

# 2014 — 2015 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 accompanies the OUHSC Student Handbook (<http://www.ouhsc.edu/Portals/1047/assets/documents/Handbook/StudentHandbook.pdf>) and 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 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 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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*We Empower Life...* by maximizing human potential through allied health interprofessional, education, research, care, and community engagement.

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## **Diversity Statement**

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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.

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

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The College of Allied Health 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

- Bachelor of Science in Health Studies (B.S.) for eligible Master of Occupational Therapy students only
- 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

- 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. 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

- 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

### I. Academic Integrity and Standards

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#### A. Academic Integrity

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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 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.

#### B. 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.
- 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 and available online at <http://w3.ouhsc.edu/graduate/>.

### II. 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 APPC 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.

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## **A. Professional Performance and Behavior**

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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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### **1. 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.
- 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.

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## **2. 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 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.
  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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### **3. Prohibited Conduct**

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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.

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## **B. Sanctions for Professional Misconduct**

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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.

1. If a student fails to meet each of the standards for good standing, the departmental Academic and Professional Progress Committee (APPC) may recommend probation.
2. 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.
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 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.

1. 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 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.
3. 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.

4. 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.
5. A student who is reinstated after suspension must maintain all standards for good standing.
6. 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.

1. Dismissal is a sanction resulting in termination of student status in the College.
2. 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.
3. The APPC will define the circumstances of 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 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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### **III. Academic Appeals**

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#### **A. Academic Appeal Process**

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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)

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#### **B. 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.

#### **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:

1. Carefully review the related information contained in the OUHSC and 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. Within 10 University business days following the day when the attempts at resolution are completed, 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 and contact the Office of the Vice Provost for Academic Affairs to obtain a copy of the Guide for Academic Appeals Hearing Panel.
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**

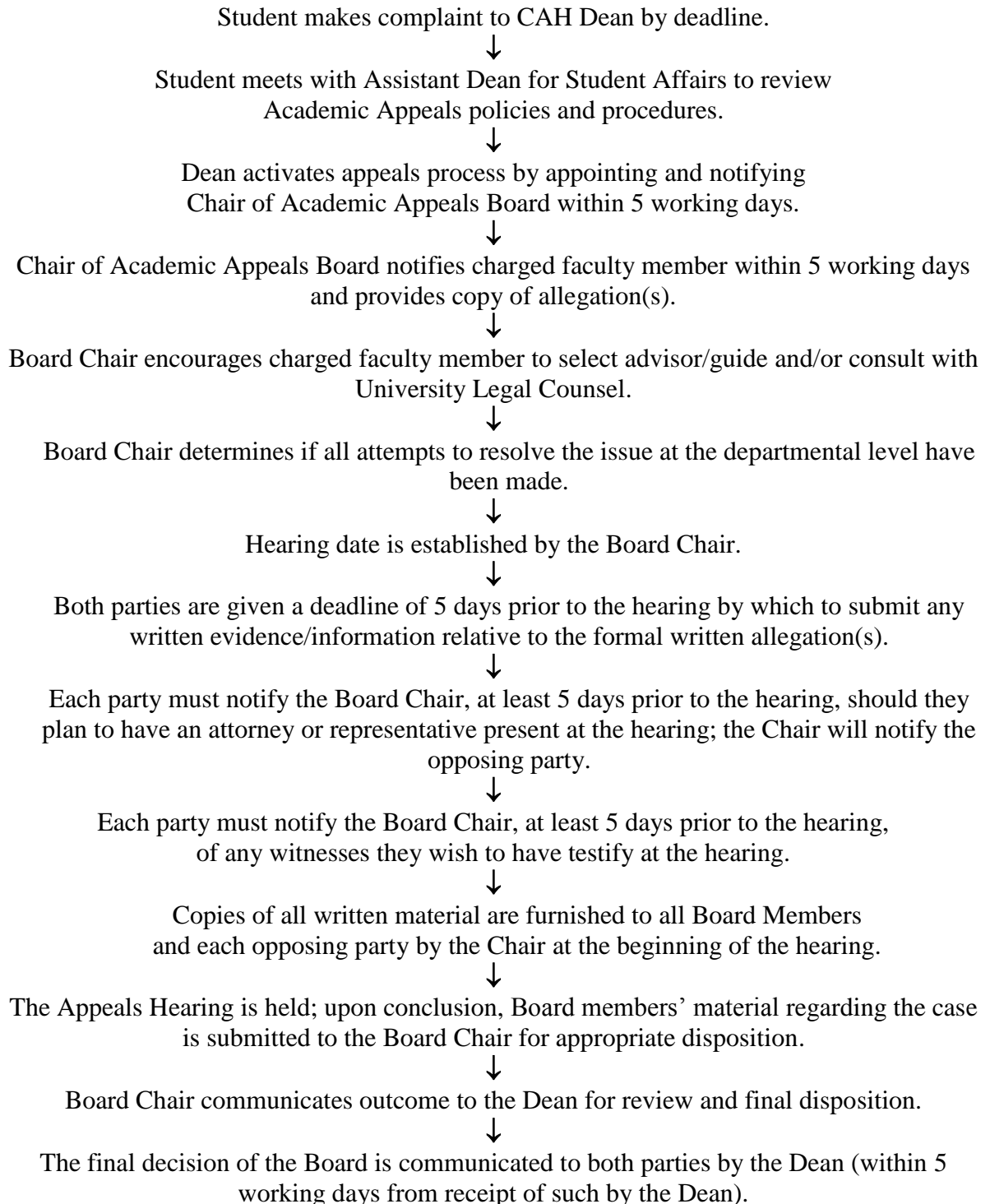
Faculty members have the option of choosing to be available to assist other faculty in an academic appeal process. If selected, the faculty guide/mentor should:

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 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

## **FLOWCHART FOR ACADEMIC APPEALS PROCESS \***



\*Refer to policy and guidelines for more information.

(October 1995, May 2001, June 2009 revised)

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## IV. General College and University Policies

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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 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.

(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 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.

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### Electronic Media

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Students shall not post photos, comments, or other forms of web-based 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 written permission. 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 protected materials for postings on web based communication sites without written permission shall be subject to disciplinary action.

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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 convocation of the College.

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## V. 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/ISS/StudentCompPP\\_2014.pdf](http://www.ah.ouhsc.edu/main/documents/ISS/StudentCompPP_2014.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 electronic mail (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 contacting the IT Service Desk at 1-888-435-7486 or visiting the website at <http://it.ouhsc.edu/services/servicedesk/>.

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### College Computer Lab Printing Services

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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
- Canceling print jobs at PaperCut kiosk, Go-Print kiosk or at desktop
- 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 2055. This pay-to-print (\$.04 per page) system offers only monochrome (black and white) printing. Specific printing instructions are provided at the PaperCut kiosk (AHB 2055).

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

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## Student File Storage

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Files created by students should be stored on the Newmoon server, CD-Rs, or USB drives. 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.

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## College Computer Requirements

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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 at:

[http://www.ah.ouhsc.edu/main/documents/ISS/StudentCompPP\\_2014.pdf](http://www.ah.ouhsc.edu/main/documents/ISS/StudentCompPP_2014.pdf).

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## Campus Resources

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OUHSC Oklahoma City Campus	Resources	OU-Tulsa Schusterman Center
405.271.2203	IT Service Desk	918.660.3550
405.271.8001, ext. 43410 or <a href="mailto:gaylon-bright@ouhsc.edu">gaylon-bright@ouhsc.edu</a>	<b>System Administrator,</b> Gaylon Bright Director College Information Systems aka DCIS	405.271.8001, ext. 43410 or <a href="mailto:gaylon-bright@ouhsc.edu">gaylon-bright@ouhsc.edu</a>
<a href="mailto:derek-teague@ouhsc.edu">derek-teague@ouhsc.edu</a> 405.271.8001, ext. 43412  <a href="mailto:jose-rodriguez@ouhsc.edu">jose-rodriguez@ouhsc.edu</a> 405.271.8001, ext. 43463	<b>CIS Technical Team</b> <b>Derek Teague, LAN Specialist</b> <b>IV</b> <b>Jeremy(JJ) Bejcek, IT Tulsa</b> <b>Joey Rodriguez, Multimedia</b> <b>Education Specialist</b>	<a href="mailto:jeremy-bejcek@ouhsc.edu">jeremy-bejcek@ouhsc.edu</a> (918)660-3569
405.271.8001, ext. 43402 or <a href="mailto:kari-boyce@ouhsc.edu">kari-boyce@ouhsc.edu</a>	<b>Associate Dean, COAH</b> <b>Dr. Kari Boyce</b>	405.271.8001, ext. 43402 or <a href="mailto:kari-boyce@ouhsc.edu">kari-boyce@ouhsc.edu</a>
AHB 2055 Additional computers located in the Student Union and Library	<b>College Computer Labs</b>	Shared campus lab = 1C65 Additional computers located in the Library Computer classroom = 3110
<b>AHB 1046, 1047, 1117</b> 2038, 2039, 2045, 2046, 2049, 2050, 2056, <b>2058, 2059,</b> <b>2060, 2065,</b> 3029, 3132	<b>Shared Classrooms</b>  (DE classrooms in bold)	<b>Learning Center. Founders</b> <b>Hall, Auditorium/115, 135-</b> <b>145, 220-231;</b> <b>Bldg 1. 1D04, 1D18, 1D28,</b> <b>2C33, 2D34, 2E29, 1F15,</b>

		<b>1G13, 1H02; Bldg 3. 3100, 3102, 3104, 3106, 3108; Bldg 4. 4201, 4211, 4216, 4314, 4320</b>
<b>Allied Health</b> Joey Rodriguez 405.229.0413 Derek Teague 405.409.7754 Gaylon Bright 405.409.7756	<b>DE and Non-DE Classroom Trouble Call Contact</b>	<b>Tulsa AV Tech</b> 918.830.1027
<b>Allied Health</b> 405.271.8001 Pam Farmer, ext 47112 Gina Vile, ext 41171	<b>On-line Instructional Support, D2L &amp; College Webpages</b>	<b>Allied Health Tulsa</b> 405.271.8001 Pam Farmer, ext 47112 Gina Vile, ext 41171



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## VI. 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 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](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 receive a medallion that they wear 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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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 <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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## VII. Campus Services, Requirements, and Resources

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### Academic and Student Services Office

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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

Fax 405.271.3120

#### Tulsa

OU-Tulsa Schusterman 2J12

Phone 918.660.3255

Fax 918.660.3291

Email [alliedhealth-info@ouhsc.edu](mailto:alliedhealth-info@ouhsc.edu)

Web site [http://www.ah.ouhsc.edu/main/oass\\_contacts.asp](http://www.ah.ouhsc.edu/main/oass_contacts.asp)

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### Academic Departmental Offices

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

- Allied Health Sciences                      College of Allied Health Building 3006  
405.271.1444
- Communication Sciences and Disorders      College of Allied Health Building 3091  
405.271.4214
- Medical Imaging and Radiation Sciences      College of Allied Health Building 3021  
405.271.6477  
OU-Tulsa Schusterman 2J18  
918.660.3277
- Nutritional Sciences                              College of Allied Health Building 3057  
405.271.2113
- Rehabilitation Sciences                              College of Allied Health Building 3092  
405.271.2131  
OU-Tulsa Schusterman 2J18  
918.660.3277

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### Bicycle Parking

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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.

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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 by using the Sooner OneCard. The Sooner OneCard is the official identification card for library access, door access, facilities entrance, and athletic event entrance.

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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://www.ouhsc.edu/parking/transport2.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://www.ouhsc.edu/police/Home.aspx>) 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.

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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 Government 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 OU-Tulsa Student Health Clinic at 918.619.4565. 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 918.619.4565 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 seek treatment at the OU-Tulsa Student Health Clinic by contacting 918.619.4565.

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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, \$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.

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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.aspx>.

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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://students.ouhsc.edu/StudentServices/WritingCenter.aspx> 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://students.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 (Sooner OneCard)
- International Student Services
- Library
- Loan and Scholarship Disbursement
- Parking
- Veteran Services



## VIII. Tuition and Fee Information

### 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

(<http://www.ouhsc.edu/financialservices/bursar/>) 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

### Required Tuition and Fees for 2014-2015\*\*

The following tuition and fees apply to Oklahoma residents and non-residents for 2014-2015. Also listed are other fees that may be incurred.

	Resident Tuition	Non-Resident Additional Tuition	Total Non- Resident Tuition
Undergraduate Courses	137.60 per credit hour	425.80 per credit hour	563.40 per credit hour
Graduate Course Work	183.10 per credit hour	524.00 per credit hour	707.10 per credit hour
Professional-MOT Course Work	3,581.00 per semester 1,966.97 per summer	5,014.00 per semester 2,505.75 per summer	8,595.00 per semester 4,472.72 per summer
Professional-DPT Course Work	4,619.00 per semester 2,537.12 per summer	7,046.50 per semester 3,521.49 per summer	11,665.50 per semester 6,058.61 per summer
Audiology Course Work	4,246.00 per semester 2,332.24 per summer	6,852.00 per semester 3,424.29 per summer	11,098.00 per semester 5,756.53 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	50.00	
Assessment Fee Undergraduate	1.25	per credit hour
Audit (no credit)	regular fee	
Clinical Education Fees Allied Health:		
Audiology	150.00	per sem/sum
Communication Sciences and Disorders	150.00	per sem/sum
Supervised Practice Fee (CSD 5510;8420)	300.00	per course
Medical Dosimetry (AHS 5950)	430.00	per course
Nuclear Medicine	150.00	per sem/sum
Nutritional Science	100.00	per sem/sum
Occupational Therapy	150.00	per sem/sum
Physical Therapy	150.00	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	150.00	per sem/sum
Connectivity Fee	16.00	per credit hour (\$306 max/term)
Counseling Services Fee*	24.00	per semester
	12.00	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
Equipment Use Fee	range 10.00 – 364.00	per course
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 10.00-565.00	per lab course
Late Enrollment Fee	50.00	
Late Fee Unpaid Tuition	50.00	
Library Resource Fee	13.00	per credit hour
Medical Dosimetry Practicum Fee (AHS 5950)	722.00	per course
Medical Dosimetry Physics		
Special Instruction (AHS 6264)	450.00	per course
Nutritional Sciences Intern Program	4,750.00	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
Medical Dosimetry	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 40.00-80.00	per course
Special Event Fee	3.00	per credit hour (\$60 max/term)
Technology Service Fee	40.00	per credit hour
Testing Fees:		
Allied Health	range 19.00-90.00	per course

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 these fees and are not eligible for services provided by these fees.

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

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## **IX. 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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### **Class Schedules and Course Catalog**

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Class schedules and the course catalog for the OU Health Sciences Center are available online at <http://apps.ouhsc.edu/StudentInfo/>.

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## **X. 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.

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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 Government Association**

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

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### **OU-Tulsa Student Government Association**

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The OU-Tulsa Student Government Association (OUTSGA) is the student organization that represents all students at the OU-Tulsa campus. The Association maintains WebPages at [http://www.ou.edu/content/tulsa/student\\_affairs/OUTSA.html](http://www.ou.edu/content/tulsa/student_affairs/OUTSA.html) 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 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.

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 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.

# **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

### HSC Student Government Association's Constitution

Amended March, 12, 2013

#### **Article I:** 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, to be a branch of the Student Government Association.

**Section 3:** Representation of each College student body of the OUHSC shall be through membership to the SGA 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 SGA 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 SGA 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:** Student Government Association

The Student Government Association (SGA) shall be defined as the three branches of student government, comprised of the Executive Board, the Executive Council, and the Student Senate as described herein.

#### **Article V:** Legislative Branch

##### **Section 1:**

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

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

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



- A. SGA 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 SGA 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 SGA 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 SGA Senate seats, the SGA Executive Board shall select senators from their respective Colleges.
- F. In addition to the elected Senators, each college Student Council may select up to two Alternates to serve in the Senate that will have the same duties and responsibilities as a Senator, but will be non-voting members unless the designated Senators are absent and the number of voting members has not be fulfilled by those Senators present for voting.
- G. If a Senator or Alternate cannot attend a Senate meeting, a proxy must be arranged to attend on their behalf that represents the same electoral group from which the Senator or Alternate was elected by.
- H. 2011-2012 Senator Allocation

College	# of Senators
College of Medicine	6
College of Dentistry	3
College of Allied Health	5
College of Public Health	3
College of Pharmacy	4
Graduate College	4
College of Nursing	4
Physician's Associate	3
<b>Total</b>	<b>32</b>

I.

**Clause 4:** All SGA 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 SGA Senators shall constitute a quorum to do business. The SGA Senate may be authorized to compel the attendance of absent Senators in such a manner and under such penalties as the SGA Senate may provide.

**Section 3:** The SGA 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 SGA 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 SGA Senate, shall be presented to the SGA President. If (s)he signs the bill, it will become effective. If (s)he vetoes it, the SGA 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 (except Sundays) 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 SGA, all acts except those specifically dealing with the internal operation of the SGA 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 SGA Senate, which shall proceed to reconsider it. If after such reconsideration, two-thirds (2/3) of the SGA 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 VI: Executive Branch**

**Section 1:** The Executive Board of the SGA 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 SGA 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 SGA 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 SGA Vice-President/ Senate Chair.

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

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

**Section 4:** The SGA 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 SGA Senate in special session with one week's notice and shall take care that all acts of the SGA Senate are faithfully executed.

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

**Article VII: Meetings**

**Section 1:** The SGA President shall be able to call a general meeting of the SGA Executive Council.

**Section 2:** The OUHSCSA Vice President shall be able to call a general meeting of the SGA Senate.

**Section 3:** Any member of OUHSCSA may initiate legislation.

**Section 4:** Any bill being considered for passage by the SGA Senate may, by a majority vote of the SGA Senate, be approved.

**Article VIII: 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 SGA and approved by quorum vote of the SGA 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 SGA 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 IX: Officer Elections**

**Section 1:** The SGA 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 SGA Senators and current Executive Board.

**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 SGA Senate seats for a College are vacant, the college may fill those seats by their Alternate seats, and if necessary a proxy for the purpose of officer elections.

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

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

**Clause 3:** If a majority is not won, the top two nominees in vote total will immediately go to a runoff. In the event of a tie, the seven College Presidents and Physicians Associate President will vote.

**Clause 4:** If an Executive Board member steps down from his/her position prior to the end of the calendar year, timely notification of the open position will be distributed across campus (through Daily News, email or another comparable method). Potential candidates must submit a brief platform to the remaining Executive Board members at least one week prior to the next general SGA meeting. Eligible voting members of the SGA Senate at the next meeting will hold an election.

**Clause 5:** If an Executive Board member steps down from his/her position after the end of the calendar year, the responsibilities will be distributed among the remaining board members to ensure optimum continuity of ongoing projects until a new officer can be appointed by the Executive Board.

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

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

**Article X:** Amendments

**Section 1:** Amendments may be proposed to this constitution. Such proposals are to be submitted in writing to the Secretary or made by motion of at an SGA Senate 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 SGA Senate.

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

Previously amended March 27, 2012 and October 18, 2009



## University of Oklahoma Health Sciences Center

### HSC Student Government Association Senate Bylaws

(CSA bill no. 010210) (Amended March 27, 2013)

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

**Section 1:** A new SGA 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, Alternates, and Officers

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

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

#### **Article III:** SGA Senator and Alternate Duties and Responsibilities

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

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

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

#### **Article IV:** Officers

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

- A. The chief officer of the SGA 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 SGA Senate at each regular meeting, reporting the progress of legislation passed by the SGA Senate and reporting all communication to the SGA Senate.
- D. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the Executive Board's Summer 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 SGA Senate provided that the announcement of such a meeting is either entered into the SGA Senate minutes or written to all SGA 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 SGA 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 emailing a written agenda of each Executive Council meeting to the members of the Executive Board and the Executive Director of HSC Student Affairs at least twenty-four hours prior to each SGA Executive Council meeting.
- J. (S)He shall be responsible for sending out information for the Robert A. Magarian Faculty Award in the spring of each year.
- K. (S)He shall coordinate OU Medical Center funding packet and meeting prior to leaving office.

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

- A. The SGA Vice President/ Senate Chair shall preside as legislative officer of the SGA Senate.
- B. (S)He shall preside as chief officer of the SGA in the absence of the President.
- C. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the Executive Board's Summer Retreat.
- D. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the HSC Student Leadership Fall Retreat.
- E. (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 SGA Secretary shall be responsible for all records of the SGA Senate.
- B. (S)He shall be responsible for calling of the roll of the SGA 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 SGA Senators.
- E. (S)He shall be responsible for attending the Summer 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 SGA in the absence of the President and SGA 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.
- J. (S)He is responsible for communicating with the Parking Office regarding K-Lot eligibility of Student Association members.

**Section 4: The Treasurer**

- A. The Treasurer shall oversee the budget of the SGA.
- 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 SGA 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 SGA.
- E. (S)He shall preside as chief officer of the OUHSCSA in the absence of the President, SGA Vice President/ Senate Chair, and Secretary.
- F. (S)He shall be responsible for attending the Summer 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 SGA Senate and Executive Council meetings.
- J. (S)He shall chair the Budget Committee comprised of the seven College Treasurers and Physician Associate Treasurer.

**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. Holiday Tree Lighting
  - d. Winter Welcome Week
  - e. Spring Fling Week
  - f. Block Party/Monthly Happy Hours
- B. (S)He shall submit written budget proposals for such activities to the HSC Student Affairs office prior to the planned dates of the activities.
- C. (S)He shall organize a Campus Activities Board committee comprised of each College's Student Council Social Chair. .
- D. (S)He shall preside as chief officer of the SGA in the absence of the President, SGA Vice President/ Senate Chair, Secretary, and Treasurer.

- E. (S)He shall be responsible for attending the Summer Executive Board retreat.
- F. (S)He shall be responsible for attending the Fall Student Leadership retreat.

**Article V: Committees**

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

- Community Outreach Committee
- Campus Development Committee
- Student Services Advancement Committee
- Interdisciplinary Experience Committee

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

**Article VI: Executive Committees**

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

- Big Event Chair
- Diversity Celebration Chair
- Parking/Security Advisory Liaisons
- Campus Housing Advisory Liaison
- Student Athletic Advisory Liaison
- Academic Integrity Council Chair
- Legislative Liaison
- All College Party Chairs (2)
- Student Hearing Panel Chair
- Sooner Safety Week Chair
- Campus Blood Drive Chair

- A. Members of Executive committees shall be selected by the President from OUHSCSA members.
- B. Sufficient effort will be made to adequately represent each college within Executive committees
- C. All committee members shall have full voting rights.
- D. The quorum for an Executive committee shall be one-half ( $\frac{1}{2}$ ) 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 SGA Senate meetings.

**Article VII: Executive Council**

**Section 1:** The Executive Council, comprising one of the three branches of the SGA, shall consist of the SGA Executive Board and the president from each of the seven colleges and the Physician Association program, the Executive Committees, the International Student Association president, and five multicultural organization presidents, chosen each school year by the Multicultural Student Organization and/or their Student Affairs advisor.

**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 SGA 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 SGA 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 SGA Senators who initiated the legislation may bring it up under New Business.

**Section 5:** A minority report may be submitted to the SGA 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 SGA Senate must pertain to students in their capacity as students.

#### **Article X:** Standing Rules

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

- A. Time and Place. The SGA 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 university finals week, Spring Break, and Thanksgiving vacation.
- B. Decorum. The SGA Vice President/ Senate Chair shall preserve order and decorum, and in cases of disturbances, may order the galleries and lobbies cleared. In debate, the SGA 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 SGA 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 SGA Senate meeting:
  - 1. Roll Call or Sign In
  - 2. Approval of the Minutes
  - 3. Officer Reports
  - 4. Special Orders – Election of SGA officers. Motion to move into Emergency Legislation.  
Discussion of subjects not pending before the OUHSCSA but within its purview.  
Questions to other  
SGA Senate members as well as to the SGA President.
  - 5. Business – First reading of all legislation or business initiated by individual SGA Committee Chairs. 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
- K. 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.
- L. 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 SGA 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.
- M. 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 require a second and two-thirds vote for consideration and majority for passage.
- N. Previous question – After this motion is moved and seconded, the President shall ask the Secretary whether (s)he has any amendments to the bill that 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.
- O. Speaking Privileges – Any person who is not an SGA Senator may be granted speaking privileges for a meeting of the SGA Senate with the consent of a majority of SGA 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 SGA 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 SGA Senate and its committees shall be open for public inspection on the HSC Student Association webpage.

**Section 3: Attendance**

- A. An SGA Senator or Alternate receives an absence for:
  - 1. Failing to notify their presence within the first fifteen minutes of an SGA 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 SGA Executive Board vote to excuse the absence, or the SGA Senator designated an appropriate proxy to represent them.
  - 1. Proxies – An SGA Senator or Alternate may designate a proxy to serve in their absence at an SGA Senate meeting if the senator is unable to attend the meeting and must email the SGA Secretary and Vice President /Senate Chair 24 hours prior the meeting..
- C. Duties
  - 1. It is the duty of the Secretary to provide a complete and current list of absences of SGA Senators and Alternates every month.
  - 2. It is the duty of the Secretary to use reasonable means to notify any SGA Senators or Alternates who have incurred one (1) or more absences.
  - 3. It is the duty of the President to remove parking privileges of any SGA Senator or Alternates who have incurred two (2) absences.
  - 4. It is the duty of the SGA President to remove an SGA Senator or Alternate who ceases to be an OUHSC Student, and to use reasonable means to notify their respective college president of open SGA Senate seats.
- D. Expulsion – If an SGA Senator or Alternate acquires three or more absences in a legislative year, they shall be subject to removal from their office by the SGA 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 SGA 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 SGA 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 SGA 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 SGA Senate on pending legislation shall be publicly cast via a roll call vote. All Senate votes taken on substantive measures shall be recorded into the minutes.

**Article XII: Amendments to the Bylaws**

**Section 1:** These Bylaws may be amended by presenting the amendments to the SGA 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 SGA 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.

(Previously amended March, 27, 2012 and October 18, 2009)

**Constitution**  
**OU-Tulsa Student Government Association**

**ARTICLE I: Name**

The name of this organization shall be the OU-Tulsa Student Government Association (hereinafter referred to as SGA).

**ARTICLE II: Membership**

Every student enrolled in courses given at or coordinated by the University of Oklahoma-Tulsa campus shall be a member of SGA.

**ARTICLE III: President's Council**

**Section I: Description**

- A. All legislative and executive powers of the SGA shall be vested in the President's Council. The Council shall establish a set of Bylaws that will determine its rules of procedure that are not covered in this Constitution.

**Section II: Council Membership**

- A. Members of the President's Council shall represent their respective programs and colleges.
- B. Members will be elected for a one-year term by students in their program. Elections shall be held in each college or program, with timing to be at the discretion of each college or program, so long as an election occurs once per year.
- C. There will be one representative per every 50 students enrolled in each academic degree program.
- D. Members reserve the right to appoint an alternate member (also known as a proxy) if they are unable to attend regularly scheduled meetings.
- E. If a representative from an academic program or college cannot fulfill the responsibilities of their elected position, the program and/or college may replace the elected Council member by an internal election or an organized process, within the academic department or college.

**Section III: Officers**

- A. The President's Council shall elect officers at the next to last meeting of the spring semester. Please refer to the By-laws for a detailed description of electoral proceedings. The terms of office for all new officers shall commence after the last meeting of the Council for the academic year.
- B. At the end of each officer term, there will be a meeting composed of exiting and incoming officers to educate the new class on the Parliamentary procedure, officer duties, current business, and general procedures for SGA meetings.
- C. Officer duties:
  - a. President:

- i. Presiding over all Council meetings, and voting only in case of a tie.
    - ii. Act as official spokesperson and representative of the SGA to the administration of the University of Oklahoma-Tulsa, the University of Oklahoma Board of Regents, the City of Tulsa, the State of Oklahoma, and the United States Government, when applicable.
    - iii. Appointing, with the advice and consent of the Council, other individuals to represent the SGA in official capacities.
    - iv. Other powers and responsibilities given by the Council in the By-laws
  - b. Vice President
    - i. Fulfilling the duties of the President when the President is unable to fulfill his or her duties.
    - ii. Other powers and responsibilities given by the Council in the By-laws.
    - iii. Voting only in the case of a tie while acting as President.
  - c. Secretary
    - i. Keeping the official minutes of the Council meetings, and providing to OU-Tulsa Student Affairs to officially post online within two business days of the meeting.
    - ii. Acting as the Council historian.
    - iii. Maintain the council meeting and activity calendar, with consultation of OU-Tulsa Student Affairs.
  - d. Treasurer
    - i. Acting as Chief Financial Officer for the Council by monitoring funds in the Council accounts.
    - ii. Work in conjunction with OU-Tulsa Student Affairs in the development and maintenance of a budget for each academic year.

**Section IV: Powers and Responsibilities of the President’s Council**

- A. The President’s Council shall suggest campus-wide student rules and regulations.
- B. Appropriate revenues of the SGA that come from the Norman-based programs and the Health Sciences Center-based programs.
  - a. The funds that the President’s Council controls shall be contributed from the Student Activity Fees from the the Norman-based programs and the Health Sciences Center programs.
  - b. Ten percent (10%) of the collected Student Activity Fees from all OU-Tulsa programs shall be appropriated by the SGA.
  - c. Ninety percent (90%) of the collected Student Activity Fees from the HSC-based OU-Tulsa programs and seventy percent

(70%) of the collected Student Activity Fees from all Norman based OU-Tulsa programs are to be spent on program-/college-specific activities and events.

- i. All programs and colleges must submit an itemized budget to the SGA each academic year for approval.
  1. Once a program-/college-specific budget has been approved by the SGA, OU-Tulsa Student Affairs will work with staff and student representatives from each department to allocate money (on behalf of the SGA) to budget-approved events and activities.
    - a. For additional information regarding this process for HSC-based programs, please refer to the “OU-Tulsa Guidelines for HSC Student Activity Fees Access and Usage” found on the “Forms” tab of the the SGA website.
  2. If the program or college does not have an SGA-approved budget on file, each event or activity throughout the academic year must be approved by the SGA President’s Council.
- d. Twenty percent (20%) of the collected Student Activity Fees from the Norman-based OU-Tulsa programs will be used to supplement student access to counseling services on the OU-Tulsa campus.
  - i. This transfer of Student Activity Fees to supplement Counseling Services will be handled by OU-Tulsa Student Affairs with consultation of the SGA.
  - ii. (Note: OU-Tulsa students in HSC-based degree programs pay a “Counseling Fee” separate from the Student Activity Fee, which directly supports Counseling Services at OU-Tulsa.)

#### **ARTICLE IV: Amendment Procedures**

**Section I:** Proposed amendments to this Constitution should be submitted to the officers of the President’s Council at least two weeks prior to the election at which the amendment is to be voted upon, to ensure the proposed items can be placed on the agenda.

**Section II:** This Constitution may be amended by a 2/3 majority vote of the Council.

#### **ARTICLE V: Transfers of Function**

##### **Section I:**

- A. Implementation of this constitution in all its aspects shall commence immediately upon passage by a majority of the members of the SGA

voting in a special election called for the purpose of considering this constitution.

## **ARTICLE VI: Student Organizations**

### **Section I: Definition**

- A. OU-Tulsa Student Organizations consist of a variety of types of student membership that provide benefits to the OU-Tulsa campus.

### **Section II: Classifications or Types of Organizations**

- A. OU-Tulsa Student Government Association Administrative Organizations
- B. OU-Tulsa Registered Academic Student Organizations
- C. OU-Tulsa Registered Student Organizations (RSOs)

### **Section III: Registration Requirements**

- A. All types of student organizations **must** register each academic year with OU-Tulsa Student Affairs.
- B. Registration details will be outlined on the “Student Organizations” tab of the OU-Tulsa Student Affairs website. The process will consist of an online registration form, selection of a full-time OU faculty or staff adviser, and submission of a Constitution (sample will be available online) and ten (10) interested and current OU-Tulsa students’ information and signatures.
- C. The online registration form will be submitted directly to OU-Tulsa Student Affairs. Once the other paper forms (available online) described above are turned in to OU-Tulsa Student Affairs, your registration process will be completed.

### **Section IV: Funding**

- A. OU-Tulsa Student Government Association Administrative Organizations utilize some of the funding generated by the ninety percent (90%) portion of their academic program’s student activity fee funds, and should consult their colleges and or OU-Tulsa Student Affairs about accessing these funds.
- B. OU-Tulsa Registered Academic Student Organizations and OU-Tulsa Registered Student Organizations may submit funding proposals to the SGA for some events, which will be voted upon by the full President’s Council voting body at the regular SGA meetings.
- C. No organization shall receive start-up funding from the SGA.

## 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 - Finance	AHB 3150	405.271.2288
<b>Ken Randall</b> , PT, Ph.D., M.H.R., Assistant Dean -Academic Affairs	OU-T 2J30	918.660.3276
<b><u>Academic and Student Services</u></b>		
<b>Susan B. Tucker</b> , M.P.H., OTR/L, Assistant Dean - Student Affairs	AHB 1009	405.271.6588
<b>Paije Fauser</b> , B.A., Director of Student Affairs-OKC	AHB 1009	405.271.6588
<b>Mark Shields</b> , M.H.A., 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>Carole Johnson</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

## 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/student\\_services\\_contacts.asp](http://www.ah.ouhsc.edu/main/student_services_contacts.asp)
- **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/default.asp> 405.271.2433/SU306or SCB118
- **Financial Aid**  
<http://www.ouhsc.edu/financialservices/SFA/> 405.271.2118/SU301
- **Fitness Center**  
 OKC <http://www.ouhsc.edu/uhc/> 405.271.1650  
 Tulsa [http://www.ou.edu/content/tulsa/student\\_affairs/fitness\\_center.html](http://www.ou.edu/content/tulsa/student_affairs/fitness_center.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
- **Helpdesk - Information Technology**  
<http://it.ouhsc.edu/services/servicedesk/> 405.271.2203 or 888.435.7486
- **ID Card**  
 OKC <http://www.ouhsc.edu/financialservices/bursar/default.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://library.tulsa.ou.edu/> 918.660.3220
- **OU – Norman Sooner Sports**  
<http://soonersports.com/> 405.325.2424 or 800.456.4668
- **OUHSC Student Union**  
<http://students.ouhsc.edu/StudentUnion.aspx> 405.271.2416
- **Parking and Transportation Services**  
 OKC <http://oupts.ouhsc.edu> 405.271.2020/SC100  
 Tulsa <http://www.ou.edu/content/tulsa/security/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/default.asp> 405.271.2416/SU300  
 Tulsa <http://tulsa.ou.edu/counseling/> 918.660.3109/ 1C53
- **Student Handbooks/Policies**  
 OUHSC Student Handbook [http://www.ah.ouhsc.edu/main/policies\\_procedures.asp](http://www.ah.ouhsc.edu/main/policies_procedures.asp)  
 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>
- **University Village (campus housing)**  
<http://www.ou.edu/universityvillage/> 405.271.0500
- **Writing Center**  
 OKC <http://students.ouhsc.edu/StudentServices/WritingCenter.aspx> 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.

	<b>Fall 2014</b>	<b>Spring 2015</b>	<b>Summer 2015</b>
Cancellation deadline at 5 p.m.	August 15	January 9	May 30
<b>Classes begin</b>	<b>August 18</b>	<b>January 12</b>	<b>June 2</b>
Final date to enroll	August 22	January 16	June 6
Last date to pay fees/tuition without service charge	September 15	February 15	July 15
Final date of classes	December 5	May 1	July 28
Final examination period	December 8-12	May 4-8	July 28
Final date to pay fees/tuition without \$50 late fee	December 12	May 8	July 28
<b>Final date of term</b>	<b>December 12</b>	<b>May 8</b>	<b>July 28</b>
Final grades due	December 16	May 12	July 31
<b>AUDIT</b>			
Change from audit to credit	August 18-Aug 29	January 12-26	June 6
Change from credit to audit	August 18-Oct 24	January 12-Mar 20	July 7
<b>DROP/ADD</b>			
Final date to add a class	August 22	January 16	June 6
No refund on dropped courses after this date	August 29	January 26	June 6
No record of grade on dropped course	August 18 – Aug 29	January 12- 26	June 2-6
Automatic grade of "W" for a dropped course	Sept 1- 26	Jan 27-Feb 20	June 9-20
Grade of "W" or "F" for a dropped course	Sept 29-Dec 5	Feb 23-May 1	June 23-July 28
Petition to College Dean for a dropped course (with grade of "W" or "F")	Nov 3-Dec 5	Mar 30-May 1	July 7- July 28
<b>COMPLETE WITHDRAWAL</b>			
100% refund on complete withdrawals	August 18 – Aug 29	January 12–26	June 2-6
No refund on complete withdrawal after this date	August 29	January 26	June 6
Automatic grade of "W" for complete withdrawal	Sept 1- 26	Jan 27 – Feb 20	June 9-20
Grade of "W" or "F" on complete withdrawal	Sept 29-Dec 5	Feb 23-May 1	June 23-July 28
Final date to withdraw from all courses	December 5	May 1	July 28
<b>GRADUATION AND RELATED REQUIREMENTS</b>			
Final date to file as a candidate for master's degree	September 8	February 6	April 28
Final date to file application for diploma	October 1	Mar 1	July 1
Final date to submit thesis/dissertation reading copy	November 14	April 10	July 1
Final date to schedule comprehensive examination	November 28	April 17	July 14
Final date to request thesis/dissertation defense	November 28	April 17	July 14
Final date for oral defense of thesis/dissertation	December 12	May 8	July 28
<b>Commencement</b>		<b>May 8</b>	
<b>College Convocation</b>		<b>May 9</b>	
<b>HOLIDAYS/BREAKS</b>			
Labor Day	September 1		
Fall Student Holiday	October 10		
Thanksgiving Vacation	Nov 26-Nov 30		
Martin Luther King, Jr. Day		January 19	
Spring Vacation		March 14-22	
Independence Day			July 4
<b>INTERSESSION</b>			
December Intersession Registration	Nov 3-Dec 12		
December Intersession	Dec 15-Jan 9		
May Intersession Registration		Mar 30-May 8	
May Intersession		May 11-May 29	
August Intersession Registration			Mar 31-July 25
August Intersession			Jul 28 - Aug 16
<b>EXCEPTIONS TO THE ACADEMIC CALENDAR</b>			
Dietetic Internship		Jan 19-Aug 28	June 1 – Feb 5
Occupational Therapy			May 18-Aug 21
Physical Therapy			May 18-Aug 21



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