

University of Oklahoma Health Sciences Center



Student Handbook 2014-2015





University of Oklahoma Health Sciences Center

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Academic Policies

Academic Appeals Policy and Procedures

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 or a general or comprehensive exam; suspension or dismissal under the Student Professional Behavior in an Academic Program Policy; 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 Appendix C of the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>)

Academic Probation, Suspension, and Dismissal

Probation

Students not maintaining satisfactory progress will be placed on academic probation for one 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. Students enrolled in graduate or 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 in that college. Any student who has been suspended should contact Admissions and Records for instruction.

Dismissal

Students dismissed from their program for academic or disciplinary reasons may apply for readmission to the University. Such readmission is not automatic but is decided on an individual basis. 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 in that college.

Academic Integrity

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

- (a) Students attend the University of Oklahoma in order to learn and grow intellectually.
- (b) Academic assignments exist for the sake of this goal and grades exist to show how fully the goal is attained.



- (c) 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.

(Regents, 12-3-02)

Academic Misconduct

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. The policy and procedures regarding dishonest work and definitions of each type of academic misconduct as noted above are detailed in the Academic Misconduct Code which may be found in Appendix C of the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>).

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.

Academic Work Load

There are limits on how many 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.

Admission/Enrollment as a Special Student

An applicant who does not desire to pursue a degree program may seek admissions as a Special Student only after advisement from the department housing the program. 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 at <https://apps.ouhsc.edu/admissions/>. The application deadline for special students is two weeks before the first day of class. Enrollment must be completed one week prior to classes starting in any term. Enrollment as a special student is subject to the approval of the College, the instructor(s), and the Graduate College Dean (if applicable).



Graduate College applicants must hold a baccalaureate degree from a US accredited college or university. 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.

Enrollment is limited to a maximum of 12 semester hours or 3 terms, whichever comes first. A maximum of 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 the Office of Admissions and Records at (405) 271-2359.

Administrative Withdrawal

An administrative withdrawal "AW" may be assigned to indicate that a student has been involuntarily withdrawn by the institution. 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 approved by the Vice Provost for Academic Affairs & Faculty Development.

For assistance, please contact your College or the Office of Admissions and Records at (405) 271-2359:

Alumni Information

At the end of each semester, the Office of Admissions and Records will forward graduate information to the Alumni Office on the Norman campus.

For additional information, please contact the Office of Admissions and Records at (405) 271-2359.

Auditing Courses

Audit enrollment is for non-credit and used by students who want to take a class for information, not to count toward a degree. Students enrolling as an auditor must meet guidelines as outlined below. 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. Initial enrollment as an auditor must be completed by the last day permitted for late enrollment for credit in any semester or term. 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.

A change of enrollment from audit to credit may be made, provided the change 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, and provided the instructor and appropriate dean grant approval.

A change of enrollment from credit to audit may be made during the first ten weeks of classes in a semester or five weeks 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 processed during the first ten weeks of a semester or five weeks of a summer term 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.



Fee charges and refund policies for audit enrollments are the same as for credit enrollments. A student enrolled "exclusively" as auditor may withdraw only during the fee refund period and the enrollment will be canceled. No entry will be made on a permanent academic record.

In accepting a student as an auditor, it becomes the responsibility of the instructor to make clear to the student the instructor's requirements for the audit enrollment. For example, if the student is to attend regularly, to participate in specific class exercises, perform experiments, take tests, etc., this must be relayed to the student at the time permission is given to enroll as an auditor. Satisfactory completion of the audit enrollment is identified as an "AU" grade. An instructor, at his/her discretion, may assign a "W" grade to an auditor who, in the instructor's opinion, did not perform according to the specific requirements as identified at the time of enrollment. For more information, contact the Office of Admissions and Records at (405) 271-2359.

Cancellation of Courses

Whenever 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 fees paid for that course. The department offering the course should notify the Office of Admissions and Records and the students who have enrolled regarding the decision to cancel the course. The students should then be properly removed from the course and enroll in another course or receive a complete refund of the fees paid for that course.

For assistance, please contact your College or the Office of Admissions and Records at (405) 271-2359.

Cap and Gown

Representatives from the University Bookstore on the Norman campus visit the Health Sciences Center prior to spring commencement so that students may rent caps, gowns and order graduation announcements. Students are encouraged to contact their college regarding other vendors and dates the University Bookstore will be at the Health Sciences Center.

Students who complete degree requirements during the summer or semester prior to spring commencement may participate in the commencement exercises. Students who will complete or expect to complete requirements prior to or by the end of the following summer session may also, with the academic dean's permission, participate in the spring commencement.

For additional information, contact the Office of Admissions and Records at (405) 271-2359 or visit the OU Commencement Website at <http://www.ou.edu/commencement/home.html>.

Change of Address and/or Name

Students must complete a form for name changes, which may be obtained in the Office of Admissions and Records or in their academic department or college office of student affairs. Once the form has been completed, it must be submitted to the Office of Admissions and Records, where the student's information is updated. Address changes may be processed by completing a request form or by accessing the Student Self Service System at <https://gohsc.ouhsc.edu>.



Change of College and/or Major

When a student desires to change or apply to another major or degree within the University, he or she must complete a Change of College, Major or Degree Option form. The form may be found online at <http://www.ouhsc.edu/Portals/1047/assets/documents/Forms/ChangeCollegeMajorDegreeOption07.pdf>. As instructed on the form, the student must complete the necessary section, secure necessary information and signatures from the accepting college/program and the releasing college/program, and return the form to the Office of Admissions and Records.

For assistance, please contact your College or the Office of Admissions and Records at (405) 271-2359.

Changes of Enrollment

After a student has completed an initial registration for a particular term, he/she will be permitted to add new course(s) or drop courses 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 class 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.

From the third week (second week of a summer session) through the sixth week (third week of a summer session), any student who drops a course will receive a grade of "W". "W" (meaning withdrawal) is a neutral grade given to a student who drops a course with a passing grade.

From the seventh week (fourth week of a summer session) through the tenth week (fifth week of a summer session), 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) 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.

See official University Academic Calendar for specific add/drop/withdrawal dates.

Process and Steps for Completing the Add/Drop Request Form

- 1) Obtain the appropriate Add/Drop designation (grade) and a signature from the instructor of each course;
- 2) Obtain a signature from the college dean or designee; and
- 3) Submit the completed form with all signatures and dates, as noted at the bottom, to the Office of Admissions and Records, BSEB 200. It is the student's responsibility to complete this form accurately and completely.

Professional Students: Clinical instructor signatures are not required.



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 Admissions and Records Immigration Advisor before dropping courses or withdrawing for the semester. Dropping below full-time can put a student's visa status in jeopardy.

Add/Drop form: <http://www.ouhsc.edu/Portals/1047/assets/documents/Forms/a-d.pdf>

For assistance, please contact your College or the Office of Admissions and Records at (405) 271-2359.

Class Attendance

Only students who are officially enrolled (either for credit or as an auditor) may attend class. A student is responsible for the content of courses in which he or she is officially enrolled. The establishment of specific policy concerning class attendance requirements, as well as announced and unannounced examinations, is the responsibility of the individual instructor. 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 the Office of Admissions and Records. Classes are not to be dismissed or rescheduled for extracurricular functions.

RELIGIOUS HOLIDAYS: 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)

Dropping Course(s) Procedures

Dropping a course at the University refers to dropping one or more courses without completely withdrawing (See "Withdrawal Procedures" to completely withdraw from the University). To drop a course, students should initially contact their Student Affairs office. Graduate students should contact their department, and special students or auditors should contact the Office of Admissions and Records. Please see the Academic Calendar at <http://www.ouhsc.edu/admissions/AcademicCalendar> for deadlines on dropping courses and refunds.

Add/Drop forms may be found online at <http://www.ouhsc.edu/Portals/1047/assets/documents/Forms/a-d.pdf>. For assistance, please contact your College or the Office of Admissions and Records at (405) 271-2359.

Enrollment and Degree Verification

The Office of Admissions and Records has authorized the National Student Clearinghouse to provide verification of a student's enrollment and degree status, which may be necessary to obtain deferments on school loan repayments, reduced insurance rates, employment qualifications, or other purposes. Students may print enrollment verifications through the National Student Clearinghouse Self Service at <http://www.degreeverify.org/> or the Student Self Service System.



For further information, contact the Office of Admissions and Records:

OUHSC Office of Admissions and Records
Telephone: (405) 271-2683
Fax Number: (405) 271-2682

1106 N. Stonewall, SU104
Oklahoma City, OK 73117-1200

Graduate Medical Education verifications for Internship, Residency, and/or Fellowship completion can be verified through the Physician's Specialty Department. A directory of the various programs and departments may be found at: <http://hippocrates.ouhsc.edu/comdocs/gme/program%20directory.cfm>

Enrollment Cancellation

Any student who enrolls in courses at the University becomes obligated for payment of fees and tuition for those courses; however, if an enrolled student cancels his/her enrollment prior to the first day of classes, any indebtedness for the enrollment is avoided. To cancel an enrollment, contact your College or Office of Admissions and Records to complete a Cancellation Form. The Cancellation Form may be found online at <http://www.ouhsc.edu/Portals/1047/assets/documents/Forms/Cancel.pdf>. No record of a canceled enrollment will be made on the student's academic permanent record (transcript). After classes have begun, students must withdraw from their enrollment.

For assistance, please contact your College or the Office of Admissions and Records at (405) 271-2359.

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 will be a \$50 late enrollment fee assessed for all enrollments completed after 5 p.m. on the last day of open enrollment.

Enrollment Instructions

Enrollment forms and class schedules are in departmental offices and on the Admissions & Records Website at <http://www.ouhsc.edu/admissions/>. 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 "SPECIAL" or "AUDITORS" must report to the College for admission and to begin enrollment.

For assistance, please contact your College or the Office of Admissions and Records at (405) 271-2359.

Changes to the following data require an additional form: name, residency status, college and/or major. The appropriate forms are available in the Office of Admissions and Records and colleges/departments.

A student who enrolls in a course without proper approval or 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 the Office of Admissions and Records for information concerning permission and prerequisites.



PLEASE NOTE! Students attempting to enroll as a Special Student received by the College or in the Office of Admissions and Records 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.

Environmental Health and Safety Procedures

An extensive guide has been developed for students outlining safety and health practices and environmental protection procedures that have been established on the OUHSC campus which includes how to obtain information about the products and chemicals they may be working with; methods to prevent injuries, chemical exposures, and spills; and emergency procedures. Contact the Environmental Health and Safety Office (EHSO) at (405) 271-3000 or view the guide on the EHSO web site at <http://w3.ouhsc.edu/ehso>.

Extra-institutional Learning

Students desiring to seek college credit for a course by examination may obtain an application for Advance Standing Examination from their college. Undergraduate Allied Health and Undergraduate Nursing students may obtain the application in their Student Affairs offices. The student must complete and submit the form with payment to the Student Affairs office within his/her college. 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), and 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 the Office of Admissions and Records.

Institutional charges for evaluating advanced standing will be based upon 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 the University of Oklahoma Health Sciences Center must be validated by successful completion of 12 or more upper division credit hours specified by the University of Oklahoma Health Sciences Center 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.

Full-Time Enrollment

To be considered full-time, an undergraduate student must be enrolled in at least twelve or more credit hours in a fall or spring semester; at least six or more credit hours in a summer session.

Full-time enrollment for graduate students is nine semester hours during each of the fall and spring semesters and four semester hours during the summer sessions. A graduate assistant holding a 0.50 FTE appointment will be required to enroll in at least five hours during each of the fall and spring semesters and at least two hours for summer sessions to be classified as a full-time graduate student. Students may not carry more than sixteen hours per semester for graduate credit or more than nine semester hours per summer session without the permission of the Graduate 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.



Grading Regulations Relative to Incompletes

An "I" (incomplete) received following the close of a semester or summer session is a temporary grade caused when a student, for reasons satisfactory to the instructor, is unable to complete certain requirements of the course by the end of the term. Any student receiving an "I" should contact the instructor, who will indicate what must be done to complete the course and set a time limit for completion. The time allowed may in no instance exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of "I" will become permanent. After a grade of "I" has become permanent, a student may reenroll in the course. Credit for courses in which a student has received an "I" at the University of Oklahoma cannot be completed at or transferred from another institution.

Grading Regulations Relative to Withdrawals and Drops

For students withdrawing from all courses in the first two weeks of class (the first week of a summer session), no grade is recorded. For complete withdrawals occurring after the second week of class (first week of summer), the instructor will assign a grade of "W" or "F" for each course, as outlined below.

Students withdrawing from one or more courses but not all courses in the first two weeks of class (first week of summer), no grade is recorded; from the third week through the sixth week of class (second and third week of summer), a "W" will be assigned to each dropped course. From the seventh through 10th week (fourth and fifth week of summer) the instructor of each course dropped will assign a "W" or "F." Beginning with the 11th week of the semester (sixth week of the summer session) 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 withdrawals and drops for courses that deviate from the Academic Calendar, please contact the Office of Admissions and Records at (405) 271-2359.

Grading System

Students' grades in all courses are filed in the Office of Admissions and Records and become a part of the 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 "I" grade (Incomplete) is a neutral grade. It is not an alternative to an "F," but is intended as a temporary grade to be used when a student who, for reasons satisfactory to the instructor, is unable to complete certain identifiable requirements of a course and who cannot be assigned any other grade. Typical instances might be absence from a final examination due to illness or inability to submit a term project due to extenuating circumstances. "Incomplete" is not an acceptable explanation of the "I" grade. The instructor will indicate to the student what must be done to complete the course and set an appropriate time limitation. However, the time allowed may not exceed one calendar year from the end of the term in which the student received the "I" grade.

If by the end of one year no change in grade has been submitted, the grade of "I" will become permanent on the student's record. After a grade of "I" has become permanent, the student may reenroll in the course. Credit for courses in which a student has received a grade of "I" at the university cannot be completed at another institution for transfer back to the Health Sciences Center. If the student graduates with a grade of "I" on the record, it becomes permanent.

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 he previously failed at the Health Sciences Center 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.

Plus/minus grades are not used or recognized at OUHSC.



Graduation

All students graduating from the University of Oklahoma Health Sciences Center must complete an Online Application for Graduation before a diploma will be issued. The online application must be accessed through the Student Self Services System at <http://gouhsc.ouhsc.edu/> and submitted by the following deadlines:

March 1 – Spring Graduates
July 1 – Summer Graduates
October 1 – Fall Graduates

The responsibility for meeting graduation requirements lies with the student. All students are advised to check with their College Student Affairs Office to verify that all degree requirements have been satisfied.

Transcript Request After Graduation

To request transcripts with your degree posted, submit a request through Student Self Service upon completion of the Application for Graduation. You may also print out the Transcript Request Form (<http://www.ouhsc.edu/Portals/1047/assets/documents/Forms/tranreq.pdf>) and fax or mail to the Office of Admissions and Records.

Diploma

The Diploma will be available approximately six to eight weeks after the graduation date. All Bursar and Financial Aid holds must be cleared before the diploma will be released.

For additional information, please contact the Office of Admissions and Records at (405) 271-2359.

Graduation Ceremony

Health Sciences Center students, undergraduate, graduate, and professional, participate in commencement in Norman each spring. Individual colleges hold convocations following commencement. Students completing degree requirements during the summer or fall semester may participate in the May graduation exercises the following year. While there are no graduation exercises in August or December, diplomas are awarded three times a year. Students should complete the online application for graduation at the time they enroll for their last semester. Doctor of Medicine, Dentistry and Pharmacy students have independent commencement ceremonies. Physician Associate and Assistant students have commencement ceremonies at the end of the fall semester.

For additional information on the May Commencement Ceremonies in Norman please contact the Graduation Office at (405) 325-0841 or commencement@ou.edu.

Graduation Guidelines

Below is the Policy Guideline for Implementing Graduation:

1. A deadline to complete the Application for Graduation has been established for each semester and summer session. The dates are: October 1 for Fall graduates, March 1 for Spring graduates, and July 1 for Summer graduates. Candidates must apply for their diploma prior to receipt of the diploma. It is the responsibility of the college and the student to make sure that the appropriate application is submitted to the Office of Admissions and Records by the published deadline.



2. Neither an official transcript nor a diploma will be issued until a student has met all of its obligations to the University and all holds have been cleared.
3. Students declared as degree candidates after the deadline date will not appear in the Commencement Program of Degree Candidates. However, all students who complete their degree requirements during a given term will appear in the official publication of Degrees Awarded.
4. The Office of Admissions and Records prints diplomas following submission of the Certified Graduation Report from each college.
5. The date of graduation for each term will normally be the last day of examinations in the fall, the date of commencement in the spring, and the last day of classes in the summer. (The calendar in the Class Schedule Bulletin indicates the specific dates).
6. To entitle the student to graduate as of the established date, all academic work required for the degree must be satisfactorily completed prior to the first day of classes of the next semester or summer session, with the following exceptions:

- (a) Students completing degree requirements by enrollment in internship or Health Sciences Center professional programs which are in session during the graduation term and extend beyond the University's cutoff date.
- (b) Students completing degree requirements by enrollment in another institution during the graduation term when the other institution's semester or session runs concurrent with, but extends beyond the University's cutoff date.

Such students (a and b above) will be counted with the graduates of that term, but their diplomas will be held until the official records of the required work have been filed with the University and the student is officially cleared for graduation.

- (c) Graduate students completing degrees that require a thesis or dissertation are given an additional "grace period" of up through the last day of late enrollment of the next term to complete all requirements (including the microfilming fee and the deposit in the Library of their thesis or dissertation) and are not required to enroll for that term. The diploma and the official date of graduation will reflect the term in which all requirements were met.

If the student has not completed requirements by the end of the last day for enrollment, the student must enroll again in a minimum of two semester hours of thesis or dissertation and the diploma will be issued for that term.

7. All students shall be required to have all work needed for graduation submitted to the Office of Admissions and Records no later than ten working days following the last day of finals for the term in which the student wishes to graduate. This would include transfer work from another institution, correspondence courses, incomplete grades, and any other correction or addition to the student's academic record. This deadline does not take the place of the existing deadline for all work to be completed, which is "all work required for the degree must be completed satisfactorily by the last day of finals of the semester or term". This is an additional requirement that the notification of the completion of this credit must be submitted in a timely fashion in order for the student to graduate within that term. The appropriate deadline for receipt of that notification is within ten working days after the last day of finals.



8. All official records required for clearance of graduation requirements must be filed with the Office of Admissions and Records prior to degree clearance.
9. Diplomas will be printed under the name appearing on the student's official academic record at the time of graduation or as submitted on the application for graduation. Variations are allowed, such as adding a maiden name and/or dropping the full middle name and using an initial. The last name and either the first must be spelled out so that the name on the diploma and the academic record can always be matched. The adding of a suffix is acceptable providing the student completes a name change form with evidence of the suffix being part of the legal name.

Students who want to make changes as to how their name appears on their diploma must file a new application for graduation with the Office of Admissions and Records at the beginning of the term in which they anticipate graduation. Students who request a legitimate name change after diplomas have been printed will be required to pay an additional cost for the reprinting of the diploma.

Married names cannot appear on the diploma if the marriage has not taken place at the time of the diploma printing. Students who change their names after the graduation date may request a new diploma at their expense.

10. Should a student complete all academic requirements for graduation and apply for the diploma before the end of the term, the student will be entitled to receive a certified statement of completed degree requirements bearing the date academic requirements were completed from the graduating college. Such a statement will be entered on a student's permanent academic record when the Office of Admissions and Records receives notification from the college.
11. Should a degree candidate fail to successfully complete graduation requirements as of the graduation date for which the student applied, the student will need to contact the appropriate college to move the graduation date forward and then reapply for graduation during the appropriate term.
12. Students who qualify for graduation with both College Distinction and University Honors will be graduated with Honors. Undergraduate degrees can be awarded with the following designations: With Distinction, With Special Distinction, With Outstanding Distinction, Cum Laude, Summa Cum Laude, and Magna Cum Laude.
13. A lost, stolen, or damaged diploma may be replaced by submitting a notarized affidavit and a \$50 replacement fee to the Office of Admissions and Records. If possible, the original diploma must be returned prior to release of the new diploma.

For additional information, please contact the Office of Admissions and Records at (405) 271-2359.

Honors Program

The Honors Program offers academically talented undergraduates the opportunity to enroll in honors-designated courses which lead to a degree *cum laude*, *magna cum laude*, or *summa cum laude*. The educational opportunities include honors-designated sections of lower-division courses (Norman campus only), division honors seminars and colloquia, and honors reading and research courses. The goal of this program is to challenge academically talented students and to enable them to attain deeper understanding of and greater degree of commitment to their intellectual goals. To graduate with honors,



students must satisfy requirements of their degree-granting college and their department as well as satisfying the requirements of the OU Honors Program.

Students who successfully complete all requirements of the university's Honors Program and who attain a cumulative OU grade point average of at least 3.8 will be granted *summa cum laude*; those with a cumulative OU grade point average of at least 3.6, but less than 3.8, will be graduated *magna cum laude*; and those with cumulative OU grade point averages of at least 3.4, but less than 3.6, will be graduated *cum laude*.

Insufficient Enrollment

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 fees paid for that course. The department offering the course should notify the Office of Admissions and Records of the decision to cancel the course and notify the students who have enrolled so they can be properly removed from the course and receive a complete refund of the fees paid for that course and make appropriate changes to their enrollment to maintain fulltime status.

Late Registration

A student is permitted to enroll during the first week of a regular semester or the third day of a summer session and 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. 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.

Leave of Absence

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.

Intercampus Enrollment

Health Sciences Center Student Enrolling in Norman Campus Courses

To enroll in Norman campus courses, Health Sciences Center (HSC) students **must** receive permission from their HSC College. The HSC College will contact the HSC Office of Admissions and Records in order to process the Norman campus enrollment.



All Norman Intercampus enrollments--adding, dropping, cancelling, or withdrawing courses--must be processed by the HSC Office of Admissions and Records. HSC 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 HSC Bursar will bill for all tuition and fees that are to be paid to the HSC Bursar, Service Center Building, Room 118, 1100 N. Lindsey, Oklahoma City. Norman campus courses will be listed on the HSC student's transcript.

Norman Campus Students Enrolling in Health Sciences Center Courses

Since all courses at the HSC require special permission, Norman campus students are advised to secure that permission from the HSC instructor before beginning the enrollment process. Once permission has been obtained, Norman campus students should contact the Office of Admissions and Records, Buchanan Hall, 1000 Asp Ave., Norman campus. All tuition and fees are paid to the HSC campus Bursar's Office, 306 Boren Student Union. HSC courses will be listed on the Norman campus student's transcript. For further information, contact the OU Norman Office of Records at (405) 325-4147.

Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace

The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The university program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on university property, or as part of any university-sponsored activities. To meet these responsibilities, University policy is located in the Faculty Handbook (<http://www.ouhsc.edu/provost/FacultyHandbook.asp>) in Section 5.10.

Reasonable Accommodation

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 Disability Resource Center (DRC) by email, drc@ou.edu, or by calling (405) 325-3852 Voice or (405) 325-4173 TDD. Students requesting disability-related services or accommodations are required to submit appropriate documentation to substantiate the disability. DRC 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 Disability Resource Center staff. During this appointment DRC 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 DRC may be found on the DRC website at www.ou.edu/drc.



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 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 in accordance with applicable law. With these considerations in mind, the University of Oklahoma 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 and released only with their consent. 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, employment verifications, enrollment verification, 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
- Degree 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

This 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 prior student consent.

Disclosure of Education Records

- 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 to the University to perform a service or function, instead of using University employees or officials (such as an attorney, auditor or collection agent).
 - 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 issuing 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, and 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 which 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 U.S. or his designee.
 - 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 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.

Student 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 he or she 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 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 records which relate to him or her. 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. Following are the procedures for the correction of records:

1. A student must ask the appropriate University official of the University of Oklahoma to amend a record (Type of records, location and custodians are listed later in this policy). 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 his or her privacy rights.
2. Within a reasonable period of time, the University will either comply with the request or not comply. If it decides not to comply, the University will notify the student of the decision and advise the student of his or her 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 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 his or her 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.
6. 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.
7. If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it 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.
8. The decision shall be in writing, be based solely on the evidence presented at the hearing and be delivered to all parties concerned who have a legitimate education interest.
9. 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.
4. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

The University has a policy which denies students copies of their educational records, including HSC 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.
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 for specific grade or other academic information can be addressed to the Office of Admissions and Records.



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 that policy, contact the University's Open Record Officers.

Residency Policy and Petition

The University follows the Oklahoma State Regents for Higher Education Policy Statement on Residency Status for Tuition Purposes. The full text of the policy is available online at <http://www.okhighered.org/state-system/policy-procedures/part3.shtml> (Section 3.17).

It is the responsibility of each applicant to submit any question about resident status and the petitioning process to the Office of Admissions and Records. Petitions and supporting documents must be submitted by the following dates:

- Fall – August 15
- Spring – January 10
- Summer – June 1

Smoking Policy

In accordance with the state Smoking in Public Places Act, the University has established a Smoking in Public Places Policy. All facilities of the Health Sciences Center in Oklahoma City and Tulsa are smoke-free and on the Norman campus as indicated through the provision of this policy. All buildings owned or operated by the University of Oklahoma will be free from smoking as noted.

Definitions - "Building" is defined for the purpose of this policy as an enclosed, indoor area owned or operated by the University of Oklahoma and used by the general public, serving as a place of work for university employees or a meeting place for a public body (as defined in the Open Meeting Act OS 25, Section 304), including but not limited to offices, classrooms, laboratories, libraries, auditoriums, arenas, theaters, performance/exhibit halls, museums, meeting rooms, cafeterias and restaurants or public conveyances (including elevators, trolleys and buses). "Smoking" means the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.

Signs will be posted at all entrances to University buildings stating that the buildings are smoke-free. Faculty, staff or students within the building may ask any person smoking in the building to refrain.

The above does not apply to: (1) any housing or residence facility owned or operated by the University, (2) space leased to others, or (3) outdoor areas unless specifically designated as non-smoking areas.

Tobacco products will not be sold on University property.

Standard for Scholarship (Regents' Policy)

The following standards relating to retention of undergraduate students at The University of Oklahoma have been established. For continued enrollment in good standing a student must maintain a cumulative grade point average based on total hours of A, B, C, D and F grades attempted, indicated as follows: zero to thirty semester hours attempted requires a 1.70 GPA; thirty or more semester hours attempted requires a 2.0 GPA.



A cumulative grade point average is based on all work attempted, both transfer and at the University of Oklahoma. **The standards indicated above are minimal. Each degree-recommending college may establish standards higher than these requirements for retention.**

For the policies regarding a college's standards of scholarship, please refer to each college dean's office.

Student Rights and Responsibilities Code

The purpose of the Student Rights and Responsibilities Code (referred to as the "Code" or "this Code") is to establish specific student rights and responsibilities while maintaining an environment conducive to the University of Oklahoma's mission. The processes and procedures of this Code establish and enforce standards of conduct through educational experiences, fostering student learning and development while maintaining student retention. The Code and the Procedures are detailed in Appendix C (12-25) of the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>).

I. Authority and Jurisdiction

The Board of Regents of the University of Oklahoma is charged in the Constitution of the State of Oklahoma with governing the University, and nothing in this Code prevents the Board of Regents from establishing or amending rules or procedures in order to fulfill its responsibility. In collaboration with the appropriate University official, the University Vice President for Student Affairs has day-to-day responsibility for disciplinary matters and maintenance of records of all actions taken. The University Vice President for Student Affairs shall be vested with the authority to establish and operate a Student Conduct Office. The respective campus Director of Student Conduct shall work in collaboration with appropriate University officials, but shall report to the University Vice President for Student Affairs ("UVPSA") for the operation of the Student Conduct Office ("Student Conduct").

This Code and the Procedures shall be effective beginning September 19, 2011.

II. Student Rights

Students of the University of Oklahoma are guaranteed certain rights by the Constitutions of the United States and the State of Oklahoma and the University of Oklahoma Student Association. Those documents are controlling and any questions of student rights must be decided on the language contained in those documents. Among other rights, the following apply:

1. The student has the right to form, join and participate in any student organization or group without regard to race, color, national origin, sex, sexual orientation, genetic information, age (40 or older), religion, disability, political beliefs or status as a veteran. <http://www.ou.edu/home/eoo.html> and <http://www.ou.edu/home/misc.html>.
2. The student has the right to pursue his/her education as long as he/she meets the University's applicable academic standards and observes applicable laws and policies.
3. The student has the right to certain procedural due process, including notice and an opportunity to be heard.
4. The student has the right to request appropriate action from the administration for any violation of rights guaranteed by this Code.
5. The student has the right not to be charged twice by the Student Conduct Office for one incident.



6. The student has the right to establish and/or disseminate publications free from any censorship or other official action controlling editorial policy or content in accordance with University policies.
7. The student has the right to invite and hear any person of his/her choice on any subject of his/her choice subject to applicable regulations and/or University policy.
8. The student has the right to use campus facilities, subject to regulations governing the facility.
<http://www.ouhsc.edu/policy/>
9. The student has the right of assembly to demonstrate, inform, or protest, in accordance with University policy.
10. The student has the right to be secure in his/her possessions, against invasion of privacy, and unreasonable search and seizure.

III. Student Conduct Proceedings

Procedures under this Code are attached as Appendix A and available at: <http://studentconduct.ou.edu/>. In collaboration with the appropriate University official, the UVPSA or other appropriate administrative official vested with such authority, has discretion to take various actions under this Code for violations of law or University policy. *Such actions are separate from civil, criminal or licensure proceedings that may relate to the same incident.* Proceedings under the Code may be carried out prior to, simultaneously with, or following civil, criminal or licensure proceedings, at the discretion of the University.

The University will initiate the appropriate process under the Code within 365 calendar days from the date that a University employee discovers the act. Provided, however, the appropriate process shall be initiated immediately upon receipt of findings from the University's Equal Opportunity Office. In addition to any proceedings described in the Student Conduct Procedures (see Appendix A, the "Procedures"), the University may take any of the following actions:

A. Direct Administrative Action

In collaboration with the appropriate University official, the UVPSA or other appropriate administrative official vested with such authority, may immediately take Direct Administrative Action, which he/she deems necessary for the welfare or safety of the University Community; to maintain order on the campus and preserve the orderly functioning of the University; to stop or prevent interference in any manner with the public or private rights of others on University premises; to stop or prevent actions that threaten the health or safety of any person; or stop or prevent actions that destroy or damage property of the University, its students, faculty, staff, or guests.

Any student so affected may be entitled to a hearing as outlined in the Procedures, attached as Appendix A and available at: <http://studentconduct.ou.edu/>

B. Disciplinary Hold and Disciplinary Stop

While conduct proceedings are pending, the University may place a disciplinary hold on the student's records, which prohibits the student from registering for classes until the conduct process, including any review procedure, if requested, is complete. The University may also place a disciplinary hold if a student fails to complete assigned sanctions, which has the same impact on a student's records and registration as described above. If a disciplinary hold is placed, the hold will not be removed until the student satisfactorily completes all sanctions.



The University may place a disciplinary stop on a student's record if a student is suspended as part of the sanctions, prohibiting a student from being admitted to or registering for classes at any campus governed by the Board of Regents of the University of Oklahoma. A disciplinary stop shall remain in effect until the suspension period is over, the student has complied with all conditions, has reapplied and been readmitted.

IV. Advisors

The disciplinary process is an administrative, not a legal proceeding. Nonetheless, if a student wishes to consult an advisor, the UOSA General Counsel, or other advisors as may be provided by the University, advises students free of charge; or a student may hire a private advisor or attorney (collectively referred to as "advisors") at his/her own expense. Direct participation of the student is essential to the educational and/or remedial nature of the conduct process; therefore, the student must be present and actively engaged throughout the process, and the role of any advisor is limited as described below.

Except as required by Oklahoma law with respect to expulsion proceedings and as outlined in the Procedures, attached as Appendix A and available at: <http://studentconduct.ou.edu/>, the advisor is limited to counseling the student and may not be present, act or speak for the student, participate directly in any hearing or meetings, cross-examine witnesses, or otherwise disrupt or delay the proceedings. Hearings and meetings, etc. will be scheduled based on student availability, not advisor availability. With respect to expulsion proceedings, only licensed attorneys are permitted to represent parties. Attorneys may be present in hearings only when specifically permitted by this Code and the Procedures. Any advisor not complying with this section will be removed from the process at the discretion of the Director of Student Conduct or appropriate hearing Chair, in accordance with Appendix A.

V. Student Responsibilities

Enrollment in the University creates special obligations beyond those attendant upon membership in general society. In addition to the requirement of compliance with all applicable laws and regulations, the student assumes the obligation to comply with all applicable University and College regulations.

It is the responsibility of all students who are potential parties or witnesses to an alleged violation of the Code to participate in the conduct process. Students have a duty to cooperate and discuss the incident with appropriate University officials, adhere to stated deadlines, attend scheduled meetings, provide documentation as requested and participate in all proceedings. Failure to meet these duties may result in a decision being made without the benefit of the student's participation, or may result in a student being charged with failing to comply with the direction of a University official.

Prohibited Conduct

These definitions include, but are not limited to, the following:

1. Abusive conduct: Unwelcome conduct that is sufficiently severe and pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, harassing or humiliating. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. This includes physically abusing a person or holding a person against his or her will. Simple teasing, offhanded comments and isolated incidents (unless extremely serious) will not amount to abusive conduct.



2. Alcohol violations: Possessing, using, providing, manufacturing, distributing, or selling alcoholic beverages on or off campus in violation of law or University policies.
3. Arson: The willful setting fire to or burning of a structure or its contents or the property of another.
4. Dishonesty: Manufacturing, possessing, providing, making, or using false information or omitting relevant information to University officials or on University applications, forging, altering or misusing a University record or document, initiating a false report, and knowingly using or possessing forged, altered or false documents or records.
5. Disruption or obstruction of a University activity: Interference with, obstruction or disruption of University activities such as teaching, research, recreation, meetings, public events and disciplinary proceedings.
6. Drug violations: Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of law or University policies. This includes the use or possession of prescription drugs other than by the person prescribed or for a purpose other than what was prescribed.
7. Ethical or professional code violations, violation of licensure board rules and regulations, state and federal laws, and/or other applicable regulatory or privileges issues: As defined by the student's College or professional association or licensure board, as may be applicable to the student(s), or applicable laws or regulations.
8. Failing to abide by or complete a University sanction in a satisfactory manner: Failure to adhere to sanctions or engaging in other prohibited conduct while on disciplinary probation or suspension.
9. Failure to comply with the direction of a University official who is performing his or her duties.
10. Failure to keep records up to date: Failing to keep Admissions and Records notified of current school and/or permanent directory information, including email information.
11. Hazing: Any action or situation that recklessly or intentionally endangers the mental or physical health, safety, or welfare of an individual for the purpose of initiation, participation, admission into or affiliation with any organization at the University, as defined by Oklahoma or federal law.
12. Interfering with, obstructing or disrupting police or fire responses: Tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers, sprinklers, or alarms; failing to evacuate during a fire alarm; resisting arrest; failing to abide by the directions of police or fire personnel.
13. Mental harassment: Intentional conduct that is so extreme and outrageous that a reasonable person would not tolerate it.
14. Misuse of computing facilities: Misusing computer labs and equipment as well as technology resources including the Internet, University networks, computer software, data files belonging to others, email addresses and accounts belonging to others, University databases and violating University Information Technology computing policies. The University's Computer Use Policy is online at http://www.ou.edu/committees/itc/policy/Acceptable_Use_of_Information_Resources.html
<http://it.ouhsc.edu/policies/AcceptableUse.asp>
15. Misuse or defacement of University property: Damage to or misuse of equipment, property, furniture, facilities and buildings belonging to the University.
16. Misuse or defacement of property belonging to another.



17. Retaliation: Taking any adverse action against a person because of, or in retaliation for, the person's reporting of a crime or violation of University policy, or in assisting in such a claim.
18. Sexual Misconduct: Violating the University of Oklahoma Sexual Assault, Discrimination, and Harassment Policy, found at: <http://www.ou.edu/home/misc.html>
19. Stalking: Willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.
20. Theft: Possessing property that is known or should have been known to be stolen, taking property without the consent of the owner, even with intent to return the property, or obtaining property by false pretenses.
21. Unauthorized entry or exit or attempted entry or exit: Entering or exiting or attempting to do the same without authority or consent with respect to University facilities, property belonging to another and fraternity and sorority houses.
22. Violation of local, state, federal law or University regulation or policy.
23. Weapons violations, possession of weapons, firearms, explosives, fireworks, ammunition or incendiary devices on campus: Actual or constructive possession or control of any weapon, including but not limited to air pistols, air rifles, lock blades, fixed blades, knives with a blade longer than four inches, blackjacks, metal knuckles, chemical substances, bombs, or any other device found to be a violation of this Code by Student Conduct. Instruments designed to look like any of the above are included in this prohibition.

VI. Sanctions

In collaboration with the appropriate University official, the UVPSA, or other appropriate administrative official vested with such authority, may issue the following sanctions in accordance with the procedures established for each campus, including an order, by agreement of the parties or by a default decision. Sanctions not on this list may be issued when deemed appropriate by the University.

1. Verbal Warning: A verbal notice that the behavior was inappropriate.
2. Written Warning: A written statement that the behavior was inappropriate, which will remain on the student's University disciplinary record for a specified period of time or until the student meets certain conditions.
3. Disciplinary Probation: A written statement that the behavior was inappropriate and should subsequent violations occur, the University will take more serious conduct action up to and including suspension or expulsion. This can include exclusion from University affiliated entities, including student organization activities for a period of time or until the student meets certain conditions. Disciplinary probation will remain on the student's disciplinary record for a specified period of time or until the student meets specified conditions.
4. Educational Sanctions: A specific number of hours of community service, completion of a reflection or research paper, attending a class, program or lecture, attending counseling, or other actions.
5. Restitution: Repayment for damages or misappropriation of property. This may include monetary compensation or other related service(s), such as cleaning or restoration.
6. Administrative Fee: Administrative fees for educational programs and presentations as well as policy related administrative costs, which are assessed directly to the student's Bursar account. A financial stop may be placed on the student's record if the student fails to pay the administrative fee by the due date. This stop may prevent the student from registering for future terms or adding or dropping courses.



7. University-Owned Housing Reassignment or Termination: Reassignment to another University-owned housing unit, exclusion from certain University-owned properties or termination of the student's housing agreement.
8. Administrative Trespass: Denial of access to all or a portion of campus, except for limited periods and specific activities with the permission of the appropriate University official, as designated by the University Vice President for Student Affairs or other appropriate administrative official vested with such authority. Should the student enter campus without written permission, the appropriate University official or the campus police may take action.
9. Suspension: Exclusion from the University and all campuses governed by the Board of Regents of the University of Oklahoma for a specific period of time or until the student meets certain conditions, following which the student may be permitted to re-enroll or apply for readmission to the University, as applicable.
10. Expulsion: Exclusion from the University and all campuses governed by the Board of Regents of the University of Oklahoma for an indefinite period of time, a record of which remains on file permanently.
11. Restriction or Denial of University Services: Restricted from use or denial of specified University services, including participation in University activities.
12. Delayed Conferral of Degree: Delay of issuance of a student's diploma for a specified period of time or until the student meets certain conditions.
13. Strike: The University's official recognition of a student's or organization's violation of the University of Oklahoma's Norman Campus Alcohol Policy.

VII. Review of the Student Conduct Code

In collaboration with the appropriate University official, the UVPSA, or other appropriate administrative official vested with such authority, and each campus Provost will appoint a committee of at least five (5) persons including the respective Directors of Student Conduct and the presidents of each campus student association to review and revise the Code every three (3) years, or sooner, if needed. The Committee will solicit input from representatives of the legislative bodies of each campus, and campus student associations as needed. Any changes to this Code required for compliance with applicable federal, state, local law, applicable regulations, or University policy shall be made automatically.

VIII. Definitions

1. Acceptance of responsibility: The charged student agrees that his or her behavior constitutes a violation of the Code. A charged student who admits responsibility is ordinarily deemed to admit to the facts as alleged and as modified by any investigation that has occurred. Acceptance of responsibility will be taken into account in the assessment of sanctions. Full and frank acceptance will be given the most consideration.
2. Day: Unless otherwise noted, day refers to a University business day.
3. Institution or University: Includes the OU Norman campus, the OU Health Sciences Center campus and the OU Tulsa Schusterman Campus.
4. Notice: The University deems notice provided when a communication is sent to a student's University email account, or, where certified mail is required by law, the delivery date of the mail.
5. Preponderance of the Evidence: A fact is more likely true than not. This shall be the standard of proof used in all conduct proceedings under this Code.



6. Reporting Party: Means any person who submits a charge/report alleging that a student violated this Code. In cases of sexual misconduct, the reporting party shall refer to the alleged recipient of the misconduct.
7. Student: Includes all persons: eligible and taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, professional, or continuing education; and those who are not enrolled for a particular term but who are academically eligible to enroll. Additionally, the Code applies to all University of Oklahoma students enrolled through University programs who are studying online, abroad or at other locations.
8. Student Conduct Officer: An employee of Student Conduct who has the responsibility for conducting any meeting, review or hearing.
9. Student organization: Includes a group that has fully complied with the requirements for registration and recognition by Student Affairs as a University student organization.
10. University official: Includes any person employed by the University performing assigned job responsibilities, whether full or part-time.
11. University property: Equipment, objects, land, buildings and facilities in possession of or owned, used or controlled by the University or funded in whole or in part with University or University of Oklahoma Foundation funds.
12. University regulation or policy: Includes regulations and policies set forth by the College of the student's enrollment, the University, including those promulgated by the Board of Regents of the University of Oklahoma, or by the Oklahoma State Regents for Higher Education.

Student Rights and Responsibilities Code Procedures

I. Overview

The University will administer the Student Rights and Responsibilities Code ("the Code") according to the following procedures, except as noted. All cases under this Code will include a Student Conduct Notice and require a Mandatory Meeting between the student and the Student Conduct office ("Student Conduct").

If a case is not resolved at the Mandatory Meeting (as discussed below), cases could, assuming deadlines and conditions are met, advance to a hearing. Depending on the type of charge and/or sanction involved, differing procedures for the hearing and selection of panel members may apply. However, all cases not resolved at the Mandatory Meeting go before a hearing panel (the "Hearing Panel"). The Hearing Panel's hearings fall within one (1) of two (2) categories: (A) general charges, and (B) sexual misconduct charges. For any charge involving a sanction of expulsion, additional procedural safeguards apply. At the conclusion of the hearing and findings, either party may seek an appeal on the written record before an Appellate Panel. Either party may appeal the finding of the Appellate Panel in writing to the Vice President for Student Affairs, who in collaboration with the appropriate University official vested with authority over the relevant area, shall render a decision on the written record and whose decision is final. However, differing appellate options are available in expulsion cases.

The respective campus' Director of Student Conduct or the Chair of the Hearing Panel may extend or accelerate existing timelines, as well as establish and enforce additional deadlines not stated in these procedures as necessary for prompt and effective case resolution. Further, the Vice President for Student Affairs in collaboration with the respective campus Provost and the respective campus Director of Student Conduct may modify these procedures at any time on case-by-case basis where necessary to comply with applicable law and regulation.



II. Commencement of a Conduct Process

Student Conduct may initiate the conduct process on the basis of information received from any source, including but not limited to an individual, a University official, a residence hall official or a law enforcement agency. Upon receipt of such information, the appropriate Director of Student Conduct may review the allegations and decide whether they fall within the jurisdiction of the Code and whether conduct proceedings should occur. Student Conduct may (A) initiate conduct proceedings by sending the student a Student Conduct Notice; (B) resolve the situation through an informal resolution process; or (C) dismiss the charge.

Student Conduct shall promptly forward allegations of a violation of the University's Sexual Misconduct, Discrimination, and Harassment Policy in writing to the University's Sexual Misconduct Officer ("SMO"). The SMO will investigate any such claims and make a report to the Director of Student Conduct on the respective campus, who will be responsible for filing any applicable charges under the Code.

A. Student Conduct Notice

When Student Conduct initiates conduct proceedings, it sends a Student Conduct Notice to the student who is the subject of the report or complaint via the student's University email address. Notice to the student will be considered furnished once a Student Conduct Notice complying with the following is delivered to the student's University email account.

The Student Conduct Notice shall include:

1. A description of the alleged misconduct;
2. A citation to the Code provisions that are alleged to have been violated;
3. A brief explanation of the Student Conduct process; and
4. An explanation that the student must set up an administrative review meeting (Mandatory Meeting) with the conduct officer within five (5) days, or such shorter time as the Director of Student Conduct specifies.

Likewise, a "no contact" order shall be deemed sufficient if delivered via the student's University email address. If a "no contact" order is issued, it is the responsibility of the student not to have any contact with the individual(s) named, directly or through third parties, as specified in the order. Failure to comply with this order may result in additional disciplinary action.

B. Mandatory Meeting

Student Conduct will meet with the charged student to explain the conduct process, answer any questions the charged student may have, and allow the charged student an opportunity to respond to the allegations contained in the Student Conduct Notice. The charged student may be advised by an advisor of his or her choosing prior to the meeting, but no advisors shall be present at the meeting.

When the Director of Student Conduct of the respective campus determines that prompt action is essential (e.g., during University orientation, toward the end of the semester, the student is nearing graduation, or there is substantial concern for the health, safety, or welfare of a member of the University community as with a Direct Administrative Action), the Director of Student Conduct may require that the charged student meet within one (1) day of receipt of the Student Conduct Notice if the student resides on campus, or two (2) days if the charged student resides off campus. The University may



give notice in these cases by the telephone number provided in oZone, PeopleSoft or by the student's University email address.

If, during the Mandatory Meeting, the charged student agrees that his or her behavior constitutes a violation of the Code, Student Conduct will discuss with the charged student the violation and any relevant circumstances. After considering any additional information the charged student has presented, Student Conduct shall determine sanctions. If the charged student disagrees with the finding of Student Conduct, the student may request a hearing in writing within two (2) days of the Mandatory Meeting, as applicable.

C. Failure to Respond / Default

If the charged student does not schedule or attend a Mandatory Meeting by the date specified in the notice, or fails to follow instructions or submit requested documentation or information within a reasonable specified amount of time, Student Conduct may decide the outcome of the case in the charged student's absence. In such cases, the student, by failing to respond or participate, shall be in default and will have waived any right to further process under this Code.

III. Hearing Panel Process

A Hearing Panel pool shall be established annually on each of the University's three main campuses, comprised of members appointed by the University Vice President for Student Affairs and the respective Provosts upon the recommendation of the applicable faculty senate Chair, staff senate Chair, and student body president. Each pool shall consist of at least ten (10) faculty members, ten (10) staff members and ten (10) students from representatives of each campus, and specific representatives may also be appointed from professional schools where a violation of an ethical or professional code is alleged. Each member of the pool shall serve a two-year term and may be reappointed or removed at any time. All members of each pool will receive general hearing training along with specialized training regarding sexual misconduct and expulsion cases.

Upon need for a hearing, the University Vice President for Student Affairs (UVPSA) or his/her designee shall schedule and select a Hearing Panel selected randomly from the appropriate pool. If the charges involve sexual misconduct, no appointed panel member may be a student. Generally, the hearing procedures noted below apply to all hearings except as required for sexual misconduct and/or cases involving expulsion as noted below.

- A. Each Hearing Panel shall consist of three (3) members; one (1) of whom must be a student, except in cases involving the Sexual Misconduct, Discrimination, and Harassment Policy, in which case, no student may sit on the Hearing Panel. One (1) faculty or staff member of the Hearing Panel will serve as the Chair and shall be responsible for management of the Hearing Panel.
- B. Student Conduct shall train the Hearing Panel pool at least annually. Any Hearing Panel member who believes he or she is unable to be an objective participant for a given hearing is expected to remove herself/himself for that particular hearing.
- C. In all aspects of these procedures with respect to sexual misconduct cases where rights are provided to the "reporting party", the reporting party is the alleged survivor. The Director of Student Conduct for the respective campus, the charged student, and the reporting party (in sexual misconduct cases) will be given an opportunity to object to the composition of the Hearing Panel based upon any panel member's inability to be an objective participant for the matter. The UVPSA shall make a final determination in any case where there is disagreement as to whether a panel member should be removed.



- D. Upon receipt of the request for hearing by the charged student, Student Conduct shall request the UVPSA appoint a Hearing Panel within five (5) days of the charged student's request. If an appointed member cannot serve on a particular panel in a timely fashion, the UVPSA may fill the vacant position with another member of the pool. Once appointed, the Hearing Panel shall immediately elect a Chair for the hearing. The Chair of the Hearing Panel will notify the student of the applicable hearing procedure, the date and location of the hearing, and all relevant timelines. Any party who fails to submit information or exchange information as required by the deadline(s) will be barred from presenting that information in the hearing.
- E. The Chair of the Hearing Panel has the authority to preside at all hearings, to keep order throughout the hearing process, to exercise control over the hearing for efficiency and relevancy, and to determine all relevant timelines including the extension of any such timelines. Any person who disrupts the hearing process or who fails to adhere to the rulings of the Chair may be excluded from the proceedings by the Chair. The hearing shall continue in the removed person's absence. Further, the Hearing Panel cannot guarantee the participation of any person. Students and employees are expected to participate as reasonably requested in conduct proceedings as a responsibility of membership in the University community and failure to do so may result in disciplinary action.
- F. The Hearing Panel shall consider the allegations in the Student Conduct Notice, the charged student's response to those allegations, any applicable reporting party statements (in sexual misconduct cases), and any relevant documents or statements. The Hearing Panel will not hear arguments about the legality or justification of any provision under which a charge is brought or the legality of the procedures. Technical departures from the hearing procedure will not invalidate a decision, recommendation or proceeding unless they have prevented a fair determination of the issues.
- G. Student Conduct, the reporting party (in sexual misconduct cases) and the charged student, as provided by applicable law, will receive a copy of any materials submitted to the Hearing Panel and that the Hearing Panel accepts as relevant.
- H. Each party will be allowed to give a five (5) minute opening statement and a five (5) minute closing statement. After the opening statements, the Hearing Panel may provide the University and charged student (and the reporting party in sexual misconduct cases) an opportunity to present their respective positions, including the presentation of documentary and witness testimony. Each party shall also be given the opportunity to cross-examine witnesses presented by the other. However, in sexual misconduct cases, the charged student and reporting party may not cross-examine one another directly. In expulsion cases involving sexual misconduct, the attorneys or advisors may cross-examine the charged student and reporting party. In any sexual misconduct case where an individual is not represented by counsel, the individual may request that the Hearing Panel pose cross-examination questions deemed relevant by the Chair, to either the charged student or reporting party. The Hearing Panel may also directly question any individuals (including the charged student) and will consider any relevant documents presented.
- I. The Hearing Panel will make determinations about the facts and the credibility of those providing information and determine by majority vote whether the charged student has violated the Code. If the Hearing Panel finds that the charged student is responsible for violating the Code, the Hearing Panel shall consider any aggravating or mitigating circumstances presented to them in assigning sanctions. The Chair of the Hearing Panel



will notify the charged student and appropriate University officials of the decision in writing and in accordance with the procedures noted below.

- J. All student conduct proceedings are closed. The University may audiotape any conduct proceeding, which will be the official record of the proceedings, and will be kept pursuant to the University's Records Retention policy.
- K. The standard of proof required to show a violation of the Code is by a preponderance of the evidence contained in the record, *i.e.* the evidence must demonstrate that it is more likely true than not that the conduct occurred.
- L. Unless otherwise noted in expulsion cases, technical rules of evidence and procedures applicable to civil and criminal court cases do not apply to hearings. The Hearing Panel may consider any information it deems relevant.
- M. If procedural questions arise during the hearing process, the Hearing Panel may consult with the Office of Legal Counsel.
- N. For possible Sanctions, see Student Rights and Responsibilities Code, Section VI.

IV. Types of Hearings

A. Administrative Review Hearings: Administrative Review Hearings heard by the Hearing Panel involve any charge not involving sexual misconduct or expulsions.

- 1. Within ten (10) days of the formation of the Hearing Panel, the Chair shall notify the parties of the relevant details and schedule the Administrative Review Hearing, which should typically occur no later than thirty (30) days after the formation of the Hearing Panel. Student Conduct and the charged student shall exchange the names of any persons they believe have relevant information and all relevant documents no later than five (5) days prior to the Administrative Review Hearing.
- 2. In accordance with these Procedures, the charged student may be advised by an advisor of his or her choosing prior to the Administrative Review Hearing, but no advisor shall be present at the Administrative Review Hearing or in any meetings.
- 3. If the student is found responsible for violating the Code, the Hearing Panel will consider any aggravating or mitigating circumstances and assign sanctions. The Hearing Panel will notify the charged student and appropriate University officials of the decision in writing via email to the student's University email address within five (5) days of the Administrative Review Hearing.
- 4. Either party may appeal the decision as noted in Section V below.

B. Sexual Misconduct Hearings: The Hearing Panel shall utilize the Sexual Misconduct Hearing procedures in cases involving sexual misconduct, or the violation of the University's Sexual Assault, Discrimination, and Harassment Policy. The Sexual Misconduct, Discrimination and Harassment Policy can be found at:

<http://www.ouhsc.edu/eoaa/PoliciesandProcedures.asp>



1. The Director of Student Conduct for the respective campus shall represent the University, and, due to the nature of the proceedings, indirectly represent the reporting party. However, Student Conduct's role is to ensure the best interests of the University community are represented. The reporting party and charged student may be advised by an advisor of their choosing prior to the hearing, but no advisor shall be present at the hearing or in any meetings.
2. Within five (5) days of the formation of the Hearing Panel, the Chair of the Hearing Panel shall notify the charged student, the reporting party and Student Conduct of the date of the hearing, which shall be set no later than fifteen (15) days from the date of the notice to the parties. The notice shall also include the location of the hearing, the panel composition and any additional Hearing Panel procedures and deadlines for objecting to the panel's composition and for exchanging information such as the names of any persons or documents to be presented (generally five (5) days prior to the hearing). Generally, the reporting party becomes a witness in the proceedings rather than a party initiating or defending the charges. However, to the extent the reporting party wishes to submit objections, present evidence, or identify witnesses outside the context of Student Conduct, the reporting party may engage in the process directly.
3. The Hearing Panel may question any witness at the hearing.
4. *Hearing Panel members and Student Conduct shall be the only persons permitted to question the reporting party and the charged student. At no time shall the reporting party or charged student address one another.*
5. The Hearing Panel will make determinations about the facts and the credibility of those providing information and determine by majority vote whether the charged student has violated the Code. If the Hearing Panel finds that the charged student is responsible for violating the Code, the Hearing Panel shall consider any aggravating or mitigating circumstances presented to them in assigning sanctions. The Chair of the Hearing Panel will notify the charged student and appropriate University officials of the decision in writing via email to the charged student's University email address within five (5) days of the hearing. To the extent permitted or required by law, the Chair of the Hearing Panel will also notify the reporting party of any findings that affect the reporting party to the reporting party's email address within five (5) days of the hearing.
6. Either party or the reporting party may appeal the decision as provided in Section V below.

- C. Additional Procedural Safeguards Regarding Expulsion:** In addition to the Hearing Panel Process procedures noted in Section III above, additional procedural safeguards shall be implemented when the University seeks expulsion of the charged student. With respect to expulsion cases that also involve sexual misconduct or a violation of the Sexual Misconduct, Discrimination and Harassment Policy, the procedures noted in Sections III, and IVB above apply in addition to these expulsion hearing safeguards. In expulsion cases, including those arising out of Direct Administrative Actions, the additional hearing procedures of this Section IVC and the Oklahoma Administrative Procedures Act, 75 O.S. §250 et seq. ("APA") shall apply. To the extent any policy or procedure conflicts with the APA applicable to the University proceeding, the APA shall govern.



1. When expulsion is sought, the Director of Student Conduct for the respective campus shall represent Student Conduct (with the assistance of University counsel if the charged student is represented by an attorney and Student Conduct requests assistance). Upon notification that the University may seek to expel the charged student (i.e. after determination of sanctions following the Mandatory Meeting), the charged student, and reporting party in sexual misconduct cases, is entitled to one advisor/attorney of his or her choosing at his or her expense. Generally, the reporting party in sexual misconduct cases is merely a witness and not a party to the proceeding, but may hire an advisor/attorney of his or her own choosing. The advisor/attorney for the reporting party may only participate on behalf of the reporting party, and shall not take the place of Student Conduct. On the Norman Campus, the UOSA General Counsel may be utilized by the charged student (or the reporting party in sexual misconduct cases) for purposes of representation. If the charged student chooses to be represented by an attorney, that attorney may act for and on behalf of the charged student in all further conduct proceedings. The charged student (or reporting party in cases of sexual misconduct where the reporting party wishes to engage an attorney) must notify the Hearing Panel and Student Conduct immediately upon hiring the attorney and in no event no later than ten (10) days (or such other timeline as determined by the Chair) prior to the hearing. Any attorney who represents a charged student, or reporting party in sexual misconduct cases, under this provision must be currently licensed to practice law by the Supreme Court of Oklahoma, as required under the APA.
2. The Chair shall provide a notice to the charged student, the reporting party and Student Conduct within five (5) days of the formation of the panel. The notice shall include: (a) a statement of the time, date (generally within fifteen (15) days of the notice), place and nature of the hearing; (b) a statement of the legal authority and jurisdiction under which the hearing is to be held; (c) a reference to the particular sections of the statutes and rules involved; and (d) a short and plain statement of the matters asserted.
3. In cases involving potential expulsion, the Director of Student Conduct for the respective campus, the reporting party or his/her advisor in sexual misconduct cases, and the charged student or his or her advisor may each present persons whom they believe have relevant information and cross-examine each other's witnesses. Each examination and cross-examination shall last no longer than ten (10) minutes, unless the Hearing Panel allows additional time.
4. While the reporting party's (in sexual misconduct cases) and charged student's counsels may cross-examine any witness, at no time shall the charged student personally cross-examine the reporting party or vice versa. If the charged student or reporting party is representing his/herself, he/she may provide questions to the Hearing Panel for purposes of cross-examination. The Chair of the Hearing Panel shall ask those questions the Hearing Panel deems relevant. At no time may the reporting party, in sexual misconduct cases, be excluded from the hearing even where exclusion of witnesses is requested and permitted by the Chair.
5. The Hearing Panel shall recognize and apply the applicable rules of evidence and privilege as provided in the APA. The record shall include: (a) all pleadings, motions and intermediate rulings; (b) evidence received or considered at the individual proceeding; (c) a statement of matters officially noticed; (d) questions and offers of proof, objections and rulings thereon; (e) proposed findings and



exceptions; (f) any decision, opinion, or report by the Chair; and (g) all other evidence or data submitted to the Hearing Panel to which all parties have had access.

6. In cases involving expulsion, the decision of the Hearing Panel shall include findings of fact and conclusions of law, stated separately, along with a statement of facts that support each decision. The Hearing Panel will notify the charged student, his or her advisor as permitted by law, and appropriate University officials of the decision in writing, via certified mail, return receipt requested, within five (5) days of the hearing. To the extent permitted or required by law, the Chair of the Hearing Panel will also notify the reporting party of any findings which affect the reporting party to the reporting party's email address within five (5) days of the hearing.
7. Oral proceedings shall be electronically recorded and retained as provided in Section III above. Copies of the recording shall be provided by the University at the request of the charged student, the reporting party (in sexual misconduct cases) and Student Conduct. Costs for transcription shall be borne by the requesting party. Parties to the proceeding (including the reporting party in sexual misconduct cases) may have the proceedings transcribed by a court reporter at their own expense.
8. In accordance with the APA, before the Hearing Panel's decision is considered a final agency order, in addition to the notification requirements noted in Section IV C(7), the Chair shall transmit the record to the UVPSA within five (5) days of the hearing. Within five (5) days of receipt of the record, the UVPSA shall serve the charged student, the reporting party (in sexual misconduct cases) and Student Conduct with his or her proposed final decision (which may affirm or modify the Hearing Panel's decision, or remand the proceedings to the Hearing Panel for additional action), and notify all relevant persons of the date of a meeting on the matter which shall not be scheduled any earlier than fifteen (15) days after the UVPSA serves notice of the proposed ruling. Notification shall be via certified mail, return receipt requested or personally to each party and his/her attorney of record. The proposed order shall be in writing and include findings of fact and conclusions of law, separately stated. At the meeting, the charged student, the reporting party (in sexual misconduct cases) and Student Conduct shall be afforded an opportunity to present briefs and oral arguments concerning the proposed order. Within five (5) days of the conclusion of the meeting, the UVPSA shall in collaboration with the appropriate University official vested with authority over the pertinent area, issue his final determination and notify the parties. The UVPSA's decision is final. The parties may waive by stipulation compliance with this Section IV C (8) and instead proceed through the Appellate Review process noted in Section V below.

V. Appellate Review. Except in cases of expulsion where appeals are governed by Section IV C(8) above or where the parties have otherwise agreed, Student Conduct, the charged student, and the reporting party in sexual misconduct cases may appeal the findings of the Hearing Panel within five (5) days of notice of the decision. The appeal shall be in writing and submitted to Student Conduct and the opposing party.

- A. Upon request for an appeal from a hearing, Student Conduct shall immediately request that the UVPSA appoint a three-person Appellate Panel to review the appeal. The Appellate Panel shall be comprised of members of the general Hearing Panel pool, provided that no student may serve on an Appellate Panel convened to hear an appeal of



a sexual misconduct case. Student Conduct immediately shall transmit all relevant documents, evidence and transcripts to the Appellate Panel for its review.

- B. Upon formation, the Appellate Panel shall select a Chair from among its members. The Appellate Panel may confer in person or by telephonic means to render its decision. The Appellate Panel shall issue any decision in writing. The Appellate Panel shall give deference to the Hearing Panel's decision and shall render its decision based solely on the written record.
1. The Appellate Panel shall have the authority to:
- a. Affirm the initial decision.
 - b. Find that improper procedures were used that significantly prejudiced the University or student. In this case, the Appellate Panel can refer the case back to the Hearing Panel with a recommendation on how to correct the procedures. On remand, the Hearing Panel may make a new decision on the case. The University or the student may then submit another request for review to the Appellate Panel.
 - c. Reduce or increase the sanction, if the Appellate Panel determines that the sanction imposed was too severe or too lenient, given the nature of the violation and/or the circumstances. A sanction should not be increased or decreased unless there is compelling justification to do so. Merely disagreeing with the decision of the Hearing Panel board is not a compelling justification.
 - d. Find that (i) the University or the student has presented information that would have been material to the outcome of the case, had the information been presented at the hearing, and (ii) the information was not known and could not reasonably have been known to the person appealing at the time of the original hearing. In this event, the Appellate Panel will refer the case back to the Hearing Panel for reconsideration in light of the new information.
- C. The Appellate Panel shall render its decision by majority vote, and notify the parties (including the reporting party in sexual misconduct cases where permitted) via email, within five (5) days of receipt of all the relevant documents from Student Conduct.
- D. Within five (5) days receipt of the Appellate Panel's decision, the charged student, the reporting party in sexual misconduct cases, and Student Conduct may appeal, in writing, the Appellate Panel's decision to the UVPSA. The appellant shall provide a copy of the appeal to Student Conduct and the Chair of the Appellate Panel. The Appellate Panel shall transmit the record and its findings to the UVPSA immediately upon notice of appeal from any party. The UVPSA shall in collaboration with the appropriate University official, base a decision on the record and shall notify the parties, including the reporting party in sexual misconduct cases, where appropriate, of the decision within five (5) days of receipt of the request for appeal and receipt of the record. The UVPSA's decision is final. If the UVPSA does not act within five (5) days of the request for appeal and receipt of the record, the decision of the Appellate Panel is final.

(OU Regents, 9/19/2011)



Student Professional Behavior in an Academic Program Policy

The University of Oklahoma Health Sciences Center (OUHSC) strives to attract, matriculate, and train health professions and public health, biomedical, and pharmaceutical sciences graduate students (hereinafter referred to as OUHSC students) who not only possess the intellectual capacity for health professions and graduate study but also have a high capacity for ethical and professional behavior. Since training in ethical and professional behavior is an integral part of training in the health professions, conduct during training is an academic issue. Professionalism is one critical cornerstone of a successful academic program, just as it is a cornerstone of the responsible conduct of research, maintaining integrity and compassion in the delivery of health care, and building a collegial and conscientious health professions team.

Circumstances may arise during a student's course of study that call into question the capacity or commitment of the student to maintain this academic standard. As such, the colleges and training programs retain the responsibility and authority to determine a student's fitness to continue in the program of study.

The process of transitioning from a student to a health care professional requires study, self-reflection and self-management on the part of learners. Ethical and professional behaviors are critical to the effective education of OUHSC students, and are considered a core competency in the academic program, and, thus, are key factors in academic good standing. When a student accepts an offer of admission into OUHSC programs, he or she commits to comply with all regulations, including those regarding ethical and professional conduct, established by the University, the OUHSC, the respective College, and the Program.

As a distinct learning community within the University, the OUHSC has established the Student Professional Behavior in an Academic Program Policy (referred to as "the Policy" or "this Policy") and adopted procedures for addressing standards of ethical and professional behavior for OUHSC students. The policy and procedures identify student responsibilities and rights in conjunction with standards of fairness, privacy, and due process. They are derived, in part, from the standards of conduct adopted by national organizations that accredit OUHSC programs (e.g., ASAHP, CODA, NLNAC, LCME, ACPE) or license or certify OUHSC learners (e.g., NCCPA, state licensing boards) and the standards of ethical and professional behavior adopted by national and local professional organizations.

Since training in ethical and professional behavior is integral to the education of OUHSC students, violations of this Policy will be considered as academic issues. Failure to meet ethical and professional behavior standards will result in action up to, and possibly including, dismissal and may jeopardize advancement and graduation.

In addition to the academic and clinical-related requirements of each college and program, this Policy and its related procedures shall govern academic and professional behavior at the OUHSC. In the event any OUHSC college and/or health professions program develops a statement of principles and responsibilities related to standards of ethical and professional behavior specific to its respective profession, such statements must conform to the Policy and its procedures.

This Policy is not intended to address the types of student conduct violations described in the University of Oklahoma Student Rights and Responsibilities Code, Section VI 1-22; academic misconduct, as described in Section 4.18 and Appendix C of the OUHSC Faculty Handbook. For cases in which both the Student Rights and Responsibilities Code and the Student Professional Behavior in an Academic Program Policy may apply, this Student Professional Behavior in an Academic Program Policy shall take precedence.



A. The Objectives:

1. To document the priority placed by the Health Sciences Center on the academic standards related to student ethical and professional behavior.
2. To provide students, faculty, and staff with clear articulation of the expectations regarding student ethical and professional behavior.
3. To provide the OUHSC colleges with clearly articulated authority to act when dealing with student ethical and professional behavior issues.
4. To identify procedures for managing and addressing student ethical and professional behavior issues.
5. To ensure standards of fairness, privacy, and certain processes are applied, as applicable.

B. Scope:

All OUHSC students are expected to demonstrate high standards of ethical and professional behavior in all educational and clinical settings, including but not limited to:

1. classroom-based milieu (e.g., classrooms, lecture halls, laboratories, on-line and technology-based classes);
2. professional and clinical sites that are part of the learning program (e.g., hospitals, clinics, community health centers, ambulatory settings);
3. other settings not part of the formal learning program but which contribute to the learning process (e.g., student-run special interest group meetings and activities, clubs and governance structures, interactions with University or OUHSC administrators and other members of the campus community); and
4. Other settings as described below:

This Policy is intended to guide the ethical and professional behavior of students studying in the OUHSC programs. It is not intended to directly guide or address behavior that is a part of a student's private life, but such behavior may come to the attention of the OUHSC in several ways and become the focus of a Policy investigation or charge:

- conduct may be reported to a member of the faculty or administration by a variety of sources (e.g., police, friends, parents, other agencies) that raises a concern about the student's capacity to continue his or her studies. If such reported conduct raises a concern about the safety of the student or the safety of others that the student may have contact with at the institution or includes behavior that could indicate an issue with moral, ethical, or personal values that would preclude satisfactory functioning in the discipline, an investigation may be conducted and action taken on the basis of the investigation.
- If a student is charged with an offense in the civil justice system and the University becomes aware of and verifies this circumstance through self-report of the student or a reliable, verified source, the University may elect to not pursue an investigation until the outcome of the civil court proceeding is known, unless the alleged offense is such that allowing the student to continue his or her studies could be detrimental to the safety of patients or others, as determined by the OUHSC Vice Provost for Academic Affairs and Faculty Development.
- If a student is charged with a criminal offense, he or she is obligated to report this to the college Dean immediately. If a matriculating student has been charged with a criminal offense between the time he/she wrote an application and the time he/she arrives at school, or at any time while a student, he/she must inform the Dean of the charges before the first day of classes. If the University later discovers that a student withheld disclosure of a criminal charge, he/she may be subject to immediate dismissal by the Dean. Depending upon the nature of the criminal charge, the student may not be allowed to continue the course of study until there is final disposition of the criminal charge either by verdict, plea, or dismissal. This is consistent with the obligation of the University to ensure the safety of patients and others.



OUHSC students are expected to hold themselves to the highest standards of ethical and professional conduct. As part of their education and training, these students must begin to practice professional behaviors that they will uphold for the rest of their professional lives. Fundamental attributes of professionalism and ethical and professional behavior include, but are not limited to, honesty and integrity, dedicated desire to learn and respect for the academic process, concern for the welfare of patients and their families, a commitment to patient confidentiality, respect for the rights of others, emotional maturity, and self-discipline.

While not all inclusive, examples of unacceptable ethical and professional behavior include but are not limited to the following:

- Lack of integrity and honesty (e.g., lying about, misrepresenting, or not reporting information about care given, clinic errors, or any action related to clinic functions; acting outside the scope of his/her role in a clinical, academic, professional or administrative setting). **NOTE:** Allegations of academic misconduct, including but not limited to cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by the Academic Misconduct Code, or attempting to engage in such acts, as defined under the Academic Misconduct Code are addressed in the Academic Misconduct Code.
- Failure to demonstrate professional demeanor or concern for patient safety (e.g., use of offensive language and gestures, being under the influence of alcohol or drugs in the educational or clinic setting)
- Unmet professional responsibility (e.g., not contributing to an atmosphere conducive to learning due to poor attendance, punctuality issues, and/or distracting, or insensitive behavior in class, lab, or clinic; poor personal hygiene; needing continual reminders to complete responsibilities in a timely manner; not responding to requests [written, verbal, e-mail, telephone] in a timely manner; breaching patient confidentiality)
- Exhibiting disruptive behavior (e.g., pushing, punching, throwing things, making inappropriate gestures, threats, verbal intimidation, language that belittles or demeans, negative comments with racial, ethnic, religious, age, gender or sexual overtones, making impertinent or inappropriate written entries in the medical record or making statements attacking students, faculty or staff)
- Lack of effort toward self-improvement and adaptability (e.g., resistant or defensive in accepting constructive criticism; remaining unaware of own inadequacies; resisting considering or making suggested changes to improve learning, behavior, or performance; not accepting responsibility for errors or failure; abusive or inappropriately critical, arrogant)
- Lack of respect for cultural diversity (e.g., inappropriate interpersonal interaction with respect to age, culture, race, religion, ethnic origin, gender, sexual orientation)
- Exhibiting diminished relationships with members of the health care team (e.g., not functioning appropriately within the health care team or not demonstrating the ability to collaborate with fellow students, staff)
- Exhibiting diminished relationships with patients and families (e.g., insensitive to the patient's or family's needs, inappropriate personal relationships with patients or members of their families, lack of empathy)
- Failure to maintain and safeguard the confidentiality of patient and research participant information, including paper and electronic records, verbal communications, and social networking and electronic media sites
- Failure to comply with college and program academic and clinical-related requirements (e.g., training, immunization, HIPAA)



C. Procedures for Handling Breaches of Ethical and Professional Behavior Standards

Violations of this Policy will be handled as follows:

1. Who May File

Complaints about possible breaches of ethical and professional behavior may be initiated by individuals within the College or Department/Section (students, faculty, staff, and administration) or by external sources (patients, families, visitors, extramural rotation sites, other agencies with which a student has had contact). If reported elsewhere, the initial complaint should be promptly forwarded to the student's program director or assistant/associate dean of student affairs or directly to the Dean of the College. The formal complaint must be in writing, with a brief description of the evidence, and submitted within 10 University business days after discovery of the incident, exclusive of University breaks and academic intercessions.

2. Complaints Review and Investigation; Sanctions

Any egregious unethical or unprofessional behavior must be reported to the Dean and could result in the student's being immediately suspended or dismissed from the program. Examples of egregious or unprofessional behavior would include but are not limited to patient endangerment, unacceptable patient management, inappropriate alteration of patient records, or behavior that poses a danger to persons or property or an ongoing threat of or disruption of the academic process. The Dean must consult with the Vice Provost for Academic Affairs and Faculty Development, Legal Counsel and other officials as appropriate to determine if the matter should proceed under other applicable University policies. Should the Dean take the immediate action of suspending or dismissing a student from the program, the student may request a hearing under the Academic Appeals Board process, as described in Section 3 below.

For less egregious unethical and unprofessional behavior, rather than filing a formal complaint about professional behavior, the faculty member or program director may conclude (but is not required to conclude) that the incident is more appropriately treated as an instructional rather than a disciplinary matter. In such cases, the faculty member or program director will contact the student directly to discuss the issue, provide feedback, and make suggestions for how the behavior at issue can be improved. If the faculty member or program director believes that an effective resolution resulted from meeting with the student, no further action is required. The incident shall be documented in the student's file and may be used in the future, where applicable, to indicate a pattern, practice, failure to benefit from redirection.

In the event that the faculty member or program director determines that giving the student feedback about issues of concern was not successful in resolving the issue or if the behavior is of a significant or serious nature (but not warranting immediate suspension or dismissal), a Professionalism Concerns Report (PCR) will be completed by the faculty member or program director. The focus of this PCR process is educational, with the goal of helping the health professions student move forward successfully in coursework, clinical practice experience, and interactions within the Health Sciences Center community.

A PCR must be filed with the college's assistant/associate dean of student affairs within 10 University business days from the time the behavior was observed or reported, exclusive of University breaks and academic intercessions.

Following receipt of the PCR, the college's assistant/associate dean of student affairs will meet with the student to discuss ways in which the unprofessional behavior can be improved, thus allowing the student adequate opportunity to make appropriate behavioral changes. The student will be asked to sign the PCR to acknowledge that the PCR has been reviewed and may respond to the PCR by providing additional written information. The college's assistant/associate dean of



student affairs may require remedial action, such as a corrective action plan, mandated counseling or probationary status, which shall be noted on the PCR. The PCR is then forwarded to the college Dean and to the Graduate College Dean, if applicable.

In the event that a student fails on three occasions to meet the expected standards of ethical and professional conduct as documented by PCRs and/or documentation in the student's file, the assistant/associate dean of student affairs or if appropriate, the Graduate College Dean, has the option to place the student on probation, suspend the student, or dismiss the student, depending on the nature of the student's behavior. Prior to any such action, the student affairs dean, Graduate College Dean, or other appropriate administrator will meet with the student, identify the concerns, identify the anticipated action, and provide the student an opportunity to present his/her version of events leading to the situation. Within 3 days of such meeting, the student will be provided notice of the action taken. If dissatisfied with the action taken, the student may request a hearing in accordance with Section 3 below.

3. **Appeal Process**

Students who are dismissed or suspended from their program may request a hearing under the OUHSC Academic Appeals Policy (Section 4.16 of the OUHSC Faculty Handbook).

A student may not appeal an action taken simply because he/she does not agree with it.

(OU Regents, 12/1/2011)

Student Responsibility

All colleges and universities establish certain requirements that must be met to earn a degree. These include course work in both general education and major areas, residency requirements, as well as compliance with academic standards and policies. Although college and departmental advisers are available to help students plan their programs of study, the individual student has a threefold responsibility in this regard: (1) to know his/her academic standing based on printed standards; (2) to know and satisfy the stated degree requirements; and (3) to know and observe academic deadlines, provided online in the official academic calendar.

Teachers 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. 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.



Transcripts

A student's permanent academic record is entirely a record of his/her own creation and the student is therefore entitled to a transcript, with the following exceptions. The university reserves the right 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.

Permanent academic records for undergraduate and graduate work at the Health Sciences Center since the fall 1979 semester and permanent academic records for professional and dental work from the inception of the colleges are available from the HSC Office of Admissions and Records. Records for work completed at the Health Sciences Center prior to the fall 1979 semester are on file at the Admissions and Records Office in Norman.

Whether records are totally on file at the Health Sciences Center, the Norman campus, or at both locations, requests for transcripts may be made in the HSC Office of Admissions and Records. 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 their grades and unofficial transcript by logging into their student account at <https://gohsc.ouhsc.edu/psp/PA880/?cmd=login>.

Official transcripts may also be requested through the National Student Clearinghouse Service at www.studentclearinghouse.org.

Veterans Policy

Students eligible to receive educational benefits from the US Department of Veterans Affairs should contact a Veterans Advisor in the Office of Admissions and Records for advisement on the procedures for beginning or continuing to receive educational benefits. Students receiving benefits must follow current procedures to report their enrollment to a Veterans Advisor each semester in order to be re-certified for continual benefits. Students receiving benefits are also required to report any changes to their enrollment to a Veterans Advisor immediately. Failure to report changes in enrollment may result in an under or over-payment of benefits. Students who have received an over-payment of benefits will subsequently be required to reimburse the amount of the over-payment to the US Department of Veterans Affairs and/or to the University.

For more information on current procedures for reporting enrollment or applying for benefits, students should contact a Veterans Advisor in the Office of Admissions and Records in BSEB 200 or at (405) 271-2359.

Withdrawal for False Information

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 or result in expulsion.



Withdrawal Procedures

Withdrawing from the Health Sciences Center refers to withdrawing from all enrolled courses for a given term. (See section on "Change(s) of Enrollment" to drop from one or more courses without completely withdrawing for the semester or session).

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 the Office of Admissions and Records. Students receiving financial aid will be required to obtain the Financial Aid Office's approval before processing the withdrawal.

University Policies

SEXUAL MISCONDUCT, DISCRIMINATION AND HARASSMENT POLICY

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. Any such activity committed by a member of the University community may subject the individual to University sanctions as well as civil and criminal penalties. Persons who have complaints alleging discrimination based on 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 with the University Equal Opportunity Officer (EOO), the Institutional Equity and Title IX officer, or University's Sexual Misconduct Officer(s) identified below (collectively referred to as the "Sexual Misconduct Officer"). The EOO will work in conjunction with the Institutional Equity and Title IX Office to implement this policy.

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. Consensual romantic relationships between members of the University community are subject to other University policies, but are investigated under this process and procedure.

See Section 5.23 of the Staff Handbook (<https://apps.hr.ou.edu/staffhandbook>), and Section 3.2.9 of the Regents' Policy Manual, as well as the respective campuses Faculty Handbooks. However, a violation of such policy may be heard under this procedure.

I. DEFINITIONS

Offenses prohibited under the University's policy include, but are not limited to sexual harassment, sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), sexual coercion, domestic/dating violence, stalking, and sexual exploitation, and any attempts to commit the same.

- A. **Sex Discrimination:** Includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity, and



gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

- **Pregnancy Discrimination:** The University prohibits discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Discrimination on the basis of pregnancy should be reported in accordance with this policy. Employees with questions regarding accommodations during pregnancy are encouraged to contact the Office of Human Resources (<http://hr.ou.edu>), students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Disability Resource Center (<http://www.ou.edu/drc/home.html>). For complaints arising under this policy, please report to the EOO or the Sexual Misconduct Officer.

B. Sexual Harassment: Sexual harassment is a form of sex discrimination. Sexual harassment is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, persistent, or objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Students, employees, and visitors who are subject to or who witness unwelcome conduct of a sexual nature are encouraged to report the incident(s).

1. Hostile Environment Sexual Harassment includes conduct that is sufficiently severe, pervasive, persistent, or objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to:

- a. the frequency of the conduct;
- b. the nature and severity of the conduct;
- c. whether the conduct was physically threatening;
- d. whether the conduct was deliberate, repeated humiliation based upon sex;
- e. the effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
- f. whether the conduct was directed at more than one person;
- g. whether the conduct arose in the context of other discriminatory conduct;
- h. continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
- i. whether the speech or conduct deserves constitutional protections.

2. Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over the complainant:

- a. make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and



- b. indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the complainant's submission to such activity.

Examples of Harassment: Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions, or privileges of employment or education. For example, a mere utterance of a gender-based epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around in an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed on an exterior door, or on a computer monitor in a public place.
- Two supervisors frequently "rate" several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance within their earshot.
- A professor engages students in discussions in class about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. The professor probes for explicit details, and demands that students respond to her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to his clear discomfort, making him a social pariah on campus.

C. **Retaliation** is any attempt to penalize or take an adverse employment, educational or institutional benefit action, including but not limited to making threats, intimidation, reprisals or other adverse action, against a person because of participation in a complaint or the investigation of discrimination, sexual harassment or sexual misconduct.

D. **Sexual Violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual misconduct and sexual coercion.

1. **Non-Consensual Sexual Intercourse** is defined as any sexual intercourse or penetration of the anal, oral, vaginal, or genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.

2. **Non-Consensual Sexual Contact** is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the



intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.

- 3. Sexual Coercion** is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.

E. Sexual Exploitation occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

1. non-consensual video or audio-taping of any form of sexual activity;
2. going beyond the boundaries of consent (such as letting a person or people hide in the closet to watch you having consensual sex without your partner's knowledge or consent);
3. sexually-based stalking or bullying;
4. engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;
5. knowingly transmitting a sexually transmitted disease or illness to another;
6. exposing one's genitals in a non-consensual circumstance, or inducing another to expose his or her genitals;
7. prostituting another person;
8. other forms of invasion of sexual privacy.

F. Other Misconduct

1. Other forms of misconduct based on one's gender also constitute violations of this policy including: threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Harassment, defined as unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or that is sexual in nature that has the systematic effect of unreasonably interfering with or depriving someone of education, institutional or employment access, benefits, activities or opportunities;
4. Gender-based intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;



5. Gender-based hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining or other group-affiliation activity (as defined further in the Student Conduct Hazing Policy);
6. Gender-based bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment);
7. Violence, including assault, battery, or other physical abuse between those in an intimate or dating or romantic relationship with each other, e.g.

Dating violence is violence between individuals in the following circumstances:

- The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such relationship shall be determined based on a consideration of the following factors:
 - a. Length of relationship
 - b. Type of relationship
 - c. Frequency of interaction between the persons involved in the relationship

Domestic Violence under University policy means violence committed by a:

- Current or former spouse of the victim;
 - A person with whom the victim shares a child in common;
 - A person who is cohabitating with or has cohabitated with the victim as a spouse;
 - A person similarly situated to a spouse of the victim under Oklahoma domestic or family violence laws;
 - Any other person against an adult or youth victim who is protected from that person's acts under Oklahoma domestic or family violence laws.
8. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family members of the community.

G. Consent

Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and the absence of "No" may not mean "Yes".

1. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
2. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.



3. Previous relationships or consent does not imply consent to future sexual acts.
4. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.
5. In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent (e.g. to understand the "who, what, when, where, why or how" of their sexual interaction). Incapacity may result from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose. Whether a person is incapacitated is a subjective determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points and as a result of different stimuli [and] exhibit incapacity in different ways. Note, that indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.

Examples of when a person should know the other is incapacitated include, but are not limited to:

- (a) the amount of alcohol, medication or drugs consumed, or
 - (b) imbalance or stumbling, or
 - (c) slurred speech, or
 - (d) lack of consciousness or inability to control bodily functions or movements,
or
 - (e) vomiting.
6. Use of alcohol, medications, or other drugs will not excuse behavior that violates that policy.

H. State Law Definitions

In accordance with the Violence Against Women Reauthorization Act of 2013, please be advised that the following definitions are applicable should you wish to pursue Oklahoma state criminal or civil actions. These definitions may differ from the University's administrative policy definitions noted above. The University's administrative system and disciplinary procedures are separate and distinct from those available to someone in a state civil or criminal action. Individuals may seek administrative remedies in accordance with this policy and also may seek state or federal civil or criminal remedies for the same incident through the applicable systems. The definitions set forth below are reviewed and verified annually; for a more frequently updated resource, please consult Oklahoma's State Court Network site: <http://www.oscn.net>.



1. Oklahoma Criminal Law Definition of Rape

Oklahoma Penal Code, §21-1111:

- A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
1. Where the victim is under sixteen (16) years of age;
 2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
 3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
 4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
 5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
 6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
 7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
 8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.
- B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.



2. Definition of Consent under Oklahoma Criminal Law

Oklahoma Penal Code, §21-1114A, provides lack of consent in rape cases where:

1. rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age; or
2. rape committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
3. rape accomplished where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit; or
4. rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused; or
5. rape accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the person committing the crime; or
6. rape by instrumentation resulting in bodily harm is rape by instrumentation in the first degree regardless of the age of the person committing the crime; or
7. Rape by instrumentation committed upon a person under fourteen (14) years of age.

3. Definition of Domestic/Dating Violence under Oklahoma Criminal Law

Oklahoma Penal Code, §21-644 defines domestic and dating violence as any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

4. Definition of Stalking under Oklahoma Criminal Law

Oklahoma Penal Code, §21-1173, defines stalking as:

Any person who willfully, maliciously and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.



II. Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to blame victims, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you reduce your risk of experiencing a non-consensual sexual act.

- Make your limits known as early as possible.
- Be aware of your alcohol intake. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and colleagues and ask that they take care of you.

Potential Aggressor

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go; or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to one form of sexual behavior does not automatically imply consent to other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

III. Duty to Report Sexual Harassment, Discrimination, and Misconduct

A. Mandatory Reporting

With limited exceptions, every university employee *must* report conduct that could constitute sexual harassment/sex discrimination/sexual misconduct under this policy. Where potential complainants wish to remain anonymous, the report may be made in a John/Jane Doe format. Additionally, attorneys, clergy members, licensed counselors or physicians who are engaged in such capacity may keep such reports confidential.



Supervisors, managers and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, discrimination and harassment, to correct it when it occurs and **must** promptly report it to the **Sexual Misconduct Officer, Kathleen Smith, (405) 325-2215** or other appropriate University official (e.g. **Title IX Officer, Laura Palk, (405) 325-3549** or the **Equal Opportunity Officer, Bobby Mason (405) 325-3546** or any of the University's Associate Title IX Coordinators). Failure to do so may result in disciplinary action up to and including termination.

B. Confidential Reporting

Confidential reporting resources are available through the University's counseling centers:

- **Goddard Health Center-** (405) 325-2911- provides counseling services
- **OU Advocates-** HSC/Norman (405) 615-0013 provides referral and support; Tulsa OU Advocates (8 a.m.–5 p.m.): (918) 660-3163 (after hours: (918) 743-5763).
- **OU Psychology Clinic-** (405) 325-2914- provides counseling services
- **HSC Student Counseling Services-** (405) 271-7336- provides counseling services
- **OU Tulsa Counseling-** (918) 660-3109- provides counseling services

C. Reports Concerning Minors

Members of the University community should be aware that the University often has minors on its campus for a variety of reasons:

- field trips
- tours
- course credit
- camps

There are specific best practices with respect to hosting minors on campus located at:

For Norman-based programs: <http://www.ou.edu/web/landing/policy.html>

For HSC-based programs: http://risk.ouhsc.edu/Minors_On_Campus.htm

Should you have a reasonable suspicion of any abuse or neglect of a minor while on University property, or where the minor is in your care at a University-related event, but the abuse may have occurred off-campus, irrespective of whether you are a mandatory reporter for Title IX purposes, you have an independent obligation under Oklahoma state law to notify the Oklahoma Department of Human Services immediately (1-800-522-3511) and local law enforcement and/or OUPD (405-325-1911)/OU-Tulsa Police Department (918-660-3900). If any incidents also involve violations of the Sexual Misconduct, Discrimination and Harassment policy, you must contact DHS, OUPD or OU-Tulsa Police Department (918) 660-3900 and the University's Sexual Misconduct Office (405-325-2215).



D. Sexual Misconduct Officer

The Sexual Misconduct Officer has primary responsibility for investigations, education and training associated with this Policy and for such other duties as assigned by the Title IX Officer, and reports directly to the Title IX Officer. For complaints concerning actions governed by this Policy:

For the Norman campus or Norman-campus based programs offered at other locations (e.g. Tulsa Schusterman and Norman-based programs), please contact: the **Sexual Misconduct Officer Kathleen Smith at: (405) 325-2215**, Walker Center, Rm W220, Norman, Oklahoma, or smo@ou.edu or **Bobby Mason, the Equal Opportunity Officer**, 660 Parrington Oval, Evans Hall, Suite 102, Norman, Oklahoma, **(405) 325-3546** bjm@ou.edu, or **Joe Dave's, Investigator**, Walker Center Rm W220, Norman, Oklahoma **(405) 325-2215**, or smo@ou.edu.

For Oklahoma City Health Sciences Center based programs, please contact either the Associate Title IX Coordinator: **Bobby Mason at (405) 271-2110**, Service Center Rm 113, Oklahoma City, Oklahoma, bobby-mason@ouhsc.edu, Associate Title IX Coordinator, Kate Stanton **(405) 271-2110**, David L. Boren Student Union, Ste 300, 1106 Stonewall Avenue, Oklahoma City, OK, kate-stanton@ouhsc.edu, or the **Sexual Misconduct Officer, Kathleen Smith, or Title IX Officer, Laura Palk at : (405) 325-2215**, or smo@ou.edu.

For Tulsa Programs, please contact the Associate **Title IX Coordinator Josh Davis at (918) 660-3107**, 4505 E. 41st Street 1C76, Founders Student Center, Tulsa, Oklahoma 74135 or jmdavis@ou.edu.

Alternatively, any person may contact the **Title IX Officer Laura Palk directly at (405) 325-2215**, lpalk@ou.edu, Walker Center Rm W220, Norman, Oklahoma.

IV. Education and Training, Counseling Services and Interim Measures

The University requires volunteers who will be providing volunteer services for four (4) or more days within a calendar year to take the following educational-training courses on an annual basis, and all other employees must take the course at least once during their career, usually within 30 days of service at the University (<https://sexualmisconduct.ou.edu>). Employees may be required to be recertified on demand. Failure to have a certification of this required training may result in appropriate disciplinary action. Additional in-person trainings are also offered periodically and on request. Where University employees are also students, they will be required to also take the mandatory online training provided to students. For those without access to a computer or in need of additional assistance, please contact the University's Human Resources Department to take the training in an alternate format.

A. For students, the University offers:

- Mandatory online training for students through: onpoint@ou.edu where students are also University employees, they will be required to take both the faculty/staff training and the student online training.
- Training on sexual harassment/discrimination/violence is included in the University's mandatory alcohol training program (in-person and online).
- In-person training for student groups and students through Gateway courses, orientations, and other meetings.
- In-person training for Active Bystander Intervention skills:



<http://www.ou.edu/notonourcampus/>.

- On-going campus campaigns and information at a variety of events concerning the policy and appropriate behaviors, including Bystander Intervention.
- Informational website and brochures devoted to educating students at: www.ou.edu/sexualmisconduct. In person training (*Step in, Speak Out and Sooner Ally*) prevention workshops.
- With respect to cases of sexual harassment and sexual misconduct, the University offers services to the victim and will engage in a discussion concerning appropriate interim measures, e.g. class and scheduling adjustments, housing adjustments, no contact orders, blocking emails, referral to counseling services, etc.
- OU Advocates available 24.7 to discuss all available resources on and off campus: (405) 615-0013. For Tulsa-based programs (8 a.m. – 5 p.m.): (918) 660-3163 (after hours: (918) 743-5763).

B. For employees, the University offers:

- Mandatory online training for employees through: <https://sexualmisconduct.ou.edu>.
- In-Person training on sexual harassment/discrimination/violence and mandatory reporting through new employee orientations, foundations in management, and other periodic training opportunities and upon request.
- In-person training for Active Bystander Intervention skills: <http://www.ou.edu/notonourcampus/>.
- Ongoing campus campaigns and information at a variety of events concerning the policy and appropriate behaviors, including Bystander Intervention.
- Informational website and brochures devoted to educating employees at: www.ou.edu/sexualmisconduct.
- In person training (*Step in, Speak Out and Sooner Ally*) prevention workshops.
- With respect to cases of sexual harassment and sexual misconduct, the University offers services to the victim and will engage in a discussion concerning appropriate interim measures, e.g. scheduling adjustments, no contact orders, blocking emails, referral to counseling services, etc.
- OU Advocates available 24.7 to discuss all available resources on and off campus: (405) 615-0013. For Tulsa-based programs (8 a.m. – 5 p.m.): (918) 660-3163 (after hours: (918) 743-5763).

C. Available Resources to all of the University community:

- **OU Advocates (24/7)** (405) 615-0013 – provides free advocates and referrals to other resources on-campus and off-campus. For Tulsa-based programs (8 a.m. – 5 p.m.): (918) 660-3163 (after hours: (918) 743-5763)
- **OUPD (405) 325-2864** non-emergencies; (405) 325-1911 emergencies-provides law enforcement support
- **Norman Rape Crisis Center-Women’s Resource Center (405) 701-5660**-confidential off-campus resource
- **Norman Domestic Violence Crisis Line:** (405) 701-5540 – provides confidential resources off-campus
- **Employee Assistance Program** (800) 327-2513 confidential resources for HSC and Norman employees
- **Norman Police Department- 911 for emergencies; (405) 321-1600 non-emergencies**
- **Goddard Health Center-** (405) 325-2911- provides confidential counseling services on the Norman campus



- **Heartline Health** 1-800-273-TALK- provides referral and support
- **OU Psychology Clinic-** (405) 325-2914- provides confidential counseling services on the Norman campus
- **OUHSC-PD –** (405) 271-4300 victims may choose to report to law enforcement
- **HSC Student Counseling Services** (405) 271-7336- provides confidential counseling services on the HSC campus
- **OKC Rape Crisis/YWCA (405) 943-7273 –** provides confidential resources off-campus
- **OKC Police Department – 911 for emergencies; (405) 231-2121** non-emergencies
- **OU Tulsa Counseling –** (918) 660-3109- provides confidential counseling services on the Tulsa campus
- **Employee Assistance Program:** (918) 587-9471 provides confidential resources for Tulsa employees
- **OU-Tulsa Police Department –** (918) 660-3900 – provides law enforcement support
- **Call Rape/Tulsa Rape Crisis-** (918) 585-3143 – provides confidential resources off-campus
- **Tulsa Police Department-911 for emergencies; (918) 596-9222** for non-emergencies
- **Tulsa 211 Helpline – (918) 836-4357**
- **Oklahoma Coalition Against Domestic Violence and Sexual Assault (405) 524-0700-** provides confidential resources off-campus
- **Oklahoma Safeline – (800) 522-7233 –** provides confidential resources off-campus

D. Bystander Intervention

If you witness a policy violation, or behaviors that may lead to a policy violation, there are a variety of things you can do as a bystander:

- Divert the intended victim (e.g. “help me out here; I don’t feel well”)
- Distract the perpetrator (e.g. “looks like your car is being towed”)
- Confront the perpetrator (e.g. “don’t speak to him/her in that manner; you are going to get yourself into trouble”)
- Educate your community (www.ou.edu/notonourcampus/)
 - Bystander intervention workshops conducted through the Women’s Outreach Center (405) 325-5352 and the Institutional Equity and Title IX Office (405) 325-2215
 - Sexual Misconduct, Discrimination and Harassment training provided through the Institutional Equity Office (405) 325-2215 or (405) 325-3546
- Call for law enforcement assistance
 - Emergencies-911
 - Non-emergencies- (405) 325-2864

V. Intentionally False Reports

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.



VI. Free Speech and Academic Freedom

Members of the University community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the University community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

VII. Availability of other Complaint Procedures

In addition to seeking criminal charges through local law enforcement, members of the University community may also file complaints with the following entities irrespective of whether they choose to file a complaint under this procedure:

Office of Civil Rights:

Kansas City Field Office: OCR.KansasCity@ed.gov
1-816-268-0550

Washington D.C.: OCR@ed.gov
1-800-421-3481

Equal Employment Opportunity Commission:

Oklahoma City Field Office: 1-800-669-4000
Washington D.C.: 1-800-669-4000
EEOC.gov/contact/

State of Oklahoma Attorney General's Office:

Office of Civil Rights Enforcement: 405-521-2029
OCRE@oag.gov

Federal funding agencies:

E.g. NASA: 1-866-654-1440
LEP@NASA.gov

*Definitions taken, in part, from the model policy of NCHERM: www.ncherp.org

Effective July 1, 2014



INVESTIGATIVE PROCESS FOR INTERNAL COMPLAINTS UNDER THE SEXUAL MISCONDUCT, DISCRIMINATION AND HARASSMENT POLICY

I. Who May Utilize this Procedure

Grievances concerning sexual harassment, sex/gender discrimination, sexual assault/misconduct or violations of the Consensual Sexual Relationship Policy should be filed with the Sexual Misconduct Officer. Additionally, such claims may also be filed with the Institutional Equity Officer-Title IX Officer or his/her designee or with the University's Equal Opportunity Officer-Associate Title IX Coordinators (collectively referred to as the "Sexual Misconduct Officer"). This procedure is available to any person who, at the time of the acts complained of was employed by the University of Oklahoma, or is or was an applicant for employment or was enrolled as a student or an applicant for admission at the University, and the University has control over either the alleged perpetrator or the facility, or context of the event (whether on or off campus). The Sexual Misconduct Officer may, in his or her discretion, dismiss a grievance if he/she determines the person filing the complaint is not entitled to use this procedure.

II. Filing of Complaint

Persons who have complaints alleging sex/gender discrimination, sexual orientation discrimination, discrimination based on gender identity or gender expression, sexual harassment, sexual assault/misconduct or under the Consensual Sexual Relationship Policy may file their complaints in writing with the Sexual Misconduct Officer or his/her designee.

Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist (i.e. sexual harassment and violation of due process or grade appeal), the complainant must specify all of the grounds of the grievance that the complainant should have reasonably known about at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. Depending on the nature of the issues involved, the Sexual Misconduct Officer will advise the complainant about the appropriate procedure(s) to follow (e.g. applicable disciplinary policies and procedures for that campus). Parties to the complaint, including the respondent and/or the complainant, may obtain the advice of any advisor/attorney at his/her own expense. Advisors and attorneys may be present during any meetings or hearings, but the witnesses and parties are to participate directly in the process, not the advisors/attorneys.

The Sexual Misconduct Officer in consultation with the Institutional Equity and Title IX Officer may modify these procedures at any time as deemed appropriate for compliance with federal, state, local law or applicable guidance.

III. Timing of Complaint

Generally, to aid in a proper investigation, complaints should be filed with the Sexual Misconduct Officer within 365 calendar days of the act of alleged sexual discrimination, harassment or misconduct to facilitate the ability to gather facts and evidence. However, complaints which exceed this time-frame will be reviewed as well. Individuals are counseled that claims filed after lengthy lapses in time may be more difficult to investigate. The Sexual Misconduct Officer may reasonably extend this and all other time periods, and may, in his or her discretion, dismiss a grievance if the person is not entitled to use this procedure. Nothing herein should be construed to extend or restrict a person's right to file charges, lawsuits or claims with any other agency, law enforcement or court, and individuals are encouraged to ensure their rights have not expired through these other avenues. Further, to the extent the complainant's allegations involve criminal activity, the Sexual Misconduct Officer may refer such matters to local law enforcement.



IV. Administrative Action

- A. The University recognizes its obligation to address incidents of sexual misconduct, discrimination and harassment on campus when it becomes aware of its existence even if no complaints are filed; therefore, the University reserves the right to take appropriate action unilaterally under this procedure, including but not limited to altering housing arrangements, issuing no-contact orders, modification of course-schedules, etc.
- B. With respect to students, the University Vice President for Student Affairs and Dean of Students or other appropriate persons in authority may take immediate administrative or disciplinary action deemed necessary for the welfare or safety of the University community.
- C. With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities, place the individual on leave of absence, or terminate employment, pending the completion of the investigation or grievance procedure.

V. Withdrawal of Complaint

The complainant may withdraw the complaint at any point during the investigation; however, the Sexual Misconduct Officer may determine in his or her discretion that the issues raised warrant further investigation despite the complainant's desire to withdraw the complaint.

VI. Privacy of Proceedings And Records

Individuals wishing to make legally confidential reports have the option of reporting those matters to the OU Advocates, licensed counselors, health professionals, clergy and attorneys to the extent the complainant engages them in such private capacity.

Although University officials will maintain an individual's privacy to the best of his or her ability, individuals should know that University officials (outside the context of licensed counselors and health professionals hired in their private capacity) may not be able to maintain legal confidentiality of the complainant, but will maintain his or her privacy as noted herein. The University's ability to investigate may be limited if a complainant insists his or her name not be disclosed to the alleged perpetrator. The University must weigh such requests for privacy against its duty to provide a safe and nondiscriminatory environment. Investigators and those involved with the investigation are individually charged to preserve privacy with respect to any matter investigated or heard. A breach of the duty to preserve privacy is considered a serious offense and may subject the offender to appropriate disciplinary action. Parties and witnesses are also admonished to maintain privacy with regard to these proceedings, and if they are University employees, failure to maintain said privacy may result in appropriate disciplinary action. Furthermore, federal law prohibits retaliation against those who file complaints, and the University will take responsive action if such retaliation occurs, up to and including termination and/or expulsion.

Except with respect to hearings before the Faculty Appeals Board or an applicable student disciplinary procedure, all records involving discrimination or harassment, upon disposition of a complaint, shall be transmitted to and maintained by the Institutional Equity Office as confidential records except to the extent disclosure is permissible or required by applicable law or University policy. It should be noted that under the Family Educational Rights to Privacy Act and the Clery



Act that final disciplinary actions as well as the rationale and sanctions shall be reported to the complainant as well as reported in accordance with the Clery Act reporting requirements, where appropriate, to the extent the sanctions directly relate to the complainant. The University shall inform complainants if it is unable to ensure privacy.

VII. Proceedings

A. Investigation

Upon receipt of a complaint, the Sexual Misconduct Officer will notify complainant of the receipt of the complaint, and the officer is empowered to investigate the charge, to interview the parties and others, and to gather any evidence he or she deems pertinent. Generally, the Sexual Misconduct Officer interviews the complainant and any relevant witnesses identified by the complainant or the Sexual Misconduct Officer. Once sufficient information is gathered, the Sexual Misconduct Officer will then notify the charged individual of the allegations. With permission from the complainant, the Sexual Misconduct Officer shall advise the charged individual of the name of the complainant. Where a complainant does not wish to be identified, the extent of the investigation may be limited; however, some form of limited investigation will be attempted while maintaining confidentiality of the complainant's identity. The Sexual Misconduct Officer will interview the charged individual and any witnesses the officer or charged individual identifies as relevant.

Additional evidence may be sought from any relevant party or witness, including but not limited to email communications, social media postings, text messages, etc. Parties are expected to cooperate and provide this information. Failure to cooperate with an investigation may result in separate disciplinary proceedings. Parties should be aware that as members of the University community, their access to University resources has very limited privacy rights, and the University may obtain information through the University's resources and informational technology system with or without the individual's cooperation. The investigation and findings generally should be completed within 60 calendar days of receipt of the complaint, preferably sooner as practical.

Once the Sexual Misconduct Officer has gathered the information, he/she shall discuss his/her findings, where appropriate, with the Title IX Officer and/or the Equal Opportunity Officer or Associate Title IX Officer for a determination whether sufficient grounds exist to issue a finding of impropriety and/or to refer the matter to the appropriate administrative official.

At all times, through the proceedings, the original complainant shall have all rights afforded to the charged individual.

B. Finding

After the joint Title IX consultation, the Sexual Misconduct Officer shall render a finding based on the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, utilizing a preponderance of the evidence standard, i.e. the facts complained of are more likely true than not.

Upon completion of the investigation, the Sexual Misconduct Officer is authorized to take the following actions:

- 1. Satisfactory Resolution**—The matter is resolved to the satisfaction of all parties. Provided, however, there will be no direct mediation between the



parties. If a resolution satisfactory to the parties is reached, the Sexual Misconduct Officer shall prepare a written statement or other applicable document indicating the resolution (e.g. issuing a no contact order). At that time, the investigation and the record shall be closed.

2. **Dismissal**—The Sexual Misconduct Officer finds that no policy violation occurred and dismisses the complaint, giving written notice of said dismissal to each party involved. Within five (5) University business days of the date of the notice of dismissal, the complainant may, in writing, ask the Title IX Officer or his/her designee to reconsider the finding. The request for reconsideration of the finding must indicate how and why the finding was inaccurate. If after reconsideration, the Title IX Officer determines that additional evidence not available at the time of the report would materially alter the findings, he/she may remand the matter to the Sexual Misconduct Officer for additional investigation and report or may take appropriate action. If no appeal is filed within the five (5) University business-day period or the Title IX Officer does not act on the appeal within five (5) University business days, the case is considered closed and the Sexual Misconduct Officer's findings are final. All appropriate administrative officials and parties shall be notified in writing that the matter is closed.
3. **Determination of Impropriety**—The Sexual Misconduct Officer makes a finding of impropriety and notifies the parties and appropriate administrative officer of the finding and may recommend actions to be taken.
4. **Referral to the Faculty Appeals Board**—In the case of a complaint against a faculty member, the Sexual Misconduct Officer in consultation with the Provost, may determine that the evidence is sufficiently clear and serious, warranting the immediate commencement of formal proceedings as provided in the Abrogation of Tenure, Dismissal before Expiration of a Term Appointment, and Severe Sanctions section of the respective campuses *Faculty Handbook*.

Norman campus:

<https://apps.hr.ou.edu/FacultyHandbook>

HSC Campus:

<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>.

If the President concurs with the finding of the Sexual Misconduct Officer and Provost, the case may be removed from the grievance proceedings contained herein and further action in the case shall be governed by the Abrogation of Tenure, Dismissal before Expiration of a Term Appointment, and Severe Sanctions section in the *Faculty Handbook*.

C. **Appeal of the Sexual Misconduct Officer's Findings**

1. **Appropriate Appellate Procedures**

a. **Findings of Impropriety Against Students**

Where the Sexual Misconduct Officer determines a student has violated the Sexual Misconduct Policy, he/she shall refer the finding and the matter to the Student Conduct process. Any appeal of the finding shall



be heard through the Student Conduct process: See www.judicial.ou.edu

b. Findings of Impropriety Against Faculty Members

i. Severe Sanctions

Where the Sexual Misconduct Officer determines a faculty member has violated the Sexual Misconduct Policy and based on consultations with the appropriate administrative officials, a severe sanction of abrogation of tenure, dismissal or summary suspension is imposed or recommended as noted in the respective faculty handbooks:

Norman campus:

<http://www.ou.edu/content/dam/provost/documents/ouncfb.pdf>

HSC campus:

<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>.

ii. Other Than Severe Sanctions

Where the Sexual Misconduct Officer determines a faculty member has violated the Sexual Misconduct Policy and based on consultations with the appropriate administrative official, a sanction less than abrogation of tenure, summary suspension or dismissal is recommended or imposed, the faculty member only may appeal the finding and sanction through the process noted in the applicable faculty handbooks. No additional complaints or grievances regarding the same subject matter may be filed with the Faculty Appeals Board.

c. Findings of Impropriety Against Employees

Where the Sexual Misconduct Officer determines an employee has violated the Sexual Misconduct Policy, the employee may appeal the finding and recommended or imposed sanction through the process noted below.

d. Findings of Impropriety Against Third Parties

Where the Sexual Misconduct Officer determines a third party has violated the Sexual Misconduct Policy, the third party may request the Title IX Officer or his/her designee in consultation with the appropriate executive officer over the area reconsider the findings. If after reconsideration, the officers determine a remand is warranted, the matter will be referred to the Sexual Misconduct Officer for further investigation or modification. If the officers determine the findings are appropriate, the findings shall be final and binding on the third party without further appeal.

2. Request for an Appeal Through This Process

- a.** Where the matter is not otherwise referred to the other University procedures for review and action (e.g. Student Conduct process or Faculty Appeals Board process for severe sanctions), and if the



appeal is permissible as noted above, the party accused of impropriety may appeal the finding in writing to the Equal Opportunity Office staff within five (5) University business days of the finding.

- b. The request for appeal must contain the particular facts upon which the appeal is based. The Equal Opportunity Office staff or the University's designee, shall provide a copy of the request to the proper respondent(s) and the original complainant, and request a response from the respondent.
- c. Generally, the respondent will be the Sexual Misconduct Officer, and the initial complainant shall be a witness in the appellate proceedings, rather than a "respondent." In this type of appeal, all references to "respondent" in the appellate procedures shall refer to the Sexual Misconduct Officer and/or relevant members of the University Administration. Provided, however, the initial complainant shall be entitled to all rights and procedures available to any party during the appellate process and shall be included in the definition of parties.

3. Response to Request for Appeal

If a hearing is requested, the respondent's written response to the request for a hearing must be sent to the Equal Opportunity Office's staff or the University's designee within five (5) University business days of receiving notice that a hearing has been requested. The Equal Opportunity Office's staff shall provide a copy of the response to the party requesting the hearing. The initial complainant may likewise provide a written response within this timeline if he/she desires.

4. Selection of a Hearing Panel

Within two (2) University business days following receipt of the written request for a hearing, the Equal Opportunity Office's staff or the University's designee shall contact the parties informally and initiate the process to determine the members of the Hearing panel.

a. Panel

A five (5) member hearing panel will be chosen by the parties to the complaint from the following groups:

* on the Health Sciences Center campus and for HSC-based programs at the Tulsa campus, the 24-member Committee on Discrimination and Harassment. Provided, however, students may not sit on these hearing panels.

*on the Norman campus and for Norman-based programs on the Tulsa campus, from the 16-member Committee on Discrimination and Harassment with faculty representation from the 50-member Faculty Appeals Board. Provided, however, students may not sit on these hearing panels.



b. Process of Panel Selection

The Equal Opportunity Office staff or University designee shall contact the parties informally to select the panel. The appellant and the respondent (in conjunction with the original complaint) will select five (5) names each from the pool, excluding students. The names will be listed in rank order with name number one (1) on each list being the preferred panelist.

The Equal Opportunity Office's staff or the University's designee will contact the individuals in the order selected. The first two (2) names on each list of who is available to serve will comprise the hearing panel.

Those individuals selected will choose a fifth name from the entire pool to serve as a panel member and who will serve as chair. If the individuals forming the panel cannot agree on the fifth name and/or his or her service as chair, the Equal Opportunity Office's staff or University designee shall appoint the fifth name and the chair.

Any party to the complaint may ask the Equal Opportunity Office's staff or the University's designee to disqualify any member of the hearing panel. Such requests will be in writing and show sufficient grounds for removal. Furthermore, no panelist shall be expected to serve if he or she feels that a conflict of interest exists. Replacements shall be selected in the same manner as the original panel.

D. Orientation Conference/Pre-hearing

Within ten (10) University business days of receiving notice of service on the Hearing Panel, or sooner if feasible, the chair shall attend an orientation and review the finding and response to determine whether there exist adequate grounds for a formal hearing.

1. Orientation

A member of the Equal Opportunity Office and/or the University's designee shall be present during the orientation, where he or she will provide the chair with a copy of the hearing guidelines, the written complaint, the request for a hearing, the written responses, and the Sexual Misconduct Officer's report.

2. Prehearing

Once the orientation is concluded, the chair shall review the materials, in private, to determine whether a formal hearing should be held. This is known as the prehearing. During the prehearing, the chair shall review the Sexual Misconduct Officer's report and the response documents and all relevant materials, and shall determine whether a formal hearing is warranted.

3. Determination of Formal Hearing

Whether a formal hearing is warranted shall be within the chair's discretion and based on the appellant's written appeal. To determine whether a formal hearing is warranted, the chair shall base his/her decision on whether (a) there was insufficient evidence, utilizing a preponderance of the evidence



standard, to support the Sexual Misconduct Officer's finding; or (b) additional evidence not previously available exists that substantially would have altered the Sexual Misconduct Officer's findings. Based on this review and analysis, the chair within its reasonable discretion shall determine whether a formal hearing is warranted, and shall immediately notify the parties in writing and the Equal Opportunity Office staff or University designee of its decision. A determination that a formal hearing is warranted does not necessarily imply the Sexual Misconduct Officer's finding was erroneous.

4. Determination Not to Hold a Formal Hearing

If the chair determines that adequate grounds for a hearing do not exist in his/her reasonable discretion, then he/she immediately shall notify the Equal Opportunity Office staff, who in turn, immediately shall notify the parties and appropriate executive officers in writing. The Hearing Panel's services shall be concluded and the Sexual Misconduct Officer's findings shall be final.

The appropriate executive officer shall render his or her decision and notify the parties and the Equal Opportunity Office staff and Title IX Officer within five (5) University business days of the chair's notification to the executive officer of his/her decision. Any party may appeal the executive officer's decision in writing to the President within five (5) University business days of notice of the decision. If the President does not act within five (5) University business days of the request, the executive officer's decision is final.

E. Formal Hearing

1. Scheduling

If the chair determines a formal hearing is warranted, the chair will schedule the formal hearing to be held within thirty (30) calendar days of his/her decision to hold a formal hearing, preferably sooner. The chair shall immediately notify the Equal Opportunity Office staff and Title IX Office in writing, who in turn, shall notify the parties in writing of the date, time and location of the formal hearing.

The Equal Opportunity Office staff or University designees shall notify the parties in writing of the date, time, and location of the hearing, along with other relevant information concerning the hearing process. Parties are responsible for giving such notice to their witnesses. The hearing shall be scheduled to reasonably ensure that the appellant, respondent, original complainant and essential witnesses are able to participate. However, the chair may ultimately schedule all relevant deadlines and hearings.

2. Procedures

The Hearing Panel procedures shall be established with reference to the Hearing Guidelines provided by the Equal Opportunity Office staff or the University's designee at the orientation conference, and as determined by the chair in consultation with the University Legal Counsel, where appropriate. All parties shall be provided with a copy of the Hearing Guidelines simultaneously with the notice of formal hearing. Any party shall be entitled to present relevant evidence as determined by the chair of the Hearing Panel.



The parties shall present their own cases. Again, where the Sexual Misconduct Officer has found a policy violation, the Sexual Misconduct Officer presents the case on behalf of the original complainant and the original complainant is simply a witness. Should a complainant wish to present his/her case as well, they may do so and have equal rights under this policy.

Advisors and counsel may be present during the hearings and meetings, but may not directly participate. The parties reasonably may request a recess to consult with his or her advisor outside of the hearing.

The parties may call relevant witnesses to testify. However, the parties may not cross-examine one another. Alternate testimonial methods may be permitted, e.g. Skype, testifying behind a screen, etc. in the chair's direction. The parties may submit questions to the hearing panel for the panel to ask each party, if relevant, as determined in the panel's discretion. The hearing shall be closed. Audiotape recordings of the proceedings shall be arranged by the chair and paid for by the University. Copies of the recording will not be provided. Transcripts may be charged to the requesting party; the original version of the recording shall remain the property of the University.

3. Standard of Review

At the formal hearing, the appropriate standard of review is whether by a preponderance of the evidence, the report, or its result

- (a) is supported by any evidence, or
- (b) substantially would have been altered by the new evidence that was not previously available.

The chair acts as a monitor of the process and as a non-voting member except in cases of a tie vote. In such cases, the chair will act as the tie-breaker.

4. Resolution Prior to the Conclusion of Hearing

If the matter is resolved to the satisfaction of all parties prior to completion of the hearing, a written statement shall indicate the agreement recommended by the parties and the statement shall be signed and dated by each party and by the chair. The recommendation will be referred immediately to the Institutional Equity and Title IX Officer and/or Equal Opportunity Office staff, who in turn, shall immediately notify, in writing, the appropriate executive officer for final determination.

The executive officer shall notify the parties of his/her final determination within three (3) University business days of notification of the agreed resolution. Assuming the executive officer agrees with the resolution, the matter shall be closed. To the extent the executive officer disagrees with the resolution, he/she may render his/her decision and immediately notify the parties.



Any party may appeal the executive officer's decision in writing to the President with a copy to the Institutional Equity and Title IX Officer, and/or Equal Opportunity Office staff and all other parties. The President shall render a decision within five (5) University business days of notice of the appeal. If the President does not act within five (5) University business days of notice of the appeal, the executive officer's decision shall be final.

5. Findings and Recommendations

In the event that no solution satisfactory to the parties is reached prior to the completion of the hearing, the Hearing Panel shall determine by majority vote, in writing, whether the finding should be upheld or modified or remanded for further action, and shall notify the Equal Opportunity Office staff of its findings and recommendations within three (3) University business days of the hearing (unless the Hearing Panel determines that because of unforeseen circumstances additional time is needed). The Equal Opportunity Office staff will immediately notify the proper executive officer, in writing, of the decision with copies to the President.

6. Executive Officer's Decision

a. Appellate Times

Within three (3) University business days of receipt of the Hearing Panel's findings and recommendations, the appropriate executive officer shall inform the complainant and the respondent of the findings of the Hearing Panel and the executive officer's decision as permitted by applicable law. A copy of the executive officer's decision shall be immediately transmitted to the chair of the Hearing Panel, with copies to the President and the Equal Opportunity Office staff.

b. Appeal to the President

Any party (including the original complainant) may appeal the executive officer's decision to the President within three (3) University business days of the decision. If the President does not act to change the decision within three (3) business days of receiving the appeal, the executive officer's decision shall be final under the executive authority of the President.

Effective July 1, 2014



Consensual Sexual Relationships Policy

I. Policy Statement

Consensual amorous, dating, or sexual relationships have inherent risks when they occur between a faculty member, supervisor, or other member of the University community and any person over whom he or she has a professional responsibility. As noted in the sex discrimination and sexual harassment policy, the risks include a student or subordinate's feeling coerced into an unwanted relationship to ensure they receive a proper educational or employment experience; potential conflicts of interest in which the person is in a position to evaluate the work of, or make personnel or academic decisions with respect to the individual with whom he or she is romantically involved; a perception by students or employees that a fellow student or coworker who is involved in a romantic relationship with his or her supervisor or professor will receive an unfair advantage; either or both of the parties engaging in behavior destructive to the other or their academic or working environments if the relationship ends; and the potential that University/state resources are used inappropriately to further the romantic relationship.

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. "Professional responsibility" is defined as performing functions including but not limited to teaching, counseling, grading, advising, evaluating, hiring, supervising, and making decisions or recommendations that confer benefits such as promotions, financial aid awards, or other remuneration, or that may impact upon other academic or employment opportunities.

II. Definitions

As used in this policy, the terms "faculty" or "faculty member" mean all those who teach at the university, and include graduate students with teaching responsibilities and other instructional personnel. The terms "staff" or "staff members" mean all employees who are not faculty, and include academic and non-academic administrators as well as supervisory personnel. The term "consensual sexual relationship" may include amorous or romantic relationships, and is intended to indicate conduct which goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship.

III. Policy

A. Faculty/Student Relationships Within the Instructional Context

It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work (including work as a teaching assistant) is being supervised by the faculty member.

Outside the instructional context

Sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation



in activities or decisions that may reward or penalize a student with whom the faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues and to the university.

B. Staff/Student Relationships

Consensual sexual relationships between staff and students are prohibited in cases where the staff member has authority or control over the student. A staff member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the university. Failure to abide by this policy may result in disciplinary action up to and including termination.

C. Staff/Subordinate Relationships

Supervisors, or those with professional responsibility, over someone with whom they have or have had an amorous, consensual, romantic, or sexual relationship must notify their direct supervisor that a management-control plan needs to be implemented, or that the supervisor wishes a transfer so that he or she is no longer in a position of professional responsibility over the affected individual. To avoid the severe risks noted, supervisors in such relationships may not manage, supervise, evaluate, or make other employment decisions concerning the individual with whom they are engaged in a romantic relationship. If the relationship ends, the management-control plan must remain in effect. Failure to notify a supervisor to ensure a plan is in place may result in disciplinary action, including termination, for that supervisor.

Effective May 31, 2012

Pregnancy

The University prohibits discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Discrimination on the basis of pregnancy should be reported in accordance with this policy.

Students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Disability Resource Center (<http://www.ou.edu/drc/home.html>). For complaints arising under this policy, please report to the EOO or the Sexual Misconduct Officer. (See: <http://www.ou.edu/content/dam/eoo/documents/Sexual%20Misconduct%207-1-14.pdf>)

Students who are pregnant have certain legal rights under Title IX of the Education Amendments of 1972. The University is committed to affording these students services similar to those provided to students with temporary medical conditions. If a student has pregnancy complications that impact her ability to fulfill her academic requirements, the student may also be eligible for reasonable accommodation, contingent upon documentation from a physician. Students who are pregnant should contact the Associate Director for Clinical Affairs and the clinical preceptor if they require temporary services or reasonable accommodation. The Disability Resource Center will work with the student and the program to recommend accommodations. For more information regarding Pregnancy and Parenting Students' Rights, please visit <http://students.ouhsc.edu/StudentServices/SexualMisconduct.aspx>.



NON-DISCRIMINATION POLICY

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 (<http://www.ou.edu/content/eoo/policies/misc.html>), sexual orientation, genetic information, 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.

I. Definitions

- A. **Discrimination:** Discrimination, including harassment, is defined as conduct directed at a specific individual or group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or access to institutional benefits, on account of race, color, religion, political beliefs, national origin, sex (see Sexual Misconduct, Discrimination and Harassment policy (<http://www.ou.edu/content/eoo/policies/misc.html>), sexual orientation, genetic information, age (40 or older), disability, or veteran status.
- B. **Harassment:** Harassment as a form of discrimination is defined as verbal or physical conduct that is directed at an individual or a group because of race, color, sex (see Sexual Misconduct, Discrimination and Harassment policy (<http://www.ou.edu/content/eoo/policies/misc.html>), sexual orientation, genetic information, religion, political beliefs, national origin, age (40 or older), disability, or veteran status when such conduct is sufficiently severe, pervasive and objectively offensive so as to have the purpose or effect of unreasonably interfering with an individual's or group's academic or work performance or of creating a hostile academic or work environment viewed by examining a totality of the circumstances from the standpoint of a reasonable person with the same characteristics as the purported recipient of the harassing conduct.
- C. **Reasonable Accommodation:** Please refer to Section 5.24 of the Staff Handbook regarding disability and reasonable accommodations. Also see www.drc.ou.edu.
- D. **Retaliation:** Retaliation includes attempting to penalize or taking any form of adverse action against a person because of his or her filing of a complaint of discrimination or harassment and/or participating or assisting in any manner with an investigation or resolution of a complaint of discrimination or harassment. Adverse action includes, but is not limited to, making threats, intimidation, reprisals or any other adverse action relating to employment, academic or institutional benefits.



II. Education and Training

The University requires volunteers who will be providing volunteer services for four (4) or more days within a calendar year to take the following educational-training courses on an annual basis, and all other employees must take the course at least once during their career, usually within 30 days of service at the University. Employees may be required to be recertified on demand. Failure to have a certification of this required training may result in appropriate disciplinary action. See <https://sexualmisconduct.ou.edu>. For those without access to a computer or in need of additional assistance, please contact University Human Resources for alternate methods of training.

Students are advised and trained periodically through the Office of Student Affairs and through mandatory online training also located at: <https://sexualmisconduct.ou.edu>. Students who are also employees will be required to take both forms of training (one for faculty and staff and one for students).

III. Intentionally False Reports

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

IV. Free Speech and Academic Freedom

Members of the University community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the University community from discrimination, not to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual or faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

V. Complaints

Any individual who at the time of the actions complained of was employed by the University or was an applicant for University employment or was enrolled as a student or an applicant for admission at the University may file a complaint with the Equal Opportunity Office (EEO) for review and investigation regarding complaints against University students, faculty, staff or those third parties utilizing University services or third parties on University premises:

- For Norman Campus and Norman campus extension programs:
Room 102 Evans Hall (405) 325-3546;
- For Health Sciences Center campus and HSC campus extension programs:
405-271- 2110, Room 127, Biomedical Sciences Building.

Such complaints should be brought within 365 calendar days of the alleged discriminatory events.

VI. Additional Avenues of Recourse

In addition to filing a complaint under the University's Nondiscrimination Policy, individuals may have additional reporting and legal options depending on the circumstances.



Examples of other potential avenues of redress include:

- Equal Employment Opportunity Commission (www.eeoc.gov)
- U.S. Department of Justice (www.justice.gov)
- U.S. Department of Education, Office of Civil Rights (www2.ed.gov/ocr)
- Oklahoma Human Rights Commission (www.ok.gov/ohrc/)
- Local law enforcement including University of Oklahoma Police Department (www.ou.edu/oupd/)

Filing internal complaints does not satisfy any potential timing and reporting requirements otherwise required by the above entities or by law.

Effective December 18, 2012

Equal Opportunity Policy

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, age (40 or older), 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, housing, financial aid and educational services.

Equal Opportunity and Nondiscrimination Policy

The Oklahoma State Regents for Higher Education has issued the following policy (adopted August 16, 1991) for students with disabilities:

Section I: Equal Opportunity Policy for the State System--The Oklahoma State System for Higher Education in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations will not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

Section II: Policy for Disabled Students in the State System - Qualified current or prospective or disabled persons may not, on the basis of disability, be denied access to or be subjected to discrimination in the Oklahoma State System of Higher Education.

In administering this policy, the state regents and the institutions within the Oklahoma State System of Higher Education will use the following guidelines:

1. Limitations may not be made on the number or proportion of disabled persons admitted to the institutions with the state system or to a program administered in the state system.
2. The qualified disabled person must identify his/her disability before he/she may request accommodation for assessment for admission, retention, transfer or award within the state system.



Definitions: A disability will be those currently defined in federal law.

The assessment criteria or admissions test used for disabled students will have been validated as a predictor of academic success and will not have a disproportionately adverse affect in excluding persons based on disability status. Such tests will be administered in ways and in facilities that assure reasonable accommodation and accessibility.

Class Schedule

How to Read the Class Schedule (Left to Right)

| | |
|------------|--|
| DEPT | Abbreviation of the name of the department offering the course. |
| CRSE | The course number. |
| TITLE | The abbreviated title of the course. For the complete title, check the college catalog, or contact the department or the Office of Admissions and Records. |
| HRS | The hours of credit for this course if the course number ends in 1-9. (Except MD and DDS courses. |
| MIN HRS | The minimum hours allowable for this course per enrollment if the course number ends with a zero. |
| MAX HRS | The maximum hours allowable for this course per enrollment if the course number ends with a zero. |
| DATES | Official course dates |
| SECT | The section 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. See Section Number Definitions section below. |
| CLASS | Five-digit class number identification for enrollment purposes |
| DAYS | The days of the week this course meets. M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday |
| TIMES | The hours this course begins and ends. |
| LOCATION | The room number where this course meets. |
| BLDG ABBR | Abbreviated building name where the course meets. |
| INSTRUCTOR | Last name of instructor(s) for this course/section. |



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.

Section Number Definitions

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 0000 to 0999 are sub-freshman remedial courses that do not offer college credit.

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 to 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 for professional level courses, except for medicine and dentistry.

Courses numbered 8000 to 8999 are primarily for 1st and 2nd year medical and dental students.

Courses numbered 9000 to 9999 are primarily for 3rd and 4th year medical and dental students.

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 a course is taught.

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



Final Exam Schedule and Regulations

Regulations

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 class is offered. 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. Early final examinations are prohibited.

Final Examination has been defined as follows: an examination that is comprehensive in nature or that accounts for a greater proportion of the final grade than an exam given during the semester.

Two-hour classes which have **one** of their meetings on MWF will have the examination at the time scheduled for MWF classes. Those meeting both days of TR will have the examination at the time scheduled for TR classes.

Three-hour classes must follow the examination schedule. Classes meeting both Tuesday and Thursday are considered to be TR classes. Classes meeting two of the days Monday-Wednesday-Friday are considered to be MWF classes.

Classes meeting four or five days a week will have the final examination at the time scheduled for MWF classes with the same meeting time.

Classes meeting one day a week for more than one hour with a start time before 5:00 PM will have the final examination **during the last lecture period**. Classes in this format have been scheduled with sufficient meeting time during the semester to compensate for time lost in the final examination week.

Evening Classes. Classes that begin at 5:00 PM or later will have the final examination during the last lecture period. Evening classes have been scheduled with sufficient meeting time during the semester to compensate for time lost in the final examination week.

If laboratory examinations are given, they will be held during the last regularly scheduled meeting of the lab.

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 reduced to two by the following procedure:

- a. 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;
- b. 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 summer session).

In the event a conflict should arise from the scheduling of two or more 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 for 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.

The University-wide policy on multiple final exams (see regulations on either the fall or spring semester final exam schedule) will also apply for the summer session.

Tuition and Fees Policies

Billing and Collection

The billing and collection of student tuition and fees are managed by the Bursar's Office. Students not receiving adequate financial aid to pay all tuition and fees due may make monthly installments during the fall and spring terms. Accounts with an outstanding balance after the initial due date are assessed a 1.5% service charge each month a balance remains on the student account. Payments are due in the Bursar's Office on the 15th of the month. Students may view their bursar account and make credit card or e-check payments online at: <https://gohsc.ouhsc.edu>.

Monthly bills are generated for students with an outstanding balance. All students with an e-mail account on the Health Sciences Center campus receive their monthly Bursar bill via e-mail. An e-bill is generated each month provided there is activity on their account. Activity includes payments, additional enrollment charges, housing charges, athletic ticket purchases, and parking citations. **Students should check their Bursar e-bill each month.**

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 the release of transcripts.

Students not having met their financial obligation to the university prior to the end of the term will be assessed a **\$50.00 late fee**. If tuition and fees are being paid by a third party (Army, Navy, etc.), please deliver the appropriate documentation to the Bursar's Office on the HSC campus as soon as the award is received.

It is the student's responsibility to ensure they are enrolled in the prescribed courses and to pay tuition and fees at the time designated by the Bursar's Office. Details regarding tuition/fee charges and collection are available from the Bursar's Office.

**OUHSC Bursar's Office
1100 N. Lindsay, Service Center Building, Room 114
Oklahoma City, OK 73104
(405) 271-2433**

Loan and Scholarship Disbursement

Financial Aid refunds are sent to students either by direct deposit to the student's personal bank account or by check via US Postal Service. Students who would prefer direct deposit must set up direct deposit at: https://epay.ouhsc.edu/C22824_tsa/web/login.jsp.



Students receiving a Federal Stafford Loan are required by law to complete the entrance interview process. Students receiving any type of loan are required by Federal law to attend an exit interview prior to graduation. The Financial Aid Office coordinates the exit interviews. Students not completing an exit interview will not be eligible to graduate and transcripts will not be released until the exit is completed.

Obligation and Collection of Student Fees – Regents' Policy 4.5

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 \$.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 can withhold the release of those students' transcripts.
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. All payments for delinquent accounts must be made in cash or by cashier's check or money order. 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.

Refund Policy

Cancellation/Withdrawal Policy

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 that have received a financial aid disbursement for the term that they are cancelling or withdrawing from 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 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 the University. Students who have received a financial aid disbursement for the term that they are withdrawing from 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 Called to Active Military Duty

If a student is called to active military service during a term in which the student has not completed an amount of work sufficient to receive a grade, the institution may do one of the following:

- Refund the tuition and fees paid by the student for the current term.
- Waive the amount of tuition and fees paid from the amount owed for tuition and fees for a future term following the student's tour of duty.

Student Health Fee Exemptions

These exemptions were approved by the Board of Regents, University of Oklahoma. Students who qualify for an exemption or option must notify the Registrar at the time of enrollment and the Bursar at the time tuition and fees are paid. Option choices are final and cannot be reversed later.

Payment of the Student Health Fee is mandatory for all students, except:

1. Full-time University employees who are also students (option to be exercised at the time of registration each semester).
2. Students who are enrolled solely in programs sponsored by external agencies (such as NSF or SLEP).
3. Students concurrently enrolled at the Norman campus and the Health Science Center may choose to pay either health fee and utilize the health service on that campus.
4. Students who are enrolled at a distant campus.
5. Students enrolled only in evening classes (begins after 4 pm).
6. Students enrolled only in dissertation or thesis hours or students enrolled only in independent study or directive reading courses. (Option to be exercised at the time of registration each semester).
7. High school students who participate in the Early Entry Program that are enrolled in five hours or less. (Option to be exercised at the time of registration each semester).

Exemptions have not been approved for these reasons:

- Possession of other health insurance coverage.
- A member of your family is a physician.
- You are a member of the Military Service.
- You need specialty care from your own physician.
- You do not wish to use the services offered.
- You are a commuter.



Resources

Admissions and Records

The Office of Admissions and Records provides services to students and faculty by maintaining accurate records of the academic progress and accomplishments of its students. Students are, therefore, entitled to efficient and responsive treatment in admissions, registration, and transcript services. As a corollary, Admissions and Records is charged to inform students of their rights, responsibilities, and procedures so that they may proceed toward their academic goals without undue administrative interference. Conversely, students are responsible for acting in conformance with the information and procedures provided.

As principle administrative officers, the Registrar and Vice Provost for Academic Affairs and Faculty Development, advise and provide the Senior Vice President for Health Sciences and Provost with reports, recommendations, and assistance regarding policy formulations. In addition, the Registrar's Office is responsible for publishing the class schedule, developing the academic calendar, certifying and interpreting residency policy, coordinating commencement activities in regard to graduation regalia and diplomas, certifying veteran and international students and loan verifications. The Vice Provost for Academic Affairs and Faculty Development is responsible for handling appeals related to academic misconduct.

Questions relating to admission, enrollment records, or transcript processing for prospective, currently enrolled and/or former students may refer to our web page at <http://www.ouhsc.edu/admissions> or call (405) 271-2359.

Athletic Tickets

HSC Student Affairs coordinates with the OU Athletic Ticket Office in conducting sales of athletic tickets on the Health Sciences Center campus. Check out www.soonersports.com and <http://students.ouhsc.edu/> for seasonal sign ups and purchasing information. Sales and purchasing information is also published in HSC Daily News, the daily campus announcements e-mailed to all students' e-mail inbox. For further information, contact HSC Student Affairs (405) 271-2416 or the Athletic Ticket Office at (405) 325-2424.

Bursar's Office

The Bursar's Office is located at 1100 N. Lindsay, Service Center Building, Room 114. They can be reached at (405) 271-2433.

Campus Police

Special police services, or information, is available from the Campus Police and Public Safety Department including: the providing of assistance to victims of bias crimes and sexual assault; after hours & evening escorts; motorist assistance (battery jumps, unlocks, air for tires); Safety Awareness Seminars; Basic Self Protection Seminars; Fire Safety Surveys; Fire Extinguisher Demonstrations and Instruction; Drug and Alcohol Awareness Programs; Student & New Employee Orientations; Crime Prevention Surveys; Defensive Driving Seminars; Non Violent Crises Intervention Seminars; and Self-Protection For Women & Work Place Violence Seminars. The website is located at: www.ouhsc.edu/police/Home.aspx.



To report criminal activity or other emergencies at the Health Sciences Center: Dial 1+4911 from any campus phone; contact a Police Communication Specialist from any outdoor campus emergency blue phone, or elevator in any campus building by picking up the receiver (which automatically rings into police communications, or by dialing the three digit code shown on the phone); report suspicious conditions to a campus police officer on patrol; report any situation to an administrator, or STOP BY the Campus Police and Public Safety Department Headquarters, located in SCB 108. If you have questions, would like to discuss a problem with a senior police official, and do not desire to come to the headquarters to do so - or, would like to keep your discussion confidential, send an e-mail to: Chief James Albertson, james-s-albertson@ouhsc.edu.

Student Counseling Services

Student Counseling Services (SCS) at the Health Sciences Center was established February 1, 2000. SCS offers individual, couples, and group counseling as well as assessment, outreach and consultation services. In addition, SCS offers new student orientations and a variety of workshops on such topics such as study skills, and stress management. To set up an appointment which is free to students, call (405) 271-7336, Monday through Friday 8 a.m. – 4 p.m. or e-mail SCS anytime at counselors@ouhsc.edu. SCS is housed both in the HSC Student Union and Family Medicine Center.

Environmental Health and Safety

The Environmental Health and Safety Office (EHSO) strives to make safety a priority at OUHSC. University policies and procedures for safety and environmental compliance are found at <http://w3.ouhsc.edu/ehso>. Basic principles and guidelines are presented here.

Hazard Communication

It is important to know about the products and chemicals you are working with so you can protect yourself from overexposure and know procedures to take in the event of an emergency. All chemicals should be labeled with information about the hazards and proper handling procedures. Read everything on the label before using the chemical. If a chemical has a damaged or missing label, alert your instructor so that appropriate labeling can occur.

Manufacturers are required to submit material safety data sheets (MSDSs) for products sold to the University. MSDSs contain detailed information about the hazards of the chemical. An MSDS should be available for every hazardous chemical present in the work area. If one is not available, ask your instructor or contact the Environmental Health and Safety Office (EHSO) at (405) 271-3000.

Laboratory Safety

If you work in a laboratory, Laboratory Safety training should be completed, which is provided at https://www.ouhsc.edu/ehso/training/new_logon.asp.

Bloodborne Pathogens

If you will work with human blood or other potentially infectious material, including human tissues and human cell lines used in laboratory procedures, Bloodborne Pathogen training should be completed, which is also provided at https://www.ouhsc.edu/ehso/training/new_logon.asp. Students who have the potential for exposure to blood or other potentially infectious materials are strongly encouraged to receive the hepatitis B vaccination series.

Safety Equipment

Eye protection is required whenever there is the potential for flying particles or splash of a hazardous or infectious material. Protective clothing, such as a lab coat, is required whenever working with hazardous



or infectious materials. Protective gloves must be worn when a potential skin exposure exists or where there is a potential for accidental spills or contamination. The use of N-95 respirators is required when in the presence of known or suspected tuberculosis patients (surgical masks are not acceptable).

Chemical Spills

Chemical spills, including mercury spills from thermometers or blood pressure cuffs, should be reported to your instructor immediately.

Hazardous and Biomedical Waste

Under no circumstance is any person to dispose of a hazardous substance/chemical down the drain or in the trash without prior approval from the EHSO.

All sharps (needles, syringes, etc.) intended for disposal, whether contaminated or not, must be placed in a sharps container which is puncture-resistant, leak-proof on the sides and bottom, and color-coded or labeled with the biohazard symbol. Never clip or recap needles before putting them in the sharps container.

Untreated biomedical waste must be collected in a red bag or other container labeled with the biohazard symbol. Untreated biomedical waste must not be disposed in the regular trash.

Emergency Procedures

Do not prop fire doors or fire exits open. In the event of a fire or fire alarm, fire doors will automatically close or unlock depending on their purpose. After the alarm is over, magnetically released fire doors will have to be manually re-opened.

Have a plan for emergencies. Know where the exit routes are and where your meeting place should be.

On the Oklahoma City campus, emergency assistance may be obtained by contacting OUHSC Police at (405) 271-4911. At the OU-Tulsa Schusterman Center, contact Campus Security at (918) 660-3333. They will contact the appropriate response parties, such as the Fire Department or EMSA.

All other locations should call 911. Please note that if you call 911 from a campus telephone, you must tell the 911 operator exactly where the emergency is located.

Oklahoma City students with minor injuries, including needlestick exposures (which are recommended to be treated within 1-2 hours of the incident), can be treated between the hours of 8:00 a.m. - 5:00 p.m. through Student Health at the OU Family Medicine Center, 900 NE 10th Street, (405) 271-2577. Notify the staff of the injury or needlestick and your student status. No charge will be incurred by the student for services that can be provided in-house.

Tulsa students may contact the Tulsa and Employee Student Health Clinic at (918) 619-4565 for Hepatitis B vaccinations, minor injuries, and needlesticks.

After hours, students with needlesticks or other bloodborne exposures should proceed to the nearest emergency room for immediate care (within 1-2 hours of exposure). For all other injuries/illnesses after hours, students may receive treatment at the nearest emergency room or students may choose to see a private physician, but should be advised that these services will not be covered by Student Health.

For additional information, see the full Student Brochure at <http://w3.ouhsc.edu/ehso/student.htm>.



Financial Aid

The financial aid program at the University of Oklahoma Health Sciences Center is administered in accordance with policies and guidelines in compliance with federal, state, and local regulations. The University bases its awards on demonstrated financial need, which is the difference between a family's expected contribution (EFC), and the student's yearly educational expenses. Expenses of the family other than the student cannot be included in the student expense budget, except for child daycare/dependent care cost (on a case by case basis). Federal financial aid policy precludes federal financial aid dollars being used to otherwise support a student's family. Since the same method for analyzing need (Federal Methodology) is used in determining each family's ability to assist with academic year expenses, the amount of financial support expected from the student's family will be virtually the same at all institutions. The student's family, spouse, and the student are expected to make a maximum effort to assist with educational expenses. The basis upon which need-based programs are built is that the family is primarily responsible, to the extent they are able, for financing the student's education.

The amount of the contribution is determined by a careful analysis of the financial information submitted on the Free Application for Federal Student Aid (FAFSA). This is the only application necessary to obtain consideration for all sources of aid available through the Financial Aid Office at the OU Health Sciences Center. Some aid programs require additional documentation after the student is awarded, prior to disbursement of funds.

For further information, see our website at www.ouhsc.edu/financialservices/SFA/ or contact the Financial Aid Office at (405) 271-2118.

University Health Club

The University Health Club (UHC) is available to all HSC students, residents, faculty and staff, and is housed in the Harold Hamm Diabetes Center located at 1000 N. Lincoln Blvd. Fitness memberships are available for faculty, staff, and residents at a nominal fee. For information on memberships, fees, and hours of operation please contact the University Health Club at (405) 271-1650 or visit <http://www.ouhsc.edu/uhc>.

Huston Huffman Physical Fitness Center

HSC students interested in utilizing the Huston Huffman Recreational Center on the Norman campus may choose one of the following options: (1) pay a semester facility fee at the Center whereby the student's identification card will be validated to allow full access, or (2) present a valid HSC identification card and pay a per-visit fee. The student has to have a valid HSC ID for either option and the fee must be paid at the Norman campus.

Goddard Health Center

Health Sciences Center students who are also enrolled in Norman campus courses may opt to pay the Norman campus fee for use of the Goddard Health Center instead of the HSC fee. HSC students who are not enrolled in any Norman campus courses may use the Goddard Health Center on a "pay for service" basis, but are required to pay the HSC fee. The Goddard Health Center honors several health insurance plans, including the student health insurance available to the students at the Health Sciences Center. For questions call (405) 325-4611 or visit <http://goddard.ou.edu/>.



Health Insurance

All students enrolled at the Health Sciences Center are required to have health insurance upon enrollment. Students may either purchase the Student Health Insurance offered through the University or show proof of coverage by an outside approved health insurance provider to their college student services office. At the beginning of each academic year, and periodically throughout the year, students may be asked to show proof of health insurance coverage. Students will have ten business days to provide proof of coverage after request for such is made. If not compliant within ten (10) days, students may be suspended from classes and/or rotations until proof of coverage is provided. Additional information may be obtained by contacting HSC Student Affairs. For more information, please visit <http://students.ouhsc.edu/HealthInsurance.aspx>.

Student Health Services

As a student at the HSC campus, your Student Health Fee contributes to Student Health Services (SHS). SHS are provided in the Family Medicine Center (FMC) at 900 N.E. 10th St., Oklahoma City. The FMC provides acute and chronic care for injuries and illnesses, as well as routine preventative care, physician-ordered laboratory and X-ray performed in the FMC. The FMC staff will make every effort to schedule your appointment at a time that is convenient for you. If you need anything, do not hesitate to contact HSC's Student Health Coordinator, at studenthealthnurse@ouhsc.edu.

IF YOU NEED TO MAKE AN APPOINTMENT AT FMC:

- Call (405) 271-2577 or (405) 271-4311.
- Appointments must be made for a visit.
- Same-day appointments are available for illnesses, injuries, etc.
- Evening clinic appointments are available.
- Remember your student ID and insurance card (must show at each visit!).

IMMUNIZATIONS:

- Appointments are preferred.
- Remember to call in advance for copy of immunization record.

IF YOU ARE EXPOSED TO BLOOD:

- Report the incident to your proper supervisor.
- Report to SHS within first two hours, if possible.
- If exposure occurs after hours or at a clinical site, go to the Emergency Room and report to SHS the next business day.

INSURANCE AND/OR BILLING QUESTIONS:

- Judy Davis @ (405) 271-2577
- Cina Olivarez @ (405) 271-4311
- E-mail studentbilling@ouhsc.edu

FMC HOURS

- Clinic: Monday – Friday 8 a.m. – 5 p.m.
- Evening clinic: Monday – Friday 4:45 – 7:15 p.m.
- Student immunizations available Monday, Tuesday, Wednesday and Friday 8:30 – 11:30 a.m. and 1:30 – 4:30 p.m.



Housing

University Village, located on the Health Sciences Center Campus, is available to all HSC students and operated by the University. University Village offers two-bedroom town homes and one-bedroom studio apartments. Residents enjoy gated parking, a game room, washer and dryers, and free internet. Please visit <http://village.ou.edu/> or call the University Village Manager at (405) 271-0500 for more information.

HSC Daily News

HSC Daily News is a daily comprehensive e-mail listing of all current events and general announcements entitled "HSC Daily News." The intention of the HSC Daily News is to ensure effective communication, reduce the volume of emails, and streamline information for clear reading. To advertise through HSC Daily News regarding your college or organization events and meetings, please send announcements to hscdailynews@ouhsc.edu. Students are also encouraged to regularly check out the Campus Wide Calendar at students.ouhsc.edu for postings of events and other announcements.

HSC Student Affairs

HSC Student Affairs is dedicated to the support and enhancement of the academic mission of the university. The HSC Student Affairs team provides programming and services to both current and prospective students. Programming is structured to compliment the students' academic experience, celebrate the rich diversity of the campus, provide opportunities to develop leadership skills and participate in community service, and offer an engaging and safe social atmosphere. Services are offered to ensure the physical, emotional, and mental health of all students and provide guidance toward a career as a health care professional. HSC Student Affairs is located in Suite 300 of the David L. Boren Student Union. Please visit <http://student-affairs.ouhsc.edu/> or call (405) 271-2416 for more information.

HSC David L. Boren Student Union

The David L. Boren Student Union is located at 1106 North Stonewall. The Student Union is home to HSC Student Affairs, a satellite office of Admissions and Records, Student Financial Aid, the HSC Student Government Association, and the IT Service Desk. The Student Union also offers a full service bank and ATM, a food court and coffee shop, a lactation room, a reflection room, and a sand volleyball and basketball court, as well as patio seating. Multipurpose conference rooms, including the Boren Lounge, offer students a quiet and relaxing place to study or chat with friends. While the HSC Student Union facility is devoted to the HSC community, the surrounding community utilizes the facility for meetings, retreats, and parties. HSC students are granted 24-hour access with a valid HSC Student ID. Please call (405) 271-3606 for more information or visit students.ouhsc.edu/StudentUnion.

Identification Cards

The OUHSC OneCard Office is responsible for issuing all OUHSC students a university ID card. There is a \$10 charge to the student for the original ID card; replacement ID cards are issued for a \$15 charge to the student for lost cards. Damaged IDs will be replaced at no charge if the student provides the OneCard Office with the damaged card; stolen IDs will also be replaced at no charge if the student provides the OneCard Office with a valid police report. The OneCard Office is located at 1100 N. Lindsay, Service Center Building, Room 115. The phone number for this office is (405) 271-2980.



International Student Services

International students may seek assistance in the Office of Admissions and Records concerning compliance with the regulatory requirements of their status as non-immigrant visa holders. Requests for services should be made as early as possible in order to ensure that any appropriate paperwork can be processed and/or submitted to the Department of Homeland Security in a timely manner. The Office of Admissions and Records is located in the Basic Sciences Education Building, 941 Stanton Young Boulevard, Room 200. For further information, call (405) 271-2359. International employment applicants must contact Personnel Services at (405) 271-3925 for processing employment based visas.

HSC Cousins, coordinated by HSC Student Affairs, was established to create understanding, friendship and unity among American and International/Exchange students on the Health Sciences Center campus. The program provides numerous venues for social interaction and opportunities for cultural exploration. Additionally, many "Cousins" have complemented their academic experience with an increased awareness, appreciation and participation in student organization cultural programming at the University of Oklahoma. The "Matching Event" occurs in September of each year. Monthly events are planned for HSC Cousins on or around the HSC Campus. HSC Cousins are also invited to attend Norman Campus Cousin events as well. Call HSC Student Affairs (405) 271-2416 or visit their offices located in the HSC Student Union, Suite 300.

HSC Student Affairs hosts International Student Orientation in August. International Students receive helpful information regarding the following: transportation, social opportunities, American banking system, the grading system, locations for mailing items, health, and enjoy a campus tour. In addition, attendees are introduced to HSC Student Affairs staff, International Student Organization President, HSC Student Association President, Family Medicine staff, Counseling Services staff and other new International Students. The Orientation allows students an opportunity to register with HSC Student Affairs regarding upcoming events, social opportunities, and become familiar with services available. If you would like to attend the Orientation or receive information, please e-mail students@ouhsc.edu or call (405) 271-2416.

Library

The Robert M. Bird Health Sciences Library is responsible for the informational materials and services that are needed to support the research and educational programs on the Health Sciences Center campus and serves as the major resource for health information in Oklahoma. The Library supports graduate, professional and undergraduate levels in medicine, nursing, pharmacy, dentistry, public health and allied health.

Collections - The Library collection contains more than 316,679 books, journals, audiovisuals, and electronic resources. The Library houses a reference collection which includes major biomedical indexes and abstracts, current handbooks, dictionaries, directories, and other informational data resources; a book collection containing 99,000 titles; a journal collection which has approximately 3,500 current subscriptions including print and electronic journals; and a non-print media collection of 2,800 items which includes audiovisual and computer software programs. The Library has several special collections. The Native American Health Collection contains resources of a historical nature as well as reports of current research and clinical care related to the health and well-being of American Indians. The Archive Collection contains books, journals and manuscripts that are of historical value. Included in this collection are archives related to the HSC and the history of health care in Oklahoma. The History of Nursing collection contains materials, distributed throughout the main collection, which reflect the development of the nursing profession, with an emphasis on Oklahoma nursing. Most items in the collection circulate with the exception of reserve, reference, archival and journal materials.



Services - The Library serves the Health Sciences Center community as well as health professionals and institutions throughout the State. Specific policies can be located on the Library's Home page, <http://library.ouhsc.edu>. The online catalog is available for searching titles owned by the Library. The collection can be searched by title, author, subject, call number, or keyword. The Library also offers access to over 90 databases. These databases and the online catalog are available in the Library, over the campus network, and over the Internet. For assistance in using the online catalog or bibliographic databases contact the Reference Desk. The Library provides information workstations for accessing these electronic resources, as well as, information on the Internet. Workstations in the computer labs provide access to word processing, spreadsheet, database, and Internet software. When books, journals or non-print media are unavailable, they can be borrowed through interlibrary loan. The Library is a member of several networks designed to expedite the transfer of information between libraries in an efficient manner. Self-service photocopy machines and printers are available and the photocopy center is on the third floor. The Library provides orientation, tours, course-related bibliographic instruction, and seminars on using research tools.

Parking

All students at the Health Sciences Center are eligible to apply for parking in a designated parking lot operated by OU Parking and Transportation Services (OUPTS). OUPTS is responsible for parking enforcement which includes the removal of unauthorized vehicles and citations for parking violations.

All students parking at the Oklahoma Health Center must have a current Health Center parking permit. Special parking may be obtained for persons with physical disabilities in accordance with the Americans with Disabilities Act. Emergency telephones are located in strategic areas in the parking lot and parking personnel are available for assistance.

OUPTS provides a shuttle service on campus. Routes and times can be found at: <http://www.ouhsc.edu/parking/transport2.htm>.

Current parking fees are \$108.00 per academic semester, \$216 per year. The Parking Office is located at 1100 N. Lindsay Ave., Suite 100, and is open Monday through Friday from 7:30 a.m. to 5:00 p.m. Contact the OUPTS Parking Office at (405) 271-2020 for additional information. OUPTS can be found on the web at www.oupts.ouhsc.edu.

Veteran Services

The Office of Admissions and Records provides certification of Veterans or their dependents, Guard, Reservists and students receiving VA Vocational Rehabilitation, who are eligible for educational benefits through the Veterans Administration. Students enrolling at HSC for the first time are encouraged to stop by the office at his/her earliest convenience to begin the necessary paperwork for notifying the Veterans Administration. Continuing students must verify their enrollment with a Veterans Advisor each semester prior to re-certification for benefits. Students should contact a Veterans Advisor for more information on current policies and procedures. For information call (405) 271-2359.

Veteran and active military students are encouraged to connect to Military Student Services for programming and resources by calling HSC Student Affairs at (405) 271-2416.



Student Organizations

For a complete listing of Registered Student Organizations at the OU Health Sciences Center, please visit <http://students.ouhsc.edu/StudentOrganizations.asp>.

Campus Map