

Graduate Student Handbook



THE UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

A LETTER FROM THE DEAN

Welcome to the University of Oklahoma.

Since 1909, the Graduate College at OU has helped students from all around the state, nation and world pursue graduate studies in the sciences, humanities, fine arts and professional fields. The Graduate College is dedicated to ensuring the best possible graduate student experience—assisting students with funding, travel, academic recognition and, ultimately, obtaining graduate degrees.

While the graduate faculty and staff are here to direct and facilitate advanced studies at OU, you, as a graduate student, assume the greatest responsibility for your personal degree pursuit. Beyond simply remaining in good standing academically, it is essential that you stay cognizant of the following:

- **Be aware of the necessary administrative steps for obtaining your degree.** Pay attention to required forms, examination schedules and other deadlines. The Graduate College degree forms and graduation calendar are online at <http://gradweb.ou.edu/>. Individual departments may have other forms and deadlines. We will help you with information, but, ultimately, you are responsible for timely and accurate completion of all degree requirements.
- **Read the Graduate College Bulletin:** You are responsible for maintaining familiarity with the information in the Graduate College Bulletin. It also is found online at the Graduate College Web site (<http://gradweb.ou.edu/Current/gcBulletin>). Students should review the bulletin annually for updates, but the policies outlined in the bulletin when you begin your program are the ones that govern your graduate degree.
- **Be available to OU faculty and staff.** Activate and monitor your OU e-mail. When members of the Graduate College staff need to contact you, e-mail or OU directory information often are the only means available. Communicate your questions and concerns to both your department and to the Graduate College. When you receive requests for information, please respond quickly.
- **Talk to your counselor.** Graduate College counselors are your source for information and advice as you progress toward your advanced degree. Make sure you ask them for help if you need clarification of degree requirements or need to confirm your degree progress.

Whatever your field of interest, I am confident that, at the University of Oklahoma, you will find a committed academic community, dedicated to the spirit of learning and with a passion for assisting others to explore their full intellectual potential.

I wish you the best of luck in your academic pursuits at OU.



T.H. Lee Williams
Dean of the Graduate College
University of Oklahoma

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The information in this handbook is intended for supplemental informational purposes. It does not supersede other university or Graduate College publications, including, but not limited to, the Graduate College Bulletin or the University of Oklahoma Student Code. *Links or references on these pages to non-university sites do not represent endorsement by the University of Oklahoma or its affiliates.*

DEGREE REQUIREMENTS

FULFILLING DEGREE REQUIREMENTS

The Graduate College Bulletin contains current policies and procedures related to graduate studies. It is the responsibility of all graduate students to familiarize themselves with this information in addition to specific requirements of the particular discipline in which they are seeking a degree. Degree requirements can be found in the Graduate College Bulletin (<http://gradweb.ou.edu/Current/gcBulletin>). Necessary Graduate College forms and checklists for the master's degree can be found at the Graduate College web site, <http://gradweb.ou.edu/Current/Forms/masters>. Graduate College forms and checklists for the doctoral degree also can be located at <http://gradweb.ou.edu/Current/Doctoral>. Deadlines can be found at the Graduate College Web site and in this [handbook](#).

FINANCIAL SUPPORT

GRADUATE FELLOWSHIPS

The Graduate College offers funding opportunities to over 200 fellows through the following programs: Alumni, Foundation, Hoving, Hudson, McNair, and Wethington. Graduate fellows receive full tuition waivers, competitive stipends and other benefits, including graduate assistant positions and health insurance. Details, awards and eligibility requirements vary, depending on the fellowship program; more information about these, and other, fellowship opportunities can be found at the Graduate College Web site, <http://gradweb.ou.edu/Funding/Fellowships>.

GRADUATE STUDIES FUNDING

In an effort to assist graduate students in locating funding opportunities, the Graduate College provides access to the Community of Science National Funding Opportunities database. This comprehensive listing of funds from various government agencies, private foundations, industries and academic institutions offers eligible students excellent opportunities for advanced study. Each entry contains a brief description of the program and an address to obtain further information.

Assistance in preparing applications and proposals is available from Proposal Services located in 214 Robertson Hall. The Community of Science database is accessible via the Internet at <http://fundingopps2.cos.com/>.

The Graduate College also maintains a listing of current opportunities for funding through sources outside of OU, including additional fellowship opportunities. This listing of Funding Opportunities for Graduate Students (FOGS) is located at the Graduate College Web site, <http://gradweb.ou.edu/Funding/fogs.asp>.

Awards and Scholarships

Scholarships offered through the university may be found at <http://scholarships.ou.edu/>. You also can find information about scholarship and grant opportunities at the Graduate College Web site, <http://gradweb.ou.edu/Funding/GrantsScholarships/>.

Tuition Waivers (See [Graduate Assistant Handbook](#))

GRADUATE ASSISTANTSHIPS

(See [Graduate Assistant Handbook](#))

TYPES OF GA POSITIONS

Graduate Teaching Assistant (GTA)

A graduate teaching assistant is a graduate student on stipend whose primary responsibility is in an instructional capacity. Services provided by a teaching assistant may include classroom or laboratory teaching, counseling students, proctoring examinations, grading papers and providing other general assistance in the instruction process. Teaching assistants may occasionally conduct research as part of their service requirement.

Graduate Research Assistant (GRA)

A graduate research assistant is a graduate student on stipend whose primary responsibilities are other than teaching. Services provided by a research assistant may include assisting faculty members in a research or creative activity, serving as an administrative assistant (or intern), developing and evaluating instructional materials and/or curricula, providing instruction-related services or assuming responsibility for a designated research area. Research assistants appointed on externally funded research or creative activities may assist faculty members in the completion of contracted research and creative activities and may be assigned responsibility for the independent completion of portions or all of specific contracts in research or creative activities, for preparation of required reports and proposals, and for the supervision of other research personnel.

RESOURCES AVAILABLE

Program for Instructional Innovation

The Program for Instructional Innovation (PII), located in Copeland Hall, (405) 325-2323, has two specialists in college-level instruction who are available to answer questions on all aspects of teaching; visit individual classes and provide feedback; and assist in selecting or constructing a student evaluation questionnaire. More information can be found at <http://pii.ou.edu>

Each fall, PII offers required All-TA (ATA) training and International-TA (ITA) training for new TAs who will hold contact positions with students. The ATA Program is a two-day workshop composed of a general orientation to university policies and procedures and "specific interest" sessions. The ITA Training Program is a four-day workshop that targets the special needs of new international teaching assistants.

English Assessment Program (EAP)

Before assuming teaching assistant duties that require contact with students, any graduate student for whom English is not the native language must be certified as proficient in oral, aural and written English skills. English language certification is obtained through the English Assessment Program, 100 Robertson Hall, (405) 325-1838, <http://gradweb.ou.edu/eap>.

Graduate students who wish to improve their English skills may take speaking or writing classes offered by the English Assessment Program. Additional information can be located at the program's Web site.

COMPENSATION – INSURANCE, TUITION WAIVERS

Graduate assistant stipends above the minimum set by the university are determined by the unique needs of the academic units, the particular responsibilities of the graduate assistants, the availability of funds, and the specific priorities of the academic units. Graduate assistant stipends are generally treated as wages and are, therefore, taxable and subject to normal withholding. Graduate assistants are exempt from paying FICA taxes. However, graduate students must pay FICA taxes if they are enrolled in less than 5 credit hours during the fall or spring semester, or less than 3 credit hours during the summer semester. If a graduate student's enrollment falls below the minimum required in any month, payroll services will automatically change the student's status and withhold FICA taxes. Student employees are considered temporary employees and are not eligible for vacation/paid time off or other fringe benefits.

Insurance

There are two insurance plans available to graduate students through the university. The \$50,000 plan covers basic medical expenses for generally healthy students. The university provides a full subsidy of the \$50,000 Plan to qualified graduate teaching and graduate research assistants. Students may upgrade their coverage to the \$1 million plan for an additional charge. This plan covers more extensive procedures, prenatal care, etc. To enroll in the Student Health Plan the student must complete the online form during the open enrollment period. More information can be found at Student Health Plan Office, located at the NEL Building, room 222 (NEL is across from the Oklahoma Memorial Union, on Asp Street). You also may call (405) 325-9196 or go to the Student Health Web site at <http://www.hr.ou.edu/studenthealth>.

Tuition Waivers

Qualified graduate assistants who have at least a 0.50 FTE assistantship and are appointed from the first day of class to the last day of final examinations will receive a tuition waiver for the semester of their appointment. Normally, tuition waivers may be applied to any course listed in the *Schedule of Courses* as a Norman-campus course.

Tuition waivers are applied only to tuition costs. They may not be applied toward fees, nor can they be converted to cash.

Fall and Spring Awards: Non-resident tuition waiver (up to 9 credit hours) and resident tuition waiver (up to 7 credit hours)

Summer Awards: Non-resident tuition waiver (up to 4 credit hours)

0.50 - 0.75 FULL TIME EQUIVALENT (FTE)

A graduate student may hold any one or more positions, totaling no more than 0.50 FTE (approx. 20 hours/week). With the approval of the Graduate College, a department may appoint a student additional duties or positions, up to a 0.75 FTE (30 hours), when that position is demonstrated to serve the best interests of both the appointing department and the appointed student and his/her pursuit of an advanced degree. Appointments to GTA positions in excess of 0.75 FTE will not be approved, though students may hold non-GA, university positions or outside positions in addition to a regular GA position. For more information on GA positions, FTEs and the regulations surrounding these appointments, please refer to the [Graduate Assistant Handbook](#).

LIFE AS A GRADUATE STUDENT

UNIVERSITY STUDENT SUPPORT SERVICES

General Campus Contact Information

The Center for Student Life is dedicated to all students and their achievement of educational goals and enhancement of the quality and involvement in campus life. The office is located in Oklahoma Memorial Union, Room 370, (405) 325-3163.

Registering for classes

Enrollment is completed online at <http://enroll.ou.edu>. This is the central enrollment site for the Norman campus, Advanced Programs, Liberal Studies, Outreach courses and OU Tulsa. Class listings from multiple semesters also are listed on the site—make sure you have selected the correct campus location and academic semester.

Paying tuition

Tuition can be paid in person at the Bursar's Office in 105 Buchanan Hall. Lines may be very long at the beginning and end of the semester, so tuition also can be paid online at <http://pay.ou.edu>.

ID Cards

The Sooner OneCard office is located in the Oklahoma Memorial Union, Room 127. A driver's license, military ID card or passport must be presented. The cost of the initial and any replacement student ID card is \$15. The card is valid for the entire period that the student attends OU. The One Card has many uses, including as an all-purpose campus identification; a library card for the campus library system; facilities entrance for campus events and services; and obtaining discounts at area merchants. For additional information about the Sooner OneCard, go to <http://www.ou.edu/onecard/>.

Students needing to obtain an Oklahoma Driver's License or ID card should contact the Department of Public Safety's Norman exam site, located at 2313 E. Lindsey. The phone number is (405) 364-9595; the hours of operation are 8 a.m. to 4:45 p.m., Monday through Friday. Information about Oklahoma driver's license requirements and an online copy of the driver's license manual are available at: <http://www.dps.state.ok.us/dls/>.

Information about obtaining Oklahoma license plates for your motor vehicle is available on Oklahoma's Tax Commission Web site: <http://www.tax.ok.gov/motveh.html>.

Parking and Transportation

Permits are required to park on the University of Oklahoma Norman campus from 7 a.m. – 9 p.m. Monday through Friday. Permits may be purchased in 311 Robertson Hall.

Student parking permits cost \$195 for the fall and spring semesters. Special rates are available for evening-only parking, summer semester and motorcycle/scooter permits. For more information about parking: <http://www.ou.edu/parking>.

Cleveland Area Rapid Transit (CART) provides public transportation for both the OU campus and the greater Norman area. The CART system is free to OU students, faculty and staff, with a validation sticker. Stickers are available at the CART office (Robertson Hall) and at the OneCard office in Oklahoma Memorial Union. The standard fare for area residents, or persons without a validated ID, is 50 cents. More information on routes, fares and CART regulations is available at <http://cart.ou.edu/fares.html>.

Travel by Train is limited in Norman. The Heartland Flyer operates daily, running from Oklahoma City to Fort Worth/Dallas, Texas, with a stop in Norman. Rail connections can be made from Fort Worth/Dallas to destinations around the United States. The train depot is located on Jones Street, just south of Main Street.

Air Travel: Domestic and international commercial flights take off daily from Will Rogers International Airport in Oklahoma City. Information on airlines, available flights, and options for parking at and transportation to and from the airport can be found at the airport's Web site: <http://www.flyokc.com>.

Long-Distance Bus Service: Bus transportation nationwide is available through Greyhound. Busses depart Norman from the North Porter Superette (506 N. Porter). Information on schedules and ticket prices can be obtained at <http://www.greyhound.com>.

Job Opportunities Outside GA Positions

Career Services

The Office of Career Services assists with career exploration, career development and job search strategy. The office also coordinates an extensive on-campus interview program; maintains credential files; advertises job openings; conducts classes, workshops and seminars; and maintains a career information center. Individual assistance is available during scheduled walk-in hours.

Current job openings are available as a part of HIRESOONER by going to <https://www.myinterfase.com/ou/student/>. To view this job bank, log in with your 4 + 4 login and follow the directions on the page.

For additional information, contact Career Services, Oklahoma Memorial Union, Suite 323, (405) 325-1974.

Jobs.ou.edu

Current OU job openings can be found at <http://jobs.ou.edu>. The job listings are searchable and you can apply online. Listings often include graduate assistantship positions.

Training and Development

Responsible Conduct of Research Training

The Graduate College offers semiannual Responsible Conduct of Research (RCR) Training, typically at the start of the fall and spring semesters. The framework for this training is unique. Rather than focusing on rules and principles, it looks at how people try to make sense of ethical issues. The training seeks to provide graduate students across all disciplines with realistic, work-based strategies for identifying and resolving complex ethical dilemmas.

Details on RCR Training can be found at the Graduate College Web site: <http://gradweb.ou.edu/Current/SpecialEvents/RCR>.

OU Human Resources Training for New Employees

All new university employees must complete some required online training. Requirements vary, depending on FTE and position-specific job duties. University-wide training can be accessed at http://www.hr.ou.edu/training_dev.

Teaching Assistant Training

Training sessions for new TAs occurs each fall and is offered through the Program for Instructional Innovation (PII). For more details, go to the “[Graduate Assistantships](#)” section of this manual or the PII Web site: <http://pii.ou.edu/>.

Information Technology Courses

OU's IT Department offers free training opportunities on a variety of computer applications and IT topics. A schedule of classes is posted at <https://webapps.ou.edu/courses/>.

Moore-Norman Technology Center (MNTC) is a local vocational training center, offering classes in a variety of professional trades and interests, including a variety of computing skills. Many classes are offered at night or on weekends. More information is available online at <http://www.mntechnology.com> or can be obtained by phone at (405) 364.5763, ext. 7260.

Libraries

Bizzell Memorial Library is the flagship library branch on campus. Bizzell sits at the heart of the Norman campus, between the north and south ovals. Hours vary, depending on day of the week and time of the year and can be found at [main library web site](#).

The period that graduate students may check out materials varies, depending on the medium—books and government documents may be checked out for 60 days, with two renewals; bound periodicals for three days, with no renewals; and audiovisual items for three days, with no renewals. The maximum number of items a student may check out at one time is 150. The OU Libraries site outlines more [services specific to graduate students](#).

The Norman campus is home to many smaller, specialized branch libraries and special collections that enhance and expand the resources available to OU students. These include [Architecture Library](#); [Bass Business Library](#); [Bizzell Bible collection](#); [Chemistry and Mathematics Library](#); [Current Periodicals Room](#); [Engineering Library](#); [Fine Arts Library](#); [Government Documents Collection](#); [History of Science Collections](#); [John and Mary Nichols Rare and Special Books Collection](#); [Physics and Astronomy Library](#); [Western History Collections](#); and [Youngblood Energy Library](#). Locations, hours and regulations for these collections also are available at the [main library web site](#).

Public Library: The Norman Public Library is located about one mile from OU, just north of Main Street, at [255 N. Webster](#). Library patrons have access to a wide range of media and services, from checkout privileges for books, DVDs and other media to Internet access and meeting room space. Hours, services and regulations can be found online at the [library's Web site](#).

Bookstores

In addition to the campus and public libraries, Norman has many bookstores, dealing both in new and used books. [Barnes and Noble](#), [Borders](#) and [Hastings](#) are the three largest bookstores in town. All will order items not currently in stock and have café areas for social or study purposes. Both branches of the [University Bookstore](#) – located in the Memorial Union and near the Gaylord Family–Oklahoma Memorial Stadium – stock an array of commercial books, in addition to OU paraphernalia and academic supplies.

Textbook Stores

Textbooks are sold at the University Bookstore, located at the Gaylord Family–Oklahoma Memorial Stadium. Books may be ordered at the University Bookstore online by visiting

<http://www.efollet.com> and selecting “State – Oklahoma, Institution – University of Oklahoma.” Textbooks also may be reserved online and/or purchased at [Boomer Bookstore](#), [Sooner Textbooks](#), [Ratcliffe’s Textbook](#) and a few other textbook stores near campus. There also are many Web sites where textbooks can be purchased online. <http://www.campusbooks.com> is a good cost-comparative site that compares the prices at all of the major online booksellers.

Oklahoma Memorial Union

The Union offers many diverse services to both the OU and Norman communities. A variety of [restaurants](#) are in the food court area located at the north end of the ground floor. Crossroads, located at the south end of the first floor, is open 24 hours/day for late-night studying. The Union has [rooms available](#) for rental or reservation – many are free for student organizations. [University Catering](#) is a convenient way to provide food for any on-campus event, with special prices for campus organizations and a special student organization menu. Many organizational offices are located in the Union, including the Alumni Association, [Career Services](#), Student Life, [Graduate Student Senate](#) and more.

Campus Corner and Downtown Norman

Campus Corner is home to many shops and restaurants, including local favorite [Café Plaid](#); [Balfour of Norman](#), where you can find OU merchandise; and [Louie’s Grill and Bar](#), in addition to many other eateries and specialty shops. The Corner Merchant’s Association has an occasionally-updated Web site, which can be found at <http://www.oucampuscorner.com>.

Downtown Norman is the original settled portion of Norman. Stretching primarily along Main Street, from University Avenue on the west, to Porter Avenue on the east, downtown Norman is home to a variety of businesses, ranging from record stores and [gourmet grocers](#) to tattoo parlors and a monumental bronze statuary [foundry](#). In between, you’ll find art galleries, coffee houses, restaurants, furniture stores (new and used), theaters and more. To learn about upcoming shows, festivals and other events, visit the Downtowner’s Association web site at <http://www.downtownnorman.com>.

Computers, Labs and General Networking Information

Numerous computer labs are strategically located throughout the Norman campus. Each lab features personal computers, printers and scanners readily available for you to use.

Computer Lab Locations

- 230 Physical Sciences Building (PHSC)
- 105 Dale Hall Tower (Macs Available)
- Walker Tower Mouse House
- 300 Felgar Hall
- Oklahoma Memorial Union Computer Lab
- Bizzell Library
- Couch Computer Center, W146

All computer labs have laser printing available, and some have copiers onsite.

All computer labs, with the exception of Walker Tower, have dedicated ADA (Americans with Disabilities Act) workstations with scanners and supporting software. For more information about IT student services at OU, visit the IT site: <https://webapps.ou.edu/it/students/services.cfm>.

Network Connections

Data network connections exist in all of the residence hall rooms and university-owned apartments. Students must use computers equipped with Ethernet cards to access the Internet from these locations. Ethernet cards come in two speeds, 10 megabits per second (Mbps) or 100 Mbps. Both will work on the OU Network.

Wireless Services

Wireless cards may be purchased for \$10.00 from the IT Store at <http://itstore.ou.edu> and applied to your Bursar bill or paid with a credit card. Wireless service is available at many locations on the Norman campus. For more information about where wireless service is available, please visit <http://support.ou.edu> and search our knowledge base for wireless cards.

OU E-mail

To assure timely and efficient communication, all OU students, faculty and staff are assigned an OU e-mail account. Official university communications may be sent to this account. E-mail sent to this account is expected to be read in a timely fashion.

Faculty and staff assume that a student's official university e-mail is a valid mechanism for communicating with that student. **Account holders who choose to have e-mail forwarded to another e-mail address do so at their own risk.** An account holder's failure to read, in a timely manner, official university communications sent to an official e-mail account does not absolve the account holder from knowing and complying with the content of the official communication (<http://catalog.ou.edu/current>—access "Policies" link at bottom of blue panel).

E-mail accounts: The Exchange e-mail system, which can be accessed at <http://exchange.ou.edu>).

Finding OU e-mail addresses: You can locate e-mail addresses for all OU faculty and staff and most students online at <http://search.ou.edu>

Your e-mail alias and "dotted name": When your OU e-mail account is first created, it is in a format called the "dotted name" address. It looks like this: Jane.Q.Student-1@ou.edu. The "dotted name" address is valid as long as you are at OU, but it can be long and inconvenient; you can create a shorter, personalized e-mail "alias" at this Web site: <http://account.ou.edu>. As you decide on an e-mail alias, you should remember that it is something that will appear on your job resume and in other professional contexts.

OU Student Webspaces: OU students can activate their personal OU webspaces at <http://account.ou.edu>. To browse other OU student Web pages, go to <http://students.ou.edu>.

If you require additional information, please visit OU's IT Web site at: <https://webapps.ou.edu/it/students/services.cfm>.

Writing Center

The Writing Center provides confidential 45-minute writing conferences with experienced writing consultants. Services are free for students, staff and faculty. The Writing Center will advise on almost any writing project, including essay assignments, term papers, proposals, resumés and cover letters, theses, dissertations, journal articles and business reports. The Web site includes links to commonly used citation and style requirements. Papers also may be submitted for review online.

Main Branch: 280 Wagner Hall
Monday, Tuesday, 9:00am – 8:00pm; Wednesday, Thursday, 9:00am – 5:00pm
Friday: 9 a.m. – 12 p.m.
Phone (405) 325-2936
Web: www.ou.edu/writing/

Evening Branch: Adams Center, Muldrow Tower, Room 105
Wednesday, 4 p.m. – 8 p.m.
Phone: (405) 325-2936 - Call for appointment

Sarkeys Satellite:
Monday and Wednesday, 4 p.m. – 6 p.m.

Housing Options

On-Campus Housing
Options for on-campus housing can be found at the Housing and Food Services webpage: <http://www.housing.ou.edu/>.

Off-Campus Housing
There are many apartments and houses available around Norman available for rent. Search any of the online apartment guides online, like <http://www.mynewplace.com> or <http://www.rent.com>.

Graduate Student Senate and University of Oklahoma Student Association

The Graduate Student Senate (GSS) is composed of two senators from each department. GSS meets every other Sunday at 7 p.m. in 255 Adams Hall during the fall and spring semesters. Committees meet at 6:30 p.m. in 255 Adams Hall before the full Senate meeting. The GSS offers conference fees and research grants to graduate students, helps allocate funds to all student organizations and acts on issues that affect graduate education. Each year, GSS raises money for its grant endowment fund. The Graduate Student Senate approves funding for nearly 100 graduate student organizations.

Many of the graduate departments and schools have university-recognized graduate student organizations. Examples include the Zoology Association of Graduate Students, History of Science Club and Graduate Music Student Association.

Graduate students from underrepresented groups also are active in such campus-wide organizations as the Black Student Association, Asian American Student Association, Indian American Student Association, American Indian Student Association and Hispanic American Student Association.

A complete listing of OU's 300-plus registered student organizations—from the Adaptive Sports Club to the Zoological Society—can be viewed, with links to the individual organizations' Web sites, at http://studentlife.ou.edu/component/option.com_studorg/.

It is the job of the UOSA Executive Branch to address student concerns, turn ideas into realities, provide student services on behalf of UOSA, execute UOSA laws, advocate for the positions of students and provide overall support for students. You can visit the UOSA Web site at <http://uosa.ou.edu>.

International Student Services

The University of Oklahoma International Student Services (OU ISS) assists more than 2,000 international students and their dependents from over 100 countries, providing expert advice and support to every international student. OU ISS works with international students, faculty and staff, community members, U.S. federal officials, and a variety of government agencies.

OU ISS is located in 224 B.C. Wallace Old Science Hall and can be contacted by phone, (405) 325-3337; fax, (405) 325-0197; or e-mail, iss@ou.edu. More information may be found at <http://www.ou.edu/iss>.

International degree-seeking students in F-1 or J-1 status may work part-time (up to 20 hours/week) on campus. Before seeking a job on campus, international students should contact the ISS office about work authorization policies.

International students in F-1 status may apply for authorization to hold off-campus employment in their field of study. Students may be eligible for Curricular Practical Training (CPT) during their program and also may be eligible for a year—or more in some cases—of Optional Practical Training (OPT) that may take place during or after their program of study. CPT must be either a professional experience required for a student's degree program (i.e. an internship/practicum) or, if not required, integral to a student's academic program of study and for which academic credit is received. OPT consists of non-required off-campus employment within a student's field of study. For more information on OPT/CPT, visit the ISS webpage, attend an on-campus workshop or contact the ISS office.

Throughout the school year, ISS e-mails information about CPT/OPT and other similar programs to OU international students.

Equal Opportunity and Disability Services

This University 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, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

President's Statement of Commitment to Affirmative Action

The University of Oklahoma, recognizing its obligation to guarantee equal opportunity to all persons in all segments of University life, reaffirms its commitment to the continuation and expansion of positive programs which reinforce and strengthen its affirmative action policies. This commitment stems not only from compliance with federal and state equal opportunity laws but from a desire to ensure social justice and promote campus diversity. The University will continue its policy of fair and equal employment practices for all employees and job applicants without insidious discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, political affiliation, disability or status as a veteran. The University will maintain a critical and continuing evaluation of its employment policies, programs and practices. Each budget unit bears a responsibility for constructive implementation of this Plan, and whenever possible, to the overall progress toward employment opportunity and participation in all University programs and activities. Our commitment to the concept of affirmative action requires sincere and cooperative efforts throughout all levels of our employment structure. We will continue to strive to reach the goals of fair and equal employment opportunities for all.

Individuals are assured protection from harassment, retaliation and discrimination for filing a complaint or assisting in an investigation under all relevant equal opportunity policies and procedures. Complaints of discrimination may be filed with the Office of Equal Opportunity. All lawfully required documents, including the university's Affirmative Action Plans, are available for inspection in the Office of Equal Opportunity between 8 a.m. and 5 p.m. on any working day.

The contact person in that office is the affirmative action officer or a designated staff member.

The Equal Opportunity/Affirmative Action Office on the Norman campus is located in 102 Evans Hall. The office may be reached by telephone at (405) 325-3546.

Psychological Counseling and Testing Services

Counseling and Testing Services is located in 201 Goddard Health Center or can be contacted by calling (405) 325-2700. The center offers personal counseling and group counseling, at reduced rates for students and staff. They also administer and interpret career interest inventories. More information can be found at the Counseling and Testing Services webpage: <http://goddard.ou.edu/counselingservices.html>.

The OU Counseling Psychology Clinic is located at 3200 Marshall Avenue, Suite 100; for more information call (405) 325-2914. The clinic provides services to individuals, couples, families and children involving various problems of living. Counseling services are on a sliding fee scale. In addition to therapy, counselors

provide psychological assessment services for children, adolescents, adults, couples and families. Anyone currently living in Oklahoma can come to the clinic for services. OU affiliation is not necessary to receive services.

The Assessment Clinic provides evaluations of academic difficulties, attention deficit disorders, learning problems, intellectual functioning, mental retardation, emotional function and psychological disorders. Individuals are billed a fee for an assessment battery.

Disability Resource Center

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration to the nature of a service, program or activity or cause undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students and visitors.

Requests for reasonable accommodation should be addressed to the Disability Resource Center, Goddard Health Center (south entrance), Room 166, voice (405) 325-3852, or TDD, (405) 325-4173.

The center accepts requests from students for reasonable accommodation after the student has self-identified as an individual with a disability.

Once the student has provided the Disability Resource Center with appropriate diagnostic information that substantiates the disability, the office will assess the impact of the disability on the student's academic program and record the required academic accommodations in a memo to the instructor. All diagnostic information is confidential and, therefore, memos can only be sent at a student's request.

Not every student with a disability requires consideration beyond that which may be granted to any other student in the class.

For more information about the Disability Resource Center and other disability services at OU, go to the center's Web site: <http://drc.ou.edu/>.

GRADUATE COLLEGE INFORMATION

The Graduate College wants to make sure your graduate studies experience is enriching and rewarding. If you need to visit the Graduate College on the Norman campus, it is located in 100 Robertson Hall.

MAILING ADDRESS

731 Elm Avenue, Room 100
 Norman, OK 73019-2116
 tel: (405) 325-3811; fax: (405) 325-5346

VISIT THE GRADUATE COLLEGE ONLINE

<http://gradweb.ou.edu/>
 Valuable information about funding opportunities,
 studying abroad, degree requirements and more

GRADUATE COLLEGE CONTACTS

Dr. T. H. Lee Williams

Dean of the Graduate College and Vice President for Research
lwilliams@ou.edu

<p>Dr. Janis M. Paul Assistant Dean of the Graduate College Director, English assessment Program jpaul@ou.edu</p>	<p>Angela Castillo Academic Counselor II, Supervisor acastillo@ou.edu Interdisciplinary Students</p>
<p>Clarissa Dobrinski Financial Coordinator clarissa@ou.edu Fellowships</p>	<p>Diana Beal Office Manager, Graduate College dbeal@ou.edu Tuition waivers; special event coordinator</p>
<p>Michelle Bingham Academic Counselor mrbingham@ou.edu AREAS: Architecture, Education, Fine Arts, Social Work</p>	<p>Lindsey Johnston Academic Counselor lindseyjohnston@ou.edu AREAS: Economics, Engineering, International Relations, Political Science, Public Relations</p>
<p>Don Rodgers Academic Counselor don@ou.edu AREAS: Anthropology, Botany/Microbiology, Chemistry, Geosciences, Community Renewal, Human Relations, Liberal Studies, Physics, Psychology, Zoology,</p>	<p>Laura Springer Academic Counselor, Advanced Programs lspringer@ou.edu AREAS: AP Communication, AP Education, AP Economics, AP Human Relations, AP International Relations, AP Political Science, AP Public Admin., AP Social Work, Org. Leadership</p>
<p>Ginger Dossey Academic Counselor, Advanced Programs gdossey@ou.edu AREAS: AP Communication AP Education, AP Economics, AP Human Relations, AP International Relations, AP Political Science, AP Public Admin., AP Social Work, Organizational Leadership</p>	<p>Kristi Meyers Academic Counselor kglenn@ou.edu AREAS: Business, Communication, English, Health and Exercise Sci., History, Hist. of Science, Journalism, Library and Information Sci., Mathematics, MLLL, Native Amer. Studies, Philosophy</p>
<p>Stephanie Powers Staff Assistant Stephanie.N.Powers-1@ou.edu</p>	<p>Dan Bye Managerial Associate, Graduate College and English Assessment Program danbye@ou.edu</p>
<p>Miranda Sowell University Student Programs Specialist mgsowell@ou.edu Publications Design, Robberson Grants</p>	<p>Clay Wesley Project Manager, Programs Specialist ClayWesley@ou.edu Graduate Student Recruitment and Special Events</p>

INTERNATIONAL TRAVEL FOR ACADEMIC PURPOSES

Any OU graduate student traveling outside the United State for academic purposes is required to notify the Graduate College about the travel. This requirement includes individuals, groups and members of faculty-supervised trips.

How do I notify the Graduate College?

Please complete the Graduate Student International Travel Notification Form (<http://gradweb.ou.edu/Current/NewPolicies/InternationalTravelNotificationForm.doc>).

NOTE: If you intend to travel to a country for which there is a State Department warning, there are additional steps you need to take.

Step 1: Visit the following web site to determine if there is a warning for the country. These warnings are issued by the U.S. State Department to describe conditions that make travel to that country dangerous or unstable; the current list can be found at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Step 2: If the country appears on the list, you are required to meet with the dean of the Graduate College before the trip to discuss the circumstances of the trip and to sign a statement releasing the university from liability.

Step 3: Complete the Acknowledgement, Assumption of Risk, and Release Form <http://gradweb.ou.edu/Current/NewPolicies/AcknowledgmentAssumptionofRisk,Release.doc>.

The Graduate College will forward the information to the assistant director for Study Abroad in the Education Abroad and International Student Services Office. Graduate students who are OU employees should complete the Export Controls Decision Wizard prior to international travel. Please visit <http://exportcontrols.ou.edu> and click on the “Decision Wizard” button at the bottom of the page.

CHANGE OF MAJOR REQUESTS

Unclassified graduate students entering a program of study, students changing to a new degree program, students changing to a new degree field and some students entering into certification and post-degree licensure programs need to complete a Change of Major Request Form. Students can complete this form online, at the Graduate College Web site, <http://gradweb.ou.edu/Current/Forms/ChangeOfMajor.asp>. As a general rule, requests for changes of majors are not processed after the 13th week of the semester (6th week of the summer session) until the Graduate College receives student grades for that semester. A student on any type of probation or in his or her first semester of a conditional admission is not permitted to change his or her major.

Once a student clears for graduation from a program of study, he or she needs to complete a change of major, if continuing toward another degree.

NOTE: The policies and regulations governing a student’s program of study are those in effect for the first semester of a student’s enrollment. However, when a student changes major, the

policies in effect for the semester when the student changes major become those which govern the student's program of study. Students changing major are encouraged to print, read and save a copy of the *Graduate College Bulletin* for the year in which the change of major is made.

DEPOSITING YOUR DISSERTATION OR THESIS

Whether you are writing a dissertation as part of your Ph.D. goal or pursuing a master's degree with thesis, you will need to present copies of your work to the Graduate College. Copies must be presented in person. They cannot be sent by mail. Reviews generally takes 30 to 45 minutes; you are not permitted to simply drop off the reading copy, so please plan accordingly and arrive no later than 4:30 p.m.

Graduate College reviews occur before you defend and, following a successful defense, before you deposit your final copies at the Acquisitions Department of Bizzell Memorial Library (located in lower level 2 of the main library). After the library accepts the final dissertation copies, the [Entry form for Dissertation Title](#) will be signed and returned to you. You will then immediately return the signed and dated [Entry Form for Dissertation Title](#) to the Graduate College (must be returned the same day). You may not graduate until all the above forms are on file in the Graduate College office.

Full details on all matters relating to theses or dissertations can be found in the Graduate College [Thesis Packet](#) or the Graduate College [Dissertation Packet](#).

GRADUATE COLLEGE STANDARDS

The Graduate College is responsible for periodic performance reviews of graduate students, in accordance with the guidelines described in the Graduate College Bulletin.

RETENTION

A student will be permitted to continue as a graduate student as long as he or she fulfills the specific requirements of the academic unit and:

- makes satisfactory progress toward the degree
- maintains a minimum 3.00 GPA in all coursework attempted (undergraduate and graduate combined) while in the graduate program
- maintains a minimum 3.00 GPA in all graduate coursework attempted while in the graduate program

The rules for retention apply to all graduate students.

PROGRESS REVIEW

The Graduate College monitors each student's academic progress. At the end of each semester or summer session the Graduate College will notify those students who fail to meet the standards of performance.

Satisfactory Progress

Making satisfactory progress toward the degree includes, but is not limited to:

- timely completion of the coursework required for the degree
- submission of an advisory conference report if a doctoral student
- progress made in completing research
- passing of the comprehensive, general examination, or final oral examination
- completion of the thesis or dissertation

The Grade Point Average (GPA)

A graduate student's grade point average is calculated in two ways:

- on graduate coursework only, *and*
- on all coursework attempted.

These grade point averages are determined on the coursework taken at the University of Oklahoma since completion of the most recent degree earned at the University of Oklahoma. If either of the two calculations yields a grade point average less than 3.00, the student will be placed on academic probation. All grades obtained in graduate-level courses, whether comprising a part of the degree program or not, will be used in calculating grade point averages for purposes of retention and graduation. Exceptions are grades of S, U, I, X, P, NP, W and AU, for which no grade points are awarded. If a graduate student has credits earned as an undergraduate that were approved to form part of the graduate program, these credits will be used in determining the student's grade point average.

ACADEMIC PROBATION

Students on probation will be notified by letter and/or e-mail that they have been placed on probation. The student's major department also will receive same notification.

Low Graduate GPA Probation

Students placed on academic probation because their performance in graduate coursework is below a cumulative GPA of 3.00 will be evaluated each semester and at the end of the semester in which the next 12 hours of graduate credit coursework is completed. The 12 hours represent the probationary period. If a student on probation does not achieve a cumulative grade point average of at least 3.00 in all letter-graded graduate courses taken at the University of Oklahoma since completion of the most recent degree at the University of Oklahoma, further enrollment will be denied. Students enrolled in graduate degree programs in which they do not accumulate grade points will be evaluated at the conclusion of an equivalent period. Students who do not improve their grade point averages may be denied further enrollment before the probationary period elapses.

Low Overall Coursework GPA Probation

Students who are placed on probation because their overall performance for both undergraduate and graduate coursework is below a cumulative grade point average of 3.00 will be evaluated as above, except that the probationary period will be considered the next 12 credit hours of both undergraduate and graduate coursework taken.

U and NP Probation

A student earning two or more credit hours of U and/or NP in one semester or summer session will be placed on academic probation for the next two semesters in which the student enrolls. Earning two or more credit hours of U and/or NP during a U or NP probation will be grounds for dismissal from an academic program and the Graduate College.

DISENROLLMENT FOR LOW GRADES

A student will be denied further enrollment when the student is placed on any type of academic probation for the third time. When a doctoral student earns nine credit hours of grades of C, D or F in any combination, the student will be disenrolled from the doctoral program. A student who does not meet the requirements of a conditional admission is subject to disenrollment from the Graduate College.

Academic Unit Standards

Academic units may have additional and more stringent criteria for evaluating a student's performance and progress. They may demand a higher level of performance than that required by the Graduate College. An academic unit may, under some circumstances, recommend disenrollment of a student from a graduate program even though a 3.00 grade point average has been maintained. In such cases, the academic unit must describe in writing to the student and the Graduate College the circumstances on which the unsatisfactory performance or progress evaluation is based, and specify what the student should do and the time frame for improvement. If the student fails to meet the criteria outlined in this letter, the academic unit may recommend disenrollment from the program. Grounds for disenrollment include, but are not limited to:

- failure to be accepted by an appropriate thesis or dissertation adviser within the stipulated time limitations
- failure to make timely progress toward the degree
- failure to perform in coursework, qualifying examinations or research at an acceptable level in the respective academic unit

EVALUATION OF STUDENTS

Academic units must conduct an annual review and evaluation of their graduate students' progress in meeting degree requirements. Normally, the graduate faculty of the academic unit conducts this review. However, in large academic units, the review may be done by program units, or other units designated by the department, when authorized by the Graduate Dean. Any exceptions to this requirement must receive the prior written approval of the Graduate Dean.

Review Criteria

The review may include, but is not limited to, considerations such as:

- progress made in meeting conditions of admission
- completion, within the prescribed period of time, of those courses in which the student has received an I
- completion of core course requirements
- completion of research tool requirements
- progress made in completing research requirements
- timely filing of the prospectus
- the general quality of research
- completion of the thesis or dissertation

The review also may encompass the student's broader scholarly capabilities and professional development. The review should not include an assessment of the student's performance as a graduate assistant.

Review Notification Letter

The academic unit will notify each student and the Graduate College by letter of the student's progress and performance toward satisfying degree requirements. If there are deficient areas, the academic unit should specify clearly what the student should do to receive a satisfactory evaluation. If the student is not so notified by the end of the 14th week of the spring semester, it is the student's responsibility to request in writing that the academic unit provide such an evaluation. This request must be received by the academic unit prior to the beginning of the summer session. Failure to receive or request the written evaluation does not change the student's responsibility of maintaining satisfactory progress in meeting academic unit and Graduate College requirements.

Second Review

The Graduate College will review the student's total record and, if appropriate, the student will be placed on probation. The academic unit is responsible for monitoring the performance of a student with a less than satisfactory evaluation and shall conduct a second review at the end of the next semester or designated period. The Graduate College and the student should be notified by letter of the results of the second review. Based on the second review and the academic unit's recommendation, the Graduate College will either:

- remove the student from probation
- deny the student further enrollment
- continue the student on probation for an additional period

Third Review

A student who receives a third unsatisfactory annual evaluation will be denied further enrollment.

DISENROLLMENT

Just as the Graduate College has the formal responsibility of admitting graduate students, it also has the responsibility of formally disenrolling students.

Options for Disenrolled Students

A student who is disenrolled from a graduate program may apply to pursue a graduate degree in another major field, provided that, at the time of the new admission, the student satisfies all applicable requirements under the rules and regulations of the University of Oklahoma, its colleges and its academic units. When a doctoral student earns nine credit hours of grades C, D or F in any combination, the student will be disenrolled from the doctoral program and will be ineligible for admission to another doctoral program. However, this student can be considered for admission to a master's program in which the student does not already hold a master's degree.

Special Performance Standards, Professional Experience

Some degree programs require that students successfully complete a professional experience such as an internship or a practicum. Students who have advanced to this point in their academic programs must exhibit the highest level of professional standards and conduct. For this reason, a student who earns an unsatisfactory grade or engages in inappropriate conduct in a professional experience such as an internship or practicum may be disenrolled from the academic program. In order to recommend a student for disenrollment under these provisions, the chair or director will:

- meet with the student involved;
- conclude that the incident or incidents involve misconduct so egregious that the student must not be assigned a second professional experience; and
- write a letter to the Graduate Dean with a copy to the student reporting on the incident; describing the professional standards which that have been violated, the results of the investigation and the results of the meeting with the student; and recommending that the student be disenrolled.

The Graduate Dean may then approve or disapprove the recommendation or may conduct a further investigation. If the recommendation is approved, the Graduate Dean will notify the student of disenrollment from the academic program and advise the student of the right to file an academic appeal of the matter. The Academic Appeals Board for the Graduate College will hear appeals of disenrollment made under the provisions of this policy.

ACADEMIC MISCONDUCT

The *Student Code* specifies the responsibilities and conduct of students on the Norman campus. The code includes the academic misconduct procedures in force on the campus. The definition of academic misconduct is as follows:

- cheating (using unauthorized materials, information or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation

- and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement
- assisting others in any such act
 - attempting to engage in such acts

It is the responsibility of each student to be familiar with the definitions, policies and procedures concerning academic misconduct.

The *Student Code* is available from the Office of the Vice President for Student Affairs or on the Internet at www.ou.edu/studentcode. Further information about academic misconduct is contained in the *Student's Guide to Academic Integrity*, available on the Internet at www.ou.edu/provost/integrity.

STUDENT GRIEVANCES

Academic Appeals

A Graduate College Academic Appeals Panel will be appointed and given authority to hear all appeals involving qualifying examinations, comprehensive examinations, general examinations, theses and dissertations, and other appropriate matters as determined by the Graduate Dean. The only issues to be resolved are those of prejudiced or capricious evaluation, or alleged inability to speak the English language to the extent necessary to adequately instruct students. Complete information about Graduate College academic appeals may be obtained from the *Graduate College Academic Appeals Guidelines* (available by contacting the Graduate College) and the *Student Code*, Title 14.

Filing an Appeal

If the student wishes to appeal, the student will submit a written appeal to the dean. The written appeal must specify:

1. the action being appealed
2. the names of individuals allegedly responsible, if known
3. a summary of the evidence of alleged wrongful treatment
4. a statement of the relief desired

Time Limits

- In cases of end-of-term evaluations, a student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than Feb. 15 for the previous fall semester or winter session, and no later than Sept.15 in cases of end-of-term evaluations for the previous spring semester, spring intersession or summer session.
- In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays and university holidays from classes) after the results of an evaluation are made known to the student.
- If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the panel shall deny any request for a hearing on the claim

unless, in the view of the board, the student has been prevented from complying with the appropriate time limit (for example, a student being called into military service).

- A written appeal must be filed as soon as possible, but in no event later than 10 calendar days (excluding Saturdays, Sundays and university holidays from classes) following the day when attempts at resolution are completed.
- The board shall deny any request for hearing on a claim, which does not meet this deadline unless, in the view of the board, exceptional circumstances exist whereby the student is prevented from filing a claim.

Graduate Assistant Appeals

The Graduate Assistant Appeals Board will be appointed to hear appeals by graduate assistants regarding termination requests by academic units and/or employment grievances of graduate assistants. Students wishing to file an appeal with the Graduate Assistant Appeals Board must do so within 10 calendar days (excluding Saturdays, Sundays, and university holidays from classes) of the action being appealed. Appeals should be filed in writing in the Graduate College office. The written appeal should state:

1. the action being appealed
2. the basis for the appeal
3. the relief the student seeks

The decisions made by the Appeals Board will be considered as recommendations to the provost, who has final responsibility for such employment concerns. Complete information about Graduate Assistant Appeals is located in the [Graduate Assistant Handbook](#).

Sexual Harassment

The University of Oklahoma explicitly condemns sexual harassment of students, staff and faculty. Since some members of the university community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power.

The university is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. To proceed with such a grievance, contact the [Office of Equal Opportunity](#), 102 Evans Hall, for further information, or call (405) 325-3546.

Student Discrimination

The university has a policy of internal adjudication of student grievances. A procedure is established to provide the opportunity for a student to have a grievance related to alleged discrimination on the basis of race, color, sex, religion, national origin or age heard and adjudicated by administrative settlement. For further details about the procedure to be followed, see the [Student Code](#) under the section, “University of Oklahoma Student Discrimination Grievance Procedure” or contact the Office of Equal Opportunity, 102 Evans Hall, for further information, or call (405) 325-3546.

2009-2010 DEGREE PROGRAM GRADUATE COLLEGE DEADLINES

Master's Degree Deadlines

	Summer 2009	Fall 2009	Spring 2010
Admission to Candidacy Forms Due in the Graduate College	Mar. 3	Apr. 6	Oct. 1
Final day to file graduation application card in the Office of Records *	July 1	Oct. 1	Mar. 1
Final day to complete Comprehensive Examinations	July 28	Dec. 11	May 7
Final day to hold Thesis Defense	July 28	Dec. 11	May 7
Final day to deposit thesis in Library	Aug. 4	Dec. 18	May 14

Doctoral Degree Deadlines

	Summer 2009	Fall 2009	Spring 2010
Final day to file graduation application card in the Office of Records *	July 1	Oct. 1	Mar. 1
Final day to submit Dissertation Reading Copy	July 14	Nov. 30	Apr. 16
Final day to apply for the Doctoral General Exam	July 14	Nov. 30	Apr. 16
Final day for General Exam Defense	July 28	Dec. 11	May 7
Final day for Oral Defense of Dissertation	July 28	Dec. 11	May 7
Final day to deposit Dissertation in the Library	Aug. 4	Dec. 18	May 14

*Graduation applications are available in the Graduate College or a student's departments and are submitted to the Office of Records.

2009-2010 ACADEMIC CALENDAR

Any calendar is subject to change when it is determined to be in the best interest of the university to do so.

	SUMMER 2009	FALL 2009	SPRING 2010
Advance Registration	Apr. 6-May 1	Apr. 6-May 1	Nov. 2-Dec. 4
Continuing Registration and Add/Drop	May 4-June 5	May 4-Aug. 21	Dec. 7-23, Jan. 4-15
Last Day to Register Before Classes Begin	June 5*	Aug. 21	Jan. 15
CLASSES BEGIN	June 8*	Aug. 24	Jan. 19
First Day for Late Registration Fee of \$20.00	June 8*	Aug. 24	Jan. 19
Advance Registration for Next Term(s) Begins		Nov. 2	April 5
Final Exam Preparation Period		Dec. 7-13	May 3-9
Final Day of Classes	Aug. 3*	Dec. 11.	May 7
Final Examinations		Dec. 14-18	May 10-14
Commencement weekend			May 14-15
Final Grades Due	Aug. 6*	Dec. 21	May 18
ADD/DROP (changes in schedule, retain min. 1 course)			
100% Reduction of Charges on Dropped Courses	June 8-12*	Aug. 24-Sept. 4	Jan. 19-Feb. 1
No Reduction of Charges after:	June 12*	Sept. 4	Feb. 1
No Record of Grade on Dropped Courses	June 8-12*	Aug. 24-Sept. 4	Jan. 19-Feb. 1
Final Day to Register or Add a Class	June 12*	Aug. 28	Jan. 22
Automatic Grade of W for Dropped Course(s)	June 15-26*	Sept. 8-Oct. 2	Feb. 2-26
Grade of W or F for Dropped Course(s)	June 29-Aug. 3*	Oct. 5-Dec. 11	March 1-May 7
Petition to College Dean to Drop Course(s)	July 13-Aug. 3*	Nov. 2-Dec. 11	April 4-May 7
COMPLETE WITHDRAWAL (dropping all courses)			
Cancellation Deadline (no grade on transcript)	June 5*	Aug. 21	Jan. 15
100% Reduction of Charges on Withdrawals	June 8-12*	Aug. 24-Sept. 4	Jan. 19-Feb. 1
Automatic Grade of W, Complete Withdrawal	June 8-26*	Aug. 24-Oct. 2	Jan. 19-Feb. 26
No Reduction of Charges, Complete Withdrawals	June 12*	Sept. 4	Feb. 1
Grade of W or F on Complete Withdrawals	June 29-Aug. 3*	Oct. 5-Dec. 11	March 1-May 7
AUDIT			
Final Day to Change from Audit to Credit	June 12*	Sept. 4	Jan. 29
Final Day to Change from Credit to Audit	July 10*	Oct. 30	April 2
HOLIDAYS AND VACATION DAYS			
Independence Day Holiday	July 3		
Labor Day Holiday		Sept. 7	
Thanksgiving Vacation		Nov. 25-29	
Martin Luther King Day			Jan. 18
Spring Vacation			Mar. 13-21
INTERSESSION			
Interession Registration	Apr. 6-Aug. 3	Nov. 2-Dec. 18	Apr. 5-May 14
Interession	Aug. 4-.22	Dec. 21-Jan. 15	May 17-June 5

* Dates may vary for Session I and Session II classes. Consult Office of Registration, Buchanan Hall.

UNIVERSITY EMERGENCY CONTACTS

UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

Emergency*	911
Weather Information	360-5928
Non-Emergency/Administration	325-2864
TDD only	325-1911

OFFICE OF COMPLIANCE

Chemical, Biological Spills, Airborne Contaminants, etc.	325-5147
Radiation Spills	325-0820
Compliance Office	271-2511
After Hours - Emergency Service Only	911

DEPARTMENT OF RISK MANAGEMENT

University Fire Marshal (Fire Ext, Training, Evac Plans, Admin)	325-2983
Reporting Workers' Compensation or 3 rd -Party Injuries	325-0866
Risk Management Non-Emergency/Administration	325-2981
Fire Emergency	911
After Hours - Emergency Service Only	911

PHYSICAL PLANT - 24-HOUR SERVICE

Academic Buildings (non-housing)	325-3060
Housing	325-4421

OKLAHOMA POISON CONTROL CENTER (24-Hour Service): 1-800-222-1222

Also look for one of the Blue Emergency Phones on campus to make an emergency call.

The red phone booths provide free local (Oklahoma City area) calls.

WHEN CALLING:

1. Get to a safe location.
2. Give your name, phone number, building name and room number, and other specific location.
3. Describe the condition clearly and accurately.
4. **DON'T HANG UP!** Let the other person end the conversation since other information may be needed.

*From campus phones; calling 911 from a cellular phone will reach the Norman Police Department.