

THE UNIVERSITY OF
OKLAHOMA

Spring 2018

CLASS SCHEDULE



NORMAN CAMPUS CALENDAR

	<u>Spring 2018</u>	<u>Summer 2018</u>	<u>Fall 2018</u>
REGISTRATION			
Advance Registration	Oct. 23-Nov. 17	Oct. 23-Nov. 17	April 2-27
Continuing Registration and Add/Drop	Nov. 18-Jan. 15	*	April 30-Aug 19
Last Day to Register Before Classes Begin	Jan. 15	*	Aug. 19
CLASSES BEGIN			
Final Day to Register	Jan. 16	*	Aug. 20
Advance Registration for Next Term Begins	Jan. 19	*	Aug. 24
Final Day of Full Term Fall Classes	April 2	*	Oct. 22
Winter Session part of fall term classes begin.....			Dec. 17
Final Day of Winter Session part of fall classes			Jan. 11
Final Day of Full Term Spring Classes.....	May 4		
Spring Session part of spring term classes begin	May 14		
Final Day of Spring Session part of spring term Classes.....	June 8		
EARLY PROGRESS GRADING	Feb. 23-March 13.....		Sep. 28-Oct. 16
FINAL EXAMINATIONS			
Final Exam Preparation Period	April 30-May 6.....	*	Dec. 3-9
Final Examinations	May 7-11	*	Dec. 10-14
Final Grades Due	May 15	*	Dec. 18
ADD/DROP (Changes in schedule, retaining at least one course)			
100% Reduction of Charges on Dropped Courses.....	Jan. 16-29**	*	Aug. 20-31**
No Reduction of Charges on Dropped Courses after this Date	Jan. 29**	*	Aug. 31**
No Record of Grade for Dropped Course(s)	Jan. 16-29	*	Aug. 20-31
Final Day to Add a Course without Permission of the Instructor.....	Jan. 19	*	Aug. 24
Automatic Grade of W for Dropped Course(s) for Graduate Students.....	Jan. 30-Feb. 23.....	*	Sept. 4-Sept. 28
Grade of W or F for Dropped Course(s) for Graduate Students	Feb. 26-March 30.....	*	Oct. 1-Oct. 26
Automatic Grade of W for Dropped Course(s) for Undergraduate students	Jan. 30-March 30	*	Sept. 4-Oct. 26
Petition College Dean to Drop Course(s)	April 2-May 4.....	*	Oct. 29-Dec. 7
(Instructor's Signature and Grade of W or F Required)			
COMPLETE WITHDRAWAL (dropping all courses for a semester)			
Cancellation Deadline (No record of grade on transcript).....	Jan. 15	*	Aug. 19
100% Reduction of Charges on Complete Withdrawal.....	Jan. 16-29**	*	Aug. 20-31**
No Reduction of Charges on Complete Withdrawal after this Date	Jan. 29	*	Aug. 31
Automatic Grade of W on Complete Withdrawal for Graduate Students.....	Jan. 16-Feb. 23.....	*	Aug. 20-Sept. 28
Grade of W or F on Complete Withdrawal for Graduate Students.....	Feb. 26-May 4.....	*	Oct. 1-Dec. 7
(to be assigned by instructor)			
Automatic Grade of W on Complete Withdrawal for	Jan. 16-March 30	*	Aug. 20-Oct. 26
Undergraduate Students			
Grade of W or F on Complete Withdrawal for Undergraduate Students	April 2-May 4.....	*	Oct. 29-Dec. 7
(to be assigned by instructor)			
AUDIT			
Final Day to Change from Audit to Credit for Undergraduate Students	Jan. 29	*	Aug. 31
Final Day to Change from Credit to Audit for Undergraduate Students	Jan. 29	*	Aug. 31
Final Day to Change from Audit to Credit for Graduate Students	Jan. 29	*	Aug. 31
Final Day to Change from Credit to Audit for Graduate Student.....	March 30.....	*	Oct. 26
GRADUATION AND RELATED REQUIREMENT			
Final Day to File as a Candidate for Master's Degree	1 st Monday in Oct.....	1 st Monday in March	1 st Monday in April
Final Day to Apply for General Exam	Jan. 26	June 22	Aug. 31
Final Day to File Graduation Application.....	Feb. 15	June 1	Sept. 15
Final Day to Request Authority for Dissertation Defense.....	Apr. 20	July 12.....	Nov. 21
Final Day to Request Authority for Thesis Defense.....	April 27	July 19.....	Nov. 30
Final Day for Oral Defense of Dissertation.....	May 4	July 26.....	Dec. 7
Final Day for Defense of Thesis.....	May 4	July 26.....	Dec. 7
Final Day to Complete Doctoral General Examination	May 4	July 26.....	Dec. 7
Final Day for Non-Thesis Exam	May 4	July 26.....	Dec. 7
Final Day to Complete Work Needed for Graduation	May 11	Aug. 2.....	Dec. 14
Final Day to Deposit Thesis in Library	May 11	Aug. 2.....	Dec. 14
Final Day to Deposit Dissertation in Library	May 11	Aug. 2.....	Dec. 14
Commencement Weekend			
May 11-12			
Final Day to Submit Work Needed (e.g. transfer work) for Graduation to Admissions & Records	May 25	Aug. 14.....	Jan. 7
HOLIDAYS AND VACATION DAYS			
Martin Luther King Holiday	Jan. 15.....		
Spring Vacation.....	Mar. 17-25		
Memorial Day Holiday		May 28	
Independence Day Holiday.....		July 4	
Labor Day Holiday			Sept. 3
Thanksgiving Vacation			Nov. 21-25

* See Summer Calendar for Summer Dates and Deadlines.

**College of Liberal Studies students have the first week of every 8-week session to drop courses with 100% reduction of charges.

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

Summer/Interession 2018 Academic Calendar

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

	Law 7 weeks May 21- July 6	Summer Block 8 weeks June 11- August 2	June Block 4 weeks June 11- July 6	July Block 4 weeks July 9-- August 2
Registration				
Advance Registration	Oct 23 – Nov 17	Oct 23 – Nov 17	Oct 23 – Nov 17	Oct 23 – Nov 17
Continuing Registration and Add/Drop	Nov 18 – May 20	Nov 18 – June 10	Nov 18 – June 10	Nov 18 – July 8
Last Day to Register Before Classes Begin	May 20	June 10	June 10	July 8
CLASSES BEGIN	May 21	June 11	June 11	July 9
First Day for Late Registration Fee of \$20.00	May 21	June 11	June 11	July 9
Final Day to Register	May 22	June 12	June 12	July 10
Final Day of Classes	July 6	August 2	July 6	August 2
Add/Drop (changes in schedule, retaining at least one course)				
100% Reduction of Charges on Dropped Courses	May 21 - 24	June 11-15	June 11 - 13	July 9 - 11
No Reduction of Charges on Dropped Courses after this Date	May 24	June 15	June 13	July 11
No Record of Grade on Dropped Courses	May 21 - 24	June 11-15	June 11-13	July 9 - 11
Final Day to Add a Class	May 22	June 12	June 12	July 10
Automatic Grade of W for Dropped Course(s) for Undergraduate Students	N/A	June 18 – July 13	June 14 - 27	July 12-25
Automatic Grade of W for Dropped Courses(s) for Graduate Students	May 25 – June 7	June 18 - 29	June 14 - 19	July 12-17
Grade of W or F for Dropped Course(s) Graduate Students	June 8 – July 6	July 2 – July 13	June 13 – June 29	July 20 – August 2
Petition to College Dean to Drop Course(s)	N/A	July 16 – August 2	June 28 – July 6	July 26 – August 2
Complete Withdrawal (dropping all courses for a semester)				
Cancellation Deadline (no record of grade on transcript)	May 20	June 10	June 10	July 8
100% Reduction of Charges on Complete Withdrawals	May 21 – 24	June 11-15	June 11 - 13	July 9 - 11
No Reduction of Charges on Complete Withdrawal after this Date	May 24	June 15	June 13	July 11
Automatic Grade of W on Complete Withdrawal for Undergraduate Students	N/A	June 16 – July 13	June 14 - 27	July 12-25
Automatic Grade of W on Complete Withdrawal for Graduate Students	May 21 – June 7	June 16– 29	June 14 - 19	July 12-17
Grade of W or F on Complete Withdrawal for Undergraduate Students (assigned by instructor)	N/A	July 14 – August 2	June 28 – July 6	July 26– August 2
Grade of W or F on Complete Withdrawal for Graduate Student (assigned by instructor)	June 8 – July 6	June 23 – August 2	June 20 – July 6	July 18– August 2
Audit Enrollment (attend a class regularly without receiving credit)				
Final Day to Change from Audit to Credit	May 22	June 12	June 12	July 10
Final Day to Change from Credit to Audit (Undergraduate)	May 22	June 12	June 12	July 10
Final Day to Change from Credit to Audit (Graduate)	June 19	July 13	June 27	July 25
Final Examinations				
Final Examinations	July 6	August 2	July 6	August 2
Final Grades Due	July 10	August 7	July 10	August 6
Holidays and Vacation Days				
Memorial Day Holiday	May 28	May 28		
Independence Day Holiday	July 4		July 4	
Graduation and Related Requirements				
	Final Day to File as a Candidate for Master's Degree			First Monday in March
	Final Day to Apply for General Exam			June 22
	Final Day to File <u>Graduation Application</u>			June 1
	Final Day to Request Authority for Dissertation Defense			July 12
	Final Day to Request Authority for Thesis Defense			July 19
	Final Day to Complete Doctoral General Examination			July 26
	Final Day for Oral Defense of Dissertation			July 26
	Final Day for Thesis Defense			July 26
	Final Day for Non-Thesis Exam			July 26
	Final Day to Complete Work Needed for Graduation			August 2
	Final Day to Deposit Dissertation in Library			August 2
	Final Day to Deposit Thesis in Library			August 2
	Final Day to Submit Work Needed (e.g. transfer work) for Graduation to Admissions & Records			August 14

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CAMPUS INFORMATION DIRECTORY

QUESTIONS	OFFICE	LOCATION	TELEPHONE
ACT Residual Exam	Center for Independent and Distance Learning	300 Kellogg Drive, room 140	325-1921
Address Changes	Online	one.ou.edu	
Admissions	Admissions Office	Buchanan Hall, Rm. 127	325-2252
Adult Student Services	Center for Student Life	Student Union, Suite 370	325-3163
Advance Standing Exams	Admissions Office	Buchanan Hall, Rm. 127	325-2252
Advising	College Office	See List Below	
African American Student Services	Center for Student Life	Student Union, Suite 370	325-3163
American Indian Student Services	Center for Student Life	Student Union, Suite 370	325-3163
Asian American Student Services	Center for Student Life	Student Union, Suite 370	325-3163
Books and Supplies	Bookstores	Asp Ave. Parking Facility or Student Union	325-3511
Cancellation of Enrollment (Undergraduate)	Online	compass.network@ou.edu	325-8103
Cancellation of Enrollment (Graduate)	Online	enroll@ou.edu	325-3572
Catalog	Online	catalog.ou.edu	325-3572
Class Schedule	Online	one.ou.edu	
CLEP Examination	Independent Study	1600 S. Jenkins	325-4414
Commuter Student Information	Commuter Student Assoc.	Conoco Student Leadership Wing	325-1031
Continuing Education	Continuing Education	Outreach Administration Bldg.	325-4414
Cooperative Education (Co-op)	Career Services	OMU, Rm. 323	325-1974
Counseling (Personal)	Counseling & Testing Services	Goddard Health Center	325-2911
Disabled Student Services	Office of Disability Services	Goddard Health Center, Rm. 166	325-3852 *
Employment	Personnel Services	Nuclear Engr. Lab. (2nd Floor)	325-1826
Enrollment	Online	one.ou.edu	325-3572
Fees (payment of University Bills)	Bursar	Buchanan Hall (1st Floor)	325-3122
Financial Aid	Financial Aid Services	Buchanan Hall, Rm. 216	325-4521
Food Services	Housing & Food Services	Walker Center, Rm. 135	325-6581
Grades (Semester)	Records Office	Buchanan Hall, Rm. 330	325-4147
Graduation	College Office	See List Below	
(a) Application	College Office		
(b) Cap and Gown	Bookstore	Asp Ave. Parking Facility	325-3511
(c) Diplomas	Records Office	Buchanan Hall, Rm. 230	325-4147
(d) Invitations	Bookstore	Asp Ave. Parking Facility	325-3511
(e) Rings	Bookstore	Asp Ave. Parking Facility	325-3511
Greek Affairs	Center for Student Life	Student Union, Rm. 370	325-6350
Health Insurance (Student)	Insurance Office	NEL	325-9196
Housing	Housing & Food Services	Walker Center, Rm. 126	325-2511
ID Cards	OneCard Office	OMU, Rm. 127	325-3113
International Student Services	International Exchange Programs	Farzaneh Hall, Rm 144	325-3337
Internships	Career Services	OMU, Rm. 323	325-1974
Intersession	Intersession Office	765 Asp, Suite 210.	325-2899
Intramural-Recreational Sports	Recreational Services	Sarkeys Fitness Center, Rm. 149	325-3053
Latino Student Services	Center for Student Life	Student Union, Suite 370	325-3163
Library Books	Bizzell Library		325-3341
Loans, Scholarships, Grants	Financial Aid Services	Buchanan Hall, Rm. 216	325-4521
(a) Disbursement	Bursar's Office	Buchanan Hall (1st Floor)	325-3123
Medical Services	Goddard Health Center	620 Elm St.	325-4441
Name Changes	Records Office	Buchanan Hall, Rm. 230	325-4147
New Student Information	Admissions & Recruitment	Jacobson Hall	325-2151
Parking Permits	Parking & Transit	1332 Jenkins Ave	325-3311
Placement Tests	Assessment & Learning Center	Lissa and Cy Wagner Hall, Rm. 270	325-4336
Reading Clinic	College of Education	Collings Hall, Rm. 127	325-4844
Readmission	Admissions & Recruitment	Buchanan Hall, Rm. 127	325-2252
Records (Academic)	Records Office	Buchanan Hall, Rm. 230	325-4147
Residency	Admissions & Recruitment	Buchanan Hall, Rm. 127	325-2252
Scholarship Programs (McNair)	Center for Student Life	Student Union, Suite 370	325-3163
Tickets (Athletic)	Athletic Ticket Office	Stadium (Gate 15)	325-6511
Tickets (Fine Arts)	Fine Arts Ticket Service	Catlett Music Center, Gothic Hall	325-4101
TOEFL	Center for Independent and Distance Learning	300 Kellogg Drive, Rm 140	325-1921
Tutoring	Housing Learning Center	Adams Center, Rm. 105	325-2452
Transcripts of Student Records	Records Office	Buchanan Hall, Rm. 230	325-4147
Transfer Student Information	Admissions & Recruitment	Buchanan Hall, Rm. 127	325-2151
Verification of Enrollment	Records Office	Buchanan Hall, Rm. 230	325-4147
Veterans Student Services	Veteran's Student Services	Buchanan Hall, Rm. 330	325-4308*
Withdrawal from University (all Classes)	College Office	See List Below	
Women's Issues (Women's Outreach Center)	Center for Student Life	Student Union, Suite 247	325-4929

* or 325-4173 TDD

COLLEGE OFFICE LOCATIONS

Academic Affairs	Room 124, Ellison Hall	(405) 325-4411	Engineering	Suite 112, Felgar Hall	(405) 325-4096
Academic Advising Resource Center	Room 418, Cate 1	(405) 325-1596	Fine Arts	Room 122, Fred Jones Art Center	(405) 325-7370
			Graduate	Room 213, Robertson Hall	(405) 325-3811
Architecture	Room 180, Gould Hall	(405) 325-2444	International Studies	Room 155, Farzaneh Hall	(405) 325-2337
Arts and Sciences	Room 124, Ellison Hall	(405) 325-4411	Journalism	Room 2620, Gaylord Hall	(405) 325-2721
Atmospheric & Geographic Sciences	Room 3630, National Weather Center	(405) 325-3095	Liberal Studies	Room 226, Administration Bldg., OCCE	(405) 325-1061
Business	Room 1010, Michael F. Price Hall	(405) 325-6021	Law	Room 200, Law Center	(405) 325-4699
Continuing Education	OCCE Administration Building	(405) 325-4414	University College	Room 100, Lissa and Cy Wagner Hall	(405) 325-3521
Earth and Energy	Room N117, Sarkeys Energy Center	(405) 325-4005	Special Students		
Education	Room 137, Collings Hall	(405) 325-1081	(a) With Degrees	Room 418, Cate 1	(405) 325-1596
			(b) Without Degrees	Room 100, Lissa and Cy Wagner Hall	(405) 325-3521

FINAL EXAM PREPARATION PERIOD

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week.

STUDENT-FACULTY POLICIES AND INFORMATION

(A) Assignments or projects worth less than 10 percent combined total of a student's grade may be assigned at any time prior to pre-finals week and may be due during pre-finals week. However, no assignments or projects may be due on the last two days of pre-finals week. Quizzes may be given during pre-finals week, but cannot account for more than 3% combined total of the final grade. Exams may not be given during pre-finals week.

(B) Assignments, take-home examinations, in-class examinations, or projects worth more than 10 percent of a student's grade must be scheduled at least 30 days prior to the first day of finals and must be due or given prior to pre-finals week. Any assignment that is to take the entire semester to complete may be accepted or presented during the first three weekdays of pre-finals week provided the syllabus explicitly states that the assignment can be turned in prior to pre-finals week.

(C) Special cases deviating from the Final Exam Preparation Period policy must be clearly stated in the course syllabus and approved by the chair of the department through which the course is offered. If the professor is the chair of the department, the professor must have these special cases approved by the dean of the college in which said department resides. If the professor is the dean of the college in which the course is taught, the professor must have these special cases approved by the Senior Vice President and Provost.

(D) Special requests made by a student for an extension of assignment deadlines into pre-finals week may be granted subject to the discretion of the instructor.

(E) Final Exam Preparation Period policies must be placed in the course syllabus underneath the University Policy section.

ADDITIONAL INFORMATION

This policy applies only to 16-week courses during the spring and fall semesters.

This policy excludes make-up assignments, make-up tests, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour or to classes without a university-scheduled final exam time during finals week.

All University laboratory classes and graduate courses are exempt from this policy.

No Student Government Association (SGA) Registered Student Organizations (RSO's) may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during pre-finals week.

Violations to this policy should be reported to the chair of the department in which the course is taught or, in special circumstances, to the dean of the college and may be grounds for grade appeal.

FINAL EXAMINATION SCHEDULE
SPRING SEMESTER 2018
Last Day of Classes, Friday, May 4

MONDAY, MAY 7

CLASS TIME	EXAMINATION TIME
9:00 TR	8:00 AM—10:00 AM
9:30 TR	8:00 AM—10:00 PM
7:30 TR	10:30 AM—12:30 PM
11:30 MWF.....	1:30 PM—3:30 PM
4:30 TR	4:30 PM—6:30 PM
Uniform Exams	7:30 PM—9:30 PM
CHEM 1315, 1415	
FIN 4413/5113 (Sec. 001 & 900)	
FIN 3503 (Sec. 001, 002, & 003)	
FIN 5103 (Sec. 001, 002, & 003)	

WEDNESDAY, MAY 9

CLASS TIME	EXAMINATION TIME
10:30 MWF	8:00 AM—10:00 AM
8:30 MWF	10:30 AM—12:30 PM
12:00 TR.....	1:30 PM—3:30 PM
12:30 TR.....	1:30 PM—3:30 PM
3:00 TR.....	4:30 PM—6:30 PM
3:30 TR.....	4:30 PM—6:30 PM
Uniform Exams	7:30 PM—9:30 PM
ACCT 3113 all sections	
ACCT 3123 (Sec. 001 & 002) FIN	
4413 (Sec. 001 & 002)	
JMC 2033	
MATH 1743, 1914, 2123	
PE 2213, 3813	
PHYS 2514	

TUESDAY, MAY 8

CLASS TIME	EXAMINATION TIME
9:30 MWF.....	8:00 AM—10:00 AM
4:30 MWF.....	10:30 AM—12:30 PM
4:30 MW.....	10:30 AM—12:30 PM
1:30 TR	1:30 PM—3:30 PM
8:30 TR	4:30 PM—6:30 PM
Uniform Exams	7:30 PM—9:30 PM
ARAB 1115, 1225, 2113, 2223	
FR 1115, 1225	
GERM 1115, 1225	
ITAL 1115, 1225	
SPAN 1115, 1225	
RUSS 1115, 1225	
FIN 3603/5303 (sec. 001, 002, & 003)	
P E 3213, 3413	

THURSDAY, MAY 10

CLASS TIME	EXAMINATION TIME
10:30 TR.....	8:00 AM—10:00 AM
7:30 MWF	10:30 AM—12:30 PM
12:30 MWF	1:30 PM—3:30 PM
3:00 MW.....	4:30 PM—6:30 PM
3:30 MWF	4:30 PM—6:30 PM
Uniform Exams	7:30 PM—9:30 PM
B AD 4013-001, 002, 905	
FIN 3303-002, 900	
MATH 1503, 1523, 1643, 1823, 2423,	
2924 PE 3513	

FRIDAY, MAY 11

CLASS TIME	EXAMINATION TIME
1:30 MWF.....	8:00 AM—10:00 AM
1:30 MW	8:00 AM—10:00 AM
11:30 TR	10:30 AM—12:30 PM
2:30 TR	1:30 PM—3:30 PM
2:30 MWF.....	4:30 PM—6:30 PM
Uniform Exams.....	7:30 PM—9:30 PM

NOTE 1: Classes meeting one-day-a-week, with a start time before 5:00 PM, will test according to Regulation #7, on next page. Also, see Regulation #9.

NOTE 2: Day classes (class start time prior to 5:00 PM) meeting on-the-hour more than one day a week will test at the same time as classes meeting on the same days at the following half-hour. For example, classes meeting M W 8:00 AM will test at the same time as classes meeting MWF 8:30 AM. Standard on-the-hour meeting times are listed in the schedule above. See Regulation #8 on the following page for testing of evening classes.

FINAL EXAMINATION REGULATIONS CONTINUED ON NEXT PAGE

FINAL EXAMINATION REGULATIONS

1. 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.
*EXCEPTIONS
 - a. **The College of Arts and Sciences** requires that an examination (either a last or final examination) be given during the scheduled final examination period for each regularly scheduled undergraduate course. Independent study and pure laboratory courses are excluded.
 - b. **The College of Engineering and the College of Atmospheric and Geographic Sciences** require comprehensive examinations to be given during the regularly scheduled examination periods in all undergraduate courses **excluding** directed readings, pure laboratory courses and project type design courses and seminars.
2. 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.
3. **Uniform final examinations** are listed by department and course number at the times they are scheduled to be given.
4. 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.
5. 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.
6. 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.
7. 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.
*EXCEPTION: Courses offered by the College of Business Administration will test during the final examination week.
8. **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.
9. If laboratory examinations are given, they will be held during the last regularly scheduled meeting of the lab.
10. 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).
11. 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.

UNIVERSITY OF OKLAHOMA REFUND POLICIES

The refund policies listed below describe the financial obligation of students who withdraw from classes after the official beginning of a semester. Students are advised to read these refund policies carefully to determine which apply to their specific circumstances.

I. COMPLETE WITHDRAWALS FROM THE UNIVERSITY:

A. REFUND POLICY FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE NOT TITLE IV AID RECIPIENTS. (See 'B' below for definition of Title IV Aid Recipients.)

(The Oklahoma State Regents refund policy with respect to fees and tuition is as follows:)

Complete withdrawals from the institution during the defined refund period (first ten days of classes in Fall and Spring semesters, first five days of classes in Summer Session) will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the refund period except as stipulated for enrollment of Title IV recipients.

B. REFUND REGULATIONS FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE TITLE IV AID RECIPIENTS

Any student receiving Federal Title IV funds will be subject to the following policy regarding return of Federal Title IV funds: The University and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid "earned" for the time period the student remained enrolled. By Federal Law, the University has 45 days from the date the University determines the student withdrew to return unearned federal aid to the specified programs.

The percentage of the semester completed is the percentage of aid earned: This is calculated by the number of days the student attended divided by the number of days in the payment period (i.e. semester). For example, if a student withdrew on the 20th day of a semester 114 days in length, the student would have only earned 17.5% of the aid he received ($20/114=0.175$).

Students who remain enrolled through at least 60% of the payment period (semester) are considered to have earned 100% of the aid received and will not owe a repayment of Federal Title IV grant funds.

If the University returns funds to the Title IV aid programs, it could result in the student owing OU charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses.

Monies will be returned to the Title IV programs and not to recipients. Monies returned to the Title IV aid programs will be applied first to loans to reduce the loan debt of the student and/or parent borrower.

II. REFUND POLICY FOR DROPPING A PORTION OF YOUR SCHEDULE AFTER CLASSES BEGIN

Changes in schedules during the first ten days of classes in Fall and Spring semesters, first five days of classes in Summer Session will result in full charges for courses added and full credit for courses dropped. No refunds for dropped courses will be made after this time.

REGISTRATION INSTRUCTIONS ENROLLMENT OVER THE WEB

one.ou.edu allows students to browse the class schedules and enroll in courses over the web. Using your OUNETID and your personal password, you can look at the class schedule information and enroll.
<https://one.ou.edu>

GO TO [ONE.OU.EDU](https://one.ou.edu) FOR SPECIFIC ENROLLMENT WINDOWS

I. ADVANCE REGISTRATION

Oct. 23 – Nov. 17

Students who are currently enrolled, transfer students, stop-outs and readmitted students report to college offices for instructions on advisement. Students may enroll online at one.ou.edu or in Enrollment Services between the hours of 8:00 am – 5:00 p.m. M-F, Room 230, Buchanan Hall, each week according to hours earned by the students on specific days.

The following weekly schedule will be observed:

Graduate Students	Beginning	Oct. 20
Seniors	Beginning	Oct. 23
Juniors	Beginning	Oct. 30
Sophomores	Beginning	Nov. 6
Freshmen & Special Students	Beginning	Nov. 13

Earned hours of undergraduate students is determined by earned hours plus currently enrolled OU hours.

NOTE: Students may add/drop at any time after their assigned registration time. See “How to Add/Drop.”

Students who need to add/drop should obtain advisement, if necessary, before adding or dropping classes. Students may add/drop online at one.ou.edu or in Enrollment Services between the hours of 8:00 am- 5:00 p.m. M-F.

II. CONTINUING REGISTRATION AND ADD/DROP:

SPRING: Nov. 18 – Jan. 19

SUMMER: Nov. 18 – June 12

NOTE: University Offices will be closed Nov. 23-26, Dec. 22-Jan. 2, Jan. 15, May 28, and July 4.

Students who need to register should report to their college office for instructions and/or advisement.

Students who need to add/drop: See “How to Add/Drop.”

III. LATE REGISTRATION:

Students who have not yet registered should report to their college office for advisement. Students may complete late registration online or in Enrollment Services. **There is a \$20.00 fee for late registration beginning the first day of the term.**

COURSE PRIORITY: Not all students can obtain preferred class schedules because of limitations on classroom space and faculty availability. In advance registration students are given priority in courses according to classification, beginning with graduate students and ending with freshmen. In later registration periods, space in various courses may become extremely limited. Generally, students who register in advance have the best opportunity to obtain preferred classes.

College Enrollment Instructions

Enrollment procedures have been established by each [college](#). If you are unsure which college you're in, please contact the Admissions & Recruitment office at 325-2151, 127 Buchanan Hall, or Enrollment Services office at 325-3572, 230 Buchanan Hall.

STUDENT ID CARDS

Student ID cards are issued by the OneCard office, OMU, Room 127. Students must be currently admitted to be eligible to receive a card. One legal picture identification card is required. Lost cards should be reported immediately to the OneCard office. There is a charge of \$20.00 for new and replacement cards.

HOW TO ADD/DROP

Different regulations will apply, depending on when add/drop occurs. Read the following instructions carefully to determine the rules that apply to your add or drop:

NOTE: The regulations listed below apply to courses that meet the full semester. For summer session, please refer to the Academic Calendar for specific dates for all summer periods. Courses that do not meet the full term will have different deadlines. Contact Enrollment Services, room 230 Buchanan Hall, enroll@ou.edu, for more information

Period I. Free add and drop: Students may add during the first week of classes for Fall and Spring without approval of instructor. Students may add during the second week of classes for the Fall and Spring semester with approval of instructors. Students may drop without additional charges or grading penalties any time up through the end of the second week of classes in Fall or Spring. No grades will be recorded for dropped courses.

Note on tuition charges for dropped courses: You will be required to pay tuition and fees for any course dropped after the second week of classes in Fall or Spring Semesters, even if you add another course at the same time.

Students can add and drop classes online through one.ou.edu during the first two weeks of fall and spring. Beginning with the third week, students must go to OU Enrollment Services in Buchanan Hall room 230 to add or drop classes. Online add/drop is not available.

Effective Fall 2011

Undergraduate 5-W Limit: A student is allowed only five grades of W throughout the course of his/her undergraduate career at The University of Oklahoma. Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the free add and drop period. After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost.

Period II. Automatic grade of W

Undergraduate students: Third through tenth week of Fall and Spring. Students may add classes only by permission of the instructor of the course and the Dean of the student's College. Courses dropped during this time will be recorded with a grade of W. (University College and Engineering require their students to obtain approval of the Dean to drop a course after the second week of classes.)

Graduate Students: Third through sixth week of Fall and Spring. Students may add classes only by permission of the instructor of the course and the Graduate College Dean. Courses dropped during this time will be recorded with a grade of "W."

Period III. Grade of W or F

Graduate Students: Seventh through tenth week of Fall and Spring. The same restrictions on added courses apply as for Period II, above. For dropped courses, instructors may assign a grade of "W" or "F."

Period IV Petition to College Dean to Drop Course(s)

Eleventh week through end of classes in Fall and Spring. Permission of instructor and Dean is required for added classes. Students who wish to drop a course during this period must petition the Dean of the student's College. (Instructor's Signature and Grade of W or F is required).

ENROLLMENT REGULATIONS

CLASS ATTENDANCE POLICY

The student is responsible for class attendance after completion of registration. The student must cancel before the first day of classes to avoid being charged fees and tuition. Students who do not attend classes beginning the first day may be canceled from a course if there is high demand for seats from students who are waiting to enroll in courses. **HOWEVER, STUDENTS SHOULD UNDERSTAND THAT NON-ATTENDANCE AND/OR NON-PAYMENT OF FEES WILL NOT AUTOMATICALLY RESULT IN CANCELLATION OF ENROLLMENT. THE STUDENT IS RESPONSIBLE FOR DROPPING COURSES BY THE APPROPRIATE DEADLINES IN ORDER TO AVOID TUITION CHARGES.**

FULL-TIME ENROLLMENT

To be considered full-time, a student must be enrolled in at least the number of credit hours listed below, depending on the semester:

	Fall/Spring	Summer
Graduate	9*	4*
Undergraduate	12	6

*Two credit hours are considered as Full-time for graduate students in their final term.

Note to students applying for Veterans' Benefits: VA may not accept all hours taken when determining benefits. Consult the Veteran Student Services Office in Buchanan Hall, Rm. 330, veterans@ou.edu, for more information.

Note to students applying for Financial Aid: Additional enrollment regulations may apply. Please consult Financial Aid Services for more information.

CREDIT HOUR ENROLLMENT LIMITS

There are limits on how many credit hours a student may enroll in each semester, without permission of the student's dean. These limits are listed below:

FALL/SPRING: 19 hours for undergraduates; 16 hours for graduates.

SUMMER: 9 hours for undergraduates; 9 hours for graduates.

PASS/NO PASS ENROLLMENT

Students may elect to enroll in courses on a Pass/No Pass basis, but should understand that Colleges may not count Pass/No Pass enrollments when determining whether the student has fulfilled the requirements for a degree. Specific College limits are listed below.

Academic Affairs. The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

Architecture. The Pass/No Pass option will not count toward any College of Architecture degree requirements.

Arts & Sciences. The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

Atmospheric and Geographic Sciences. A Pass/No Pass enrollment will not count toward any College of Atmospheric and Geographic Sciences degree requirement.

Business. The Pass/No Pass option may not be used with any College of Business course, General Education requirement, or specifically required course. Business majors may take a maximum of 12 hours of P/NP in free, non-business electives. Not to exceed 1 course per semester.

Continuing Education (Aviation). The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support or minor requirements. P/NP may be used in the free electives, as long as they are not aviation courses.

Earth and Energy. A Pass/No Pass enrollment will not count toward any College of Earth and Energy degree requirement.

Education. The Pass/No Pass option may be used only on courses belonging to one of the general education areas of free electives.

Engineering. The Pass/No Pass option may be used only on courses belonging to one of the general education areas of free electives.

Fine Arts. Students are allowed a maximum of 16 hours of elective credit under the Pass/No Pass option. Courses completed under the pass/no pass option may not be used to fulfill the University-Wide General Education requirements, major requirements, or major support requirements.

Graduate. A Pass/No Pass enrollment will not count toward any Graduate degree requirement.

International Studies. The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

Journalism. No more than 16 semester credit hours earned under the Pass/No Pass option will apply toward the degree. P/NP credit may not be used to satisfy general education, college, major, major support, or minor requirements. Transfer credit graded P/NP is counted as part of the 16 semester credit hours earned.

Law. A Pass/No Pass enrollment will not count toward any Law degree requirement.

University College. The Pass/No Pass option is allowed, with Dean's permission, for University College students who are above the freshman level.

Cautions:

Both grades, Pass and No Pass, are considered neutral grades in the computation of grade point averages, i.e. credit hours for Pass, though earned, will not be included in grade point averaging, and credit hours for No Pass simply will not be earned. Pre-professional students who plan to apply for admission to professional schools such as law or medicine after completion of an undergraduate degree are advised that courses taken on the Pass/No Pass option may hinder admission possibilities when grade point average is a major consideration. For advice, the student should consult the admissions office of the professional school where he/she intends to apply.

Before enrolling in courses on the Pass/No Pass option, students should consult with their advisers or personnel in college offices to be certain of approved enrollment.

Procedure:

Students may change enrollment in a course by the add/drop procedure to or from the Pass/No Pass option through the end of the second week of a regular semester or the first week of a summer session in Enrollment Services. College and/or adviser approval should be obtained prior to any change.

To prevent discrimination in grading, the student's choice of P/NP grading will not be made known to the instructor of a course. The grade will be automatically assigned at the end of the course on the basis of the letter grade submitted by the instructor. The lowest letter grade required to receive a P grade in a course will be C.

AUDIT ENROLLMENT

Auditing is attending a class without participating in classwork or receiving credit. Enrollment as an auditor is permitted in all courses subject to the approval of the instructor in the course.

Initial enrollment in a course as an auditor may be completed only between the first day of classes and the last day permitted for late enrollment for credit in any semester or term. Students wishing to enroll in a course as an auditor need to get an Audit add/drop form from OU Enrollment Services in Buchanan Hall 230, get instructor's approval and then return the form to Enrollment Services.

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, and provided the instructor and appropriate dean grant approval. Students wishing to change enrollment from audit to credit need to get an add/drop form from OU Enrollment Services in

Buchanan Hall 230, get the appropriate approvals and then return the form to Enrollment Services.

To change enrollment from credit to audit, students need to get a Change Enrollment from Credit to Audit form from the OU Enrollment Services office in Buchanan Hall 230, get appropriate approvals and then return the form to Enrollment Services.

Effective Fall 2011

Undergraduate students: a change of enrollment from credit to audit may be made during the first two weeks of classes in a semester.

Graduate students: a change of enrollment from credit to audit may be made during the first ten weeks of classes in a semester, provided the student is passing in the course at the time the change is processed and the student has received approval from the instructor. A change of enrollment processed during the first ten weeks of a semester requires a report of progress from the student's instructor.

For summer sessions, students should refer to the [Academic Calendar](#) for specific deadlines for all summer blocks.

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.

A grade of W may be assigned to a student who has not performed according to the instructor's requirements for an auditor in that class. Such W's will be applied to the total of five drops allowed in a student's academic career.

Enrollment as an auditor is indicated on the student's permanent academic record with the final mark AU (identified as Audit), subject to the same posting regulations governing credit enrollment.

CANCELLATION OF ENROLLMENT

Cancellation is the term OU uses if a student drops all classes before classes begin. Canceling enrollment removes all tuition charges and all record of enrollment. No grades are recorded. Undergraduate students may cancel enrollment by contacting Compass Network at compassnetwork@ou.edu or by calling (405) 325-8103 and graduate students may contact the Office of Enrollment Services by emailing enroll@ou.edu or by calling (405) 325-3572. The deadline to cancel by email for Spring semester is at Midnight, on January 16, and by phone by 5:00 pm on January 13. The deadline to cancel for the Summer semester online is at Midnight, on June 4, and in person at 5:00 pm on June 2. After classes have begun, students must withdraw from enrollment according to the following instructions.

COMPLETE WITHDRAWAL FROM ENROLLMENT

Complete Withdrawal occurs if a student drops all classes after classes begin. During the first two weeks of classes (Fall/Spring) undergraduate students withdrawing from the University should contact Compass Network and their College Office beginning the third week of classes (College Office locations are listed in the Campus Information Directory). Graduate students withdrawing from the University should contact the Office of Enrollment Services during the first two weeks of classes (Fall/Spring) and the Graduate College Office beginning the third week of classes. If you do not know your college, check with Enrollment Services, Room 230 Buchanan Hall. Withdrawn students are refunded fees and tuition according to State Regents' refund policy (see refund regulations in section on **FEES AND TUITION**).

OTHER UNIVERSITY REGULATIONS

ACADEMIC RETENTION, PROBATION AND SUSPENSION REGULATIONS

For continued enrollment at the University, an undergraduate student must maintain a cumulative retention/ graduation grade point average as indicated below:

0 through 30 semester hours attempted	1.7
Greater than 30 semester hours attempted	2.0

Students with 0 to 30 semester hours attempted and a retention grade point average of 1.70 to 1.99 will be placed on academic notice.

The retention grade point average is based on all work attempted, both transfer and OU, minus those courses repeated or rerieved in accordance with the academic forgiveness policy, as well as remedial courses, and PE activity courses. These standards are minimal. Each degree-recommending college may establish higher standards for retention.

Students not meeting retention standards will be placed on academic probation for one semester, at the end of which they must have met the minimum standard required to continue as a student in good standing. However, a student enrolled on probation may be continued on probation provided he or she makes a 2.00 grade point average on that semester's work. Students should check with their college office or the Office of Academic Records for specific requirements for enrollment while on academic probation. A student enrolled on probation who fails to raise his or her cumulative retention/graduation grade point average to minimum requirements or to make a grade point average of 2.0 or better on work taken while enrolled on probation, excluding activity courses, will be suspended for poor scholarship.

Credit completed after the end of the term, or credit earned at another institution, will be included in the student's retention/graduation grade point average at the time the work is recorded in Academic Records. The student's current academic status will be reviewed and/or updated at that time but previous postings of academic standing will remain unchanged. A student's academic status will not be changed retroactively.

A student suspended from the University for poor scholarship is not eligible for readmission until one full semester has elapsed following the date of suspension. To be readmitted, a suspended student must submit an application for admission and a letter of appeal to the Office of Admissions and Recruitment by November 1 for the Spring Semester; April 1 for Summer and Fall.

UNIVERSITY GRADING REGULATIONS GOVERNING WITHDRAWALS AND DROPS

Complete withdrawal from the University. Undergraduate students withdrawing from all courses in the first ten weeks of classes in fall or spring receive the grade of W in each course of enrollment. Beginning with the eleventh week through the last day of classes of the semester or summer term, students must receive a grade of W or F from the instructor in each course upon withdrawal.

Graduate students withdrawing from all courses in the first six weeks of classes in fall or spring receive the grade of W in each course of enrollment. Beginning with the seventh week through the last day of classes of the semester or summer term, students must receive a grade of W or F from the instructor in each course upon withdrawal.

Dropping courses while still enrolled. For students who drop one or more courses after classes begin, but who remain enrolled in at least one course, the following grading regulations for dropped courses apply:

- In the first two weeks of the semester, no grade is recorded;
- **Undergraduate students:** Third through tenth week of Fall and Spring. Courses dropped during this time will be recorded with a grade of W.
- **Graduate students:** Third through sixth week of Fall and Spring. Courses dropped during this time will be recorded with a grade of "W." Seventh through tenth week, instructors assign a grade of "W" or "F."
- Eleventh week through end of classes in Fall and Spring. Instructors assign a grade of W or F.

For summer session, please refer to the [Academic Calendar](#) for specific dates for all summer blocks. Courses that do not meet the full term will have different deadlines.

UNIVERSITY REGULATIONS GOVERNING INCOMPLETES

"I" is a neutral mark and means incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The university-wide incomplete Contract Form that all instructional faculty are required to use when assigning a grade of INCOMPLETE, effective with the Fall 2014 semester, includes a grade if the work is not turned in by this date (Cannot be an "I"). The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of "I" will be changed to the pre-determined permanent grade from the Incomplete Contract. After a grade of "I" has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an Incomplete do not apply to graduate research or problem courses.

Graduate College "I": With the approval of the instructor and Graduate College Dean, a graduate student may be granted up to a one-year extension for making up incomplete work. No petitions for extensions beyond one year will be considered. After the incomplete work is made up, the instructor shall promptly report the new grade to the Office of Academic Records so that it can be posted to the student's transcript. In any case, the new grade must be posted to the student's transcript within one year of the deadline for making up the incomplete work (including any extension, if granted). If the new grade has not been posted within this one-year time period, the student shall have one additional year in which to file an appeal with the Graduate Dean requesting that the proper grade be posted. If no such appeal is received by the Graduate Dean within this second year time period, the grade of "I" shall be changed to the pre-determined permanent grade.

All instructional faculty are required to use the university-wide [Incomplete Contract Form \(PDF\)](#) when assigning a grade of Incomplete. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade.

If an incomplete is received, the "I" grade remains on the student's record and the final grade is next to the "I" (example I/B).

ALL-UNIVERSITY REGULATION ON REPEATED COURSES

Students may not repeat a course in which they earned a grade of A or B, unless the course is one in which there is a change of subject matter **and** the course has been designated "repeatable for credit". Courses that are repeatable for credit are identified as such in the course description.

An undergraduate student may repeat up to four courses, not to exceed 18 hours, in which the original grade was D or F and have only the second grade count in the calculation of the student's retention/graduation grade point average. The original grade will still appear on the student's permanent record, but will not be calculated into the student's retention/graduation grade point average or total hours earned. Students who repeat courses beyond those under the Repeat Policy may do so with both the original grades and repeat grades included in the calculation of the retention/graduation grade point average.

GRADE POINT AVERAGE. The cumulative retention/ graduation grade point average is based on all work attempted, both transfer and OU, minus those courses repeated in accordance with the policy on repeated courses. The minimum cumulative retention/graduation grade point average required for graduation is 2.0. Each degree-recommending college may establish higher standards for retention and graduation.

DEGREE CANDIDATES

Degrees are formally conferred at spring commencement exercises. However, degrees are awarded in absentia and diplomas mailed to graduates at the end of the fall semester and summer session. The date of graduation for each term is: 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 degree and date of the diploma are entered on the student's permanent academic record. When a student completes all requirements for a degree other than at the close of a semester or session, the Office of Admissions and Records, upon request, will issue a certified statement that the student is eligible for the degree as of the date when the requirements for the degree were completed. For complete information regarding degree requirements the student should consult with personnel in the college office in which he/she is enrolled.

A student who is a candidate for a degree must apply online for graduation at one.ou.edu. Once a student is cleared for graduation by their college, all tuition and fees must be paid before a degree will be posted and diploma mailed. See section on Fees and Tuition in this schedule for fee information and deadline date.

All students shall be required to have all work needed for graduation submitted to Admissions & 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. Requirements for graduation are cleared by the degree-recommending colleges approximately four weeks after the close of a regular semester and three weeks after the close of a summer session. Diplomas are printed after degree clearances are completed and are mailed from the Office of Academic Records approximately one month later.

UNIVERSITY-WIDE GENERAL EDUCATION APPROVED COURSES

The Oklahoma State Regents for Higher Education have approved a University-wide education curriculum for the University of Oklahoma. The required 40 hours of University-wide General Education curriculum can be summarized as follows:

Core Area I. Symbolic and Oral Communication (3–5 courses)

English Composition (English 1113 and 1213 (or EXPO 1213)**)

Foreign Language (2 courses in the same language, which can be satisfied by successfully completing two years in the same foreign language in high school)

Mathematics (one course)

Other (for example, communication, logic or public speaking)

Note: Courses in this area may not be used to meet the minimum hourly requirement for Core Area I, but may be used to meet the 40 hour total general education requirement.

Core Area II. Natural Science (including at least two courses, which must be from different disciplines. At least one course must include a laboratory component, denoted by [L].**)

Core Area III. Social Science (2 courses, one of which is Political Science 1113**)

Core Area IV. Humanities (4 courses)

Understanding Artistic Forms (1 course)

Western Civilization and Culture (2 courses, one of which is History 1483 or History 1493**)

Non-Western Culture (1 course)

Core Area V. Senior Capstone Experience (1 course)

Current list of approved courses can be found at <https://www.ou.edu/content/gened/courses.html>.

Students should refer to the “Online Registration System” at one.ou.edu or by contacting the Enrollment Office at OU-Tulsa. Students should consult with departmental advisors regarding degree program requirements.

Important Policy Links

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

<http://hr.ou.edu/Policies-Handbooks/Drug-Use-Prevention>

Policy on Sexual Misconduct, Discrimination, and Harassment Policy:

<https://www.ou.edu/content/eoo/policies.html>

Reasonable Accommodation Policy:

<http://ou.edu/content/drc/students/policies.html>

Non-Discrimination Policy:

<http://www.ou.edu/eoo/policies-procedures/non-discrimination.html>

Release of Student Information:

http://www.ou.edu/recordsandtranscripts/release_of_information.html

Campus Maps

Norman Campus Map:

<http://www.ou.edu/home/map.html>

Class Schedules

Students can find courses being offered by semester through the Enroll link in one.ou.edu.

Faculty and staff can search for courses through the Faculty and Staff Academic Services channel and the Look Up Classes link on the Home tab in one.ou.edu.

There is also a public-access view of the class schedule at <https://ssb.ou.edu/StudentRegistrationSsb/ssb/registration>