

The UNIVERSITY of OKLAHOMA®

Weitzenhoffer Family College of
FINE ARTS

POLICIES AND PROCEDURES 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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WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS RESOURCES

www.ou.edu/finearts

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SCHOOL OF DANCE**

325-7370, FJC 122

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325-2081, sliang@ou.edu
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OU SCHOOL OF VISUAL ARTS

325-2691, FJC 202

<http://art.ou.edu>

PROF, PETE FROSLIE, DIRECTOR

SCHOOL OF DANCE

325-4051, RPAC 1000

<http://dance.ou.edu>

PROF. MICHAEL BEARDEN, DIRECTOR

PEGGY DOW HELMERICH

SCHOOL OF DRAMA

325-4021, OSH 121

<http://drama.ou.edu>

PROF. JON YOUNG, INTERIM DIRECTOR

SCHOOL OF MUSIC

325-2081 CMC 138

<http://music.ou.edu>

PROF. JONATHAN NICHOL, INTERIM DIRECTOR

A. MAX WEITZENHOFFER

SCHOOL OF MUSICAL THEATRE

325-0538, CH 104

<http://musicaltheatre.ou.edu>

PROF. ASHTON BYRUM, DIRECTOR

FORMS & PETITIONS YOU CAN FIND ON THE WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS WEBSITE

<http://ou.edu/content/finearts/resources/student-opportunities/forms.html>

- Request for Internship Credit
- General Petition
- Petition to Add or Drop a course after the deadline
- Concurrent Enrollment Request
- Academic Appeals Petition
- Fine Arts Minor Checksheets
- Change or Addition of Major/Minor
- Enrollment Overload Petition

STUDENT RESOURCES ON THE FINE ARTS WEBSITE

<http://ou.edu/finearts> go to "Student Resources"

- Admissions, Records & Enrollment Services
- Assessment Center
- Student Learning Center/Action Tutoring
- Degree Navigator
- Education Abroad/ International Programs
- Academic Calendar
- Career Services
- Counseling & Testing
- OU Catalog
- Financial Aid
- Goddard Health Center
- Graduation Office/Compass Network
- Computer Labs
- Honors College
- Correspondence Study (CLEP)
- Writing Center
- Intersession
- Transfer Equivalency Table
- Undergraduate Degree Sheets
- Disability Resource Center
- SafeWalk
- Address Update

ARTIFACTS NEWSLETTER

Each month Fine Arts majors will receive *Artifacts*, the College of Fine Arts E-Newsletter, via their OU Email. Each issue of *Artifacts* will include information regarding upcoming dates, deadlines, events, policies, scholarship opportunities and noteworthy information. If students are not receiving the newsletter at the beginning of each month, they should contact the Fine Arts Dean's Office.

TUTORING RESOURCES

GRADUATE SOONER! TUTORING RESOURCES:

www.ou.edu/tutoring

Action Tutoring:

http://www.ou.edu/content/univcoll/action_tutoring.html

Writing Center:

www.ou.edu/writingcenter

Student Learning Center:

<http://www.ou.edu/studentsuccess.html>

Mathematics Help Center:

<http://www.math.ou.edu/undergrad/mathcenter.html>

Project Threshold:

www.ou.edu/threshold

University Libraries:

<http://libraries.ou.edu>

FINE ARTS ORIENTATION

Undergraduate fine arts students are required to complete an online orientation session after they have earned 24 hours and are in their first semester in the Weitzenhoffer Family College of Fine Arts. The session covers college policies and procedures, the advisement and enrollment process within the college, and graduation issues. During the online orientation, students will learn how to access the College of Fine Arts Policies and Procedures Guide on the College of Fine Arts website. Instructions for completing the online new student orientation are sent to students via OU email.

ADVISING PROCESS

Students who have earned grades in fewer than 24 credit hours:

- must contact University College for advisement: <http://iadvise.ou.edu>
- members of the OU Scholars Program must schedule an advising appointment with their OU Scholars Office advisor: <http://iadvise.ou.edu>

Students that have earned 24 credit hours, or more, will follow the steps outlined below.

1) Advisement:

Students in the Weitzenhoffer Family College of Fine Arts are required to meet with a faculty adviser each semester on the school designated Advising Day(s). These days are announced in class and are posted in the various buildings. In addition, the information is emailed to each student's OU email address in the monthly college eNewsletter, *Artifacts*, and in an individual message.

Currently enrolled students should proceed to their assigned faculty adviser for advisement.

Newly admitted students declaring a major in the Schools of Art and Art History, Dance, Drama, Music and Musical Theatre must audition or submit a portfolio and be accepted into a specific degree plan prior to advisement and enrollment.

2) At the Advising Session:

- Students must come prepared with a proposed schedule and a degree plan for graduation to discuss with their faculty adviser.
- The faculty adviser will complete an advising form with a preferred list of classes for enrollment and additional alternative classes in case of schedule conflicts or closures.
- The faculty adviser, or the School office, must enter "overrides" (special permissions) in oZONE for enrollment in permission only major courses.
- The faculty adviser will give the student a white and a yellow copy of the advisement form.
- Although college and faculty advisers are available to help students plan their programs of study, the individual student has a responsibility to know the degree requirements for their declared major and the college policies which impact their degree and graduation as listed in the university catalog.

3) Enrollment:

- **After being advised, the student must take the yellow copy of the advisement form to the Fine Arts Dean's Office.**
- The Dean's Office receptionist will keep the yellow copy and remove the student's electronic advising flag in oZONE, provided the student does not have a "college stop" on their enrollment. Students with a college stop will receive further instructions. Students may have other types of registration holds/stops that will keep them from being able to enroll (Bursar, Admissions, Student Affairs, Student Conduct, Legal Counsel, Registrar, etc.). The student must contact the appropriate office and resolve those issues before enrollment can take place.
- Although students cannot enroll through the <http://classnav.ou.edu> website, some find it more user friendly when searching for classes, especially general education approved courses.
- Students may then proceed to enroll for the semester through the online enrollment system at <http://ozone.ou.edu>. Instructions for enrolling online are available on the website. Use the "Attribution Type" tool to find General Education course options.

COMMON ENROLLMENT ISSUES

Time Conflict

If there is a time conflict between two classes and one of the instructors agrees to allow the student to arrive a few minutes late, or to leave a few minutes early, the instructors will need to sign a "Course Time Conflict" form (available in the Fine Arts Dean's Office or on the Fine Arts website) and an "Add Form". The student must take the forms to the Office of Enrollment Services (Buchanan Hall, Rm. 230) and they will enroll the student in the conflicting course. Please note that only the Enrollment Services Office staff can enroll students in time conflicting courses.

Enrollment Error Message

If you see an error message while you are enrolling online, please contact the Fine Arts Dean's Office, 405-325-7370. They will need to know the exact wording of the error message.

Maximum Hours Exceeded

Term	Weeks	Normal Max	Full Time Enrollment
Fall/Spring	16	19	12-19 hours for undergraduates
Summer	12	14	6-9 hours for undergraduates
Intersession	3-4	3	3-4 hours

If a student wishes to enroll in more than the Normal Max number of hours allowed, then they must complete a *Petition for Enrollment Overload*. To qualify for overload permission a student must have a minimum of 3.00 OU and Combined Retention GPAs. Enrollment Overload Petitions are available in the Fine Arts Dean's Office or on the Fine Arts website.

Advising Stop and College Stop

All students will have an Advising Stop until the yellow copy of their Advisement Form has been turned in to the Fine Arts Dean's Office. A College Stop occurs if a student has a math deficiency or is on probation. Contact the Fine Arts Dean's Office (405-325-7370) if you have questions regarding stops on your enrollment.

Adding a Class

Students may add a class during the **first** week of classes for Fall and Spring *without* instructor approval. Add the class online through oZONE.

Students may add a class during the **second** week of classes for the Fall and Spring semester *with approval of instructors* and an override permission.

Third through last week of Fall and Spring semesters: a petition and late add form, signed by the instructor, must be approved by the Dean's office.

Dropping a Class

Students may drop a class without additional charges or grading penalties **through the end of the second week of classes** in the Fall or Spring session. Courses may be dropped through oZONE during this time period.

Third through tenth week of Fall and Spring session: Students may drop courses during this time with an automatic grade of "W" on your transcript. Go to the Enrollment Services office (Buchanan Hall 230) to drop a class.

Eleventh week through end of classes in Fall and Spring: Students must petition the Dean's office for permission to drop a class and have the instructor sign a drop slip indicating a grade of W or F. The "University Petition to Drop After the Deadline" is available in the Fine Arts Dean's Office or on the Fine Arts website. The Drop Form is also available in the Fine Arts Dean's Office.

University Drop Policy

Limits students to five (5) drops with the grade of W during the student's undergraduate career at OU.

- Dropping a class with a W prior to fall 2011 does not count against the student's five-drop limit.
- Any Ws on a transcript from other institutions do not count against the limit.
- When a student has reached the five-drop limit, s/he will not be allowed to drop any courses after the two-week "free drop" period.
- After the five-drop limit has been reached, a student may petition for an exception to policy based on *documented* extreme and extenuating circumstances.

GRADUATION REQUIREMENTS

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

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

- ✓ Student must have OU Retention *and* Combined Retention grade point averages of 2.50 or higher. Effective with summer 2013 incoming students, the Music Education degree requires a 2.75 OU Retention and OU Combined Retention grade point average.
- ✓ 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.*
- ✓ Student must earn a "C" or better in each course in his/her major.
- ✓ Student must complete a minimum of 40 hours of general education approved coursework as outlined by the college and the university. <http://www.ou.edu/content/gened.html>
- ✓ Students must complete at least one general education approved course at the upper-division level (3000 – 4000), outside the student's major. *Students should take advantage of the "Attribute Type" tool in oZONE when enrolling in general education course requirements. Students can also search for general education approved classes at <http://classnav.ou.edu>.*
- ✓ Student must complete a minimum of 40 hours of upper division (3000-4000 level) course work.
- ✓ Oklahoma State Regents policy requires each student to complete a minimum of 60 hours at a senior (4 year) institution.
- ✓ Student must fulfill the College of Fine Arts Residency Policy requirements outlined on page 7 of this Policies and Procedures Guide.
- ✓ **Student must complete a senior graduation check with an academic counselor in the Fine Arts Dean's Office.**
- ✓ Student must complete the online University Application for Graduation at <http://ozone.ou.edu> by the University designated deadline. This application must be on file with the University Academic Records Office in order for the student to officially graduate from the university.

DEGREES WITH DISTINCTION POLICY

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

Approved by Fine Arts Council
November 15, 2000

SENIOR GRADUATION CHECK

Student must complete a Graduation Check at least *one semester before* they plan to graduate. To schedule a Graduation Check go to <http://iadvise.ou.edu> , to make an appointment with one of the Academic Counselors.

MATH FACTS

College of Fine Arts 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 Deficient from High School:

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

Advisement:

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

Math Placement Exam:

In order to enroll in math at OU, students must first take the ALEKS math placement. The exam determines what level of math the student remembers from high school and places them accordingly. It will test them over material from basic math skills to calculus. *The Assessment Center will give the student enrollment overrides for the highest level of math the student can place into*, and everything below it. This does not mean that the student must take Math 1523, Elementary Functions, or 1823, Calculus, if that is where they place. They may take the basic college math options if they so choose.

- The exam is not timed.
- Students may take the exam three times; only the first attempt is unproctored.
- Placement scores are valid for one calendar year.
- Most fine arts students take one of the following courses:
 - MATH 1473-*Math for Critical Thinking*
 - COMM 2513-*Introduction to Statistics*
 - PHIL 1113-*Introduction to Logic*
 - PSY 2003-*Understanding Statistics*

Assessment Center: Wagner Hall, 270; 325-4336

FLAT RATE TUITION

"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 www.ou.edu/bursar/flat-rate-tuition.html (Retrieved 7/6/15)

CORRESPONDENCE COURSE POLICY

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

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

RESIDENCY POLICY

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

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

"Policy set forth by the Oklahoma State Regents for Higher Education that allows for the exclusion from the retention GPA of hours of repeated courses in which the original grade was a D or F up to a maximum of four courses, not to exceed 18 hours."

OU General Catalog, Glossary of Terms & Abbreviations, retrieved 8/2/2013 from <http://catalog.ou.edu>.

"Only the second grade will be included in the calculation of the retention/graduation grade point average. The original grade will still appear on the student's permanent record, but will not be calculated into the student's retention/graduation grade point average or total hours earned."

OU General Catalog, Academic Records, retrieved 8/2/2013 from <http://catalog.ou.edu>.

To file for Repeat Policy visit with one of the Academic Counselors in the Dean's Office, FJC 122.

Petitions

The Weitzenhoffer Family College of Fine Arts has several petitions which are used for a variety of student needs. Students needing a petition form should go to the Fine Arts Dean's Office, FJC 122, to receive a copy and further instructions. Petitions are also available online at www.ou.edu/finearts (select "Student Resources" -> "Forms").

General Petition Process:

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

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

1. Student submits the petition to the School of their major.
2. The petition is approved or denied by the School.
3. The petition is forwarded to the Coordinator of Undergraduate Programs for approval by the Dean's Office.
4. The Dean's Office will notify the student of the decision and appropriate action to be taken by the student.

Add or Drop a Course After the Deadline:

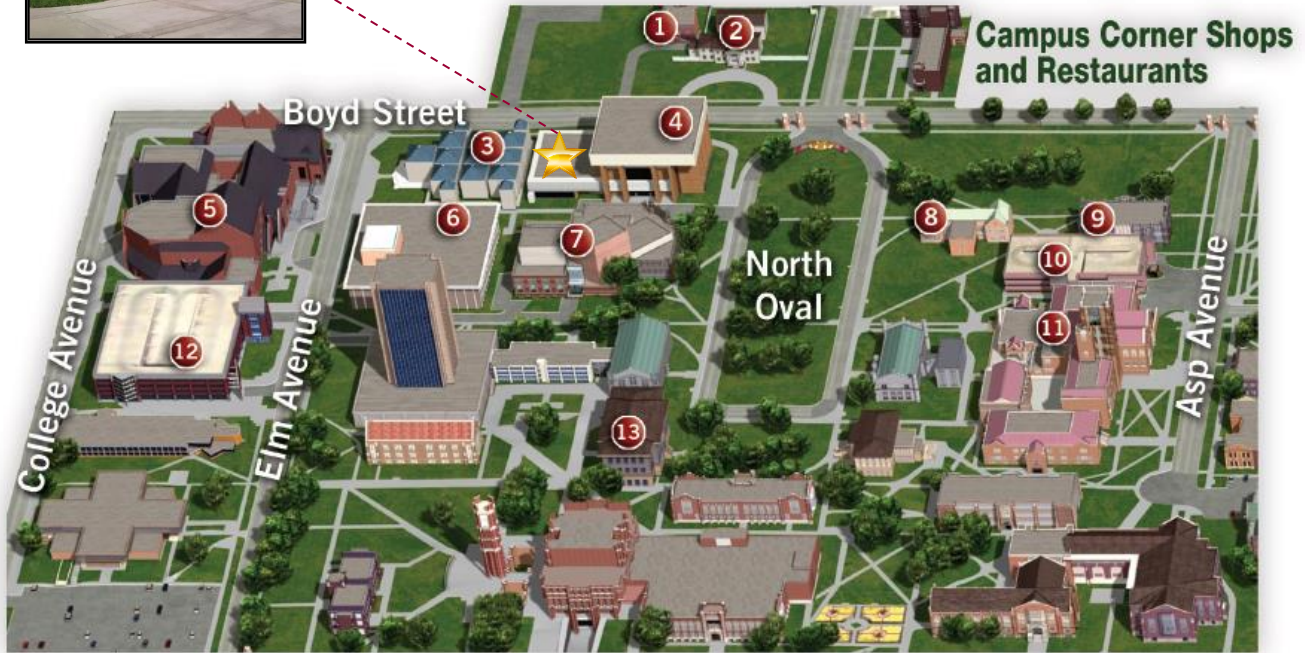
1. The student must complete the appropriate petition form from the Fine Arts Dean's Office.
2. The student must provide an explanation of the request and a justification.
3. The student must provide supporting documentation as appropriate.
4. The student must include a completed Add/Drop form signed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

Petition for Enrollment Overload:

1. Student must have a minimum 3.00 OU and Combined Retention GPAs to qualify for overload permission.
2. The student must complete the appropriate petition form from the Fine Arts Dean's Office.
3. The student will be notified within 3 business days of approval or denial of request.



*Fine Arts Dean's Office
Fred Jones Center, Suite 122
405-325-7370*



The UNIVERSITY of OKLAHOMA OU ARTS DISTRICT

The University of Oklahoma is an equal opportunity institution.

Campus Buildings

- 1 Charles Russell Center (Old Faculty Club)
- 2 Boyd House
- 3 Fred Jones Jr. Museum of Art
- 4 Fred Jones Art Center – Lightwell Gallery
- 5 Catlett Music Center – Kerr Gothic Hall, Sharp Concert Hall, Pitman Recital Hall and Fine Arts Box Office
- 6 Fine Arts Center – Rupel Jones Jr. Theatre and Weitzenhoffer Theatre
- 7 Reynolds Performing Arts Center – Holmberg Hall Stage
- 8 Jacobson Hall – Visitors Center
- 9 Carpenter Hall
- 10 Oklahoma Memorial Union Parking Center
- 11 Oklahoma Memorial Union
- 12 Elm Avenue Parking Garage
- 13 Old Science Hall – Lab Theatre and Gilson Theatre