

# *Weitzenhoffer Family College of* **FINE ARTS**

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## *The UNIVERSITY of OKLAHOMA.*

## **STUDENT HANDBOOK AND POLICY GUIDE**

Weitzenhoffer Family College of Fine Arts  
Fred Jones Center, Suite 122  
540 Parrington Oval  
Norman, OK 73019-3021  
405-325-7370



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## Student Handbook and Policy Guide

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### Weitzenhoffer Family College of Fine Arts Dean's Office

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

[www.ou.edu/finearts](http://www.ou.edu/finearts)

**MARY MARGARET HOLT**  
**DEAN**

**NICHOLS' CHAIR, REGENTS' PROFESSOR,  
PRESIDENTIAL PROFESSOR**

**BRIAN BRITT**  
**ASSOCIATE DEAN**

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FJC 122

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**OU SCHOOL OF VISUAL ARTS**  
405-325-2691, FJC 202  
<http://art.ou.edu>  
**DR. ALISON FIELDS, ACTING DIRECTOR**

**SCHOOL OF DANCE**  
405-325-4051, RPAC 1000  
<http://dance.ou.edu>  
**PROF. MICHAEL BEARDEN, DIRECTOR**

**PEGGY DOW HELMERICH**  
**SCHOOL OF DRAMA**  
405-325-4021, OSH 121  
<http://drama.ou.edu>  
**PROF. YUANTING ZHAO, DIRECTOR**

**SCHOOL OF MUSIC**  
405-325-2081 CMC 138  
<http://music.ou.edu>  
**DR. JONATHAN NICHOL, DIRECTOR**

**A. MAX WEITZENHOFFER**  
**SCHOOL OF MUSICAL THEATRE**  
405-325-0538, CH 104  
<http://musicaltheatre.ou.edu>  
**PROF. ASHTON BYRUM, DIRECTOR**

**FINE ARTS LIBRARY & MEDIA RESOURCE  
CENTER** <http://libraries.ou.edu/finearts>

## Academic Advisors and Enrollment

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Students should contact the Academic Advisor for their major if they have questions about admission, advisement, academic standing or graduation. **Students are required to meet with their Academic Advisor each semester prior to enrolling in courses. Appointments can be scheduled at <http://iadvise.ou.edu>**

Elizabeth Nunley, M.S.  
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Academic Advisor for School of Dance  
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## Admission Requirements

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The Weitzenhoffer Family College of Fine Arts requires 2.50 OU Retention and OU Combined Retention Grade Point Averages. The Music Education degree requires 2.75 OU Retention and Combined Retention Grade Point Averages.

In addition to the grade point average requirement, students interested in Dance, Drama, Music, or Musical Theatre *must audition or submit a portfolio and be accepted before declaring their Fine Arts major*. For audition dates and times visit the appropriate website below:

School of Dance	<a href="http://dance.ou.edu">dance.ou.edu</a>
School of Drama	<a href="http://drama.ou.edu">drama.ou.edu</a>
School of Music	<a href="http://music.ou.edu">music.ou.edu</a>
School of Musical Theatre	<a href="http://musicaltheatre.ou.edu">musicaltheatre.ou.edu</a>

### OU School of Visual Arts

All art students are initially admitted to the *Bachelor of Arts in Art* degree program to begin their Core Studio coursework.

Students seeking admission to the *Bachelor of Fine Arts in Art (Visual Communication)* will apply via Portfolio Review during the spring semester of their freshman year.

Students seeking admission to the *Bachelor of Fine Arts (Art, Technology and Culture)* will apply via Portfolio Review during the fall or spring semester.

Students seeking admission to the *Bachelor of Fine Arts in Art (Studio Art)* will apply via Portfolio Review during the spring semester of their sophomore year, or after they have completed Core I and Core II courses, and twelve hours of beginning/introductory level art classes.

Students should keep a close eye on their OU email and posters around the Fred Jones Art Center for application deadlines and requirements.

Students may also choose to continue with the Bachelor of Arts in Art degree program without further application.

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

## ***Academic Probation***

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

## ***Artifacts – College of Fine Arts Academic Newsletter***

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The Academic Advisors in the Fine Arts Dean's Office maintain a course in Canvas titled "Artifacts: College of Fine Arts Academic News." This pseudo course contains information regarding upcoming dates/deadlines, policies, procedures, scholarships/award opportunities, and events. This is the primary way information will be distributed to students. Students must accept their invitation in Canvas to view Artifacts. A course invitation is distributed to students via OU Email when they are admitted as a Fine Arts major.

## ***Weitzenhoffer Family College of Fine Arts Orientation***

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Undergraduate fine arts students will have access to an online orientation session. The session covers college policies and procedures, the advisement and enrollment process within the college and graduation issues. Instructions for completing the college online orientation are sent to students via OU email.

## ***Student Advisement Resources***

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Although there are several offices on campus to help you understand your degree requirements, the ultimate responsibility is yours! Make sure you are familiar with your degree checksheet and all of its requirements. <http://checksheets.ou.edu>

**DEGREE NAVIGATOR** (<https://degree.ou.edu/>) is an online program that allows students to access their degree progress online, 24 hours a day. The program shows students what requirements they have completed and what requirements remain.

## ***Changing Degrees, Majors, or Minors***

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### **MAJOR OR DEGREE CHANGE WITHIN THE WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS**

Students who have been accepted into a new major/degree plan within the College of Fine Arts and wish to change their major or degree must email their Fine Arts Academic Advisor to declare the fine art major and schedule an advising appointment.

### **CHANGE OF COLLEGE**

Students wishing to change colleges should go to the academic advising office in college that houses the degree they would like to be admitted.

### **MINORS**

Students wishing to declare a minor must go to the advising office of the college in which the minor is housed and complete the appropriate form. The college that houses the minor will then enter the minor into the student record system. The Weitzenhoffer Family College of Fine Arts offers minors in Art, Art History, Arts Management and Entrepreneurship, Dance History, Theatre, Instrumental Jazz, Music, and Commercial Music.

## ***Flat Rate Tuition***

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"In an effort to save students money throughout their OU career, a flat rate program for full-time undergraduates was implemented in fall 2013. The rate is based on OU's current 15-credit hour rate of tuition and hourly mandatory fees. Students registered in fewer than 12 hours will continue to pay on a per credit hour basis."

For more details and FAQs visit [https://www.ou.edu/bursar/tuition\\_fees/flat-rate-tuition](https://www.ou.edu/bursar/tuition_fees/flat-rate-tuition) (Retrieved 9/3/2025)

## ***Parental Access to Student Academic Records***

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Parents of a dependent student may have access to grades and other confidential academic information under the guidelines provided in the Family Educational Rights and Privacy Act

(<https://www.ou.edu/registrar/academic-records/ferpa>) of 1974, also known as the Buckley

Amendment. Access to this information is limited to parents who claim their student as an exemption on their federal income tax return. Requests for specific grade or other academic information can be addressed to the Office of Academic Records (<https://www.ou.edu/registrar/contact>)

Each request must include a copy of the top portion of the parents' most recent tax return, showing the student's name and social security number listed as a dependent. Academic information can also be obtained by providing the Office of Academic Records with written consent of the student. If you have any questions concerning this policy, please contact the Office of Academic Records at the above address or by calling 405-325-4147.

## ***Weitzenhoffer Family College of Fine Arts Policies***

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### **MATH POLICY:**

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

### **Math Placement Assessment:**

To enroll in math at OU, students must first take the math placement assessment. At OU, students thrive in a math course that is challenging, but not beyond a student's current abilities. The Math Placement Assessment (ALEKS) helps OU students find the correct math placement, which gives them the greatest chance of success. Students can improve their math placement by completing the learning modules after the assessment. The Assessment Center will give the student override permissions for the highest level of math the student can place into, as well everything below it. This means the student does not need to take MATH 1523 (Elementary Functions) or MATH 1823 (Calculus and Analytical Geometry I) if that is where they place. The student should be told to consult with their academic advisor to discuss the math course requirement(s) for their degree.

- Students have three attempts to take the assessment.
- At the end of the assessment, the student will receive their score as well as a detailed description of their math strengths and areas to improve within the ALEKS learning module.
- If you decide to reassess, you must study in the learning module for at least ten hours before re-assessing.
- All placement test results will expire 12 months from the day the student takes the first attempt.
- More information and FAQs can be found at the Assessment Center website:  
<https://www.ou.edu/academicsuccess/departments-and-programs/assessment>.
- Students who need only one college level math course generally select one of the following courses, but can take a higher level course if they so choose:
  - MATH 1473 Math for Critical Thinking
  - PHIL 1113 Intro to Logic
  - PSY 2003 Understanding Statistics
  - COMM 2513 Introduction to Statistics

**Assessment Center** - 270 Wagner Hall, 325-4336

### **DEAN'S HONOR ROLL:**

The Weitzenhoffer Family College of Fine Arts Honor Roll is compiled at the close of each fall and spring semester. It includes students who have completed at least 12 grade point hours and have earned an average GPA of 3.50 or higher for the semester.

### **CORRESPONDENCE COURSE POLICY:**

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



### **RESIDENCY POLICY:**

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

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

### **REPEAT POLICY:**

Students may repeat any course up to four times. Only the highest of the four attempts will be used in the calculation of the student's overall GPA and total hours earned – grade forgiveness will be applied to the three lowest graded attempts. <https://www.ou.edu/registrar/academic-records/academic-forgiveness>

To request Repeat Policy visit with your academic advisor.

### **ACADEMIC REPRIEVE:**

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

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

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

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

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

The request form is available in Academic Records (Buchanan Hall, 230). Students should contact their college concerning the process for requesting a reprieve.

*OU General Catalog, Academic Records, retrieved 7/8/2024 from <http://catalog.ou.edu>*

## **PETITIONS:**

The Weitzenhoffer Family College of Fine Arts has several petitions which are used for a variety of student needs. Students needing a petition form should go to <http://ou.edu/finearts>, select “Student Resources”.

### **General Petition:**

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

- Requesting an exception to a fine arts policy.
  - Waiver of the ten-year limitation policy.
  - Any request in which a form does not already exist.
1. Student submits the petition to the School of their major
  2. The petition is approved or denied by the School
  3. The petition is forwarded to the Director of Academic Advising in the Dean’s Office for either the Dean’s approval or approval of the Fine Arts Council depending on the circumstances
  4. The Dean’s Office will notify the student of the decision and appropriate action to be taken by the student

### **Petition for Enrollment Overload:**

1. Student must have a minimum 3.00 GPA to qualify for overload permission.
2. The student must complete the University Enrollment Overload Petition and submit it to their Academic Advisor.
3. The student will be notified within 3 days of approval or denial of request.

### **Add or Drop a Course After the Deadline:**

1. The student must complete the appropriate petition form at <http://ou.edu/finearts>
2. The student must provide an explanation of the request and a justification.
3. The student must provide supporting documentation as appropriate.
4. The student must include approval to add/drop from the instructor.
5. If the request is a drop, the instructor will determine a grade of W or F.
6. If the request is an add, the instructor must verify the student’s attendance and participation in the course.
7. The student emails completed request to their Academic Advisor. The student will be notified within a week of approval or denial.

## **INTERNSHIP CREDIT:**

Enrollment for Internship credit is not permitted until the College of Fine Arts Internship Packet, available at <http://ou.edu/finearts>, is completed and approved by the Director of your School and submitted to your academic advisor.



## Graduation Requirements

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

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

1. Student must have an OU retention *and* OU combined retention grade point average of 2.50 or higher. The Music Education degree requires an OU retention and OU combined retention grade point average of 2.75 or higher.
2. Student must have successfully completed a minimum of 120 semester hours inclusive of general education, major course work, and electives. *Hours vary depending on degree.*
3. Student must earn a "C" or better in each course in their major.
4. Student must complete a minimum of 40 hours of general education approved coursework as outlined by the college and the university. <https://www.ou.edu/content/gened.html>
5. Student must complete at least one general education approved course at the upper-division level (3000 – 4000), outside the student's major. *Students should take advantage of the "Attribute Type" tool in ONE when enrolling in general education course requirements. Students can also use <http://classnav.ou.edu> when selecting courses.*
6. Student must complete a minimum of 40 hours of upper division (3000-4000 level) course work.
7. Student must fulfill the College of Fine Arts Residency Policy outlined on page 6 of this document.
8. Oklahoma State Regents policy requires each student to complete a minimum of 60 hours at a senior (4 year) institution.
9. **Student must complete a senior graduation check with their College of Fine Arts Academic Advisor, the semester before they plan to graduate.**
10. Student must complete the University Application for Graduation at [one.ou.edu](http://one.ou.edu) by the University designated deadline. This application must be on file with the University Records Office in order for the student to officially graduate from the university.

### **LATIN HONORIFICS, GRADUATING WITH DISTINCTION**

Based on Combined Retention GPA: includes all courses taken with repeat, reprieve and renewal policies applied, Overall Transcript Total.

- cum Laude (3.60 to 3.74)
  - Magna cum Laude (3.75 to 3.89)
  - Summa cum Laude (3.90 to 4.00)
- 
- Minimum of 60 hours taken at OU
  - No disciplinary Academic Integrity action

## ***Student Organizations***

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### **DEAN'S STUDENT ADVISORY COUNCIL:**

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

### **OU SCHOOL OF VISUAL ARTS**

Art History Association

Red Clay Faction (ceramics)

Art Museum Ambassadors

Graphic Design Association

New Media Collective

Print Club

For more information, contact OU SoVA main office: Fred Jones Art Center, Rm. 202, phone 325-2691

### **SCHOOL OF DANCE**

Oklahoma Festival Ballet

Contemporary Dance Oklahoma

For more information on these organizations, contact the School of Dance main office:

Reynolds Performing Arts Center, Rm. 1000, phone 325-4051

### **SCHOOL OF DRAMA**

Alpha Psi Omega

Drama Student Senate

Student Theatre Initiative

Spacechangers

For more information on these organizations, contact the School of Drama main office:

Old Science Hall, Rm. 121, 325-4021

### **SCHOOL OF MUSIC**

Phi Mu Alpha Sinfonia

Sigma Alpha Iota

Kappa Kappa Psi & Tau Beta Sigma

Music Teachers National Association

Graduate Music Student Association

Collegiate National Association for Music Education

For more information on these organizations, contact the School of Music main office:

Catlett Music Center, Rm. 138, phone 325-2081

**For a complete list of OU Student Organizations visit:**

**<https://www.ou.edu/rso>**

## ***Student Concerns***

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

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

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

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

If you've been the victim of harassment, please know the university has available resources to assist you. OU Advocates (405) 615-0013 is a confidential resource and its staff stand ready to listen and help. Additionally, the university's Institutional Equity Office (405) 325-3546 investigates allegations of sexual misconduct and the university maintains a 24/7 confidential, anonymous reporting hotline, which may be accessed by phone at (844) 428-6531 or online ([www.ou.ethicspoint.com](http://www.ou.ethicspoint.com)).

The OU Behavior Intervention Team (BIT) helps keep our community healthy and safe. You are an important member of the team. Your reports allow the team to reach out to individuals and provide appropriate intervention and support. With your help, the team is better able to keep the campus a safe environment in which students, faculty and staff may live, study and work. For information on when to contact BIT and how to file a report go to <http://www.ou.edu/normanbit/when-to-contact-bit>.

## ***Scholarships***

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Students who are majors in the Weitzenhoffer Family College of Fine Arts are encouraged to apply for scholarship support. The OU CASH (centralized academic scholarship hub) application is available each year beginning October 1<sup>st</sup> at <https://www.ou.edu/sfc/scholarships>, the application closes February 1<sup>st</sup>. The individual Schools within the College of Fine Arts award scholarships based on specific criteria regarding a student's major, talent, merit, or need. Initial scholarship considerations and offers are made following admission auditions in the spring. On occasion, the Dean's Office grants minimal scholarships to students who have exhausted all other financial resources. Scholarships awarded by the dean are based on merit, specific financial need, and unusual circumstances. Students must complete the CASH application every year.

## ***Address Update and Emergency Alerts***

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To receive emergency alerts from the University such as a tornado, fire, snow/ice and other campus related issues, make sure your contact information is updated at <http://one.ou.edu> under "Account Settings."