

ACADEMIC POLICIES

Academic Workload

Academic Workload is explained by a description of “full-time enrollment” and the credit- hours required for the on-time completion of a specified program of study leading to a degree, certificate, or other academic acknowledgement. There are limits on the maximum number of credit hours a student may enroll in each semester. The maximum student overload in a given semester or term is limited to the number of credit hours which is fifty (50) percent greater than the total number of weeks in the applicable academic term. OUHSC Student Handbook, section 3.1 (<http://studenthandbook.ouhsc.edu/hbSections.aspx?ID=328>).

Full-time Enrollment

The determination of full-time enrollment within the CON varies by program. In all cases the semester credit hour (SCH) is the standard unit used to determine enrollment status and each student’s educational attainment and progress. One SCH will normally be awarded for a class meeting one hour per week for sixteen weeks. One SCH will normally be awarded for a laboratory meeting for a minimum of two hours per week.

Maximum Number of Credit Hours

Students enrolled in the baccalaureate programs of the CON usually enroll in fifteen (15) hours per semester but may enroll in up to eighteen hours (18) with permission from the appropriate program director.

Graduate students within the CON usually enroll in up to sixteen (16) hours in the fall and spring semesters and up to nine (9) hours in a summer session but may enroll in additional hours with permission from the appropriate program director and the Graduate College.

Enrollment Changes

Adds/Drops

After students have completed an initial registration for a particular term, they will be permitted to add a new course(s) or drop courses with the approval of the instructor and dean of the college as required. The final dates to process initial enrollment falls on the last day of the first week of classes (third day of a summer session). Read the full add/drop policy, at OUHSC Student Handbook, section 3.6.2 (<http://studenthandbook.ouhsc.edu/hbSections.aspx?ID=367>).

Cancellation

Registration may be canceled at any time before the first day of classes without financial obligation to the University. Students who have received a financial aid disbursement for the term must contact the Bursar’s office. OUHSC Student Handbook, section 3.6.2 (<http://studenthandbook.ouhsc.edu/hbSections.aspx?ID=367>).

Withdrawal

Withdrawing from the HSC refers to dropping all enrolled courses for a given term.

A withdrawal may be processed during the first two weeks of a regular term or the first week of a summer term without financial obligation to the University. No grade will be recorded for withdrawals during this time, nor will any record be maintained on the permanent record.

Students withdrawing within the first six weeks of the fall or spring semester, or the first three weeks of the summer semester will receive a grade of W.

Beginning the seventh week of the fall or spring semesters or the fourth week of the summer semester, students who are passing their courses when the withdrawal petition is received should be assigned a grade of W. Students who are failing their courses when the withdrawal petition is submitted may be assigned an F. W or F grade assignments are at the discretion of the individual course faculty. The OUHSC does not assign W/P (withdrawn while passing) or W/F (withdrawn while failing) grades. Back to the handbook

Students withdrawing from all courses or dropping individual courses must review the academic calendar found at <http://admissions.ouhsc.edu/Academic-Calendar> (<http://admissions.ouhsc.edu/Academic-Calendar/>) or for deadlines regarding the assignment of W or F grades.

It is the student’s responsibility to formalize withdrawals and drops by completing and submitting the appropriate forms to the Office of Student Affairs. Withdrawal from or dropping a course is not accomplished by failing to attend classes or speaking or leaving messages for faculty or staff. Students who fail to formally withdraw or drop a course(s) will be subject to tuition with possible penalties and the recording of a failing grade on their transcript.

Readmission

Students who complete only a part of the nursing major courses, and who are in good academic standing, before withdrawing from the University may be readmitted as long as they meet the admission requirements and can complete the nursing major courses within a six-year time limit. Beyond one academic year, students must reapply to be admitted to the CON.

In general, any student dismissed for poor academic performance will not be considered for readmission. LPN to BSN, ABSN and traditional students who are dismissed may apply for readmission upon completion of an associate degree RN program and successful completion of the NCLEX-RN examination. Readmission is not guaranteed and will only be granted by the Admission, Graduation and Progression Council of the College.

Satisfactory Academic Progress

Continued enrollment at OUHSC requires maintaining satisfactory academic performance levels. Below are the criteria for satisfactory academic progress in the degree programs of the CON.

College of Nursing Grading Scales

Graduate Programs

Percent	Grade
90-100	A (4 grade points)
80-89	B (3 grade points)
70-79	C (2 grade points)
60-69	D (1 grade point, not passing)
Below 60	F (0 grade points, not passing)

Undergraduate Programs

Percent	Grade
89.50-100	A
79.50-89.49	B

75.0-79.49	C
66.0-74.99	D (not passing)
<66	F (not passing)

Satisfactory/Unsatisfactory Grades

The grade of S (satisfactory) indicates a passing grade. The grade of U (unsatisfactory) is used to indicate that no credit will be given for the course.

Incomplete Grades

The grade of I (incomplete) is a temporary grade used when a student who, for reasons satisfactory to the instructor, is unable to complete specific identifiable requirements of a course and as a result cannot be assigned any other grade. The I grade is typically used in situations in which illness or other extenuating circumstances prevent the student from completing course requirements. Course requirements for the course in which an I grade is recorded must be completed within one calendar year from the end of the term in which the student received the I grade. No student who is failing a course when grades are awarded may receive an "I".

Two points should be noted:

1. The grade of I in a course, which is a prerequisite for other courses will prevent the student from enrolling in those courses.
2. If by the end of one calendar year no change in grade has been submitted, the grade of I becomes a permanent part of the student's transcript. (OUHSC Student Handbook Section 3.8.8.1)

Licensure

Students in the RN-BSN, graduate and professional programs must hold an unencumbered and current RN license while enrolled in coursework. The RN license must be within the state where clinical practicums are completed.

Students who begin a graduate or professional program prior to RN licensure are able to enroll in the first semester while waiting to sit for the NCLEX-RN. However, all students must be a licensed RN before they are able to enroll in any subsequent semesters.

Students enrolled in the LPN to BSN program must have an active unencumbered LPN license before beginning any coursework.

If a student encounters license issues, faces disciplinary action from any state board of nursing, or loses their RN license while enrolled in the program, they must let program director know immediately. **Failure to make this notification is grounds for dismissal from the College.**

Bachelors of Science in Nursing

Minimum academic requirements:

1. maintain a cumulative grade point average of 2.0 on a 4.0 scale, and
2. earn a grade of "C" in all nursing major courses.

A grade of D is a failing grade at the CON.

BSN students who receive two failing grades may be dismissed from the CON for poor academic performance.

BSN students must have a grade point average of 2.0 in all courses taken at the University of Oklahoma Health Sciences Center to enroll in 4000 level nursing courses.

Masters of Science in Nursing and Doctor of Nursing Practice

Minimum academic requirements:

1. maintain a grade point average of 3.0 on a 4.0 scale in all course work completed and
2. the total number of credit hours of C grade applied toward the MSN, DNP, and/or certificate cannot exceed twenty-five (25) percent of the total letter-graded course work required for the degree and/or certificate.

If a student's academic record includes enrollment in more than one graduate degree and/or certificate program, the student must maintain a minimum grade point average of 3.0 in each program.

MS students who earn a grade of D or F in a required course must register for the required course the next time it is offered. Students who earn a passing grade (A, B, C, or S) in a class cannot repeat that class unless the program requires a grade of A or B. Such a request from the program must be approved by the Vice Provost for Academic Affairs or designee. Both the original grade and the repeat grade will be included in the calculation of the grade point average.

Academic Appeals and Petitions

Academic Appeals

The faculty is responsible for making academic evaluations of students. If a student feels they have been evaluated wrongfully or unfairly by an instructor 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 the program or being required to repeat a semester or a year and has been unable to resolve the matter in conference with the instructor and/or the department chair, the student may request a hearing by the College of Nursing's Academic Appeals Board. The sole basis for an appeal is an alleged prejudice or capricious evaluation or decision. The policy and procedures regarding academic appeals are detailed in the OUHSC Faculty Handbook, Section 4.16. A student may seek guidance about academic policies and procedures from the College of Nursing Student Affairs dean, and/or the OUHSC Vice Provost for Academic Affairs.

Petitions Regarding Course of Study

A petition is required to deviate from the recommended program of study. Undergraduate students are not eligible to petition deviation from their programs.

Graduate students wishing to deviate from the recommended program of study, including changing the sequencing of courses, changing any prerequisites, or requesting course substitution or transfer, may petition the College.

Prior to submitting the petition, graduate students should meet with their program director. The petition should:

1. Describe the specific request and include supporting rationale and permission of the instructor,
2. Be submitted to the Office of Student Affairs to be forwarded to Admissions, Progression, and Graduation Council, and include the course syllabus of the previously taken course for a request for course substitution or transfer.

Academic Probation and Dismissal

Students who do not maintain satisfactory progress towards their academic objective will be placed on probation or dismissed from the program. (OUHSC Student Handbook 3.2 (<http://studenthandbook.ouhsc.edu/hbSections.aspx?ID=332>))

Academic Probation

A student who fails to maintain a grade point average of 2.0 in the BSN or 3.0 in the MSN, DNP, or post-graduate certificate programs will be placed on academic probation for one semester. At the completion of the probationary semester, students must have achieved the requisite minimum grade point average in their program during that semester to be removed from probation or to continue on probation if their overall GPA does not meet the minimum requirements.

Students who earn a grade of D or F will be placed on probation, and provided with a required alternative plan of study, for the duration of the curriculum. Such alternative plan of study may delay graduation depending on course availability. BSN students may be required to change from one track to another to complete the alternative plan of study.

Academic Dismissal

Students who have been placed on probation and do not achieve the required grade point average of 2.0 in the BSN or 3.0 in the MSN or DNP during the next semester, may be dismissed from the program.

In the BSN program, a second grade of D or F in any repeated nursing course may result in dismissal from the College regardless of the cumulative grade point average.

Academic Integrity

Academic Integrity means honesty and responsibility in scholarship (OUHSC Student Handbook Section 2.3 (<http://studenthandbook.ouhsc.edu/hbSections.aspx?ID=330>)). The basic assumptions regarding student academic work at the OUHSC 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 in any other way is fraudulent.

Academic integrity means understanding and respecting these basic truths, without which the University cannot exist. Academic misconduct violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between students and professor. Academic misconduct is unfair to students who earn their grades honestly. (OUHSC Faculty Handbook, Section 4.17)

Attendance Policy

Only officially enrolled students may attend class. Students are responsible for the content of courses in which they are enrolled. Specific policies concerning attendance requirements, announced, and unannounced examinations are the responsibility of the individual instructor. All mid-term and final examinations will be announced and published in advance (See 4.8 Examinations).

The student is responsible for the content, assignments, and material of any course in which they officially enrolled and as described in the course syllabus. Because of the unique nature of the content, classes, seminars, and practical experiences cannot be repeated within the same course.

Examinations

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 in the Academic Calendar section of the Office of Admissions and Records website. <http://admissions.ouhsc.edu/Academic-Calendar> (<http://admissions.ouhsc.edu/Academic-Calendar/>)

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 (<http://provost.ouhsc.edu/Portals/1037/assets/documents/FacultyHandbookOUHSC.pdf?ver=2019-09-30-135426-620>). 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.

OUHSC Student Handbook Section 3.8.7

Student Evaluations

Student Evaluation of the Course cannot be included as a part of the course grade. Each student is given the opportunity to complete a course evaluation during the final weeks of the course. Instructors use this information as valuable feedback to enhance future iterations of the course. The course evaluation responses are aggregated and provided to

course faculty. Individual evaluations are not provided for faculty review. The reports are made available to instructors after final grades have been posted. Student evaluation of the course will not affect student grades.

Enrollment Holds

Enrollment holds may be issued by the College of Nursing, the Library, the Bursar, Admissions and Records, or the Parking Office to students failing to comply with University/campus policies. Official enrollment is not permitted unless all enrollment holds are lifted by the initiating department(s). A late enrollment fee may be assessed if enrollment holds are not resolved in a timely manner.

Grade Posting

All assignment and examination grades are posted and accessible to students through the course learning management system.

Leaves of Absence (LOA)

Students may request a leave of absence by contacting the College of Nursing Office of Student Affairs or their Program Director. The leave of absence cannot be granted retroactively.

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 reapply and be re-admitted before enrolling again.

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 IX funds because of a temporary interruption in the student's program of study.

Students who do not request a leave of absence and fail to re-enroll for a term must formally apply for readmission to the program to enroll in future terms. Failing grades are recorded for students who register for a term, do not attend classes, and do not secure a leave of absence or formally withdraw from classes.

Transfer of Credit

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 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. 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 University of Oklahoma Health Sciences Center 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 (<http://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/Transfer%20Credit%20Petition2016.pdf>) and syllabus. The instructions and

mailing address are included on the form. Use one form for each course to be reviewed.

Upon receipt, the Office of Admissions and Records, 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. The Office of Admissions and Records 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.

MSN and DNP Transfer Policy

The acceptance of transfer credit from another institution for an MSN and DNP degree programs is determined in accordance with the following criteria:

1. The course work transferred must represent valid graduate credit earned in graduate level courses from an accredited college or university.
2. The credit must carry a grade of A, B, or S.
3. The credit must not be more than six years old at the time of admission to the degree program. In special cases, credit more than six years old may be transferred if recommended and validated by the department and approved by the Dean.
4. The credit must be applicable to the degree program. The transfer must be approved by the College of Nursing.

Students may not apply one course to more than one degree program. No more than 25 percent of the degree requirements may be transfer credit.