

# OUHSC POLICIES AND PROCEDURES

## 4.1 - Academic Workload

There are limits on the maximum number of credit hours a student may enroll in each semester.

Undergraduate students may enroll in up to twenty (20) hours during the fall and spring semesters and up to ten (10) hours in a summer session.

With the dean's approval, an undergraduate student may enroll in up to twenty-four (24) hours during a fall or spring semester, or up to twelve (12) hours in a summer term.

Graduate students may enroll in up to sixteen (16) hours in the fall and spring semesters and up to nine (9) hours in a summer session.

Professional students should check on specific enrollment policies with the college dean's office.

The maximum student overload in any given semester or term is limited to a number of semester-credit-hours which is 50 percent greater than the total number of weeks in the applicable academic term. A student simultaneously enrolled in two or more institutions should not exceed the standards set forth in this policy.

## 4.2 - Academic Probation, Suspension, and Dismissal

Updated: 8/13/2024

Continued enrollment at OU Health Sciences requires maintaining satisfactory academic performance levels. Students who do not maintain satisfactory progress towards their academic objective as indicated below will be placed on probation, suspension, or dismissal. Refer to each college dean's office for the policies regarding standards of scholarship.

### PROBATION

Students not maintaining satisfactory progress will be placed on academic probation for the upcoming semester at the end of which time they must have met the minimum standard required to continue as a student in good standing. Undergraduate students enrolled on probation may be continued on probation provided they earn a 2.0 grade point average on that semester's work. An undergraduate student enrolled on probation who fails to raise his/her cumulative grade point average to a minimum requirement or earn a 2.0 grade point average on work taken while enrolled on probation may be suspended or dismissed for poor scholarship. Graduate College students must maintain a 3.0 grade point average to remain in good standing. Students enrolled in professional programs should check with their respective colleges for the minimum academic standards required to maintain good academic standing.

### SUSPENSION

Students suspended for academic or disciplinary reasons are ineligible to continue in their program until they have met the terms outlined in their suspension letter. After a student has returned to the program following suspension, he/she must meet any specific conditions established by the dean of his/her college for retention. Any student who has been

suspended should contact the OU Health Sciences Recruitment and Admissions for instruction.

### DISMISSAL

Students dismissed from their program for academic or disciplinary reasons may apply for readmission to the University. Readmission is decided on an individual basis and is not automatic. If a student is readmitted to the University following dismissal, he/she must meet any specific conditions established by the dean of his/her college for retention. A student who has been suspended (dismissed) twice from the University is not eligible for consideration for readmission until that student has attended another accredited college or university and raised his/her GPA to the University's retention standards.

## 4.3 - Administrative Withdrawal

Updated: 8/13/2024

An administrative withdrawal "AW" may be assigned to indicate that a student has been involuntarily withdrawn by the University. Students may receive an "AW" for disciplinary reasons, financial reasons, or inadequate attendance. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral and are approved by the Vice Provost for Academic Affairs & Faculty Development.

For assistance, please contact your college or OU Health Sciences Recruitment and Admissions at (405) 271-2359.

## 4.4 - Admissions

Updated: 8/13/2024

Admission decisions at OU Health Sciences are based on a strong academic record as well as personal and occupational achievements, ambition, resourcefulness, and leadership qualities. The University recognizes that each individual brings unique abilities to the University community. The OU Health Sciences, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. The types of admission include undergraduate, graduate, and professional level. Admission requirements, application materials, and application fees vary by college. Before applying, students should seek advisement through the student affairs office for the respective college.

### 4.4.1 - Admission/Enrollment as a Special Student

Updated: 8/13/2024

An applicant who does not desire to pursue a degree program may seek admission as a Special Student only after advisement from the department housing the program. Special Student status is granted under restricted circumstances such as professional advancement or recertification. Special Student status is not granted to students wishing to enhance their application.

Special Student status does not ensure acceptance into a degree program. Special students are not eligible for financial aid. International students attending on an F1 visa are not eligible to enroll as a Special Student.

Special Students must apply through the online application (<https://apps.ouhsc.edu/admissions/>). The application deadline for Special

Students is two (2) weeks before the first day of class. Enrollment must be completed one (1) week prior to the start of class in any term.

Enrollment as a Special Student is subject to the approval of the college, instructor(s) and the Graduate College dean (if applicable). Graduate College applicants must hold a baccalaureate degree from a U.S. accredited college or university.

Enrollment is limited to a maximum of twelve (12) semester hours or three (3) terms, whichever comes first. A maximum of twelve (12) credit hours earned as a Special Student may be applied as credit toward a degree if approved by the admitting program or college dean. Credit earned as a Special Student may be petitioned to be counted toward a degree program provided the criteria for full standing admission is met at the time of admission.

For assistance, please contact the college offering the course or OU Health Sciences Recruitment and Admissions at (405) 271-2359.

#### 4.4.2 - English Language Proficiency

Updated: 8/13/2024

Proficiency in reading, writing, speaking, and understanding English is essential to the success of students at OU Health Sciences. Each applicant whose first language is not English is required to demonstrate English proficiency by achieving a satisfactory score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Minimum scores vary by department and are viewable on the OU Health Sciences Recruitment and Admissions (<https://admissions.ouhsc.edu/>) website.

Official TOEFL scores must be reported directly from the testing agency to OU Health Sciences using institution code 6902. IELTS scores must be sent by the applicant to [Admissions@ouhsc.edu](mailto:Admissions@ouhsc.edu) and scores will be verified by OU Health Sciences Recruitment and Admissions staff.

Applicants born abroad to parents with U.S. native citizenship are exempt from the English Proficiency requirement. A copy of the U.S. birth certificate or passport will be required as verification.

Scores must be less than two years old by the start of the term in which the student applies. Scores expire after two years and must be resubmitted. The institutional TOEFL examination completed through the University of Oklahoma, Norman campus, is acceptable. Registration and exam dates are available online at <http://cidl.ou.edu/> or by calling (405) 325-1921 or (405) 325-1208. Exams administered through institutions other than the University of Oklahoma will not be accepted.

OU Health Sciences has high standards for English proficiency, therefore it does not waive the TOEFL requirement for transferring students with completion of 24 semester hours of coursework from the U.S. unless stated on the OU Health Sciences Recruitment and Admissions (<https://admissions.ouhsc.edu/>) website. An application is not complete until the English proficiency requirement is met.

To register for an examination contact:

TOEFL (<https://www.ets.org/toefl.html>)

IELTS (<http://www.ielts.org/usa/>)

Applicants who do not meet the minimum score requirement but have compelling documentation of having English proficiency may request an exception waiver through the Apply OUHSC application (<https://apps.ouhsc.edu/admissions/>). Final decisions are determined by the college and are not guaranteed.

#### 4.4.3 - In-State/Out-of-State Residency Policy and Petition

Updated: 8/13/2024

OU Health Sciences is a state tax-supported institution of higher education supported by legislative funds derived from State of Oklahoma tax revenue. As a state tax-supported institution, the University gives preference in tuition pricing to residents of the State of Oklahoma.

The University's definition of the term "resident" may be different from the definitions developed by other agencies or institutions. The University does not recognize declarations of resident status made by other agencies. Thus, a person who is an Oklahoma resident for tax or voting purposes is not necessarily a resident for OU Health Sciences tuition purposes. Mere assertion by a student such as checking "In-State" on the application for admission is insufficient.

The University follows the Oklahoma State Regents for Higher Education Policy Statement on Residency Status for Tuition Purposes. The full text of the policy can be found in Section 3.18 of the Oklahoma State Regents Policy and Procedures Manual (<https://www.okhighered.org/state-system/policy-procedures/>).

OU Health Sciences Recruitment and Admissions is authorized to make determinations for in-state/out-of-state classification for its individual students, either at the time of initial application, or as the result of a petition for in-state residency. If you have any questions regarding residency status or the petitioning process, contact [Admissions@ouhsc.edu](mailto:Admissions@ouhsc.edu) or call (405) 271-2359.

Petition for Oklahoma Residency Form ([https://admissions.ouhsc.edu/Portals/1047/assets/documents/In-state%20out-of-state%20tuition%20policy/Res%20Pet%20-%20PRODUCTION\\_062022.pdf?ver=2022-06-22-143925-073](https://admissions.ouhsc.edu/Portals/1047/assets/documents/In-state%20out-of-state%20tuition%20policy/Res%20Pet%20-%20PRODUCTION_062022.pdf?ver=2022-06-22-143925-073))

#### 4.4.4 - Transfer Credit Policy

Updated: 8/15/2024

Transfer Credit is approved when courses completed from previous institutions of higher education may be used to fill a prerequisite or to meet a general education requirement. To help in your educational planning, The University of Oklahoma Office of Admissions and Recruitment has developed course equivalency tables (<http://www.ou.edu/content/admissions/apply/transfer-credits/transfer-equivalencies.html>) for the two-year and some four-year institutions in Oklahoma. Transfer courses that do not have an exact OU equivalent, but have been approved for general education credit, also appear on this list.

Courses that have no OU equivalent will transfer to the University and often can be applied toward a degree. The course may substitute for required courses or transfer as elective credit. The degree-granting college will evaluate all transfer courses for equivalency and determine how each course will apply toward the OU Health Sciences degree. If a transfer course has not been approved for equivalency previously, it is necessary to begin the petition process with a completed Petition for Transfer Course Review Form (<https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/Transfer%20Credit%20Petition2024.pdf?ver=ApY0FRJNTwW4eyVF4ThJKw%3d%3d>) and syllabus. The instructions and mailing address are included on the form. Use one form for each course to be reviewed.

Upon receipt, OU Health Sciences Recruitment and Admissions, in accordance with the current University of Oklahoma course evaluator

guidelines, will review the petition content and the course syllabus for equivalency to the corresponding OU course. OU Health Sciences Recruitment and Admissions may approve or deny equivalency, or recommend the course be considered for substitution by the degree-granting college. Once a determination is made by the University, the petitioner will be notified.

#### 4.4.5 - Military Service Credit

Updated: 8/13/2024

The University awards credit for educational experience during military service according to the recommendations of the American Council on Education as published in "The Guide to the Evaluation of Military Experiences in the Armed Services." Policies governing the acceptance of credit awarded for military experience toward satisfying degree requirements vary among the degree-granting colleges of the University.

Students should contact their college academic advisement office for specific information on the applicability of this type of credit toward degree requirements. General questions concerning the evaluation of educational experience in the armed services should be directed to OU Health Sciences Recruitment and Admissions.

The grade of S (satisfactory) is assigned to all credit awarded for military training.

Students with educational experiences in the military must submit the following military records to OU Health Sciences Recruitment and Admissions for review.

- Army, Navy, Coast Guard, and Marine Corps: Submit an official Joint Services Transcript. Students may request a Joint Services Transcript be sent electronically to the University.
- Air Force personnel and veterans: Guidance for requesting Air University (AU) and Community College of the Air Force (CCAF) transcripts has been consolidated under the Air University Registrar's Office. All requests must be made through the AU Service Desk. To order an official transcript, please visit Air University Office of the Registrar (<https://www.airuniversity.af.edu/Registrar/Transcript-Requests/>).
- DANTES/USAFI: Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support) or USAFI (United States Armed Forces Institute—tests taken prior to July 1, 1974). Many tests taken under the auspices of DANTES or USAFI carry American Council on Education credit recommendations recognized by the University. Official DANTES transcripts can be ordered from Thomson Prometric, P.O. Box 6604, Princeton, NJ 08541-6604, (877) 471-9860 (toll free). A transcript of USAFI courses or tests completed prior to July 1, 1974, may be obtained from Thomson Prometric, P.O. Box 6605, Princeton, NJ 08541-6605. Visit DSST (<https://getcollegecredit.com/>) to learn more.
- DANTES tests (DSSTs) can also be taken by people who are not in the military. Visit DSST (<http://getcollegecredit.com/>) to learn more.

#### 4.4.6 - Advanced Placement (AP)

Updated: 8/13/2024

Advanced Placement (AP) is administered by the College Entrance Examination Board—this program allows high school students to take examinations for credit at the college level. High School counselors will assist students with testing arrangements. Effective July 1, 2021, House Bill 2750 states institutions of higher education within the Oklahoma State System of Higher Education shall not require an Advanced

Placement Exam score higher than 3 to award credit. Scores of 1 and 2 are not acceptable for credit. The following is a link for which OU awards credit, and the credit awarded for various scores received Advanced Placement Programs (<https://www.ou.edu/admissions/apply/transfer-credits/advanced-placement.html>).

For questions concerning AP services call (888) 225-5427 (toll free) or visit AP Central (<http://apcentral.collegeboard.org/>).

### 4.5 - Affiliation Agreements and Student Placements

Updated: 8/13/2024

University policy requires that any off site entity supervising or providing clinical instruction to University students enter into a mutually acceptable affiliation agreement with the University of Oklahoma Board of Regents.

Students should consult with their department prior to making any arrangements with a facility as a student may not attend a rotation at an off-site entity unless there is a fully executed agreement in place.

The Clinical Affiliation Policies and Procedures (<https://admissions.ouhsc.edu/Faculty-Administration/Educational-Affiliation-Policies-and-Procedures/>) are located on the OU Health Sciences Recruitment and Admissions website.

### 4.6 - Enrollment

#### 4.6.1 - Auditing Courses

Audit enrollment is non-credit bearing and is used by students who want to take a class for information, not to count toward a degree. Students enrolling as an auditor must meet the following guidelines:

1. Enrollment as an auditor is permitted in all courses, subject to the approval of the instructor(s) and the dean of the college in which the course(s) is offered.
2. Initial enrollment as an auditor must be completed by the last day permitted for late enrollment for credit in any semester or term.
3. Enrollment as an auditor is indicated with an "AU" or "W" grade on the student's permanent academic record and no credit/clock hour value is designated.
4. A change of enrollment from audit to credit is made no later than the end of the second week of classes in a regular semester or the first week of classes in a summer term, with the instructor and college dean approval.
5. A change of enrollment from credit to audit may be made for Undergraduate students during the first two (2) weeks of classes in a semester or first (1) week of classes in a summer term, provided the student is passing in the course at the time the change is processed and provided the student has received approval from the instructor. A change of enrollment from credit to audit may be made for Graduate and Professional students during the first ten (10) weeks of classes in a semester, or five (5) weeks of classes in a summer term. This requires a report of progress from the student's instructor. A change of enrollment to audit supersedes the original enrollment for credit, and no withdrawal from the credit enrollment is posted on the student's academic record.
6. Fee charges and refund policies for audit enrollments are the same as for credit enrollments. A student enrolled "exclusively" as an auditor may withdraw only during the fee refund period and the enrollment

will be cancelled. No entry will be made on the permanent academic record.

#### Fee Waivers for Auditing of Courses

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

### 4.6.2 - Enrollment Changes (Cancellation, Add, Drop, and Withdrawal)

Updated: 8/13/2024

#### CANCELLATION PROCEDURE:

Registration may be cancelled at any time before the scheduled first day of classes without financial obligation to the University. Students who have received a financial aid disbursement for the term for which they are cancelling should contact the Bursar's Office. Financial Aid received will be due back to the University so it may be returned to the lender when enrollments are cancelled at 100%.

#### ADD/DROP PROCEDURE:

After a student has completed an initial registration for a particular term, he/she will be permitted to add new course(s) or drop course(s) with the approval of the instructor and dean of the college when required. The final date to process an initial enrollment falls on the last day of the first week of classes (third day of a summer session).

A student may add course(s) through the fifth day of a regular semester or the third day of an eight-week summer session. A student who drops course(s) during the first two weeks of classes (first week of a summer session) receives no grade.

Undergraduate students: From the third week (second week of a summer session) through the twelfth week (sixth week of a summer session), any student who drops a course will receive an automatic grade of "W." "W" (meaning withdrawal) is a neutral grade given to a student who drops a course with a passing grade. From the thirteenth week (seventh week of a summer session) through the end of classes, any student who drops a course will receive a grade of "W" or "F" assigned by the instructor.

Graduate and Professional students: From the third week (second week of a summer session) through the tenth week (fifth week of a summer session), any student who drops a course will receive an automatic grade of "W." From the eleventh week through the end of classes, any student who drops a course will receive a grade of "W" or "F" assigned by the instructor.

After the tenth week (fifth week of a summer session) for Graduate and Professional students and twelfth week (sixth week of a summer session) for Undergraduate students through the remainder of the term, drops are not permitted except by direct petition to the dean of the college in which the student is enrolled. The student who drops with permission of the dean will receive a final grade of "W" or "F" at the discretion of the instructor.

A student may not drop any course in which a violation of academic integrity is pending against the student.

International students need to consult with an Office of Immigration Services Advisor before dropping courses or withdrawing for the

semester. Dropping below full-time can put a student's visa status in jeopardy.

VA students need to notify the OU Health Sciences Recruitment and Admissions VA Coordinator of any course changes for the semester to see what courses of action are necessary to avoid an overpayment of VA Benefits.

#### WITHDRAWAL:

A withdrawal may be processed during the first two weeks of a regular term or first week of a summer term without financial obligation to the University. Withdrawing from OU Health Sciences refers to dropping all enrolled courses for a given term. Students who have received a financial aid disbursement for the term from which they are withdrawing should contact the Bursar's Office. Financial Aid received will be due back to the University so it may be returned to the lender when enrollment is withdrawn at 100%.

Withdrawal from classes after the first two weeks of a fall or spring term or the first week of a summer term does not relieve students of their financial obligation to the University, and these students will be charged 100% of the tuition and fees due the University. Students who have received a financial aid disbursement for the term from which they are withdrawing may be required to return a portion of their financial aid in accordance with federal regulations. Students should contact either the Financial Aid Office or the Bursar's Office for assistance.

Students withdrawing after classes begin should initiate their withdrawal by meeting with their Student Academic Affairs official. Graduate students should initially contact their department, and Special Students or auditors should contact OU Health Sciences Recruitment and Admissions. Students receiving financial aid will be required to obtain the Financial Aid Office's approval before processing the withdrawal.

VA students will adhere to the above refund policy in accordance with the University and Oklahoma State Regents Policies. Students need to notify the OU Health Sciences Recruitment and Admissions VA Coordinator of any course changes for the semester to see what courses of action are necessary to avoid an overpayment of VA Benefits.

Add/Drop ([https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/ADD-DROP08\\_2018.pdf](https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/ADD-DROP08_2018.pdf))/Withdrawal Forms ([https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/Withdrawal%20Request%20Form10\\_2018fillable.pdf](https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/Withdrawal%20Request%20Form10_2018fillable.pdf))/Cancellation Forms ([https://admissions.ouhsc.edu/Portals/1047/assets/Cancel6\\_2016.pdf](https://admissions.ouhsc.edu/Portals/1047/assets/Cancel6_2016.pdf))

See the official University Academic Calendar (<https://admissions.ouhsc.edu/Academic-Calendar/>) for specific add/drop/withdrawal/cancellation dates. For assistance, please contact your college or OU Health Sciences Recruitment and Admissions at (405) 271-2359.

### 4.6.3 - Enrollment Holds

Students with an enrollment hold will not be permitted to enroll until the hold is released. The student should contact the department that placed the enrollment hold. There is a \$50 late enrollment fee assessed for all enrollments completed after 5 p.m. on the last day of open enrollment.

### 4.6.4 - Enrollment Instructions

Updated: 8/13/2024

Enrollment forms and class schedules are in departmental offices and on the OU Health Sciences Recruitment and Admissions (<https://>



admissions.ouhsc.edu/) website. Students should report to their departmental office to begin enrollment unless notified of more specific instructions. GRADUATE UNCLASSIFIED students should report to the Graduate College office to begin enrollment. Students enrolling as a Special Student or Auditor must report to the college for admission and to begin enrollment.

A student who enrolls in a course without proper approval or who does not observe course prerequisites will be withdrawn from the course and refunded fees according to University policy. Refer to the college catalog, the offering department, or OU Health Sciences Recruitment and Admissions for information concerning permission and prerequisites.

PLEASE NOTE! Students attempting to enroll as a Special Student after 5 p.m. on the last day of open enrollment are considered late; therefore, a \$50 late enrollment fee is assessed to the student.

For assistance, please contact your college or OU Health Sciences Recruitment and Admissions at (405) 271-2359.

#### 4.6.5 - Full-Time Enrollment

To be considered full-time, an undergraduate student must be enrolled in at least twelve (12) or more credit hours in a fall or spring semester; at least six (6) or more credit hours in a summer session. Undergraduate students enrolled in at least nine (9) hours in a fall or spring semester will be considered three-fourth time. Students enrolled in at least six (6) hours in a fall or spring semester or three (3) hours in a summer session will be considered half-time. Undergraduate students who need federal student aid must enroll in six (6) credit hours for a summer session.

Full-time enrollment for a graduate student is (9) nine or more credit hours during the fall and spring semesters; (4) four or more credit hours during a summer session. Students enrolled in at least (5) five credit hours in a fall and spring semester or (2) two hours in a summer session will be considered half-time, as defined by the Internal Revenue Service.

A graduate assistant holding a 0.50 FTE appointment will be required to enroll in at least six (6) credit hours during the fall and spring semester and at least three (3) credit hours for a summer session to be classified as a full-time student in the Graduate College (section 2.9). Students appointed to graduate assistantships should note the special rules applying to them in the Graduate Bulletin. Students may not carry more than sixteen (16) hours per semester for graduate credit or more than nine (9) semester hours per summer session without the permission of the Graduate College Dean.

Many professional programs (i.e., dental, medical, physician assistant or associate, and pharmacy) require students to be enrolled full-time. In the event these students are required to repeat one or more courses, the enrollment status will be determined on a percentage basis. Professional students should contact their colleges for full-time requirements.

The term "enrolled" does not include exempt or audit hours, credit earned through correspondence, or credit by advanced standing examinations.

#### 4.6.6 - Full-Time Enrollment for Graduate Research Assistants

Students enrolled in the Graduate College seeking an MS or PhD degree may be appointed as a graduate assistant by the Graduate College. Most graduate assistants on the OUHSC campus are employed as graduate research assistants.

Guidelines for employment as a graduate assistant are listed on the Graduate College website (<http://graduate.ouhsc.edu/>).

#### 4.6.7 - Intercampus Enrollment

Updated: 8/13/2024

University of Oklahoma Health Sciences Student Enrolling in Norman Campus Courses

To enroll in Norman campus courses, University of Oklahoma Health Sciences students must receive permission from their OU Health Sciences college. The OU Health Sciences college will contact OU Health Sciences Recruitment and Admissions to process the Norman campus enrollment.

All Norman Intercampus enrollments--adding, dropping, cancelling, or withdrawing from courses--must be processed by OU Health Sciences Recruitment and Admissions. OU Health Sciences students should not use the Norman online enrollment system to process Norman enrollment.

Norman campus will bill for all tuition and fees that are to be paid to the OU Bursar, located in Buchanan Hall. The OU Health Sciences Bursar will bill for all tuition and fees that are to be paid to the OU Health Sciences Bursar, 865 Research Parkway, Suite 240, Oklahoma City. Norman campus courses will be listed on the OU Health Sciences student's transcript.

Financial Aid for eligible students is awarded at his/her HOME institution (with the exception of students in pursuit of a JD/dual degree). Students must choose a HOME institution at the time of being admitted to both degree programs, and that HOME institution cannot be changed while the student is active in both degree programs. The selected HOME institution will be responsible for processing all financial aid. While tuition and fees are assessed at both campuses for enrollment at each campus, it is the student's responsibility to ensure that those charges are paid, whether financial aid is received or not.

Norman Campus Students Enrolling in University of Oklahoma Health Sciences Courses

Since all courses at OU Health Sciences require special permission, Norman campus students are advised to secure that permission from the OU Health Sciences instructor before beginning the enrollment process. Once permission has been obtained, Norman campus students should contact the Office of Academic Records and Enrollment Services, Buchanan Hall, 1000 Asp Ave., Norman campus. All tuition and fees are paid to the OU Health Sciences Bursar's Office, 865 Research Parkway, Suite 240, Oklahoma City. OU Health Sciences courses will be listed on the Norman campus student's transcript. For further information, contact the OU Norman Office of Academic Records and Enrollment Services at (405) 325-4147.

#### 4.6.8 - Late Registration

After 5 p.m. on the last day of regular enrollment, enrollment will be considered late; therefore, a \$50 late enrollment fee will be assessed to the student. A student is permitted to enroll during the first week of a regular semester or the third day of a summer session but will be required to pay a late registration fee.

No student will be permitted to register or, if already registered, to add a new course to a schedule after the second week of classes in the fall and spring semester or after the first week of classes in a summer session.

## 4.7 - Extra-Institutional Learning

Updated: 8/13/2024

Students desiring to seek college credit for a course by examination may obtain an application for the Advanced Standing Examination from their college. Undergraduate Allied Health and undergraduate Nursing students may obtain the application in their college Student Affairs office. The student must complete and submit the form, with payment, to their college Student Affairs office. At that time, a student affairs official verifies the student's academic record to ensure that the student is eligible to take the examination(s), then obtains the appropriate signatures. Student Affairs then forwards the payment to the Bursar's Office and makes arrangements with the academic department and the student for a time and place for the examination. Following the examination, the results will be noted on the form, which will then be forwarded to OU Health Sciences Recruitment and Admissions.

Institutional charges for evaluating advanced standing will be based on the actual costs of administering the evaluations. Contact the appropriate Student Affairs office to ascertain this cost.

Advanced Standing Credit awarded to a student at OU Health Sciences must be validated by successful completion of (12) twelve or more upper division credit hours specified by the OU Health Sciences degree program before being placed on the student's official transcript. The neutral grade of satisfactory "S" will be assigned to credit earned through departmental advanced standing examinations.

## 4.8 - Records

### 4.8.1 - Academic Specializations

Updated: 8/13/2024

A notation made on a student's transcript for nine (9) to twelve (12) hours of specialized courses in a discipline can be made by OU Health Sciences with approval by the college curriculum review committee, dean of the college, and the Academic Program Council of the University.

### 4.8.2 - Cancellation of Courses for Insufficient Enrollment

Updated: 8/13/2024

When the number of enrollments in a course is considered insufficient to warrant offering, the University reserves the right to cancel the course and refund all tuition and fees paid for that course. The department offering the course should notify OU Health Sciences Recruitment and Admissions and the students who have enrolled regarding the decision to cancel the course. The students should then be properly removed from the course, and either enrolled in another course or receive a complete refund of the tuition and fees paid for the cancelled course.

For assistance, please contact your college or OU Health Sciences Recruitment and Admissions at (405) 271-2359.

### 4.8.3 - Cancellation/Withdrawal Policy

Updated: 8/13/2024

Registration may be cancelled at any time before the scheduled first day of classes and a withdrawal may be processed during the first two weeks of a regular term or first week of a summer term without financial obligation to the University. Students who have received a financial aid disbursement for the term from which they are cancelling or withdrawing should contact the Bursar's Office. Financial Aid received will be due

to the University so the funds may be returned to the lender when enrollments are cancelled or withdrawn at 100%.

Withdrawal from classes after the first two weeks of a fall or spring term, or the first week of a summer term does not relieve students of their financial obligation to the University, and these students will be charged 100% of the tuition and fees due to the University. Students who have received a financial aid disbursement for the term from which they are withdrawing may be required to return a portion of their financial aid in accordance with federal regulations. Students should contact the Financial Aid Office or the Bursar's Office for assistance.

### 4.8.4 - Change of Address and/or Name

Updated: 8/13/2024

Students must complete a Name and Address Change Form ([https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/NameAddressChangeForm\\_1\\_2024.pdf?ver=I\\_dgTHYJHdD\\_i6mFC7g\\_ag%3d%3d](https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/NameAddressChangeForm_1_2024.pdf?ver=I_dgTHYJHdD_i6mFC7g_ag%3d%3d)) obtained on the OU Health Sciences Recruitment and Admissions website or college Student Affairs office to change their name. The form must be submitted to OU Health Sciences to the address noted on the form. A student's full legal name is to be used at all times so that all records, degrees, etc., will be legally correct. It is assumed that the name on the original application is the student's full legal name.

Address changes may be processed by completing the form noted above or by accessing the Student Self-Service System at <https://www.ouhsc.edu/selfserve> (<https://www.ouhsc.edu/selfserve/>).

### 4.8.5 - Change of College and/or Major

Updated: 8/13/2024

When a student desires to change or apply to another major or degree within the University, the student must complete a Change of College, Major or Degree Option Form. The Change of College, Major or Degree Option ([https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/ChangeCollegeMajorDegreeOption6\\_2024.pdf?ver=YgPIf6\\_WbWMFfXncNZznoQ%3d%3d](https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/ChangeCollegeMajorDegreeOption6_2024.pdf?ver=YgPIf6_WbWMFfXncNZznoQ%3d%3d)) Form may be found online or at OU Health Sciences Recruitment and Admissions.

As instructed on the form, the student must complete the necessary sections, secure required information and signatures from the accepting college/program and the releasing college/program, and submit the form to OU Health Sciences Recruitment and Admissions.

For assistance, contact the college or OU Health Sciences Recruitment and Admissions at (405) 271-2359.

### 4.8.6 - Enrollment and Degree Verification

Updated: 8/13/2024

The University of Oklahoma Health Sciences has authorized the National Student Clearinghouse to provide degree and enrollment verifications. The National Student Clearinghouse can be contacted at:

Web:  
[www.degreeverify.org](http://www.degreeverify.org) (<http://www.degreeverify.org/>)

Mail:  
National Student Clearinghouse  
2300 Dulles Station Blvd., Suite 300  
Herndon, VA 20171

Current students may print enrollment verification through Student Self-Service (<https://www.ouhsc.edu/selfserve/>) or by contacting OU Health Sciences Recruitment and Admissions.

#### OU Health Sciences Recruitment and Admissions

Telephone: (405) 271-2359

Fax Number: (405) 271-2480

920 Stanton L. Young Boulevard  
G. Rainey Williams Pavilion, Suite 2450  
Oklahoma City, OK 73104-5036

Graduate Medical Education verifications for Internship, Residency, and/or Fellowship completion can be verified through the Physician's Specialty Department (<http://hippocrates.ouhsc.edu/comdocs/gme/program%20directory.cfm>).

### 4.8.7 - Final Examinations

Updated: 8/13/2024

Oklahoma State Regents for Higher Education regulations require that those institutions that reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period. Final examinations are given at the discretion of the instructor, or, in the case of multiple sections, the department in which the course is offered. The current schedule for final exams is listed on the OU Health Sciences Recruitment and Admissions website.

When a final examination is given, the student must take the examination. If a final examination is given, no faculty member is authorized to depart from the published examination schedule for either a class or an individual without approval, as stated in the Faculty Handbook (<https://www.ouhsc.edu/Login-Page/?ReturnUrl=%2fprovost%2fdocuments%2fFacultyHandbookOUHSC.pdf>). Early final examinations are prohibited. Final Examination has been defined as follows: an examination that is comprehensive in nature or which accounts for a greater proportion of the final grade than an examination given during the semester. (President, 2-10-86) A student will not be expected to take more than two final examinations in one day. In cases where a student has three or more exams scheduled for the same day, instructors must offer make-up exams. The student's number of exams will be brought down to two by the following procedure:

1. If a student has three or more exams on the same day, the instructor(s) giving the third and subsequent exams must provide make-up exams during the week designated for final exams for that semester;
2. The student must notify the instructor or department of the third and subsequent final exams scheduled within a single day. Such notification must be given to the specific instructor or department before the end of the twelfth week of classes (sixth week of the summer term).

In the event a conflict should arise from the scheduling of two or more final examinations at the same time, the student will attend the examination for the class that met first during the week, according to the student's class schedule. The instructor(s) giving the second and subsequent exams must provide make-up exams during the week designated for final exams that semester.

#### Summer Final Examination Regulations

During the summer session, if a final examination is to be given, it must be administered during the final regular class period, or the final two class periods if additional time is required, as long as the final exam does not exceed two hours in length.

### 4.8.8 - Grading System

Updated: 8/13/2024

Students' course grades are retained in OU Health Sciences Recruitment and Admissions, and become a part of official records of the university.

The grades awarded are A, B, C, D, F, I, S, U, W, X, Y, AS, AU, AW, EX, and under certain conditions, H, P, and NP. The passing grades used are A, B, C, and under certain conditions, H, P, and S. The grade of "D" is the lowest grade for which credit is given in any undergraduate college. This means that although in the judgment of the instructor credit should be allowed for the course, the degree will not be conferred upon a student whose work is all of that level. In the Graduate College, however, the grade of "D" is failing insofar as credit toward a degree is concerned, but credit in the course will be recorded to be used only to satisfy prerequisite requirements and/or requirements for certificates. Non-passing grades are F, U, and NP. The grade of "W" (withdrawal) is a neutral grade assigned when the student is passing at the time of withdrawal. A student who withdraws from a course with failing grades will receive the grade of "F."

The grade of "S" (satisfactory) is a neutral passing grade. The grade of "U" (unsatisfactory) is used to indicate that no credit will be given for the course. These grades may be used for seminar courses, provided they are taught on a noncompetitive basis and all students in the class are graded on this basis. The "S" grade is the only passing grade accepted for special problem courses, individual research, and directed reading courses.

An "X" is a neutral conditional grade indicating that satisfactory progress is being made and may only be used for thesis and dissertation research courses 5980 and 6980. It is a complete grade whenever the final entry is either "S" (satisfactory) or "U" (unsatisfactory). An intermediate grade of "U" indicating unsatisfactory progress in thesis or dissertation research may be given if circumstances warrant.

The grade of "F" (failure) is calculated in the grade point average and carries a value of 0. Students who receive an "F" grade in a required course must, if possible, register for the required course again the first time it is given. Any student presenting credit from another institution for a course in which they previously failed at OU Health Sciences will not receive credit for such course except through validation by the department in which the course was originally failed.

The grades of "H" (honors) and "P" (pass) are GPA neutral passing grades and credit is given for the course. "H" and "P" hours are included in hours attempted and hours earned. These grades are only used for the College of Medicine basic science courses in the first two years. The grading scale used for the College of Medicine core basic science courses is Honors (95% and above) and Pass (70% - 94%). The grade of "P" may also appear on intercampus enrollment.

The grade of "W" (withdrawal) is a neutral grade indicating that the student was enrolled in, but withdrew from the course. A "W" will not be recorded if the student's withdrawal is within the first two weeks of a semester or the first week of a summer term, nor will any record be maintained on the student's permanent record.

The grade of "Y" denotes a yearlong course that begins in one term and ends in the next term. The Colleges of Dentistry, Pharmacy, and Medicine commonly use this grade.

The grade of "EX" indicates that a student is exempt from a required course because the student has earned equivalent credit.

The grade of "AW" (administrative withdrawal) may be assigned to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

An "AU" grade is used to indicate satisfactory completion of an audit enrollment. An instructor may assign a "W" grade to an auditor who, in the instructor's opinion, did not perform according to the specific requirements as identified to the student at the time of enrollment.

OU Health Sciences is excluded from participation in the Oklahoma State Regents for Higher Education (OSRHE) Academic Forgiveness Provision, including repeat, reprieve, and renewal and it does not recognize plus/minus grades. Therefore, all grades earned will be included in grade point calculations when applying for acceptance to an OU Health Sciences program. OU Health Sciences student undergraduate coursework is included in this policy. (OSRHE Approved, 6-21-93)

#### **4.8.8.1 - Grading Regulations Relative to Incompletes**

Updated: 8/13/2024

The grade of "I" (incomplete) is a neutral mark, not an alternative to a grade of "F." No student who is failing a course when grades are awarded may receive an "I." The student should have completed a substantial portion of the required coursework for the semester satisfactorily to receive an "I." The "I" grade is intended to be temporary and to be used when a student, for reasons acceptable to the instructor, is unable to complete certain identifiable requirements of a course and cannot be assigned another grade. For example, missing a final exam because of illness or inability to submit a term project for extenuating circumstances might constitute a student's being granted an "I."

Simply indicating coursework is "incomplete" is not an acceptable explanation of the "I" grade. The instructor will communicate to the student what must be done to complete the course and set an appropriate deadline, which may not exceed one calendar year from the end of the term in which the student received the "I."

If no change of grade has been submitted by the end of one year, the grade of "I" will become permanent on the student's record. After a grade of "I" has become permanent, the student may re-enroll in the course. Coursework at another institution cannot be used to complete the requirements for the OU Health Sciences course in which a student has received an "I" grade. If the student graduates with a grade of "I" on the record, it becomes permanent.

#### **4.8.8.2 - Grading Regulations Relative to Withdrawals and Drops**

Updated: 8/13/2024

Complete withdrawal from the University: All students dropping all courses for a semester (including the summer session) receive the grade of "W" in each course of enrollment.

Undergraduate students dropping one or more courses, but not all courses, in the first two weeks of class (first week of summer), will have no grade recorded. From the third week through the twelfth week of class

(sixth week of summer), a "W" will be assigned to each dropped course. From the thirteenth week through the last day of classes, courses may be dropped only by direct petition to the dean of the student's college. Students who drop a course with permission of the dean will receive a final grade of "W" or "F" at the discretion of the instructor of the course.

Graduate and Professional students dropping one or more courses, but not all courses, in the first two weeks of class (first week of summer), will have no grade recorded. From the third week through the tenth week of class (fifth week of summer), a "W" will be assigned to each dropped course. From the eleventh week through the last day of classes, courses may be dropped only by direct petition to the dean of the student's college. Students who drop a course with permission of the dean will receive a final grade of "W" or "F" at the discretion of the instructor of the course.

For regulations relative to drops and withdrawals for courses that deviate from the Academic Calendar (<http://admissions.ouhsc.edu/AcademicCalendar.aspx>), please contact OU Health Sciences Recruitment and Admissions at (405) 271-2359.

#### **4.8.8.3 - Honor Rolls**

Updated: 8/13/2024

Full-time undergraduate students who complete at least twelve (12) earned OU Health Sciences credit hours during a fall or spring semester with a current term semester (not overall) grade-point average of 4.00 (i.e. all "A's") are placed on the President's Honor Roll. Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.50 or higher, and no grade below "C," are placed on the Dean's Honor Roll.

#### **4.8.9 - Leave of Absence**

Updated: 8/13/2024

Students may request a leave of absence. The major department and the college must approve a leave in advance, unless unforeseen circumstances prevent this. The leave cannot be granted retroactively.

Graduate students must obtain approval from the Graduate College dean.

Students who are granted a leave of absence are allowed to remain out of school for no more than one academic year. If a student does not re-enroll within the one-year period, an additional leave of absence must be granted or the student will be required to be re-admitted before enrolling again. For example, if a student completes the fall term and is granted a leave of absence for spring, summer, and fall semesters, enrollment will be required by the next spring semester.

A leave of absence has no effect on time limits for completion of degree requirements. Students receiving financial aid are required to contact the Financial Aid Office for information on Return of Title IV funds because of a temporary interruption in the student's program of study.

#### **4.8.10 - Release of Student Information and Access to Student Records**

Updated: 8/13/2024

##### **RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS**

Information maintained by the University of Oklahoma about students, and in some instances former students, is covered under the Family Educational Rights and Privacy Act (FERPA). FERPA information is defined as either directory or confidential. Any office gathering such



information and/or having custody of it shall release it only in accordance with this policy or as otherwise required by law.

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

While the University fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes in accordance with applicable law. With these considerations in mind, the University adopts the following policy concerning the release of information contained in student records:

#### Directory Information

This is information which routinely appears in student directories and alumni publications and may be freely released. Upon written request by the student, directory information will be treated as confidential and released only with the student's consent except where disclosure is required or permitted by law. Students may at any time request that directory information be treated as confidential. Students should contact the Registrar at their specific campus location for the appropriate forms. Students should be advised that by withholding directory information, University officials are prohibited from releasing any form of information without their consent, or as permitted or required by law. This means the status of students who apply for an auto loan, good student discount, apartment lease, or who need employment verification, enrollment verification, or loan deferments, etc., will only be verified by university officials when accompanied by a release from the student.

Directory information includes the following:

The University of Oklahoma, in compliance with the Family Educational Rights and Privacy Act (FERPA), has designated specific information as Directory Information:

- Name
- Home & Permanent Address
- Email Address
- Telephone numbers
- Major field of study
- Class year
- Enrollment status
- Anticipated degree date
- Participation in officially recognized University activities
- Degrees and awards received (including outstanding or recognized academic achievement)
- Most recent previous educational institution attended

Although not specifically included within the definition of directory information, the University permits faculty to post individual student grades and interim class evaluations provided the information is identified by code numbers and does not identify the student. Students who do not want this information released or posted must notify their instructor or the Registrar's office.

#### Confidential Information

Confidential information is all other information contained in the student's educational record that can be released only upon the written

consent of the student, with the following exceptions defined in the Family Educational Rights and Privacy Act of 1974, as amended, which waive the requirement for prior student consent.

#### Disclosure of Education Records is Permitted:

(a) To school officials who have a legitimate educational interest in the records. School officials are defined as follows:

- A person employed by the University in an administrative, supervisory, academic or research, or support staff position, including law enforcement personnel and health or medical staff.
- A person serving on the Board of Regents.
- A person or company under contract to the University to perform a service or function, instead of using University employees or officials (such as attorney, auditor, or collection agent).
- A person who is employed by the University law enforcement unit.
- A person who is assisting another school official in performing his/her tasks, including but not limited to a student serving on an official committee, such as a disciplinary or grievance committee.

A school official has a legitimate educational interest if the official is:

- Performing a task that is necessary to fulfill his or her professional responsibilities for the University.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, scholarship, or financial aid.
- Maintaining the safety and security of the campus.

(b) To officials of other institutions in which a student seeks or intends to enroll on the condition that the institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer, or this type of disclosure is covered under the institution's annual notification.

(c) To certain officials of the Department of Education, the Comptroller General, Attorney General of the United States, and state and local educational authorities, in connection with audit or evaluation of certain state or federally supported education programs, or for enforcement of, or compliance with, federal legal requirements that relate to these programs.

(d) In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

(e) To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.

(f) To organizations conducting certain studies, as further detailed under FERPA, for or on behalf of the University.

(g) To accrediting organizations to carry out their functions.

(h) To parents of an eligible student who is claimed as a dependent for income tax purposes (proof of dependency is required). Parents of international students are excluded. International students sign an I-20 granting specific agencies access to educational records.

(i) To comply with a judicial order or a lawfully issued subpoena, provided that the educational institution makes a reasonable effort to notify the student of such prior to compliance in accordance with FERPA.

(j) The Attorney General of the United States, or his designee in response to an ex parte order in connection with the investigation of prosecution of terrorism.

(k) To appropriate parties in a health or safety emergency.

(l) To individuals requesting directory information so designated by the University.

(m) To notify the alleged victim of the final results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence or non-forcible sex offense.

(n) To parents regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or controlled substance if the institution determines that the student has committed a disciplinary violation with respect to the use or possession, and the student is under the age of 21 at the time of the disclosure to the parent.

(o) The disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 34 U.S.C. 14071, and the information was provided to the University under 42 U.S.C. 14071, and applicable federal guidelines. Confidential information shall be transferred to a third party, however, only on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

#### Record of Requests for Disclosure

The Registrar maintains a record of all requests for and/or disclosures of information from a student's education records. The record indicates the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party has in requesting or obtaining the information. The record may be reviewed by the eligible student.

When a student signs a release authorizing another party access to his or her educational record, that signed release, including identification of the individual and organization to which access has been authorized and the use of the data gathered, is maintained by the Registrar. Student requests for copies of their own educational records (such as transcripts) are also retained by the Registrar simply as a record of the request having been completed.

#### Procedures to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate records custodian or appropriate University staff person. Refer to the section within this policy that defines the type of records along with the location and name of the custodian (<http://admissions.ouhsc.edu/FERPA.aspx>).

Students should submit to the records custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records the student wishes to inspect.

The records custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected.

Access must be given in 45 calendar days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the requesting student's records. Information that identifies the other student must be redacted.

#### Correction of Education Records

Students have the right to challenge and request amendment of the contents of records that they believe are inaccurate, misleading or in violation of their privacy rights.

1. A student must ask the appropriate University official of the University of Oklahoma to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of the student's privacy rights.
2. Within a reasonable period of time, the University will either comply with the request or not comply. If the decision is to not comply, the University will notify the student of the decision and advise the student of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing.
4. The hearing will be conducted by the Registrar or Vice Provost for Academic Affairs and Faculty Development. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney retained at the student's expense. The University may be represented by University Legal Counsel.
5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

(a) If the University decides that the information in the student's record is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

(b) If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the University will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

(c) The decision shall be in writing, based solely on the evidence presented at the hearing and shall be delivered to all parties who have a legitimate educational interest.

(d) The statement from the student will be maintained as a part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the student's statement.

#### Limitations on Right of Access

The University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were maintained before January 1, 1975.
3. Records related to an application to attend the University of Oklahoma, or a component unit or campus of the University if that application was denied, applications for employment, and receipt of honors or honorary recognition.
4. Records that are excluded from the FERPA definition of education records.

#### Refusal to Provide Copies

The University has a policy that denies students copies of their educational records, including transcripts, under certain conditions. While the University cannot deny students access to their education records, students will be denied copies of those records in the following situations.

1. The student has an unpaid financial obligation to the University. A HOLD is placed on a student's account after the first service charge of the term is assessed and will remain until the account is paid in full. A HOLD prevents future enrollment and, to the extent allowed by federal laws and regulations, the release of transcripts.
2. There is an unresolved disciplinary action against the student.
3. The education record requested is an exam or set of standardized test questions.

#### Parental Access to Student Academic Records

Parents of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. Access to this information is limited to parents who claim the student as a dependent for income tax purposes. Each request for parental access must include a copy of the top portion of the parent's most recent tax return, showing the student's identifying information.

Requests from parents for specific grade or other academic information are addressed to OU Health Sciences Recruitment and Admissions.

#### Oklahoma Open Records Act

The University of Oklahoma follows the Oklahoma Open Records Act. The University of Oklahoma Board of Regents has approved a policy concerning the implementation of that act at the University. For information concerning the policy, contact the University's Open Records Officer.

### 4.8.11 - Identification Cards

Updated: 8/13/2024

The OU Health Sciences OneCard Office is responsible for issuing to all OU Health Sciences students a University ID card. The OneCard is the official identification card for faculty, staff, and students of OU Health Sciences. The OneCard is used for all of the following:

1. Door access
2. Library card
3. Facilities entrance

There is a \$15 charge to the student for the original ID card; replacement ID cards are issued for a \$20 charge to the student. Damaged IDs will

be replaced at no charge if the student provides the OneCard Office with the damaged card. Stolen IDs will be replaced at no charge if the student provides the OneCard Office with a valid police report.

The OneCard Office is located at 865 Research Parkway, Suite 240 A, P.O. Box 26901, Oklahoma City, OK 73126. The phone number for this office is (405) 271-2980. Detailed information regarding hours of the office and account management is found on the OneCard (<https://financialservices.ouhsc.edu/Departments/Bursars-Office/OneCard/OneCard-Info/>) website.

### 4.8.12 - Transcripts

Updated: 8/13/2024

A student's permanent academic record is a record of his/her own creation, and the student is entitled to a transcript, with the following exceptions:

1. The University reserves the right, to the extent allowed by federal laws and regulations, to withhold a transcript, official or unofficial, for any financial indebtedness to the University, during the resolution of an alleged act of academic misconduct, or for any other obligation to the University. The transcript reflects not only courses and grades, but also student status.
2. Permanent academic records for undergraduate and graduate work at OU Health Sciences since the fall 1979 semester, and permanent academic records for professional programs from the inception of the colleges are available from OU Health Sciences Recruitment and Admissions. Records for work completed at OU Health Sciences prior to the fall 1979 semester are on file at the Office of the Registrar in Norman.

Requests for transcripts from OU Health Sciences campus, the Norman campus, or other locations, may be made with OU Health Sciences Recruitment and Admissions. There is no charge for official transcripts. Once the transcript request is received, the normal processing time is five (5) business days. Current students may access grades and unofficial transcripts by logging into the Peoplesoft Student Self-Service System (<https://www.ouhsc.edu/selfserve/>).

Official or electronic transcripts may also be requested through the National Student Clearinghouse Service (<https://tsorder.studentclearinghouse.org/school/select/>).

### 4.8.13 - Letter of Recommendation Request Process

Updated: 8/13/2024

In order to maintain compliance with the Family Educational Rights and Privacy Act (FERPA), any member of the faculty or staff who writes a letter of recommendation that includes personally identifiable information obtained from a student or alumnus' education record (grades, GPA, class rank, etc.), should obtain signed authorization from the student.

The Consent for Recommendation Form ([https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/Consent%20Authorization%20for%20Recommendation\\_Final.pdf?ver=o0\\_VhUhJqQjw4eu7dzUt4w%3d%3d](https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/Consent%20Authorization%20for%20Recommendation_Final.pdf?ver=o0_VhUhJqQjw4eu7dzUt4w%3d%3d)) is found on the OU Health Sciences Recruitment and Admissions website.

### 4.8.14 - Withdrawal for False Information

Updated: 8/13/2024

Falsification of information, including, but not limited to, false transcripts, test scores, information on application materials, or withholding information about colleges attended will make an individual ineligible for current and/or future admission, and may result in expulsion.

## 4.9 - Class Attendance

Updated: 8/13/2024

Only students who are officially enrolled (either for credit or audit), have paid the required tuition/fees, and have met all requirements for course or clinical attendance, may attend class. The individual instructor is responsible for communicating the specific policy concerning attendance requirements. A student is responsible for the content of courses in which he or she is officially enrolled. If absences seriously affect a student's class work, the instructor is required to report this fact to the appropriate dean, who will transmit the information to OU Health Sciences Recruitment and Admissions. Classes are not to be dismissed or rescheduled for extracurricular functions.

See the Religious Accommodation policy (Section 3.19) for details on excused absences based upon religious observances.

## 4.10 - Class Schedule

Updated: 8/13/2024

Class Schedule lists the specific courses available for a given semester (or summer session), the time of meeting, and building and room number where the course meets.

How to Read the Class Schedule.

**Course Prefix:** The abbreviation of the name of the department offering the course.

**Course Number:** All courses are identified by numbers composed of four digits. The four-digit number assigned to each course reflects the following information:

- First digit denotes the course level, not the class level, of the students taking the course.
- Courses numbered 1000 to 1999 are primarily freshman level.
- Courses numbered 2000 to 2999 are primarily sophomore level.
- Courses numbered 3000 to 3999 are primarily junior level. They may be counted for graduate credit in programs where authorized.
- Courses numbered 4000 to 4999 are primarily senior level. They may be acceptable for graduate degree credit with the approval of the student's advisory committee and/or department.
- Courses numbered 5000 to 5999 are primarily post baccalaureate level. Except when it is contrary to the policy of the college or school, qualified seniors may be admitted with the consent of the department.
- Courses numbered 6000 to 6999 are restricted to post baccalaureate students, except by department permission.
- Courses numbered 7000 to 7999 are primarily professional level courses, except for medicine.

- Courses numbered 8000 to 8999 are primarily 1st and 2nd year medical and dental courses.
- Courses numbered 9000 to 9999 are primarily 3rd and 4th year medical and dental courses.
- Second and third digits may identify the course within the total offerings of the department or may be used for other department requirements.
- With the exception of MD and DDS courses, the fourth digit of the course number denotes the number of credit hours assigned to the course. A zero as the fourth digit indicates that the course is offered for a variable number of credit hours (i.e. 1 to 4 hours).

Certain numbers are restricted to specific courses and cannot be used in any other manner:

6980 - Research for doctoral dissertation  
5980 - Research for master's thesis  
X990 - Special or independent studies

Note: Medicine courses are calculated in clock hours; therefore, the fourth digit has no relationship to the number of hours of a course.

The numbering system for undergraduate and graduate programs was developed by the Oklahoma State Regents for Higher Education.

**Course Title:** The title displayed is the long title of the course. The title may be different than the short title, which is displayed in the class schedule and on the OU Health Sciences transcript.

**Semester(s) Offered:** The semester or term in which the course is scheduled is displayed at the end of the course title.

**Course Hours:** The minimum to maximum units allowable for the course per enrollment are listed in credit or clock hours.

**Prerequisites/Co-Requisites:** Prerequisites are the courses or requirements that must be completed prior to enrolling in a certain course. It is the student's responsibility to make sure they have completed the proper prerequisites before enrolling in any class. An academic standing prerequisite is stated by classification. Freshmen have accumulated between 1 and 29 semester hours; sophomores between 30 and 59 hours; juniors between 60 and 89 hours; seniors more than 90 hours; and graduate students must have been admitted to the Graduate College. Courses listed as "corequisite" or "concurrent with" are to be taken in the same semester as the desired course. The statement "or permission of instructor" means the instructor may waive prerequisites when a student's background justifies it; however, "and permission of instructor" means the student must have the instructor's permission as well as the prerequisite courses.

**Description of Instruction Mode:**

**Traditional: Face-To-Face Contact.** Instructors interact with students in the same physical space 75% or more of the instructional time.

**Hybrid - Mixed FTF (Hybrid):** Instructors interact with students in the same physical space less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education (including Canvas).

**Distance:** Content is offered 100% online or via interactive video.



**Independent/Directed Study:** Instructors interact with students individually through a flexible format. Correspondence: Instructors interact with students through mail or electronic interface according to a typically self-paced schedule.

**Internship/Practicum:** Internships or practical experiences for which credits are awarded. Submission should provide brief summative information about the internship or practicum.

**Description of Course Content:** The content of the course and its major emphases are described.

**Dates:** Official course dates

**Sec:** Section number of the course. More than one section means that the course meets at a different time, different location, with a different instructor, and/or the course is taught by a different method.

**Class:** The five (5) digit class identification number for enrollment purposes.

**Days:** The days of the week the course meets.

- M=Monday
- T=Tuesday
- W=Wednesday
- R=Thursday
- F=Friday
- S=Saturday

**Times:** The hours the course begins and ends.

**Instructor:** Last, First name of instructor(s) for the course/section.

**Location:** The room number where the course meets or faculty office location.

**Textbook:** International Standard Book Number (ISBN) for required textbooks and course material.

**NOTE:** All courses begin the first week of classes, except those listed with specific begin/end dates.

## 4.11 - Communicable Disease Policy

The purpose of this policy is to inform faculty, staff, and students about how the University of Oklahoma will respond to faculty, staff, and students with a communicable disease. Details of this policy are found in the OUHSC Faculty Handbook (<https://www.ouhsc.edu/Login-Page/?ReturnUrl=%2fprovost%2fdocuments%2fFacultyHandbookOUHSC.pdf>). (Section 5.9)

## 4.12 - Email and Information Technology Policy

All information technology policies applicable to students are found on the Information Technology (<http://it.ouhsc.edu/policies/>) website.

## 4.13 - Health and Safety Policy

The University is committed to providing a safe and healthy environment for the entire University community and complying with all applicable

federal and state laws and regulations pertaining to occupational and environmental safety.

It is the responsibility of all University faculty, staff, and students to follow safe working practices, obey health and safety rules and regulations, and work in a way that protects their health and that of others and does no harm to the environment.

The comprehensive policy is found in the OUHSC Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>). (Section 5.8)

### 4.13.1 - Environmental Health and Safety Guide

Updated: 8/13/2024

A comprehensive guide has been developed for students outlining safety and health practices and environmental protection procedures established on the OU Health Sciences campus which includes how to obtain information about the products and chemicals they may be working with, methods to prevent injuries, chemical exposures, spills, and emergency procedures.

Contact the Environmental Health and Safety Office (EHSO) at (405) 271-3000 or view the guide on the EHSO website (<https://compliance.ouhsc.edu/EHSO/>).

## 4.14 - Health Insurance Portability and Accountability Act (HIPAA)

The University is required to be compliant with the Health Insurance Portability and Accountability Act. Details of the privacy policies and practices, research forms, and the complaint form are found at the OU HIPAA (<http://ouhsc.edu/hipaa/>) homepage.

## 4.15 - Immunizations

Per the Regent's Policy Manual, every new student, either undergraduate or graduate, is required to submit a personal health history form providing proof of immunizations prior to receiving approval to enroll. (RM, 7-11-68, p. 9422; 7-23-87, pp. 19819-20; 12-02-03, p. 28868)

The OUHSC/OU Tulsa Infectious Diseases Policy (<https://compliance.ouhsc.edu/Portals/1061a/Assets/EHSO/Policies%20and%20Programs/HSC.OU-Tulsa%20Infectious%20Disease%20Policy-%202020.pdf?ver=2020-11-09-130904-490>) lists vaccination/immunization requirements. The Immunization History Form is located on the Student Health and Wellness Clinic (<http://students.ouhsc.edu/SHWC.aspx>) website.

## 4.16 - Minors on Campus Guidelines

Students supervising minors (defined as any individual under the age of 18) must follow the applicable guidelines and completion of paperwork found on the Office of Risk Management website.

Each student supervisor must undergo a national criminal background check and sex offender check within one (1) year prior to the start of the activity that the student supervises. Departments must also request a Student Conduct Check by contacting the University's Director of Student Conduct at (405) 325-1540, and the appropriate college student dean, for good standing checks.

Further information and forms are found on the OUHSC Office of Risk Management (<https://risk.ouhsc.edu/>) website.

## 4.17 - OU Honors Program

Updated: 8/13/2024

The OU Honors Program offers academically superior undergraduate students the opportunity to enroll in specially-designed courses that lead to a degree with Honors, High Honors, or Highest Honors.

The aim of this program is to challenge academically superior students and enable them to attain deeper understanding of their disciplines and a greater degree of commitment to their intellectual goals. In order to graduate with a degree with Honors, students must satisfy the requirements of both the Honors College on the OU Norman campus and the OU Health Sciences department in which they are majoring. The educational opportunities include special sections, independent study and research, and interdisciplinary study.

Students should contact the OU Health Sciences department in which they are enrolled and the OU Norman Honors College (<https://www.ou.edu/honors/>) for program requirements. Some intercampus enrollment may be required to satisfy the requirements of the Honors College.

Students who complete all Honors College requirements for graduation will have the Honors College designation listed on their final OU transcript. Students with outstanding grade point averages may be eligible to graduate with Latin honorifics-Summa cum Laude, Magna cum Laude, or cum Laude.

## 4.18 - Pregnancy

Updated: 8/13/2024

Title IX prohibits discrimination on the basis of sex – including pregnancy, parenting, and all related conditions in educational programs and activities receiving Federal funding.

Details of the OU Health Sciences policy can be located on the Sexual Misconduct (<http://students.ouhsc.edu/StudentServices/SexualMisconduct.aspx>), website and/or by contacting the OU Health Sciences Associate Title IX Coordinator or the Sexual Misconduct Office at OU Norman, as listed below.

### CONTACT

Erika Simpson, Associate Equal Opportunity and Title IX Officer  
1105 N. Stonewall Avenue, LIB121  
(405) 271-2110  
[Erika-simpson@ouhsc.edu](mailto:Erika-simpson@ouhsc.edu)

Kate Stanton, Associate Title IX Coordinator Officer  
David L. Boren Student Union, Suite 300  
(405) 271-2416  
[kate-stanton@ouhsc.edu](mailto:kate-stanton@ouhsc.edu)

## 4.19 - Religious Accommodation

It is the policy of the University to excuse student absences that result from religious observances unless such an accommodation would cause undue hardship to the educational and/or university process. In accordance with the procedures stipulated by each college to accommodate varying clinical and educational differences, students must make requests for accommodation of religious holidays in writing within the first week of the term in which the course/clinical experience is offered. Approved accommodations will be provided without penalty for

rescheduling of examinations and/or required clinical, lab, or class work that may fall on religious holidays. (Senior Vice President and Provost Approval, 11-9-2011)

## 4.20 - University Logo, Name, Marks

Responsibility for management of the University Name, logos, identifying marks, and seal rests with the Trademark Administrative Committee. Details of the licensing process are found online through the Office of Student Affairs (<https://students.ouhsc.edu/Current-Students/Campus-Life/Student-Organizations/Trademarks-and-Licensing/>).

## 4.21 - Student Location Policy

Updated: 8/14/2024

The University, in compliance with Federal Law, will use this policy to determine the student's Location for purposes of determining any applicable required licensure disclosures in compliance with federal law.

In accordance with the U.S. Department of Education disclosure requirements, OU records the location of prospective and current students. OU uses a student's Location to determine if licensure disclosures requirements are required in compliance with 34 C.F.R. § 668.43(C)(3)(ii). OU records a student's Location and uses it to determine any applicable licensure disclosures in the following instances:

1. At the time the student goes through the process of admission, or
2. At the time of initial enrollment in an academic program designed to lead to or advertised as leading to licensure required for employment in an occupation, and/or
3. When a student notifies the University of a change in their academic program or major.

The Location of each student is determined by the information provided by the student at the time of enrollment into the academic program.

Student Location designations will remain in effect unless and until the student officially notifies OU that their Location has changed. All students participating in educational activities outside of Oklahoma must notify the University of their change in Location and sign an attestation, if appropriate.

Students who are enrolled in programs that lead to licensure in and for which all courses in the first semester of the program are completed entirely on the Norman, Oklahoma City, or Tulsa campuses, or other in-state geographic locations, are deemed to have Oklahoma as their Location at the time of initial enrollment for the purposes of this policy.

The University will provide students with any required disclosures specific to the licensure requirements for a particular academic program based on the Location provided by the student.

Further information can be found on the Student Location Policy (<https://universityok.navexone.com/content/dotNet/documents/?docid=381&public=true>).