

3. BOARD OF REGENTS' POLICIES AND PROCEDURES

3.1 - Academic Appeals Policy and Procedure

The Academic Appeals Policy provides students with an appeal mechanism by which they can request a hearing before an Academic Appeals Board for appeals related to: an academic evaluation in a course; a thesis or dissertation defense, a general or comprehensive exam, suspension or dismissal under the Student Professional Behavior in an Academic Program Policy, and academic program-related decisions resulting in the student being dismissed from a program or being required to repeat a semester or year.

The sole basis for an appeal is an alleged prejudiced or capricious evaluation or decision. The policy and procedures regarding academic appeals are detailed in the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>). (Appendix C)

3.2 - Academic Forgiveness Provisions for Undergraduate Coursework

Updated: 8/15/2024

The University of Oklahoma Health Sciences is excluded from participation in the Oklahoma State Regents for Higher Education (OSRHE) Academic Forgiveness Provision, including repeat, reprieve, and renewal. Therefore, all grades earned will be included in grade point calculations when applying for acceptance to an OU Health Sciences program. The OU Health Sciences student undergraduate coursework is included in this policy. (OSRHE Approved, 6-21-93)

3.3 - Academic Integrity

Academic Integrity means honesty and responsibility in scholarship. The basic assumptions regarding student academic work at the University of Oklahoma are:

1. Students attend the University of Oklahoma in order to learn and grow intellectually.
2. Academic assignments exist for the sake of this goal and grades exist to show how fully the goal is attained.
3. A student's academic work and grades should result from the student's own effort to learn and grow. Academic work completed any other way is pointless, and grades obtained any other way are fraudulent.

Academic integrity means understanding and respecting these basic truths, without which no University can exist. Academic misconduct violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. Academic misconduct is unfair to students who earn their grades honestly. (Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>), 4.17)

3.4 - Academic Misconduct

Updated: 8/13/2024

The Academic Misconduct Code describes academic misconduct as including cheating, plagiarism, fabrication, fraud, destruction, bribery

or intimidation; assisting others in any act proscribed by this Code; or attempting to engage in such acts.

It is the responsibility of each faculty member and each student to be familiar with the definition, policies, and procedures concerning academic misconduct as cited in the Academic Misconduct Code.

The definitions of each type of academic misconduct as well as reporting, investigation, potential disciplinary actions (i.e. censure, limited notation suspension, permanent notation suspension, expulsion), and the appeals process are detailed in the Academic Misconduct Code found in the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>). (Appendix C; 12.1, 12.6)

3.5 - Completion of Academic Work for Others

Any student who writes, compiles, or otherwise completes academic work for sale or use by students of the University or any student who sells academic work or uses a commercial term paper to complete academic assignments is subject to the Academic Misconduct Code.

(Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>), 4.19)

3.6 - Consensual Sexual Relationship Policy

Consensual amorous, dating, or sexual relationships have inherent risks when they occur between a student, faculty member, or other member of the University community and any person over whom he or she has a professional responsibility. Those with professional responsibility over others and with whom they have a romantic relationship should be aware that their involvement may subject them and the University to legal liability; consequently, such relationships are strongly discouraged.

The policy and complaint procedures are found in the Faculty Handbook. (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>) (Appendix I-18)

3.7 - Criminal Background Check

Updated: 8/14/2024

A national criminal background check (CBC) is required of each conditionally accepted applicant prior to full admission and at least annually thereafter for every continuing student. Applicants waiting for confirmation of conditional acceptance should check with the college/program to which they are applying for specific CBC requirements and timelines. Enrolled students should check with their respective college/program for specific CBC requirements.

The complete policy is found in the Faculty Handbook (<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook/>). (Appendix C)

3.8 - Drug Screening

Updated: 8/14/2024

This policy applies to all University of Oklahoma Health Sciences accepted applicants admitted/students to designated degree programs that include or may include a clinical experience at a health care facility that requires drug screening as a condition of its affiliation with the University. Students should check with their college and/or degree

program for specific requirements. For purposes of this policy, the term "Clinical Experience" includes clinical and observational rotations, and any other clinical-based experiential learning. See the Drug Screening Policy (<https://universityok.navexone.com/content/dotNet/documents/?docid=172&public=true>) for details.

3.9 - Equal Opportunity

Updated: 8/13/2024

The University of Oklahoma, 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. This includes, but is not limited to admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.

Inquiries regarding non-discrimination policies may be directed to: Marci Gracey, Interim Institutional Equal Officer & Title IX Coordinator, 405-325-3546, mgracey@ou.edu, or visit Institutional Equity Office (<http://www.ou.edu/eoo.html>).

3.10 - Ethics in Research

Updated: 8/14/2024

Research and any other scholarly activity at the University must be above reproach. Each member of the University community has the responsibility to ensure integrity and ethical standards. The University of Oklahoma Health Sciences is responsible for promoting scholarly practices that prevent misconduct and has developed policies and procedures for dealing with allegations or evidence of scholarly or research misconduct. (Faculty Handbook)

The complete policy and procedure for handling scholarly misconduct is located in the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>). (Appendix P)

3.11 - Firearms Policy

Firearms and munitions of all types, as well as other weapons as identified in 21 O.S. §1277, are prohibited on all property owned, leased, or occupied by the Board of Regents at all times except as specifically authorized.

Refer to the Regents' Policy Manual (<https://www.ou.edu/content/dam/regents/docs/CurrentPolicyManual422.pdf>) for details. (3.1.11)

3.12 - Health Insurance

Updated: 8/14/2024

All OU Health Sciences program students are required to have health insurance while enrolled. Effective June 2017, all students enrolled in OU Health Sciences programs must purchase the Student Health Insurance Plan or submit a waiver, each semester, to show alternative coverage via the Student Health Insurance waiver program by the 10th business day after the first day of classes. A program may request a different deadline, consult with the specific program for the applicable.

If non-compliant within 10 days, students may be suspended from classes and/or clinical experiences until proof of coverage is provided. Additional information may be obtained by contacting the student

services office within the individual's college or OU Health Sciences Student Affairs.

Enrollment forms and the Summary of Benefits for the Academic HealthPlans Student Health Insurance Policy are available online at <http://students.ouhsc.edu/HealthInsurance.aspx> or at OU Health Sciences Student Affairs in the Health Sciences Student Union, Suite 300.

For questions, please call Health Sciences Student Affairs at (405) 271-2416.

3.13 - Intellectual Property

Updated: 8/13/2024

The terms of the Intellectual Property Policy are a part of any relationship with a student, staff or faculty member. The policy is deemed a part of the conditions of enrollment and attendance at the University for all students engaged in research using University resources and facilities.

The complete policy is located in the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>). (Appendix D)

3.14 - Obligation to Collect Tuition and Fees

Updated: 10/22/2024

1. A financial obligation is incurred at the time a student elects to register. Registration may be canceled without financial obligation at any time before the scheduled first day of classes or during the first two weeks of a regular semester or the first week of a summer term. A student establishes a student account with the Bursar's Office for the sole purpose of financing his or her education. Any charge on a student's Bursar account is an educational benefit overpayment made by the University and will be considered non-dischargeable in bankruptcy.
2. Students may pay fees in the Bursar's Office beginning one week prior to the first day of the fall or spring semester or the first day of the summer term. Monthly statements will be prepared and mailed prior to the fee payment deadline. Failure to receive a statement will not exempt a student from late penalties. It is the student's responsibility to determine his/her financial obligation and how it is to be met.
3. To avoid penalties and/or service charges, students are required to pay all tuition and fees in total prior to the date designated by the Bursar's Office as the last day to pay tuition and fees without penalty. At the time of enrollment, students will receive detailed information regarding tuition and fee payment.
4. Students may pay their tuition and fees in four payments during each fall and spring semester. These payments are subject to the service charge as defined below. Students who do not pay their tuition and fees during the period noted above will be considered to have delinquent accounts. The Bursar's Office will send "Overdue Notices" directly to the students when their tuition and fees are not paid on time.
5. Students will be charged a monthly service charge on any unpaid balance on their student accounts receivable that is one billing cycle past due. The monthly service charge rate is published by the

Bursar's Office each semester. The minimum monthly service charge shall be \$0.50. Service/Late Payment Charges may be waived if the University, through its action or inaction, has caused the payment for tuition and fees to be made beyond published deadlines or if there are extraordinary circumstances (e.g. death in family, serious illness, accident) which result in the student's tuition and fees not being paid by the published deadlines. The extraordinary circumstances must be an event which the student could not reasonably control or foresee. Extraordinary circumstances do not include reasons such as failure to receive a bill, not having the funds to pay, other payments due, or other reasons which could be reasonably controlled by the student. Students requesting a waiver of the Service/Late Payment Charges due to an extraordinary circumstance should submit a written request to the Bursar fully describing the circumstances and include copies of supporting information. Requests for waivers should be submitted prior to the published deadline for tuition and fee payment whenever possible. The Bursar shall review the request and supporting documentation and determine whether a Service/Late Payment Charges waiver is to be made. In addition, students requesting Service/Late Payment Charge waivers should contact the Office of Financial Aid to determine if the extraordinary circumstance makes them eligible for aid from any of the University's financial aid programs. Students paying tuition and fees with financial aid must obtain a Service/Late Payment Charge waiver from the Office of Financial Aid. Eligibility for this waiver will be determined by the Office of Financial Aid.

6. Students with outstanding tuition and fees not in conformance with items 3 or 4 above at the beginning of any enrollment period will not be permitted to enroll. The Bursar's Office will notify the Registrar of the names of those students with outstanding tuition and fees. Except for STOPS on students' accounts that have been referred to the University's Legal Counsel Office, the Bursar or his or her designee may remove enrollment STOPS as an exception to this policy when, in the judgment of the Bursar or his or her designee, there are extraordinary circumstances that prevented the students from paying outstanding tuition and fees. A quarterly report of STOPS removed due to extraordinary circumstances shall be available to the University's Legal Office and to the Office of the President. This report shall include, as a minimum, the student's name and the dollar value of the STOPS removed.
7. Until and including the last day of final examinations, students may pay their delinquent accounts by paying tuition and fees for all of their original enrollment plus the service charge noted above. Students settling their delinquent accounts after the last day of final examinations will be charged an additional penalty over and above charges for delinquent accounts noted above. The amount of the additional late payment charge is published each semester.
8. The Bursar will notify the Registrar of the names of those students whose tuition and fees are not paid by the last day of classes so that the Registrar, to the extent allowed by federal laws and regulations, to withhold a transcript, official or unofficial for any financial indebtedness to the University.
9. Withdrawal from classes after the first two weeks of a fall or spring semester or 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.

10. Those students who wish to pay tuition and fees to reinstate for a semester or summer term after the last day of finals for that session must be referred to the Vice Provost for Instructional Services on the Norman Campus or the Vice Provost for Educational Services on the Health Sciences Center campus for a final decision. The basic posture is that retroactive reinstatement may be allowed only in cases where it can be established that the University somehow contributed to the student's late payment by some error on its part. Students requesting to be retroactively enrolled or added for prior semesters will be charged the tuition and fee rates in effect for the current semester plus applicable late fees and service charges. Regardless of when a student pays tuition and fees, payment for the entire enrollment is required. Selective course payment is not permitted.
11. Acceptable methods of payment for delinquent accounts shall be determined by the Vice President for Administration and Finance. Only those payment methods that are approved by the Vice President for Administration and Finance and the University's General Counsel as secure forms of payment may be accepted by the Bursar's Office or the University Collections Department for delinquent accounts. Delinquent accounts may be referred for collection action to Legal Counsel or its designee. In such cases, the student is responsible for any collection costs or fees, including attorney's fees, assessed to his or her delinquent account.

3.15 - Non-Discrimination

Updated: 8/13/2024

Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. The University supports diversity and is committed to maintaining employment and educational settings that are multicultural, multiracial, multiethnic, and all-inclusive. Respecting differences is one of the University's missions.

The University does not discriminate or permit discrimination by any member of its community against any individual based on race, color, religion, political beliefs, national origin, age (40 or older), sex (see Sexual Misconduct, Discrimination and Harassment Policy ([https://www.ou.edu/content/dam/eoo/updated-docs-\(5-10-2024\)/smdh-policy.pdf](https://www.ou.edu/content/dam/eoo/updated-docs-(5-10-2024)/smdh-policy.pdf))), sexual orientation, genetic information, gender identity, gender expression, disability, or veteran status in matters of admissions, employment, financial aid, housing, or services in educational programs or activities the University operates.

University policy also prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

The complete Non-Discrimination Policy (<https://www.ou.edu/content/dam/eoo/documents/sexual-misconduct/non-discrimination-policy.pdf>) and compliant procedure is found on the Institutional Equity Office (<http://www.ou.edu/eoo.html/>) website.

3.16 - Reasonable Accommodation Policy

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with

disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, The University of Oklahoma ensures that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma.

Accommodations on the basis of disability are available by contacting the Accessibility and Disability Resource Center (ADRC) by email, adrc@ou.edu, or by calling (405) 325-3852 Voice or (405) 217-3494 (VP). Students requesting disability-related services or accommodations are required to submit appropriate documentation to substantiate the disability. ADRC staff will review the documentation and send an e-mail to the student's university e-mail account that explains the eligibility determination. Students can expect to receive an initial response within fifteen (15) University business days of the Center's receipt of the documentation. Students with disabilities will then schedule an appointment for an initial intake procedure with the Accessibility and Disability Resource Center staff. During this appointment, ADRC staff and the student will engage in an interactive process and discuss any history of accommodation, strengths and limitations, and review policies/procedures.

Information on policies and registration with Accessibility and Disability Resource Center may be found on the ADRC website (<https://www.ou.edu/adrc/>).

3.17 - Student Professional Behavior in an Academic Program Policy

Updated: 8/13/2024

OU Health Sciences strives to attract, matriculate, and train students who not only possess the intellectual capacity to become a healthcare professional, but also have high ethical and professional behavior. Ethical and professional behaviors are critical to the effective education of OU Health Sciences students, are considered a core competency in the academic program, and thus, are a key factor in academic good standing.

Expectations of professional behavior as well as procedures for breaches of ethical and professional behavior are outlined in the Student Professional Behavior in an Academic Program Policy in the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>). (Appendix C)

3.18 - Sexual Misconduct, Discrimination and Harassment

Updated: 8/13/2024

The University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. The University condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct.

This policy covers unwelcome conduct of a sexual or gender-based nature, whether committed on-campus or off-campus where the University has control over the perpetrator or the context of the harassment. The policy in its entirety and the associated

complaint and grievance procedures are contained in the OUHSC Faculty Handbook. (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>) (Appendices H and J)

Pursuant to the Board of Regents Policy, all OUHSC students are required to successfully complete the online Sexual Misconduct Awareness (<https://learn.ouhsc.edu/>) training. Failure to complete the training will result in a student's inability to enroll in the upcoming semester.

Persons who have complaints alleging discrimination based upon sex or gender, which may include sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or gender expression, and sexual misconduct may file their complaints in writing to the following:

OU Health Sciences Associate Title IX Coordinator Officer
David L. Boren Student Union, Suite 300
(405) 271-2416
ieo@ou.edu

3.19 - Standards for Scholarship

Updated: 8/13/2024

Continuing at OU Health Sciences requires maintaining satisfactory academic performance levels. Students who do not maintain satisfactory progress towards their academic objective will be placed on probation, suspended, or dismissed.

Please refer to each college dean's office for the policies regarding a college's standards for scholarship.

3.20 - Student Rights and Responsibilities Code and Procedures

Updated: 8/13/2024

The Student Rights and Responsibilities Code and Procedures establishes specific student rights and responsibilities while maintaining a learning environment conducive to the University's mission.

Details of the Student Rights and Responsibilities Code, may be found at the OU Student Conduct website (<https://www.ou.edu/studentconduct/students-rights-and-responsibilities/>).

3.21 - Teacher English Proficiency

Oklahoma Statute 70 O.S. § 3224 and § 3225 (2001) provide that all instructors, including all graduate teaching assistants, now employed or being considered for employment at institutions within the Oklahoma State System of Higher Education shall be proficient in speaking the English language so that they may adequately instruct students. The University is required to evaluate its instructional faculty for oral, aural, and written fluency in the English Language and provide an annual report to the President Pro Tempore of the Senate and the Speaker of the House of the Oklahoma Legislature by January 1 of each year setting forth certain English proficiency information.

A student may file a complaint of violation of this act with the Vice Provost for Academic Affairs and Faculty Development at (405) 271-2332. The Vice Provost for Academic Affairs and Faculty Development will investigate the complaint and report said complaint(s) and disposition to the State Regents annually.

3.22 - Tobacco-Free Policy

Updated: 8/13/2024

The use of all tobacco products, including but not limited to cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes and vaping devices, is strictly prohibited anywhere on University property.

This policy is subject to all applicable laws, regulations, and recognized exceptions contained therein, including without restriction, an exception allowing tobacco use for religious or ceremonial purposes.

The complete policy and non-compliance procedures are outlined in the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>). (Section 5.10)

3.23 - OUHSC Controlled Substances Policy

Updated: 8/13/2024

Acting or intending to act to illegally use, possess, sell, share, distribute, cultivate, manufacture or be under the influence of any state or federally controlled drug or substance is prohibited. This includes: possessing drug paraphernalia; inhaling or ingesting any substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a person's mental state; knowingly providing a location for individuals to possess or consume drugs, or knowingly being in the presence of drugs. Medical Marijuana: While the use of medical marijuana has been legalized in the state of Oklahoma, federal law continues to prohibit marijuana sale, possession and use.

Therefore, the sale, possession or use of medical marijuana is prohibited on University property and at University-sponsored activities.

Students required to participate in learning experiences and/or clinical service at community-based hospitals, clinics, schools or other affiliated learning sites are expected to adhere to drug policies of that workplace.

A positive drug test, to include the marijuana derivative (THC), may prevent the student from being eligible to fulfill such learning experiences and/or clinical service and, as a result, the student may be unable to advance in their OU Health Sciences academic program. It is the student's responsibility to know and comply with the policies of any facility where they are hosted as an OU Health Sciences student through an educational affiliation agreement authorized by the OU Board of Regents.