

# 2010 — 2011 Student Handbook





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**This Student Handbook is a convenient first reference for general information regarding the University’s major policies and regulations, facilities, and organization as they relate to students enrolled in the College of Allied Health. The Handbook is not intended as an exclusive reference manual for all University policies and procedures. The information contained in this Handbook is current only at the time of publication and may change from time to time by action of appropriate segments of the institution. Every effort is made to ensure that the policies published in the Student Handbook are updated as necessary. However, it is the responsibility of the user to determine that he or she is relying on the most current version of any particular policy. Questions concerning policies should be directed to your Department Chairman or the Office of Academic and Student Services.**

**Equal Opportunity Institution: This institution, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.**



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## College of Allied Health History

A School of Health Related Professions, approved by the Oklahoma State Regents for Higher Education in 1967 and activated in 1970, was initiated to integrate, correlate, and coordinate the several allied health programs already existing in the then Medical Center, and those which might develop in the future. In 1971, the University of Oklahoma Medical Center became the University of Oklahoma Health Sciences Center (OUHSC), and all schools on the Health Sciences Center campus were designated as colleges. The School of Health Related Professions became the College of Allied Health Professions.

Initiation of the School of Dentistry, the School of Health, and the School of Health Related Professions was a forward step in advancing the concept recommended by the Oklahoma State Regents for Higher Education that the Medical Center milieu be expanded and developed into a comprehensive educational center for the health sciences.

The College of Health and Allied Health Professions was created in July 1973 by combining the College of Public Health and the College of Allied Health Professions into a single college. In July 1974, the title of the combined college was shortened to the College of Health, but the functional organization of Allied Health Professions and Public Health was maintained as separate schools headed by directors within the College. On July 1, 1981, the College of Health was separated into its previously existing units: the College of Allied Health and the College of Public Health.

In 1999, the College of Allied Health extended its occupational therapy and physical therapy programs to the University of Oklahoma Health Sciences Center-Tulsa Campus. In 2000 the Tulsa students moved to the OU-Tulsa Schusterman Campus. In 2006, the College extended its sonography program to the OU-Tulsa Schusterman Campus, and in 2007 extended its radiography program to OU-Tulsa. In 2009, a new College of Allied Health building was completed at 1200 N. Stonewall in the heart of the University of Oklahoma Health Sciences Center campus.

The College of Allied Health is the first of the Health Science Center colleges to offer undergraduate and graduate web-based degree programs.

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### **Mission**

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The mission of the College of Allied Health (CAH) is to:

1. Educate allied health students at the undergraduate, graduate and post-professional levels for Oklahoma and the global community;
2. Expand knowledge in the allied health professions through research, scholarship and policy development; and
3. Provide allied health professional service to the University, Oklahoma, and society.

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## **Objectives**

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The primary objectives of the College of Allied Health are to:

1. Produce highly educated and trained professionals qualified to assume leadership roles in their discipline, with the option for those interested to become proficient in the areas of teaching, research, or clinical practice.
2. Provide exemplary education and training programs that only the College of Allied Health, with its unique and special resources, is equipped to provide.
3. Maintain a systematic statewide program to recruit students into the allied health professions.
4. Increase the numbers of minority students and faculty in the allied health professions.
5. Provide statewide leadership in planning, developing, and implementing post-graduate education experiences for practitioners in the allied health professions.

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## **Academic Programs in the College of Allied Health**

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Course work at the baccalaureate, masters, and doctoral level, and in certificate programs covering a wide variety of specialties in health care is offered in the College of Allied Health.

Programs available by Department include:

### Allied Health Sciences

- Bachelor of Science in Health Studies (B.S.) for eligible Master of Occupational Therapy and Doctor of Physical Therapy students only
- Master of Science (M.S. with specialization in Medical Dosimetry)
- Doctor of Philosophy (Ph.D.)

### Communication Sciences and Disorders

- Bachelor of Science in Communication Sciences and Disorders (B.S.)
- Doctor of Audiology (Au.D.)
- Master of Arts in Speech Language Pathology (M.A.)
- Master of Science in Speech Language Pathology (M.S.)
- Doctor of Philosophy in Audiology (Ph.D.)
- Doctor of Philosophy in Speech Language Pathology (Ph.D.)

### Medical Imaging and Radiation Sciences

- Bachelor of Science in Radiation Sciences (B.S.)
- Bachelor of Science in Medical Imaging and Radiation Sciences - Nuclear Medicine (BSMIRS - Nuclear Medicine)
- Bachelor of Science in Medical Imaging and Radiation Sciences - Radiation Therapy (BSMIRS - Radiation Therapy)
- Bachelor of Science in Medical Imaging and Radiation Sciences - Radiography (BSMIRS - Radiography)
- Bachelor of Science in Medical Imaging and Radiation Sciences - Sonography (BSMIRS - Sonography)

### Nutritional Sciences

- Bachelor of Science in Nutritional Sciences (B.S.)
- Master of Arts in Dietetics (M.A.)
- Master of Science in Nutritional Sciences (M.S.)
- Dietetic Internship (Certificate)

### Rehabilitation Sciences

- Master of Occupational Therapy (M.O.T.)
- Doctor of Physical Therapy (D.P.T.)
- Doctor of Science in Rehabilitation Sciences (D.Sc.)





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## College of Allied Health Academic and Scholastic Standards

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### Academic Integrity - College

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The College of Allied Health is committed to a culture of trust and individual accountability. At the foundation of this culture are the principles of truth, fairness, respect, and responsibility. Personal responsibility in all dimensions of teaching and learning result in principled people and shared standards, which assure the allied health professions of practitioners with character. Choices practitioners make shape their character and the virtues they practice. Consequently, in the College of Allied Health community, integrity in all aspects of professional education and personal development is a shared value. Individual acts that are in conflict with this shared value are subject to the Academic Misconduct Code of the University of Oklahoma.

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### College Standards

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To maintain **good standing** and to be eligible for **graduation** in the College of Allied Health, the student must meet each of the following minimum standards of performance:

- A minimum grade of C or S in each program course.
- A grade point average of 2.50 or higher each semester.
- A cumulative grade point average of 2.50 or higher while enrolled in an academic program in the College.
- A grade point average of 2.50 or higher in all required courses in the academic program in which the student is enrolled.
- Professional performance and behavior.
- Satisfactory progress, as determined by the Academic Progress Committee and the Dean.

Doctor of Philosophy (Ph.D.) and Master of Science (M.S.) Graduate College programs in the College of Allied Health must comply with the academic standards of the University of Oklahoma Graduate College, which are printed in the Graduate College Bulletin and available online at <http://w3.ouhsc.edu/graduate/>.

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### Academic Progress Committees

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Students receive and may solicit counsel on their academic progress from their department faculty or program director throughout the semester. The judgment of satisfactory academic progress of each student is vested in the faculty of the department.

To monitor academic progress, each department has an Academic Progress Committee (APC) consisting of teaching faculty of the department. The APC will meet at the end of each semester, and more often if needed, to review the progress of each student.

The APC analyzes each student's overall academic, clinical, and professional performance and makes recommendations in writing to the Dean regarding each student's academic progress. The APC may recommend that the Dean commend, promote, retain, place on or continue probation, suspend, dismiss, or expel a student. Recommendations may also include, but are not limited to:

- Individualizing course sequence and selection.
- Modifying standard timing and sequence of coursework.
- Repeating courses.
- Adding courses to strengthen basic competencies.
- Assigning specialized academic and/or clinical projects.
- Making program modifications to allow for higher-level work and advanced studies for students making exceptional progress.

When students' semester grades and/or clinical and professional performance do not constitute required progress, students are informed of the recommendations of the Academic Progress Committee by letter from the Dean, which includes the Dean's decision and necessary sanctions.

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## **Academic Sanctions**

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Academic sanctions may be recommended to the Dean by the student's departmental Academic Progress Committee in the event it determines progress is deficient. Sanctions are not hierarchical, in that any one may be the first and only recommendation of the Academic Progress Committee. The sanctions are:

**Academic Probation:** The Dean places a student on academic probation when the student fails to maintain the College of Allied Health standards for good standing. Probation is noted on the student's transcript, in the Office of Academic and Student Services, and in the Department records. Students on College academic probation may not serve as officers or representatives nor be candidates for an elected position in any College-sponsored organization.

1. If a student fails to meet each of the standards for good standing, the departmental Academic Progress Committee (APC) may recommend academic probation.
2. If so, the APC states the specific deficiency(s) leading to its recommendation, the recommended length of probation, and the recommended conditions necessary to remove probation.
3. The Dean will make the final decision regarding the sanction of probation and will notify the student in writing of the reason(s) for probation and the required conditions to be removed.
4. Should a student on College academic probation not correct the conditions of probation in the subsequent semester or summer session, as required in the letter from the Dean, the APC may recommend continued academic probation, academic suspension, academic expulsion, or academic dismissal from the College.

**Academic Suspension:** Academic suspension from a program is for a period of not less than one semester or summer session or more than two calendar years and may result from deficient performance in academic or clinical coursework or other elements of good standing. The duration of suspension varies depending on the specific circumstances. A student may be reinstated to the program after the duration and conditions for suspension have been satisfactorily fulfilled. Academic suspension is permanently noted on the student's transcript, in the Office of Academic and Student Services, and in the Department records.

1. Academic suspension is a sanction reserved for serious deficiencies requiring removal of the student from the program for a stated length of time.
2. Conditions leading to academic suspension may include, but are not limited to:
  - Earning an F or U grade in any program course;
  - Failure to achieve the required GPA in more than one sequential semester;
  - Failure to correct the conditions of academic probation, as required;
  - Demonstrated lack of clinical or academic progress;
  - Other serious deficiencies related to the elements of good standing, which, in the judgment of the Academic Progress Committee (APC), necessitate suspension from program activities.
3. The APC will define the conditions of academic suspension and will forward its recommendations to the Dean stating the deficiency(s) leading to suspension, the recommended duration of suspension, and the recommended conditions necessary to end suspension.
4. The Dean will make the final decision regarding the sanction of academic suspension and will notify the student in writing of the reasons of suspension and the required conditions for reinstatement.
5. A student who is reinstated after academic suspension must maintain all academic standards for good standing.
6. The Dean shall not reinstate a student who has been on academic suspension twice.

**Academic Dismissal:** Academic dismissal is termination of student status because of severely deficient performance in academic or clinical coursework or in other elements of good standing. A student dismissed from a program may apply for readmission or admission to another program by following admissions procedures for new students. Academic dismissal is permanently noted on the student's transcript, in the Office of Academic and Student Services, and in the Department records.

1. Academic dismissal is a sanction resulting in termination of student status in the College.
2. Conditions leading to academic dismissal may include, but are not limited to:
  - Severely deficient performance in academic and clinical coursework;
  - Inability to master the demands of a professional curriculum;
  - Lack of professional behavior and performance;
  - Inability to correct academic or clinical deficiencies within a reasonable time;
  - Other serious deficiency(s) which, in the judgment of the APC, result in the recommendation of academic dismissal from the program.

3. The APC will define the circumstances of academic dismissal and will forward recommendations to the Dean, stating the rationale for the recommendation for dismissal.
4. The Dean will make the final decision regarding the sanction of academic dismissal and will notify the student in writing.
5. A student dismissed from the College of Allied Health may apply for readmission or admission to another program, following regular procedures for new students. However, a student's performance in the College is a matter of record and will be considered during any future admission process.

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## **College of Allied Health Professional Performance and Behavior**

College of Allied Health students in an academic and clinical environment are expected to conduct themselves in a professional manner. They should respect the dignity of each individual with whom they are associated. The following considerations are intended to supplement, not replace, any code of professional performance and behavior that might exist in the College of Allied Health program in which the student is enrolled.

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### **Professional Dress Code**

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- Students assigned to clinical rotations will comply with the regulations regarding personal appearance and dress established by the clinical faculty/organization with which they are associated and by the College of Allied Health department in which they are enrolled.
- Students who are not on specific rotations but whose daily activities may require them to be in a clinical environment for portions of the day should be familiar with the regulations regarding personal appearance and dress and should use discretion and judgment in complying with these regulations to the best of their ability.
- Students not in a clinical environment will be allowed to use their own judgment as to dress and appearance.

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### **Professional Conduct**

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Anticipation of all situations arising in the academic or clinical setting and in the interaction of students with the professional and/or patient community is impossible. However, the basic guidelines outlined below in conjunction with specific guidelines established by the different departments in the College of Allied Health should provide direction to the students in how to conduct themselves in a professional manner.

Self-discipline is required in student relationships with patients, peers, supervisors, and other members of the professional community. Personal preference and interests must be secondary to patient care. Failure to observe professional standards of practice is unacceptable and may result in academic sanctions and/or disciplinary action. Additionally, the student may be subject to legal actions by the patient or clinical site.

- Student actions, comments, and personal appearance must be tailored to project an image of confidence, cooperation, and trust.
- Students should maintain a pleasant, courteous, and respectful attitude toward others in both the academic and clinical settings.
- Students must preserve the confidentiality of patients'/clients' medical and personal history at all times.
- Students should reflect at all times a concern for the rights and welfare of patients/clients and their families.

- Students should consider the behavior of the patient/client, even if overly belligerent or otherwise disagreeable, in the context of the patient’s illness and handle the situation accordingly.
- Students should be respectful of and responsive to faculty and staff and should observe the defined line of authority with respect to clinical assignments and activities.
- Students are expected to abide by established procedures of their particular discipline regarding performance, patient treatment, and departmental duties in the clinical environment.
- Students should avoid the use of inappropriate language in academic and clinical settings.
- Students must not be under the influence of alcohol or drugs when in the academic or clinical environment.
- Students should avoid the use of tobacco products except in designated areas.
- Students should not discuss personal matters with or around patients.
- Students should avoid personal biases in all circumstances.
- Students should avoid interruption of patient care to question or dispute orders in the clinical setting. Students may request clarification of any written or verbal order, but only at an appropriate time. If the student strongly disagrees with orders given by clinical personnel, the course of action should follow one of the following depending on standard rules and procedures of the discipline.
  1. Perform their immediate duties, including the ordered treatment, and then consult their clinical coordinator in order to resolve the misunderstanding or disagreement, or
  2. Request to be excused from doing the treatment and report immediately to their clinical coordinator to resolve the issue.

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### **Prohibited Conduct**

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Generally, the imposition of discipline shall be limited to conduct which adversely affects the College community’s pursuit of its educational objectives, violates or shows disregard for the rights of individuals within the College community, or damages property. College officials charged with enforcement of these regulations shall have the authority in execution of such enforcement duties, to perform such acts as are required to maintain the security, well-being, safety, or tranquility of the College community, its members, and its guests. The following conduct is subject to disciplinary action:

- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College or University activities.
- Verbal or physical abuse of any person on University premises or at College or University-sponsored or College or University-supervised functions.
- Failure to display professional behavior on University premises or at College or University-sponsored or College or University-supervised functions.
- Failure to comply with lawful directions of University officials acting in performance of their duties.
- Misuse of University property to include but not be limited to fire alarms, fire equipment, and elevators.

- Destruction, unauthorized removal, theft, defacement of property, or possession of stolen property owned by the University, including trees and shrubbery, or property leased to or controlled by the University, such as telephones, whether or not it occurs in conjunction with a prank or college rivalry here or on another campus.
- Littering on University property.
- Possession or use of firearms, fireworks, explosives, or incendiary devices of any description including air rifles and pistols, on the University campus.
- Hazing or physical or mental harassment, in any form on or off the campus.
- Unauthorized participation in, agitation for, or instigation of an activity that interferes with ingress or egress from University facilities; interrupts any activity of the University or College, including classes; damages property, or breaches the peace of the University community in its normal functioning.
- The use, possession, sale, or distribution of controlled or illegal substances.
- Defacement by writing, drawing, or marking of any kind upon any permanent interior or exterior wall or sign, or similar vertical surface, in any medium, including chalk, felt-marker, etc., or any writing, drawing, or marking of any kind in any permanent medium, such as paint, upon any sidewalk, mall, patio, terrace, or street, except as authorized.
- Disturbance of the public peace.
- Other conduct addressed by the Academic Misconduct Code.

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## **Disciplinary Sanctions**

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Students are expected to comply with the rules and regulations set forth in the OUHSC, College, and department student handbooks and with the College professional performance and behavior guidelines. Disciplinary sanctions available to appropriate administrative officials for violations of College or University rules and regulations include:

- **Warning:** Notice, orally or in writing, that continuation or repetition of wrongful conduct may be cause for more severe disciplinary action. It may become a matter of record within the student's department file, but it does not go beyond the College.
- **Censure:** A written reprimand for violation of specified regulations, advising of the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any University regulation within a stated period of time. Records of censure shall be permanently maintained in the Office of Academic and Student Services but are not entered on the official University transcript.
- **Disciplinary suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years or until the conditions which may be set forth are met. Records of suspension shall be permanently maintained in the Office of Academic and Student Services but are not entered on the official University transcript.
- **Disciplinary expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. When an offense is so severe that the College will not allow the student to re-enroll, the student will be expelled. Expulsion is not necessarily a permanent separation, but neither is a definite time set when return may be possible. If a student is reinstated after an expulsion, it is only in accordance with admission procedures for new

students. Expulsion shall become a part of the official University transcript and will not be removed, even if the student is later reinstated.

- **Restitution:** Reimbursement for damage to or misappropriation of property. A differentiation should be made between accidental breakage and intentional breakage or abuse of property. Students will generally not be asked to replace items of equipment which are expected to wear out with time. A student will be asked to make restitution only when determined by an ad hoc College committee (see below) composed of faculty and students. Records of restitution shall be maintained for five (5) years from the last day of the academic year in which the incident occurred.

There is no required order for imposing these sanctions. The facts and circumstances should dictate the severity of the sanction.

The appropriate administrative official may issue a sanction of warning. For all other sanctions, the College Dean shall be notified in writing by the appropriate official and shall notify the student of the charges and the student's right to a hearing.

If the student chooses to request a disciplinary hearing, the Dean shall, at his sole discretion, provide an opportunity for the student to be heard by the Academic Misconduct Board, an ad hoc committee appointed by the Dean, or by the Dean privately. The Dean will review the findings of any hearing and impose disciplinary sanctions, as appropriate. Notice of any sanction that is placed on the student's academic record must be given to the student.



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## Academic Policies

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### Academic Appeals

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All academic appeals must be handled according to the following process:

The responsibility for academic evaluations of students rests with the faculty. If a student feels he or she has received a prejudiced or capricious evaluation by an instructor, and if he or she is unable to resolve the matter in conference with the instructor or the departmental chair, an appeal may be made to the Academic Appeals Board of the college offering the course. Any thesis and dissertation appeals shall be heard by the Graduate College Appeals Board.

In each college of the University, there shall be established an Academic Appeals Board consisting of an equal number of students and faculty. Faculty members of the Board will be chosen by the faculty of the college for a term determined by the faculty. Student members of the Board will be appointed for a term of one year by the Dean of the college upon recommendations from the college student association president.

- (a) It shall be the primary function of a Board to adjudicate disputes which have not been satisfactorily resolved at the department level.
- (b) A Board will hear a case only after a student has notified an instructor of a dispute over an academic evaluation and after the student has made an unsuccessful attempt to resolve differences with the instructor, if necessary in consultation with the departmental chair or appropriate departmental official. 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 business days after the results of the evaluation are made known to the student. 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 February 15 for the previous fall semester or winter intersession; and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession, or summer term.

If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the Board 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 (as, for example, in the case of a student being called into military service).

- (c) The filing of a written request for a hearing on a claim before the appropriate Academic Appeals Board shall be within 10 business days following the day when the attempts at resolution in paragraph (b) above are completed. The Board shall deny any request for a hearing on a claim that does not meet this deadline unless, in the view of the Board, exceptional circumstances exist whereby the student is prevented from filing the claim. Furthermore, if in the judgment of the Board, the case is deemed to be without merit or already has been satisfactorily resolved in the department, the Board may refuse the student a hearing.
- (d) Each Board shall be given the responsibility of establishing its own rules of procedure. Such rules as it establishes must be consistent with the full protection of the rights of all parties involved.
- (e) Meetings of a Board may be closed to the public.
- (f) Decisions of the Board shall be communicated in writing to the Board's dean, the student's dean, the student, and the instructor.
- (g) If a Board fails to achieve a settlement mutually satisfactory to the parties involved, it will recommend a means of settling the dispute to the executive committee (or comparable body) of the college, where final disposition of the case will be made.

(Regents, 6-19-96, 1-26-99, 12-3-02, 6-25-08)

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### **General Guidelines for Academic Appeals in the College of Allied Health (CAH)**

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The purpose of these guidelines is to:

- Provide a mechanism for a consistent appeals process;
  - Provide a process that treats both parties as fairly and impartially as possible;
  - Provide a process that protects confidentiality; and
  - Provide a process that is as expedient as possible.
1. The CAH Academic Appeals Board hears cases in which a student (graduate, professional or undergraduate) feels he or she has received a prejudiced or capricious evaluation by an instructor. The role of the Academic Appeals Board is to ensure that the student's grade was rightfully and fairly assigned and not to substitute judgment for the faculty member's rightful role in evaluating student performance and behavior. Thesis or dissertation appeals are heard by the Appeals Board of the Graduate College.
  2. The Academic Appeals Board consists of a pool of students and a pool of faculty members, none of whom hold a title of Dean, Associate or Assistant Dean, or Chair. Members must:
    - (a) attend all meetings/hearings regardless of scheduling conflicts;
    - (b) observe strict confidentiality; and

- (c) set aside prior knowledge/feelings relative to the parties involved.
3. When a case arises, the Dean will appoint 3 faculty members and 3 students from the Academic Appeals Board pool to hear the case. No faculty from the charged faculty member's department will be allowed to hear a case. No students from the charging student's department will be allowed to hear a case.
  4. Should one of the appointed faculty members be unexpectedly absent at the time of the hearing, the Appeals Board Chair will remove one of the student board members (and vice versa) to maintain even student/faculty representation.
  5. The Dean appoints the Appeals Board Chair, who does not vote. The role of the Board Chair is to lead and direct the appeals process and to ensure that due process is followed and a fair and just hearing is afforded both parties, without discrimination or bias. It is also the responsibility of the Board Chair to ensure that information and testimony presented are relevant to the charge(s).
  6. The burden of proof is on the student to prove that the allegation(s) being made are more likely true than not. This does not mean there are no burdens of responsibility on the faculty member. Among the responsibilities, the faculty member has the obligation to provide clear expectations, adhere to established policy, and the capability to document and justify grades.
  7. Rules of evidence of the courtroom do not apply to information before the CAH Academic Appeals Board.
  8. The final conclusion reached by the Academic Appeals Board will be the result of a majority vote of members. Voting will occur via written, unsigned ballots. If not unanimous, a majority and minority report may be submitted. In the event of a tie vote, the final conclusion will be that the allegation was not successfully proved by the student.
  9. Based on all published documentation, the Board has the right to establish its own rules of procedures as long as they are consistent with the rights of all parties involved and the University's Academic Appeals policy.
  10. Due to the nature of an appeals case, the scheduling flexibility required, the confidentiality required, as well as the expected inexperience of both students and newer faculty in this type of activity, an initial Appeals Board orientation meeting will be convened as soon as possible each Fall to brief members of the pools (both students and faculty) on their expected role relative to potential cases.
  11. Confidentiality is paramount and the rights of each party will be equally considered. Communication by the Board with either the faculty member or student involved must occur through the Board Chair, except during the hearing itself.

12. The faculty member involved will receive a copy of the original allegation(s) once the student has made a request for a hearing.
13. The Board will not hear the case in question unless the Board Chair is satisfied, after speaking with both parties that all attempts have been made to resolve the case at the departmental level. Either party may refuse to discuss a resolution but each must make a statement as to whether an attempt at resolution was made. Thus, the Board hears a case only after an impasse has been reached at the departmental level.
14. Upon request of the student, a designated College official shall be available to serve as student advisor/guide to provide guidance and direction regarding the Academic Appeals Board policies, procedures, and process.
15. The faculty member may choose to select an advisor/guide from a list of willing senior faculty (such a list will be maintained in the Dean's Office by the Chair of the Faculty Board, who will solicit names each September); the advisor/guide will provide guidance and advice regarding the appeals process, how to prepare documentation and information to refute the allegation(s), etc. It will be the responsibility of the Appeals Board Chair to provide the faculty member with such a list upon initial advisement of the appeal. The faculty member may also seek guidance from the University's Office of Legal Counsel.
16. The standard of proof utilized in drawing conclusions will be civil in nature and be based on a preponderance of evidence, i.e. that the conclusion is more probably true (51%) than not true.
17. In scheduling the hearing, the Chair will attempt to schedule a date that is convenient for the Board and all parties. If such cannot be readily established, and in the interest of expediency, the Chair will establish a hearing date and Board members and all parties will be expected to rearrange schedules accordingly.
18. The hearing will be closed to the public. Each party has the right to have an attorney or other representative present should they so desire. Should a party wish to do so, they must notify the Board Chair no later than 5 days prior to the hearing so that such information may be communicated to the opposing party.
19. Each party must furnish a copy of all written information to be submitted during the hearing and a list of witnesses to the Board Chair no later than 5 days prior to the hearing. Written information and witnesses must be relative to the allegation(s).
20. Each party will receive a copy of any written material supplied to the Board by the other.
21. The written information supplied by both parties will be provided to the Board at the hearing for the purpose of review. No written material will be reviewed prior to the hearing.

22. A Board member must not discuss the case with anyone nor share the contents of any written materials. Board members must not discuss the case with other Board members outside of the designated hearing or meeting room.
23. The Board's review of all written materials, as well as testimony, should occur during the actual hearing.
24. Both parties will be present at the same time during the hearing; they will be asked one at a time to present their case to the Board. Witnesses shall be present only during their testimony.
25. The student is responsible for presentation of any oral testimony; i.e. the legal representative may not speak for the student. The same guideline exists for the involved faculty member. Attorneys and/or representatives are not allowed to address the Board during the hearing unless requested to do so by the Board Chair.
26. Each party may have witnesses provide oral testimony at the hearing. Witnesses may only present information relative to the charge(s). The respective party must supply the Board Chair with the names of witnesses at least 5 days prior to the hearing, as well as an indication of the general focus of testimony to be presented by each witness.
27. Testimony should begin with a brief statement or synopsis of information to support the respective allegations or position.
  - (a) Witnesses may be called to present testimony.
  - (b) After testimony, the Board will ask questions. Each party will have an opportunity to ask questions both of each other and any witnesses.
  - (c) Each party will have an opportunity to provide rebuttal after the initial testimony of the opposing party.
  - (d) After hearing testimony from both parties, either party may be asked to provide additional oral testimony by the Board.
  - (e) After all testimony is received, the Appeals Board will deliberate in executive session. Deliberations shall not be recorded.
  - (f) Testimony should be as brief and succinct as possible and should be limited only to the original allegations.
28. The hearing will be recorded. The Chair may choose to select an individual to record the hearing (a Recorder) who is not an official member of the Board. In such case, the Recorder will be carefully instructed as to the confidentiality of the proceedings. Either party may request a copy of the recording.
29. At the close of deliberation, each Board member will return all materials received as well as any handwritten notes, etc., pertaining to the appeal. All such materials will be forwarded to the Dean's Office by the Chair upon conclusion of the case for appropriate disposition. One copy of the materials will be maintained through the Dean's Office for one year, after which time all materials will be destroyed per the University's records disposition policy (if there are no pending actions).

30. The Board Chair will communicate in writing the outcome of the Board's deliberation to the Dean within 3 working days following conclusion of the case. The Dean will notify both parties and appropriate administrators of the final decision of the Board, in writing, within 5 working days from the date the Dean receives the written outcome of the Board's action.
31. All dates and deadlines contained in this document are made with the understanding that flexibility may be required due to unforeseen circumstances. Until a Board Chair is appointed, the Dean is the arbiter of hearing deadlines. Once appointed, the Board Chair is the arbiter of deadlines and may exercise discretion and flexibility when necessary.

### **The Academic Appeal Student Process Summary**

The student must initiate the appeal process. 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 business days after the results of the evaluation are made known to the student. 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 February 15 for the previous fall semester or winter intersession; and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession, or summer term.

A student in the College of Allied Health (CAH), desiring to appeal a grade, should:

1. Carefully review the related information contained in the CAH Student Handbook.
2. Ensure that all efforts to resolve the dispute have been attempted first with the instructor and then with the Department Chair.
3. Meet with the CAH Assistant Dean for Student Affairs to:
  - a) Review student's understanding of the information contained within the Handbook.
  - b) Receive initial information regarding how to initiate the appeal process.
  - c) Review the CAH Academic Appeal Guidelines section within the Handbook.
  - d) Review respective deadlines.
4. Provide the Dean with a letter containing the following:
  - a) Course title, course number, course instructors (noting course coordinator if there are several) and number of credit hours.
  - b) A brief explanation of all attempts made to try and resolve the dispute.
  - c) The matter being appealed should be stated in the first sentence with specific reasons (allegations) why the grade was judged to be prejudiced or capricious. The reasons should be listed clearly since this is the most important information of the appeal, and the Appeals Board will vote directly on these issues and these issues only. The Board vote will be made based on evidence presented to support or refute the allegation(s) identified.

### **The Academic Appeal Faculty Process Summary**

A faculty member in the College of Allied Health who has assigned a grade under appeal should:

1. Select a guide/mentor from the list made available from the Chair of the Academic Appeals Board as soon as possible and/or contact the University's Office of Legal Counsel. \*
2. Review the Academic Appeals policy and guidelines.
3. Make an appointment with selected faculty guide/mentor and/or the University's Office of Legal Counsel to review the process and determine how best to respond to the student's allegations; review and clarify evidence to present with written response. \*
4. Prepare and review a draft response, refuting the allegations, with guide/mentor and/or the University's Office of Legal Counsel. \*
5. Provide the Chair of the Academic Appeals Board with written response to the student's allegations; number all pages; make sure all copies are legible in terms of visual clarity; at same time provide in writing the names of any witnesses who will testify and a brief statement as to the basic nature of the testimony. Provide in writing, who, if anyone, will be present as a support person or legal representative.

\* Faculty are not required, but are strongly encouraged, to take these steps.

### **The Academic Appeal Faculty Mentor Process Summary**

Faculty members have the option of choosing to be available to assist other faculty in an academic appeal process. If selected, the faculty guide/mentor should:

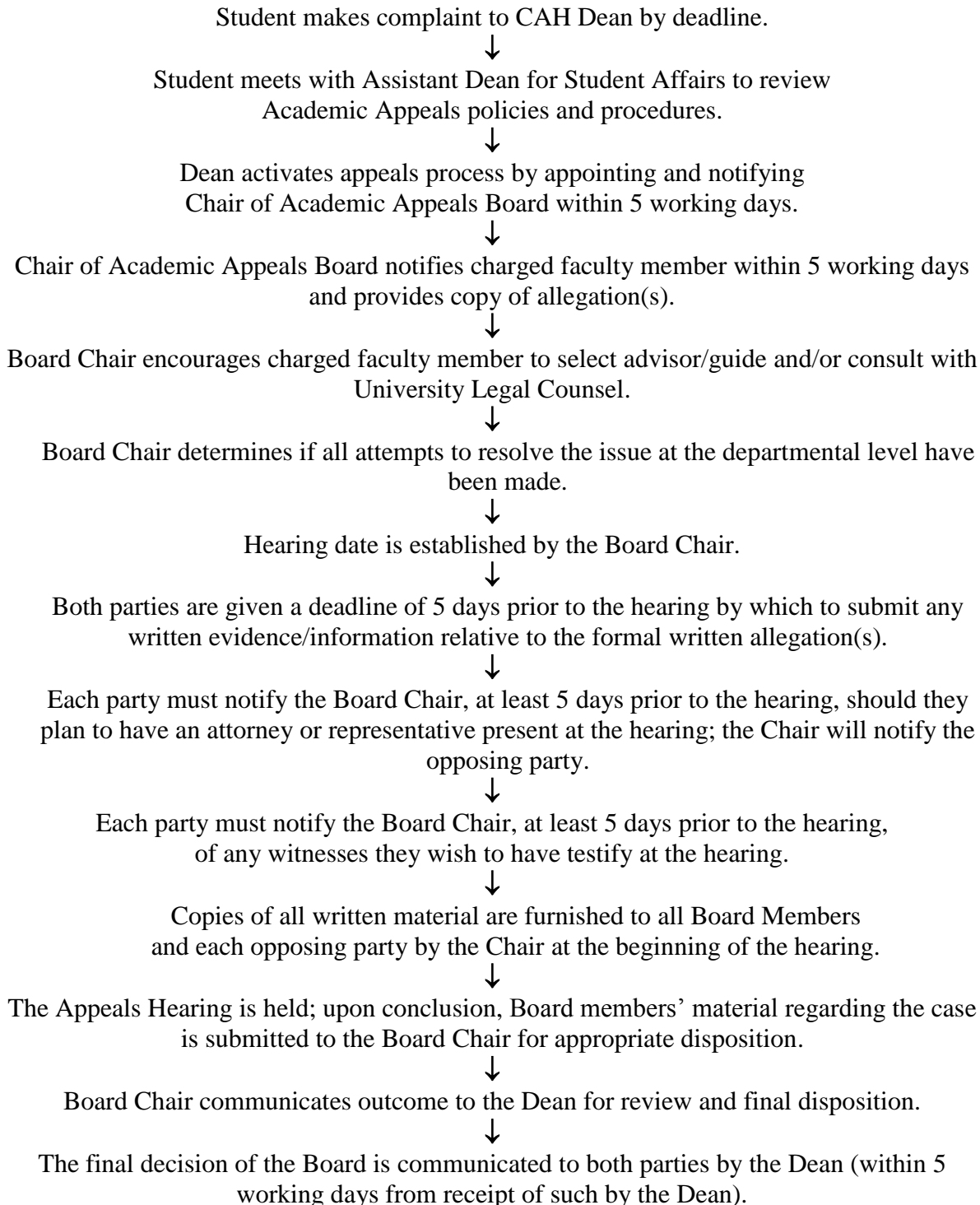
1. Review the Academic Appeals policy and guidelines with the faculty member.
2. Review the student's allegations with the faculty member.
3. Discuss type of support person faculty member may choose to have present at the hearing.
4. Discuss types of witnesses that may be appropriate.
5. Discuss types of evidence that would refute student's allegations.
6. Assist faculty member with draft of response to student's allegations.
7. Provide moral support and guidance throughout the process.

## **Typical Hearing Format/Agenda**

- 1.0 Introduction
  - 1.1 Of Board members
  - 1.2 Expected Time Frame
- 2.0 Discussion of Board Responsibility and Charge
- 3.0 Review of Operating Procedures
- 4.0 Review of Standard of Proof
- 5.0 Review of Current Allegation(s)
- 6.0 Questions to be Resolved
- 7.0 Review of Written Material Provided by the Parties
- 8.0 Questions
- 9.0 Hearing
  - 9.1 Introduction
  - 9.2 Brief Review of Process
  - 9.3 Presentation of Testimony by Student Followed by Questions
  - 9.4 Presentation of Testimony by Student Witnesses (if any) Followed by Questions
  - 9.5 Presentation of Testimony by Faculty Member Followed by Questions
  - 9.6 Presentation of Testimony by Faculty Witnesses (if any) Followed by Questions
  - 9.7 Rebuttal and Summary Statement by Student
  - 9.8 Rebuttal and Summary Statement by Faculty Member
- 10.0 Deliberation and Conclusion (Executive Session)
- 11.0 Submission of Confidential Documents
- 12.0 Adjournment



## **SUMMARY OF ACADEMIC APPEALS PROCESS \***



\*Refer to policy and guidelines for more information.

(October 1995, May 2001, June 2009 revised)

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## **Academic Integrity - University**

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

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

Academic integrity means understanding and respecting these basic truths, without which no University can exist. Academic misconduct violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. Academic misconduct is unfair to students who earn their grades honestly.

(OU Regents, 12-3-02)

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## **Academic Misconduct Code**

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This Code applies to students, former students, and graduates.

### **Academic Misconduct**

Academic Misconduct includes any act which improperly affects the evaluation of a student's academic performance or achievement, including but not limited to the following:

- (a) Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration;
- (b) Plagiarism: the representation of the words or ideas of another as one's own, including:
  - 1) direct quotation without both attribution and indication that the material is being directly quoted; e.g., quotation marks;
  - 2) paraphrase without attribution;
  - 3) paraphrase with or without attribution where wording of the original remains substantially intact and is represented as the author's own;
  - 4) expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;
- (c) Fabrication: the falsification or invention of any information or citation in an academic exercise;

- (d) Fraud: the falsification, forgery, or misrepresentation of academic or clinic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery, or misrepresentation of other academic or medical records or documents, including admissions materials, transcripts, and patient records; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;
- (e) Destruction, misappropriation, or unauthorized possession of University property or the property of another;
- (f) Bribery or intimidation;
- (g) Assisting others in any act proscribed by this Code; or
- (h) Attempting to engage in such acts.

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

### **Reporting Academic Misconduct**

#### **Who May File**

Any University administrative, faculty, or staff member may bring a complaint of academic misconduct by submitting a written report as provided hereafter. Students who identify an act of academic misconduct should report that act to an administrative, faculty, or staff member so that a complaint may be forwarded to and filed by the instructor of the course involved.

#### **Investigation of Misconduct**

Before imposing a grade penalty or filing a complaint of academic misconduct, the faculty or staff member may initiate a preliminary inquiry to determine whether the incident meets the definition of misconduct. During the course of this inquiry the faculty or staff member may discuss the matter with the student suspected of misconduct.

#### **Faculty Member Elects to Recommend Admonition**

A faculty member may conclude that an incident that meets the definitions of misconduct nevertheless merits an admonition rather than a disciplinary sanction. In particular, a faculty member might conclude (but is not required to conclude) that the incident is more appropriately treated as an instructional rather than a disciplinary matter. When the faculty member concludes that an admonition is the more appropriate action, the faculty member may elect to reduce a student's grade and/or require additional, remedial academic work without first filing a charge of academic misconduct, subject to the following limitations and

conditions: (a) NOTE: The admonition option is intended for assignments and examinations that do not involve a semester-long activity and when the incident in question is not of an egregious nature. The faculty member may not use the admonition option for an incident of misconduct on a final examination, a term paper or project, an examination that determines the status of graduate students (e.g. qualifying, candidacy, general, comprehensive and certification examinations and defenses of theses and dissertations), a master's thesis, or a doctoral dissertation; (b) A faculty member who elects to use the admonition option may impose no grade reduction greater than loss of all credit for the assignment at issue. Unless otherwise specified in the course syllabus. Provided, however, in no event shall a student receiving an admonition receive a grade penalty of F or U for the course; and, (c) A faculty member who elects to use the admonition option must do the following within ten (10) University business days after discovery of the incident, and before imposing the grade reduction or other requirement: 1) inform the student of the nature of and basis for the misconduct; 2) give the student an opportunity to explain; 3) inform the student of the intent to recommend admonition to the Vice Provost for Academic Affairs, admonish the student and explain the grade reduction or other requirement to be imposed; 4) where appropriate, instruct the student to resolve any confusion the student may have had regarding what constitutes proper academic conduct; and 5) inform the student how to appeal the decision. Notice of procedures for appeal shall be provided in writing; such notice shall be presumed adequate if provided in the course syllabus with a reference to this policy on the consequences of accepting the admonition and the procedures for appeal. 6) The student may contest the admonition by contacting the Vice Provost for Academic Affairs with ten (10) University business days from the date of the instructor's notice to the student and scheduling a meeting.

The faculty member shall notify their Dean in writing of the incident and the recommendation for admonition, ordinarily within ten (10) University business days of discovery of the incident. The Dean shall forward notice of the incident to the student's Dean, if different, and to the Vice Provost for Academic Affairs, ordinarily within 10 University business days of receipt of notice from the faculty member. Following consultation with the faculty member's Dean and the student's Dean, the Vice Provost for Academic Affairs shall notify the faculty member and the student whether the recommendation for admonition is accepted.

Unless the Vice Provost for Academic Affairs imposes a disciplinary sanction, a student who accepts an admonition and resulting grade reduction under this subsection shall not be deemed to have admitted guilt for an act of academic misconduct; provided, the record of the admonition may be used in any subsequent academic misconduct proceedings, as appropriate, to establish the student's prior familiarity with the fundamental rules of academic integrity.

In cases of repeated offenses or otherwise as appropriate, the Vice Provost for Academic Affairs may announce a disciplinary sanction. Prior to imposing such a sanction, the Vice

Provost for Academic Affairs shall send notice to the student, ordinarily within 10 University business days of receipt of notice of repeated offenses(s) from the student's Dean but in no case more than 45 University business days after discover of the incident. Notice of the Vice Provost for Academic Affairs intent to impose a sanction shall be treated as a "complaint" for purposes of notice and hearing as provided in this Code. The disciplinary sanction shall not be imposed until the student is permitted the opportunity to respond as provided in this Code.

### **Faculty Member Elects to File a Charge of Academic Misconduct**

#### **Notification of the Dean**

The individual bringing the complaint of academic misconduct must notify the Dean in writing with a brief description of the evidence within ten (10) University business days after discovery of the incident, exclusive of University breaks or academic intercessions.

- (a) If the incident is discovered by a faculty member in a particular course, he or she must notify his or her Dean of the incident as well as the student's Dean, if different and impose a grade penalty as noted below. A faculty member who concludes that a student has engage in, or is engaging in, academic misconduct must fail the student on the examination or paper and may set additional penalties to the extent of denying credit in the course. The faculty member's grade sanctions will not become final until the student is found guilty by the Academic Misconduct Board, defaults, or admits the charges. The student's Dean has the responsibility to confirm that the appropriate grade is recorded on official student records.
- (b) If the incident is discovered by someone other than a faculty member in a course, or is reported by a student or other person, the Dean of the accused student shall be notified. If no particular class is involved (e.g., submission of a falsified application), the Vice Provost for Academic Affairs shall be notified.

#### **Notification of the Student**

The student's Dean shall initiate academic misconduct procedures against the student. The Dean shall notify the student in writing of the charge of academic misconduct, describing the alleged act and the grade penalty determined by the instructor, if a course is involved, and of the student's right to request a hearing by serving the student in person or by mail to the last address provided to the University. The Dean shall simultaneously send notification to the Vice Provost for Academic Affairs.

A student may continue his or her regular enrollment in the University pending administrative resolution of misconduct allegations. However, until such resolution, a student may not graduate or receive a transcript without approval of the Senior Vice President and Provost, and any official transcript released during such period shall bear a notation that student code proceedings are ongoing.

### **Conference with Vice Provost for Academic Affairs**

Within five University business days of the date of the Dean's notification letter, the student shall contact the Vice Provost for Academic Affairs and schedule a conference to discuss the matter.

If the student fails to respond within the prescribed time or fails to meet as directed, the student shall be in default and thereby waives the right to all University hearings, appeals, and challenges. In the event of a default at this point, the Vice Provost shall notify the student's Dean who shall confirm imposition of grade sanctions and implement disciplinary sanctions.

At the conference between the student and the Vice Provost for Academic Affairs, the Vice Provost shall describe the academic misconduct process, possible sanctions, and the student's right (a) to a hearing with adequate notice; (b) to be represented by an attorney at the student's expense in which case the University reserves the right to be represented by University Legal Counsel; and (c) to refrain from discussing the matter or from making any statement regarding the matter. At the conclusion of the conference, the student may:

- (a) Deny the charges – If the student denies the charges and wishes a hearing to contest them, the student must submit a written request for such a hearing to the Vice Provost within five University business days of the conference. Failure to submit a written request within the prescribed time shall waive the student's right to any University hearings, appeals, or challenges of the charges or of any sanctions imposed as a result of the academic misconduct. The student may also use this written request to respond in writing to the allegation.
- (b) Admit the charges – If the student admits to the charges at this time or denies the charges but fails to submit a request for a hearing, the Vice Provost will inform the student's Dean and the Dean of the college offering the course. The grade penalty shall be confirmed, and the student's Dean shall make his or her decision regarding disciplinary sanctions, if any. Provided, however, that if the student admits to the charges but wants to confer with the Dean or to submit a written statement concerning extenuating circumstances affecting disciplinary sanctions, the student may do so only if done within five University business days of the date of the admission to the charge. Failure to do so within the five days will result in the Dean making his or her decision without such information.

Nothing in this policy is intended to preclude the student from discussing the incident with the person initiating the charge, if that person agrees. Such a meeting should be scheduled after the conference between the student and the Vice Provost for Academic Affairs. Any such meeting shall not extend the period of time for requesting a hearing.

The person initiating the charge of academic misconduct may withdraw the charge at any time prior to the commencement of a hearing by the Academic Misconduct Board (AMB) or, if no hearing is held, prior to the imposition of a final sanction by sending written notice to the student's Dean. The Dean shall inform, in writing, the Vice Provost and others involved that the charge has been withdrawn and, at his or her discretion, may terminate the case.

## **Hearing**

### **Academic Misconduct Boards (AMB)**

Each college shall establish an Academic Misconduct Board (AMB) consisting of two students and three members of that college's faculty to hear each case.

Membership of the AMB shall be determined by the Dean on an ad hoc basis from a pool of ten faculty and ten students. The faculty members for the pool shall be determined by the faculty of the college. Student members shall be appointed or selected from nominations submitted by appropriate student organizations. Terms of service shall begin September 1 and end August 31 except that, if a hearing is in progress at this time, any retiring member shall be continued on the board until the case in progress is closed.

The Dean of the college shall appoint an additional faculty member who shall be nonvoting to chair the AMB and to be responsible for the board's administrative matters, including scheduling of cases, notification of hearings and decisions, and maintenance of records.

### **Selection of AMB to Hear the Appeal**

In a case in which a hearing has been requested, the facts of the case shall be determined by the AMB of the student's college.

### **Scope of Hearing**

The Board will consider the information and arguments presented, make findings of facts of matters in dispute, and determine whether the student did engage in the alleged act.

The Board will also hear any evidence and argument by the parties concerning extenuating circumstances that may affect decisions about what disciplinary actions might be imposed and may make recommendations to the Dean concerning disciplinary sanctions.

## **Hearing Procedures**

- (a) Each AMB shall establish the procedures to be followed for the hearing.
- (b) Prior to the hearing each party shall furnish to the other party a list of witnesses to be called and exhibits to be used at the hearing, as requested by the AMB chair.
- (c) Students who elect to have legal counsel representation at the hearing shall furnish the name of such counsel, when identified, but no later than ten (10) University business days before the hearing to the Dean and the chair of the AMB.
- (d) Written notification of a hearing must be distributed to the parties involved at least ten (10) University business days in advance of the hearing date, and shall include:
  - (1) The authority for the hearing and the hearing body;
  - (2) Reference to the specific rule or rules involved;
  - (3) Date, time, nature, and place of the hearing;
  - (4) A brief faculty statement of the charges and issues involved;
  - (5) Names of AMB members and a statement that parties have a right to challenge any member no later than 5 days prior to the hearing.
- (e) Students who fail to appear after proper notice will be deemed to have admitted to the charges against them.
- (f) Hearings shall be closed to the public and shall be confidential.
- (g) Hearings shall be tape recorded or transcribed.
- (h) Witnesses shall be asked to affirm that their testimony is truthful.
- (i) The burden of proof shall be upon the complainant, which must establish the guilt of the respondent by a preponderance of the evidence.
- (j) Prospective witnesses other than the complainant and the student are excluded from the hearing during the testimony of other witnesses. All parties, witnesses, and the public shall be excluded during AMB deliberations.
- (k) Formal rules of evidence shall not be applicable in these proceedings. The chair of each AMB shall give effect to the privileges recognized by law.
- (l) The AMB shall not receive or consider arguments about the legality of any provision under which a charge has been brought or the legality of the procedures under which the hearing is proceeding. Such questions should be presented in writing to the Senior Vice President and Provost.



- (m) Principals in the case shall have reasonable opportunity to question witnesses and present information and argument deemed relevant by the AMB.
- (n) Final decisions of all AMBs concerning guilt or innocence and recommendations to the student's Dean regarding disciplinary sanctions shall be by majority vote of the members present and voting. The final report shall contain a written statement setting forth findings of fact and the decision on each of the charges, and may contain recommendations for disciplinary sanctions with the reasoning behind these recommendations. A minority report may be filed.

### **Findings of AMB**

- (a) If the AMB finds that the facts do not support the allegations, the charges will be dismissed. The chair of the AMB shall transmit the decision in writing to the student's Dean, the Dean of the college offering the course, if different, and the Vice Provost for Academic Affairs within five University business days of the conclusion of the hearing. The student's Dean shall notify the student and the Vice Provost for Academic Affairs in writing of the decision of the AMB and the dismissal of the charges within ten (10) University business days after receiving the AMB decision. The matter is then ended, and the grade is recorded appropriately. The AMB record of the case shall be destroyed by the chair of the AMB 20 days after transmittal of the decision.
- (b) If the AMB finds that the facts support the allegations against the student, the student shall be found guilty, and the AMB may recommend disciplinary sanctions. The AMB's finding and recommendations must be transmitted to the student's Dean along with the recording of the hearing, and to the Vice Provost for Academic Affairs in writing within five University business days of the conclusion of the hearing. The student's Dean shall notify the student and the Vice Provost for Academic Affairs in writing of the finding and recommendations of the AMB and of the Dean's decision. A letter to the student at the address last provided the University by the student shall be sufficient to meet this requirement. Copies of the letter may also be provided to other parties who have a legitimate need to know of the action. Implementation of the appropriate action or disciplinary sanction by the student's Dean shall end the process.

## **Disciplinary Sanctions**

### **Additional Recommendations of Disciplinary Sanction**

The AMB may recommend to the student's Dean disciplinary sanctions including, but not limited to, those noted below:

- (a) Censure – A written reprimand for violation of acceptable standards of academic conduct. This action takes formal notice of the student's act of academic misconduct and provides a formal warning that a further act of academic misconduct will result in far more severe action.

Censure shall not be noted on a student's transcript, but will be noted in the Office of the Vice Provost for Academic Affairs. Copies of the letter of censure shall be provided to the student, the Vice Provost for Academic Affairs, the appropriate Deans, and the instructor.

- (b) Limited Notation Suspension – Suspension from classes and other privileges for a period of not less than one semester or more than one calendar year. During this period, the student will not be allowed to earn credits for transfer to the University of Oklahoma at any other institution. Any credits earned at another institution during a period of suspension shall not be recorded on the student's University of Oklahoma transcript and shall not be acceptable transfer credit at the University of Oklahoma. A notation of suspension for academic misconduct shall be made on the student's transcript. Such transcript notation shall be removed upon the student's graduation from the University or four years from the date of suspension, whichever comes first. The student's college is responsible for notifying the Registrar to remove the notation.

- (c) Permanent Notation Suspension – Suspension from classes and other privileges for a period of not less than one semester or more than one calendar year. During this period, the student will not be allowed to earn credits for transfer to the University of Oklahoma at any other institution. Any credits earned at another institution during a period of suspension shall not be recorded in the student's University of Oklahoma transcript and shall not be accepted as transfer credit at the University of Oklahoma. A permanent notation of suspension for academic misconduct shall be made on the student's transcript.

- (d) Expulsion – Termination of student status for an indefinite period, intended to be permanent. A notation of expulsion for academic misconduct shall be made on the student's transcript. Such notation shall be permanent. If a student is reinstated after an expulsion, it is only after a complete reconsideration of his or her case by the Senior Vice President and Provost.

### **Determination of Disciplinary Sanction**

The student's Dean shall determine the appropriate disciplinary sanction. The Dean may consider the evidence in the record regarding extenuating circumstances and may request additional information prior to making his/her decision.

### **Appeals**

Decisions regarding the facts and the disciplinary action shall be final and not appealable within the University, unless (1) manifest procedural irregularities effectively denied the student a fair hearing, (2) new and significant evidence becomes available which could not have been discovered by a reasonably diligent student before or during the original hearing; or (3) probable inequity exists in the disposition of the matter. Such appeals must be made within ten days of the time such grounds for the appeal are discovered or should have been discovered.

Appeals shall be made in writing to the Senior Vice President and Provost. Consideration of such appeals may be made by the Senior Vice President and Provost upon the basis of written statements and such other evidence as the Senior Vice President and Provost may require according to procedures he deems appropriate.

Harmless deviations from prescribed procedures may not be used to invalidate the decision or proceeding. Technical departures from these procedures and errors in their application shall not be grounds to withhold disciplinary action unless, in the opinion of the Senior Vice President and Provost, the technical departure or errors were such as to have prevented a fair determination of the issues.

In all cases, the President and the Board of Regents of the University reserve the right to review, at their discretion, any decision of a hearing body for manifest error or inequity.

(Regents, 6-9-98, 1-26-99, 12-3-02, 6-25-08)

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## **General Procedural Guidelines for Academic Misconduct Hearings in the College of Allied Health**

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### **Role and Organization of the Academic Misconduct Board**

1. The College of Allied Health Academic Misconduct Board (AMB) is convened by the Dean to hear cases in which a student (graduate, entry-level professional, or undergraduate) has been charged with a violation of academic integrity. The role of the AMB is to review evidence of the charges, hear from the parties involved, determine the validity of the charges and make recommendations regarding sanctions to the Dean of the College of Allied Health.
2. The AMB consists of a pool of students and a pool of faculty members, none of whom hold a title of Dean, Associate or Assistant Dean, or Chair. Members must:
  - a. attend all meetings/hearing regardless of scheduling conflicts;
  - b. observe strict confidentiality;
  - c. set aside prior knowledge/feelings relative to the parties involved; and
  - d. support the concept and philosophy of academic integrity.
3. When a case arises, the Dean will appoint 2 students and 3 faculty members from the AMB pool to hear the case. Neither faculty nor students from a charged student's department shall hear the case.
4. The Dean will appoint an AMB Chair who does not vote. The responsibilities of the Board Chair are to:
  - a. lead and direct the hearing to ensure due process and a just and fair hearing;
  - b. communicate with the parties regarding all aspects of the hearing;
  - c. schedule the hearing;
  - d. receive written information from the parties for the AMB;
  - e. ensure student AMB members are released from class or clinical/lab activities without penalty;
  - f. inform hearing members of relevant policies and procedures;
  - g. manage the hearing and ensure that information and testimony presented are directly related to the charge;
  - h. facilitate AMB discussion and deliberations; and
  - i. prepare and submit the written findings and recommendations to the Dean.
5. Until a Board Chair is appointed, the Dean of the College is the arbiter of deadlines. Once appointed, the Board Chair is the arbiter of deadlines.

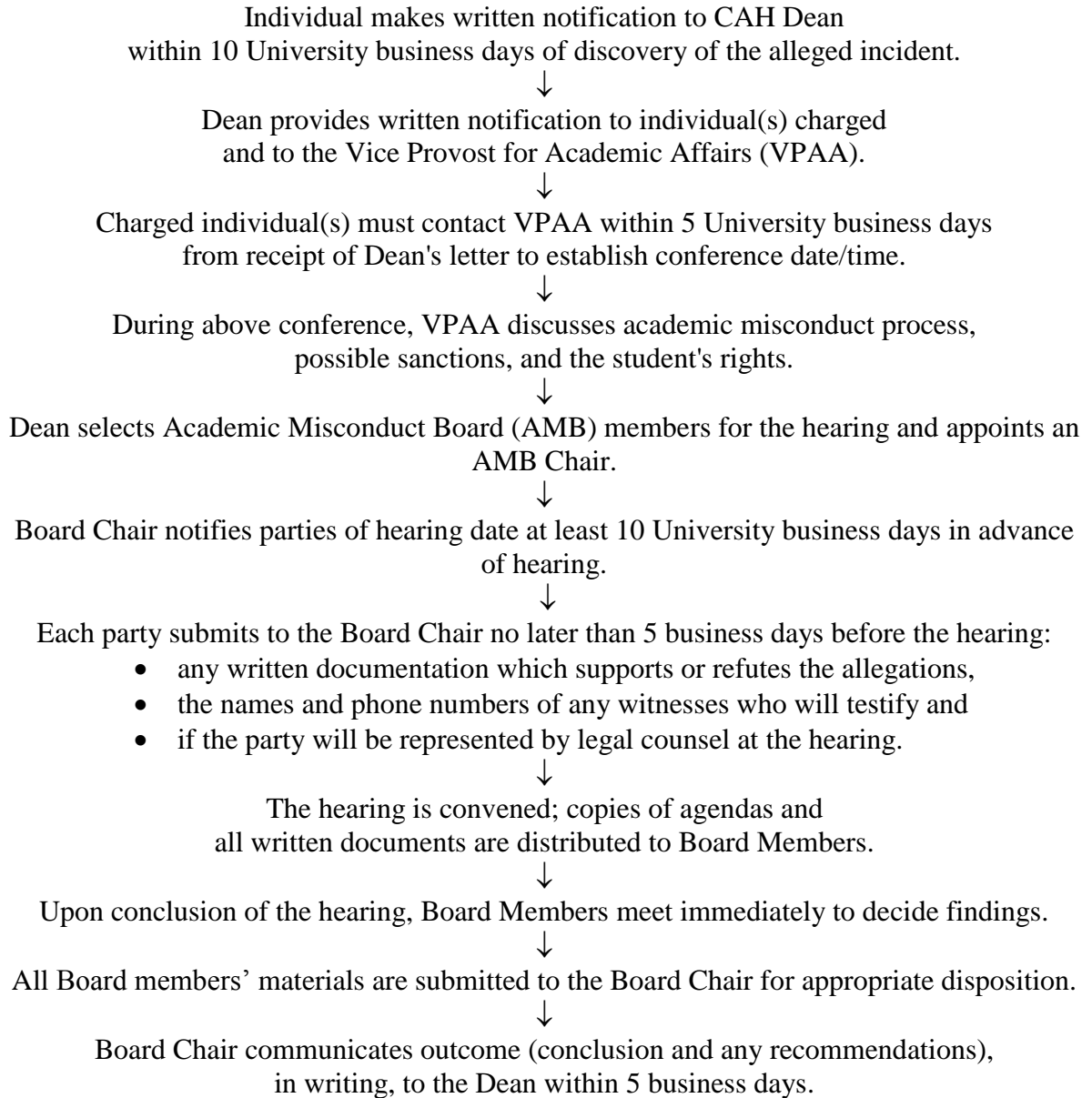
### **Hearing Procedures for the Academic Misconduct Board**

1. In scheduling the hearing, the Board Chair will make an attempt to schedule a date that is convenient for the Board and all parties. If such cannot be established, and in the interest of expediency, the Chair will establish a hearing date and Board Members and all parties will be required to attend.

2. Should more than one individual be involved in a misconduct action, all charged individuals will be heard at a single hearing.
3. Written notification of a hearing must be distributed to the parties involved at least ten (10) University business days in advance of the hearing date, and shall include:
  - a. The authority for the hearing and the hearing body;
  - b. Reference to the specific rule or rules involved;
  - c. Date, time, nature, and place of the hearing;
  - d. A brief faculty statement of the charges and issues involved;
  - e. Names of AMB members and a statement that parties have a right to challenge any member no later than 5 University business days prior to the hearing.
4. At least five University business days prior to the hearing each party shall furnish to the AMB Chair and to the other party a list of witnesses, including names and phone numbers, to be called at the hearing and exhibits to be used, as requested by the AMB Chair. Written information should support or refute the allegation(s).
5. The student may seek advice from a designated college official (Assistant Dean for Student Affairs) to provide guidance on the response to the charge and institutional policies, procedures, and processes.
6. Students who elect to have legal counsel representation at the hearing shall furnish the name of such counsel, when identified, but no later than ten (10) University business days before the hearing to the Dean and the chair of the AMB. Any legal representative present may not speak before the Board.
7. A faculty member bringing a charge may choose to select an advisor/guide from the senior faculty and/or University Legal Counsel to advise on institutional policies, procedures and processes.
8. Students who fail to appear after proper notice will be deemed to have admitted to the charges against them.
9. Hearings shall be closed to the public and shall be confidential.
10. Hearings shall be recorded or transcribed. The Dean may appoint an individual to record the hearing who is not an official member of the Board. Such a recorder shall abide by the confidentiality of the proceedings.
11. Witnesses shall be asked to affirm that their testimony is truthful.
12. The burden of proof shall be upon the complainant, which must establish the guilt of the respondent by a preponderance of the evidence. The standard of proof utilized in drawing conclusions will be civil in nature and be based on a "preponderance of evidence," i.e., the conclusion is "more likely true (51%) than not true."

13. Prospective witnesses other than the complainant and the student are excluded from the hearing during the testimony of other witnesses. All parties, witnesses, and the public shall be excluded during AMB deliberations.
14. Formal rules of evidence shall not be applicable in these proceedings. The presiding officer of each AMB shall give effect to the privileges recognized by law.
15. The AMB shall not receive or consider arguments about the legality of any provision under which a charge has been brought or the legality of the procedures under which the hearing is proceeding. Such questions should be presented in writing to the Senior Vice President and Provost.
16. Principals in the case shall have reasonable opportunity to question witnesses and present information and argument deemed relevant by the AMB. All testimony should be brief, succinct and limited to the allegation(s).
17. The AMB may ask questions of witnesses and parties at the hearing.
18. The written information supplied to the AMB Chair by both parties will be provided to the Board at the hearing for review. No written material will be reviewed prior to the hearing.
19. Final decisions of all AMBs concerning guilt or innocence and recommendations to the Dean regarding sanctions shall be by majority vote of the members present and voting via written, unsigned ballots. The final report shall contain a written statement setting forth findings of fact and the decision on each of the charges, and may contain recommendations for disciplinary sanctions with the reasoning behind these recommendations. A minority report may be filed.
20. At the close of deliberation each AMB member shall return all materials received as well as any handwritten notes, etc., pertaining to the appeal to the AMB Chair.
  - a. If the AMB finds that the facts do not support the allegation, the AMB Chair shall destroy the record of the case 20 days after transmittal of the decision.
  - b. If the AMB find that the facts support the allegation, the record shall be transmitted with the decision to the Dean.
21. The Board Chair will communicate the outcome (conclusions and recommendations) of the Board's deliberations, in writing, to the Dean within five University business days of the conclusion of the hearing.

**Flowchart of Procedural Guidelines for an  
Academic Misconduct Action in the College of Allied Health \***



\*Refer to policy and guidelines for more information.

## **Suggested Academic Misconduct Board Hearing Format/Agenda**

- 1.0 Introduction
  - 1.1 Introduction of Board Members
  - 1.2 Review of Expected Time Frame
- 2.0 Discussion of Board Responsibility and Charge
- 3.0 Review of Operating Procedures
- 4.0 Review of Standard of Proof
- 5.0 Review of Current Allegation(s)
- 6.0 Questions to be Resolved
- 7.0 Review of Written Material provided by the Parties
- 8.0 Questions
- 9.0 Hearing
  - 9.1 Introductions
  - 9.2 Brief Review of Process
  - 9.3 Presentation of Testimony by Charging Party  
Followed by Questions
  - 9.4 Presentation of Testimony by Charging Party  
Witnesses (if any) Followed by Questions
  - 9.5 Presentation of Testimony by Charged Party  
Followed by Questions
  - 9.6 Presentation of Testimony by Charged Party  
Witnesses (if any) Followed by Questions
  - 9.7 Rebuttal and Summary Statement by Charging Party
  - 9.8 Rebuttal and Summary Statement by Charged Party
- 10.0 Deliberation and Conclusion (Executive Session)
- 11.0 Submission of Confidential Documents
- 12.0 Adjournment

(Dean, 12-00)

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### **Completion of Academic Work for Others**

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

(OU Regents, 12-3-02)

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### **Electronic Devices**

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All students are required to behave in a professional and respectful manner while in class and clinic. Because of interference with class technology, electronic communication and entertainment devices, including but not exclusive to cell phones, MP3 players, iPods, and



paggers, should be “off” while in class. Paggers, if expressly approved, may be used in clinical rotations; other electronic communication and entertainment devices may not be used in the clinic.

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## **Ethics in Research**

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Students are governed by the Policy on Ethics in Research. A copy of the policy is available from the Office of the Vice President for Research, LIB 121 or 405.271.1083 or <http://www.ouhsc.edu/provost/FacultyHandbook/PDF/FacHandbookSec4.pdf>.

(OU Regents, 6-25-97)

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## **Examinations**

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It is recommended that a student be allowed to review a graded paper or examination, and have a graded project returned, within a reasonable time. A two-week limit for reporting grades on assignments is generally considered acceptable.

Every course will have a final examination unless otherwise announced by the instructor.

When a final examination is given, no member of the faculty is authorized to depart from the published examination schedule without permission from the Dean and the Vice Provost for Academic Affairs.

Special early examinations given to individual students or groups of students as substitutes for final examinations are prohibited. When a final examination is given, the student must take that examination. A student will not be expected to take more than two examinations in one day.

The OUHSC final examination schedule is published online:

<http://www.ouhsc.edu/admissions/>

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## **Grading System**

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Students’ grades in all courses are filed in the Office of Admissions and Records and become a part of the official records of the University.

The grades awarded are A, B, C, D, F, I, S, U, W, X, Y, AS, AU, AW, EX and under certain conditions, P and NP. The passing grades used are A, B, C, and under certain conditions, P and S. Non-passing grades are F, U and NP. The grade of W (withdrawal) is a neutral grade assigned when the student is passing at the time of withdrawal. A student who withdraws from a course with failing grades shall receive the grade of F.

The grade of A (highest grade) is given for work of exceptional quality. The grade of D is the lowest grade for which credit is given in any undergraduate college and means that

although in the judgment of the instructor credit should be allowed for the course, the degree will not be conferred upon a student whose work is all of that level.

In the College of Allied Health, a C is the lowest acceptable grade in the student's major degree program. In the Graduate College, however, the grade of D is failing insofar as credit toward a degree is concerned, but credit in the course will be recorded to be used only to satisfy prerequisite requirements and/or requirements for certificates.

The grade of S (satisfactory) is a neutral passing grade. The grade of U (unsatisfactory) is used to indicate that no credit will be given for the course. These grades may be used for seminar courses provided they are taught on a noncompetitive basis and all students in the class are graded on this basis. The S grade is the only passing grade accepted for special problem courses, individual research, and directed reading courses.

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

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

An X is a neutral conditional grade indicating that satisfactory progress is being made on thesis and dissertation research courses 5980 and 6980. It is a complete grade whenever the final entry is either S (satisfactory) or U (unsatisfactory). An intermediate grade of U indicating unsatisfactory progress in thesis or dissertation research may be given if circumstances warrant.

The grade of F (failure) is calculated in the grade point average and carries a value of 0. Students who receive an F grade in a required course must, if possible, register for the required course again the first time it is given. Any student presenting credit from another institution for a course in which he previously failed at the Health Sciences Center shall not receive credit for such course except through validation by the department in which the course was originally failed.

The grade of P (pass) is not a grade assigned at the Health Sciences Center; however, it may appear on intercampus enrollment. P is a neutral grade insofar as the grade point average is

concerned but it indicates the student enrolled in and received credit for the course. P hours are included in hours attempted and hours earned.

As stated above, a grade of W (withdrawal) is a neutral grade indicating that the student was enrolled in but withdrew from the course. A grade of W will not be recorded if the student's withdrawal is within the first two weeks of a semester or the first week of a summer term, nor will any record be maintained on the student's permanent record.

The grade of Y denotes a year long course that begins in one term and ends in the next term.

The grade of EX indicates that a student is exempt from a required course because the student has earned equivalent credit.

The grade of AW (administrative withdrawal) may be assigned to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

An AU grade is used to indicate satisfactory completion of an audit enrollment. An instructor may assign a W grade to an auditor who, in the instructor's opinion, did not perform according to the specific requirements as identified to the student at the time of enrollment.

Plus/minus grades are not recognized at the OUHSC.

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## **Graduation Requirements**

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The following requirements must be met in order to be eligible for a bachelor's degree from the College of Allied Health:

1. Each student must satisfactorily complete the requirements of graduation prescribed by the College and major department.
2. A student must take a minimum of 30 semester credit hours at the University of Oklahoma, exclusive of correspondence and extension courses. At least 15 of the final 30 hours applied toward the bachelor's degree must be satisfactorily completed in residence at the University.
3. At least 60 hours acceptable toward graduation must be earned at an accredited senior institution. At least 48 semester hours of upper-division courses (courses numbered 3000 or above) must be earned. Lower division work is not acceptable for upper division requirements.
4. The student must complete the requirements for any given professional curriculum in the College of Allied Health within five calendar years from the time the student is first enrolled in that professional program.
5. A student must attain a cumulative 2.50 grade point average or above on all work attempted, including a 2.50 average on all program course work in the College.
6. Each student who began college work in Fall 1990 or later, must have completed the 40-48 hours of University General Education Requirements, which includes at least one upper division course outside of student's major and a senior capstone experience.

7. A student who began college work in Fall 1998 or later, must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications.
8. The Oklahoma State Regents for Higher Education require that all students graduating from institutions in the Oklahoma State System of Higher Education, before they are awarded a baccalaureate degree of any type, must have completed at least 6 semester hours of college credit in American history and government. This requirement is waived for a student with an Associate in Arts or Science degree from an accredited Oklahoma college or university or for a student pursuing a second bachelor's degree.
9. Responsibility for meeting graduation requirements lies with the student.
10. The student must make application for the degree by the deadline for the semester in which the student plans to graduate.
11. A student may receive a second bachelor's degree from the College. In order to receive a second degree, a student must spend at least two semesters in residence and complete at least 30 additional hours in the College. These 30 hours must be in addition to the total number of hours completed by the student for the first degree from the College. A student may have to complete more than 30 hours in order to complete all professional courses for the second degree.

The following requirements must be met in order to be eligible for a certificate, or masters, or doctoral degree from the College of Allied Health:

1. Each student must satisfactorily complete the requirements of graduation prescribed by the College and major department.
2. The student must complete the requirements for any given professional curriculum in the College of Allied Health within eight calendar years from the time the student is first enrolled in that professional program.
3. A student must attain a cumulative 2.50 grade point average, including a 2.50 average on all program course work in the College.
4. Responsibility for meeting graduation requirements lies with the student.
5. The student must make application for the degree by the deadline for the semester in which the student plans to graduate.

To ensure these conditions will be met, the student and the student's advisor should periodically make a degree check with the Office of Academic and Student Services.

College of Allied Health students who graduate in the summer may participate in the spring commencement of the University and the spring convocation of the College.

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## **Intellectual Property Policy**

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The terms of the Intellectual Property Policy are a part of any contractual relationship of the University with any member of the faculty, staff, or student body. The policy shall be deemed to be a part of the conditions of enrollment and attendance at the University by all students engaged in research using University resources and facilities. A copy of the policy is available from the Office of Provost, LIB 221 or 405.271.2332.

(OU Regents, 12-9-99)

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## **Academic Work Load**

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Undergraduate students may enroll in up to 20 hours during the fall and spring semesters and up to 10 hours in a summer session. Graduate and professional students may enroll in up to 16 hours in the fall and spring semesters and up to nine hours in a summer session. Even with the Dean's approval, no undergraduate student may enroll in more than 24 hours during a fall or spring semester, or more than 12 hours in a summer term.

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## **Reasonable Accommodation**

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The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, would result in a fundamental alteration in the nature of the service, program, or activity, or in 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.

Reasonable accommodation may include, but is not limited to:

1. Making existing facilities readily accessible and usable by individuals with disabilities.
2. Job restricting.
3. Part-time or modified work schedules.
4. Reassignment to a vacant position if qualified.
5. Acquisition or modification of equipment or devices.
6. Adjustment or modification of examinations, training materials, or policies.
7. Providing qualified readers or interpreters.
8. Modifying policies, practices, and procedures.

The Disability Resource Center, unless otherwise provided, is the central point-of-contact to receive all requests for reasonable accommodation and to receive all documentation required to determine disability status under law. This center will then make a recommendation on accommodation to the appropriate administrative unit. Individuals who have complaints alleging discrimination based upon a disability may file them with the Equal Opportunity Office or in accordance with prevailing University discrimination grievance procedures. Individuals interested in additional information regarding the University’s Reasonable Accommodation policy should visit the website for the Disability Resource Center at <http://www.ou.edu/drc/home.html>.

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## **Related OUHSC Academic Policies**

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Other academic policies are available in the OUHSC Student Handbook at <http://www.ouhsc.edu/admissions/handbook/>. These include:

- Add/Drop Instructions
- Administrative Withdrawal
- Alumni Application
- Auditing Courses

- Cancellation of Courses
- Cap and Gown
- Change of Address and/or Name
- Change of College and/or Major
- Class Attendance
- Dropping Course(s) Procedures
- Enrollment and Degree Verification
- Enrollment Cancellation
- Enrollment Holds
- Enrollment Instructions
- Environmental Health and Safety Procedures & Precautions
- Extracurricular Learning (Advanced Standing Credit)
- Full-Time Enrollment
- Grading Regulations - Incompletes
- Grading Regulations - Withdrawals/Drops
- Graduation
- Graduation Ceremony
- Graduation Fee
- Graduation Guidelines
- Honors Program
- Insufficient Enrollment
- Late Registration
- Leave of Absence
- Norman Campus Courses
- Prevention of Alcohol Abuse & Drug Use
- Release of Student Information
- Residency Policy & Petition
- Smoking Policy
- Standards for Scholarship
- Student Responsibility
- Teachers English Proficiency
- Transcripts
- Veterans Policy
- Withdrawal for False Information
- Withdrawal Procedures

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## **Discrimination/Harassment Policies**

The following OUHSC discrimination/harassment policies are available electronically in the OUHSC Student Handbook at <http://www.ouhsc.edu/admissions/handbook/>.

- Sexual Harassment/Assault Policy
- Consensual Sexual Relationships Policy
- Racial and Ethnic Harassment Policy
- Complaint Procedures
- Equal Opportunity and Nondiscrimination Policy





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## College of Allied Health Student Computing Information

A copy of the College's student computing policies and procedures is available at [http://www.ah.ouhsc.edu/main/documents/computer/StudentCompPP\\_July\\_final\\_2010.pdf](http://www.ah.ouhsc.edu/main/documents/computer/StudentCompPP_July_final_2010.pdf).

The document defines policies, procedures and practices regarding computing and computer usage in the College of Allied Health and addresses the following areas: hardware equipment, software, special equipment, purchases and upgrades, maintenance and care, virus protection, security, network access, training and support, systems administration and disaster recovery. By following these directives, each user reduces the likelihood of data or property loss and contributes to a safe and productive computing environment.

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### Email

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Official student information is distributed regularly via email. The standard email address for all campus faculty, staff, and students is: [firstname-lastname@ouhsc.edu](mailto:firstname-lastname@ouhsc.edu).

Any student who does not have an OUHSC domain account should have one created by completing a New User Account Request form. This form can be printed from the IT helpdesk web site. Completed forms should be submitted to the Office of Academic and Student Services at AHB 1009 (OKC) or 2J12 (Tulsa) for account sponsor signature and forwarding to Information Technology. A new OUHSC domain user account will be created and the username with a pre-expired password will be forwarded to the account sponsor and/or IT Helpdesk in 72 hours.

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### College Computer Lab Printing Services

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The College offers pay-to-print services (\$.05/page-monochrome) in the following labs:

Location	Print Service
AHB 2055	Go-Print

For further information about these services please refer to page 6 and Appendix III in the College of Allied Health Student Computing Policies and Procedures document.

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### Student File Storage

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Files created by students should be stored on the Newmoon server, CD-Rs, USB drives, or diskettes. Files should not be stored on the local hard drive of College or campus computers, with the exception of temporary storage of files for use during a classroom presentation. Newmoon is a mission critical server, designed with power and hard drive redundancy. It is backed up every workday. Students should limit file storage on the Newmoon server to essential coursework related documents.

## College Computer Requirements

Students in the College are required to have a personal laptop or notebook computer. Recommended minimum specifications for any new computer purchase are available at: [http://www.ah.ouhsc.edu/main/documents/computer/StudentCompPP\\_July\\_final\\_2010.pdf](http://www.ah.ouhsc.edu/main/documents/computer/StudentCompPP_July_final_2010.pdf)

<b>Notebook/Laptop (Network jacks and/or wireless network available in computer labs and all AHB classrooms.)</b>	
<p><b><u>Existing Laptop Computers</u></b></p> <ul style="list-style-type: none"> <li>○ Intel Pentium M, Mobile Pentium 4, Intel Celeron, Intel Core Duo, AMD Mobile Athlon 64, or AMD Turion 64-ML</li> <li>○ 1.2 GHz processor or higher</li> <li>○ 1GB system RAM (may require an upgrade)</li> <li>○ 40 GB Hard Drive or larger</li> </ul>	<p><b><u>New Laptop Purchases</u></b></p> <ul style="list-style-type: none"> <li>○ Intel Pentium M, Mobile Pentium 4, Intel Celeron, Intel Core Duo, AMD Mobile Athlon 64, or AMD Turion 64-ML</li> <li>○ 1.66 GHz processor or higher</li> <li>○ 2 GB system RAM</li> <li>○ 80 GB Hard Drive or larger</li> </ul>
<p><b><u>All Laptop Computer HARDWARE</u></b></p> <ul style="list-style-type: none"> <li>○ 24x CD-R, RW (consider rewritable DVD drive)</li> <li>○ TFT Active Matrix Color Display (14.1" diagonal)</li> <li>○ Resolution: 1024 x 768(XGA) and [1280 x 1024(SXGA) &amp;/or 800 x 600(SVGA)]</li> <li>○ Integrated Stereo Speakers</li> <li>○ Minimum of 4 hours of active use battery mode (consider a spare battery)</li> <li>○ Integrated point device</li> <li>○ USB ports, minimum of 2 ports</li> <li>○ 10/100 Ethernet wired interface is required for campus network and Broadband/VPN connection</li> <li>○ Wireless network connectivity on-campus is available which requires an integrated internal or PCMCIA external card having communication capabilities of 802.11 b/g protocols</li> <li>○ Cable lock support and security cable</li> <li>○ Carrying case</li> <li>○ 3 Years Parts/ 1 Year Labor Warranty (or as available from manufacturer/extended vendor warranty)</li> <li>○ <i>Only for students who need a dial-up modem: 56K Data/Fax/Modem, 56K V.90 protocol</i></li> </ul>	
<p><b>Purchasing resources: For more information, see "How to Buy a Laptop" at:</b>  <a href="http://www.pcworld.com/article/125647-1/article.html">http://www.pcworld.com/article/125647-1/article.html</a></p>	
<p><b><u>Existing Laptop SOFTWARE</u></b></p> <ul style="list-style-type: none"> <li>○ Use <i>Windows XP Professional Edition</i> (Not XP Home Edition nor MS Media Center) for the PC operating system or Windows 7/Vista Home Premium or above.</li> <li>○ The PC must be running an approved antivirus program. Downloadable antivirus software is available at <a href="http://it.ouhsc.edu/services/desktopmgmnt/antivirussoftware.asp">http://it.ouhsc.edu/services/desktopmgmnt/antivirussoftware.asp</a>. McAfee <b>Version 8.7</b> is free to OUHSC students.</li> <li>○ All "auto updates" (security patches and antivirus) must be set to occur daily while the PC is on and actively connected to the Internet.</li> <li>○ If using a broadband Internet connection, the PC and the campus network must be protected by installing and using the software firewall which comes with Windows XP.</li> <li>○ Purchase and install MS Office 2003, 2007, or 2010 (as Word, PowerPoint, and Excel are</li> </ul>	<p><b><u>New Laptop SOFTWARE</u></b></p> <ul style="list-style-type: none"> <li>○ Use <i>Windows 7</i> for the PC operating system, Home Premium or above.</li> <li>○ The PC must be running an approved antivirus program. Downloadable antivirus software is available at <a href="http://it.ouhsc.edu/services/desktopmgmnt/antivirussoftware.asp">http://it.ouhsc.edu/services/desktopmgmnt/antivirussoftware.asp</a>. McAfee <b>Version 8.7</b> is free to OUHSC students.</li> <li>○ All "auto updates" (security patches and antivirus) must be set to occur daily while the PC is on and actively connected to the Internet.</li> <li>○ If using a broadband Internet connection, the PC and the campus network must be protected by installing and using the software firewall which comes with Windows XP.</li> <li>○ Purchase and install MS Office 2007 or 2010 (as Word, PowerPoint, and Excel are frequently used for student assignments and handouts).</li> </ul>

frequently used for student assignments and handouts).	
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**CAMPUS RESOURCES**

[OUHSC IT Helpdesk](#)

**College of Allied Health Contacts**

[Gaylon Bright](#), System Administrator, Associate Director of College Information Systems 405.271.8001, ext. 43410, [gaylon-bright@ouhsc.edu](mailto:gaylon-bright@ouhsc.edu)

[Thai Pham](#), LAN Specialist IV, 405.271.8001, ext. 43412, [thai-pham@ouhsc.edu](mailto:thai-pham@ouhsc.edu),

[Kari Boyce](#), Ph.D., Associate Dean, 405.271.8001, ext. 43402, [kari-boyce@ouhsc.edu](mailto:kari-boyce@ouhsc.edu)

<b>HSC Modem Pool Numbers:</b>	<b>Oklahoma City</b> 405.600.8670 or 405.271.8670	<b>Tulsa</b> 918.835.3443 <username@ouhsc.edu>
<b>Student Computer Labs:</b>	<b>Oklahoma City</b> For CAH students: AHB 2055 For All students: LIB 3 <sup>rd</sup> floor lab and Student Union 2 <sup>nd</sup> floor	<b>Tulsa</b> 1C65



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## Student Awards and Honors

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### Allied Health Ambassadors

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The Allied Health Ambassadors program was established in 2005 and is comprised of CAH students who are the College's ambassadors. The Allied Health Ambassadors represent exemplary students of the College who are involved in three areas of College of Allied Health life: student recruitment, alumni activities, and public relations.

Applications for Allied Health Ambassadors are accepted each fall. In order to apply, a student must be nominated by a CAH faculty member. The student is then sent an application. The selection committee chooses 10 (8 OKC and 2 Tulsa) students for each class.

For more information visit [http://www.ah.ouhsc.edu/main/students/student\\_ambassadors.asp](http://www.ah.ouhsc.edu/main/students/student_ambassadors.asp) or contact the Office of Academic and Student Services at [alliedhealth-info@ouhsc.edu](mailto:alliedhealth-info@ouhsc.edu).

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### Alpha Epsilon Lambda

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Alpha Epsilon Lambda (AEL) is a national honor society for graduate and professional students which recognizes academic excellence and leadership. The mission of Alpha Epsilon Lambda is to:

- confer distinction for high achievement,
- promote leadership development,
- encourage intellectual development and promote scholarship,
- enrich the intellectual environment of graduate education institutions, and
- encourage high standards of ethical behavior.

The University of Oklahoma Health Sciences Center received its Charter in 1994.

Minimum requirements for graduate student membership in the society include:

- current enrollment in a degree granting program in the Graduate College
- doctoral students at or near completion of all didactic coursework and successful completion of qualifying exams
- master's students who have completed 20 hours toward the degree
- grade point average placing you in the top 35% of master's and doctoral students within each individual college
- record of leadership and service to graduate students, graduate student organizations, and/or community service organizations.

For additional information about AEL, go to <http://www.gradschools.org/>.

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## **Alpha Eta Society**

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Alpha Eta is the national honor society for the allied health professions. The purpose of Alpha Eta is to recognize student excellence in academic programs and to promote leadership and scholarship in the allied health professions.

The University of Oklahoma chapter was founded in 1982.

To be eligible for membership an undergraduate student must have a GPA of 3.5 or above; professional and graduate students must have at least a 3.8 GPA. Ten percent of the graduating students are accepted for membership each year.

Alpha Eta conducts an installation ceremony each fall and sponsors a student research poster exhibit in the each spring. For more information contact the Office of Academic and Student Services at [alliedhealth-info@ouhsc.edu](mailto:alliedhealth-info@ouhsc.edu).

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## **Alumni Leadership Award for the Outstanding First Year Student**

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The Alumni Leadership Award for the Outstanding First Year Student is awarded to a first year student in the College of Allied Health enrolled in a graduate, professional or undergraduate program. Applicants must have a 3.0 or higher OUHSC grade point average. Selection criteria are leadership in the academic program, contribution to the discipline/profession, and demonstrated contribution to the College of Allied Health.

For more information contact the Office of Academic and Student Services at [alliedhealth-info@ouhsc.edu](mailto:alliedhealth-info@ouhsc.edu).

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## **Banner Carrier for College of Allied Health (OU Commencement)**

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A banner carrier is a student who leads the procession of graduates of the College during commencement and convocation ceremonies. Representing graduates of the College on the President's platform during the commencement ceremony, the banner carrier is awarded a diploma symbolically presented to represent all graduates of the College of Allied Health. The student is selected by the Dean and must have demonstrated outstanding academic achievement.

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## **Big Man/Big Woman on Campus**

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The Big Man and Big Woman on Campus awards are chosen annually in recognition of those students deemed outstanding by the selection committee comprised of faculty, staff, and students. Recipients are chosen based on outstanding achievement in one or more of the following areas of involvement: leadership, service, honors or academics.

JUNIORS and SENIORS (4th or 5th year) are eligible for this award. It is awarded in the spring and recognized at Norman Campus Awards Ceremony and the OUHSC Campus Awards Ceremony.

Anyone interested may contact Student Development at 405.325.4020 or the OUHSC Student Affairs at 405.271.2416 or visit <http://leadandvolunteer.ou.edu/awards.html>.

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### **Crimson Club**

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Crimson Club members are the University of Oklahoma's student ambassadors. They come from all corners of the University: diverse in majors, background, and ethnicity. Each member is carefully identified as having outstanding leadership potential and a great pride in the University.

Each spring, Crimson Club begins the search for a new group of future ambassadors. In order to apply, a student must be nominated by either an OU faculty/staff or a current Crimson Club member. The student is then sent an application. The top applicants are invited for an interview with the Crimson Club Executive Committee who then choose each year's class of between twenty and thirty students.

Visit <http://www.ou.edu/student/crimclub/> or call 405.271.2416 for more information.

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### **Dean's Award**

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The Dean's Award was established in 1984. The award recognizes exemplary performance by College of Allied Health students in academics, clinical performance, leadership, and service. Nominations are considered in April.

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### **Dean's Honor Roll**

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The Dean's Honor Roll for students in the College of Allied Health is compiled at the close of each fall and spring semester. It includes undergraduate and professional students who have completed at least twelve grade point hours and have earned an average of 3.5 or higher during the semester, provided they have no W, I or N grades for that semester; and graduate students who have completed at least nine semester hours of graded graduate level coursework, and have earned a grade point average of 3.8 or higher during the semester, provided that they have no W, I or N grades for that semester.

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### **Distinction, Special Distinction, and Outstanding Distinction**

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Undergraduate students will be graduated with *Distinction* if they have completed at least 30 hours in residence and have a cumulative and residence grade point average of at least 3.50. Undergraduate students will be graduated with *Special Distinction* if they have completed at least 30 hours in residence and have a cumulative and residence grade point average of at least 3.75. Professional degree students graduating with at least a 3.8 cumulative and residence grade point average will be graduated with *Outstanding Distinction*.

No student who has been subject to disciplinary action will be granted a degree with distinction, special distinction or outstanding distinction.

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#### **4.0 Medallion Honor**

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Undergraduate students who earn a 4.0 cumulative/overall GPA are eligible for this honor. These students are individually recognized during commencement and convocation ceremonies. Students are given a medallion that is worn during commencement activities.

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#### **Golden Key Honor Society**

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To be eligible for membership, a student must have at least 30 credit hours and have maintained a 3.40 GPA. Applications are available from the OUHSC Student Affairs, SU 300 or call 405.271.2416 for more information.

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#### **Graduate Student Association - Outstanding Masters Thesis and Doctoral Dissertation Award**

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Any student who is receiving an M.S. (thesis option) or Ph.D. degree is eligible for this award. Only one nomination per degree per department is accepted. All nominations must be evaluated by a departmental or college screening committee and the selected nominee forwarded to the Graduate College. There is one Ph.D. award worth \$1,000.00 and an inscribed certificate; and one M.S. thesis award worth \$500.00 and an inscribed certificate. The selection committee may elect not to award all the available prizes. Deadline for submitting nominations is the end of February. Awards are announced at the OUHSC Student Awards Ceremony.

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#### **Honors Program**

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The University Honors Program offers academically talented undergraduates the opportunity to enroll in honors-designated courses, which lead to a degree *cum laude*, *magna cum laude*, or *summa cum laude*. The educational opportunities include honors-designated sections of lower-division courses (Norman campus only), division honors seminars and colloquia, and honors reading and research courses. The goal of this program is to challenge academically talented students and to enable them to attain deeper understanding of and greater degree of commitment to their intellectual goals. In order to graduate with honors, students must satisfy requirements of their degree-granting college and their department as well as satisfying the requirements of the OU Honors Program. Students who successfully complete all requirements of the University's Honors Program and who attain a cumulative OU grade point average of at least 3.8 will be granted *summa cum laude*; those with cumulative OU grade point average of at least 3.6, but less than 3.8, will be graduated *magna cum laude*; and those with cumulative OU grade point averages of at least 3.4, but less than 3.6, will be graduated *cum laude*.



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## **Letzeiser Award**

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The Letzeiser Awards are presented annually in memory of the late Alexander Letzeiser as a stimulus of good citizenship and achievement. The selections are made each year by a student/faculty/staff committee and are based on leadership, scholarship and service to the university and community. Thirteen (13) outstanding senior men and thirteen (13) outstanding senior women are selected for the Letzeiser Honor List. Three medals, bronze, silver and gold are presented to three (3) men and three (3) women who are selected as the most outstanding.

Only graduating seniors are eligible for this award. It is awarded in the spring and recognized at Norman Campus Awards Ceremony and the OUHSC Campus Awards Ceremony.

If interested please contact Student Development at 405.325.4020 or the OUHSC Student Affairs at 405.271.2416 or visit <http://leadandvolunteer.ou.edu/awards.html>.

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## **Mortar Board**

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Faculty members may nominate only junior students with a minimum grade point average of 3.0. The selection of recipients is based upon service, scholarship, and leadership. Information sheets are available for candidates for the first three weeks in February.

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## **Multicultural Awards**

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The OUHSC Office of Student Affairs recognizes students annually with multicultural awards for undergraduate, professional, and graduate students.

### **Multicultural Student Awards~ Undergraduate**

*Each student must have a cumulative GPA of 3.0 or higher as of the Fall term and be eligible to graduate from his or her respective college or program in the Winter, Spring or Summer term of the current year.*

### **Multicultural Student Awards~ Graduate**

*Each student must have a cumulative GPA of 3.0 or higher as of the Fall term and be eligible to graduate from his or her respective college or program in the Winter, Spring or Summer term of the current year.*

### **Multicultural Student Awards~ Professional**

*Each student must have a cumulative GPA of 3.0 or higher as of the Fall term and be eligible to graduate from his or her respective college or program in the Winter, Spring or Summer term of the current year.*

Applications for the multicultural awards are available early February in the OUHSC Student Affairs office located in Student Union, Suite 300. Visit <http://student-affairs.ouhsc.edu/> or call 405.271.2416 for more information.

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### **OU Parents' Association Outstanding Senior Award**

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Each year the University of Oklahoma Parents' Association recognizes the All-Around Outstanding Senior Man and Senior Woman at the University. Additionally, the Association presents an Award of Merit to the Outstanding Senior of each undergraduate college as selected by the college Dean. The selection procedure for the Outstanding Senior in each college is at the discretion of each Dean but is based on outstanding achievement in the following areas: scholarship, honors, awards, leadership and service to the university and community. A committee comprised of faculty, staff and students selects the All-Around Outstanding Senior Man and Senior Woman. All applications from each college are considered for this honor.

Students graduating with their first Bachelor's Degree are eligible for consideration. The honor is awarded in the fall semester and recognized at the Dad's Day Celebration on the Norman campus. In the spring, award recipients will be recognized at the Norman and OUHSC Campus Awards Ceremony.

If interested please contact Student Development at 405.325.4020 or the OUHSC Student Affairs at 405.271.2416 or visit <http://leadandvolunteer.ou.edu/awards.html>.

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### **OU Parents' Association Outstanding Senior Mother Award**

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All undergraduate student mothers who are currently enrolled in at least 12 hours and plan to enroll full-time for both the fall and spring semesters are eligible to apply for this award. Selection will be based on outstanding achievement in one or more of the following areas: academics, university and community involvement, leadership, service and honors and awards. The selection committee will be composed of the executive officers of the OU Parents' Association and staff from the Division of Student Affairs. The award includes a \$1,000 scholarship and recognition at the Norman Campus Awards Ceremony during Mom's Weekend held in the Spring.

If interested please contact Student Development at 405.325.4020 or the HSC Student Affairs at 405.271.2416 or visit <http://leadandvolunteer.ou.edu/awards.html>.

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### **OUHSC Outstanding Student Leadership Awards**

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The Outstanding Student Leadership awards are chosen annually in recognition of those students deemed outstanding campus leaders by the selection committee composed of OU faculty and staff. The selection is based on leadership, campus involvement, professional development, and community service. Those selected as Outstanding Student Leadership Award winners receive a cash award.

Applicants must have earned a 3.0 grade point average or higher, be currently enrolled full-time on the OUHSC campus and be planning to graduate in December, May or August. Each of the seven OUHSC Colleges selects an outstanding student from the application pool.

Applications for the award are available early February in the OUHSC Student Affairs office located in Student Union, Suite 300. Visit <http://student-affairs.ouhsc.edu/> or call 405.271.2416 for more information.

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### **OUHSC Outstanding Student Organization Award**

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The Outstanding Student Organization award is chosen annually in recognition of an organization, which has served not only the OUHSC Campus but has served the Oklahoma City community as well.

Applications for the award are available early February in the OUHSC Student Affairs office located in Student Union, Suite 300. Visit <http://student-affairs.ouhsc.edu/> or call 405.271.2416 for more information.

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### **PE-ET – OU TOP 10 Senior Honor Society**

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On April 10, 1910, top seniors organized for the purpose of starting a senior honor society. The object of the society is to recognize the highest ability and scholarship, leadership, athletics, and original work of the students of university and band together for moral, educational and social purposes. Each year, ten juniors will be selected and initiated.

Qualifications for membership into PE-ET (pronounced “pay et”) are service, scholarship and leadership. Candidates must be of junior standing (completed at least 72 credit hours) at the University of Oklahoma and will be of senior standing for the next academic year. Applicants must have a minimum 3.25 cumulative grade point average in addition to a faculty recommendation to apply. Deadline to apply is January.

If interested please contact Student Development at 405.325.4020 or the OUHSC Student Affairs at 405.271.2416 or visit <http://leadandvolunteer.ou.edu/awards.html>.

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### **Phi Kappa Phi**

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Phi Kappa Phi is a national honor society, which recognizes and encourages superior scholarship in all academic disciplines. Established in 1897, the Society is named from the initial letters of the Greek words forming its adopted motto, “Let the love of learning rule mankind”. Admission to the Society is by invitation only; and only Junior students ranking in the upper 5%, seniors and graduate students who are scholastically in the upper 10% of the class in their degree granting college may be considered for invitation into the Society. Nominations are solicited in February. For information contact the OUHSC Student Affairs in Student Union, Suite 300 or call 405.271.2416.

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### **President’s Honor Roll**

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Each semester, the President of the University of Oklahoma recognizes students with an excellent academic record for the current semester. The President’s Honor Roll is only for undergraduate students who made a 4.0 grade point average and were enrolled in at least 12

semester hours. These hours exclude any pass/fail credit. A letter from the President and a certificate is sent to each student.

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### **Regents' Award for Outstanding Junior**

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The Regents' Award for Outstanding Juniors will be presented to selected individuals who have excelled in the areas of scholarship, character, leadership and service to the university community during their junior year at the University of Oklahoma. This award is the highest award bestowed to juniors by the university community.

Applicants must meet the following criteria:

- completed a minimum of 72 credit hours;
- earned a 3.25 grade point average or higher and
- be currently enrolled full-time (minimum of 12 credit hours).

If your credit hours classify you as a senior but you are a "junior by years" - it is recommended that you complete the Regent's Award for Outstanding Juniors application. It is awarded in the spring and recognized at Norman Campus Awards Ceremony and the OUHSC Campus Awards Ceremony.

If interested please contact Student Development at 405.325.4020 or the OUHSC Student Affairs at 405.271.2416 or visit <http://leadandvolunteer.ou.edu/awards.html>.

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### **Rosemary K. Harkins Achievement Award**

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To honor the culturally diverse student population in the College of Allied Health, this award was established in 1986. The award is named in honor of Dr. Rosemary Knighton Harkins, former professor in Anatomical Sciences and in Allied Health Education and Associate Dean for Academic Affairs in the College of Allied Health. Nominations are solicited annually from faculty and students in the College. The award is presented during the OUHSC Campus Awards Ceremony.

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### **Who's Who in American Colleges and Universities**

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Who's Who Among Students in American Universities and Colleges awards are chosen annually in recognition of those students deemed outstanding by the selection committee comprised of faculty, staff, and students. Recipients are chosen based on outstanding achievement in one or more areas of involvement: leadership, service, honors or academics.

To be eligible for consideration, a student must be scheduled to receive his or her Bachelor's degree in the Winter, Spring or Summer term. Graduate students are also eligible for this recognition.

If interested please contact Student Development at 405.325.4020 or the OUHSC Student Affairs at 405.271.2416 or visit <http://leadandvolunteer.ou.edu/awards.html>.

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## **Willie V. Bryan Service Award**

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The Willie V. Bryan Multicultural Service Award is given to a student who demonstrated a combination of academic excellence, leadership qualities, and service to their ethnic community, their college, and the Health Sciences Center. The student must have made significant contributions towards the positive recognition and development of their respective culture.

Applications for the award are available early February in the OUHSC Student Affairs office located in Student Union, Suite 300. Visit <http://student-affairs.ouhsc.edu/> or call 405.271.2416 for more information.





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## **Building Access**

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Students may generally access the OU-Tulsa Schusterman Center and the OUHSC College of Allied Health buildings 24 hours a day.

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## **Bulletin Boards**

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Bulletin boards are available to post general student and program information. A bulletin board for Tulsa students is located directly outside the 2<sup>nd</sup> floor labs in room 2D12 and at the west end of the 2 E hallway. Students must receive approval to post items on bulletin boards from the Academic and Student Services Office. Oklahoma City bulletin boards are adjacent to each department in the College of Allied Health Building. To place information on these bulletin boards, students must get the approval of the appropriate department chairperson or designee or the Office of Academic and Student Services.

Posting guidelines include:

1. All postings (notices, announcements, memo, etc.) should be placed on designated bulletin boards.
2. Do not post on wooden doors, painted walls, or the glass doors/windows at building entrances. Tape adhesive damages wood and painted finishes. Old tape on glass surfaces creates an unsightly appearance.
3. Exception to this policy may be made for temporary urgent postings (room changes, class cancellations due to illness, etc.). These notices may be placed on or near the door to the room; however, masking tape should be used (not transparent tape), and the notice should be removed promptly after serving its purpose.

The electronic bulletin board is also available to post general student information. For approval to place information on the electronic bulletin board, students must contact the Office of Academic and Student Services.

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## **Bus and Trolley Services**

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OU Parking and Transportation Services provides bus and trolley services for the Oklahoma City campus. Routes are published at <http://oupts.ouhsc.edu/transport.htm>.

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## **Campus Police and Public Safety/Inclement Weather Policy**

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The Campus Police and Public Safety website (<http://admin-scb.ouhsc.edu/ems/>) includes policies and procedures of interest to students regarding right to know, general safety, hazardous weather, and emergency services. Information regarding campus closing due to hazardous weather is announced on the OUHSC home page and is available at 405.271.6499 (OKC) and 918.660.3999 (Tulsa). Students in clinical assignments are considered professionals-in-training and are learning the responsibilities of health care providers whose services are vital to patients, clinics and hospitals. Therefore, they too are responsible for meeting their obligations regardless of inclement weather unless relieved of these duties by their instructor/clinical supervisor.



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## **Clinical Requirements**

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The College is affiliated with many facilities to provide the clinical education experience for students. Each facility may have requirements that students must satisfy unique to that facility including criminal background checks and drug testing.

- **Criminal History:** Many clinical facilities require background checks, including a check of the sex offenders list. It is the student's responsibility to have the background check completed prior to starting the clinical experience and as instructed by the clinical coordinator. It is the student's responsibility to maintain the background check for presentation to the clinical facility personnel.
- **Drug Testing:** Drug screening is required of all OUHSC students in designated programs as many clinical facilities require students to pass a drug test. It is the student's responsibility to comply with the necessary procedures and consent forms for the required drug screening. Students who fail to adhere to the drug testing deadline established by the College will be suspended from all classes until clearance documentation is received.

Lack of timeliness in completing the background check and drug test may delay a student's participation in the scheduled clinical experience. Failure to pass a background check or drug test will prevent a student's participation in the scheduled clinical experience and may delay or prevent licensure and/or certification in the professional discipline.

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## **Copy Machines**

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In Oklahoma City, a copy machine is located in AHB 1144. Copy cards must be purchased from the OneCard Office. In Tulsa, the copy machines are located in the OU-Tulsa library and in the OU-Tulsa PC lab (room 1C65).

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## **Counseling Services**

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The goal of the University Counseling Services is to improve the quality of students' lives. Qualified professionals provide individual and marital counseling, psychological and academic testing, presentations on topics such as study strategies and stress management, and assistance with finding off-campus treatment services. More information for Oklahoma City students is available at <http://student-affairs.ouhsc.edu/counseling/default.asp> or by calling 405.271.2416. More information for Tulsa students is available by calling 918.660.3109 or at <http://tulsa.ou.edu/counseling/>.

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## **Environmental Health and Safety Training**

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All students must complete the online Environmental Health and Safety training and provide a certificate of completion to the Office of Academic and Student Services by the time classes begin in the fall. It is recommended that students retain a copy of this certificate for their personal educational records.

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## **Health Insurance**

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Students in the College of Allied Health are required to carry health insurance and show evidence of coverage which must be maintained as long as the student is enrolled at the University of Oklahoma Health Sciences Center. At the beginning of each academic year, and periodically thereafter, students may be asked to show proof of health insurance coverage. Students will have ten business days to provide proof of coverage after request for such is made. If not compliant within ten days, the student may, at the discretion of the College, be suspended from classes and/or rotations until proof of coverage is provided. In such event, the student may miss academic or clinical work, classes, or rotations, which may prevent the student from successfully completing a particular class, rotation, academic requirement, or semester. Students may purchase a student insurance policy available through the OUHSC Student Association or may select another insurance provider. Information about the OUHSC student health information plans is available at <http://students.ouhsc.edu/HealthServices.asp>. For additional information on student health insurance, contact the Office of Academic and Student Services in Oklahoma City or Tulsa.

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## **Health Insurance Portability and Accountability Act (HIPAA)**

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All enrolled students must complete the online HIPAA training and provide a certificate of completion to the Office of Academic and Student Services annually. It is recommended that students retain a copy of this certificate for their records. The HIPAA training must be completed within thirty (30) days from the first day of classes unless the department or college requires earlier completion, and annually thereafter.

The HIPAA Privacy Regulations established national standards regarding uses and disclosures of protected health information and place stringent requirements on practitioners and researchers to protect the privacy of patients and research participants and selected others. Additional information about HIPAA is available at <http://www.ouhsc.edu/hipaa/>, and the University's Protection of Health Information Policies and Procedures Manual is available at <http://www.ouhsc.edu/hipaa/docs/PrivacyPolicyManual.pdf>.

When completing assignments that include patient-related information, students must follow these guidelines:

1. Maintain confidentiality concerning all protected health information;
2. Restrict the use and/or disclosure of protected health information, even though permitted, to the minimum necessary to accomplish the intended educational purpose.
3. De-identify patient films or paperwork by removing identifying information such as the following, before leaving the clinical setting:
  - a. All names
  - b. All addresses including street, city, county, zip code, email address, URLs, Internet Protocol address

- c. All dates (except year) including birth date, admission date, discharge date, procedure date, etc. and all dates including year of birth for patients or research participants 90 or older
- d. All numbers including medical record, health plan, account, certificate/license, vehicle identifiers, device identifiers and serial numbers, telephone, fax, social security, etc.
- e. Biometric identifiers and photographic images
- f. All other unique identifying numbers, characteristics or codes

For questions regarding HIPAA or compliance in general, contact the department or the Office of Compliance at 405.271.2511.

(OUHSC Compliance Office 7-24-03)

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### **Injury in Clinic**

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The College of Allied Health requires all students to have health insurance coverage while enrolled at the University of Oklahoma Health Sciences Center. Evidence of insurance coverage should be presented by the student for emergency room services. For blood/body fluid exposure, students should follow these guidelines:

1. If the exposure occurs Monday through Friday between 8:30 a.m. and 4:30 p.m., the student should report the incident to his/her clinic supervisor and clinical coordinator AND
2. An **Oklahoma City campus student** should report to the Family Medicine Center Green Clinic at 900 NE 10th within an hour of the incident. If the blood/body fluid exposure occurs after-hours, weekends, scheduled holidays, or other times when the Family Medicine Center's Clinic is closed, the student should immediately go to the nearest hospital emergency room and seek treatment. The following weekday morning, the student should contact Student Health Services at 405.271.4311 to complete an incident report.  
OR
3. A **Tulsa campus student** should immediately notify the Tulsa Employee Health/Health Awareness Center office at 918.619.4600. If the blood/body fluid exposure occurs after-hours, weekends, scheduled holiday, or other times when the Center is closed, the student should immediately contact the nearest hospital emergency room and seek treatment. The following weekday morning, the student should contact the Health Awareness Center at 981.619.4600 to complete an incident report.

For other accidents/injuries: The incident should be reported to the clinic supervisor and clinical coordinator. Oklahoma City students should seek treatment at the Family Medicine Center Green Clinic, 405.271.2577. Tulsa students should arrange for student health services by contacting 918.619.4850.

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### **Liability Insurance**

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All College of Allied Health students having patient contact are required to carry general liability insurance (malpractice). The College has one policy for all students, with limits of liability of \$1,000,000 each claim, \$3,000,000 aggregate. Coverage is September 1 to August 31, and the College of Allied Health Student Association pays the cost of this policy

for students. For additional information, contact the Office of Academic and Student Services in Oklahoma City or Tulsa.

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## **Libraries**

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The University of Oklahoma has outstanding library resources for Health Sciences Center degree students. Information is available at <http://www.ouhsc.edu/libraries/>.

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## **Lockers**

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Lockers are available for each student. Tulsa lockers are in locker rooms 2D12 and 2D08 and Oklahoma City lockers are located throughout the College of Allied Health building. Students are responsible for any items placed in their lockers, and are provided a combination lock at orientation. Students are charged a \$6.00 replacement fee for lost combination locks. The University is not responsible for any lost or stolen items.

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## **Mailboxes**

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Each student is assigned a mail box in AHB Room 1144 in Oklahoma City and Room 2D14 in Tulsa. Students are responsible for communication placed in their mailboxes and should check for mail daily.

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## **Religious Holiday Observance**

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A student who is absent from class for a religious observance may have an examination, presentation, clinical experience, or additional required class work rescheduled without penalty. It is the student's responsibility to notify the instructor of the absence prior to the religious holiday and to request a make-up.

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## **Writing Center**

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The Writing Center is located in the Student Union in Oklahoma City and at OU-Tulsa as a resource for students. More information is available at <http://student-affairs.ouhsc.edu/services/WritingCenter.asp> for Oklahoma City students and <http://tulsagrad.ou.edu/writing/> for Tulsa students.

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## **Related OUHSC Student Resources**

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Information about additional student resources is available online at <http://student-affairs.ouhsc.edu/> for Oklahoma City students and <http://tulsa.ou.edu/studentaffairs/index.htm> for Tulsa students. These include:

- Admissions and Records
- Athletic Tickets
- Bursar's Office
- Campus Police

- Counseling Services
- Financial Aid
- Fitness and Recreational Services
- Health Insurance
- Health Services
- Housing
- HSC Student Affairs
- HSC Student Union
- Identification Cards (OneCard)
- International Student Services
- Library
- Loan and Scholarship Disbursement
- Parking
- Veteran Services



## Tuition and Fee Information

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### Related OUHSC Tuition and Fee Information

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The OUHSC Office of the Bursar is responsible for assessing and collecting student fees and tuition and provides policy information online

(<http://www.ouhsc.edu/financialservices/Bursar/Bursar.asp>) including:

- Deadlines and Penalties
- Bursar's Hours of Operation
- Loan and Scholarship Disbursement
- Obligation and Collection (of Student Fees)
- Oklahoma State Regents Refund Policy for Withdrawal and Add/Drop
- Student Fee Refund Policy
- Regents Fee Refund Policy for Students Entering Military Service
- Student Health Fee Exemptions

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### Required Tuition and Fees for 2010-2011\*\*

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The following tuition and fees apply to Oklahoma residents and non-residents for 2010-2011. Also listed are other fees that may be incurred.

	Resident Tuition	Non-Resident Additional Tuition	Total Non- Resident Tuition
Undergraduate Courses	122.60 per credit hour	347.70 per credit hour	470.30 per credit hour
Graduate Course Work	162.20 per credit hour	428.10 per credit hour	590.30 per credit hour
Professional-MOT Course Work	3,120.00 per semester 1,713.75 per summer	4,368.00 per semester 2,182.91 per summer	7,488.00 per semester 3,896.66 per summer
Professional-DPT Course Work	4,025.00 per semester 2,210.85 per summer	6,140.00 per semester 3,068.47 per summer	10,165.00 per semester 5,279.32 per summer
Audiology Course Work	3,700.00 per semester 2,032.34 per summer	5,970.00 per semester 2,983.51 per summer	9,670.00 per semester 5,015.85 per summer

#### Other Fees

Academic Facility and Life Safety Fee	7.50	per credit hour (\$150 max/term; for new students entering FA03 or later)
Academic Records Fee	15.00	per semester

Activity Fees		3.50	per credit hour
Advanced Standing			cost of exam
Allied Health Application Processing Fee		25.00	per program
Application Fee		40.00	
Assessment Fee Undergraduate		1.25	per credit hour
Audit (no credit)			regular fee
Clinical Education Fees Allied Health:			
Audiology		100.00	per sem/sum
Communication Sciences and Disorders		100.00	per sem/sum
Nuclear Medicine		150.00	per sem/sum
Nutritional Science		100.00	per sem/sum
Occupational Therapy		100.00	per sem/sum
Physical Therapy		100.00	per sem/sum
Radiation Therapy		150.00	per sem/sum
Radiography		150.00	per sem/sum
Sonography		150.00	per sem/sum
Speech-Language Pathology		100.00	per sem/sum
Connectivity Fee		14.80	per credit hour (\$296 max/term)
Counseling Services Fee		17.00	per semester
		8.50	per summer
Cultural and Recreational Services Fee	OKC	112.50	per semester
		46.15	per summer
	Tulsa	12.50	per semester
		6.25	per summer
Diploma Replacement		50.00	
Electronic Media Fee (internet & distance courses)		110.00	per credit hour
Facility Fee	OKC	7.30	per credit hour
	Tulsa	2.75	per credit hour
Health Service Fee*		74.00	per fall and spring semesters
		37.00	per summer semester
ID Card		10.00	
ID Card Replacement		15.00	
International Student Maintenance Fee		50.00	per sem/sum
Lab Fees:			
Allied Health	range	10.00-172.00	per lab course
Late Enrollment Fee		20.00	
Late Fee Unpaid Tuition		50.00	
Library Resource Fee		11.00	per credit hour
Nutritional Sciences Intern Program		3,500.00	per course
Nutritional Sciences Supervised Practice Fee		700.00	per semester (undergraduate program)
Radiation Detection Badge Fee:			
Allied Health (MIRS)		33.00	per sem/sum
Registration Fee		20.00	per semester
Security Services Fee		3.60	per credit hour (\$72 max/term)
Simulated Patient Fee	range	15.00-70.00	per course
Special Event Fee		3.00	per credit hour (\$60 max/term)
Technology Service Fee		40.00	per credit hour
Transit Fee		1.50	per credit hour (\$30 max/term)

\* Students enrolled in web-based degree programs in the College of Allied Health do not pay the health service fee and are not eligible for services through Student Health Services.

\*\* All fees and amounts are subject to change.



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## **Enrollment**

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### **Enrollment Policies & Regulations**

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Students are not permitted to enroll in College of Allied Health courses unless they have been admitted to the College. Students admitted to other degree programs within the University may be permitted to enroll in a College of Allied Health course provided they have the necessary prerequisites for the course and have received special permission from the course instructor, the department, and the Office of Academic and Student Services.

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### **Related OUHSC Enrollment Instructions**

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Enrollment instructions are available in the OUHSC Student Handbook at <http://www.ouhsc.edu/admissions/handbook/>. These include:

- How to Complete the Enrollment Form
- How to Read the Class Schedule
- Section Number Definitions
- Add/drop Instructions
- Auditor Enrollment
- Enrollment Cancellation
- Enrollment Holds
- Health Sciences Students Enrolling in Norman Campus Courses

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### **Class Schedules and Course Catalog**

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Class schedules for the OU Health Sciences Center are available online at [http://ouhsc.edu/students/student\\_info/class\\_schedule/](http://ouhsc.edu/students/student_info/class_schedule/), and the course catalog is available at [http://www.ouhsc.edu/students/Student\\_Info/course\\_catalog/](http://www.ouhsc.edu/students/Student_Info/course_catalog/).



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## **Student Organizations**

Participation in a student organization gives students opportunities to expand and enhance the overall educational experience, improve social life, gain self confidence, acquire leadership skills, and learn how to function as a member of a group or a team. Students should explore the various student organizations offered and become involved.

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### **College of Allied Health Student Association**

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The purpose of the College of Allied Health Student Association is to:

- represent the students of the College as a leadership organization, in regulation and coordination of student governance;
- promote interest in and loyalty to the College;
- conserve and propagate the ideals and traditions of the health professions;
- serve as a platform for cooperation and collaboration among students, faculty and administration; and to
- promote honesty and individual achievement

The Student Association's legislative power is vested in the student elected department representatives. Four students from each department are elected each year to serve as representatives. Alternates are also elected to serve when the elected department representative is absent from Association meetings. Students elect Association officers and representatives to the OUHSC Student Senate each year.

Student governance in the College is an important aspect of student life. With an annual budget derived from student activity fees, the Student Association is engaged in a number of social events, community service activities, and educational programs. Involvement in these activities is a precursor and preparation for lifelong responsibilities associated with all health science professions.

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### **Other College of Allied Health Student Organizations**

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Recognized student organizations in the College include:

- Alpha Eta Honor Society
- College of Allied Health Student Association
- Colleges Against Cancer
- Dietetic Student Association
- National Association of Future Doctors of Audiology
- National Student Speech-Language-Hearing Association
- Nuclear Medicine Seniors
- Nuclear Medicine Juniors
- Radiography Seniors
- Radiography Juniors

- Radiation Therapy Seniors
- Radiation Therapy Juniors
- Rehabilitation Sciences Student Association
- Rehabilitation Sciences Year 3
- Rehabilitation Sciences Year 2
- Rehabilitation Sciences Year 1
- Sonography Seniors
- Sonography Juniors
- Student Occupational Therapy Association
- Student Physical Therapy Association

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### **OUHSC Student Association**

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The OUHSC Student Association is the student organization that represents all students at the Health Sciences Center. The Association maintains WebPages at <http://w3.ouhsc.edu/sa/> to keep students informed of its activities and structure and to publish its constitution and bylaws.

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### **Sales and Fundraising Activities**

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Students should obtain a copy of the *Request for Fundraising Form* online (<http://www.ah.ouhsc.edu/main/documents/student/Fundraising%20Request%20Form.pdf>) or from the Office of Academic and Student Services to request approval for fundraising activities.

Guidelines for using the Schusterman or College of Allied Health buildings for fundraising include:

- All activities must comply with the above form.
- All promotional material must be placed on bulletin boards, or attached with masking tape to washable surfaces. Nothing is to be placed on glass doors or windows.
- Sales stands must not impede the flow of traffic or create a safety hazard in the building.
- Sales stands must be placed far enough from classrooms so noise does not interrupt classes.
- Promotional material must be removed immediately after sales have been completed.
- Participants of sales or other events must clean area before leaving.

With regard to the rules and regulations for the use of other buildings on Oklahoma City or Tulsa campuses, check with the Office of Academic and Student Services.

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### **Procedures for Outside Bank Accounts**

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Any student organization which chooses to operate through an outside bank account will be required to provide a bank account reconciliation once each semester due October 1 for the

fall and March 1 for the spring. This reconciliation will be provided in the form of a reconciled bank statement accompanied by a cash reconciliation sheet. The report will be signed by the organization president, treasurer and student organization faculty/staff sponsor. Student organizations with outside accounts who do not meet these deadlines will relinquish the privilege of facility use on campus until they present copies of bank account information as required. Those organizations privately chartered or independently incorporated will be exempt from this requirement. The cash balance student organizations hold in outside accounts shall not exceed \$2000. Funds in excess of \$2000 generated by student organizations and brought inside the university's accounting system will be handled according to established university accounting guidelines with the following provisions:

Student organization funds generated from dues, assessments, and fund-raising events or any other revenue-generating activity and deposited into a university account will be handled by the Office of the Controller.

Registered student organizations may designate the purposes for which outside generated funds have been raised and the Controller will hold the funds in accordance with the specific instructions of the organization.

Overhead transaction charges will not be assessed against student organization accounts.

Student groups who hold fund-raising events in University facilities will be required to pay a facility fee. All Student Activity Fee funds must be handled through University accounts in accordance with the provisions and limitations of state law.

# **College of Allied Health Student Association Bylaws**

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## **ARTICLE I - NAME**

The name of this organization shall be the College of Allied Health Student Association of the University of Oklahoma, hereinafter referred to as "CAHSA."

## **ARTICLE II - PURPOSE**

The purpose of the CAHSA shall be to represent the students of the College of Allied Health, hereinafter referred to as "the College," in the regulation and coordination of all phases of student governance; to promote the highest interest of the College and to cultivate loyalty to the College; to conserve and propagate the ideals and traditions of the health professions; to serve as an agency for the maintenance of cordial and cooperative relationships among students, faculty, administration and alumni; and to promote honesty and individual achievement in academic affairs. The CAHSA will promote such activities, as it deems valuable in the furtherance of this purpose.

## **ARTICLE III - FUNCTION**

Section 1. The CAHSA shall consider matters of general concern to students of the College.

Section 2. The legislative powers of the CAHSA shall be vested in the Student Representatives, as stated in Article V, Section 1a.

Section 3. The CAHSA shall coordinate such cooperative, social, and academic activities as are appropriate for the College.

## **ARTICLE IV – EXECUTIVE COMMITTEE**

### Section 1. Definition

- a) The Executive Committee of the CAHSA shall consist of five (5) officers.
  - i. President
  - ii. Vice-President (Oklahoma City)
  - iii. Vice President (Tulsa)
  - iv. Secretary
  - v. Treasurer

### Section 2. Term and Election

- a) The Student Representatives, as stated in Article V, Section 1a and Section 3a, will elect officers from the CAHSA during a spring meeting.
- b) Elected officers shall assume office at the end of the spring semester.
  - i. Officer transitions will occur following election until the end of the spring

semester

- a. Current officers are responsible for teaching the officer elect responsibilities of their respective office and allowing him/her to attend appropriate meetings for the position.
- c) The Executive Committee shall serve for a period of one year or until their successors have been elected and assume office.

### Section 3. Duties

#### a) President

- i. Shall preside at all meetings of the CAHSA
  - a. In the absence of the President, the Vice President, Secretary, or Treasurer, in this order, shall preside as acting President.
- ii. Shall perform all duties consistent with the office, including:
  - a. Represent the CAHSA at all events where such representation is requested or required
  - b. Create committees, in addition to established committees, as stated in Article VI, Section 1.
    - 1. Committee chairmen and members will be designated, as stated in Article VI, Section 2.
- iii. Shall perform necessary correspondence with the University of Oklahoma Health Sciences Center Student Association, hereinafter referred to as "OUHSCSA."
  - a. Attend College President meetings.
  - b. Provide list of Senators, as stated in Article IV, as soon as they are elected.

#### b) Vice President

- i. Shall arrange catered lunches for open and closed CAHSA meetings.
- ii. Shall organize and oversee the actions of all committees.
  - a. Committee chairmen must report or refer to the Vice President for assistance or support, as stated in Article VI, Section 3a.

#### c) Secretary

- i. Shall keep a current and permanent attendance record of the CAHSA, which shall be maintained for all open and closed CAHSA meetings.
  - a. Members of the CAHSA shall consist of all students of the College, as stated in Article II.
- ii. Shall conduct correspondence with the CAHSA.
- iii. Shall perform all duties consistent with the office, including:
  - a. Record minutes of all open and closed meetings.
  - b. Maintain CAHSA website.
  - c. Maintain current records of Executive Committee; committee chairs and members; Student Representatives and alternates; faculty sponsors; and Senators.

#### d) Treasurer

- i. Correspond with the Senior Administrative Assistant in Student Services and the OUHSCSA Budget Committee in determining the CAHSA annual budget.

- a. Attend OUHSCSA Budget Committee meetings.
  - b. Preliminary recommendations from the Senior Administrative Assistant shall be examined by the CAHSA Budget Committee.
  - c. The budget shall be presented to the CAHSA and accepted by majority vote of the Student Representatives, as stated in Article X, Section 2.
- ii. Shall make a full financial report quarterly and an annual financial report, which shall be incorporated in the minutes of the CAHSA.
  - iii. Shall make a financial report to the President and the CAHSA upon request.

#### Section 4. Attendance

- a) Each officer must attend all open and closed CAHSA meetings.
  - i. Absences of all officers are excusable if he/she notifies the President or the designated officer running the meeting before the day of the meeting.

#### Section 5. Vacancies

- a) In the event of the death or resignation of an Executive Committee officer, except the office of President, the Student Representatives shall elect a member of the CAHSA to fulfill the expired term within thirty (30) days by majority vote.
- b) A vacancy in the office of President shall be filled by the Vice President.

### **ARTICLE IV – SENATORS**

#### Section 1. Definition

- a) Senators shall consist of elected representatives from the CAHSA
  - i. The number of Senators representing the CAHSA shall be determined by the OUHSCSA President in the spring of each academic year.

#### Section 2. Term and Election

- a) The Student Representatives, as stated in Article V, Section 1a and Section 3a, will elect Senators from the CAHSA during a spring meeting.
- b) Elected Senators shall assume duties at the end of the spring semester.
  - i. Senator transitions will occur following election until the end of the spring semester.
    - a. Current Senators are responsible for teaching the Senator elect their responsibilities and allowing him/her to attend appropriate meetings for the position.
- c) Senators shall serve for a period of one year or until their successors have been elected and assume duties.

#### Section 3. Duties



- a) Represent the CAHSA by participating in all legislative actions of the OUHSCSA.
- b) Report meeting and legislative proceedings to the CAHSA during open and closed meetings.
- c) Seek input from the CAHSA on matters considered by the OUHSCSA.
- d) Serve on an OUHSCSA committee.
- e) Promote and support events established by the OUHSCSA.

#### Section 4. Attendance

- a) Senators are required to attend all open and closed CAHSA meetings.
- b) Senators are required to attend all OUHSCSA Senate meetings.
  - i. If a Senator is unable to attend a meeting, an alternate or proxy may be selected to represent them.
  - ii. In order for a proxy to serve in the absence of a Senator, they must possess written approval from the aforementioned Senator, including:
    - a. College constituency
    - b. Meeting date
    - c. Absent Senator's signature
  - iii. Absences, despite proxy attendance, will result in the following actions:
    - a. One (1) absence: Senator will be notified by the OUHSCSA Secretary.
    - b. Two (2) absences: Senator will lose parking privileges.
    - c. Three (3) or more absences: Senator will be removed from office by the OUHSCSA President.

#### Section 5. Vacancies

In the event of the death, resignation, or removal of any Senator, the Student Representatives shall elect a member of the CAHSA to fulfill the expired term within thirty (30) days by majority vote.

### **ARTICLE V – STUDENT REPRESENTATIVES**

#### Section 1. Definition

- a) Student Representatives shall comprise the legislative body of the CAHSA.
- b) Student Representatives shall consist of four (4) elected students from each department of the College.

#### Section 2. Term and Election

- a) Election of Student Representatives will occur by the beginning of the fall semester.
  - i. The process of election of Student Representatives will be determined by their respective Departmental Faculty Sponsors, as stated in Article VII, Section 1b.

- ii. The Bylaws Committee recommends each department elect students to equally represent their degree programs and class year.
- b) Elected Student Representatives shall assume their duties immediately upon election.
- c) Student Representatives shall serve for a period of one year or until their successors have been elected and assume duties.
  - i. Student Representatives that have served in the past year may remain in their position, if they are unchallenged or are elected again.

### Section 3. Duties

- a) Represent their electorate by participating in all legislative actions of the CAHSA.
- b) Report meeting and legislative proceedings to their electorate via email or departmental meetings.
- c) Seek input from their electorate on matters considered by the CAHSA.

### Section 4. Attendance

- a) Student Representatives are required to attend all open and closed CAHSA meetings
- b) If a representative is unable to attend a meeting, an alternate or proxy may cast the absent representative's vote.

### Section 5. Vacancies

In the event of the death or resignation of a Student Representative, the Departmental Faculty Sponsor shall select a student from the same degree program and class year as the resigning representative to fulfill the expired term within thirty (30) days.

## **ARTICLE VI – COMMITTEES**

### Section 1. Definition

- a) CAHSA committees shall consist of special interest groups designed to further the purpose, as stated in Article II.
- b) Established committees include:
  - i. Budget Committee
  - ii. Social Committee
  - iii. Bylaws Committee
  - iv. Philanthropy Committee
  - v. Graduate Education and Research Committee
- c) The President may create additional committees deemed necessary, as stated in Article IV, Section 3a.

### Section 2. Term and Selection

- a) The President shall appoint students of the College to committees and chairman

positions deemed necessary to carry out the business of the CAHSA.

- b) Committee chairmen and members shall serve for a period of one year or until their successors have been selected and assume duties.

### Section 3. Duties

- a) Committee chairmen must report or refer to the Vice President for assistance or support.
- a) Budget Committee
  - i. Shall correspond with the Treasurer on all matters.
  - ii. Responsible for revising the recommended annual budget, as stated in Article VIII, Section 1b, consistent with CAHSA Budget & Purchasing Procedures.
- b) Social Committee
  - i. Responsible for planning social activities and, when needed, working with other groups to plan campus-wide social activities.
- c) Bylaws Committee
  - i. Responsible for reviewing proposed revisions to the CAHSA Bylaws.
  - ii. Shall review and update the CAHSA Bylaws within two years of the previous revision.
- d) Philanthropy Committee
  - i. Responsible for developing the relationship between students of the University of Oklahoma Health Sciences Center and the community at large.
  - ii. Shall plan events, provide community service opportunities, encourage students to use their unique abilities and talents to better the community, and provide service to those in need.
- e) Graduate Education and Research Committee:
  - i. The committee shall consist of:
    - a. One (1) selected representative from each department in the College with a graduate program.
    - b. Two (2) faculty advisors annually selected by the committee.
      - 1. Faculty advisors must hold graduate faculty status to serve.
  - ii. Responsible for considering any matters concerning graduate education and graduate students referred by the CAHSA.

### Section 4. Attendance

- a) Committee chairmen are required to attend all open and closed CAHSA meetings.
  - i. If a chairman is unable to attend a meeting, an alternate or proxy may provide committee reports in their absence.
- b) Committee members are strongly encouraged to attend all open CAHSA meetings.

### Section 5. Vacancies

A vacancy in any committee shall be filled by appointment of the President within thirty (30) days.

## **ARTICLE VII – LIASIONS**

## Section 1. Departmental Faculty Sponsors

- a) The Student Representatives shall elect Departmental Faculty Sponsors from full-time faculty of the College who shall serve for one calendar year in a non-voting advisory capacity.
- b) Departmental Faculty Sponsors shall determine the process of electing Student Representatives.
  - i. The Bylaws Committee recommends each department elect students to equally represent their degree programs and class year.

## Section 2. Ex-officio

Representatives of the Dean's Office of Academic and Student Services whose duties are relevant to the work of the CAHSA will be ex-officio and will serve in a non-voting capacity.

## **ARTICLE VIII – BUDGET**

### Section 1. Operating Expenses

- a) Operating expenses of the CAHSA shall be ninety percent (90%) of all student activity fee monies. The remaining ten percent (10%) is managed by the OUHSCSA.
- b) The Treasurer is responsible for corresponding with the Senior Administrative Assistant in Student Services and the OUHSCSA budget committee in determining the CAHSA annual budget.
  - i. Preliminary recommendations from the Senior Administrative Assistant and OUHSCSA budget committee shall be examined by the CAHSA Budget Committee.
  - ii. The budget shall be presented to the CAHSA and accepted by majority vote of the Student Representatives, as stated in Article X, Section 2.

### Section 2. Distribution of funds

- a) Distribution of funds will be determined by majority vote of the Student Representatives, as stated in Article X, Section 2.
- b) The CAHSA shall have the right to sponsor fundraising events it deems appropriate.

## **ARTICLE IX – MEETINGS**

Section 1. The dates and location of all open and closed meetings shall be decided by majority vote of the Executive Committee, Senators, and Student Representatives.

Section 2. Special meetings may be called at such time and place, as deemed necessary. Members shall be notified in advance of such meetings. No business other than the specified agenda shall be transacted.

## **ARTICLE X - QUORUM**

Section 1. A quorum of at least thirty percent (30%) of Student Representatives plus two (2) Executive Committee officers must be present for all legislative proceedings, other than for financial matters.

Section 2. A quorum of at least fifty percent (50%) of Student Representatives plus two (2) Executive Committee officers must be present for legislative proceeding concerning financial decisions.

## **ARTICLE XI - ORDER OF BUSINESS**

The order of business shall be:

1. Call to order
2. Approval of minutes from previous meeting
3. Officer Reports
4. Reports of regular committees
5. Reports of special committees
6. Old business
7. New business
8. Announcements
9. Adjournment

## **ARTICLE XII – AMENDMENTS**

Section 1. Any CAHSA member may propose Amendments to the Bylaws at open or closed meetings.

Section 2. Review and Voting

- a) The Student Representatives, at any open or closed meeting, may accept proposed Amendments to the Bylaws for ratification by a two-thirds vote.
- b) Proposed Amendments not receiving a two-thirds vote may be referred to the Bylaws Committee for further consideration.
  - i. Amendments deemed relevant and desirable to the CAHSA shall be revised for proposal, as stated in Article XII, Section 1.

Section 3. Amendments and actions taken by the CAHSA may be forced to referendum vote by the Student Representatives upon presentation of a petition signed by twenty-five percent (25%) of the CAHSA members.

## **ARTICLE XIII - DISSOLUTION**

In the event of dissolution or final liquidation of the CAHSA, all of its assets remaining, after payment of its obligations, shall be distributed to and among such corporations,

foundations, or other association organized and operated exclusively for beneficial purposes of the College, consistent with those of the CAHSA, and designated by the Dean of the College.

#### **ARTICLE XIV - RATIFICATION**

These Bylaws shall be ratified and implemented by a two-thirds vote of the Student Representatives of the College.

12/11/1979 Revised: 5/1/1986; 11/15/1989; 10/29/1999; 9/17/2001; 3/6/2002; 10/2006; 5/10/2010

<http://www.ah.ouhsc.edu/cahstuco/bylaws.htm>

# University of Oklahoma Health Sciences Center Student Association Constitution

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(Amended October 18, 2009)

## **Article 1: Title**

The name of this organization shall be the University of Oklahoma Health Sciences Center Student Association (OUHSCSA).

## **Article II: Membership**

**Section 1:** Every enrolled student of the OUHSC shall be a member of the OUHSCSA.

**Section 2:** Herein is created the Senate of the OUHSCSA.

**Section 3:** Representation of each College student body of the OUHSC shall be through membership to the OUHSCSA Senate.

**Clause 1:** Colleges receiving membership shall include:

- A. College of Allied Health
- B. College of Dentistry (to include proportional representation of the Dental Hygiene program)
- C. College of Nursing
- D. College of Medicine (to include proportional representation of the Physician Associate program)
- E. College of Pharmacy
- F. College of Public Health
- G. Graduate College

## **Article III: Purpose**

The purpose of the OUHSCSA Senate shall be to represent members of the OUHSC Student Association in the regulation and coordination of all phases of student government; to serve as an agency for the maintenance of cordial and cooperative relationships among students, their governing bodies, alumni, faculty, and University administration; to conserve and propagate the ideals and traditions of the health sciences; and to promote honesty and individual achievement in academic affairs. The OUHSCSA Senate will promote such activities as it deems valuable in the furtherance of this purpose of mutual concern to the membership of the OUHSC Student Association.

## **Article IV: Legislative Branch**

### **Section 1:**

**Clause 1:** Legislative powers of the OUHSCSA shall be vested in the OUHSCSA Senate and student councils in each college as set out herein.

**Clause 2:** Specific powers shall reside in the OUHSCSA Senate unless otherwise delegated to the individual college Student Councils herein.

**Clause 3:** Membership of the OUHSCSA Senate shall be selected for one year terms and shall be elected at large by the individual college Student Councils.

- A. OUHSCSA Senators shall comprise the voting members of the OUHSCSA.

- B. Representation is given on a basis of one voting member per 100 students enrolled, with each college constituency guaranteed at least three voting members.
  - 1. For 1-300 students, the college shall receive 3 voting members.
  - 2. For 301-400 students the college shall receive 4 voting members, etc.
- C. A list of the OUSHCSA Senators shall be provided to the OUHSCSA by each college constituency president as soon as they are elected.
  - 1. Updated lists shall be provided to the OUHSCSA as necessary.
- D. HSC enrollment numbers shall be presented to the OUHSCSA President during the spring of each academic year for deciding the following year's Senate representation.
- E. If the individual College Student Councils fail to fill their respective OUHSCSA Senate seats, the OUHSCSA Executive Board shall select senators from their respective Colleges.

**Clause 4:** All OUHSCSA Senators shall be subject to the rules of recall of their individual college councils.

**Section 2:** One-half (1/2) plus one (1) of the OUHSCSA Senators shall constitute a quorum to do business. The OUHSCSA Senate may be authorized to compel the attendance of absent Senators in such a manner and under such penalties as the OUHSCSA Senate may provide.

**Section 3:** The OUHSCSA Senate shall have the right of impeachment and removal of officers by a concurrence of two-thirds (2/3) of the voting membership.

**Section 4:** The OUHSCSA Senate shall recommend campus-wide student rules and regulations and appropriate revenues of the University of Oklahoma Health Sciences Center Student Association.

**Clause 1:** Every bill, which has been approved by the OUHSCSA Senate, shall be presented to the OUHSCSA President. If (s)he signs the bill, it will become effective. If (s)he vetoes it, the OUHSCSA Senate shall then proceed to reconsider it. If two-thirds (2/3) of the present and voting membership vote to pass the bill or if two-thirds (2/3) of the individual college student councils later vote to pass the bill, it will become effective. If any bill is neither signed nor vetoed by the President within ten days (Sundays excepted) after it was presented to him/her, the same shall be enacted in like manner as if (s)he had signed it.

**Clause 2:** Having been enacted by the OUHSCSA, all acts except those specifically dealing with the internal operation of the OUHSCSA shall be presented to the OUHSC Student Affairs Executive Director and then to the Provost of the Health Sciences Center. If (s)he approves, (s)he shall sign it, but if not, (s)he shall return it with his/her objections to the OUHSCSA Senate, which shall proceed to reconsider it. If after such reconsideration, two-thirds (2/3) of the OUHSCSA Senate agree to pass the bill, it shall be



presented to the President of the University for his/her consideration with the Board of Regents of the University being the next and final tier.

#### **Article V: Executive Branch**

**Section 1:** The Executive Board of the OUHSCSA shall consist of these offices advised by the Executive Director of HSC Student Affairs:

- A. President
- B. Vice-President/ Senate Chair
- C. Secretary
- D. Treasurer
- E. Campus Activities Board Chair

**Clause 1:** In the absence of the President, the Vice-President/Senate Chair, Secretary, etc. in the above order, shall preside as acting President.

**Section 2:** The executive power of the OUHSCSA shall be vested in the OUHSCSA President who shall, at the time of his/her election and for the entire term, be a member of the OUHSC Student Association.

**Clause 1:** In the case of the removal of the OUHSCSA President from office, resignation from office, or his/her inability to discharge the powers and duties of the office, those powers and duties shall fall upon the OUHSCSA Vice-President/ Senate Chair.

**Clause 2:** If the OUHSCSA President leaves office during the academic year of his/her presidency, an election shall be held at the next regularly scheduled meeting of the OUHSCSA Senate.

**Section 3:** The OUHSCSA President shall have power, with the advice and a two-thirds (2/3) vote of the OUHSCSA Senators, to nominate and appoint all officers of the OUHSCSA not otherwise provided.

**Section 4:** The OUHSCSA President, or a member of the Executive Board, shall represent the OUHSC Student Association on official occasions and in conjunction with HSC Student Affairs, coordinate student activities and services. (S)He may convene the OUHSCSA Senate in special session with one week's notice and shall take care that all acts of the OUHSCSA Senate are faithfully executed.

**Section 5:** The OUHSCSA Senate shall create such organizations as shall be necessary to the implementation of the President's powers and duties.

#### **Article VI: Meetings**

**Section 1:** Upon petition by ten percent of the OUHSCSA, the OUHSCSA President shall call a general meeting of the OUHSCSA.

**Section 2:** Any member of the OUHSCSA may initiate legislation provided that the proposed legislation bears the valid signature of members of the OUHSCSA equal to five percent of enrolled membership. Such legislation shall be brought before the OUHSCSA Senate for a vote. If rejected by the OUHSCSA Senate, it shall be put before a vote of the individual student councils for majority approval.

**Section 3:** Any bill being considered for passage by the OUHSCSA Senate may, by a majority vote of the OUHSCSA Senate, be referred to the individual student councils for their approval. For such a bill to be enacted, it must receive majority approval in a majority of the councils.

## **Article VII: Budget**

**Section 1:** Operating expenses of the OUHSCSA shall be 10% of all student activities fee monies. The remaining 90% shall be returned to the respective college student councils. This transfer shall come from student activity fees and shall be made directly from the bursar's office to the Student Association account.

**Clause 1:** Funding shall be based upon current enrollment.

**Section 2:** An approved budget shall be established by the OUHSCSA and approved by quorum vote of the OUHSCSA Senate, then forwarded to the Executive Director of HSC Student Affairs for his/her approval. Said budget shall be established by October 15 and revised as necessary.

**Section 3:** Support of activities not included in the OUHSCSA budget may be received by special request by either a college student council or University recognized special interest group. Proposed budgets must be passed by a two-thirds (2/3) quorum vote of the Executive Council.

## **Article VIII: Officer Elections**

**Section 1:** The OUHSCSA Senate shall elect the executive board during the month of April.

**Section 2:** Any OUHSCSA member may run for any executive office.

**Section 3:** Candidacy nominations for executive board positions shall open one month prior to the date of the election and shall remain open up until midnight the Sunday immediately preceding the day of elections.

**Section 4:** Executive board candidates must be present at the time of election, or provide an official proxy.

**Section 5:** Executive board candidates shall be voted on by the OUHSCSA Senators.

**Clause 1:** Filled seats in which the senator is absent may only be filled by proxy as described in Article X, Section 3.C.1 of Senate By Laws.

**Clause 2:** If any OUHSCSA Senate seats for a College are vacant, the college may fill those seats by proxy for the purpose of officer elections.

**Subclause 1:** Proxies filling vacancies shall consist of an OUHSCSA member currently enrolled in the respective college which holds the vacancies.

**Subclause 2:** Proxies filling vacancies can be selected up until the time of voting.

**Section 6:** Officers shall begin their term of office immediately, and shall subsequently resign from their respective OUHSCSA Senate position if applicable.

**Section 7:** Terms of office shall last one year i.e. April to April.

## **Article IX: Amendments**

**Section 1:** Amendments may be proposed to this constitution. Such proposals are to be submitted in writing or made by motion of an OUHSCSA Senator at any regular meeting. Proposed amendments shall be tabled a minimum of two (2) weeks before being voted upon.

**Section 2:** Amendments must be approved by two-thirds (2/3) voting membership of the OUHSCSA Senate.

**Section 3:** All amendments, after OUHSCSA Senate vote, must be approved by HSC Student Affairs, who will then notify the HSC Provost.

## University of Oklahoma Health Sciences Center Student Association Senate Bylaws

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(CSA bill no. 010210)(Amended October 18, 2009)

### **Article I:** Legislative Session

**Section 1:** A new OUHSCSA Senate session shall begin the second week of the fall semester continuing through the second week of April the following year.

### **Article II:** Qualification for Senators and Officers

**Section 1:** All OUHSCSA Senators and officers of the OUHSCSA must be members of the OUHSCSA.

**Section 2:** Committee officers needs not be elected or appointed OUHSCSA Senators.

### **Article III:** OUHSCSA Senator Duties and Responsibilities

**Section 1:** All OUHSCSA Senators and executive board members are expected to have a workable knowledge of the OUHSCSA Constitution and the OUHSCSA Senate Bylaws.

**Section 2:** All OUHSCSA Senators are expected to attend all meetings of the OUHSCSA and their respective committee meetings.

**Section 3:** All OUHSCSA Senators are subject to any and all acts of the OUHSCSA Senate.

### **Article IV:** Officers

#### **Section 1:** The President

- A. The chief officer of the OUHSCSA shall be its president.
- B. (S)He shall call and preside at the meetings of the Executive Council.
- C. (S)He shall make a report to the OUHSCSA Senate at each regular meeting, reporting the progress of legislation passed by the OUHSCSA Senate and reporting all communication to the OUHSCSA Senate.
- D. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the Executive Board's Fall Retreat.
- E. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the HSC Student Leadership Fall Retreat
- F. (S)He may call a special meeting of the OUHSCSA Senate provided that the announcement of such a meeting is either entered into the OUHSCSA Senate minutes or written to all OUHSCSA Senators at least one (1) week prior to the date of the special meeting.
- G. (S)He shall be responsible for presenting all updates of the OUHSCSA Senate, under the direction of HSC Student Affairs, to the Provost.
- H. (S)He shall appoint the Chairs and Vice-Chairs and members of the committees with the advice and consent of the Executive Council.
- I. (S)He shall be responsible for updating the Senate Parking list with the OUHSC Parking Office.
- J. (S)He shall be responsible for emailing a written agenda of each Executive Council meeting to the members of the council and the

Executive Director of HSC Student Affairs at least twenty-four hours prior to each OUHSCSA Executive Council meeting.

- K. (S)He shall be responsible for sending out ballots for the Robert A. Magarian Faculty Award in March of each year.
- L. (S)He shall coordinate OU Medical Center funding packet and meeting prior to leaving office.

**Section 2:** The OUHSCSA Vice President/ Senate Chair

- A. The OUHSCSA Vice President/ Senate Chair shall preside as legislative officer of the OUHSCSA Senate.
  - 1. (S)He shall appoint a Vice-Chair of the OUHSCSA Senate with the advice and consent of the OUHSCSA Senate.
    - a. The Vice-Chair shall preside over OUHSCSA Senate meetings in the absence of the OUHSCSA Vice-President/ Senate Chair.
  - 2. (S)He shall be responsible for emailing a written agenda of each OUHSCSA Senate meeting to the senate members and the Executive Director of OUHSC Student Affairs at least twenty-four hours prior to each OUHSCSA Senate meeting.
  - 3. (S)He shall assist OUHSCSA Senators in the preparation of new legislation if requested to do so.
  - 4. (S)He shall be familiar with all OUHSCSA Senate legislation and shall inform the OUHSCSA Senate if any new legislation is in conflict with existing legislation or superseding regulations.
- B. (S)He shall preside as chief officer of the OUHSCSA in the absence of the President.
- C. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the HSC Student Leadership Fall Retreat.
- D. (S)He shall preside over Executive Board elections unless (s)he is running for office. In such a case, a current Executive Board member who is not running for office shall preside.

**Section 3:** The Secretary

- A. The OUHSCSA Secretary shall be responsible for all records of the OUHSCSA Senate.
- B. (S)He shall be responsible for calling of the roll of the OUHSCSA Senate, including instances where there is a roll call vote.
- C. (S)He shall be responsible for the recording all amendments submitted to proposed acts and resolutions.
- D. (S)He shall be responsible for keeping an accurate record of all absences of OUHSCSA Senators.
- E. (S)He shall be responsible for attending the Fall Executive Board retreat.
- F. (S)He shall be responsible for attending the Fall Student Leadership retreat.
- G. (S)He shall be responsible for recording and disseminating, to the respective members, the minutes of OUHSCSA Executive Council and Senate meetings.

- H. (S)He shall preside as chief officer of the OUHSCSA in the absence of the President and OUHSCSA Vice President/ Senate Chair.
- I. (S)He is responsible for determining the rooms in which meetings will be held, ordering food for said meetings, and sending reminders to all meeting attendees.

**Section 4: The Treasurer**

- A. The Treasurer shall oversee the budget of the OUHSCSA.
- B. (S)He shall coordinate three (3) informational meetings for student organization funding to be held early in the fall semester, typically during the first two (2) weeks of September.
- C. (S)He shall submit an annual budget for OUHSCSA Senate approval no later than October 15<sup>th</sup>.
- D. (S)He shall be responsible for keeping an accurate record of all expenditures of the OUHSCSA.
- E. (S)He shall preside as chief officer of the OUHSCSA in the absence of the President, OUHSCSA Vice President/ Senate Chair, and Secretary.
- F. (S)He shall be responsible for attending the Fall Executive Board retreat.
- G. (S)He shall be responsible for attending the Fall Student Leadership retreat.
- H. (S)He shall work with Information Technology services for online budget submissions.
- I. (S)He shall submit monthly budget reports at OUHSCSA Senate and Executive Council meetings.

**Section 5: Campus Activities Board Chair**

- A. The Campus Activities Board Chair shall oversee the planning and implementation of such campus wide social activities as deemed appropriate and desired.
  - a. Welcome Week
  - b. Fall for OU Week
  - c. Winter Welcome Week
  - d. Spring Fling Week
  - e. Night Lights
  - f. Block Party/Monthly Happy Hours
- B. (S)He shall submit written budget proposals for such activities to the Treasurer prior to the planned dates of the activities.
- C. (S)He shall organize a Campus Activities Board committee comprised of a member from each college represented in the OUHSCSA Senate.
- D. (S)He shall preside as chief officer of the OUHSCSA in the absence of the President, OUHSCSA Vice President/ Senate Chair, Secretary, and Treasurer.
- E. (S)He shall be responsible for attending the Fall Executive Board retreat.
- F. (S)He shall be responsible for attending the Fall Student Leadership retreat.

**Article V: Committees**

**Section 1:** The OUHSCSA Senate shall consist of the following committees:

Technology Advancement,  
Campus Development,  
Student Services,  
Interdisciplinary Activities.

- A. Members of OUHSCSA Senate committees shall be selected by the OUHSCSA Vice President/ Senate Chair from the OUHSCSA Senators. Sufficient effort will be made to adequately represent each college within OUHSCSA Senate committees formed.
- B. Each committee shall select a chair from its members, who shall be responsible for coordinating the committees efforts as well as communicating these efforts to the Senate Chair.
- C. All committee members shall have full voting rights.
- D. The quorum for a Senate committee shall be one-half ( $1/2$ ) of its voting membership plus one.
- E. Each Senate Committee Chair shall report the decisions of their respective committee at designated times at Executive Council meetings and OUHSCSA Senate meetings.

**Article VI: Executive Committees**

**Section 1:** The OUHSCSA President shall appoint Chairs/Liaisons for the following Executive Committees or Advisory Boards:

Budget Committee  
Big Event  
The Health Dash  
Diversity Celebration  
Parking/Security Advisory Liaison  
Campus Housing Advisory Liaison  
Student Athletic Advisory Liaison  
Discrimination and Harassment Committee Liaisons

- A. Members of Executive committees shall be selected by the President from the OUHSCSA members.
  - 1. Sufficient effort will be made to adequately represent each college within Executive committees formed.
- B. Each committee shall select a chair from its members.
- C. All committee members shall have full voting rights.
- D. The quorum for an Executive committee shall be one-half ( $1/2$ ) of its voting membership plus one.
- E. Each Executive Committee Chair shall report the decisions of their respective committee at designated times at Executive Council meetings and OUHSCSA Senate meetings.

**Article VII: Executive Council**

**Section 1:** The Executive Council shall consist of the OUHSCSA Executive Board and the president from each college and multicultural organization (see below) or their designee.

- African American Student Association (AASA)
- Asian American Professional Student Association (AAPSA)
- Hispanic American Student Association (HASA)
- International Student Organization (ISO)
- Native American Student Association (NASA)
- Oklahoma City Chinese Student's & Scholar's Association (OCCSSA)

**Section 2:** The Executive Council shall assist the President in planning and coordinating.

**Article VIII: Committee Motions and Recommendations**

**Section 1:** After discussion and/or debate on a bill put before a committee, the committee shall vote on a motion on the bill. Such a motion may include the motion "To Vote on Recommendation" and the motion of "No Recommendation."

**Section 2:** Motion "To Vote on Recommendation." The vote on this motion shall be a vote on the bill itself. The results of the vote shall be as follows:

- A. A majority vote in favor of the bill shall mean that the committee has given a "do pass" recommendation.
- B. A majority vote in opposition to the bill will mean that the bill has received a "do not pass" recommendation and can only come to the floor of the OUHSCSA Senate as Emergency Legislation.
- C. A tie vote on the bill shall mean a "no recommendation" has been given by the committee.

**Section 3:** Motion of "No Recommendation." The vote on this motion shall be to determine if the committee wishes to give a "no recommendation" to the OUHSCSA Senate. The results of the vote on this motion shall be the following:

- A. A majority vote in favor of this motion shall mean that the committee gives "no recommendation."
- B. All other votes shall mean the motion failed and that another motion is in order.

**Section 4:** If a committee has not acted on a piece of legislation within two months of receipt by the committee chair, the OUHSCSA Senators who initiated the legislation may bring it up under New Business.

**Section 5:** A minority report may be submitted to the OUHSCSA Senate by those voting Committee members who do not concur with the majority opinion of that committee on any action taken by that same committee.

**Article IX: Legislation**

**Section 1:** All legislation considered by the OUHSCSA Senate must pertain to students in their capacity as students.

**Article X: Standing Rules**

**Section 1:** Procedures for OUHSCSA Senate Meetings:

- A. Time and Place. The OUHSCSA Senate shall meet in a designated place that is accessible to all members at least once each month of the fall and spring semesters, with the exceptions of finals week, Spring Break, and Thanksgiving vacation.

- B. Decorum. The OUHSCSA Vice President/ Senate Chair shall preserve order and decorum, and in cases of disturbances, may order the galleries and lobbies cleared. In debate, the OUHSCSA Vice President/ Senate Chair shall confine members to the questions under consideration. (S)He shall also act to prevent personal reflection or the imputation of improper motives on the part of any member.
- C. Recognition of Members of the OUHSCSA Vice President/ Senate Chair shall not without good cause recognize a member twice if another member has risen to speak on the same side of the question. The President shall allow at least one of the opponents of each debatable issue to speak before permitting the closure of debate.
- D. Order of Business. The following shall be the Order of Business at each OUHSCSA Senate meeting:
  - 1. Roll Call
  - 2. Approval of the Minutes
  - 3. Officer Reports
  - 4. Old Business – Items which have received first reading under Item for Future Agenda at a previous meeting and have received a “do pass” or “no recommendation” from the committee to which it was referred.
  - 5. Special Orders – Election of OUHSCSA officers. Motion to move into Emergency Legislation.  
Discussion of subjects not pending before the OUHSCSA but within its purview. Questions to other OUHSCSA Senate members as well as to the OUHSCSA President.
  - 6. New business – First reading of all legislation initiated by individual OUHSCSA Senators. The author shall read the title of the bill and the bill shall be referred to a committee by the presiding officer. The referral of a bill to a committee is subject to appeal.
  - 7. Announcements
  - 8. Adjournment
- E. Debate – The following shall be the order of business for debating a bill:
  - 1. Bill moved and seconded
  - 2. Author’s Explanation (3 minutes)
  - 3. Questioning of the author (3 minutes)
  - 4. Debate of the bill (10 minutes)
  - 5. Consideration of amendments (Only during debate period)
    - a. Amendment moved
    - b. Amendment read by secretary
    - c. Author’s explanation (2 ½ minutes)
    - d. Questioning of the author (2 ½ minutes)
    - e. Debate of amendment (5 minutes)
    - f. Summation by author ( 2 ½ minutes)
    - g. Vote on amendment



- J. Appeal of the Decision of the Vice President/ Senate Chair – Requires a second and simple majority. Is debatable and the presiding officer shall recognize no more than two speakers on each side. (S)He shall be allowed at the end of debate to state his/her reasons for the decision in question.
- K. Adjournment. In order at any time – Requires a second and simple majority. After the motion has been moved and seconded, the President shall call for a reading of the titles of all bills which have received a “do pass” or a “no recommendation” and have not yet been acted upon by the OUHSCSA Senate. After reading of the titles of such bills, voting shall commence. If the motion passes, the body shall immediately move through Items for Future Agenda, Announcements, and Adjournment.
- L. Emergency Legislation – This legislation must be such that timely action is required to accomplish its purposes. The mover of the motion shall be accorded five minutes to establish the need for emergency legislation. It shall required a second and two-thirds vote for consideration and majority for passage.
- M. Previous question – After this motion is moved and seconded, the President shall ask the Secretary whether (s)he has any amendments to the bill which have not yet been discussed. If so, then the Secretary shall read all said amendments and after doing so, the vote on the motion shall proceed.
- N. Speaking Privileges – Any person who is not an OUHSCSA Senator may be granted speaking privileges for a meeting of the OUHSCSA Senate with the consent of a majority of OUHSCSA Senators present.

**Section 2: Minutes and Records**

- A. Errors – The minutes shall be read and errors therein shall be brought to the attention of the OUHSCSA Senate and corrected.
- B. Corrections – The President shall rule on all changes to the minutes and records.
- C. Open Records – All records of the proceedings of the OUHSCSA Senate and its committees shall be open for public inspection on the Student Association webpage.

**Section 3: Attendance**

- A. An OUHSCSA Senator receives an absence for:
  - 1. Failing to notify their presence within the first fifteen minutes of an OUHSCSA Senate meeting at which there was a quorum.
- B. Excused Absence – An absence shall be considered excused when either a two-thirds majority of the OUHSCSA Senate vote to excuse the absence, or the OUHSCSA Senator designated an appropriate proxy to represent them.
- C. Proxies – An OUHSCSA Senator may designate a proxy to serve in their absence at an OUHSCSA Senate meeting if the senator is unable to attend the meeting.

1. The proxy, in order to serve in the capacity of the absent OUHSCSA Senator, must possess written approval from the aforementioned OUHSCSA Senator, including:
  - a. The absent OUHSCSA Senator's college constituency.
  - b. The date of the OUHSCSA Senate meeting in which the proxy is to serve
  - c. The absent OUHSCSA Senator's signature.

**D. Duties**

1. It is the duty of the Secretary to provide a complete and current list of absences of OUHSCSA Senators every month. This list should be open for all OUHSCSA Senators.
2. It is the duty of the Secretary to use reasonable means to notify any OUHSCSA Senators who have incurred one (1) or more absences.
3. It is the duty of the President to remove parking privileges of any OUHSCSA Senator who has incurred two (2) absences.
4. It is the duty of the OUHSCSA President to remove an OUHSCSA Senator who ceases to be an OUHSC Student, and to use reasonable means to notify their respective college council president of open OUHSCSA Senate seats.

- E. Expulsion** – If an OUHSCSA Senator acquires 3 or more absences in a legislative year, they shall be subject to removal from their office by the OUHSCSA President, and a replacement shall be appointed by their respective college President.

**Section 4: Legislation**

- A. Authorship** – An author shall be the one that originate or gives existence. This person or entity shall be known as the primary author. All other contributors to a bill shall be listed as Cosponsors. Cosponsors are not essential and shall be left up to the discretion of the primary author(s).
- B. Filing and Cataloguing** – Each piece of legislation to which a reference is made shall be immediately followed by a 4-digit OUHSCSA Senate Filing Number (CFN). After the introduction of any legislation, the OUHSCSA President will assign the piece of legislation a number to be used in filing for quick reference.
  1. The first two digits of the number signify the year of the OUHSCSA Senate in which the legislation was passed.
  2. The final two digits signify the numerical order under which the legislation is to be filed.

**Section 5: Parliamentary Authority.** In all questions of procedures, the OUHSCSA Senate shall rely on the OUHSCSA Constitution and the Bylaws as primary sources. Wherein these are not applicable, procedural questions shall be decided in accordance with Robert's Rules of Order, Newly Revised, 9<sup>th</sup> Edition.

**Article XI: Voting Procedures**

**Section 1:** All final votes of the OUHSCSA Senate on pending legislation shall be publicly cast via a roll call vote. All votes taken on substantive measures shall be

recorded into the minutes such that each member's vote may be referred to in the future.

**Section 2:** A division of the house is in order when moved and seconded by OUHSCSA Senators.

**Article XII:** Amendments to the Bylaws

**Section 1:** These Bylaws may be amended by presenting the amendments to the OUHSCSA Senate two weeks before the amendment is to be voted on. All amendments to the Bylaws shall require a two-thirds (2/3) vote for passage.

**Article XIII:** Enactment of the Bylaws

**Section 1:** These Bylaws shall become effective when passed by a two-thirds (2/3) vote of those members present and voting at a regular OUHSCSA Senate meeting.

**Section 2:** All regulations, precedents, and decisions incompatible with these rules are upon passage of the Bylaws declared null and void, except for all provisions of the Constitution of the OUHSC Student Association.

## College of Allied Health Administrative Offices

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	<b>Location</b>	<b>Phone</b>
<b><u>Dean's Office</u></b>		
<b>P. Kevin Rudeen</b> , Ph.D., FASAHP, Dean	AHB 3150	405.271.2288
<b>Kari E. Boyce</b> , Ph.D., RDMS, Associate Dean	AHB 3042	405.271.2288
<b>Jenielle Greenlee</b> , B.B.A., M.P.H., Associate Dean for Finance	AHB 3150	405.271.2288
<b><u>Academic and Student Services</u></b>		
<b>Susan B. Tucker</b> , M.P.H., OTR/L, Assistant Dean for Student Affairs	AHB 1009	405.271.6588
<b>Paije Fauser</b> , A.A., Assistant Director of Student Affairs-OKC	AHB 1009	405.271.6588
<b>Mark Shields</b> , M.A., Assistant Director of Student Affairs-Tulsa	OU-T 2J12	918.660.3255
<b><u>Allied Health Sciences</u></b>		
<b>P. Kevin Rudeen</b> , Ph.D., Interim Chair	AHB 3006	405.271.1444
<b><u>Communication Sciences and Disorders</u></b>		
<b>Stephen W. Painton</b> , Ph.D., CCC-A, Chair	AHB 3091	405.271.4214
<b>Sarah S. Buckingham</b> , Ph.D., CCC-SLP, Vice-Chair	AHB 3091	405.271.4214
<b><u>Medical Imaging and Radiation Sciences</u></b>		
<b>Stacy Anderson</b> , M.S., R.T. (T), CMD, Chair	AHB 3021	405.271.6477
<b>Vesper Grantham</b> , M.Ed, RT(N), CNMT, Vice-Chair	AHB 3021	405.271.6477
<b><u>Nutritional Sciences</u></b>		
<b>Allen Knehans</b> , Ph.D., Chair	AHB 3057	405.271.2113
<b><u>Rehabilitation Sciences</u></b>		
<b>Martha J. Ferretti</b> , P.T., M.P.H., Chair	AHB 3092	405.271.2131
<b>Irene McEwen</b> , P.T., Ph.D., P.C.S., Vice-Chair	AHB 1131	405.271.2131

## Finding Answers to Your Questions

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- **Academic and Student Services, College of Allied Health**  
 OKC: 405.271.6588, AHB 1009  
 Tulsa: 918.660.3255, 2J12  
<http://www.ah.ouhsc.edu/main/>
- **Admissions and Records**  
<http://www.admissions.ouhsc.edu/> 405.271.2359/BSEB200
- **Allied Health Student Association**  
<http://www.ah.ouhsc.edu/cahstuco/>  
 OKC 405.271.8001 X48536 AHB 3158 Tulsa 918.660.3259/2J39
- **Bursar**  
<http://www.ouhsc.edu/financialservices/Bursar/Bursar.asp> 405.271.2433/SU306or SCB118
- **Financial Aid**  
<http://w3.ouhsc.edu/sfs/> 405.271.2118/SU301
- **Fitness Center**  
 OKC <http://www.ouhsc.edu/uhc/> 405.271.1650  
 Tulsa <http://tulsa.ou.edu/healthy/fitnessfacility.html> 918.660.3100
- **Graduate College**  
<http://w3.ouhsc.edu/graduate/> 405.271.2085/LIB258
- **Health Services**  
 OKC – Family Medicine Green Clinic 405.271.2577/900 NE 10<sup>th</sup> St.  
 Tulsa – Student Health Services 918.619.4850/Schusterman Clinic, 2nd Floor
- **Helpdesk - Information Technology**  
<http://it.ouhsc.edu/services/service desk/> 405.271.2203 or 888.435.7486
- **ID Card**  
 OKC <http://www.ouhsc.edu/financialservices/Bursar/Bursar.asp> 405.271.2433/SC114  
 Tulsa <http://tulsa.ou.edu/studentaffairs/> 918.660.3100/2C11
- **Library**  
 OKC <http://library.ouhsc.edu/> 405.271.2285  
 Tulsa <http://tulsa.ou.edu/library/library.htm> 918.660.3220
- **OU – Norman Sooner Sports**  
<http://soonersports.com/> 405.325.2424 or 800.456.4668
- **OUHSC Student Union**  
<http://student-affairs.ouhsc.edu/union/> 405.271.2416
- **Parking and Transportation Services**  
 OKC <http://oupts.ouhsc.edu> 405.271.2020/SC100  
 Tulsa <http://tulsa.ou.edu/studentaffairs/parking.html> 918.660.3100
- **Student Affairs Office**  
 OUHSC <http://student-affairs.ouhsc.edu/> 405.271.2416/SU300  
 OU-Tulsa <http://tulsa.ou.edu/studentaffairs/index.htm> 918.660.3100/1C53
- **Student Counseling Services**  
 OKC <http://student-affairs.ouhsc.edu/counseling.asp> 405.271.2416/SU300  
 Tulsa <http://tulsa.ou.edu/counseling/> 918.660.3109/ 1C53
- **Student Handbooks/Policies**  
 Allied Health Student Handbook [http://www.ah.ouhsc.edu/main/policies\\_procedures.asp](http://www.ah.ouhsc.edu/main/policies_procedures.asp)  
 Graduate College Bulletin <http://w3.ouhsc.edu/graduate/GCBulletin/Home.htm>  
 OUHSC Student Handbook <http://www.ouhsc.edu/admissions/handbook/>
- **University Village (campus housing)**  
<http://www.ou.edu/universityvillage/> 405.271.0500
- **Writing Center**  
 OKC <http://student-affairs.ouhsc.edu/services/WritingCenter.asp> 405.271.2416/SU300  
 Tulsa <http://tulsagrad.ou.edu/writing/> 918.660.3103/1C53

# The University of Oklahoma Health Sciences Center

## College of Allied Health Academic Calendar

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

	Fall 2010	Spring 2011	Summer 2011
Cancellation deadline at 5 p.m.*	August 20	January 14	June 3
<b>Classes begin</b>	<b>August 23</b>	<b>January 18</b>	<b>June 6</b>
Final date to enroll	August 27	January 24	June 6
Last date to pay fees/tuition without service charge	September 15	February 15	July 15
Final date of classes	December 10	May 6	August 1
Final examination period	December 13-17	May 9-13	August 1
Final date to pay fees/tuition without \$50 late fee	December 17	May 13	August 1
<b>Final date of term</b>	<b>December 17</b>	<b>May 13</b>	<b>August 1</b>
Final grades due	December 21	May 17	August 4
<b>AUDIT</b>			
Change from audit to credit	August 23-Sept 3	January 18-28	June 6-10
Change from credit to audit	August 23-Oct 9	January 18-Apr 1	June 3-July 8
<b>DROP/ADD</b>			
Final date to add a class	August 27	January 24	June 10
No refund on dropped courses after this date	September 3	January 31	June 10
No record of grade on dropped course	August 23 – Sept 3	January 18- 31	June 6-10
Automatic grade of "W" for a dropped course	Aug 23 – Oct 1	Feb 1-Feb 25	June 13-24
Grade of "W" or "F" for a dropped course	Oct 4-Dec 10	Feb 28-May 6	June 27-Aug 1
Petition to College Dean for a dropped course (with grade of "W" or "F")	Nov 1-Dec 10	Apr 4-May 6	July 11- Aug 1
<b>COMPLETE WITHDRAWAL</b>			
100% refund on complete withdrawals	August 23 – Sept 3	January 18–31	June 6-10
No refund on complete withdrawal after this date	September 3	January 31	June 10
Withdraw from all classes with no record	August 20	January 15	June 3
Automatic grade of "W" for complete withdrawal	Sept 8-Oct 1	Feb 1 – Feb 25	June 6-24
Grade of "W" or "F" on complete withdrawal	Oct 4-Dec 10	Feb 28-May 6	June 27-Aug 1
Final date to withdraw from all courses	December 10	May 6	Aug 1
<b>GRADUATION AND RELATED REQUIREMENTS</b>			
Final date to file as a candidate for master's degree	September 17	February 11	Mar 3
Final date to file application for diploma	November 1	February 28	July 1
Final date to submit thesis/dissertation reading copy	November 19	April 15	July 12
Final date to schedule comprehensive examination	December 3	April 29	July 26
Final date to request thesis/dissertation defense	December 3	April 29	July 26
Final date for oral defense of thesis/dissertation	December 17	May 13	July 26
<b>Commencement</b>		<b>May 13</b>	
<b>College Convocation</b>		<b>May 14</b>	
<b>HOLIDAYS/BREAKS</b>			
Labor Day	September 6		
Fall Student Holiday	October 1		
Thanksgiving Vacation	November 24-28		
Martin Luther King, Jr. Day		January 17	
Spring Vacation		March 12-20	
Independence Day			July 4
<b>INTERSESSION</b>			
December Intercession Registration	Nov 1-Dec 17		
December Intercession	Dec 20-Jan 14		
May Intercession Registration		Apr 4-May 13	
May Intercession		May 16-June 3	
August Intercession Registration			Apr 4-July 29
August Intercession			Aug 2 - 20
<b>EXCEPTIONS TO THE ACADEMIC CALENDAR</b>			
Dietetic Internship	June 1-Dec 18	Jan 10-Aug 26	
Occupational Therapy			May 23-Aug 12
Physical Therapy			May 23-Aug 26

\*Enrolled students must cancel their enrollment before the first day of classes. No charge is assessed if cancellation occurs before the deadline. Students who do not cancel enrollment will be billed according to the University policy.

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