Admission, Enrollment and Student Financial Services

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Jean Ware, Manager of Administration

Sharon D. Winslow, Assistant to the Vice President and Registrar
Located in Buchanan Hall and Jacobson Hall, Enrollment and Student Financial Services is the gateway to the University of Oklahoma. Working together to serve students throughout the education experience at OU, the following administrative areas and offices combine to form Enrollment and Student Financial Services: Academic Publications, Academic Records, Admissions, Bursar’s Office, Enrollment Services (Classroom Management, Degree Audit Services, Registration, Veteran Student Services), Enrollment Technology Services, Financial Aid Services, and Recruitment Services.

Office of Admissions
Mark McMasters, Director
127 Buchanan Hall
Norman, OK 73019-4076
Phone: (405) 325-2252
FAX: (405) 325-7124
E-mail: admrec@ou.edu
Internet: http://www.ou.edu/admissions/home.html

Undergraduate Admission
The admissions process at the University of Oklahoma seeks to identify applicants who will successfully complete a collegiate academic program and contribute to the diverse intellectual, cultural and social environment of the University. The University of Oklahoma welcomes inquiries regarding admission requirements and application procedures. The Office of Prospective Student Services will assist prospective undergraduate students — both freshmen and transfer — with the admission process by providing information on admission requirements, financial aid, scholarship opportunities, housing and student life. This office also serves as a visitor information center and provides tours of the campus to prospective students, their families and other University guests.

The Office of Prospective Student Services-Tulsa coordinates high school and transfer student services in Tulsa and other northeastern Oklahoma communities. Like its Norman campus counterpart, the Tulsa office provides students who are interested in any of the University’s academic programs with information on admission, housing, enrollment, financial aid and scholarships. This office also serves as a liaison with all OU campuses to arrange campus tours and departmental appointments for prospective students and their families.
Inquiries about undergraduate admission should be directed to:

Prospective Student Services
The University of Oklahoma
550 Parington Oval, Room L-1
Norman, OK 73019-3032
(405) 325-2151 or 1-800-234-6868

e-mail: ou-pss@ou.edu or

Prospective Student Services-Tulsa
The University of Oklahoma
4502 East 41st St.
Tulsa, OK 74135
(918) 660-3800
FAX: (918) 660-3804

e-mail: ou-pss-tulsa@ou.edu

Completed applications, academic credentials and inquiries related to applications already in process should be directed to:
The Office of Admissions
The University of Oklahoma
1000 Asp Avenue room 127
Norman, OK 73019-4076
(405) 325-2252

e-mail: admrec@ou.edu

Admissions information and applications are also available on the web at

http://admissions.ou.edu/admissions.htm.

Deadlines for Application*

Undergraduate, U.S. citizens and permanent residents should submit applications as early as possible, but applications must be received by the Office of Admissions no later than:

April 1 for a fall semester or summer session; and

November 1 for a spring semester.

International Students applying for undergraduate admission must observe the following application and credentials deadlines:

March 1 for a fall semester;

August 1 for a spring semester;

February 1 for a summer term.

*Application deadlines can change between publications of this catalog. For the most current information on deadlines, go to http://www.ou.edu/admissions/home.html, and under “Requirements,” click on the appropriate category of student.

Applications for international students are processed by the Office of Admissions. Assistance after admission is provided by International Student Services. International students are considered to be those applicants who require a temporary, non-immigrant United States visa or immigration status. Students who have established permanent resident status in the United States are not considered international students.

Credentials

To be considered for admission, applicants must submit official and complete academic credentials.

Applicants may not disregard any part of their educational history, and failure to report all institutions previously attended will be cause for cancellation of the admissions process or for dismissal. All credentials submitted for admission to the University of Oklahoma become the property of the University and will not be returned or released.

Application Fee

All applicants to the University of Oklahoma must pay a non-refundable application-processing fee. If you are applying online, you must pay online by credit card. If you are submitting a paper application, payment can be made by check, money order or credit card. Checks should be made payable to the University of Oklahoma and mailed to the Office of Admissions. Checks from international applicants must be in US dollars and clear through a United States bank. Payment by credit card is also an option.

Resident Status

All applicants are classified as resident or nonresident for purposes of admission and tuition based on information provided on the application for admission. Applicants may be required to submit evidence to substantiate their claim to resident classification.

A uniform policy concerning resident status exists for all state-supported institutions of higher education in Oklahoma. Copies of this policy are available from the Office of Admissions or on the web at http://www.ou.edu/admissions/home/resident_tuition_regulations.html.

Questions concerning resident status should be directed to the Office of Admissions, (405) 325-2252.

English Proficiency

All new applicants to the University for whom English is a second language, including those holding permanent resident status, are required to present evidence of proficiency in the English language prior to admission. The intent of this policy is to insure that students for whom English is not a native language have a reasonable chance to succeed academically based on their ability to comprehend and use spoken and written English.

Undergraduate applicants may satisfy the English proficiency requirement in one of several ways:

1. The applicant can present an official Test of English as a Foreign Language (TOEFL) score of 550 or higher on the written test, or 213 or higher on the computer test, or 79 or higher on the internet-based TOEFL. The TOEFL can be no more than two years old by the time the applicant begins studies at the University of Oklahoma.

2. The applicant can present an official International English Language Testing System (IELTS) score of 6.5 or higher.

3. A direct from high school applicant may satisfy this requirement by successfully completing the high school core requirements in a secondary school in the United States, or in another country where English is the native language and the language of instruction.

4. Applicants seeking admission by transfer may satisfy this requirement by presenting a minimum of 24 semester hours of successfully completed college-level coursework from an accredited United States college or university or an acceptable institution in a country where English is the native language and the language of instruction.

5. An applicant can present a TOEFL score between 500 and 549 on the written test, 173 to 210 on the computer test, or 61 to 78 on the internet-based TOEFL, and subsequently and immediately prior to admission successfully complete a minimum of 12 weeks of study at an approved English language center or program operated by an institution of higher learning or private school approved by the Oklahoma State Regents for Higher Education.

The University offers a Center for English as a Second Language (CESL) for students who are otherwise admissible to the University, but do not meet the English proficiency requirement. CESL also offers English language classes for individuals who do not have plans to enter the University. For further information, call or write:
The Center for English as a Second Language
College of Continuing Education
1700 Asp Avenue, Room 202
Norman, OK 73072-6400 USA
(405) 325-6602, or 1-800-522-0772, ext. 6602
FAX: (405) 325-0860

Admission of Freshmen

HOW TO APPLY

1. To apply online, visit our Prospective Student Services website at http://www.ou.edu/go2/home.html. A PDF application that can be printed and submitted by surface mail is also available on this site.

2. Submit application materials including the following:

a) a completed application form.
b) an official copy of your high school transcript showing at least six semesters of work completed, grade point average (on an unweighted 4.0 scale), and rank in class.

c) an official copy of your ACT or SAT scores. Test scores may be posted on the official high school transcript or sent directly from the testing agency.

3. A nonrefundable application fee is required of all new applicants. The application fee can be paid by check, money order made payable to the University of Oklahoma, or credit card.

4. Submit all application materials sent by surface mail to the Office of Admissions, University of Oklahoma, 1000 Asp Ave., Room 127, Norman, OK 73019-4076.

WHEN TO APPLY

Prospective students are encouraged to apply as soon as possible after the completion of the junior year in high school in order to maximize opportunities for housing, financial aid, scholarships and early enrollment.

CRITERIA FOR ADMISSION OF FRESHMEN

To be admitted to the University of Oklahoma, an applicant must: graduate from an appropriately accredited high school, or earn a General Education Development (GED) certificate; complete a specified curriculum of high school courses; and achieve certain performance standards set by the University of Oklahoma and approved by the Oklahoma State Regents for Higher Education. Home-educated applicants or graduates from unaccredited high schools must qualify for admission by test score. In most cases, a GED recipient's high school class must have graduated by the desired matriculation date.

Admission requirements are subject to change annually by the University of Oklahoma with the approval of the Oklahoma State Regents for Higher Education, when it is determined to be in the best interest of the University and its students to do so. If it becomes necessary to limit enrollment, preference will be given to residents of Oklahoma. For the most current information on admission requirements, contact Prospective Student Services, (405) 325-2252 for further information. Prospective students should contact the Office of Admissions (405) 325-2252 for further information.

ADULT ADMISSION

Applicants who are 21 years of age or older and on active military duty, who do not meet the stated performance and/or curricular requirements for admission to the University may be considered under the Adult Admission category. Careful attention will be given to an applicant’s written comments concerning background and educational goals, personal interviews, as well as letters of recommendation from school counselors, teachers, principals, employers or supervisors attesting to the applicant’s motivation and potential for academic success. An applicant’s academic record will also be reviewed for completion of the high school curricular requirements. Students admitted under the Adult Admission category must demonstrate proficiency to the satisfaction of the entering institution in the curricular area the student desires to pursue.

ADMISSION FROM UNACCREDITED HIGH SCHOOLS OR HOME STUDY

A prospective student who is a graduate of a high school that is not accredited by a recognized accrediting agency or has been home schooled is eligible for admission under the following conditions:

1. The applicant must have taken the ACT or SAT and achieved a score equal to or greater than the requisite composite score defined for freshman admission. These scores are provided annually by the Oklahoma State Regents for High Education. Grade point average and, in some cases, class rank from unaccredited high schools or home school records, or a passing score on the GED will be used to determine a performance minimum in conjunction with the test score requirement, but will not be used as the sole basis for meeting performance requirements at the University of Oklahoma.

2. The applicant’s high school class must have graduated.

3. The applicant must satisfy the high school curricular requirements as certified by the high school or, in the case of home study, the parent.

ADULT ADMISSION

Applicants who are 21 years of age or older and on active military duty, who do not meet the stated performance and/or curricular requirements for admission to the University may be considered under the Adult Admission category. Careful attention will be given to an applicant’s written comments concerning background and educational goals, personal interviews, as well as letters of recommendation from school counselors, teachers, principals, employers or supervisors attesting to the applicant’s motivation and potential for academic success. An applicant’s academic record will also be reviewed for completion of the high school curricular requirements. Students admitted under the Adult Admission category must demonstrate proficiency to the satisfaction of the entering institution in the curricular area the student desires to pursue.

Prospective students should contact the Office of Admissions at (405) 325-2252 for further information.

CONCURRENT ENROLLMENT

Concurrent Enrollment at the University of Oklahoma is a program designed to allow high school juniors and seniors with exceptional abilities to enroll in college courses on a limited basis. High school students may thus accumulate college credits prior to completing high school.

To be eligible for the Concurrent Enrollment Program, students must be enrolled in an accredited high school and meet the following requirements:

1. You must have achieved junior or senior standing and be eligible to complete requirements for graduation from high school no later than the spring of your senior year, as attested by your high school principal.

2. Seniors must meet regular freshman admission requirements based on high school grade point average and class rank, or test scores and certain minimum high school performance standards.

3. Juniors must score in the 83rd percentile on the ACT/SAT; or have a 3.5 GPA on an unweighted 4.0 scale.

A student receiving high school level instruction at home or from an unaccredited high school must:

1. Be at least 17 years of age or older and score in the 70th percentile on the ACT (using Oklahoma norms) or the SAT (using national norms); or

2. Be 16 years of age and have achieved a composite score in the 83rd percentile on the ACT (using Oklahoma norms) or the SAT (using national norms).

Interested students should apply online at [http://www.ou.edu/go2/home.html](http://www.ou.edu/go2/home.html) and submit a completed Concurrent Enrollment Recommendation form signed by the high school principal, a counselor, and parent, a high school transcript, and ACT or SAT scores.

Once admitted, a student’s combined enrollment in high school and at the University of Oklahoma may not exceed 19 credit hours during a fall or spring term. For this purpose, the University will assume that any high school course enrollment is the equivalent of three credit hours. Students may enroll in a maximum of nine credit hours during a summer term without being concurrently enrolled in high school classes during the summer. Students who wish to exceed this credit hour limit may petition the Dean of University College for permission to do so, up to a maximum of 24 semester hours in a regular semester.

The completion of high school curricular requirements is not mandatory for Concurrent Enrollment students for admission purposes. However, students may not enroll in college-level courses in a curricular area until the high...
Admission of Transfer Students

Applicants are considered transfer students if they have attempted more than six semester hours of college-level work at another accredited college or university since graduation from high school. Students who complete college-level work while still in high school are not considered transfer students.

Transfer admission requirements are subject to change by the University of Oklahoma with the approval of the Oklahoma State Regents for Higher Education, when it is determined to be in the best interest of the University and its students to do so. If it becomes necessary to limit enrollment, preference will be given to residents of Oklahoma.

TRANSFER ADMISSION CRITERIA

Admission of transfer students is based on the following performance requirements and preparatory coursework in high school.

<table>
<thead>
<tr>
<th>CURRICULAR REQUIREMENTS FOR ADMISSION OF TRANSFER STUDENTS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ English—four units: Grammar, composition and literature only</td>
</tr>
<tr>
<td>◆ College Preparatory Mathematics—three units: Algebra I, algebra II, geometry, trigonometry, math analysis, calculus, or AP statistics.</td>
</tr>
<tr>
<td>◆ Laboratory Science—three units: Does not include general science with or without a lab. One year of Principles of Technology may substitute for one of the lab science courses, provided that the student also completes two traditional laboratory science courses.</td>
</tr>
<tr>
<td>◆ History and Citizenship Skills—three units: One unit must be American history and two additional units can be selected from the subjects of history, economics, geography, government or non-Western culture.</td>
</tr>
<tr>
<td>◆ Additional Subjects—two units: from any of the subjects previously listed, computer science, or foreign language.</td>
</tr>
</tbody>
</table>

* If you have not completed the courses listed above in high school, you should do so before transferring to the University. With the exception of U.S. history and U.S. government, completion of remedial or college-level coursework in any of the subject areas in which a deficiency exists will also satisfy this requirement. A remedial mathematics course must be the equivalent of high school Algebra II. Remedial or precollege-level courses cannot be used to fulfill degree requirements.

PERFORMANCE REQUIREMENTS FOR ADMISSION OF TRANSFER STUDENTS:

Admission requirements for transfer students are subject to change annually by the University of Oklahoma with the approval of the Oklahoma State Regents for Higher Education. For the most current information on performance requirements for transfer admission, contact the Office of Prospective Student Services (405) 325-2151 or 1-800-234-6868, or visit the following web site:


Transfer students with fewer than 24 semester hours attempted must meet performance requirements for first-time entering freshmen, as well as specified performance requirements on all transfer work attempted.

Transfer students who do not meet performance and/or curricular requirements are encouraged to contact the Office of Admissions for advice and counseling on alternative admission opportunities.

APPLICATION DEADLINES

Your application must be RECEIVED by the Office of Admissions by the dates below. However, you are encouraged to apply as early as possible to maximize opportunities for housing and scholarships, financial aid and early enrollment.

• April 1 for a fall semester or summer session
• November 1 for a spring semester

HOW TO APPLY

1. To apply online, visit our Prospective Student Services website at http://www.ou.edu/go2/home.html. A PDF application that can be printed and submitted by surface mail is also available on this site.

2. Submit an official high school transcript and official transcripts from each college or university attended. Students are not at liberty to disregard any part of their previous educational history when applying for admission.

3. Submit the nonrefundable application-processing fee. The fee can be paid by check or money order made payable to the University of Oklahoma, or by credit card.

4. ACT or SAT scores are required of any transfer student with fewer than 12 semester hours of college work and some transfer students with fewer than 24 semester hours of college work.

WHEN TO APPLY

Transfer students are encouraged to apply early in the semester prior to the term they wish to enter the University. Early admission allows students to maximize their opportunities for housing, financial aid, scholarships, and early enrollment. Admission decisions can often be made with the current term’s grades outstanding.

TRANSCRIPT EVALUATION

Once an applicant has been admitted to the University, the Office of Admissions performs an evaluation of any transfer credit. Students who are admitted with coursework in progress should submit a schedule of courses in progress, and arrange to have a final, official transcript sent to the Office of Admissions after completion of their last term. Once a complete and official transcript is received, the initial evaluation will be updated. Students will consult with an academic adviser at the time of enrollment to determine how their transfer work will apply toward a degree at the University of Oklahoma.

PROSPECTIVE STUDENT EVALUATIONS

Transfer students who are undecided about attending OU can request a prospective student evaluation to help with the decision-making process. Potential applicants should submit or present in person the same official academic credentials required of transfer students applying for admission, along with the following information: desired term of matriculation at the University of Oklahoma; intended major; a complete list of collegiate institutions attended; mailing address, home and work or cell telephone numbers, and e-mail address.

The information should be submitted to the Office of Admissions. This office will perform an initial evaluation of all transfer credit and then an academic adviser will determine how the transfer work will apply toward a degree at OU. Prospective students should contact the Office of Admissions at (405) 325-2252 for further information concerning this service. Prospective student...
evaluations are not available for one month prior to the start of classes for each term, due to time constraints on admissions and advising staff.

TRANSFER DAYS

Transfer Days is a yearly event, normally held in early spring, that provides an opportunity for transfer students who have already been admitted to the University for the upcoming summer or fall term to visit campus, be advised by academic counselors, and pre-enroll for the fall and/or summer terms. In addition to academic counselors, representatives from the University are also on hand to answer questions about housing, financial aid, scholarships and student activities. Other pre-enrollment periods for summer and fall terms occur throughout the late spring and summer months, so transfer students who are unable to attend Transfer Days will have ample opportunity to pre-enroll once they are admitted to the University. For further information, contact the Office of Prospective Student Services (405) 325-2151 or 1-800-234-6686.

TRANSFER CREDIT REGULATIONS

The amount of credit granted to applicants for admission as transfer students depends upon the nature and quality of the applicant’s previous work, evaluated according to the academic requirements of the University, and the following provisions:

1. Transfer credit earned by students at institutions accredited by a regional accrediting agency (such as the North Central Association of Colleges and Schools) or the Oklahoma State Regents for Higher Education will be evaluated according to the academic requirements of the University, and the following provisions:
   - The amount of credit granted to applicants for admission as transfer students must be earned in a senior college for a baccalaureate degree.
   - Lower-division courses transferred to the University of Oklahoma will generally be used to meet lower-division degree requirements. In the event that a lower-division transfer course is used as a substitute for an upper-division requirement at the University, a student may be required to complete additional upper-division hours for graduation.
   - A minimum of 60 semester hours must be earned in a senior college for a baccalaureate degree.
   - Transfer students who enter the University with an Associate of Arts or an Associate of Science from an institution in the Oklahoma State System of Higher Education are considered to have met the lower-division (1000- and 2000-level) course requirements of the University’s General Education core curriculum. However, these students are still required to complete any lower-division coursework that is required beyond the University’s lower-division General Education course requirements, as well as the upper-division (including General Education) course requirements for a degree.

2. Transfer credit earned by students at institutions accredited by a national accrediting agency recognized by the U.S. Department of Education will be reviewed on a course-by-course basis and accepted for transfer if the course is determined to be substantially equivalent to a University of Oklahoma course or courses.

3. Any person who is admissible to the University of Oklahoma and who wishes to enroll in a course with specific prerequisites beyond those which are available to all students. An Undergraduate Visitor/Special Student who wishes to enroll in a course with specific prerequisites must meet those prerequisites in the same manner as any other student.

SECOND UNDERGRADUATE DEGREE APPLICANTS

Students may apply for a second undergraduate degree at the University of Oklahoma, but are encouraged to investigate other options available through the Graduate College and other non-degree classifications before doing so. In addition to specific degree programs, the Graduate College offers teacher certification programs and an unclassified (non-degree) option, which allows students to take graduate and undergraduate courses before selecting a major field of graduate study.

Applicants for a second undergraduate degree must apply to a specific major and are not eligible for a second undergraduate degree in the major of their first degree.

General University policy, as well as specific college and school policies may restrict an applicant from applying for a second undergraduate degree in certain majors. Applicants should contact the Office of Admissions or the appropriate University degree-recommending college for further information on the pursuit of a second undergraduate degree.

APPLICANTS FOR READMISSION

Students must file an application for readmission if it has been more than one semester and a summer term since their last attendance at the University, or if they have completed a degree or were suspended after their last enrollment at OU. Application deadlines do apply to former students. Students who only enroll for summer terms (summer to summer students) do not need to reapply unless they graduate or break their continuous enrollment for a summer term. Students who have attended another college or university since last attending the University must file official transcripts from each institution attended. A student’s eligibility for readmission will be determined after an evaluation of all transferred and OU work has been made. Academic credit awarded by any division of the University of Oklahoma is considered resident credit, with the exception of credit completed by correspondence or advanced standing examination.

SUSPENDED STUDENTS

A student who has been suspended once for academic reasons from the University or any other institution in the state system of higher education may apply for (re)admission to the University for any semester or summer term beyond the semester in which he or she was suspended. Such (re)admission is not automatic but is decided on an individual basis. The student must submit an application for readmission, a letter of appeal, and all required transcripts to the Admissions Office by April 1 for a fall semester or summer session, and November 1 for a spring semester. The letter of appeal should include an explanation of the student’s previous academic record, information about the student’s activities since suspension, and reasons why an exception to the requirements for admission to the University should be made.

A student who has been suspended twice from the University is not eligible for consideration for readmission until that student has attended another accredited college or university and raised his/her grade point average to the University’s retention standards.

OTHER APPLICANTS

UNDERGRADUATE VISITOR/SPECIAL STUDENTS

Any person who is admissible to the University of Oklahoma and who wishes to take undergraduate courses without the intention of pursuing a degree may do so under the classification of Undergraduate Visitor/Special Student.

Undergraduate Visitor/Special Students must meet regular admission requirements to the University and are limited to nine semester hours of enrollment in this classification, unless an exception to this enrollment maximum is made by the President of the University or his or her designee. University retention standards also apply to this category of student. A person who is admitted as an Undergraduate Visitor/Special Student has no privileges beyond those which are available to all students. An Undergraduate Visitor/Special Student who wishes to enroll in a course with specific prerequisites must meet those prerequisites in the same manner as any other student.

Undergraduate Visitor/Special Students who later elect to enter a degree program will be expected to meet all of the regular requirements for that particular degree program and are urged to apply for regular (degree-seeking) admission as soon as a decision to pursue a degree has been made.

If an Undergraduate Visitor/Special Student applies for admission to an undergraduate degree program, the work he/she has taken as a Special
Student will be evaluated in the same manner as any other work submitted for evaluation. The particular degree-recommending college involved will determine how this work will apply toward the degree sought.

POST-BACCALAUREATE NON-DEGREE STUDENTS

Post-baccalaureate Special Students are students who hold at least a bachelor’s degree and wish to take undergraduate courses without pursuing a degree, including students who wish to take undergraduate prerequisite courses for medical, dental, optometry, or veterinary school. Students who wish to take graduate level courses without pursuing a degree should apply as an Unclassified Graduate Student. Post-Baccalaureate Non-Degree Students are not required to submit academic credentials to be admitted.

Applicants who enroll as Post-Baccalaureate Non-Degree Students in order to correct grade point average deficiencies for admission to the Graduate College may use the record of their performance in this category of student as supplementary material to their graduate application, provided that the student has completed 12 semester hours of 3000/4000-level courses with a grade point average of at least 3.25. A grade of B or better must be earned in each course.

Graduate Admission

Inquiries related to graduate admission should be directed to the Graduate College, University of Oklahoma, 731 Elm Avenue, Norman, OK 73019-4075, (405) 325-3811; Fax (405) 325-5346, e-mail: gradinfo@ou.edu. Prospective students may apply online at http://www.ou.edu/admissions/home.html.

Official transcripts should be submitted to the Office of Admissions, 1000 Asp Ave., Room 127, Norman, OK 73019-4076. Although the Graduate College does not require the Graduate Record Examination (GRE), the college endorses the use of the GRE as one useful measure of a student’s potential for success in graduate school. Many academic programs do require the GRE or other supporting materials, such as GMAT scores and/or letters of recommendation, before considering applications for admission. Students seeking admission in full standing must meet the admission requirements of the department or program unit offering the desired degree program, as well as the requirements established by the Graduate College. Students should consult with the graduate liaison in the department to which they are seeking admission concerning department or program requirements and deadlines. Information about graduate assistantships is also available from the departments.

Applications cannot be considered until all required materials have been submitted. The final decision on admission to the Graduate College is made by the graduate dean. To be eligible for enrollment, the student must have been admitted to the University and to the Graduate College before the registration period ends for any given semester.

For graduate applicants within the United States, there are no formal admissions application deadlines. However, applicants are encouraged to observe the following dates for submission of completed applications.

International students outside the United States have specific application deadlines, and they are in parentheses below.

- Fall Semester — April 1 (April 1)
- Spring Semester — November 1 (September 1)
- Summer Session — April 1 (February 1)
- Application deadlines can change between publications of this catalog. For the most current information on deadlines, go to http://www.ou.edu/admissions/home.html, under “Requirements,” click on the appropriate category of student.

Certain graduate programs do have deadlines, and some are earlier than the dates listed above. All applicants are strongly urged to contact the programs to which they are seeking admission for the application deadlines of those programs.

An application-processing fee must accompany the application of all students who seek admission or readmission to the University. Admission and enrollment in the Graduate College is governed by the graduate dean. Except for those in unclassified status, the student must be recommended for admission by a department or program. All admissions to the Graduate College require that the student hold a baccalaureate degree or equivalent from an accredited college or university. However, undergraduates in their final semester at accredited colleges and universities may apply for admission to the Graduate College.

A prospective student must register for courses at the University of Oklahoma for the term of admission to retain active status. The student is subject to the regulations applicable during his/her first term of enrollment so long as continuous enrollment is maintained.

ADMISSION OF UNIVERSITY OF OKLAHOMA GRADUATING SENIORS

All seniors graduating from the University of Oklahoma who wish to apply for admission to a graduate program should apply online at http://www.ou.edu/admissions/home.html, no later than the final semester of their senior year. Departmental application deadlines apply to graduating seniors. Applicants’ academic records will be referred to the Graduate College and to their prospective major departments for consideration.

If admitted, the graduating senior must inform the Graduate College if any requirements for the undergraduate degree have not been completed. If any requirements are not completed, the admission will be canceled and the student must reapply.

A college senior who qualifies for conditional admission to the Graduate College due to low grades will not receive a final decision on conditional admission until the complete undergraduate transcript has been reviewed.

ADMISSION AS A VISITOR

Graduate students in good academic standing at other accredited institutions are welcome to take courses at the University of Oklahoma as a Visitor. In this status, a graduate student has all the rights and privileges of other graduate students except he or she is not pursuing a graduate degree at the University of Oklahoma. Should the Visitor decide to pursue a graduate degree here, he or she would be required to file another application and submit official copies of all transcripts. To be admitted as a Visitor, a prospective graduate student must submit the following information to the Office of Admissions:

1. A completed application form and application-processing fee (apply online at http://www.ou.edu/admissions/home.html).
2. A letter of good standing from the dean of the Graduate College of the student’s home institution.

READMISSION TO THE GRADUATE COLLEGE

Graduate students must file an application for readmission if it has been more than one year since their last attendance at the University. Students who only enroll for summer terms (summer to summer students) do not need to reapply unless they graduate or break their continuous enrollment for a summer term. Students who have attended another college or university since last attending the University must submit official transcripts from each institution attended to the University of Oklahoma’s Office of Admissions. A student’s eligibility for readmission will be determined after an evaluation of all transferred work is made. Readmitted students will be subject to the regulations in effect at the time of readmission.

ENGLISH PROFICIENCY

All new applicants to the Graduate College for whom English is a second language (including those holding permanent resident status) are required to present evidence of proficiency in the English language prior to admission. The intent of this policy is to insure that students for whom English is not a native language have a reasonable chance to succeed academically based on their ability to comprehend and use spoken and written English.

Graduate applicants may satisfy the English proficiency requirement in one of several ways:

1. The applicant can present an official Test of English as a Foreign Language (TOEFL) score of at least 550 on the written test, 213 or higher on the computer-based test, or 79 or higher on the internet-based TOEFL. The TOEFL can be no more than two years old at the time the applicant begins studies at the University of Oklahoma. Some graduate programs require a score higher than 550.
2. The applicant can present an official International English Language Testing System (IELTS) score of 6.5 or higher.

3. The applicant can present a bachelor’s degree or higher from an accredited college or university in the United States or from a country in which English is the native language and the language of instruction.

4. The applicant may present 24 semester hours of successfully completed college-level coursework from an accredited college or university in the United States or from a country in which English is the native language and the language of instruction.

5. An applicant can present a TOEFL score between 500 and 549 on the written test, 153 to 210 on the computer-based test, or 61 to 78 on the internet-based TOEFL, and subsequently immediately prior to admission successfully complete a minimum of 12 weeks of study at an approved English language center or program operated by an institution of higher learning or private school approved by the Oklahoma State Regents for Higher Education.

The University offers a Center for English as a Second Language (CESL) for students who are otherwise admissible to the University but do not meet the English proficiency requirement. CESL also offers English language classes for individuals who do not have plans to enter the University. For further information, call or write:

   The Center for English as a Second Language
   1700 Asp Avenue, Norman, OK 73072-6400
   (405) 325-6602, or 1-800-522-0772 ext. 6602.

For further information concerning graduate admission, policies and programs, consult the Graduate College. http://gradweb.ou.edu.

Policy on Non-Academic Criteria in the Admission of Students

In addition to the academic criteria used as the basis for the admission of students, the University shall consider the following non-academic criteria in deciding whether a student shall be granted admission: whether an applicant has been expelled, suspended, or denied admission or readmission by any other educational institution; whether an applicant has been convicted of a felony or lesser crime involving moral turpitude; whether an applicant’s conduct would be grounds for expulsion, suspension, dismissal or denial of readmission, had the student been enrolled at the University of Oklahoma. An applicant may be denied admission to the University if the University determines that there is substantial evidence, based on any of the instances described above, to indicate the applicant’s unfitness to be a student at the University of Oklahoma.

Credit for Extra-Institutional Learning

The University of Oklahoma encourages capable students to seek college credit for knowledge they may have acquired in a variety of ways. Complete information on the ways students may establish credit for extra-institutional learning at the University of Oklahoma is found in the brochure Credit by Advanced Standing at the University of Oklahoma. This brochure is available through the Office of Prospective Student Services, the Office of Admissions, and is also available on the Web at http://www.ou.edu/admissions/home/credit_by_advanced.html.

ADVANCED STANDING EXAMINATIONS

University of Oklahoma students who are enrolled (or pre-enrolled) and former students who are eligible to re-enroll may take an advanced standing examination for undergraduate credit, provided that they have not been enrolled in the course (or its equivalent) at an institution of college rank, and received a grade other than W. If a student is enrolled in a course in which he or she wishes to establish credit by advanced standing examination, the course must be dropped before any grade other than W is awarded.

A student enrolled (or pre-enrolled) in a course may earn credit in that course by advanced standing examination up to the end of the second week of class in a regular semester or the first week of a summer term. If a student earns credit in the course by examination, the student may drop the course enrollment with no fee assessment, provided the course is dropped within the first two weeks of class in a regular semester or the first week of class in a summer term. Beginning with the third week of class in a regular semester, or the second week of a summer term, registration fees will be refunded in accordance with the Oklahoma State Regents’ refund schedule.

The regulations governing advanced standing examination credit that are mentioned above, apply to all of the advanced standing options available at the University.

Advanced standing examinations are under the general supervision of the University Registrar (and the chairperson of the department in the case of University departmental examinations).

The Academic Regulations Committee is responsible for hearing any appeals in hardship cases of students who do not meet the conditions and regulations governing advanced standing examinations.

Advanced standing credit may be earned through a variety of test options which include:

1. University of Oklahoma departmental advanced standing examinations.

   The University of Oklahoma offers a number of departmental advanced standing examinations. Interested students should consult with an academic adviser during enrollment or with the departmental office responsible for offering the course.

   Some of the more commonly taken examinations are administered by the Department of Independent Study. For those examinations, students should pick up the application forms at the Department of Independent Study, 1600 S. Jenkins, Room 101, Norman, OK 73072-6507, phone (405) 325-1921.

   Other examinations are administered by the various departments and are given at the convenience of the department concerned. For information about requirements and times at which examinations are offered, contact the department office. Students may pick up applications for the examinations not administered by the Department of Independent Study at the Office of Admissions, 1000 Asp Avenue, Room 127, Norman, OK 73019-4076, phone (405) 325-2252.

2. The Advanced Placement Program (APP) offered by the College Entrance Examination Board (CEEB).

   This program allows high school students to take examinations for credit at the college level. High school counselors will assist students with testing arrangements. The University awards credit for AP examinations listed in the brochure Credit by Advanced Standing at the University of Oklahoma (also see http://www.ou.edu/admissions/home/credit_by_advanced.html).

3. The College Level Examination Program (CLEP) offered by the College Entrance Examination Board (CEEB).

   The University of Oklahoma is a CLEP testing center. The University awards credit for the CLEP examinations listed in the brochure Credit by Advanced Standing at the University of Oklahoma (also see http://www.ou.edu/admissions/home/credit_by_advanced.html).
Inquiries about OU’s testing center should be addressed to the Office of Independent Study, 1600 S. Jenkins, Room 101, Norman, OK 73072-6507, phone (405) 325-1921.

4. Excelsior College Examinations

The University of Oklahoma awards credit for a few Excelsior College Examinations. Please refer to the brochure Credit by Advanced Standing at the University of Oklahoma for a list of examinations that are acceptable for credit. This information can also be found at http://www.ou.edu/admissions/home/credit_by_advanced.html.

5. International Baccalaureate

Credit may be awarded to students who have taken higher level courses in the International Baccalaureate Program and who have scored at least a four (on a seven-point scale) on the higher-level course examinations. Such credit is awarded on a course-by-course basis as recommended by the appropriate University of Oklahoma department. For information on higher level International Baccalaureate courses that have been approved for credit without individual review, go to http://www.ou.edu/admissions/home/credit_by_advanced.html.

Score reports for any of the advanced standing examinations listed above should be submitted to the Office of Admissions, University of Oklahoma, 1000 Asp Avenue, Room 127, Norman, OK 73019-4076.

OTHER TYPES OF ADVANCED STANDING CREDIT

Students may establish advanced standing credit at the University of Oklahoma by a variety of avenues other than examination.

Military Service Credit

The University awards credit for educational experiences during military service according to the recommendations of the American Council on Education as published in the Guide to the Evaluation of Military Experiences in the Armed Services. The policies governing the acceptance of credit awarded for military experience toward satisfying degree requirements vary among the degree-recommending colleges of the University. Students should contact their college academic advising office for specific information on the applicability of this type of credit toward degree requirements. General questions concerning the evaluation of educational experiences in the armed services should be directed to the Office of Admissions.

The grade of S (satisfactory) is assigned to all credit awarded for military training.

Students may submit the following military records to verify successful completion of military training. These documents should be submitted to the Office of Admissions for review.

1. Army personnel and veterans who entered active duty or reserve personnel starting on or after October 1, 1981 — submit an Army/American Council on Education Registry Transcript (AARTS). AARTS transcripts can be ordered by contacting the AARTS Office, Ft. Leavenworth, KS 66027-5010. You may also call 1-866-297-4427 or visit their website: https://aarts.army.mil/.

2. Army veterans who entered active duty or reserve prior to October 1, 1981 — submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.

3. Navy active duty, reserve, and veterans who have separated since January 1975; and Marine Corps active duty, reserve, and veterans who have separated since October 1, 1990 — submit a Sailor/Marine/Ace Registry Transcript (SMART). SMART transcripts can be ordered through your local Naval College Office or Marine Corps Education Center. For further information, contact SMART Operations Center NETPDTIC N2, 6490 Sauley Field Road, Pensacola, FL 32504-5204; phone (toll free) 1-877-253-7122. You may also visit their website: https://smart.navy.mil.

4. Navy active duty, reserve, and veterans who were separated before January 1975; and Marine Corps active duty, reserve, and veterans who were separated before October 1990 — submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.

5. BOOST Transcripts can be obtained by contacting: Broadened Opportunity for Officer Selection and Training, 197 Elliot Ave., Newport, RI 02841-1623. Commercial: (401) 841-1623; DSN: 948-7948.

6. Air Force personnel and veterans should request an official transcript from the Community College of the Air Force for work taken as an undergraduate, or from the Air University for work taken as a graduate student. Community College of the Air Force transcripts may be ordered by sending a request in writing to: CCAF/RRR, 130 West Maxwell Blvd., Maxwell AFB, AL 36112-6613, phone number (334) 953-2794 (DSN 493-2794). You may also visit their website at: http://www.au.af.mil/au/ccaf/.

Air University transcripts may be obtained by writing to the Registrar’s Office, 50 South Turner Blvd., Maxwell AFB-Gunter Annex, AL 36118-5643.

7. U.S. Coast Guard — Submit a U.S. Coast Guard Institute transcript. To request a U.S. Coast Guard Institute transcript, you may visit the following website: http://www.uscg.mil/hq/cg/eve/official_transcript.asp, call (405) 954-0072, or write: U.S. Coast Guard Institute, 5900 SW 64th Street, Oklahoma City, OK 73169-6990. If you are unable to obtain a U.S. Coast Guard Institute transcript, you may submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.

8. DANTES — Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support) or USAFI (United States Armed Forces Institute — tests taken prior to July 1, 1979). Many tests taken under the auspices of DANTES carry American Council on Education credit recommendations recognized by the University. Official DANTES transcripts may be ordered from Thomson Prometric, P.O. Box 6604, Princeton, NJ 08541-6604. Official USAFI transcripts may be obtained from Thomson Prometric, P.O. Box 6605, Princeton, NJ 08541-6605. Web site: http://getcollegecredit.com/

9. DD Form 295. If you are not able to obtain one of the transcripts listed above, active duty personnel should submit a DD Form 295, Application for the Evaluation of Learning Experiences During Military Service.

Credit for Training Programs and Other Extra-institutional Learning

The University awards credit for other extra-institutional learning based on recommendations made by the American Council on Education in its publication The National Guide to Educational Credit for Training Programs or transcripted on its Registry of Credit Recommendations (ROCR). Credit may also be awarded based on recommendation of the Board of Regents of the University of the State of New York in its publication, College Credit Recommendations: The Directory of the National Program on Non-Collegiate Sponsored Instruction. Documents reflecting credit for training programs and other extra-institutional learning must be submitted to the Office of Admissions for evaluation. The dean of the college in which a student will earn a degree at the University will determine how this credit applies toward the degree. For further information, students should contact the Office of Admissions, 1000 Asp Avenue, Room 127, Norman, OK 73019-4076, (405) 325-2252.

TRANSFER OF ADVANCED STANDING CREDIT

Advanced standing credit posted on transcripts from institutions in the Oklahoma State System of Higher Education will transfer to the University subject to the same conditions as resident credit from these campuses. Advanced standing credit posted on transcripts from other institutions will be accepted by the University as long as the credit was earned through one of the advanced standing mechanisms approved by the Oklahoma State Regents for Higher Education. The dean of the college in which a student will earn a degree will determine how this credit applies toward the degree.

ENROLLMENTS AT OTHER INSTITUTIONS

Students must report any college or university work taken at other institutions while they are current students at the University of Oklahoma. Whether this work is taken while registered in classes at the University, during a summer session, or during a semester and/or summer session while students have “stopped out” of the University temporarily, students must file an official transcript with the Office of Admissions of all work undertaken. Failure to do so may result in suspension or permanent dismissal from the University.
Assessment, Advising and Pre-Enrollment

MATHEMATICS DEPARTMENT COMPAS (PLACEMENT TESTING) PROGRAM

COMPAS (Curriculum-Oriented Mathematics Placement for Academic Success) is a program of placement testing to determine the appropriate placement for entering students in all math courses through the first course in calculus (Math 1823 or 1743). Tests will be graded immediately after testing so that results are available for advisement and enrollment. Any student may take the test twice during the testing period for any semester’s placement. Once students are in a sequence of mathematics courses, placement into the next course is built into the testing and grading of each course. Information on the tests can be obtained by calling the Assessment and Learning Center.

ASSESSMENT POLICY

In compliance with state-mandated assessment of higher education, any student entering OU for the first time must be assessed. Upon entering the University, advising personnel look at ACT/SAT scores, high school GPA and/or any transfer work from another college or university. Then, based on certain criteria, students may be referred for additional assessments. Assessment results sometimes indicate the need for developmental course(s) which must be successfully completed before pursuing college-level courses. The Assessment and Learning Center determines academic skill levels in the areas of reading comprehension, English, and mathematics by using the COMPAS placement test and writing samples. The overall assessment process serves as a way to measure academic program improvements within the University, and to promote academic success among students.

Another part of the assessment process involves enrolling for mathematics courses. Any student who is required to take mathematics course(s) to fulfill his/her degree requirements, who has not successfully completed math coursework through calculus at OU or another institution, must be assessed regardless of how long he/she has attended OU. Placement testing will determine into which courses the student is eligible to enroll, based on current skill levels in mathematics.

FOREIGN LANGUAGE PLACEMENT EXAMINATIONS

Classical Languages

Placement examinations for beginning and intermediate-level Latin, Greek and Hebrew language courses are administered throughout the fall, spring and summer terms. High school students are especially encouraged to take placement examinations before they enroll in these language courses. None of these examinations award credit; they are administered only to assist students in enrollment. Students should call the Classics Department to schedule a time to take the examination.

Modern Languages

Students who have completed two or more years of high school foreign language and who wish to continue their foreign language study at the University will be placed in appropriate courses based on their scores in the Proficiency Exam. University credit may not be earned in courses for which the exit proficiency level is below the students’ proficiency test scores. Students may, if they wish, audit such courses. Students who have not completed the normal two-year high school language sequence should enroll in 1115. Those who wish to demonstrate higher proficiency should consult the placement adviser of the Department of Modern Languages, Literatures and Linguistics. Students have the right to appeal their course placement.

Placement examinations are administered during pre-enrollment periods as well as during regular enrollment periods. The examination is also given during the pre-enrollment period in the summer for new students planning to enroll in the University in the fall. Students should check with the Department of Modern Languages, Literatures, and Linguistics concerning the specific place and dates on which such examinations will be given.

SUMMER ENROLLMENT AND ORIENTATION PROGRAM FOR FRESHMEN

The University College Summer Advance Enrollment Program is the first step in orientation to the University of Oklahoma. The program is conducted each summer for incoming freshmen and college transfer students who have been admitted to University College. This visit to the Norman campus provides an opportunity to become acquainted with the services available as well as to be advised and to enroll for fall classes. Parents are encouraged to participate in the activities.

Information about the program is distributed annually to eligible newly admitted students, who then schedule appointments to participate. Under certain circumstances, new students who are unable to visit the campus may enroll by mail.

SCHOLARS SUMMER ENROLLMENT

Students accepting talent-based scholarships through the OU Scholars Program, as well as incoming National Merit and Philips Scholars, are enrolled through the OU Scholars Program office. Students and their parents spend the day at Honors House in a variety of workshops targeted to the particular needs of the academically talented student. Math and language placement tests, parent sessions, campus tours, lunch at Couch Cafeteria, as well as initial academic advisement and enrollment occur at this time. Most Scholars will be enrolled during May and June.

THE ALL-UNIVERSITY WRITING REQUIREMENT

English composition is the cornerstone of the general education curriculum. Because written communication is an integral part of every degree program at the University of Oklahoma, all undergraduate students are required to enroll in English Composition and/or Expository Writing (ENGL 1113 and 1213 or EXPO 1213). Any student who has not fulfilled the requirement is encouraged to enroll in English and/or Expository Writing.
Office of the Bursar

Kathleen Schmidt, Bursar
1000 Asp Ave., Room 105
Norman, OK 73019
Phone: (405) 325-3121
FAX: (405) 325-7665
Internet: https://bursar.ou.edu/

Cost of Attending OU

The cost of attending The University of Oklahoma includes tuition, fees, books, housing (including room and board), transportation and miscellaneous living expenses. The actual costs of attending the University will vary depending on a student’s resident status, academic level, course load, housing option, personal needs, and spending habits.

The most common student budgets for financial aid recipients are listed in the table “Estimated Costs of Attending OU” located in the Financial Aid Services section. These budgets reflect the estimated costs for the fall and spring semesters. The enrollment costs are based upon enrollment of 15 hours per semester for undergraduates and law students and seven hours per semester for graduate students. These budgets reflect standardized costs of attendance developed by Financial Aid Services for the administration of financial aid programs.

Fees for 2010-11 (SUBJECT TO CHANGE)

For the most up-to-date information concerning tuition and fees, visit the Office of the Bursar web page at: https://bursar.ou.edu/.

ENROLLMENT FEES AND TUITION

All students pay resident tuition for each credit hour in which they are enrolled. The amount of the resident tuition varies with course level. In addition, all students who are not residents of Oklahoma must pay nonresident tuition, the amount of which varies with course level. Enrollment fees are detailed at https://bursar.ou.edu/.

Graduation Fees

All students graduating from the University of Oklahoma must fill out an Application for Graduation and pay all fee and tuition charges before their degree can be officially conferred and a diploma issued. Applications for graduation should be picked up at the student’s college office, filled out and turned in to the Office of Academic Records, 330 Buchanan Hall.

Degree candidates should keep in mind the following deadlines for graduation applications:

- Fall graduates — October 1
- Spring graduates — March 1
- Summer graduates — July 1

All inquiries regarding graduation should be directed to the Office of Academic Records, (405) 325-2017.

PAYMENT OF FEES

Tuition and fees may be paid at the Office of the Bursar in Buchanan Hall (8:00 A.M.–5:00 P.M.) Monday–Friday. To avoid service charges, tuition and fees should be paid completely prior to the date given in the fee and tuition information included in the current Class Schedule. Tuition and fees may be paid in person at the Bursar’s Office in Buchanan Hall, by mail, or online at pay.ou.edu.

Monthly statements will be prepared and e-mailed prior to the payment deadline. Failure to receive a statement will not exempt a student from late penalties. It is the student’s responsibility to determine his/her financial obligation and how it is to be met.

REFUND POLICY

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

Changes in schedules and complete withdrawals from the institution during the defined add/drop period (first 10 days of classes in fall and spring semesters, first five days of classes in summer session) will result in full charges for courses added and full credit for courses dropped. No reduction of charges will be made after the add/drop period for the session except as stipulated for recipients of Title IV aid.

CHARGES FOR LOSS, DAMAGE, OR RENTALS

Students will be furnished the normal amount of consumable materials and supplies required in a laboratory course without charge other than the general fee. Additional charge will be made, on an individual basis, for breakage of laboratory equipment because of student negligence; for use of consumable materials and supplies in excess of the normal requirements of the course; for rental of band or orchestra instruments for individual use; and for use of laboratory equipment by students not enrolled in courses requiring use of such equipment.

Office of the Bursar

Enrollment Services

Breck Turkington, Director
230 Buchanan Hall
Norman, OK 73019-4076
Phone: (405) 325-3572
FAX: (405) 325-7492
E-mail: admrec@ou.edu
Internet: http://www.ou.edu/enrollment/home.html

CLASSROOM MANAGEMENT

Classroom Management (233 Buchanan Hall) is responsible for the scheduling of general purpose classrooms, event room scheduling, pertinent information for the class schedule (such as allocation guidelines, schedule changes, course grading and course cancellation), forms and class roll information.

DEGREE AUDIT SERVICES

Degree Audit Services (233 Buchanan Hall) is responsible for maintaining and updating the Degree Navigator (DN) software. DN is a web-based degree audit system and is intended to be used as a supplement to degree check sheets, the general catalog and academic advising. DN has the ability to allow the students to see degree requirements, course requirements and degree audits in multiple report formats. Degree Navigator allows students to shop their credits into any of the institution’s other major/minor programs.

REGISTRATION: ONLINE ENROLLMENT

Registration (230 Buchanan Hall) includes the university’s online enrollment process. Students should refer to the Class Schedule online at http://www.ou.edu/enrollment/home.html for specific dates, deadlines and procedures that apply to the registration process.

Generally, registration consists of advisement through the college office, enrollment in courses, and payment of tuition and fees. Advisement and enrollment should take place before classes begin; tuition can be paid following enrollment and must be paid by the date given in the University calendar included in the current Class Schedule.

In addition to the normal registration process, students enrolled at either the Norman Campus or the University of Oklahoma Health Sciences Center in Oklahoma City may cross-enroll in courses at the other campus. Students should check with the Registration Office of their home campus for more specific information on the cross-enrollment procedure.
AUDIT

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

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

A change of enrollment from audit to credit may be made, provided the change is made no later than the end of the second week of classes in a regular semester or the first week of classes in a summer term, and provided the instructor and appropriate dean grant approval. Students wishing to change enrollment from audit to credit need to pick up an add/drop form from OU Enrollment Services in Buchanan Hall 230, acquire instructor's approval and then return the form to Enrollment Services.

Effective Fall 2011

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

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

A change of enrollment to audit supersedes the original enrollment for credit, and no withdrawal from the credit enrollment is posted on the student's academic record. To change enrollment from credit to audit, students need to pick up a Change Enrollment from Credit to Audit form from the OU Enrollment Services office in Buchanan Hall 230, get appropriate approvals and then return the form to Enrollment Services.

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

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

FEES FOR AUDITING OF COURSES

Institutions of the state system are authorized to waive general enrollment and all other fees for residents of Oklahoma 65 years of age or older for auditing of academic courses, contingent upon space being available.

PASS/NO PASS OPTION

Students may elect to enroll in courses on a pass/no pass basis, but should understand that colleges may not count pass/no pass enrollments when determining whether the student has fulfilled the requirements for a degree. Specific college limits are listed in the current Class Schedule at http://www.ou.edu/enrollment/home.html and in the college sections of this catalog.

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

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

Students may change enrollment in a course to or from the pass/no pass option by the add/drop procedure in the first two weeks of a regular semester or the first week of a summer term with the approval of an adviser and the college office when required. This change in enrollment must be completed in person at Registration, 230 Buchanan Hall.

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

ACADEMIC WORK LOAD

A student desiring to carry an academic overload (number of semester-credit-hours 25 percent or more greater than the number of weeks in the applicable academic semester or summer term), must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test, or on the basis of superior academic achievement in high school or college.

An academic overload is defined as a number of semester-credit-hours 25 percent or more greater than the number of weeks in the applicable academic semester or summer term. A student wishing to enroll in an academic overload must obtain permission from his or her dean. The fall/spring semesters are periods of 16 weeks; consequently, 20 credit hours are considered an overload and the maximum enrollment permitted under any circumstances is 24 hours. Likewise, the summer session is a period of eight weeks; consequently, 10 credit hours are considered an overload and the maximum enrollment permitted under any circumstances is 12 hours.

The maximum student overload in any given semester or term is limited to a number of semester-credit-hours which is 50 percent greater than the total number of weeks in the applicable academic semester term.

CHANGE(S) OF ENROLLMENT

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

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

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

Beginning with the third week of fall and spring or second week of summer session, students must go to OU Enrollment Services in Buchanan Hall room 230 to add or drop classes. Online add/drop is not available.

Effective Fall 2011

Undergraduate students: A student is allowed only five grades of W throughout the course of his/her undergraduate career at the University of Oklahoma. Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the free add and drop period. After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost.
Period II. Automatic grade of W
Undergraduate students: Third through tenth week of Fall and Spring; second through fifth week of Summer Session. Students may add classes only by permission of the instructor of the course and the Dean of the student’s College. Courses dropped during this time will be recorded with a grade of W. (University College and Engineering require their students to obtain approval of the Dean to drop a course after the second week of classes.)

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

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

Period IV Petition to College Dean to Drop Course(s)
Eleventh week through end of classes in Fall and Spring, sixth week through end of classes for Summer Session. Permission of instructor and Dean is required for added classes. Students who wish to drop a course during this period must petition the Dean of the student’s College. (Instructor’s signature and grade of W or F is required).

CHANGE OF COLLEGE AND MAJOR
A student who transfers from one degree-recommending college to another within the University must secure a change of major form from the advising office of the college last attended and must have it approved by the advising office of the college to which the transfer is occurring. University College students should contact University College for information on transfer to a degree-recommending college.

A student who wishes to change major fields should consult his or her college advising office.

CHANGE OF ADDRESS
A student may change their local, parent, permanent and billing address by completing the change of address form available at Enrollment Services, 230 Buchanan Hall.

COMPLETE WITHDRAWAL/CANCELLATION OF ENROLLMENT
Many students become confused by the difference between “cancelling” and “withdrawing” and how these affect tuition charges and grades. Cancellation is the term OU uses if a student drops all of the courses before classes begin. Cancellation enrollment removes all tuition charges and all record of enrollment. No grades are recorded. Withdrawal occurs if a student drops all of the classes after classes begin. If withdrawal occurs before the tuition obligation deadline, there are no tuition charges. However, the student will receive grades of W for any courses from which they withdraw. If the student withdraws after the deadline, the student will be charged full tuition rates.*

*Federal regulations required the First Time Title IV Attendees (students receiving federally guaranteed financial aid for the first time at OU) will be charged on a different schedule if they withdraw from school after classes begin. Refund schedules for students in this category are available on request.

In order to withdraw from the University before the close of a semester or summer session, a student must report to their college advising office for a “withdrawal” card. The student must secure the signature of the dean, or his/her agent, of the college approving the withdrawal, and then the card must be filed in Registration. The student must follow this procedure to receive any refund of fees during specified refund periods.

Students withdrawing from all courses in the first six weeks of classes (first three weeks of a summer session) receive the grade of W in each course of enrollment. Beginning with the seventh week (fourth week of a summer session) through the last day of classes of the semester or summer term, these students must receive a grade of W or F from the instructor in each course upon withdrawal.

A student will be held responsible for the cost of room and board if either or both are furnished by the University.

CLASSIFICATION OF STUDENTS
Freshman — through 29 semester hours earned.
Sophomore — 30–59 semester hours earned.
Junior — 60–89 semester hours earned.
Senior — 90 semester hours earned.

FULL-TIME STUDENTS
To be considered full time, an undergraduate student must be enrolled in at least six hours in a summer session and at least 12 hours in a fall or spring semester. For limitations on graduate student enrollment, see the Graduate College section of this catalog.

PAYMENT OF FEES
Fees may be paid following enrollment. To avoid penalties for late payment, fees should be paid completely prior to the date given in the University calendar included in the current Class Schedule. Fees may be paid online at pay.ou.edu, in person at the Bursar’s Office in Buchanan Hall or by mail. For specific charges, see the section entitled, “Cost of Attending OU.”

REFUNDS
Refunds are calculated from the day classwork begins for each semester or session according to the following schedules established by the Oklahoma State Regents for Higher Education. Schedules for summer session may differ; please consult the Summer Session Schedule for applicable refund dates.

VETERAN STUDENT SERVICES
Veteran Student Services, 234 Buchanan Hall, provides certification of Veterans or their dependents, Guard, Reservists and students receiving VA Vocational Rehabilitation, who are eligible for educational benefits. Services include help in processing forms necessary for monthly benefits or making changes in enrollment. Counseling is available for academic, financial and personal issues. Tutorial assistance is available for veterans attending on at least a half-time basis. VA work-study positions may be available for those attending at least three-quarter time. Inquire at (405) 325-4308.

Financial Aid Services

Bradley T. Burnett, Executive Director of Financial Aid Services
Caryn Pacheco, Financial Aid Director
1000 Asp Ave., Room 216
Norman, OK 73019-4078
Phone: (405) 325-4521
FAX: (405) 325-7608
Internet: www.financialaid.ou.edu

Financial Assistance and Costs

SCHOLARSHIPS
Students are encouraged to apply for scholarships to help meet the costs of attending The University of Oklahoma. Numerous scholarships are available to OU students based on academic merit, talent, athletics, financial need, etc. Students may conduct a personalized search of most OU scholarships at www.scholarships.ou.edu or check out the most recent online version of the comprehensive Guide to Financial Aid and Scholarships.

High school seniors apply for all general freshman scholarships at OU by completing our online scholarship process which is now a section of the admission application. February 1 of the senior year is the deadline to apply for these scholarships by completing the admission/scholarship application. A list of the general freshman scholarships covered by the admission/scholarship application can be found at http://www.ou.edu/go2/home/scholarships.html.
Some OU academic areas may have further requirements for scholarship selection (e.g., auditions for the School of Music, etc.).

Undergraduate transfer students will also find the transfer scholarship application as part of their admission application process. Annually March 1 is the deadline to apply for transfer scholarships by completing the admission/scholarship application. Transfer students may also be eligible for departmental scholarships. A list of the general transfer scholarships covered by the admission/scholarship application can be found at http://www.ou.edu/go2/home/scholarships.html.

Important note: Students who receive academic, talent based, or other awards that also receive federal financial aid may expect their financial aid awards to be revised. This is required by federal regulations.

FINANCIAL AID

Financial aid is any financial resource that a student receives to assist in meeting the cost of attending college. These resources include awards such as federal and state grants, loans, student employment, scholarships, etc. Students must apply for financial aid annually and demonstrate eligibility as determined by regulations established by the U.S. Department of Education. Financial Aid Services is responsible for the administration of the federal financial aid programs. Additional sources of funding may include tribal grants, vocational rehabilitation assistance, Reserve Officer Training, and funding from other outside agencies.

FINANCIAL AID PROGRAMS

Many financial aid programs are available at The University of Oklahoma. Use the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov to apply for the following federal financial aid programs: Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Stafford Loans (subsidized and unsubsidized), and Federal Work-Study. The Federal PLUS Loan (Parent Loan) and Graduate PLUS Loans require a separate loan application in addition to the FAFSA. Additional financial aid programs (most requiring the FAFSA) include the Oklahoma Promise, Oklahoma Tuition Aid Grant, Sooner Promise, additional need-based scholarships, and several low-interest OU Institutional Loan programs. Please visit our website at www.financialaid.ou.edu and www.scholarships.ou.edu for complete information on the financial aid and scholarship programs available at OU. Financial Aid programs are subject to change.

Applying For Financial Aid

Those planning to attend OU and current students are encouraged to apply for financial aid. First visit OU Financial Aid Services website at www.financialaid.ou.edu. A wealth of information about financial aid, scholarships, and other financial aid, scholarships, and other financial resources is available. Also listed are deadlines, eligibility requirements, applications, and links to other helpful websites.

Getting Started...

- Apply for financial aid by the OU Financial Aid Services recommended deadlines.
- Apply for a U.S. Department of Education PIN (Personal Identification Number) online at www.pin.ed.gov. This PIN serves as your electronic signature for the FAFSA (Free Application for Federal Student Aid) and to access certain financial aid information online. Obtain a PIN for your parent if parental information is required on the FAFSA.
- Next, complete the FAFSA on the Web at www.fafsa.ed.gov to apply for federal, state, and institutional aid. Applying for financial aid is FREE!
- List OU’s school code, 003184, on your FAFSA application. Be sure to include your housing plans on your FAFSA.
- Once your FAFSA is processed, a Student Aid Report will be sent to you and your information will be sent to OU if you listed OU’s code on your FAFSA.

Important Note: The FAFSA must be completed annually. Submit the FAFSA as soon as possible after January 1, but before March 1, to be considered for all available aid programs for the following fall/spring semesters. For priority processing, all requested documents must be received in Financial Aid Services by June 1 for the following fall/spring semesters and by November 1 for the spring only semester. Check the Financial Aid Services website for summer financial aid information.

Please contact 1-800-4FEDaida for a paper FAFSA if unable to file the FAFSA on the Web.

What happens next...

- Financial Aid Services will notify admitted students via their OU email account if any additional information is needed.
- Instructions about activating your OU email account are included with the admission letter to OU. Financial aid applicants not yet admitted are notified via postal mail.
- The application is reviewed after submitting all requested information (processing times vary).
- Financial Aid Services sends an OU-FAN (Financial Aid Notification) to the students’ OU email listing the financial aid awards available.
- Awards may consist of a combination of aid, such as grants, loans, student employment, scholarships, and/or other resources.*
- The student then decides which aid programs to accept, reduce or decline, and submits the OU-FAN acceptance online.
- Complete information regarding the financial aid programs offered and the disbursement process is included as links on the OU-FAN.

*Important Note: Students who receive academic, talent based, or other awards that also receive federal financial aid may expect their financial aid awards to be revised. This is required by federal regulations.

Other Resources

Students are encouraged to apply for outside scholarships, grants, fellowships and other types of financial assistance that can help pay for their college or general living expenses. Many opportunities are available that require an application from the student. Be careful about possible scholarship scams. If in doubt about the legitimacy of an organization that offers financial aid, scholarships, or college funding check the Federal Trade Commission Scholarship Scams website at http://www.ftc.gov/scholarshipscams.

ASK THE SOONERS

Finding answers to financial aid and other related questions is easy using the “Ask the Sooners” knowledge-base at www.financialaid.ou.edu. Hundreds of answers to your most frequently asked questions regarding financial aid, payment, and billing can be found 24/7. Just type a keyword(s) in the search and view the answers listed! Use the “Ask a Question” tab to send a secure e-mail to Financial Aid. Financial Aid Services is located at 1000 Asp Ave. Room 216, Norman, OK 73019-4078. Phone: (405) 325-4521; FAX: (405) 325-7608.

FINANCIAL EDUCATION AND COUNSELING CENTER

The OU Financial Education and Counseling Center (also known on campus as “The FED”) has been established to provide students with the financial planning skills students need to choose their debt wisely and effectively manage their hard earned money. The four CORE focus areas include; counseling, outreach, research, and employment. For more information call (405) 325-4183 or e-mail financialaid@ou.edu.

Cost of Attending OU

Using federal regulations, the Financial Aid Services office develops standard budgets to determine the estimated costs of attending OU. This “budget” is used to award financial aid. The cost of attending The University of Oklahoma includes tuition, fees, books, housing (including food), transportation, and miscellaneous living expenses. The actual costs will vary depending on a student’s resident status, academic level, course load, housing and food options, personal needs, and spending habits.

The most common student budgets for financial aid recipients are listed below in the table “Estimated Costs of Attending OU.”
## Estimated Costs of Attending OU (2009-10 Academic Year)

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<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td>$7,483</td>
<td>$17,448</td>
</tr>
<tr>
<td><strong>Books</strong></td>
<td>$1,110</td>
<td>$1,110</td>
</tr>
<tr>
<td><strong>Room and Board</strong></td>
<td>$7,594</td>
<td>$7,594</td>
</tr>
<tr>
<td><strong>Personal Expenses</strong></td>
<td>$4,847</td>
<td>$4,847</td>
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<tr>
<td><strong>Total</strong></td>
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</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
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<td><strong>Books</strong></td>
<td>$6,493</td>
<td>$6,493</td>
</tr>
<tr>
<td><strong>Room and Board</strong></td>
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<td>$7,483</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$23,153</td>
<td>$42,630</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td>$16,826</td>
<td>$26,755</td>
</tr>
<tr>
<td><strong>Books</strong></td>
<td>$1,110</td>
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</tr>
<tr>
<td><strong>Room and Board</strong></td>
<td>$11,781</td>
<td>$11,781</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$34,564</td>
<td>$44,493</td>
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</table>

Award amounts are subject to change. For more information about OU scholarships, visit [www.scholarships.ou.edu](http://www.scholarships.ou.edu). For financial aid information, visit [www.financialaid.ou.edu](http://www.financialaid.ou.edu).

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### Academic Records

**Richard D. Skeel, Director**  
330 Buchanan Hall  
Norman, OK 73019-4076  
Phone: (405) 325-4147  
FAX: (405) 325-7047  
E-mail: admrec@ou.edu  
Internet: [www.ou.edu/recordsandtranscripts/home.html](http://www.ou.edu/recordsandtranscripts/home.html)

### Academic Standards

#### Grades

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

The passing grades used are A, B, C, D, and under certain conditions, P and S. Nonpassing grades are F, U and NP; W, meaning withdrawal, is a neutral grade assigned when the student is passing at the time of withdrawal. A student who withdraws from a course with failing grades will receive the grade of F.

A, the highest grade, is given for work of exceptional quality. D is the lowest grade for which credit is given in any undergraduate college and means that, although in the judgment of the instructor credit should be allowed for the course, a degree will not be conferred upon a student whose work is all of that level. In the Graduate College, however, the grade of D is failing, insofar as credit toward a graduate degree is concerned, and cannot be used to satisfy prerequisite requirements and/or requirements for certificates. F means failure. No credit hours or grade points are awarded for an F, but the credit hours are calculated into the cumulative grade point average.

S and U, meaning Satisfactory and Unsatisfactory, may be used in grading certain courses identified at the discretion of the degree-recommending college. Courses selected for S-U grading must be of a noncompetitive nature and the entire class must be graded on this basis. The S-U grades are considered neutral in the computation of a student’s grade point average. At the undergraduate level, a grade of S signifies work of D quality or better (except in the case of credit earned by advanced standing examination, when the grade of S represents work of C quality or better). In the Graduate College, the grade of S represents work of B quality or better. S must be used to indicate that a thesis or dissertation is satisfactorily completed, and is the only passing grade accepted for special problems, individual research and directed readings courses.

The S grade may not be used for lecture/recitation courses except with the expressed approval of the graduate dean. The U grade is used to indicate that no credit is to be given for the work undertaken.

P and NP, meaning Pass and No Pass, are used as grades in a course in which a student has enrolled under the pass/no pass option. P meaning Pass is used as a passing grade and indicates quality of C work or better.

NP meaning No Pass, is a nonpassing mark used to indicate no credit for a pass/no-pass option enrollment. The grades of P and NP are considered neutral in the computation of the student’s grade point average.

I is a neutral mark and means Incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an I grade is awarded. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required coursework for the semester. The instructor will indicate to the student, and to the Office of Academic Records, what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time allowed may not exceed one calendar year. Students should not reenroll in the course to make up the Incomplete.
If by the end of the year, no change in grade has been submitted, the grade of I will become permanent on the student's record. After a grade of I has become permanent, a student may reenroll in the course.

**X** indicates that satisfactory progress is being made and is a neutral grade to be used only for thesis and dissertation research courses numbered 5980 and 6980 and for thesis and dissertation equivalent courses numbered 5880 and 6880.

**AU** (Audit) is attending a class without participating in classwork or receiving credit. Enrollment as an auditor is indicated on the student’s permanent academic record and is subject to the same posting regulations governing credit enrollment.

**AW**, meaning Administrative Withdrawal, is a neutral grade used to indicate that a student has been involuntarily withdrawn by the institution. Students may receive an AW for disciplinary reasons, financial reasons or inadequate attendance.

**N** is a temporary grade used only to indicate that no final grade has been reported at the time of grade processing and is removed from the student’s record when the final grade is received. It is neutral in the computation of the student’s grade point average.

**GRADE POINT SYSTEM**

Each hour of A, B, C, D and F carries a grade point value as follows: A=4, B=3, C=2, D=1 and F=0. Grades of P and S, as well as grades of I, X, U, N, NF, AW, and W carry no grade point value and are not included in the computation of a student’s semester or cumulative grade point average.

**GRADE REPORTS**

All final grades must be submitted online no later than the date specified in the call for grades.

**CORRECTING GRADES REPORTED IN ERROR**

The instructor initiates the change by filing a Faculty Request for Grade Change form with the department under which the course was taught.

**Academic Forgiveness Policy**

The Academic Forgiveness Policy, instituted by the Oklahoma State Regents for Higher Education, allows students, under certain circumstances, to have courses removed from the calculation of the retention grade point average. It consists of three components: the repeat policy, the reprieve policy, and the renewal policy.

**REPEAT POLICY**

University policy prohibits students from repeating a course in which they have earned a grade of A or B unless the course is one in which there is a change of subject matter and the course has been designated “repeatable for credit.” Courses that are repeatable for credit are identified as such in the course description.

Students may repeat up to four courses or 18 hours (whichever comes first) in which the original grade was a ‘D’ or an ‘F’. Only the second grade will be included in the calculation of the retention/graduation grade point average. The original grade will still appear on the student’s permanent record, but will not be calculated into the student’s retention/graduation grade point average or total hours earned.

Students who repeat courses/hours beyond those under the Repeat Policy may do so with both the original grades and repeat grades included in the calculation of the retention/graduation grade point average. Academic credit from any division of the University of Oklahoma—Norman campus, OU Health Sciences Center, OU-Tulsa, or the College of Continuing Education—are included in the OU retention/graduation and cumulative grade point averages for purposes of retention and graduation.

A student may request only one reprieve or renewal from the University of Oklahoma.

**ACADEMIC REPRIEVE POLICY**

The Reprieve Policy allows students to request that one or two semesters’ grades be excluded from the calculation of the combined retention/graduation grade point average. Grades from courses taken during the reprieved term(s) will remain on the student’s permanent record, but will only be calculated into the student’s cumulative grade point average. A student may request an academic reprieve if the following criteria are met:

- The student must be currently enrolled as an undergraduate on the Norman campus;
- at least three years must have elapsed between the period in which the grades being requested to be reprieved were earned and the reprieve request; and
- prior to requesting the reprieve, the student must have earned at least a 2.00 grade point average with no grade lower than C in all regularly graded coursework (minimum of 12 semester credit hours), excluding activity and performance courses. This coursework may be completed at any accredited higher education institution.

The request may be for one semester/term or two consecutive semesters/terms. If the reprieve is awarded, all grades and hours during the enrollment period are excluded from the retention/graduation grade point average. Coursework with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the coursework may not be used to fulfill credit hour requirements. If the student’s request is for two consecutive semesters/terms, the institution may choose to reprieve only one semester.

The student may not receive more than one academic reprieve during his/her academic career. The student will not be eligible to receive a reprieve if a previous reprieve request was denied at the University of Oklahoma.

The request form is available in Academic Records. Students should contact their college concerning the process for requesting a reprieve.

**ACADEMIC RENEWAL POLICY**

The Academic Renewal Policy allows students who have had academic trouble in the past and who have been out of higher education for a number of years to recover without penalty and have a fresh start. Under Academic Renewal, all course work taken prior to a date specified by the University of Oklahoma will be excluded from retention/graduation grade point average. All courses and grades will remain on the student's transcript and be calculated in the student’s cumulative grade point average. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements. If a student has received a renewal at another institution in Oklahoma, the student may request to have their college review the renewal. The student's college may accept the renewal approved at the previous institution, or may deny the request. Whether accepted or denied, this review will constitute the student's request for renewal at the University of Oklahoma.

If the student has not received a renewal at another institution in Oklahoma, he/she may request an academic renewal if the following is met:

- The student must be currently enrolled as an undergraduate student on the Norman campus.
- At least five years must have elapsed between the period of time in which the grades being requested to be renewed were earned and the renewal request.
- Prior to requesting the renewal, the student must have earned at least a 2.00 grade point average with no grade lower than C in all regularly graded coursework (minimum 12 semester credit hours), excluding activity and performance courses. This coursework may be completed at any accredited higher education institution.

The request form is available in Academic Records. Students should contact their college concerning the process for requesting an academic renewal.

**Academic Appeals Boards**

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

Each Academic Appeals Board will hear cases in which the issue to be resolved is that of prejudiced or capricious evaluation, or alleged inability...
to speak the English language to the extent necessary to adequately instruct students.

Except for those cases that arise in the College of Law, the following procedures shall apply. (For procedure in the College of Law, contact the Office of the Dean.)

1. A Board will hear a case only after a student has notified an instructor of a dispute over an academic evaluation and after the student has made an unsuccessful attempt to resolve differences with the instructor, if necessary in consultation with the departmental chair. 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 session. In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute over academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays, and University holidays from classes) after the results of the evaluation are made known to the student. If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the Board shall deny any request for a hearing on the claim unless, in the view of the Board, the student has been prevented from complying with the appropriate time limit (as for example, in the case of a student being called into military service).

2. The filing of a written request for a hearing on a claim before the appropriate Academic Appeals Board shall be within 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) following the day when the attempts at resolution in paragraph (1) above are completed. The Board shall deny any request for a hearing on a claim that does not meet this deadline unless, in the view of the Board, exceptional circumstances exist whereby the student is prevented from filing the claim. Furthermore, if in the judgment of the Board, the case is deemed to be without merit or has already been satisfactorily resolved in the department, the Board may refuse the student a hearing.

3. To avoid a jurisdictional impasse, the appeal shall be heard by the Appeals Board in the undergraduate college in which both the course and the instructor are located. Any thesis and dissertation appeals shall be heard by the Graduate College Appeals Board.

4. It shall be the primary function of a board to mediate or adjudicate disputes that have not been satisfactorily resolved on the department level.

5. Each Board shall be given the responsibility of establishing its own rules of procedure. Such rules as it establishes must be consistent with the full protection of the rights of all parties involved.

6. Meetings of a board may be closed to the public.

7. Decisions of the Board shall be communicated in writing to the Board’s dean, the student’s dean, the student, and the instructor. The Board’s decisions shall be final and shall be implemented unless either the student or the instructor makes written appeal to the Executive Committee (or comparable body) of the degree-recommending college within 10 calendar days (excluding Saturdays, Sundays, or University holidays from classes) after being notified of the Board’s decision. The decision of the Executive Committee (or comparable body) shall be final and shall be implemented unless either the student or the instructor makes written appeal to the Department of Academic Records. The decision of the Department of Academic Records shall be final and shall be implemented unless either the Department of Academic Records or the student or the instructor makes written appeal to the Executive Committee (or equivalent body) of the degree-recommending college, in which case the decision of the Executive Committee shall be final and shall be implemented without appeal to the faculty.

8. Revisions to this policy shall be reviewed by the Faculty Senate and the Student Code Revision Committee.

Standards Of Scholarship

The following standards relating to retention of undergraduate students at the University of Oklahoma have been established. For continued enrollment in good standing, a student must maintain a retention grade point average based on total hours attempted as indicated as follows:

- Greater than 30 semester credit hours attempted — 2.00
- 0 through 30 semester credit hours attempted — 1.70

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

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

ACADEMIC PROBATION AND SUSPENSION

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

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

A student suspended from the University for academic reasons is not eligible for readmission until one full semester has elapsed following the date of suspension. Any student who has been suspended should contact the Admissions Office for further instructions.

Regulations concerning admission, readmission, probation, and suspension of undergraduate students at the University are administered by the Committee on Academic Regulations, of which the Associate Vice President for Enrollment and Student Financial Services is chairperson.

The regulations of various colleges, established by the faculty, are administered by the deans concerned:

a. After a student has been readmitted to the University following suspension, he or she must meet any specific conditions established by the dean of his or her college for retention in that college.

b. A student who fails to meet college requirements may be placed on probation in that college or denied enrollment in that college.

Transcripts

Current OU students can access semester grades and unofficial transcripts through http://ozone.ou.edu.

OFFICIAL TRANSCRIPTS

Official transcripts are released by the Office of Academic Records upon the written request of the student, except that the University reserves the right to withhold an official transcript for any student with financial indebtedness to the University.

- Academic transcripts may be obtained from the Office of Academic Records during regular business hours.
- Current and former students may request a transcript by mail, by FAX or in person.
- Transcripts are furnished FREE if obtained by mail or in person.
Each request for an official transcript must include the student’s signature, in accordance with federal legislation. Because of confidentiality concerns, telephone and e-mail requests cannot be honored.

Transcripts of most recent semester records are available after grades have been posted. *Official transcripts are not available the first 3-5 working days after each semester grades are recorded (this time frame is subject to change depending on the volume of requests). Most grades are posted to official transcripts approximately 10 days after the last day of final examinations.

Degrees will be posted approximately 4-5 weeks after the end of the term in which they are conferred.

You may also view complete information about OU transcripts at [http://www.ou.edu/recordsandtranscripts/home/transcripts.html](http://www.ou.edu/recordsandtranscripts/home/transcripts.html).

**Student Academic Records**

**RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information other than “directory information” from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Directory information, which may be disclosed without consent, includes: Student’s name, local and permanent addresses, e-mail address, telephone number, college, major, classification, current enrollment status, participation in recognized student activities and sports, dates of attendance, degrees and awards received and dates of receipt, posting of individual student’s grades and interim class evaluations by code number or I.D. number and anticipated date of graduation based on completed hours.

A student may opt out of disclosing the student’s directory information by filling out the “Directory Information Hold” form. A student cannot place a hold on a portion of the information. The hold will: block the student’s name, address and e-mail address from the OU Web site directory; prevent the release of attendance, withdrawal or graduation information, even after the student leaves the university (unless the student submits a written authorization to release it); and prevent the university from releasing contact information. A student can place a directory hold at any time. However, in order for information to be withheld from the printed directory, the directory hold must be on file by the end of the second week of the fall semester. This form is accessible from the “How To” link in the left column of OU’s enrollment services web site at [www.ou.edu/enrollment](http://www.ou.edu/enrollment).

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

**PROCEDURES TO INSPECT EDUCATION RECORDS**

Students may inspect and review their education records upon request to the appropriate records custodian or appropriate University staff person. Refer to the section within this policy that defines the type of records along with the location and name of the custodian.

Students should submit to the records custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The records custodian or appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

**LIMITATIONS ON RIGHT OF ACCESS**

The University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student’s parents.
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were maintained before January 1, 1975.
3. Records related to an application to attend the University of Oklahoma or a component unit of the University if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

**REFUSAL TO PROVIDE COPIES**

The University of Oklahoma reserves the right to deny students copies of their educational records, including transcripts, not required to be made available by the FERPA in the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.
3. The education record requested is an exam or set of standardized test questions.

**FEES FOR COPIES OF RECORDS**

Fees for transcripts and other copying charges vary between campuses of the University. Please contact your campus about the specific fees applicable to your request. On the Norman campus, transcripts are furnished FREE if obtained by mail or in person.
ACADEMIC RECORDS

The University maintains a record of all requests for and/or disclosure of information from a student’s education record. The record indicates the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record.

Requests for specific grade or other academic information can be addressed to the Office of Academic Records, University of Oklahoma, 1000 Asp Avenue, Room 330, Norman, OK 73019-4076. Each request must include a copy of the top portion of the parent’s most recent tax return, showing the student’s name and social security number listed as a dependent. Academic information can also be obtained by providing the Office of Academic Records with written consent of the student.

CORRECTION OF EDUCATION RECORDS

Students have the right to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate official of the University of Oklahoma to amend a record. (Refer to the section within this policy that defines the type of records along with the location and name of the custodian.) In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.

2. The University may comply with the request or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s privacy rights.

3. Upon request, the University will arrange for a hearing and notify the student, reasonably in advance of the date, place and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. One or more individuals may assist the student, including an attorney retained at his or her expense. The University may be represented by University Legal Counsel.

5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the University decides that the information in the student’s record is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

7. If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement from the student will be maintained as a part of the student’s education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the student’s statement.

PARENTAL ACCESS TO STUDENT EDUCATION RECORDS

Parents of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. Access to this information is limited to parents who claim the student as an exemption on their federal income tax return.

Requests for specific grade or other academic information can be addressed to the Office of Academic Records, University of Oklahoma, 1000 Asp Avenue, Room 330, Norman, OK 73019-4076. Each request must include a copy of the top portion of the parent’s most recent tax return, showing the student’s name and social security number listed as a dependent. Academic information can also be obtained by providing the Office of Academic Records with written consent of the student.

STUDENT RELEASE OF EDUCATION INFORMATION

Students may authorize the release of their education record information to a third party on either a one-time or an on-going basis. Authority for release of information on an on-going basis will remain valid for one year following the student’s last enrollment at the University of Oklahoma or until canceled in writing by the student at any time.

Questions concerning these policies or procedures should be directed to the Office of Academic Records, 325-4147, Buchanan Hall 330, 1000 Asp Avenue, Norman, OK 73019-4076.
that is required beyond the University’s lower-division General Education course requirements, as well as the upper-division (including General Education) course requirements for a degree. Requests for exceptions to this policy must be submitted by the student’s college and approved by the general education committee. The college advising coordinator must originate the request with a letter to the general education committee explaining and justifying the request, along with any supporting documentation.

3. 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. However, colleges may have higher standards and it is the student’s responsibility to be informed concerning the specific requirements for graduation from the degree program in which he or she is enrolled. Hours completed in residence means college-level courses taken for academic credit from any division of the University of Oklahoma, including the Norman Campus, the Health Sciences Center, OU-Tulsa, and the College of Continuing Education, with the exception of correspondence courses.

Grades and hours earned at any of these divisions are included in the OU retention/graduation grade point average for purposes of determining completion of degree requirements.

4. Students recommended for the bachelor’s degree must achieve a combined retention/graduation grade point average of at least 2.00 in all coursework attempted, including both work undertaken at the University and transfer courses, excluding any courses repeated or reenrolled as detailed in the State Regents’ Grading Policy and excluding physical education activity courses. However, colleges may require a grade point average higher than 2.00 for graduation, and it is the student’s responsibility to be informed concerning the specific requirements for graduation from the degree program in which he or she is enrolled.

5. 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 six semester hours of college credit in American history and government.

6. Responsibility for meeting graduation requirements lies with the student.

7. A student who is a candidate for a degree at the close of any semester or summer session must file an official Application for Graduation and pay all tuition and fee charges before the degree will be conferred and a diploma issued. For students who have not paid all of the tuition and fees by the end of the term, the degree will not be posted to their academic record and a diploma will not be issued until their tuition and fees are paid. Once these are paid in full, the degree will be posted and the diploma issued and dated with the term in which the student completed degree requirements. Those finishing in the fall should file a graduation application by October 1; those finishing in the spring, by March 1; and those in the summer, by July 1.

8. Students are encouraged to participate in Commencement and convocation ceremonies and should purchase their official University of Oklahoma caps and gowns from the campus bookstore. The Graduation Office also will coordinate Commencement Countdown in the fall and spring, a one-stop event where students can purchase caps and gowns, graduation announcements, the OU Ring and take senior photos. The University of Oklahoma prints a Commencement program each spring to be distributed at the May Commencement exercises. Students who do not wish to have their names published in the program must mark the appropriate box on the graduation application for their name to be withheld. For more details about Commencement and convocation ceremonies, go to http://www.ou.edu/commencement/.

9. A student may receive a second bachelor’s degree either from the college from which he or she received a first degree or from another college in the University. In order to receive a second degree, however, 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. Two degrees may be conferred at the same Commencement, provided permission is granted by the faculty recommending each degree, and provided the student files the additional Application for Graduation.

10. Degrees achieved with honors, pursuant to University and/or State legislation, shall be recognized by diplomas attesting the character of such honors and their relative degree. Students graduating cum laude must be admitted to and satisfy the requirements of the Honors College. Should a student qualify for graduation with both college distinction and University honors, the student shall be graduated cum laude.

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Recruitment Services

Andy Roop, Interim Executive Director
550 Parrington Oval, Room L-1
Norman, OK 73019-3032
Phone: (405) 325-2151 or 1-800-234-6868
Fax: (405) 325-7478
E-mail: ou-pss@ou.edu
http://www.ou.edu/go2/

PROSPECTIVE STUDENT SERVICES

Prospective Student Services
550 Parrington Oval, Room L-1
Norman, OK 73019-3032
(405) 325-2151 or 1-800-234-6868
Fax (405) 325-7478
E-mail: ou-pss@ou.edu
http://www.ou.edu/go2/

In Tulsa:
4502 E. 41st St., Room 2C18
Tulsa, OK 74135-2512
(918) 660-3800
ou-pss-tulsa@ou.edu

In North Texas:
550 Parrington Oval, Room L-1
Norman, OK 73019-3032
1-972-444-9218
1-888-298-0890
ou-pss-texas@ou.edu

In South Texas:
13280 NW Freeway, Suite F-356
Houston, TX 77040
(281) 437-2917
ou-pss-houston@ou.edu

Prospective Student Services is the visitation/information headquarters for OU. Staff members in this area assist prospective undergraduate students, both freshmen and transfers, with the admission process. Information is provided on admission requirements, financial aid, scholarship opportunities, housing and student life. Prospective Student Services also provides daily tours of the campus to prospective students and their families, and other University guests. Prospective Student Services–Tulsa coordinates similar services for high schools and two-year colleges in Tulsa and northeastern Oklahoma communities. There are also representatives in the Dallas/Ft. Worth and Houston areas. Prospective Student Services is a service-oriented, primary contact for first-time entering students. Inquiries concerning undergraduate admission, including requests for applications and informational brochures, should be directed to the Norman, Tulsa, or Texas offices.

DIVERSITY ENRICHMENT PROGRAMS

Diversity Enrichment Programs
550 Parrington Oval, Room 201
Norman, OK 73019-3032
(405) 325-3742 or 1-800-234-6868
Fax (405) 325-7478
Diversity Enrichment Programs (DEP) strives to identify, recruit and guide prospective undergraduate minority students, who meet or exceed admission requirements, through the admission process. In addition to providing information on admission requirements, financial aid, scholarship opportunities and housing, Diversity Enrichment Programs works closely with OU Student Life to provide prospective students with unique views of campus through the eyes of current students and programming geared towards students from various cultural backgrounds.

NATIONAL SCHOLARS PROGRAMS

National Scholars Programs
550 Parrington Oval, Room 104
Norman, OK 73019-3034
(405) 325-1290 or toll-free 1-877-506-7353
E-mail: natlscholars@ou.edu
http://www.ou.edu/go2/home/nationalmerit.html

OU is committed to the recruitment and retention of National Scholars from across the country. National Merit Finalists qualify for an exceptional scholarship package. Students in the program receive highly personalized attention in addition to early enrollment and specialized academic advising privileges.