

THE UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK PRACTICUM PROGRAM

**THE FOLLOWING DOCUMENT IS RE-PRINTED FROM THE UNIVERSITY OF OKLAHOMA
2006-2008 GENERAL CATALOG AND INCLUDES RELEVANT UNIVERSITY POLICIES**

STUDENT CODE

The University of Oklahoma Student Code includes rules that address the responsibilities and conduct required of students, student groups, organizations, and University-approved or operated living units. The Academic Misconduct Code, sexual harassment policy, racial and ethnic harassment policy, student privacy and other student-related policies and procedures are also included in the publication. Copies of the Code may be obtained from the Office of the Vice President of Student Affairs, Oklahoma Memorial Union, or the University of Oklahoma Student Association, 181 Oklahoma Memorial Union. The Student Code is also accessible on the Internet at http://judicial.ou.edu/images/stories/student_codebook.pdf. Below, in brief, are excerpts from the OU Student Code.

ACADEMIC MISCONDUCT POLICY

Integrity in all aspects of scholarship is essential to the University's mission. The Academic Misconduct Code sets forth the rights and responsibilities of all students on the Norman Campus regarding academic integrity, and provides the procedures to be followed in cases of suspected misconduct. Academic misconduct is defined as any act which improperly affects the evaluation of a student's academic performance or achievement. It specifically includes cheating, plagiarism, fabrication, fraud, destruction of property, and bribery or intimidation, as well as assisting others or attempting to engage in such acts. It is the responsibility of each student to be familiar with the definitions, policies and procedures concerning academic misconduct and unfamiliarity with the code alters none of a student's rights or responsibilities there under. The Academic Misconduct Code is printed with the Student Code and is also available on the Internet at <http://www.ou.edu/provost/integrity/>.

REASONABLE ACCOMMODATION POLICY

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, would result in a fundamental alteration in the nature of the service, program or activity, or would create undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students and visitors. Student requests for reasonable accommodation should be addressed to the Disability Resource Center, Goddard Health Center, 620 Elm Avenue, Suite 166, (405) 325-3852, TDD (405) 325-4173, FAX (405) 325-4491, or ods@ou.edu.

A student must self identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. Disability includes two elements: (1) a physical or

mental impairment which (2) substantially limits one or more of the major life activities of the person in question. Major life activities include but are not limited to walking, breathing, seeing, hearing, performing manual tasks, caring for oneself, learning and working. Disability has both medical and functional elements, and both of these elements must be explicitly documented for the Disability Resource Center. The Disability Resource Center will then assess the impact of the disability on the student's academic program and record the required academic accommodations in a memo to the instructor. All diagnostic information is confidential and therefore memos can be sent only at the student's request. Students are required to provide appropriate documentation of disability prior to the provision of services. Accommodations cannot be retroactive and can begin only after documentation is received and a reasonable time for accommodation development has been allowed. Individuals who have complaints alleging discriminations based upon a disability may file them with the University's Equal Opportunity Officer in accordance with prevailing University discrimination grievance procedures.

SEXUAL HARASSMENT

The University of Oklahoma explicitly condemns sexual harassment of students, staff and faculty. Sexual Harassment is unlawful and may subject those who engage in it to University sanctions as well as civil and criminal penalties. Since some members of the university community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. The University is committed to providing an environment of study and work free from sexual harassment and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. For more information, contact the University Equal Opportunity Office, 102 Evans Hall, (405) 325-3546 or the OU Student Code at http://judicial.ou.edu/images/stories/student_codebook.pdf.

RACIAL AND ETHNIC HARASSMENT

Principles of academic freedom and freedom of expression require tolerance of the expression of ideas and opinions which may be offensive to some, and the University respects and upholds these principles. The University also adheres to the laws prohibiting discrimination in employment and education. The University recognizes that conduct which constitutes racial/ethnic harassment in employment or educational programs and activities shall be prohibited and is subject to remedial or corrective action as set forth in this policy. This policy is premised on the University's obligation to provide a nondiscriminatory environment which is conducive to employment and learning. The University will vigorously exercise its authority to protect employees and students from harassment by agents or employees of the University, students, and visitors or guests. For further information, consult the OU Student Code at http://judicial.ou.edu/images/stories/student_codebook.pdf.

STUDENT GRIEVANCE POLICY

The University has a policy of internal adjudication of student grievances. There are specific procedures for many grievances (e.g., academic appeals, alleged discrimination, etc.) that are set forth in The Student Code of Responsibilities and Conduct for the Norman Campus and Other University Policies available online at http://judicial.ou.edu/images/stories/student_codebook.pdf. In cases where University policy designates no specific procedure, grievances regarding academic matters, financial aid, educational records, or payment of tuition and fees should be addressed to the Senior Vice President and Provost; grievances regarding other aspects of student life should be addressed to the Vice President for Student Affairs.

UNIVERSITY E-MAIL NOTIFICATIONS

In order to assure timely and efficient communication, the University establishes e-mail as an acceptable means of official communication. All University students, faculty, and staff will be assigned an official University e-mail account. Official University communications may be sent to this account. E-mail sent to this account is expected to be read in a timely fashion, except in circumstances where access to e-mail is impracticable.

Faculty and staff may assume that a student's official University e-mail is a valid mechanism for communicating with that student. Faculty who rely upon electronic communication with or between students in their classes will specify their requirements in the course syllabus. Account holders who choose to have e-mail forwarded to another e-mail address do so at their own risk. An account holder's failure to receive or read, in a timely manner, official University communications sent to an official e-mail account does not absolve the account holder from knowing and complying with the content of the official communication.

