

THE UNIVERSITY OF OKLAHOMA COLLEGE OF NURSING

GRADUATE STUDENT HANDBOOK

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THE UNIVERSITY OF OKLAHOMA COLLEGE OF NURSING

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**THE UNIVERSITY OF OKLAHOMA COLLEGE OF NURSING
GRADUATE PROGRAM**

POLICIES AND PROCEDURES

INTRODUCTION

The information in this Handbook addresses some of the most common concerns of graduate students. Additional information concerning University/Graduate College/College of Nursing policies can be found in The University of Oklahoma Health Sciences Center Graduate College Bulletin and the College of Nursing Bulletin.

ACADEMIC ADVISOR

Each student is assigned an academic advisor upon admission to the Graduate Program. The role of the advisor is to direct the student in the development of her/his plan of study and to provide academic counseling when needed.

ACADEMIC APPEALS

The responsibility for academic evaluation rests with the faculty but the Joint Statement of Rights and Freedom of Students provides that "students should have protection through orderly procedures against prejudiced or capricious academic evaluation."

Consequently, when a student feels unfairly evaluated by any faculty and is unable to resolve the matter in successive conferences with the faculty, the course coordinator, and (optionally) the Dean, a petition may be made for review by a Hearing Committee of the Academic Appeals Board.

The College of Nursing Academic Appeals Board consists of the Chair and nine (9) non-administrative faculty from the baccalaureate and graduate nursing programs (six whose primary teaching responsibility is in the undergraduate program and three whose primary teaching responsibility is in the graduate program), six baccalaureate students (three junior year students and three senior year students), and three graduate students.

Each academic appeal is heard by a Hearing Committee comprised of the Chair of the Academic Appeals Board, three faculty and three student members of the College of Nursing Academic Appeals Board. The responsibilities of a Hearing Committee are:

To adjudicate disputes concerning academic evaluation which have not been satisfactorily resolved at the departmental level.

To provide the student and the faculty involved in an appeal the opportunity to give evidence/documentation supporting (respectively) the student's case for a

change of grade and the faculty's case for awarding of the original grade.

To see that students and faculty are afforded due process in academic appeals in accordance with the Academic Appeals Rules of Procedure.

To make recommendations to the College of Nursing Faculty Board concerning resolution of the academic appeal.

Pre-Hearing Procedure

The Hearing Committee will consider a case only after an attempt has been made by the student and the faculty to resolve their differences. All steps in the Pre-Hearing Process must be completed before the Petition for Appeal is filed. The purpose of the Pre-Hearing Process is to resolve the dispute without recourse to a formal Academic Appeal Hearing. Students may contact the Health Sciences Center College of Nursing Office of Student/Alumni Affairs for an outline of the steps in the Pre-Hearing Process.

Appeals Procedure

If the dispute concerning academic evaluation is not resolved during the Pre-Hearing Procedure the student may petition for review of the academic evaluation by a Hearing Committee of the College of Nursing Faculty Appeals Board. The steps in the Academic Appeal are:

1. The student schedules a meeting with an academic counselor in the College of Nursing Office of Student/Alumni Affairs.
2. The academic counselor advises the student of her/his responsibilities in the Academic Appeal, provides the student with the Academic Appeals Packet (College of Nursing Academic Appeals Policy, Statements of Roles of Appeals Participants, and Academic Appeal Petition) and, if requested by the student to do so, assists the student to complete the Academic Appeal Petition.
3. The petition must be submitted no later than six (6) weeks after the student has been notified by the faculty of the unsatisfactory evaluation or three (3) weeks after the official grade report is issued by the Health Sciences Center Office of Admissions and Records, whichever date is first.
 - A. Notification of academic evaluation occurs in clinical courses when the faculty notifies the student in writing of her/his grade.

- B. Notification of academic evaluation occurs in non-clinical courses when the Health Sciences Center Office of Admissions and Records issues the official grade report.
4. The student delivers a fully completed copy of the Academic Appeal Petition together with all relevant materials to the faculty whose grade she/he is appealing and to the Office of the Dean of the College of Nursing. The petition includes:
 - A. A statement of the disagreement concerning academic evaluation including dates and specific incidents.
 - B. Summary of evidence/documentation offered to support the student's contention that the academic evaluation is incorrect or unfair. Unsupported allegations or opinions, previous academic history, and experiences of other students in any course are not germane to the appeal and should not be included in the petition.
 - C. Agreement by the student to release all records determined by the Hearing Committee to be relevant to the appeal (including the student's academic file) to the committee and the faculty whose grade is being appealed.
5. The faculty whose grade is appealed completes a release form permitting the Hearing Committee access to all relevant records in the possession of the faculty. It is the responsibility of the Chair to see that the form is completed.
6. The Dean of the College of Nursing names the members of the Hearing Committee; selecting members of the Academic Appeals Board who have no personal prejudices or personal involvement in the case to be heard. The Office of the Dean forwards the petition and all pertinent materials (including Course Description, Course Objectives, Evaluation Criteria, and Evaluation Forms for the course in question) to the Chair of the Academic Appeals Board and members of the Hearing Committee.
7. The Chair of the Academic Appeals Board assures that the petition is heard within seven (7) to 14 University business days after the petition is received by the Office of the Dean.
8. The Office of the Dean assures that the date for the appeal hearing is set and that all involved parties are notified seven (7) University business days in advance in writing of the date, time, and location of the hearing.

9. Parties to the hearing, including witnesses, who wish to present written statements to the Hearing Committee are to forward the statements to the Chair of the Academic Appeals Board two (2) University business days prior to the appeal hearing.
10. The Hearing Committee conducts the appeal hearing in accordance with the Academic Appeals Rules of Procedure and makes its recommendation to the College of Nursing Faculty Board.
11. The Chair of the Academic Appeals Board assures that the recommendation of the Hearing Committee is delivered in writing to the Dean within five (5) University business days of the appeal hearing.
12. The Dean, as Chair of the Faculty Board, submits the recommendation of the Hearing Committee to the College of Nursing Faculty Board for final disposition of the appeal within five (5) University business days of receipt of the Hearing Committee's recommendations. The Faculty Board may accept, reject, or modify the recommendation of the Hearing Committee.
13. The Office of the Dean is responsible for notifying, in writing, the faculty and student of the decision of the Faculty Board within five (5) University business days of the Faculty Board decision. The Office of the Dean is also responsible for seeing that all extraneous materials (materials other than the formal petition, the recommendation of the Hearing Committee, the decision of the Faculty Board, and copies of official correspondence) are destroyed.

Hearing Committee - Rules of Procedure

1. The Chair of the Academic Appeals Board serves as the non-voting Chair of the Hearing Committee unless a tie vote requires it. The role of the Chair is that of presiding officer responsible for seeing that all parties are accorded due process and courtesy in accordance with the Rules of Procedure.
2. The hearing of an Academic Appeal is not a legal procedure. Plain language, brevity, and directness are encouraged.
3. All actions of the College of Nursing Hearing Committee, Academic Appeals Board, and Faculty Board are confidential.
4. The burden of proof rests with the student to provide documentation or evidence that the faculty's academic evaluation was unfair. All documentation or evidence must be germane to the evaluation of academic performance being

appealed. Discussion of the performance of the student lodging the appeal in other courses or situations, or the personal experiences of other students in the same course, or subjective assessments of the faculty's value system or personality are not permitted.

5. It is incumbent upon the faculty to provide documentation or evidence supporting her/his academic evaluation of the student and to document that the student was aware that her/his performance was not satisfactory. All documentation or evidence must be germane to the evaluation of academic performance being appealed. Discussion of the performance of the student lodging the appeal in other courses or situations or subjective assessments of the student's value system or personality are not permitted.
6. Hearings will be conducted with civility. All statements by both parties will be presented with courtesy and will be germane to the petition under consideration. Parties involved in the hearing will not interrupt other individuals, will remain quiet while others are speaking, and will not engage in any behavior, verbal or non-verbal, to indicate dissatisfaction with testimony or other aspects of the proceedings. Individuals failing to conform with these guidelines may be excluded from the appeal hearing by the Chair.
7. All hearings will be tape recorded.
8. The student may have an advocate present at the Hearing. An attorney may not serve as an advocate nor be present at the hearing.
9. The faculty may have an advocate present at the Hearing. An attorney may not serve as an advocate nor be present at the hearing.
10. The student may present witnesses at the hearing to provide testimony to support the student's contention that the faculty's academic evaluation was unfair. Testimony presented by witnesses must be germane to the academic evaluation appeal.
11. The faculty may present witnesses at the hearing to provide testimony to support the faculty's academic evaluation of the student. Testimony presented by witnesses must be germane to the academic evaluation under appeal.
12. The hearing is opened by the Chair of the Academic Appeals Board who makes an introductory statement describing the purpose of the hearing, the responsibilities of the presiding officer and committee members, and the procedures which will be followed during the hearing.

13. The student presents an introductory opening statement of no longer than 10 minutes in which she/he provides a summary/overview of the issues from her/his perspective.
14. The faculty presents an opening statement of no longer than 10 minutes in which she/he provides a summary/overview of the issues from her/his perspective.
15. The student is given a maximum of 30 minutes to present her/his documentation/evidence and, if appropriate, witnesses supporting her/his contention that the academic evaluation was unfair. The time for this presentation may be extended at the discretion of the Chair to permit Committee members to ask questions of the student and any witnesses. Witnesses will be present at the hearing only for the period of time needed to give their testimony.
16. The faculty is given a maximum of 30 minutes to present her/his documentation/evidence and, if appropriate, witnesses supporting her/his academic evaluation. The time for this presentation may be extended at the discretion of the Chair to permit Committee members to ask questions of the student and any witnesses. Witnesses will be present at the hearing only for the period of time needed to give their testimony.
17. The student and the faculty may each be given five minutes for clarification/summary of points raised during the preceding testimony.
18. Following completion of their statements the student, the faculty, and advocates will be dismissed from the hearing.
19. The Hearing Committee is allotted up to 20 minutes to review the case and consider their recommendations. During this period any party to the appeal may be called back into the hearing at the discretion of the Chair to respond to concerns of Committee members. The time for review of the case may be extended at the discretion of the Chair at the request of a majority of the Hearing Committee members. The extension of review time may not exceed an additional 20 minutes.
20. The recommendation(s) of the Hearing Committee to the College of Nursing Faculty Board will be determined by majority vote of the members.
21. The Chair will notify any parties to the hearing who have withdrawn from the proceedings that the hearing has been completed. Recommendations of the Hearing Committee will be communicated only to the Dean of the College of Nursing.
22. The Chair will deliver all copies of statements presented by parties involved in the hearing to the Office of the Dean immediately upon conclusion of the appeal hearing.

23. The Chair will submit a written statement of the recommendations of the Hearing Committee to the Dean of the College of Nursing within five University business days of the appeal hearing.

Role of the Advocate in an Academic Appeals Hearing

The role of the advocate for the purposes of an academic appeals hearing is defined as providing support to the student or faculty whom she/he has agreed to assist. This support can take the form of providing information, assisting with the planning of the appeals presentation, assuring student/faculty comfort, and consulting with the student/faculty during the hearing. It is not the role of the advocate to question witnesses or the opposing student/faculty. The advocate is expected to be punctual, polite and supportive of the appeal process.

Role of the Chair in an Academic Appeals Hearing

The role of the Chair is administrative and facilitative. In the administrative role, the Chair will set the agenda, instruct the Hearing Committee members regarding their roles and responsibilities, conduct the hearing, monitor the time, maintain records, and communicate the recommendations of the Hearing Committee to the Dean in writing within five (5) University working days following the hearing. As a facilitator, the Chair will make every effort to ensure that due process and basic fairness are served for both parties involved. The Chair will monitor the discussion and may ask questions to clarify procedures or issues. If necessary, the Chair will guide discussion toward the central issue in order to make effective use of time.

Role of the Faculty in an Academic Appeals Hearing

The role of the faculty in an academic appeals hearing is to clearly and succinctly present information which supports the assigned grade. The information presented should be factual and based on objective data. When appropriate, clinical or course objectives should be utilized as a basis for discussion. Data may be presented in the form of written documents, witness testimony, and/or oral explanation by the faculty. Comments regarding student performance should be presented with specific examples and be directed at student behavior rather than personality factors. The faculty is expected to be punctual, concise, and polite when presenting evidence. In addition, the faculty is encouraged to provide clarification whenever possible and to offer all pertinent evidence to assist the Hearing Committee to make an informed and fair decision.

Role of the Student in an Academic Appeals Hearings

The role of the student in an academic appeals hearing is to clearly and succinctly present information which supports the appeal. The information presented should be factual, not personal

opinions, accusations, or emotional eruptions. The student should focus the presentation on evidence supporting the student's position. Evidence may consist of written documents, witness testimony, and/or oral explanation by the student. Testimony should be presented with specific examples and be directed at behaviors, not personality. The student is expected to be punctual, concise, and polite in presenting the evidence. The student is encouraged to provide clarification whenever possible and to offer all available pertinent evidence to assist the hearing committee to make an informed and fair decision.

Role of the Witness in an Academic Appeals Hearings

The role of the witness in an academic appeals hearing is to provide substantive evidence which supports the student's appeal or the faculty's evaluation. This evidence should focus on the behaviors of the student and faculty. The evidence should be specific and reflect personal knowledge of the student's academic performance. The witness presentation time is limited and therefore information should be concise and well thought out. Under no circumstances should this time be used to air grievances of the witness. The witness should be prepared to offer testimony at any time during the course of the hearing (approximately no more than two hours).

GRADUATE ACADEMIC APPEALS

Appeals involving qualifying examinations, comprehensive examinations, general examinations, these and other matters of controversy not specifically covered under the Student Handbook are heard by the Graduate College. Such appeals must be filed in writing and given to the Graduate Dean within 90 days of the time of action from which the dispute arose.

ACADEMIC CALENDAR/CREDIT HOURS

The academic semester is the standard academic calendar unit. The standard semester is defined to be a minimum of sixteen weeks in length, excluding enrollment, orientation, and vacation time.

The semester credit hour is the standard unit of credit used to evaluate a student's educational attainment and progress. One semester-hour of credit will normally be awarded for a class meeting one hour (50 minutes) per week. One semester hour of credit will normally be awarded for a laboratory meeting a minimum of two hours per week for sixteen weeks.

ACADEMIC MISCONDUCT

The policy regarding dishonest work is detailed in the Academic Misconduct Code, which describes academic misconduct as (a) cheating (using unauthorized materials, information, or study aids in any academic exercise or on a national board examination), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the valuation of a student's academic performance or achievement; (b) assisting others in any such act; or (c) attempting to engage in such acts.

Plagiarism is defined as to steal and pass off the ideas or words of another as one's own; use of a created production without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source. (Source: Webster's Ninth New Collegiate Dictionary, Springfield, MA: Merriam-Webster, Inc., 1988.)

The code provides that the faculty wishing to file a formal misconduct charge shall notify the student's dean and the dean shall notify the student. Notification of the dean shall be in writing with a brief description of the evidence, and shall be made within ten (10) University business days after discovery of the incident, exclusive of University breaks or academic inter-sessions. The code outlines possible disciplinary actions, the provisions for a conference with the Vice-Provost for Educational Services, and the request for a hearing or appeal. A complete copy of the Academic Misconduct Code is available online at: <http://www.admissions.ouhsc.edu/Admin/amc.htm>

ACADEMIC PROBATION

Students who fail to maintain an overall grade point average of 3.0 on a 4.0 scale in all courses attempted will be placed on academic probation. Students placed on academic probation will be evaluated at the end of the semester in which the next nine credit hours of graded graduate course work is completed at The University of Oklahoma Health Sciences Center or after one calendar year from being placed on probation, whichever comes first. During the probationary period, students must demonstrate satisfactory progress in improving their cumulative grade point average. Students earning grades of D, F or U while on probation may be subject to dismissal. Students failing to achieve the minimum grade point average while on probation may be denied further enrollment.

ACADEMIC REGULATIONS: GRADUATE STUDENTS

All graduate students, regardless of admission status, are required to maintain a grade point average of 3.0 or greater on a 4.0 scale in all course work completed. If a student's academic record includes enrollment in more than one graduate degree and/or

certificate program, the student must maintain a grade point average of 3.00 or greater in each program. The total number of credit hours of C grade which can be applied toward a graduate degree and/or certificate cannot exceed 25 percent of the total letter graded course work required for the degree and/or certificate.

If a student fails a nursing course (D or F) one time, the student must enroll in the course the next time it is offered. If a student fails the course a second time, the student may not re-enroll in the nursing course. Therefore, the student will not be able to complete the nursing program.

Commercial Term Papers

Any student who writes, compiles or otherwise completes academic assignments for sale to students of the University shall be expelled from the University.

ACCOMMODATION

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would: pose an undue hardship; result in a fundamental alteration in the nature of the service, program or activity; or cause undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to employees, students, and visitors. The student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. All diagnostic information is confidential; therefore, memos can be sent only at the student's request. Individuals who have complaints alleging discrimination based upon a disability should contact the Division of Educational Services in accordance with prevailing University discrimination grievance procedures. For more information please visit <http://www.admissions.ouhsc.edu/Admin/accom.htm>

ACCREDITATION

The University of Oklahoma College of Nursing is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway - 33rd Floor, New York, New York 10006, telephone (800) 669-1656.

The University of Oklahoma College of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements

include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

ALUMNI ASSOCIATION

All graduates of the College of Nursing are members of the University of Oklahoma Alumni Association and the Alumni Association of the College of Nursing.

The College of Nursing Alumni Association promotes the goals and purposes of the College, encourages interest in the College among graduates, students and friends, and fosters good fellowship among graduates.

BOOKS

Look for book resources at the following link:
http://nursing.ouhsc.edu/Current_Students/textbook.htm

CHANGING PATHWAYS

In some instances, students may change from one pathway to another. Admission to the Nurse Practitioner and Clinical Nurse Specialist Pathway is limited and competitive so students cannot seek to transfer into those pathways but must compete for admission with other applicants. The procedure is as follows:

1. The student notifies his/her faculty advisor.
2. The faculty advisor notifies the Office of Academic Affairs.
3. The Associate Dean approves the transfer, identifies a new faculty advisor and notifies student and advisors of actions taken.

CHILD CARE

Facilities for care of minor children are not available in the College of Nursing. Children may be given a tour of the College of Nursing during non-class times. **Children on campus must be attended by a parent or guardian at all times. NO CHILDREN ARE PERMITTED IN THE CLASSROOMS, LABORATORIES, OR TEACHING AREAS. CHILDREN MAY NOT BE LEFT UNATTENDED IN THE BUILDING WHILE THEIR PARENT ATTENDS CLASS.**

COLLEGE OF NURSING STANDING COMMITTEES

The College of Nursing faculty has created committees for the purpose of carrying out college activities. Graduate students are encouraged to participate in these committees as student representatives. Committee appointments are made in the fall semester. Notification of appointment to a standing committee is made by the Office of Student/Alumni Affairs.

College of Nursing Standing Committees include:

Admission-Progression-Graduation Committee - Explores issues and problems and develops and recommends policies related to student admission, progression and graduation.

Curricula Committee - Reviews and evaluates curricula and recommends changes for strengthening educational programs in all areas of curricula.

Historical Committee - Develops, coordinates, recommends, and implements policies for collection and preservation of historical materials; prepares historical exhibits.

Research Request Review Committee - Promotes faculty and student

Recommended Hardware

▪ Windows Computers

- Intel Pentium 4 processor 524 with Hyper-Threading Technology, 533MHz front side bus, 1MB L2 cache and 3.06GHz processor speed
- Minimum 512MB PC3200 DDR memory for multitasking power, expandable to 2GB
- Multi format DVD±RW/CD-RW drive with double-layer support records up to 8.5GB of data or 4 hours of video using compatible DVD+R DL media
- Built-in 10/100 Mbps Ethernet LAN with RJ-45 connector; V.92 high-speed data/fax modem
- Microsoft Windows XP
- Microsoft Office
- 17inch- 19inch Monitor
- Keyboard and mouse

▪ Apple Computers

- G3 or G4 Processor at a speed of at least 1GHz
- OS X or Higher
- 256Mb RAM Minimum with 512Mb RAM or Better Preferred
- 17" Monitor
- 30GB Hard Drive
- 64MB Video Memory
- 10/100 BASE-T Ethernet and/or 56K Modem
- CDRW with DVD Playback

Computer Software

Students **MUST** have the software as indicated below.

- Microsoft Office* which includes the following programs:
 - MS Word for word processing
 - MS Excel for spreadsheets
 - MS PowerPoint for presentations

- MS Access for database management
- Antivirus software**
- Adobe Acrobat Reader
- *MS Office is available from Support Services located in the Service Center Building, SCB 101B or visit OUHSC IT Help Desk - Rm. 105 of the OUHSC Student Center.
- Spyware Removal Tool - Please go to <http://www.lavasoftusa.com/> to download the free version of this software.

** If you do have an antivirus program, the University has licensed copies of McAfee VirusScan available for download at http://www.ouhsc.edu/it/virus_scan/index.asp (requires an OUHSC computer account).

Internet Service Provider (ISP)

The most important component is a high quality Internet connection. We strongly recommend Cable Modem, DSL, ISDN or other high speed broadband. Dial-up modems, while usable, will be frustrating.

Web Browser

Most current version of Internet Explorer.

DEGREE REQUIREMENTS

Students in the Administration/Management and Clinical Nurse Specialist Pathways complete 39 to 40 hours of academic credit (depending upon the student's decision to complete a Synthesis Project with Comprehensive Examination or Thesis), students in the Education Pathway complete 32 hours of academic credit, students in the Clinical Nurse Leader pathway complete 34 hours of academic credit, and students in the Nurse Practitioner Pathway complete 48 to 52 hours of academic credit (depending upon the student's decision to complete a Synthesis Project with Comprehensive Examination or Thesis) for the master's degree.

The Comprehensive Examination encompasses a four hour written examination and an oral examination (not to exceed 45 minutes). Both examinations are scheduled by the Office of Academic Affairs. The comprehensive examination is graded on a pass/fail basis.

DISCRIMINATION POLICY

The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including those on temporary or part-time status who believes that he or she has been discriminated against because of race, color, national origin, sex, age, religion, disability or status as a veteran should file a complaint under

the Grievance Procedure for Complaints Based Upon Discrimination, Sexual Harassment, Consensual Sexual Relationships or Racial and Ethnic Harassment, Contact the Affirmative Action Office, HSC, Service Center building, Room 113 (405)271-2110 for additional information or you may visit their web site at <http://w3.ouhsc.edu/eeoaa>

DRUG AND ALCOHOL USE

The University of Oklahoma and the College of Nursing are committed to a program and policy that prevents alcohol abuse and drug use. Various treatment options, both on and off campus, are available to members of the university community who have problems with drugs or alcohol. All students, faculty, and staff are subject to the University of Oklahoma's Policy on Prevention of Alcohol Abuse and Drug Use. The policy in its entirety is available at the Office of the Vice-Provost for Educational Services or on the website at <http://www.admissions.ouhsc.edu/books/STUHAND//academicpolicies.htm>

EMAIL

Students enrolled in selected courses are assigned University of Oklahoma Health Sciences Center email addresses at registration. Computers with Internet access are available at specified locations on all campuses of the College of Nursing. Please check with our campus Student Affairs Office for the location of available computers. All communications to students regarding bursar bills, enrollment notifications, scholarships, policies, events, etc., are sent via HSC e-mail system. Students must check their campus e-mail frequently to avoid missing important messages.

ENROLLMENT/REGISTRATION

Full-time enrollment for graduate students is nine semester hours during the fall and spring semesters and four semester hours during the summer sessions. Minimum enrollment in the fall and spring semesters is one course.

Students must complete the master of science degree with a nursing major within six years of admission to the program.

Registration for the next semester is conducted mid-term of the preceding semester. Late enrollment is permitted but students who do not enroll during the announced registration date(s) may find desired class sections closed and enrollment options limited. Students must present current program plans signed by their faculty advisor at each enrollment. Students without program plans will not be permitted to enroll.

Enrollment Holds may be issued by the College of Nursing, the Library, the Bursar, or the Parking Office to students failing to comply with University/campus policies. Official enrollment is not permitted unless all enrollment holds are lifted by the initiating department(s). A late enrollment fee may be assessed if enrollment holds are not resolved in a timely manner.

Students should contact their College of Nursing Office of Student Affairs for information concerning enrollment procedures.

ETHICS IN RESEARCH

Research and other scholarly activity at the University of Oklahoma must be above reproach. All Faculty, staff and students of the University community have the responsibility to ensure the integrity and ethical standards in any activity with which he or she is associated directly, or any activity of which there is sufficient knowledge to determine its appropriateness. Misconduct in the conduct of research undermines the scholarly enterprise and erodes the public trust in the University community to conduct research and communicate results using the highest standard and ethical practices. The University of Oklahoma is responsible both for promoting scholarly practices that prevent misconduct and for developing the policies and procedures for dealing with allegations or other evidence of scholarly or research misconduct. Additional information on University Policy on Ethics in Research may be found in the office of administrative Affairs Policies and Procedures document at:

<http://www.adminscb.ouhsc.edu/policy/sec171.htm>

EXPENSES

Student expenses are subject to change and may vary by campus/type of course. Information on estimated student expenses for the graduate students may be found at the following links:

<http://www.ouhsc.edu/financialservices/Bursars.asp>

http://nursing.ouhsc.edu/Prospective_Students/Program_Information/edu_costs.htm

NOTE: Reports of required tuition and fees and the length of the program are provided annually to the National League for Nursing. This information can be obtained by contacting:

National League for Nursing Accrediting Commission
350 Hudson St.
New York, NY 10014
(212) 582-1022

FINANCIAL ASSISTANCE

Nurse Traineeships are funded by the federal government and may be available to full-time graduate students (and part-time graduate

students who will graduate in two semesters) in the Clinical Specialist, Nurse Practitioner, Administration/Management and Education Pathways. Grants generally include support for tuition and fees and monthly stipends but the amount funded by the government varies from year to year. Applications for traineeships may be obtained from the Office of the Associate Dean.

A variety of scholarships and student loans are available to graduate nursing students. Interested students should contact the Office of Student Affairs and the Office of Financial Aid. Graduate students are also eligible for employment as Graduate Teaching Assistants and Graduate Research Assistants. GTAs are employed 10 - 20 hours per week to assist with teaching in the baccalaureate program. GRAs are employed 10 hours per week to assist faculty with research studies. Students interested in employment as GTAs or GRAs should contact the office of the Associate Dean.

GRADES

The grades A, B, C, D and F are used in computing grade point averages. A, B, C and S are the only passing or satisfactory grades. Grades of D or F are failing. Students who receive a D or F grade in a required course must register for the required course the next time it is given. Grades are calculated as follows: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = below 60.

The grade of S (satisfactory) is a neutral passing grade. The grade of U (unsatisfactory) is used to indicate that no credit will be given for the course. The S/U designation is used for special studies or directed readings.

The grade of X is a neutral conditional grade and indicates that satisfactory progress is being made on N4980 Thesis. It is a complete grade whenever the final entry is either Satisfactory (S) or Unsatisfactory (U) indicating either acceptance or rejection of the thesis. The grade of X is included in hours attempted and hours earned.

The grade of I (incomplete) is a neutral grade. It is not an alternative to a grade of F, but is intended as a temporary grade to be used when a student who, for reasons satisfactory to the instructor, is unable to complete certain identifiable requirements of a course and who cannot be assigned any other grade. The I grade is typically used in situations in which illness or other extenuating circumstances prevent the student from completing course requirements. Course requirements for the course in which an I grade is recorded must be completed within one calendar year from the end of the term in which the student received the I grade.

Two points should be noted:

A grade of I in a course which is a prerequisite for other courses will prevent the student from enrolling in those courses. For example, an Incomplete grade in N5013 Theory in Nursing will prevent enrollment in several other courses for which Theory is a prerequisite.

If by the end of one calendar year no change in grade has been submitted, the grade of I becomes a permanent part of the student's transcript.

A written warning is issued by the appropriate faculty at mid-semester to any student failing a course. The warning includes specification of unacceptable performance and actions the student must take in order to pass the course.

The grade of AW may be assigned to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance.

Examples of instances in which the grade of AW may be recorded are:

Disciplinary - Violation of alcohol and drug abuse and racial or ethnic harassment policies.

Financial - Failure to pay fees/tuition before the last day of a current term. A student may be reinstated for a term by paying all fees, tuition, and penalties owed, if paid within one year of the last day the term for which charges remain outstanding. Upon reinstatement within one year, grades originally assigned will be included on the student's transcript.

Attendance - Absences seriously affecting a student's class are reported by faculty to the Assistant Dean for Public and Support Services and an administrative withdrawal from the course may be initiated.

The final step in the administrative withdrawal process will be initiated one year after initiation of the AW grade. All grades other than a W, U, or F on a student's transcript (a grade of D will also appear on a graduate student's transcript) for the semester in which the student is being withdrawn will be removed. A student may be reinstated after being withdrawn by paying all outstanding fees, tuition, and penalties. However, passing grades will be replaced with the AW grade unless an appeal is approved by the Vice President of Administrative Affairs.

LEAVES OF ABSENCE

Requests for a leave of absence, which may or may not be approved, are submitted to the office of the Associate Dean for Academic Programs.

A student who takes an approved leave of absence is considered not to have withdrawn from the school. A leave of absence is approved if

- the student has made a written request for the leave of absence,
- the school has granted only one leave of absence to the student in any 12-month period.

If a student's leave of absence is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from the school, and the refund requirements apply.

These leave of absence requirements also affect a student's in-school status for the purposes of deferring SFA loans. A student on an approved leave of absence is considered to be enrolled at the school and would be eligible for an in-school deferment for his or her SFA loans. A student who takes an unapproved leave of absence or fails to return to the school at the end of an approved leave of absence is no longer enrolled at the school and is not eligible for an in-school deferment of his or her loans.

-effective 10-1-00

Students who do not request a leave of absence and fail to re-enroll for a term must formally apply for readmission to the program to enroll in future terms. **Failing grades are recorded for students who register for a term, do not attend classes, and do not secure a leave of absence or formally withdraw from courses.**

NAME TAGS

Graduate students are required to wear a student name tag when participating in clinical activities. Please check with your Office of Student Affairs regarding purchase of the official name tag. Name tags are required for students enrolled in the Clinical Investigations courses.

PARKING AND SECURITY

Parking regulations vary with each campus. Information regarding parking permits will be provided to you at the time of your orientation. For details, please contact your Office of Student Affairs.

PETITIONS

Students must petition the Admission-Progression-Graduation (APG) Committee when they wish to:

1. Deviate from the recommended program of study, including the sequencing of courses and their prerequisites.
2. Change from thesis to comprehensive examinations after Institutional Review Board approval for the research study has been obtained or after enrollment in thesis for more than two consecutive semesters.
3. Request course substitution or transfer.

Prior to submitting the petition, the student should meet with her or his academic advisor or thesis chair to discuss options.

The petition should:

1. Describe the specific request and include supporting rationale, including permission of instructor.
2. Be submitted to the Office of Student Affairs to forward to the APG Committee.
3. Be accompanied by a letter from the academic advisor or thesis chair, whichever is appropriate.
4. Include the course syllabus for a request for course substitution or transfer.

PHOTOCOPYING

Photocopying services are available on each campus. Please check with the Office of Student Affairs for the exact location of copy machines.

RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS

Information about students and former students gathered by the University of Oklahoma is of two types: (1) directory and (2) confidential. Any officer gathering such information and/or having custody of it shall release it only in accordance with this policy. When a student enters a university and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the university as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

While the University fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be

released for legitimate purposes. The following policies adopted by the University can be found at the Office of Admissions and Records Website. Directory Information, Disclosure of Education Records, Record of Requests for Disclosure, Procedures to Inspect Education Records, Correction of Education Records, Limitations on Right of Access, Refusal to provide Copies, Fees for Copies of Records, and the Oklahoma Open Records Act.

SEVERE WEATHER PRECAUTIONS

During normal working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, Campus Police and/or Campus Security will monitor local weather advisories when tornadic conditions exist. If it is determined that the campus is in the projected path of a tornado, Officers will alert building occupants of severe weather. After normal working hours and on weekends and holidays, Security will call the Dean's Office to notify those known to be in the building of severe weather problems.

The following tips may be helpful during thunderstorms or tornado warnings:

1. If outside, move indoors as soon as possible.
2. Move to an interior hallway, basement, or tunnel.
3. Remain in classrooms until the immediate danger has passed.
4. Avoid staying in exposed, exterior walkways.
5. Avoid upper floors, large glassed areas, and windows.
6. Stay out of parking decks, gymnasiums, and auditoriums.
7. Stay away from electrical appliances.
8. Only use the telephone for emergency calls.
9. Stay calm and alert.

Campus closings will be announced on the home page.

SIGMA THETA TAU INTERNATIONAL

Sigma Theta Tau is the international honor society for nursing. The purposes of the organization are to support research, recognize leadership and scholarly achievement, and strengthen commitment to the ideals and purposes of the profession of nursing.

Beta Delta Chapter at Large is an Oklahoma chapter of Sigma Theta Tau and represents the University of Oklahoma, the University of Central Oklahoma, and Oklahoma Baptist University. Students in the Graduate Program who demonstrate excellence in academic, personal, and professional areas are eligible for membership in Beta Delta.

SMOKING POLICY

In accordance with the state Smoking in Public Places Act, the University has established a Smoking in Public Places Policy. All facilities of the Health Sciences Center in Oklahoma City and Tulsa are smoke-free and on the Norman campus as indicated through the provision of this policy. All buildings owned or operated by the University of Oklahoma will be free from smoking as noted.

Definitions - "Building" is defined for the purpose of this policy as an enclosed, indoor area owned or operated by the University of Oklahoma and used by the general public, serving as a place of work for university employees or a meeting place for a public body (as defined in the Open Meeting Act OS 25, Section 304), including but not limited to offices, classrooms, laboratories, libraries, auditoriums, arenas, theaters, performance/exhibit halls, museums, meeting rooms, cafeterias and restaurants or public conveyances (including elevators, trolleys and buses). "Smoking" means the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.

Signs will be posted at all entrances to University buildings stating that the buildings are smoke-free. Faculty, staff or students within the building may ask any person smoking in the building to refrain.

The above does not apply to: (1) any housing or residence facility owned or operated by the University, (2) space leased to others, or (3) outdoor areas unless specifically designated as non-smoking areas.

Tobacco products will not be sold on University property. Students attending the Lawton Campus at Cameron University and students attending other sites will be expected to comply with all regulations for those properties. Please check with your Office of Student Affairs for exact regulations.

STUDENT CODE OF HONOR

1. Preamble

Nursing involves intervening in the lives of others. Therefore, there is an ethical component in nursing's purpose of promoting human well-being.

The integrity of the nursing profession requires self-discipline and ethical behavior. The learning and practice of self-discipline and professional ethical behavior begins upon entrance into nursing school and continues throughout the individual's professional life.

The Student Code of Honor expresses the goals and values of

academia and the nursing profession. When individuals enter nursing school, they accept a moral commitment to uphold the values and goals outlined in this code.

2. Definition of Terms*

Administration: Any person employed by the College or University to perform managerial duties.

Aiding and abetting academic or nonacademic misconduct: Intentionally or knowingly helping or attempting to help another student commit an action of academic or nonacademic misconduct.

Cheating: Using or attempting to use unauthorized materials, information, study aids, or computer-related information.

Client/Patient: Any individual or group of individuals receiving nursing care.

College: The College of Nursing of the University of Oklahoma at all of its campuses.

Community: Clients/patient, their families, and health providers in clinical settings or students, faculty, staff, and guests of the University and academic community.

Conduct:

Academic Conduct: Academic conduct is generally considered to be related to the actions of students that are associated with the teaching-learning environment. Therefore, academic misconduct may include, but not necessarily be limited to acts such as plagiarism, cheating, misrepresentation and fabrication.

Nonacademic Conduct: Nonacademic conduct is generally considered to involve actions of students related to standards of behavior that are established for the purpose of maintaining an acceptable level of propriety within the University community and the health care arena.

Fabrication: Presenting as genuine any invented or falsified citation, material, or clinical data.

Faculty: Any person employed by, or on contract to, the College or University to conduct classroom, professional practice lab or clinical activities.

Misrepresentation: Falsifying or altering the contents of credentials, documents or other materials related to academic matters; including schedules, prerequisites and transcripts.

Non-University agency: Any agency which has a verbal or written agreement with the College of Nursing to provide learning experiences for students.

Plagiarism: To steal and pass off (the ideas or words of another) as one's own; use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source.**

Staff: Any person employed by the College or University to provide support services.

Student: Any person officially enrolled in courses offered by the College of Nursing whether she or he is classified as a degree-seeking student or a special student. All persons pursuing undergraduate or graduate studies, whether full-time or part-time, are considered students.

University: The University of Oklahoma

*Adapted from the University of Alabama at Birmingham School of Nursing Honor Code for Students

**Source: Webster's Ninth New Collegiate Dictionary, Springfield, MA: Merriam-Webster, Inc., 1988.

Code of Professional Conduct***

A nursing student is considered to be a part of the nursing profession and is expected to maintain appropriate conduct and be committed to the ethical obligations and high standards of client/patient care valued by the profession.

- A. A student respects the role of truthfulness in health care and academia. A student, as part of the nursing profession, shall demonstrate integrity and self-discipline during all aspects of nursing education. This includes the completion of assignments and examinations as well as conduct in the classroom/professional practice lab building, conduct in the clinical setting and conduct in the community at large.
- B. The student is responsible and accountable for the consequences of her/his academic and nursing actions. Each student in the College of Nursing is expected, at all times, to demonstrate those characteristics essential to the practice of nursing. These include not only those listed above but also honesty, confidentiality, ethical behavior and empathy.
- C. Behaviors and dress shall be appropriate for a student aspiring to the nursing profession.
- D. Students shall maintain a satisfactory general professional attitude. Included in this professional

attitude are the respectful approach to interactions with patients/clients, cooperation with instructors, attendance as scheduled, attention to assigned work and duties, and respect for fellow students, associates, staff and faculty.

- E. Each student accepts responsibilities for her or his own conduct and for assuring that other students have no unfair competitive advantage before, during or after an assignment or examination.
- F. It is each student's responsibility to participate with the faculty in promoting a quality academic environment.
- G. Respect for patients/clients and their families, colleagues, faculty, and staff is essential, but must not prevent anyone from identifying any violation of the Code of Honor. Students are expected to safeguard the client and the public by immediately reporting to faculty any incident they observe where health care and safety are affected by the incompetent, unethical or illegal practice of any person (ANA Code of Ethics With Interpretive Statements, 1985, p. 6). Examples of such incidents would include but are not limited to falsification of documents, witnessing the appropriation of patient drugs; suspecting substance abuse in a care provider/fellow student or witnessing mistreatment of a patient/client.

*** Adapted from the University of Oklahoma College of Medicine Code of Professional Conduct.

STUDENT IDENTIFICATION CARDS

A current student identification card is required on all campuses for use of University library materials, for admission to University events, and for access to University facilities after normal operating hours. The identification card is issued when fees are paid.

STUDENT ORGANIZATIONS

The Graduate Student Council of the Health Sciences Center Campus includes representatives from all HSC graduate programs. The GSC works to improve the academic, social and community life of graduate students through the collective action of its members.

The Graduate Nurses' Association encompasses all campuses. GNA members work to meet the special needs of graduate nursing students and sponsors educational and social activities through the year.

STUDENT PAPERS

Student papers must be prepared in accordance with the American Psychological Association (APA), (4th ed.) format with OUCN modifications. The exceptions to the APA format are listed in guidelines that may be obtained from the Office of Academic Affairs.

Special Tips:

-Always retain a personal copy of any materials submitted to complete course requirements.

-When using a computer, periodically save portions of the paper/thesis and store an extra copy of the paper/thesis on a disk.

THESIS

The student is responsible for selecting the thesis committee membership, negotiating with faculty to serve on the committee, and scheduling of the thesis defense. The thesis committee is composed of three faculty with Graduate College appointments. Students may select one member from outside the College of Nursing as a committee member if that faculty has a regular or temporary Graduate College appointment.

The chair of the thesis committee is responsible for completion of necessary forms, grade assignment, and notification of the

Graduate College and the Office of Academic Affairs, College of Nursing, of the anticipated thesis defense.

Following initial enrollment in N5980, Research in Master's Thesis, the student must continue to enroll in thesis every subsequent semester (except summer sessions during which the student is not using university resources and/or faculty advisement to complete the thesis) until the thesis is completed. Enrollment in N5980 is required during the semester the thesis is completed.

Students may withdraw/change from the thesis option to the comprehensive option before the second enrollment in N5980 or prior to submission of a proposal to any institutional review board, whichever occurs first, without petitioning for the change. If students who have completed more than one semester of thesis hours or submitted a proposal to an institutional review board wish to withdraw from the thesis option, they must submit a petition to the thesis committee for permission to change to the comprehensive examination option. The thesis chair or faculty academic advisor must notify the Office of Academic Affairs of an approved change.

A student may change from the comprehensive examination option to the thesis option any time after consultation with his/her faculty advisor. The faculty advisor must notify the Office of Academic Affairs of an approved change.

TRANSFER OF CREDIT

The acceptance of transfer credit from another institution for a graduate degree program at the University of Oklahoma Health Sciences Center is determined in accordance with the following criteria:

The course work transferred must represent valid graduate credit earned in graduate level courses from an accredited college or university.

The credit must carry a grade of A, B or S.

The credit must not be more than six years old at the time of admission to the degree program. In special cases, credit more than six years old may be transferred if recommended and validated by the department and approved by the Graduate Dean.

The credit must be applicable to the degree program. The transfer must be approved by the College of Nursing and the Graduate Dean.

No more than 25 percent of the degree requirements may be transfer credit.

TUITION AND FEES

It is the responsibility of the student to register and pay fees on the dates specified on the Academic Calendar.

VETERAN SERVICES

The Health Sciences Center Office of Admissions and Records provides certification of enrollment for HSC students receiving financial assistance through the Veterans Administration. Students receiving VA assistance who are enrolling at the University of Oklahoma Health Sciences Center College of Nursing for the first time are encouraged to contact the Admissions and Records office at (405-271-2359 at their earliest convenience to begin the processing of necessary paperwork.

WITHDRAWAL/DROP

Withdrawing from the Health Sciences Center refers to withdrawing from all enrolled courses for a given term.

Students withdrawing after classes begin should initiate their withdrawal by meeting with their Student Affairs office.

Dropping a course at the Health Sciences Center refers to dropping one or more courses without completely withdrawing. To drop a course, students should initially contact their Student

Affairs office

Review the Academic Calendar for deadlines on dropping courses and refunds. For an Add/Drop form, go to <http://www.ouhsc.edu/admissions/Enrollment/a-d.pdf>.

For a withdrawal form, go to <http://www.ouhsc.edu/admissions/PDF/withdraw.pdf>.

IT IS THE STUDENT'S RESPONSIBILITY TO FORMALIZE WITHDRAWAL/DROPS BY COMPLETING AND SUBMITTING TO THE OFFICE OF STUDENT/ALUMNI AFFAIRS THE APPROPRIATE FORM. FORMAL WITHDRAWAL/DROP IS NOT ACCOMPLISHED BY FAILURE TO ATTEND CLASSES, TELEPHONE MESSAGES, OR MESSAGES TO FACULTY. STUDENTS WHO FAIL TO FORMALLY WITHDRAW/DROP FROM A COURSE WILL BE SUBJECT TO TUITION WITH PENALTIES AND RECORDING OF A FAILING GRADE ON HIS/HER TRANSCRIPT.

OTHER POLICIES AND PROCEDURES

All policies are available from the Office of the Vice-Provost for Educational Services or at <http://www.admissions.ouhsc.edu/books/STUHAND/academicpolicies.htm>

FILE: Graduate Handbook_HSC 8.10.07.doc

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