

The OU Health Sciences Center Allied Health Student Handbook 2017-2018 is a PDF document with embedded bookmarks. Simply click on the main heading or section number on the Table of Contents or Index.

Please note, the information contained in this handbook may change from time to time by action of appropriate segments of the University.

Allied Health Student Handbook 2017-2018

The University of Oklahoma
Health Sciences Center

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UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
July 2016

Table of Contents

Table of Contents	2
1 - COLLEGE OF ALLIED HEALTH HISTORY	4
2 - MISSION	4
3 - DIVERSITY STATEMENT	4
4 - ACADEMIC PROGRAMS IN THE COLLEGE OF ALLIED HEALTH	4
5 - ACADEMIC INTEGRITY AND STANDARDS	5
5.1 - Academic Integrity	5
5.2 - College Standards	5
6 - ACADEMIC AND PROFESSIONAL PROGRESS POLICIES	5
6.1 - Professional Performance and Behavior	6
6.1.1 - Professional Dress Code	6
6.1.2 - Professional Conduct	6
6.1.3 - Prohibited Conduct	7
6.2 - Sanctions for Professional Misconduct	7
7 - ACADEMIC APPEALS	8
7.1 - General Guidelines for Academic Appeals in the College of Allied Health (CAH)	8
7.1.1 - Academic Appeal Process	9
7.1.2 - The Academic Appeal Student Process Summary	9
7.1.3 - The Academic Appeal Faculty Process Summary	9
7.1.4 - The Academic Appeal Faculty Mentor Process Summary	10
7.1.5 - Typical Hearing Format/Agenda	10
7.1.6 - Flowchart for Academic Appeals Process*	10
8 - GENERAL COLLEGE AND UNIVERSITY POLICIES	11
8.1 - Completion of Academic Work for Others	11
8.2 - Device Security	11
8.3 - Electronic Devices	11
8.4 - Electronic Media & Copyright	11
8.5 - Graduation Requirements	11
9 - COLLEGE OF ALLIED HEALTH STUDENT COMPUTING INFORMATION	12
9.1 - Email	13
9.2 - College Printing Services	13
9.3 - Student File Storage	13
9.4 - College Computer Requirements	13
9.5 - Campus Resources	13
10 - STUDENT AWARDS AND HONORS	14
10.1 - Allied Health Ambassadors	14
10.2 - Alpha Epsilon Lambda	14
10.3 - Alpha Eta Society	15
10.4 - Alumni Leadership Award for the Outstanding First Year Student	15
10.5 - Banner Carrier for College of Allied Health (OU Commencement)	15
10.6 - Big Man/Big Woman on Campus	15
10.7 - Crimson Club	15
10.8 - Dean's Award	16
10.9 - Dean's Honor Roll	16
10.10 - Distinction, Special Distinction, and Outstanding Distinction	16
10.11 - 4.0 Medallion Honor	16
10.12 - Golden Key Honor Society	16
10.13 - Graduate Student Association - Outstanding Masters Thesis and Doctoral Dissertation Award	16
10.14 - Honors Program	16
10.15 - Letzeiser Award	16
10.16 - Mortar Board	17
10.17 - Multicultural Awards	17

10.18 - OU Parents' Association Outstanding Senior Award	17
10.19 - OU Parents' Association Outstanding Senior Mother Award	17
10.20 - OUHSC Outstanding Student Leadership Awards	17
10.21 - OUHSC Outstanding Student Organization Award	18
10.22 - PE-ET – OU TOP 10 Senior Honor Society	18
10.23 - Phi Kappa Phi	18
10.24 - President's Honor Roll	18
10.25 - Regents' Award for Outstanding Junior	18
10.26 - Who's Who in American Colleges and Universities	19
11 - CAMPUS SERVICES, REQUIREMENTS, AND RESOURCES	19
11.1 - Academic and Student Services Office	19
11.2 - Academic Departmental Offices	19
11.3 - Bicycle Parking	19
11.4 - Building Access	19
11.5 - Bulletin Boards	20
11.6 - Bus and Trolley Services	20
11.7 - Campus Police and Public Safety/Inclement Weather Policy	20
11.8 - Clinical Requirements	20
11.9 - Copy Machines	20
11.10 - Counseling Services	21
11.11 - Environmental Health and Safety Training	21
11.12 - Health Insurance	21
11.13 - Health Insurance Portability and Accountability Act (HIPAA)	21
11.14 - Injury in Clinic	21
11.15 - Liability Insurance	22
11.16 - Libraries	22
11.17 - Lockers	22
11.18 - Mailboxes	22
11.19 - Religious Holiday Observance	22
11.20 - Writing Center	22
11.21 - Related OUHSC Student Resources	22
12 - TUITION AND FEE INFORMATION	23
12.1 - Related OUHSC Tuition and Fee Information	23
12.2 - Required Tuition and Fees	23
13 - ENROLLMENT	23
13.1 - Enrollment Policies & Regulations	23
13.2 - Class Schedules and Course Catalog	23
14 - STUDENT ORGANIZATIONS	24
14.1 - College of Allied Health Student Association	24
14.2 - Other College of Allied Health Student Organizations	24
14.3 - OUHSC Student Government Association	24
14.4 - OU-Tulsa Student Government Association	24
14.5 - Sales and Fundraising Activities	25
14.6 - Procedures for Outside Bank Accounts	25
15 - COLLEGE OF ALLIED HEALTH STUDENT ASSOCIATION BYLAWS	25
16 - HSC STUDENT GOVERNMENT ASSOCIATION'S CONSTITUTION	25
17 - OU-TULSA STUDENT GOVERNMENT ASSOCIATION	25
18 - COLLEGE OF ALLIED HEALTH ADMINISTRATIVE OFFICES	26
19 - ACADEMIC CALENDAR	26
20 - FINDING ANSWERS TO YOUR QUESTIONS	27

1 - 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 that 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 1998, 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; however, the radiography program on the OU-Tulsa campus was suspended in 2016. In 2009, a new College of Allied Health building was completed at 1200 N. Stonewall Avenue in the heart of the University of Oklahoma Health Sciences Center campus, and the College of Allied Health relocated to its dedicated College building.

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

2 - MISSION

We Empower Life... by maximizing human potential through allied health interprofessional, education, research, care, and community engagement.

3 - DIVERSITY STATEMENT

The College of Allied Health values and embraces diversity and assumes responsibility to model through its actions mindfulness and respect for all aspects of human differences. It recognizes that some dimensions of diversity are readily apparent and others are not, nor are they fixed. The College is committed to creating and maintaining an environment of inclusion and equity that extends to everyone.

4 - ACADEMIC PROGRAMS IN THE COLLEGE OF ALLIED HEALTH

The College of Allied Health (CAH) offers course work at the baccalaureate, masters, and doctoral level, and in certificate programs covering a wide variety of specialties in health care.

Programs available by Department include:

Allied Health Sciences (AHS)

- Master of Science (M.S. with specialization in Medical Dosimetry)
- Doctor of Philosophy (Ph.D. with specialization in Nutritional Sciences or Rehabilitation Sciences)

Communication Sciences and Disorders (CSD)

- 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 (MIRS)

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

Nutritional Sciences (NS)

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

Rehabilitation Sciences (RS)

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

5 - ACADEMIC INTEGRITY AND STANDARDS

5.1 - Academic Integrity

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 with shared standards, which assure that the allied health professions consist of practitioners with character. The choices that practitioners make shape their character and their 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 of integrity are subject to the Academic Misconduct Code of the University of Oklahoma. [Please also see Regents' Academic Integrity policy in the OUHSC Faculty Handbook, Section 4.17.](#)

5.2 - College Standards

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.
- Satisfactory professional performance and behavior.
- Satisfactory progress, as determined by the Academic and Professional 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](#).

6 - ACADEMIC AND PROFESSIONAL PROGRESS POLICIES

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

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

The APPC analyzes each student's overall academic, clinical, and professional performance and makes recommendations in

writing to the Dean regarding each student's academic and professional progress. The APCC may recommend that the Dean commend, promote, retain, place on or continue probation, suspend, or dismiss 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 a student's semester grades and/or clinical and/or professional performance do not constitute required progress, that student is informed of the recommendations of the Academic and Professional Progress Committee by letter from the Dean, which includes the Dean's decision and necessary sanctions.

6.1 - 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.

6.1.1 - Professional Dress Code

- 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.
- Attire for students not in a clinical environment shall be appropriate for a student aspiring to their particular profession, yet should also allow for performance of the activities associated with coursework and related educational experiences.

6.1.2 - Professional Conduct

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 departments in the College of Allied Health should provide direction to 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 and/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.

- Students should not discuss personal matters with or around patients.
- Students must 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.
 - Perform their immediate duties, including the ordered treatment, and then consult their clinical coordinator in order to resolve the misunderstanding or disagreement, or
 - Request to be excused from doing the treatment and report immediately to their clinical coordinator to resolve the issue.

Please also see Regents' Professionalism policy in the OUHSC Faculty Handbook.

6.1.3 - Prohibited Conduct

Generally, the imposition of discipline shall be limited to conduct that 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.
- Mis-use of University property to include but not be limited to university technology (computers, DE equipment), 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 art work or decorations, 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 considered Academic Misconduct.

6.2 - Sanctions for Professional Misconduct

Sanctions may be recommended to the Dean by the student's departmental Academic and Professional 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 and Professional Progress Committee. The sanctions are:

Probation: The Dean places a student on 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. A student on College academic probation may not serve as an officer or representative nor be a candidate for an elected position in any College-sponsored organization.

- If a student fails to meet each of the standards for good standing, the departmental Academic and Professional Progress Committee (APPC) may recommend probation.

- If so, the APPC states the specific deficiency(s) leading to its recommendation, the recommended length of probation, and the recommended conditions necessary to remove probation.
- 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.
- Should a student on College probation not correct the conditions of probation in the subsequent semester or summer session, as required in the letter from the Dean, the APPC may recommend continued probation, suspension, or dismissal from the College.

Suspension: 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. Suspension is permanently noted on the student's transcript, in the Office of Academic and Student Services, and in the Department records.

- Suspension is a sanction reserved for serious deficiencies requiring removal of the student from the program for a stated length of time.
- Conditions leading to 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 and Professional Progress Committee (APPC), necessitate suspension from program activities.
- The APPC will define the conditions of 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.
- The Dean will make the final decision regarding the sanction of suspension and will notify the student in writing of the reasons of suspension and the required conditions for reinstatement.
- A student who is reinstated after suspension must maintain all standards for good standing.
- The Dean shall not reinstate a student who has been on suspension twice.

Dismissal: Dismissal is termination of student status because of severely deficient performance in academic, professional, 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. Dismissal is permanently noted on the student's transcript, in the Office of Academic and Student Services, and in the Department records.

- Dismissal is a sanction resulting in termination of student status in the College.
- Conditions leading to 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 APPC, result in the recommendation of dismissal from the program.
- The APPC will define the circumstances of dismissal and will forward recommendations to the Dean, stating the rationale for the recommendation for dismissal.
- The Dean will make the final decision regarding the sanction of dismissal and will notify the student in writing.
- 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.

7 - ACADEMIC APPEALS

7.1 - General Guidelines for Academic Appeals in the College of Allied Health (CAH)

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.

7.1.1 - Academic Appeal Process

All academic appeals will be handled according to the process outlined in the OUHSC Student Handbook.

The responsibility for academic evaluations of students rests with the faculty. If a student believes 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 department chair, the student may submit an appeal to the Appeals Board of the college offering the course. Note: For purposes of this policy, prejudice is defined as resulting from or having a bias against. Capricious is defined as not logical or reasonable, impulsive, or unpredictable.

Any thesis, dissertation, or comprehensive exam 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 three year term. 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.

(Regents, 6-25-08, 12-11-11, 12-7-12, 1-24-13)

7.1.2 - 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 10 University 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:

- Carefully review the related information contained in the [OUHSC student handbook](#) and CAH Student Handbook.
- Ensure that all efforts to resolve the dispute have been attempted first with the instructor and then with the Department Chair.
- Meet with the CAH Assistant Dean for Student Affairs to:
 - Review student's understanding of the information contained within the Handbook.
 - Receive initial information regarding how to initiate the appeal process.
 - Review the CAH Academic Appeal Guidelines section within the Handbook.
 - Review respective deadlines.
- Within 10 University business days following the day when the attempts at resolution are completed, provide the Dean with a letter containing the following:
 - Course title, course number, course instructors (noting course coordinator if there are several) and number of credit hours.
 - A brief explanation of all attempts made to try and resolve the dispute.
 - 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.

Please also see Regents' Academic Appeals policy in the OUHSC Faculty Handbook, Appendix C.

7.1.3 - The Academic Appeal Faculty Process Summary

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

- 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. *

- Review the Academic Appeals policy and guidelines and contact the Office of the Vice Provost for Academic Affairs to obtain a copy of the Guide for Academic Appeals Hearing Panel.
- 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. *
- Prepare and review a draft response, refuting the allegations, with guide/mentor and/or the University's Office of Legal Counsel. *
- 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.

7.1.4 - 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:

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

7.1.5 - 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 Instructions for Recording
- 10.0 Hearing
 - 10.1 Introduction
 - 10.2 Brief Review of Process
 - 10.3 Presentation of Testimony by Student Followed by Questions
 - 10.4 Presentation of Testimony by Student Witnesses (if any) Followed by Questions
 - 10.5 Presentation of Testimony by Faculty Member Followed by Questions
 - 10.6 Presentation of Testimony by Faculty Witnesses (if any) Followed by Questions
 - 10.7 Rebuttal and Summary Statement by Student
 - 10.8 Rebuttal and Summary Statement by Faculty Member
- 11.0 Deliberation and Conclusion (Executive Session)
- 12.0 Submission of Confidential Documents
- 13.0 Adjournment

7.1.6 - Flowchart for Academic Appeals Process*

- Student makes complaint to CAH Dean by deadline.
- Student meets with Assistant Dean for Student Affairs to review Academic Appeals policies and procedures.
- Dean activates appeals process by appointing and notifying Chair of Academic Appeals Board within 5 working days.

- Chair of Academic Appeals Board notifies charged faculty member within 5 working days and provides copy of allegation(s).
- Board Chair encourages charged faculty member to select advisor/guide and/or consult with University Legal Counsel.
- Board Chair determines if all attempts to resolve the issue at the departmental level have been made.
- Hearing date is established by the Board Chair.
- Both parties are given a deadline of 5 days prior to the hearing by which to submit any written evidence/information relative to the formal written allegation(s).
- Each party must notify the Board Chair, at least 5 days prior to the hearing, should they plan to have an attorney or representative present at the hearing; the Chair will notify the opposing party.
- Each party must notify the Board Chair, at least 5 days prior to the hearing, of any witnesses they wish to have testify at the hearing.
- Copies of all written material are furnished to all Board Members and each opposing party by the Chair at the beginning of the hearing.
- The Appeals Hearing is held; upon conclusion, Board members' material regarding the case is submitted to the Board Chair for appropriate disposition.
- Board Chair communicates outcome to the Dean for review and final disposition.
- The final decision of the Board is communicated to both parties by the Dean (within 5 working days from receipt of such by the Dean).

*Refer to policy and guidelines for more information.

(October 1995, May 2001, June 2009 revised)

8 - GENERAL COLLEGE AND UNIVERSITY POLICIES

8.1 - Completion of Academic Work for Others

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 use by or sale to students of the University or any student who uses or sells a commercial term paper to complete academic assignments is subject to the Academic Misconduct Code.

[Please also see Regents' policy in the OUHSC Faculty Handbook, Section 4.19.](#)

8.2 - Device Security

University policy requires and the Office of Civil Rights expects that any portable computing device that is used for University business is encrypted and registered in accordance with the Health Sciences Center's Portable Computing Device Security policy and the Wireless Access Standard requirements. (See <http://it.ouhsc.edu/policies/documents/infosecurity/Portable%20Computing%20Device%20Security%20Policy.pdf> and <http://it.ouhsc.edu/policies/documents/WirelessAccessSecurityStandard.pdf>.) University business includes but is not limited to using OUHSC email; accessing ePHI; and creating, storing, or sharing, treatment notes, medical records, and case notes from classroom or clinical experiences.

8.3 - Electronic Devices

All students are required to behave in a professional and respectful manner while in class and clinic. Because of interference with classroom technology, electronic communication and entertainment devices, **must be turned "off" while in class**. This includes but is not exclusive to cell phones, MP3 players, iPods, and pagers. Laptops and tablets must be configured to use OUBASE Wi-Fi network.

8.4 - Electronic Media & Copyright

Students shall not post or forward photos, comments, or other forms of course related material of OU faculty, students, clinical personnel, or patients to web-based social media sites such as, but not limited to, Facebook, My Space, Twitter, or blog sites, without the person's written permission or the patient's written authorization. Students should be especially careful to avoid discussing any information protected by the Health Insurance Portability and Accountability Act (HIPAA). Any student found to have posted, supplied, or forwarded copyright or protected materials for postings on web-based communication sites without written permission or authorization shall be subject to disciplinary action.

8.5 - Graduation Requirements

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

- Each student must satisfactorily complete the requirements of graduation prescribed by the College and major department.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Responsibility for meeting graduation requirements lies with the student.
- The student must make application for the degree by the deadline for the semester in which the student plans to graduate.
- 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:

- Each student must satisfactorily complete the requirements of graduation prescribed by the College and major department.
- 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.
- A student must attain a cumulative 2.50 grade point average, including a 2.50 average on all program course work in the College.
- Responsibility for meeting graduation requirements lies with the student.
- 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 convocation of the College.

[Please also see OUHSC graduation guidelines in the OUHSC Student Handbook, Section 5.](#)

9 - COLLEGE OF ALLIED HEALTH STUDENT COMPUTING INFORMATION

A copy of the College's student computing policies and procedures is available [online](#). 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.

9.1 - Email

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

Any student who does not have an OUHSC domain account should have one created by contacting the IT Service Desk at 1-888-435-7486 or visiting the [website](#).

9.2 - College Printing Services

Students may choose to use any available printing services. To save on printing costs, the following suggestions are for more efficient or alternative printing solutions:

- 2-up printing - Two pages side by side on 8.5" x 11" page
- 4-up printing - Four pages on 8.5" x 11" page
- Print only what you need
- Printing at home

The "PaperCut" system (similar to the system in use in the Student Union) is the printing solution in AHB 2040. This pay-to-print (\$.05 per page) system offers only monochrome (black and white) printing. Specific printing instructions are provided at the PaperCut kiosk (AHB 2040).

Printers in the OU-Tulsa Student Computing Lab, room 1C65, are available for use by students.

9.3 - Student File Storage

Files created by users should be stored on portable encrypted storage medium (disk, CD, USB drive, etc.) or by using OU Sync & Share service. Contact the IT Service Desk at 1-888-435-7486 or visiting the [website](#) for information on signing up and using OU Sync & Share. Files are not to be stored on the local hard drive of College or campus computers. The only exception is temporary storage of PowerPoint or image files for use during a classroom presentation. **Do not store PHI from patients on portable storage media or on your personal computer.**

9.4 - 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 and mandatory software requirements are available [online](#).

9.5 - Campus Resources

OUHSC	Resources	OU-Tulsa
Oklahoma City Campus		Schusterman Center
405.271.2203	IT Service Desk	918.660.3550
405.271.8001, ext. 43410 or gaylon-bright@ouhsc.edu	System Administrator, Gaylon Bright, Director of College Information Systems aka DCIS	405.271.8001, ext. 43410 or gaylon-bright@ouhsc.edu
derek-teague@ouhsc.edu 405.271.8001, ext. 43412	CIS Technical Team Derek Teague, LAN Specialist Joe Takacs	joseph-takacs@ouhsc.edu 918.319.1060
405.271.8001, ext. 43402 or kari-boyce@ouhsc.edu	Associate Dean, CAH Dr. Kari Boyce	405.271.8001, ext. 43402 or kari-boyce@ouhsc.edu

Student Union and Library	College Computer Labs	Shared campus lab = 1C65 Additional computers located in the Library Computer classroom = 3110
AHB 1046, 1047, 1117 2038 (VERT), 2039, 2045, 2046, 2049, 2050, 2056, 2058, 2059, 2060, 2065 , 3029, 3132	Shared Classrooms (DE classrooms in bold)	Learning Center. Founders Hall, Auditorium/115, 135-145, 220-231; Bldg 1. 1D04, 1D18, 1D28, 2C33, 2E29, 1F15, 1G13, 1H02; Bldg 3. 3100, 3102, 3104, 3106, 3108;3109 Bldg 4. 4201, 4211, 4216, 4314, 4320
Allied Health Derek Teague 405.409.7754 Gaylon Bright 405.409.7756	DE and Non-DE Classroom Trouble Call Contact (Direct Cell Phone)	Tulsa AV Tech 918.830.1027 Joe Takacs 918.319.1060
Allied Health 405.271.8001 Pam Farmer (office), ext 47112 pam-farmer@ouhsc.edu Gina Vile (office), ext 41171 gina-vile@ouhsc.edu	On-line Instructional Support, D2L & College Webpages	Allied Health Tulsa 405.271.8001 Pam Farmer(office), ext 47112 pam-farmer@ouhsc.edu Gina Vile (office), ext 41171 gina-vile@ouhsc.edu

10 - STUDENT AWARDS AND HONORS

A broad summary of College of Allied Health student awards and honors is provided. For a complete listing of awards, honors, and scholarships, please visit the CAH website at <http://alliedhealth.ouhsc.edu/>.

10.1 - Allied Health Ambassadors

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 [online](#) or contact the Office of Academic and Student Services at alliedhealth-info@ouhsc.edu.

10.2 - Alpha Epsilon Lambda

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 their [website](#).

10.3 - Alpha Eta Society

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 induction 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.

10.4 - Alumni Leadership Award for the Outstanding First Year Student

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.

10.5 - Banner Carrier for College of Allied Health (OU Commencement)

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.

10.6 - Big Man/Big Woman on Campus

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 [online](#).

10.7 - Crimson Club

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 [online](#) or call 405.271.2416 for more information.

10.8 - Dean's Award

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.

10.9 - Dean's Honor Roll

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.

10.10 - Distinction, Special Distinction, and Outstanding Distinction

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.

10.11 - 4.0 Medallion Honor

Undergraduate and professional students who earn a 4.0 cumulative/overall GPA are eligible for this distinct honor. These students are individually recognized for academic excellence during commencement and convocation ceremonies. Students receive a commemorative medallion to be worn during graduation activities.

10.12 - Golden Key Honor Society

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.

10.13 - Graduate Student Association - Outstanding Masters Thesis and Doctoral Dissertation Award

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.

10.14 - Honors Program

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*.

10.15 - Letzeiser Award

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 [online](#).

10.16 - Mortar Board

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.

10.17 - Multicultural Awards

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 [online](#) or call 405.271.2416 for more information.

10.18 - OU Parents' Association Outstanding Senior Award

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 [online](#).

10.19 - OU Parents' Association Outstanding Senior Mother Award

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 [online](#).

10.20 - OUHSC Outstanding Student Leadership Awards

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 [online](#) or call 405.271.2416 for more information.

10.21 - OUHSC Outstanding Student Organization Award

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 [online](#) or call 405.271.2416 for more information.

10.22 - PE-ET – OU TOP 10 Senior Honor Society

Established by students on April 10, 1910, membership into PE-ET (pronounced “pay et”) is based on 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. Each year, ten juniors will be selected and initiated.

If interested please contact Student Development at 405.325.4020 or the OUHSC Student Affairs at 405.271.2416 or visit [online](#).

10.23 - Phi Kappa Phi

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.

10.24 - President’s Honor Roll

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.

10.25 - Regents’ Award for Outstanding Junior

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 [online](#).

10.26 - Who's Who in American Colleges and Universities

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 [online](#).

11 - CAMPUS SERVICES, REQUIREMENTS, AND RESOURCES

11.1 - Academic and Student Services Office

The College of Allied Health Offices of Academic and Student Services on the Oklahoma City and Tulsa campuses support students, faculty, and staff in matters related to student advisement, admission, enrollment, grades, classroom, and technical support. Staff of the office also support the College of Allied Health Student Association and its operations and activities.

Oklahoma City

College of Allied Health Building 1009

Phone 405.271.6588

Tulsa

OU-Tulsa Schusterman 1C115

Phone 918.660.3255

Email

Web site

11.2 - Academic Departmental Offices

Locations for the departmental offices in the College of Allied Health are:

- Allied Health Sciences (AHS)
College of Allied Health Building 3006, 405.271.1444
- Communication Sciences and Disorders (CSD)
College of Allied Health Building 3091, 405.271.4214
- Medical Imaging and Radiation Sciences (MIRS)
College of Allied Health Building 3021, 405.271.6477
OU-Tulsa Schusterman 2D25, 918.660.3277
- Nutritional Sciences (NS)
College of Allied Health Building 3057, 405.271.2113
- Rehabilitation Sciences (RS)
College of Allied Health Building 3092, 405.271.2131
OU-Tulsa Schusterman 2D25, 918.660.3277

11.3 - Bicycle Parking

Bicycle racks are installed at various locations surrounding the buildings on both the OUHSC and OU-Tulsa campuses. Parking bicycles, mopeds and other small vehicles within the buildings violate parking policies and will be subject to tow-away.

11.4 - Building Access

Students may generally access the OU-Tulsa Schusterman Center and the OUHSC College of Allied Health buildings 24 hours a day by using the Sooner OneCard. The Sooner OneCard is the official identification card for library access, door access,

facilities entrance, and athletic event entrance.

11.5 - Bulletin Boards

Bulletin boards are available to post general student and program information. A bulletin board for Tulsa students is located directly outside the 2nd 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:

- All postings (notices, announcements, memo, etc.) should be placed on designated bulletin boards.
- 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.
- 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.

11.6 - Bus and Trolley Services

OU Parking and Transportation Services provides bus and trolley services for the Oklahoma City campus. Routes are published [online](#).

11.7 - Campus Police and Public Safety/Inclement Weather Policy

The Campus Police and Public Safety's [website](#) 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) and through the University's Emergency Communication System (ECS). The University of Oklahoma's Emergency Communication System (ECS) enables the University to send time-sensitive notifications about emergency situations to all students, faculty, staff, and identified campus affiliates. These urgent messages will be transmitted to all available voice service, e-mail and text messaging options. 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.

11.8 - Clinical Requirements

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:** Criminal background check is required of all OUHSC students. Many clinical facilities require background checks, including a check of the sex offenders list. It is the student's responsibility to annually complete the criminal background check as instructed by the College and clinical coordinator. It is the student's responsibility to maintain the background check for presentation to the clinical facility personnel. Students with adverse findings may be disciplined in accordance with established University policy.
- **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.

11.9 - Copy Machines

In Oklahoma City, copy machines are located in the OUHSC Robert M. Bird Library. In Tulsa, the copy machines are located in

the OU-Tulsa library and in the OU-Tulsa PC lab (room 1C65).

11.10 - Counseling Services

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 [online](#) or by calling 405.271.2416. More information for Tulsa students is available by calling 918.660.3109 or [online](#).

11.11 - Environmental Health and Safety Training

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.

11.12 - Health Insurance

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. Effective June 2017, all students enrolled in OUHSC programs must purchase the Student Health Insurance Plan or submit a waiver, each semester, to show alternative coverage via the Student Health Insurance waiver program by the 10th business day after the first day of classes. 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. Information about student health insurance plans is available [online](#). For additional information on student health insurance, contact the Office of Academic and Student Services in Oklahoma City or Tulsa.

11.13 - Health Insurance Portability and Accountability Act (HIPAA)

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 [online](#), and the University's Protection of Health Information Policies and Procedures Manual is available [online](#).

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

- Maintain confidentiality concerning all protected health information;
- Restrict the use and/or disclosure of protected health information, even though permitted, to the minimum necessary to accomplish the intended educational purpose.
- De-identify patient films or paperwork by removing identifying information such as the following, before leaving the clinical setting:
 - All names
 - All addresses including street, city, county, zip code, email address, URLs, Internet Protocol address
 - 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
 - All numbers including medical record, health plan, account, certificate/license, vehicle identifiers, device identifiers and serial numbers, telephone, fax, social security, etc.
 - Biometric identifiers and photographic images
 - 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.

[Please also see HIPAA information in the OUHSC Student Handbook, Section 3.](#)

11.14 - Injury in Clinic

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:

- 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
- An **Oklahoma City campus student** should report to the OU Physicians Student Health & Wellness Clinic located at 825 NE 10th Street in Oklahoma City within an hour of the incident. If the blood/body fluid exposure occurs after-hours, weekends, scheduled holidays, or other times when the Student Health & Wellness 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 the Student Health & Wellness Clinic at 405.271.2577 to complete an incident report, OR
- A **Tulsa campus student** should immediately notify the OU-Tulsa Student Health Clinic at 918.660.3102. If the blood/body fluid exposure occurs after-hours, weekends, scheduled holiday, or other times when the Student Health Clinic is closed, the student should immediately contact the nearest hospital emergency room and seek treatment. The following weekday morning, the student should contact the OU-Tulsa Student Health Clinic at 918.660.3102 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 Student Health & Wellness Clinic, 405.271.2577. Tulsa students should seek treatment at the OU-Tulsa Student Health Clinic, 918.660.3102.

11.15 - Liability Insurance

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, \$5,000,000 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.

11.16 - Libraries

The University of Oklahoma has outstanding library resources for Health Sciences Center degree students. Information is available [online](#).

11.17 - Lockers

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.

11.18 - Mailboxes

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.

11.19 - Religious Holiday Observance

It is the policy of the University to excuse student absences that result from religious observances unless such an accommodation would cause undue hardship to the educational and/or university process. In accordance with the procedures stipulated by each college to accommodate varying clinical and educational differences, students must make requests for accommodation of religious holidays in writing within the first week of the term in which the course/clinical experience is offered. Approved accommodations will be provided without penalty for rescheduling of examinations and/ or required clinical, lab, or class work that may fall on religious holidays.

11.20 - Writing Center

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 [here](#) for Oklahoma City students and [here](#) for Tulsa students.

11.21 - Related OUHSC Student Resources

Information about additional student resources is available online at [here](#) for Oklahoma City students and [here](#) 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 (Sooner OneCard)
- International Student Services
- Library
- Loan and Scholarship Disbursement
- Parking
- Veteran Services

12 - TUITION AND FEE INFORMATION

12.1 - Related OUHSC Tuition and Fee Information

The OUHSC Office of the Bursar is responsible for assessing and collecting student fees and tuition and provides policy information ([online](#)) including:

- Deadlines and Penalties
- Bursar's Office 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

12.2 - Required Tuition and Fees

A breakdown of tuition and fees can be found [here](#).

Total program cost estimates can be found [here](#).

Regents' Policy on Obligation and Collection of Student Fees can be found in the [OUHSC Student Handbook, Section 2.14](#).

13 - ENROLLMENT

13.1 - Enrollment Policies & Regulations

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.

[Please also see OUHSC enrollment policies in the OUHSC Student Handbook, Section 3.6.](#)

13.2 - Class Schedules and Course Catalog

Class schedules and the course catalog for the OU Health Sciences Center are available [online](#).

14 - STUDENT ORGANIZATIONS

Participation in a student organization gives students opportunities to expand and enhance their 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 actively involved.

14.1 - College of Allied Health Student Association

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.

14.2 - Other College of Allied Health Student Organizations

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

14.3 - OUHSC Student Government Association

The OUHSC Student Government Association (OUHSCSGA) is the student organization that represents all students at the Health Sciences Center. The Association maintains WebPages at [online](#) to keep students informed of its activities and structure and to publish its constitution and bylaws.

14.4 - OU-Tulsa Student Government Association

The OU-Tulsa Student Government Association (OUTSGA) is the student organization that represents all students at the OU-Tulsa campus. The Association maintains WebPages [online](#) to keep students informed of its activities and structure and to

publish its constitution and bylaws.

14.5 - Sales and Fundraising Activities

Students should obtain a copy of the *Request for Fundraising Form* [online](#) or from the Office of Academic and Student Services to request approval for fundraising activities.

Guidelines for using the Schusterman Center 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.
- All advertisement of fundraising must include the following statement: This [EVENT/PROJECT] is a project of [INSERT RSO NAME] and is not sponsored or endorsed by the University of Oklahoma Health Sciences Center or the College of Allied Health. If you have any questions about this event, please contact [NAME] at [EMAIL/PHONE].
- College of Allied Health students will be notified that ALL fundraising emails must include the standard disclaimer as noted above. The Assistant Dean for Academic and Student Services will monitor ALL fundraising email messages and require students make corrections to the message to meet fundraising policies and procedures.

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.

14.6 - Procedures for Outside Bank Accounts

Any student organization that 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 \$2,000. Funds in excess of \$2,000 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.

15 - COLLEGE OF ALLIED HEALTH STUDENT ASSOCIATION BYLAWS

Bylaws for the College of Allied Health Student Association can be found [here](#).

16 - HSC STUDENT GOVERNMENT ASSOCIATION'S CONSTITUTION

The HSC Student Government Association's Constitution can be found [here](#).

17 - OU-TULSA STUDENT GOVERNMENT ASSOCIATION

The OU-Tulsa Student Government Association's Constitution can be found [here](#).

18 - COLLEGE OF ALLIED HEALTH ADMINISTRATIVE OFFICES

Dean's Office

Allen Knehans, Ph.D., Dean
AHB 3150
405.271.2288

Susanne Bernard, MBA, Associate Dean - Finance
AHB 3150
405.271.2288

Kari E. Boyce, Ph.D., RDMS, Associate Dean
AHB 3042
405.271.2288

Ken Randall, PT, Ph.D., M.H.R., Associate Dean -Academic Affairs
OU-T 2J30
918.660.3276

Susan Sisson, Ph.D., RDN, CHES, FACSM, Assistant Dean for Research
AHB 3068
405.271.2113

Academic and Student Services

Susan B. Tucker, M.P.H., OTR/L, FAOTA, Assistant Dean - Student Affairs
AHB 1009
405.271.6588

Paije Fauser, B.A., Director of Student Affairs-OKC
AHB 1009
405.271.6588

Allied Health Sciences

Allen Knehans, Ph.D., Interim Chair
AHB 3006
405.271.1444

Communication Sciences and Disorders

Andrew John, Ph.D., Interim Chair
AHB 3091
405.271.4214

Sarah S. Buckingham, Ph.D., CCC-SLP, Vice-Chair
AHB 3091
405.271.4214

Medical Imaging and Radiation Sciences

Vesper Grantham, M.Ed, RT(N), CNMT, Chair
AHB 3021
405.271.6477

Nutritional Sciences

Allen Knehans, Ph.D., Chair
AHB 3057
405.271.2113

Rehabilitation Sciences

Cyndy Robinson, OTD, OT/L, FAOTA, Chair
AHB 3092
405.271.2131

19 - ACADEMIC CALENDAR

Academic Calendars can be found [here](#).

20 - FINDING ANSWERS TO YOUR QUESTIONS

Academic and Student Services, College of Allied Health

OKC: 405.271.6588, AHB 1009

Tulsa: 918.660.3255, 1C114

Allied Health Student Association

OKC 405.271.8001 X48536 AHB 3158

Tulsa 918.660.3255, 1C114

Fitness Center

OKC

405.271.1650

Tulsa

918.660.3100

Graduate College

405.271.2085/LIB258

Health Services

OKC – Student Health & Wellness Clinic

405.271.2577/825 NE 10th St.

Tulsa – Student Health Services

918.660.3102/Schusterman Clinic

Helpdesk - Information Technology

405.271.2203 or 888.435.7486

ID Card

OKC

405.271.2433/SC114

Tulsa

918.660.3100/2C11

Library

OKC

405.271.2285

Tulsa

918.660.3220

OU – Norman Sooner Sports

405.325.2424 or 800.456.4668

OUHSC Student Union

405.271.2416

Parking and Transportation Services

OKC

405.271.2020/SC100

Tulsa

918.660.3100

Student Affairs Office

OUHSC

405.271.2416/SU300

OU-Tulsa

918.660.3100/1C53

Student Counseling Services

[OKC](#)

405.271.2416/SU300

[Tulsa](#)

918.660.3109/ 1C53

Student Handbooks/Policies

University Village (campus housing)

405.271.0500

Writing Center

[OKC](#) 405.271.2416/SU300

[Tulsa](#)

918.660.3100/1C76