on-campus residents' meal plan
- ✓ Library card
- ✓ Door access
- ✓ Facilities entrance (such as Huston Huffman & free athletic events)
- ✓ Sooner Sense debit account access
- ✓ Copy machines

The OneCard Office is located on the first floor of the student union. A driver's license, military ID card, or passport must be presented in order to purchase a OneCard. For students, the cost of the first OneCard is \$15. Replacement cards are \$20. There is no cost for the first Faculty or Staff ID. Replacement cost is \$5. The card is valid for the entire period that the student, faculty or staff person attends or works at the university.

Parents or family members may make deposits to student OneCard accounts. Deposits may be made using cash, check, or credit card at the OneCard Office in the student union; the Bursar's Office, Buchanan Hall, Rm. 105; Housing & Food Services, Walker Tower, Rm. 126; and at Value Transfer Stations (VTS):

- Felgar Hall, Rm. 222
- Student Union, Rm. 206
- Walker Tower, First Floor Lobby
- Couch Center, Rm. 134
- Sooner Housing Center Lounge Area
- Catlett Music Center, Rm. 020
- Physical Sciences Center, Rm. 232
- Bizzell Library, Lower Level 1 Hallway
- Dale Hall Tower, Rm. 102
- Cate-Honors House, Rm. 146

For additional information about the OneCard, refer to the Sooner OneCard website, [www.ou.edu/onecard/](http://www.ou.edu/onecard/). The site gives links to:

- ✓ Manage My Account
- ✓ Parents Go Here!
- ✓ Terms and Conditions
- ✓ FAQs

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<sup>1</sup> Retrieved July, 2003, from [www.ou.edu/onecard/](http://www.ou.edu/onecard/)

## INCOMPLETE GRADES

### STATE REGENTS' POLICY<sup>1</sup>

An incomplete grade may be assigned at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The time limit to satisfy the "I" will be at the discretion of the institution. "I" grades not changed by the instructor to a credit bearing grade or an "F" within the specified time limit will remain as a permanent "I" and not contribute to the student's GPA.

### UNIVERSITY POLICY<sup>2</sup>

In addition to the above State Regents policy, the following rules apply. 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 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 become permanent on the student's record. After a grade of "I" has become permanent, a student may re-enroll in the course.

Students with extenuating circumstances may petition for an extension of the incomplete. If granted, the advising office must formally notify in writing, the student and the Records Office of the date by which the work must be completed and turned in. The Records Office posts the new deadline to the students' transcript.<sup>3</sup>

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<sup>1</sup> State Regents Policy, Policy Statement on Grading, II-2-203. Retrieved June, 2003, from [www.okhighered.org/policy-proced/](http://www.okhighered.org/policy-proced/)

<sup>2</sup> OU General Catalog, Academic Standards, Grades. Retrieved June, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

<sup>3</sup> Written by S. Broach, June, 2003.

## INTERNATIONAL STUDENTS

### F-1 VISA & OPTIONAL PRACTICAL TRAINING

Students who apply for Optional Practical Training (OPT) cannot work until they receive their OPT permit. Students who go to work prior to physically receiving their permit are in violation of the terms of their F-1 Visa. When a student violates the terms of their Visa, they must leave the country to reapply and INS does not look favorably towards their new application.

### INTERNATIONAL-OKLAHOMA RESIDENT

Students who are listed as “International-Oklahoma resident” on the student records system are international students, but may or may not have to meet immigration laws. Contact the Education Abroad & International Student Services Office to clarify the status of the student’s resident status.

### MAJOR CODES

Per Pat Lynch, Director of Admissions, 1/12/2004

International students on student visas should not be changed to an undecided (4910Z or 1502X), unclassified (4920Y) or special (4915Y or 4930Y) major. Immigration requires that international students coming to the U.S. on a student visa be in a specific degree program.

The majors of art-undecided (1002X), business-undecided (0500Z), education-undecided (0800Z), engineering-undecided, geosciences-undecided (1916X), and the generic journalism code (0602Z) are specific enough for immigration until the student decides on a specific degree program.

OU’s international exchange program students come in on an exchange visa and have specific exchange major codes to identify them. Some of these students may decide to stay at OU and pursue a degree. On those occasions **they should report to the Admissions Office and do a change of status to a student visa and a regular degree major code.**

If you have questions, contact people in Admissions are Max Mathis, Kellie Dyer and Pat Lynch.

## **JURY DUTY**

Per the Provost's Office, a 1996 Oklahoma statute provides that "no school, college, university or other educational institution may take or permit to be taken any adverse academic action against a student because of the student's service on a grand, multicounty grand, or petit jury." In accordance, changes were made in the Faculty Handbook sections 4.9 (makeup examinations other than final) and 4.19.1 (class attendance).

Students who take their jury summons letter to the Records Office are given an official copy of their enrollment. The student may then show this on the first day they report and are "usually" excused.

Keep in mind that students who do not report for jury duty can be arrested and put in jail. It is also important to realize that people don't always have to stay for an entire day, but are obligated to report again the next day. As a consequence, it is possible that the student would only miss part of their classes on any given day.

## **PARENTAL ACCESS TO STUDENT ACADEMIC RECORDS<sup>1</sup>**

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 students as an exemption on their federal income tax return.

Requests for specific grade or other academic information can be addressed to the Records Office in Buchanan Hall. 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.

**RELATED TOPICS:** Release of Student Information Policy

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<sup>1</sup> OU General Catalog, Academic Records. Retrieved July, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

**OPTIONAL PRACTICAL TRAINING  
INTERNATIONAL STUDENT SERVICES OFFICE**

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In the past immigration has permitted international students in F1 status to study part-time while engaged in full-time optional practical training--full-time employment in the field of study after degree completion. Within the past weeks additional clarification has come from immigration regarding the stance on study while engaged in optional practical training.

The Department of Homeland Security (DHS) has clarified that students may take classes while engaged in OPT, as long as they maintain full-time OPT employment and the classes are only *incidental* to such employment. DHS has cautioned that study done by a student who has been admitted to a new degree program, and has begun taking courses in order to achieve that new educational goal, would *not* be viewed as incidental.

Consequently, international students engaged in full-time OPT can no longer begin part-time study in a new degree program to which they have been admitted. They either need to be full-time students or engaged in full-time OPT.

Please refer questions to the International Student Services Office, 325.3337 or by email to Joanna Snyder [joanna@ou.edu](mailto:joanna@ou.edu)

Email issued November 7, 2003

## REFUND POLICY<sup>1</sup>

Students who **cancel their enrollment** prior to the first day of classes will have their bursar's account cleared of all tuition and fee charges.

Students who process a **complete withdrawal** within the first two weeks after classes have started in the fall and spring semesters, and the first week of summer sessions (8 week and 4 week) will receive 100% refund of tuition and fees on their bursar's account.

Refer to the academic calendar on the Admissions, Records & Registration website for exact dates each semester, [www.ou.edu/admrec/calendar.html](http://www.ou.edu/admrec/calendar.html).

Students who withdraw from classes after the second week and receive **financial aid** should be referred to the Financial Aid office to visit with a counselor. There are specific guidelines for Title IV Aid recipients which depending on the time frame of the withdrawal, could require the student to repay their aid to the institution. "Students who remain enrolled through at least 60% of the semester are considered to have earned 100% of the aid received and will not owe a repayment of Federal Title IV grand funds."<sup>2</sup> **It is essential for students who receive financial aid to complete an Exit Counseling session either with a financial aid counselor, or on the Financial Aid Services website, [www.financialaid.ou.edu/](http://www.financialaid.ou.edu/).**

**Related Topics:** Bursar, Financial Aid

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<sup>1</sup> Information compiled by S. Broach from the academic calendar and the bursar's website, July, 2002.

<sup>2</sup> Retrieved July, 2003, from [www.ou.edu/bursar/faq.html](http://www.ou.edu/bursar/faq.html)

## RELEASE OF STUDENT INFORMATION<sup>1</sup>

Information about students and former students gathered by the University of Oklahoma is of two types: (1) directory, and (2) confidential. Any office gathering such information, and/or having custody of it, shall release it only in accordance with this policy.

When a student enters a university and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the university as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

While the university fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes.

With these considerations in mind, the University of Oklahoma adopts the following policy concerning the release of information contained in student records:

1. **DIRECTORY INFORMATION:** This is information that routinely appears in student directories and alumni publications and may be freely released. Upon written request by the student this information will be treated as confidential and released only with the student's consent. Forms for withholding student "Directory Information" are available in the Office of Admissions and Records.
  - a. Name, current and permanent home addresses, telephone number, and e-mail addresses.
  - b. College, major, and classification.
  - c. Current enrollment status.
  - d. Dates of attendance.
  - e. Degrees and dates of graduation.
  - f. University honors.
  - g. Verification of student's participation in recognized student activities.
  - h. Posting of individual student's grades and interim class evaluations by code number.
  - i. Anticipated date of graduation based on completed hours.
  - j. Weight and height of athletic team members.
  - k. Photograph.
  
2. **CONFIDENTIAL INFORMATION:** This is all other information contained in the student's educational record and can be released only upon the written consent of the student, with the following exceptions as defined in the Family Educational Rights and Privacy Act of 1974, as amended, which waive prior student consent.
  - a. Other school officials within the education institution who have legitimate educational interests.
  - b. Officials of schools to which the student seeks to transfer.
  - c. The Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency, or State educational authorities.

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<sup>1</sup> OU General Catalog, Academic Records. Retrieved July, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

## Release of Student Information

- d. In connection with a student's application for, or receipt of, financial aid.
- e. State and local officials or authorities to which such information is specifically required to be reported under State statute adopted prior to November 17, 1974.
- f. Organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
- g. Accrediting organizations.
- h. Parents of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954. (Parents of international students are excluded.)
- i. To comply with a judicial order or lawfully issued subpoena; provided that the education agency or institution makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.
- j. In connection with an emergency when such information is necessary to protect the health or safety of the student or other persons.
- k. The result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Confidential information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

**RELATED TOPICS:** Parental Access to Student Academic Records, Student Data

## **RETROACTIVE ADD/DROP AND ENROLLMENT**

All retroactive processes, add, drop, or enrollment, must be approved by the dean of the student's college of record, or the dean's agent in the college advising office. Most colleges require the student to meet certain criteria in a petitioning process in order to have their request approved. Advisors should verify with their college advising office the regulations required for their college. Usually, the following process is followed:

- ✓ Student completes the appropriate petition form checking to see if they meet the required criteria to be eligible to have their request approved.
- ✓ Student completes the add/drop form.
- ✓ Student has the instructor complete the appropriate information on the petition form (if required) and sign both the petition and the add/drop form.
- ✓ Student turns the petition and add/drop form in to their college advising office for approval.
- ✓ If the request is approved, the student must take the signed add/drop form to the Office of Registration in Buchanan Hall, room 230, for processing.

### **Retroactive Effective Dates**

There may be instances where there was some type of problem in a department or with a class which caused the student to not be able to enroll or drop a class in a timely fashion. This information should be verified with the appropriate department or instructor. If accurate, then a retroactive effective date should be indicated on the form so that the student will not be charged for the transaction.

### **Retroactive Enrollment (after a semester is over)**

When a student was not previously enrolled in any classes for a semester and a retroactive enrollment needs to be processed, follow the process outlined below:

- ✓ An enrollment/add form must be generated which includes: Department, course number, section number, the grade to be awarded, the instructor's signature, and the Dean's signature.
- ✓ The form must be sent to Kristen Gregg in the Records Office.
- ✓ Kristen generates a Bursar's charge form for the course(s) and sends it to the Bursar's office.
- ✓ The Bursar's office does **not** generate and mail a bill to the student. It is the student's responsibility to contact the Bursar's office.
- ✓ The student should be told to contact Randy Clark in the Bursar's office to make payment arrangement/pay for the course(s).
- ✓ When payment in full has been made, the Bursar's office marks the Bursar's charge form as paid and returns it to Kristen Gregg in Records.
- ✓ Kristen then posts the course(s) and grade(s) to the student's transcript.

## SPECIAL PERMISSION SCREENS

Special permission screens can be accessed from two avenues--through CICS and through the online enrollment program (enroll.ou.edu). The college advising offices may access the screens from either source. Faculty advisors use the online enrollment screen.

Course special permissions are called ESP's—electronic special permission.

These screens allow the college office advisors to perform the following tasks:

- Remove advising flags
- Add or remove semester college stops
- Override ENGL 0113, 1113 & 1213 fields
- Give overload hour permission or reduce hour load permission
- Give course special permissions (ESP's) when authorized
- Give closed course special permissions (ESP's) when authorized

Faculty advisors may perform the following tasks on the online screens:

- Give course special permissions (ESP's) for your department when authorized
- Give closed course special permissions (ESP's) when authorized

### CICS ESP's

The CICS screen acronym is **SPRM**. The year and semester codes are the same as for the regular CICS screens. Refer to the CICS instruction page if needed for code details. You may switch semesters on the screen by simply entering a different semester code, rather than having to change the “stat-on” semester code. Enter the students ID number, change the “I” to “U” for update, update/change the appropriate field, press the space bar to delete the “Y's” for advising flags and stops, hit enter to finalize.

### ONLINE ENROLLMENT ESP's

In order to access the online enrollment special permission screen, you must first log-on to the enrollment system (refer to enrollment instructions). On the left column of the screen, click on ESP's. If you are not authorized to give a specific ESP, or if you have entered any of the data incorrectly, the system will not finalize the ESP into the system. Students receive an e-mail confirmation for the ESP's that have been entered into the online system for their enrollment.

- **Student ESP tab** allows you to give an individual student one or more ESP's. Enter the student's ID number, the appropriate term, and click on “look up ESP's for student.” Enter the dept. code, course number and section number. If there are multiple sections of the course, and you wish the student to be able to enroll in any section, enter “xxx” in the section box. If the course is closed and you are authorized and wish to give overload permission for a course, check the “CLSD” box. If you wish the permission to expire after a certain length of time, enter a date in the “expires” box. You must click on “add ESP” for each ESP you enter.
- **Student Stops tab** allows you to view, and if authorized, to update certain fields. Enter the student's ID number, the appropriate term, and click on

“Look up stops for student.” This screen shows the student’s advising flag and college stop status. Only the college advising office may update the status for these two fields. The screen will also show if the student has a stop in admissions, the bursar, housing, or student affairs. In addition, it will show if the student must enroll in ENGL 0113, 1113, or 1213, the maximum number of hours the student may take for the semester and whether they may enroll early. After changing information on this screen, you must click the “update stop information” button to finalize.

- **Course ESP’s tab** allows you to give ESP’s for a particular course to multiple students. Enter the specific term, department code, course number, and section number. Then enter the list of students via their ID numbers. You may also indicate whether the individual student is to have closed authorization or if the ESP is to expire after a certain date. After you have entered the student ID numbers, click “verify students”. The system will then verify that the ID numbers are valid student numbers and it will automatically enter the student names. If there are errors in any of the numbers, you will receive an error message in the message column. Once all the information has been entered and verified, click the “Finalize ESP’s” button.
- **Search tab** allows you to look up the list of ESP’s given by any authorized person on campus.
- **List My ESP’s** shows the ESP’s that you are authorized to give and whether you may give closed authorization.

**NOTE: After you have completed the transactions for each student, you must click the “release” button in order to release their file.**

See the following pages for diagramed instructions for the special permission screens.

**RELATED TOPICS:** Advisement, CICS Instructions, Electronic Special Permission, Enrollment & Registration

## **STUDENT CODE of Responsibilities and Conduct for the Norman Campus**

The *Student Code* is an annual publication by the University. It contains rules and policies that apply to individual students, student groups, organizations, and University operated or approved living units. The same publication also contains other university policies and procedures such as:

- The Academic Misconduct Code
- Hazing
- Disability-General Statement
- Discrimination Policy
- Grievance Procedures
- Make-up Examinations Policy
- Harassment Policies
- Reasonable Accommodation Policy
- Student Appeals

It is highly recommended that each advisor keep a current copy of this publication for reference or bookmark it's online location: [www.ou.edu/studentcode/OUStudentCode.pdf](http://www.ou.edu/studentcode/OUStudentCode.pdf)

## STUDENT DATA

### TO UPDATE ADDRESS INFORMATION<sup>1</sup>

Students may obtain a student change of address form from the Registration Office in Buchanan Hall, Room 230, or by going to the university website: [www.ou.edu/admrec/addresschangeform.pdf](http://www.ou.edu/admrec/addresschangeform.pdf). The form is designed to be completed on-screen, then printed and turned in to the Registration office. It can also be printed, completed by hand and then submitted. The completed form can be sent to the Registration office by fax to 405-325-7492 or by mail to University of Oklahoma, Office of Registration, 1000 Asp Avenue, Room 230. Norman, OK 73019-4076. This form will update the central student records system which is used by Admission, Records, Registration, Financial Aid, Housing & Food Services, the Bursar's office, Telecommunications and all academic areas. The form to request student directory information be withheld is included with the address change form. (See the following page for a copy of the form.)

In addition to submitting the Address Change form to the Office of Registration, **International students** must also report to the International Student Services office in Science Hall, Room 213 to complete an Immigration AR11 Address form.

### STUDENT E-MAIL

To redirect the student's email address, they should go to <http://password.ou.edu>. They may contact the OU Help Desk (405) 325-INFO for assistance.

### STUDENT DIRECTORY<sup>2</sup>

A student's name, current and permanent home addresses and telephone numbers are routinely published in student directories and alumni publications and may be freely released. Upon written request by the student this information will be treated as confidential and released only with the student's consent. Forms for withholding student "Directory Information" are available in the Records Office, or are included with the change of address form discussed above. (See the following page for a copy of the form.)

### NAME CHANGE<sup>3</sup>

To process an official name change on student records, a student must complete a name change form in the Office of Academic Records, Room 330, Buchanan Hall. The student may be required to present an official document providing information regarding the legal status of the change.

**RELATED TOPICS:** Release of Student Information

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<sup>1</sup> Retrieved July, 2003, from [www.ou.edu/admrec/addresschangeform.pdf](http://www.ou.edu/admrec/addresschangeform.pdf)

<sup>2</sup> Retrieved July, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

<sup>3</sup> Information compiled by S. Broach, July, 2003.

## **STUDENTS CALLED TO ACTIVE MILITARY DUTY<sup>1</sup>**

All members of the faculty of the University should be sensitive to the special needs of students who are called to active military duty, and be prepared to assist them in the disposition of their coursework. This may include early completion of courses, withdrawal, or receipt of grades of Incomplete.

It is the policy of the University of Oklahoma that any student who is called to active duty in the armed forces of the United States will be allowed to terminate his/her enrollment in a manner that minimizes the educational and financial impact on the student. This policy also applies to civilian employees of the military whose work hours are changed in a manner that affects their ability to attend classes. Because the specific steps will vary with the situation and the needs of the individual student, each student will be counseled and allowed to choose among the options available. Students who are called up, or who anticipate being called up, should immediately get in touch with the Director of Registration (phone: 325-1084), who has been designated the initial contact person for all students wishing to terminate their enrollment because of military service. After counseling the student, the director will consult with the Office of Financial Aid, the Registrar, and others, as necessary, to effect a smooth termination of the student's enrollment, and facilitate the subsequent return of the student to the University when he or she wishes to do so.

Two other policies affect students called to active military duty: the fee waiver policy for students called to active military duty and the policy for reentry of activated students into the University.

If a student is called to active military service during a term in which the student has not completed an amount of work sufficient to receive a grade, the institution may refund the tuition and fees paid by the student for the current term or the institution may waive the amount of tuition and fees paid from the amount owed for tuition and fees for a future term following the student's tour of duty.

The general policy for students who return to the University after returning from active military duty is that every step possible will be taken to facilitate their reentry into the University. They will receive special attention at all stages of the process of returning to the University and late fees and other penalties will be waived to the extent permitted under State Regents' policies. The initial contact person for returning military personnel is the Director of Registration, who will inform students of the steps they need to take in order to re-enroll in the University.

Questions about these policies or other issues relating to military call up, should be directed to the Director of Registration.

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<sup>1</sup> Memo excerpts from the Office of the Senior Vice President and Provost. Retrieved July, 2003, from [www.ou.edu/admrec/veterans.html](http://www.ou.edu/admrec/veterans.html)

## STUDY ABROAD<sup>1</sup>

The University of Oklahoma offers its students a variety of ways to study abroad. Programs include reciprocal exchanges, non-reciprocal OU Study Abroad Programs, Summer Programs, External Programs, and Work Abroad. The Education Abroad & International Student Services website offers extensive information on available programs ([www.ou.edu/intprog/](http://www.ou.edu/intprog/)). The following links are available through this site:

- Education Abroad
- International Student Services
- Study Abroad
- Event Calendar
- Exchange Students
- International Programs Center
- E.A.I.S.S. Staff
  - ✓ Summer/Fall Class Schedules
  - ✓ Pre-Departure Handbook
  - ✓ Educational & Exchange Opportunities
  - ✓ Other Offices that Work with Education Abroad
  - ✓ Friends to International Students
  - ✓ International Student Identification Cards (ISIC)

Students may choose from more than 129 reciprocal exchange programs with universities in more than 50 countries. Enrollment is completed with the assistance of one of the EAISS staff under a Study Abroad course number and students pay OU tuition and fees. Students receiving financial aid or OU scholarships can apply it toward OU exchange programs. Students pay their own transportation costs as well as personal and living expenses while abroad. In most cases, students live in university-sponsored housing, and living expenses are about the same as living at OU.

Students must consult with an academic counselor in their college office to determine the specific application of study abroad credits toward graduation. This should be done in advance of enrollment.

The Pre-Departure Handbook for reciprocal and exchange students includes such topics as:

- ✓ Passport and Visa
- ✓ Health Insurance, Medical Care, Vaccinations
- ✓ Enrollment/Transfer Credit
- ✓ Cultural Adjustment
- ✓ Traveling while Abroad
- ✓ Special Precautions while Abroad
- ✓ Pre-departure Checklist

Students interested in Study Abroad should be referred to the Education Abroad office located in Old Science Hall, Room 212, (405) 325-1693 and the website listed above.

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<sup>1</sup> OU General Catalog, International Exchange Programs. Retrieved July, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/); and retrieved July, 2003, from [www.ou.edu/intprog/](http://www.ou.edu/intprog/)

## TRANSFER STUDENTS

### Definition of Transfer Students

Applicants are considered transfer students if they have attempted more than six semester hours of (college-level) work at another accredited college or university since graduation from high school. Students who complete college-level work while still in high school are not considered transfer students.

### Transcript Evaluation

Once a transfer applicant has been submitted to the University, the Office of Admission performs an evaluation of any transfer credit. Students who are admitted with coursework in progress should arrange to have a final, official transcript sent to the Office of Admissions after completion of their last term. Once a complete and official transcript is received, the initial evaluation will be updated. Students will consult with an academic advisor at the time of enrollment to determine how their transfer work will apply toward a degree at the University of Oklahoma.

### Transfer Credit Regulations<sup>1</sup>

The amount of credit granted to applicants for admission as transfer students depends upon the nature and quality of the applicant's previous work, evaluated according to the academic requirements of the University, and the following provisions:

1. Credit will be given for work done at an institution in Oklahoma recognized by the Oklahoma State Regents for Higher Education as an accredited college, or for work done at an accredited college or university elsewhere. Credits from out-of-state institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when the University has had an opportunity to validate the courses or programs. A course or subject completed at another institution may not be counted as credit toward a degree if the course or subject is not counted when taken at the University of Oklahoma.
2. Lower-Division courses transferred to the University of Oklahoma will generally be used to meet lower-division degree requirements. In the event that a lower-division transfer course is used as a substitution for an upper-division requirement at the University, a student may be required to complete additional upper-division hours for graduation.
3. A minimum of 60 semester hours must be earned in a 4-year college for a baccalaureate degree.
4. Transfer students who enter the University with an Associate of Arts or an Associate of Science from an institution in the Oklahoma State System of Higher Education are considered to have met the lower-division (1000- and 2000-level) course requirements of the University's General Education core curriculum. However, these students are still required to complete any lower-division coursework that is required beyond the University's lower-division General Education course requirements, as well as the upper-division (including General Education) course requirements for a degree.
5. The dean's office of each degree-recommending college has ultimate responsibility for determining how transfer credit will apply to a specific degree program. Since graduation requirements vary from college to college, a re-evaluation of transfer credit is required if a student changes degree colleges.

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<sup>1</sup> Retrieved July, 2003, from [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

6. A transfer applicant under disciplinary probation or suspension will not be considered for admission until the terms of the probation or suspension have been met. Students must meet appropriate application deadlines for the term for which they are applying for admission.
7. Grades for courses taken at foreign institutions are used in determining admissibility to the University. However, once a student is admitted, transfer grades are changed to neutral (S or U) grades which do not affect the grade point average. The only exception to this policy is for foreign institutions that hold accreditation through a United States regional accrediting association.

## **Transfer Evaluation Rules and Regulations**

### **General Education**

- If a transfer course has been approved to fulfill a general education requirement there will be a general education indicator for a specific category on the transfer evaluation document. (ie. III-SS, IV-NWC, etc.). It does not matter whether there is an OU equivalent for the course. If the indicator is in place, then the course will automatically count to fulfill that particular general education requirement.
- A transfer course may not have an OU equivalency or a general education category indicator. If the advisor feels it should count toward fulfilling a specific general education requirement, then a general education form must be completed by the advisor and sent to the General Education Committee.
- In order to complete a general education request, the student must submit a course syllabus to the advisor for evaluation. A course description from a college catalog is not acceptable.
- If the advisor is uncertain whether the course is appropriate to fulfill the general education requirement, then they should indicate on the form that they are submitting the course unevaluated. The committee will then make a determination and notify the advisor.
- If an advisor, in good faith, feels that the transfer course content fulfills the intent of the general education requirement and submits the course to the General Education Committee, then the student for whom the request was submitted is allowed to use the course to fulfill their general education requirement. Should the General Education Committee not approve the course request, then any student who transfers from that particular institution with that specific course in the future, may not count the course to fulfill their general education requirement or submit the course again.

### **Other Unequated Courses**

- Advisors will determine how unequated transfer courses may be used towards fulfilling degree requirements. These courses should be moved by the advisor to the appropriate location on the student's ADA.
- Any transfer course that is not used for a departmental requirement or a General Education requirement may be used as a "free/open" elective.

## **Additional Transfer Regulations**

### **College Algebra**

The General Education Committee on June 10, 1992, “voted to accept transfer credit for College Algebra as satisfying the University of Oklahoma General Education requirement for a course in College Mathematics”. Prior to Spring 1997 the credit for this course was shown on the Transfer Evaluations as split credit (1 hour for Math 1503 and 2 hours for Math 1523). Students still received *full credit (not partial)* for completing college algebra at another institution for their math requirement.

### **Partial Transfer Credit**

From General Education Committee meeting notes November 8, 1990:

“When a transfer course with fewer credit hours is accepted in substitution for an OU course, the student will be permitted to be deficient by up to one credit hour in the core area in which the course is classified. *However, the student must complete a total of at least 40 general education credit hours.*” In addition, if the student is short the total number of hours required for the degree, they must complete additional hours to make up the shortage.

### **Completed Bachelor’s Degree**

From General Education Committee meeting notes November 19, 1997:

A bachelor’s degree from any accredited institution anywhere in the world relieves the student of the university-wide education requirements. The only exception might be a circumstance where a student was pursuing a second bachelor’s degree and had not taken American Government or a US History class. Since these are state regents’ requirements for a bachelor’s degree in Oklahoma, the student will have to complete these two courses if s/he has not already done so.

### **How to determine a Transfer Student’s Degree Sheet:**

- *What year did they start college in the state of Oklahoma?* This determines which year’s requirements they follow provided the student has had continuous enrollment. If a student has had a break in their enrollment of two or more semesters, then they are required to follow the requirements in place at the time they resume their education.
- *Do they have an Oklahoma Associate of Arts or Sciences (not an Applied Associates) degree?* If they have completed an accepted Associates degree, then they are exempt from general education with the following exceptions: they must complete an upper division general education course outside their major; they must complete a senior capstone course, and they must complete all college/degree specific requirements.
- *Do they have a bachelor’s degree from an accredited institution?* A bachelor’s degree relieves the student of general education requirements with the following exceptions: they must have both an American Government course and a US History course. These are Oklahoma State Regents’ requirements for a bachelor’s degree.

## WEBSITES

Below is a list of frequently needed OU websites by advisors and students. This is by no means an exhaustive list of available sites.

University of Oklahoma main site: [www.ou.edu](http://www.ou.edu)

Academic Calendar: [www.ou.edu/admrec/calendar.html](http://www.ou.edu/admrec/calendar.html)

Address Change form: [www.ou.edu/admrec/addresschangeform.pdf](http://www.ou.edu/admrec/addresschangeform.pdf)

Admissions, Records & Registration: [www.ou.edu/admrec/](http://www.ou.edu/admrec/)

Advanced Standing Information: [www.ou.edu/admrec/advstand.html](http://www.ou.edu/admrec/advstand.html)

Assessment and Learning Center: [www.ou.edu/univcoll/assessment.htm](http://www.ou.edu/univcoll/assessment.htm)

Bursar's Office: [www.ou.edu/bursar/](http://www.ou.edu/bursar/)

Career Services: [www.ou.edu/career/](http://www.ou.edu/career/)

Catalog (OU General Catalog): [www.ou.edu/bulletins/](http://www.ou.edu/bulletins/)

Continuing Education (OCCE): [www.occe.ou.edu](http://www.occe.ou.edu)

Correspondence/Independent Study: <http://isd.ou.edu/>

Disability Services: <http://www.ou.edu/ods/>

Enrollment (Online Enrollment): <https://enroll.ou.edu>

Financial Aid Services: [www.financialaid.ou.edu/](http://www.financialaid.ou.edu/)

General Education Requirements: [www.ou.edu/admrec/gened.htm](http://www.ou.edu/admrec/gened.htm)

Goddard Health Services: <http://goddard.ou.edu>

GPA Calculator: [www.ou.edu/univcoll/cgi-bin/gpaou.pl](http://www.ou.edu/univcoll/cgi-bin/gpaou.pl)

ID Cards/OneCards: [www.ou.edu/onecard/](http://www.ou.edu/onecard/)

Independent Study/Correspondence: <http://isd.ou.edu/>

Intersession: <http://www.intersession.ou.edu/>

Oklahoma Center for Continuing Education: [www.occe.ou.edu](http://www.occe.ou.edu)

Oklahoma Course Equivalency Tables: [www.ou.edu/admrec/tetables.html](http://www.ou.edu/admrec/tetables.html)

Oklahoma State Regents Policy & Procedures Manual: [www.okhighered.org/policy-proced/](http://www.okhighered.org/policy-proced/)

Project Threshold: [www.ou.edu/threshold](http://www.ou.edu/threshold)

Provost: [www.ou.edu/provost/pronew/](http://www.ou.edu/provost/pronew/)

Student Code: [www.ou.edu/studentcode/OUStudentCode.pdf](http://www.ou.edu/studentcode/OUStudentCode.pdf)

Study Abroad/Education Abroad: [www.ou.edu/intprog/](http://www.ou.edu/intprog/)

Test Files: [www.sin.ou.edu](http://www.sin.ou.edu)

Veterans Office: [www.ou.edu/admrec/veterans.html](http://www.ou.edu/admrec/veterans.html)