

# THE UNIVERSITY OF OKLAHOMA SCHOOL OF DANCE

## GRADUATE STUDENT HANDBOOK

Updated: 2017

Graduate Studies Program  
560 Parrington Oval, Room 1000  
(Reynolds Performing Arts Center)  
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[www.ou.edu/finearts/dance](http://www.ou.edu/finearts/dance)

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The purpose of this handbook is to describe the university and school policies that deal with your role as a graduate student. This includes School of Dance policies regarding eligibility, performance review, and enrollment requirements. Although excerpts from the Graduate Student Handbook (provided by the Graduate College) are also provided here as supplementary information, students are expected to obtain and review the handbook provided by the Graduate College as it contains important and useful information with regards to obtaining a graduate degree at the University of Oklahoma. Please note, if policy and/or procedural discrepancies exist between the two handbooks, the one provided by the Graduate College shall take precedence over the one provided by the School of Dance. However, in these instances, students are advised to address the matter with their academic advisor.

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## I. THE UNIVERSITY OF OKLAHOMA

The University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, and economic needs of the state, region, and nation. Created by the Oklahoma Territorial Legislature in 1890, the University has 19 colleges offering 134 bachelor's degrees, 82 master's degrees, 51 doctoral degrees, four graduate certificates, and one professional degree. OU enrolls almost 27,000 students on campuses in Norman, Oklahoma City, and Tulsa, and has approximately 1,830 full-time faculty members. The University's annual operating budget is approximately \$797 million. The University of Oklahoma is an equal opportunity institution.

### A. Costs for Graduate Students

The cost of attending the University of Oklahoma includes tuition, fees, books, housing (including room and board), transportation and miscellaneous living expenses.

Total tuition/fees per credit hour (subject to change)

Resident Graduate Students \$ 335.09

Nonresident Graduate Students \$812.70

Fees Applicable to Graduate Students (subject to change)

Please see link to Graduate College: [www.ou.edu/coe/graduate/financialaid/tuition.html](http://www.ou.edu/coe/graduate/financialaid/tuition.html)

In addition, individual courses may have special fees. The fee amount is listed under the course name and number in the Class Schedule.

## II. THE GRADUATE COLLEGE

Address: Robertson Hall, Room 213

Telephone: 325-3811

FAX: 325-5346

Email: [gradinfo@ou.edu](mailto:gradinfo@ou.edu)

Web Address: [www.gradweb.ou.edu](http://www.gradweb.ou.edu)

### Administrative Officers:

T. H. Lee Williams, Ph.D., Vice President for Research and Dean of the Graduate College

Amelia M. Adams, M.A., Assistant Dean

The Graduate College is the center of advanced study, research, and creative activity at the University. Faculty and students share an obligation to achieve greater knowledge in their chosen fields, to add to that knowledge, and to present it to the scholarly community. The Graduate College strives to develop in each student a firm grasp of a chosen field, the skills and methods of research, and the ability of independent thought. To this end, the campus provides excellent library, laboratory, and learning facilities as well as a close association with scholars and research investigators.

The Graduate Faculty has responsibility for instruction, for guidance of graduate students in the development of their programs and for pursuing investigations associated with a particular field or discipline. **Graduate students are expected to demonstrate initiative and assume responsibility for the progress of their studies. Class work can be no more than a basis for wider reading and personal inquiry. The student must master subjects, not merely course assignments. A graduate degree is conferred for mastery of a field and thorough understanding of its related branches.**

### A. Courses Approved for Graduate Credit

Graduate credit for work successfully completed at the University of Oklahoma is allowed only for courses listed with a G before the course number in the current general course catalogue. Daggered G courses (†G) are not applicable for graduate credit for majors in the academic unit offering the courses.

The academic unit and/or advisory committee and the Graduate Dean determine whether or not a particular course is acceptable as credit toward the degree on which the student is working.

Graduate credit for work successfully completed at the University of Oklahoma Health Sciences Center is allowed only for courses listed in its Graduate College Bulletin. Courses taken by a student in a combined undergraduate degree may not apply toward a graduate degree.

### B. Grades in the Graduate College

The grades awarded in the Graduate College are A, B, C, D, F, S, U, I, W and X. The following explanations apply only to those courses which are approved for graduate credit.

Students may not repeat a course in which they have earned a grade of A or B unless the course is one in which there is a change of content.

D is failing insofar as credit toward the graduate degree is concerned, and cannot be used to satisfy prerequisite requirements and/or requirements for certificates.

S and U are neutral grades meaning Satisfactory and Unsatisfactory. U indicates that no credit is received for the work undertaken. The grade of S signifies quality of B work or better. The S grade may not be used for lecture/recitation courses except with the expressed approval of the Graduate Dean.

S is the only passing grade accepted for special problems, individual research, and directed reading courses. The grade of S must be used to indicate that a thesis or dissertation is satisfactory.

S and U grades may be used for seminar courses provided that the seminars are taught on a noncompetitive basis and that all students in the course are graded on this basis.

W - meaning withdrawal, is a neutral grade assigned when the student is passing at the time of withdrawal.

AW - meaning administrative withdrawal, is a neutral grade assigned when the student is involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons, or for inadequate attendance.

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" grade option. P indicates quality of C work or better.

NP indicates 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.

Graduate students may use the pass/no pass option only with courses which will not apply toward a graduate degree.

I - a neutral grade meaning incomplete. It indicates that the student has not yet completed all required coursework. The instructor will indicate to the student 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 reenroll in the course. Credit for courses in which a student has received an I at the University of Oklahoma cannot be transferred another institution. The one-year time limitation concerning removal of incompletes does not apply to graduate research and certain graduate problems courses.

X is a neutral grade used only for the thesis and dissertation research courses numbered 5980 and 6980, and for thesis and dissertation equivalent courses numbered 5880 and 6880. It indicates that satisfactory progress is being made towards the thesis, dissertation, or its equivalent.

### C. Graduate College Standards

The Graduate College is responsible for periodic performance review of graduate students in accordance with the guidelines described below.

**Retention:** A student can continue as a graduate student as long as the student fulfills the specific requirements of the academic unit; makes satisfactory progress toward the degree; maintains a B average (3.00 GPA) in all coursework attempted (undergraduate and graduate combined) while in the graduate program; and maintains a B average (3.00 GPA) in all graduate coursework attempted while in the graduate program. The rules for retention apply to all graduate students.

**Progress Review:** The Graduate College monitors each student's academic progress. At the end of the spring semester each School of Dance graduate student will receive a letter of progress. At the end of each semester or summer session the Graduate College will notify those students who fail to meet the required standards of performance.

Satisfactory Progress toward the degree includes, but is not limited to: timely completion of the coursework required for the degree, progress made in completing research, passing of the comprehensive, general examination, or final oral examination, completion of the thesis or dissertation.

**Grade Point Average:** A graduate student's grade point average is calculated in two ways: 1) on graduate course work only, and 2) on all course work attempted. These grade point averages are determined on the course work taken

since the completion of the most recent degree earned at the University of Oklahoma. If either of the two calculations yields a grade point average less than 3.00, the student will be placed on academic probation. All grades obtained in graduate-level courses, whether comprising a part of the degree program or not, will be used in calculating grade point averages for purposes of retention and graduation. Exceptions are grades of S, U, I, X, P, NP, W, and AU, for which no grade points are awarded.

Graduate students, who as undergraduates earned graduate credit that had been approved to form part of their graduate programs, will have these credits used in determining their grade point averages.

Faculty advisors are provided to aid students in making appropriate choices for timely completion of degree requirements in their chosen major. It is ultimately each student's responsibility to enroll in the appropriate courses and monitor the successful completion of degree requirements with regard to the intended date of graduation.

#### **D. Thesis Requirements**

Students need to be aware that very specific guidelines and timelines exist for the thesis process. Graduate students should retrieve a Thesis Packet from the Graduate College at the beginning of the academic year they anticipate starting their thesis research. It is imperative that students follow the criteria listed within or run the risk of not fulfilling degree/graduation requirements.

### **III. THE SCHOOL OF DANCE**

#### **MISSION STATEMENT:**

To engage our students in artistic exploration and the scholarly pursuit of dance.

#### **A. School of Dance Policies**

**ATTIRE:** Proper attire for ballet classes includes pink or black tights, solid colored leotards, and soft ballet shoes for women, t-shirts, tights and soft ballet shoes for men. Pointe shoes are also required in levels III and IV as well as for pointe class and should be brought to every class meeting and appropriate rehearsal. Proper attire for modern dance classes includes tights without feet and leotards (or unitards) for women, and tights without feet and t-shirts (or unitards) for men. Similar attire with soft jazz shoes is required for jazz class through the School of Musical Theatre. Other dance accessories such as skirts or leg warmers may be worn in class and rehearsal only with the consent of the instructor. Practice clothes are to be clean and neat, and they should permit the instructor's clear observation of the line of the body. Excessive jewelry is not to be worn in class or rehearsal. Women in all dance classes must pin their hair neatly and securely away from the face and neck. No company t-shirts/clothing or anything printed with the School of Dance name can be printed or ordered without the approval by the Director of the School of Dance. All t-shirts/clothing must be prepaid before ordering.

**DRESSING ROOMS:** Students are expected to enter the studios in their practice clothes; dressing should take place in the dressing (locker) rooms, not in the studios, corridors or bathrooms. Graduate assistant offices may not be used as dressing rooms. Lockers are available on the third floor of the Reynolds Performing Arts Center and should be secured by each student. To secure a locker please notify the School of Dance Staff Assistant as to which locker you have chosen in RPAC. No locker fee is involved. Each student is allowed only one locker.

**STUDIOS:** No food or drinks may be brought into the studios. Smoking in the studios is strictly forbidden as is chewing gum and the use of baby powder or rosin on the linoleum floors. The studios are locked when not in use. Students wishing to use a studio must sign up on the master schedule sheets in the School of Dance and should check with faculty members to be sure the FAC studios will be unlocked at the correct time. Swipe cards may be used for entry to RPAC studios. All studios must be left with doors locked and lights turned off. Only rehearsals pertaining to School of Dance classes and productions may be scheduled in the dance studios unless permission is given by the Director of the School of Dance.

**ITEMS LEFT IN WARM UP AREA:** Items left overnight in the warm up areas outside of the studios in the Reynolds Center will be taken to the Dance Office. There will be a charge to retrieve items confiscated from those areas.

**TARDINESS:** Classes will begin five minutes after the time designated in the class schedule book in order to allow students time to change into practice clothes. Students will not be allowed to join the class after the first exercise has been completed, and this will be considered an absence. Whether to excuse the student for this type of absence will be up to the faculty member or graduate teaching assistant in charge.

**ABSENCES:** Only absences resulting from illness or from a death in the student's immediate family are to be excused according to school policy. A doctor's excuse is required in the event of illness. Students are typically allowed as many absences per semester as credit hours per course; therefore, a student enrolled in a class for two credit hours will be allowed two unexcused absences for the semester. Students are advised to ask instructors about individual absence policies beyond this guide. **Students anticipating missing a class or rehearsal due to illness or other legitimate reason are expected to notify the instructor in charge before the class/rehearsal begins.**

**ICE PACKS:**

Students wanting ice packs must provide their own. Please also be certain to put your name on your ice pack.

**OFFICE SUPPLIES:** The School of Dance will supply all printing/copying necessary for Graduate Assistant teaching on campus such as the syllabus, any examination/testing materials, readings, and informational handouts. Submit a copy of the syllabus to Kate and a copy of the syllabus with the number of copies made to Rhonda. Graduate Assistants and Fellowship students should supply paper for their own academic writing for classes including the thesis. Additional Thesis reading copies may be made on the copier in the main office rather than the printer in the Graduate Assistant's office.

**GENERAL HEALTH:** A well-balanced and healthy diet is essential for every dancer. Dancers should be aware that they make extraordinary demands on their bodies, and should treat them accordingly with sound health and nutrition habits. Medical care is available at Goddard Health Center and faculty are able to recommend physicians for specialties upon request. Handbooks with nutritional information and exercise recommendations for dancers are available in the School of Dance office.

**BULLETIN BOARDS:** All dance majors are required to check the dance and drama bulletin boards daily for announcements, special information, rehearsal schedules, crew assignments, etc. Students wishing to post information on the dance bulletin boards should secure permission from the School of Dance office. The bulletin board opposite the Rupel Jones Theatre loading dock is available for general posting of information by students.

The School of Dance bulletin boards are located:

Outside the east entrance to FAC 110 and on the third floor of RPAC

**Inside** of FAC 305 and on the second floor of RPAC

For YCS information, on the second floor of RPAC

For crew information, on the University Theatre Callboard by the Rupel Jones upstage right entrance

**\*\*Check the bulletin boards a minimum of TWICE daily\*\***

Each student will need a daily planner in which to record rehearsals, meetings and other commitments. If a student neglects to check the bulletin board or record information in a personal calendar and, as a result misses a rehearsal, he/she is not assuming professional level behavior. Please, take this responsibility seriously.

**AUDITIONS:** Students enrolled in dance courses at the upper levels are encouraged to audition for Oklahoma Festival Ballet and Contemporary Dance Oklahoma. The auditions are required for majors in level II and above. Audition schedules for company will be posted on the dance bulletin boards at the beginning of each semester and all dancers must re-audition (for company) each semester. Dance majors are also encouraged to audition for School of Drama or Musical Theatre productions that do not conflict with the dance performance or touring schedule. Dancers must check with their faculty advisor before auditioning for any productions outside the School of Dance or in any other major area. For specific audition information, please contact the School of Dance Staff Assistant at 325-4051. Auditions for the performing companies are held each semester and summer.

**LIBRARY:** The dance research materials are housed in the Fine Arts Library in the Catlett Music Center on the southwest corner of Boyd and Elm (basement level) and can be reached at 325-4243. Please become familiar with the library, and its resources, including periodicals and the listening lab (containing over 200 dance videos and periodicals) in order to be well-informed about current events in the dance world and for the purpose of research.

Hours of Operation:

**Monday - Thursday**      **8:00 a.m. – 9:00 p.m.**

**Friday**                      **8:00 a.m. – 5:00 p.m.**

**Saturday**                  **11:00 a.m. – 5:00 p.m.**

**Sunday**                              **2:00 p.m. – 9:00 p.m.**

**OUTSIDE ACTIVITIES:** All dance majors are required to secure the permission of the School of Dance before consenting to become involved with any outside dance activities, which may interfere with their responsibilities as dance majors and company members. Forms for this purpose are available in the School of Dance office. The purpose of this policy is to better coordinate student involvement in all events and to avoid unnecessary schedule conflicts.

**EMPHASIS OF DEGREE PROGRAM:** All graduate students will be expected to complete the MFA degree program in the emphasis in which they first enrolled. While the School of Dance faculty recognizes the importance of varied experiences during the completion of coursework, the graduate faculty is committed to the goal that each student enter the professional world after commencement with a primary and significant body of knowledge/expertise in one of the two areas that are offered here in the school of dance.

**EVALUATIONS:** Students majoring in dance will meet with faculty members of the major area on an individual basis at mid-term to discuss the faculty's evaluation of the student's work to that point. Conference sign-up sheets will be posted on the bulletin boards or near individual faculty offices. These meetings also provide students with the opportunity to express their feelings about their work and to ask pertinent questions. All students enrolled in dance classes will have the opportunity to schedule a mid-term conference for each dance course in which they are enrolled and they are strongly encouraged to do so.

**GRADE BOOKS:** Class records that are maintained by graduate assistants and fellows (for Ballet I classes, etc.) such as grade/attendance books are the property of the School of Dance and should be maintained well and submitted to the office before graduation. This is crucial in the case that a grade question/appeal arises after your departure.

**STUDENT PROJECT REHEARSALS:** Rehearsals for student projects in dance are to be scheduled around the student's existing class schedule, and should not interfere with the class schedule, crew assignments or rehearsals for major productions. Students participating in these rehearsals are expected to approach them seriously and with the same degree of commitment they would approach a major production rehearsal.

**REHEARSAL SCHEDULES:** The posted rehearsal time indicates the time at which the rehearsal will begin. Dancers should arrive for the rehearsal early enough to change, warm-up, and be prepared to begin at the designated time. Please be aware that rehearsals sometimes conflict with university scheduled holidays. It is the responsibility of the student to be aware of this and to schedule travel plans accordingly.

It is in the best interest of every dance major to promote the development and welfare of his/her chosen area as well as the entire School of Dance and to generate a spirit of good will, professionalism, and respect for faculty and fellow students. It is expected that each major will take his/her responsibility seriously and with a strong sense of commitment to the exploration and development of his/her full creative potential. Students are encouraged to discuss concerns they may have with a faculty member/advisor so that a satisfactory solution may be found.

**YCS REHEARSALS AND PERFORMANCES:** Choreographers and cast members are required to attend all rehearsals (studio, technical and dress) and performances unless, by agreement with the choreographer and faculty coordinators, a cast member is released to attend an audition. Dancers and choreographers must make their intentions known regarding possible auditions one week after casting goes up so that alternates can be chosen and appropriate arrangements made. YCS coordinators, mentors, and faculty must be made aware of these arrangements at the end of that week after casting is posted. If this procedure is not observed, the dancer may not be released to attend the audition.

**GRADUATE STUDENT MEETING:** Graduate students are required to attend a meeting prior to the first day of the fall and spring semesters. As such, students must communicate with the graduate liaison with respect to their travel arrangements at the end of and beginning of the fall and spring semesters.



## B. MFA Degree in Dance Advising Worksheet

Name: \_\_\_\_\_ Admission Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Received *Graduate Handbook* \_\_\_\_\_ (initial and date)

Major Emphasis:      ballet      modern      (please circle)

### Core Requirements: (35 hours is the minimum application for graduation in the following courses)

Dance 5023, 3 hrs (intro to graduate study)      grade/semester/yr: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Dance Technique according to major emphasis

Dance 5224, 24 hrs      \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

**OR**      grade/semester/yr :      \_\_\_\_/\_\_\_\_/\_\_\_\_

Dance 5324, 24 hrs      \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

### Performing Dance Company according to major emphasis

Dance 5292, 8 hrs      \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

**Or**      grade/semester/yr:      \_\_\_\_/\_\_\_\_/\_\_\_\_

Dance 5392, 8 hrs      \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

Dance 5613, 3 hrs (choreography)      grade/semester/yr: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dance 5812, 2 hrs (advanced teaching of dance)      grade/semester/yr: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dance 5913, 3 hrs (graduate project in dance)      grade/semester/yr: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Dance 5980, 2-3 hrs (MFA thesis research)      grade/semester/yr: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Minimum of 3 hrs for thesis research may be taken in 2 or 3 credit hour increments

### Graduate Courses Outside the Major (6 hrs minimum required)

\*note\* (courses must be 5000 level unless designated acceptable with a preceding G)

Course Prefix & Number	Course Title	hours	semester/yr	grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Graduate Electives (6 hrs required)

\*note\* (courses must be 5000 level unless designated acceptable with a preceding G). In addition, courses may be selected from School of Dance electives or from other appropriate areas listed in the University of Oklahoma General Catalogue.

Course Prefix & Number	Course Title	hours	semester/yr	grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*note\* (a 3.0 or B average must be maintained for graduation and D's are not allowed)

If the guidelines set forth in this document are adhered to, all prospective MFA candidates should have reached the minimum 58 hrs required to graduate. Please refer to the General Catalogue for detailed information concerning course selection. All other information regarding course selection and availability can be found in the "Directory of Classes" schedule booklet which is available in the bookstores each semester. All course selections are to be discussed with and approved by the designated graduate student advisor or by the Graduate Liaison.

#### **IV. THE NORMAN AREA**

Although by location a suburb of Oklahoma City, Norman began and continues as an independent community with a permanent population of approximately 100,000. It has extensive parks and recreation programs, a 10,000-acre lake and park area, a community theater, an art center and art league, museums and galleries and other amenities of a university town.

Norman is a 20-minute drive from Oklahoma City and Will Rogers International Airport. The State Historical Society Archives and Library, the Oklahoma Department of Libraries, the National Cowboy Hall of Fame, the Firefighters Museum, the Omniplex, and the Oklahoma City Zoo. A variety of other art galleries, museums and arts organizations are also nearby.

##### **A. Residency**

Under certain conditions students may establish state residency after one year on campus. Information on this policy is available from the Office of Admissions and Records, Buchanan Hall Room 127, 325- 2012.

#### **V. FINANCIAL SUPPORT**

Financial support is any financial resource that a student may receive to assist in meeting the cost of attending the University. These resources include financial aid such as federal and state grants, loans, and work-study programs; graduate assistantships; fellowships and scholarships; tuition waivers.

##### **A. Financial Aid Program**

The Office of Financial Aid Services administers financial aid programs and some scholarships to assist qualified students with financing their education.

Students are encouraged to apply for need-based financial aid by completing the Free Application for Federal Student Aid (FAFSA) by March 1 for the following fall and spring semesters. Many financial aid programs are available including the Federal Perkins Loan, Federal Work-Study, Federal Stafford and Unsubsidized Stafford Loan programs.

Some aid programs are restricted to Oklahoma residents including the Graduate Tuition Waiver and the Oklahoma Tuition Aid Grant.

Applications are available from Financial Aid Services, 1000 Asp Avenue, Buchanan Hall Room 216, Norman, OK 73019-0230, phone 325-4521. Contact Financial Aid Services for more information or visit the University of Oklahoma homepage at [www.finaid.ou.edu](http://www.finaid.ou.edu).

##### **B. Need-Based Tuition Waivers**

The Office of Financial Aid Services awards need-based tuition waivers to Oklahoma resident graduate students. This award is based on information reported on the Free Application for Federal Student Aid (FAFSA).

Funding for these waivers is limited, thus students are encouraged to apply as soon as possible after January 1 for consideration during the following fall/spring semesters. Contact the Office of Financial Aid Services for more information.

##### **C. Scholarships & Fellowships**

The School of Dance Graduate Fellowship application is available in the School of Dance Office: it is due February 20th of each academic year for the following year.

Students are encouraged to apply for scholarships based on academic ability, talent, or financial need. Students may visit [www.finaid.ou.edu/scholarships/form.ntaf](http://www.finaid.ou.edu/scholarships/form.ntaf) to conduct an on-line scholarship search.

The publication [A Guide to Financial Aid and Scholarships](#), available upon request from OU's Office of Prospective Student Services, contains a comprehensive listing and application instructions for OU scholarships. Scholarship recipients

who are also recipients of other types of financial aid may have their financial aid award letter revised. The University strongly encourages graduate students to apply for fellowships from external funding agencies.

#### **D. Graduate College Tuition Waivers (these do not apply to CCE or Intercession Courses)**

The Graduate College awards a limited number of tuition waivers based on academic merit. A student's academic unit requests these tuition waivers. Thus, students interested in applying for a Graduate College tuition waiver should first contact the graduate liaison of their academic unit.

More detailed information regarding these waivers is available on the Graduate College website at <http://gradweb.ou.edu/waivers>. Please note: they do not apply to CCE or Intercession courses.

## **VI. GRADUATE ASSISTANTSHIPS**

A graduate assistant, belongs to a unique group within the University of Oklahoma in that he/she has two basic responsibilities: being responsible for fulfilling personal academic goals, and being responsible to the university for carrying out teaching and/or research obligations.

### **A. Eligibility**

In order to hold a graduate assistant appointment in the Fall or Spring semesters, an individual must be classified as a graduate student, and enrolled in a minimum of six credit hours in the semester(s) of appointment.

In order to hold a graduate assistant appointment in the summer semester, an individual must be classified as a graduate student, and enrolled in a minimum of three credit hours during the summer semester.

### **B. Classifications**

There are four types of graduate student employees:

- Graduate Teaching Assistant
- Graduate Teaching Associate (not in School of Dance)
- Graduate Research Assistant
- Graduate Research Associate (not in School of Dance)

These are defined according to the emphasis placed on the student employee's teaching or research responsibilities. Throughout this text, graduate student employees in any one of these four categories are referred to as graduate assistants.

**Graduate Teaching Assistant:** A Graduate Teaching Assistant is a graduate student on stipend whose primary responsibility is in an instructional capacity. Services provided by a teaching assistant may include classroom or laboratory teaching, counseling students, proctoring examinations, grading papers, and providing other general assistance in the instruction process. Teaching assistants may occasionally conduct research as part of their service requirement.

**Graduate Research Assistant:** A Graduate Research Assistant is a graduate student on stipend whose primary responsibilities are other than teaching. Services provided by a research assistant may include assisting faculty members in a research or creative activity, serving as an administrative assistant (or intern), developing and evaluating instructional materials and/or curricula, providing instruction-related services, or assuming responsibility for a designated research area. Research assistants appointed on externally funded research or creative activities may assist faculty members in the completion of contracted research and creative activities. The assistant may be assigned responsibility for the independent completion of portions or all of specific contracts in research or creative activities, for preparation of required reports and proposals, and for the supervision of other research personnel.

### **C. Graduate Teaching Assistant Appointment**

Teaching appointments are ordinarily made for an academic year, for one semester, or for the summer term. Academic Units should attempt to make these appointments by May 1 for the fall semester and by December 1 for the spring semester.

Because of budgetary and enrollment considerations, some teaching appointments may be made on other dates. Notification of appointment should be in the form of a letter from the academic unit administrator.

#### **D. Reappointment**

The continuation of any appointment is subject to, and contingent upon, the continuing availability of funds to support the project and the satisfactory performance of the assistant.

Graduate Assistant appointments are term appointments. Therefore, graduate assistants may not assume that they will be reappointed merely because no notification of termination at the end of the contract has been received. Because graduate assistant appointments are term appointments, graduate assistants do not have a right to reappointment. Graduate Assistants who wish to be considered for reappointment in the School of Dance should submit a letter to the Director no later than March 15th for the subsequent fall.

#### **E. Workload and Enrollment Requirements**

The primary purpose of a graduate assistant appointment is to aid the student in the successful completion of an academic program. For this reason, there are both minimum enrollments that are required and maximum appointments that are permitted for graduate assistants.

Students are cautioned that specific agencies - for example, the Internal Revenue Service, the Immigration and Naturalization Service, Payroll Services and Financial Aid Services – may implement or enforce the general guidelines described below in different ways. Students with specific questions are encouraged to contact the Graduate College, the Office of Financial Aid Services, the International Student Office or Payroll Services.

Employment is generally measured as a proportion of "Full Time Equivalent" or FTE status, with 1.0 FTE representing full time employment or forty hours per week.

#### **F. Full-Time Graduate Students**

A Graduate Assistant whose appointment is at least 0.50 FTE must be enrolled in a minimum of six hours in the fall and/or spring terms and three hours in the Summer Session to be classified as a full-time student.

A Graduate Assistant whose appointment is less than 0.50 FTE must be enrolled in a minimum of nine hours in the fall and/or spring terms and four hours in the Summer Session to be classified as a full-time student.

If a graduate assistant's enrollment falls below the minimum required, they are no longer considered a full-time student and are no longer eligible for an assistantship. Most academic units employ graduate students on a part-time basis. These graduate assistantships are awarded and governed by individual academic units. A student should contact the chair/director of a specific academic unit to obtain information about, and applications for, graduate assistantships.

#### **G. Teaching Assistant Orientation**

All graduate teaching assistants **must** complete the Teaching Assistant Orientation Program, offered by the Director of Instructional Development, prior to commencing teaching responsibilities. For additional information, contact the Director of the Program for Instructional Innovation Office, Hester Hall, Room 203 and may be reached at 325-2323.

#### **H. School of Dance Teaching Assistant Orientation**

All graduate teaching assistants must also attend the School of Dance Teaching Assistant Orientation conducted by the Director of the School and the Graduate Liaison, prior to commencing teaching responsibilities.

#### **I. English Language Certification**

Before assuming teaching assistant duties that require contact with students, any graduate student for whom English is not the native language must be certified as proficient in oral, aural, and written English. Certification is obtained through the English Assessment Program located in Robertson Hall Room 100. Students who wish to improve their English skills may also take non-credit speaking or writing classes offered by the English Assessment Program. For additional information contact the Director of English Assessment Program at the Graduate College, Robertson Hall Room 201, 325-1838. Website: [www.gradweb.ou.edu/EAP](http://www.gradweb.ou.edu/EAP).

#### **J. Compensation**

Graduate assistant stipends are generally treated as wages and are, therefore, taxable and subject to normal withholding. Graduate Assistants are exempt from paying FICA taxes. However, graduate students must pay FICA taxes if they are enrolled in less than 5 credit hours during the Fall or Spring semesters, or less than 2 credit hours during the Summer semester. If a graduate student's enrollment falls below the minimum required in any month, payroll services will

automatically change the student's status and withhold FICA taxes. Student employees are considered temporary employees and are not eligible for vacation or other fringe benefits.

#### **K. Additional Benefits for Graduate Assistants**

**Non-resident Tuition Waivers:** Non-resident graduate assistants who have 0.50 FTE assistantships and are appointed from the first day of class to the last day of final examinations will receive a non-resident tuition waiver for the semester of their appointment. Students appointed as at least 0.50 FTE graduate assistants for the Spring term will be awarded waivers of the non-resident tuition in the summer session.

**Resident Tuition Waivers:** Graduate assistants who have a 0.50 FTE assistantship and are appointed from the first day of class to the last day of exams will receive a seven credit hour resident tuition waiver for the semester of their appointment. However, these resident tuition waivers are not awarded during the summer session.

**Health Insurance:** Information regarding the student health insurance plan can be obtained from the Student Health Plan Office on their website at [www.hr.ou.edu/studenthealth/default.asp](http://www.hr.ou.edu/studenthealth/default.asp) or by calling 325-9196. Graduate Assistants are advised to contact the Graduate College (325-3811) as often they provide a subsidy for this benefit. Goddard Health Center is the primary care facility for those insured. Specialists may be seen upon referral.

### **VII. STUDENT ORGANIZATIONS AND COMMITTEES**

#### **A. Graduate Student Senate**

A bicameral student government with an Undergraduate Congress and a Graduate Student Senate represents OU students. The student government has complete control of their \$2.5 million student activity fee budget. They may be reached at 325-4041 or through their website at <http://gss.ou.edu>

The Graduate Student Senate (GSS) was established in 1987 to bring the graduate student voice to the administration. The Senate is composed of two senators from each department (Dance and Drama each have one). GSS meets every other Sunday at 7 p.m. in 255 Adams Hall during the Fall and Spring semesters. Committees meet at 6:30 p.m. in 255 Adams Hall before the full senate meeting.

The GSS offers conference fees and research grants to graduate students, helps allocate funds to all student organizations, and acts on issues, which affect graduate education. Failure to attend meetings by a department senator makes all graduate students in the area ineligible for funding. Each year, GSS raises money for its grant endowment fund. The Graduate College and the Graduate Student Senate sponsor an annual event in which the graduate students display posters describing the research projects on which they are currently working. Cash prizes and certificates are awarded for winning posters.

#### **B. College of Fine Arts Student Advisory Council**

The Student Advisory Council shall consist of twelve members; three from each of the units nominated by faculty and administrators directly to the Dean of the College. Students are recommended for nomination by faculty vote. Members may be undergraduate or graduate, full-time students. The SAC shall act in an advisory capacity to the Dean. The Council will meet at least twice per month.

### **VIII. UNIVERSITY FACILITIES AND RESOURCES**

#### **A. Career Planning and Placement Services**

The Office of Career Services assists with career exploration, career development, and the job search strategy. The office also coordinates an extensive on-campus interview program; maintains credential files; advertises job openings; conducts classes, workshops, and seminars; and maintains a career information center. Individual assistance is available during scheduled walk-in hours.

Current job openings are available at Jobs Online at [www.ou.edu/career](http://www.ou.edu/career) by clicking on *students/alumni*. For additional information, contact Career Services located in Oklahoma Memorial Union, Suite 323 at 325-1974.

## **B. Child Care**

The University's childcare center, OU-Children's World Learning Center, accredited by the National Academy of Early Childhood Programs, provides full-time and part-time on-site care for children of OU faculty, staff, and students at competitive rates. A private kindergarten program is also available. This program includes before and after school care, and is led by a teacher certified in early childhood education. The Center, operated by Children's World Learning Center, is licensed to accommodate 150 children and is located north of the Sam Vierson Gymnastics Center at 501 Wadsack Drive. Enrollment applications are available at the Center. For more information, contact the Center Director at 325-0528 or [www.childrensworld.com](http://www.childrensworld.com).

## **C. Computer Resources**

The Information Technology Department of has a variety of computing and networking peripherals to support instructional and research needs for technology. Numerous computer labs are located around campus granting access to a large number of computing platforms providing full featured print-on-demand opportunities. All graduate students at the University of Oklahoma have access to electronic mail service, digital libraries, the high-speed Internet, a central Help Desk, campus software and licensing, and many other benefits to enhance their graduate experiences.

Computer Labs are located at: Physical Sciences Building (PHSC), Room 230, Dale Hall Tower, Room 105 (Macs Available), Walker Tower's Mouse House, Felgar Hall 300, Oklahoma Memorial Union Computer Lab, Bizzell Library and Couch Computer Center, W146.

## **D. Counseling and Testing Services**

Counseling and Testing Services is located in Goddard Health Center, Room 201 and may be reached at 325-2700. The center offers personal counseling and group counseling and administers and interprets career interest inventories.

## **E. Disability Services**

The Office of Disability Services, located in Goddard Health Center, Suite 166, provides help to students with disabilities in enrollment, academic assistance, equipment, accommodation, orientation and other intangibles.

There is a chapter of ADS (Association of Disabled Students), which sponsors social events and acts as a support group. The Office of Disability Services currently assists approximately about 300 students. Their office can be reached at 325-3852 and their website is <http://drc.ou.edu>.

## **F. External Funding, Research and Proposal Services**

Graduate studies and research may sometimes be supported fully or in part from grants funded by various sources: the state and federal governments, corporations, professional societies and private sources. Research is an increasingly critical dimension of the mission of the University of Oklahoma. It is vital to the growth, health, and progress of the State of Oklahoma, the region, and the nation. Participation in research and creative activity projects is fundamental to a graduate student's training and development. Various projects that support graduate students are conducted in all graduate programs offered at the University. Graduate students are encouraged to contact the graduate liaison in their academic unit for information on research projects that will match their studies and for opportunities to join these research teams and to explore other areas listed below.

Office of Research Services, Robertson Hall Room 115, has on-line information and reference books about grants and funding which may be used to search for funding sources and may be reached at 325- 4757.

The Graduate College provides access to the Community of Science National Funding Opportunities database. This comprehensive listing of funds from various government agencies, private foundations, industries, and academic institutions offers eligible students excellent opportunities for advanced study. Each entry contains a brief description of the program and an address to obtain further information. The Community of Science database is accessible via the Internet at <http://fundingopps2.cos.com>.

Proposal Services, Robertson Hall Room 214, offers assistance with proposal writing and budget preparation.

## **G. Health Services**

Charles B. Goddard Health Center is an outpatient clinic whose primary mission is to treat students who become ill or injured. The Center also promotes health education and prevention of communicable disease. Other services at the Center include laboratory, pharmacy, physical therapy, X-ray, and counseling. Many services are provided at approximately half of local community medical rates. The health fee paid each semester allows students to receive care at discounted rates at

Goddard. The clinic accepts insurance from companies located in Oklahoma and surrounding states, and the pharmacy accepts several pharmacy cards. They are located at 620 Elm and their telephone number 325-4611. Their website address is <http://www.goddard.ou.edu>.

Proofs of up-to-date immunizations are necessary to receive services.

S.H.A.P.E. (Sooner Health Education Programs for Everyone) provides current and reliable information for faculty, staff, and students. Programs and activities include fitness assessments, body composition analysis, support groups, vision and hearing screenings, smoking cessation, stress management, and a resource library. For more information call the Health Education and Wellness Center at 325-4611, extension 41777.

The OU Student Association sponsors the Student Health Plan. The Plan covers most services at the Center and provides coverage for healthcare outside of the Center when a referral is given.

Graduate assistants appointed at least 0.50 FTE on an E & G Part 1 account are eligible to have the Student Health Insurance plan paid by the University.

If you have questions about the Student Health Insurance plan or if you would like to receive a schedule of benefits, please contact the Student Health Insurance Office at 325-4611.

If you seek the services of a physical therapist, Mark E. Brown, Goddard Health Center by appointment. His email is [mark.brownpt@ou.edu](mailto:mark.brownpt@ou.edu). If a student needs to be seen by one of the doctors at Goddard, call (405) 325-4441. To make a physical therapy appointment, call (405) 325-4611, extension 41143. A charge may be applied to the student's Bursar bill. Students will need a physician's referral.

If you seek the services of a registered dietician, Dr. Patti Landers works at the Goddard Health Center by appointment only. Her email is [Patti-Landers@ouhsc.edu](mailto:Patti-Landers@ouhsc.edu) or call 325-4611 extension 41154. To make an appointment, call 325-4441. There is a charge of \$5 per 15 minutes that is applied to the Bursar bill. Students do not need a physician referral.

## **H. Housing and Food Services**

The University operates three apartment complexes and five residence halls housing 6,000 students and their families. These housing operations offer options for all students whether single, married, or with children. University Housing and Food Services operates several eating establishments on campus. The eating establishments include the Couch Center cafeteria, Taco Mayo, Raising Cane's, and Quiznos, among several others.

For further information, contact University Housing and Food Services at 1406 Asp Avenue, Room 126, Norman, OK 73019-6091 or call 325-2511. Their email address is [info@housing.ou.edu](mailto:info@housing.ou.edu) and their website is [www.housing.ou.edu](http://www.housing.ou.edu).

## **I. Injury and Illness**

Students wishing to use Goddard Health Center services are required to provide proof of up-to-date immunizations.

*"Students should be aware that dance is a physically demanding art requiring physical exertion comparable to athletics. Injuries can occur during intense periods of dance exercise and students should make every effort to follow the instructor's directions completely. The instructor reserves the right to limit further class participation if the student appears injured or fails to seek appropriate medical attention for an injury.*

*Dance is a physically demanding activity. Students have an obligation -- to the School and their classmates as well as to themselves -- to be aware of injuries or other physical limitations relevant to the student's ability to dance. Students injured during the summer should notify the School as soon as possible before the fall semester begins. The School will do its best, based on its professional judgment, to work with injured students through academic advising and appropriate accommodations. However, the School of Dance does not provide medical advice or care and students should understand that they bear the risk of injury or aggravation of existing injuries through participation in the program. The School reserves the right to require a physician's release for further enrollment in studio classes following any serious injury."*

## **J. International Student Services**

The Office of International Student Services helps international students, faculty, and visiting scholars who need information or assistance regarding arrival matters, housing, immigration concerns, and financial, personal or social issues. All new international students are required to attend a mandatory orientation the first semester at OU and can contact the International Student Services Office at (405) 325-3337 for the dates and times of the orientations. International Student

Services is located within the Center for Student Life, which is located in the Old Science Hall, Room 213. Their FAX number is (405) 325-0197 and their website is <http://ou.edu/iss/home.html>.

## K. Libraries

The University of Oklahoma libraries in Norman and Oklahoma City are major resources for students and faculty at the University. The research library facilities on the Norman campus include the Bizzell Memorial Library, and separate branch libraries for Architecture, Chemistry-Mathematics, Engineering, Fine Arts, Geology, and Physics-Astronomy. The Law Center on the Norman campus also has a separate library in its facility. The library at the Health Sciences Center supports teaching and research in medicine, nursing, dentistry, pharmacy and health-related disciplines.

The University libraries provide computer-assisted searching for information through the on-line public catalog of library holdings, subject-oriented indexes, and full-text databases. Workstations in the libraries provide electronic access to information through library, campus and international networks. There is a microcomputer center in the Bizzell Library to support student and faculty computing needs.

Instructional sessions in the use of the libraries, technology and library resources are available throughout the year. Other services include interlibrary loan and photocopy services.

The University Libraries' collections in the libraries total over 2.5 million volumes, 1.6 million government documents, 3 million microforms, and 16,000 serial subscriptions. The libraries offer access to significant information resources through electronic networks. Students and faculty are able to view and download information both on and off campus.

## L. Library Special Collections

**History of Science Collection:** This invaluable collection is concerned with the development and influence of the sciences throughout the course of history. In the collection of over 85,000 volumes are the first published works important to the history of science supplemented by the later editions, initial secondary publications, translations, journals, and working copies.

**Western History Collections:** The Western History Collections contain materials on Oklahoma and Western History, North American Indians, the settlement of the West, and related topics. The Manuscripts Division has extensive holdings of photographic materials, microforms, oral histories, cartographic records, and the University Archives. Holdings include 65,000 books, over 13,000 cubic feet of manuscripts, and 250,000 images.

**Bass Business History Collection:** This special collection of over 24,000 volumes focuses on the role of business, industry, financial institutions and labor in American life. The collection includes the archives of the J. & W. Seligman Company, investment bankers, and a complete set of the publications of Retail Intelligence Systems, a marketing consulting firm.

**Carl Albert Congressional Research and Studies Center:** The Carl Albert Congressional Research and Studies Center contains the papers of over 50 former members of Congress, including major collections of Carl Albert, Helen Gahagan Douglas, Robert S. Kerr, and Fred Harris. These collections date from the 1850s to the present.

## M. Museums

**Fred Jones Jr. Museum of Art:** Through its growing collections, diverse exhibitions, and programs, the Fred Jones Jr. Museum of Art creates opportunities for the University family and the people of Oklahoma to derive knowledge, understanding, and enjoyment from the visual arts. Strengths of the permanent collection include 20th-century American painting and sculpture, contemporary art, traditional and contemporary Native American art, ceramics, photography, Asian art, and European graphics from the 16th-century to the present. The Weitzenhoffer Collection of French Impressionism was recently added and includes 22 paintings and 11 works on paper by artists such as Degas, Gauguin, Monet, Pissarro, Renoir, Van Gogh amongst others. The American Indian painting collection includes works by a group of prominent Kiowa artists who studied at the University in the late 1920s as well as artists who were trained at the Studio at the Santa Fe Indian School. The recent addition of more than 400 works of art in the Richard H. and Adeline J. Fleischaker Collection makes the Museum a destination for the study of the art of the Southwest. Several temporary exhibitions are mounted annually, which explore the art of various periods and cultures. The museum is located at 410 W. Boyd. Hours: Tuesday, Wednesday, Friday & Saturday 10:00 a.m. - 5:00 p.m.; Thursday 10:00 a.m. - 9:00 p.m.; Sunday, 1:00 - 5:00 p.m. The museum is closed on Monday's and University holidays. Admission is free for OU students with a current ID. Telephone: 325-3272, FAX 325-7696. The website address is: <http://www.ou.edu/fjma>.



**Sam Noble Oklahoma Museum of Natural History:** Founded in 1899, the Oklahoma Museum of Natural History is the state's museum of natural history. The new Sam Noble Museum of Natural History opened its doors to the public in the spring of 2000. The 195,000-square-foot facility is the largest university-based museum in the country. The museum is home to 6 million artifacts including the longest Apatosaurus, and priceless Native American objects. The museum has five exhibit halls: the Hall of Ancient Life, where visitors walk through Oklahoma's pre-historic past; the Hall of the People of Oklahoma features 28,000 years of human life in Oklahoma; the Hall of Natural Wonders, where visitors walk through Oklahoma's ecological regions; the Gallery of World Cultures where visitors see objects from around the world; and the Fred and Enid Brown Native American Art and Special Exhibitions Gallery that houses traveling exhibits. The Discovery Room has a "please touch" policy where adults and children can interact with museum collections with hands-on activities. The museum is located at 2401 South Chautauqua. Hours are Monday thru Saturday 10:00 a.m. - 5:00 p.m. and Sunday, 1:00 p.m. - 5:00 p.m. Tickets may be purchased at the door. Their telephone number is 325-4712 and their website address is <http://www.snomnh.ou.edu>.

## **N. Student Services**

Graduate students will find services to meet their needs through the Center for Student Life, located on the third floor of the Oklahoma Memorial Union, telephone 325-6873. In addition to assisting and advising the Graduate Student Senate, this office develops programs and activities for graduate students, including special orientations, advises the Commuter Student Association, and operates Evening Student Services. Additional assistance is also provided, including African-American, American Indian, Asian American and Hispanic American student advisers; International Student Services; Disabled Student Services; and an office to assist veterans and adults returning to school. The Center for Student Life is committed to helping students succeed at the University of Oklahoma.

## **IX. UNIVERSITY POLICIES: Review Provost and Graduate College websites for updates**

### **A. Consensual Sexual Relationships Policy**

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

Amorous relationships between faculty members and students are wrong when the faculty member has professional responsibility for the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship.

Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others, and implicitly makes obtaining benefits contingent on amorous or sexual favors.

Therefore, the University will view it as unethical if faculty members engage in amorous relations with a student enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship.

Within the instruction context, it is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work (including work as a teaching assistant) is being supervised by the faculty member.

Sexual relationships between faculty members and students occurring outside the instruction context may also lead to difficulties.

### **B. Equal Opportunity Policy**

This institution, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, sexual orientation, or status as a veteran in any of its policies, practices, or procedures.

This includes but is not limited to admissions, employment, financial aid, and education services. Individuals are assured protection from harassment, retaliation, and discrimination for filing a complaint or assisting in an investigation under all relevant Equal Opportunity policies and procedures.

Complaints of discrimination may be filed with the Affirmative Action Office. The Equal Opportunity/Affirmative Action Office on the Norman Campus is located 660 Parrington Oval, Suite 102, Norman, Oklahoma. The office may be reached by telephone at 325-3546.

### **C. Patent Policy**

University Patent Policy provides that all discoveries or inventions, patentable or unpatentable, that are made or conceived while the inventor is a student of the University or has made substantial use of facilities or funds provided by or through the University are the property of the University. This policy provides protection to both the University and the inventor and offers substantial benefits to the inventor.

Copies of the Patent Policy may be obtained from the Director of the Office of Technology Management, Evans Hall, Room 201, 325-3800.

Students who make an invention or discovery under the stated conditions should contact the Director of the Office of Technology Development as soon after the invention as possible.

Additionally, if a thesis or dissertation contains information relating to an invention or discovery, the Graduate College should be contacted for further information as soon as possible.

### **D. Racial and Ethnic Harassment Policy**

At the University of Oklahoma racial or ethnic harassment is defined as race discrimination which interferes with an individual's ability to perform his or her duties, or creates a hostile or intimidating work or academic environment. Harassment in any form is repugnant to the University community and will not be tolerated.

### **E. Reasonable Accommodation Policy**

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration to the nature of the service, program, or activity or cause 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.

Requests for reasonable accommodation should be addressed to the Office of Disability Services, Goddard Health Center, Suite 166. Their phone number is 325-3852 and their TDD number is 325- 4173.

The Office of Disability Services accepts requests from students for reasonable accommodation after the student has self-identified as an individual with a disability.

Once the student has provided the Office of Disability Services with appropriate diagnostic information which substantiates the disability, the Office of Disability Services will 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 only be sent at the student's request.

Not every student with a disability requires consideration beyond that which may be granted to any other student in the class. For those who do require special consideration, departments need to recognize that both sensitivity and responsiveness to the special needs of the student are critical.

The Office of Disability Services requires that the following statement be included in the class syllabus and announced during the first day of classes:

*"Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities."*

This statement gives the student full responsibility for contacting the instructor to request assistance in arranging academic accommodations. It also indicates that the instructor is willing to provide the assistance required to meet that student's educational goals.

### **F. Sexual Harassment/Sexual Assault Policy**

The University of Oklahoma explicitly condemns sexual harassment of students, staff, and faculty. 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.

To proceed with such a grievance contact the Equal Opportunity/Affirmative Action Office, Evans Hall, Room 102, for further information, or call 325-3546.

## **X. University Service Directory**

<b>The University of Oklahoma</b>	<b>www.ou.edu</b>
Admissions Office	325-2012
Affirmative Action Office	325-3546
Bursar's Office	325-3121
Career Counseling Center	325-2911
Career Services	325-1974
CART	325-2278
College of Fine Arts Office	325-7370
Counseling and Testing	325-2700
Crisis Line	325-6963
Department of Public Safety	325-2864
Disability Services	325-3852
Fine Arts Library	325-4243
Fine Arts Ticket Office	325-4101
Goddard Health Center	325-4611
Graduate College	325-3811
Graduate Student Senate	325-4041
Housing Programs	325-2511
Huston Huffman Center	325-3053
Information Technology Office	325-4357
International Student Services	325-3337
Oklahoma Memorial Union	325-2121
Minority Student Services	325-3163
Non-traditional Student Services	325-3163
Office of Financial Aid	325-4521
OU Police Department (business)	325-2864
OU Police Department (emergency)	911
Parking and Transportation	325-3311

Post Office (Union Location)	325-1821
Prospective Student Services	325-2151
Records	325-2012
Registration	325-2012
Sexual Harassment Complaints	325-3546
Student Affairs	325-3161
University Book Exchange	325-3511
University College	325-3521
University Information	325-0311
Veterans' Student Services	325-4308