

ACADEMIC RECORDS

Breck Turkington, Director
330 Buchanan Hall
1000 Asp Avenue
Norman, OK 73019-4076
Phone: (405) 325-4147
FAX: (405) 325-7047
admrec@ou.edu
www.ou.edu/recordsandtranscripts/

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 course work 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 limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of I will be changed to the pre-determined permanent grade. If the professor does not turn in an Incomplete Contract, the student's grade will be changed to an F after the allotted one-year time period. After a grade of I has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an incomplete do not apply to graduate research and graduate problem courses.

Graduate College "I": With the approval of the instructor and Graduate College Dean, a graduate student may be granted up to a one-year extension for making up incomplete work. No petitions for extensions beyond one year will be considered. After the incomplete work is made up, the instructor shall promptly report the new grade to the Office of Academic Records so that it can be posted to the student's transcript. In any case, the new grade must be posted to the student's transcript within one year of the deadline for making up the incomplete work (including any extension, if granted). If the new grade has not been posted within this one-year time period, the student shall have one additional year in which to file an appeal with the Graduate Dean requesting that the proper grade be posted. If no such appeal is received by the Graduate Dean within this second year time period, the grade of "I" shall be changed to the pre-determined permanent grade.

All instructional faculty are required to use the university-wide Incomplete Contract Form (PDF) when assigning a grade of Incomplete. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade.

If an incomplete is received, the "I" grade remains on the student's record and the final grade is next to the "I" (example I/B).

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) Auditing 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, NP, 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 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 faculty of the degree-recommending college within 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) after being notified of the Committee's decision. In the case of an appeal to the faculty of the degree-recommending college, the faculty's decision shall be final and shall be implemented. The faculty of a degree-recommending college, however, may delegate their authority to consider appeals under this policy 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.

Student Academic Records

Transcripts

Current OU students can access semester grades and unofficial transcripts through one.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.

See Order Your OU Transcript for complete information about obtaining OU transcripts.

Release of Student Information and Access to Student Records

Most information concerning a student's academic record is considered confidential and is not released to anyone without the student's written authorization. The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, one of which is the right to provide written consent before the University discloses personally identifiable information *other than "directory information"* from the student's education record. See **Release of Student Information** below for a full statement of the OU FERPA policy.

Students can grant access to their OU records in these ways:

- Students can authorize the release of their education record information to a third party on either a one-time or an on-going basis. Authorizations 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.

Student Permission to Release Education Record Information Form
Concurrent High School Student Permission to Release Education Record Information Form

- Students can authorize access to their Bursar account through one.ou.edu.
- Students can authorize the Financial Aid Services Office to release information regarding their student financial aid records through that office's OU Financial Aid Services Release Form (PDF).
- Students can consent to the release of documents associated with a record of an admonition or violation of the Academic Integrity Code filed with the Office of Academic Integrity Programs through that office's Request for Release of Information form (PDF).
- Students can provide consent to the disclosure of educational records maintained by the Student Affairs Student Conduct Office through that office's Authorization of Release of Information form (PDF).
- Students can authorize OU Health Services to release their health information records through that office's Release for Medical Records Authorization form (PDF).
- Students can authorize any OU faculty/staff member to include personally identifiable education record information in letters of recommendation through the Open Records Office's Letter of Recommendation Authorization form (PDF). Students provide the faculty/staff member with this form, and the faculty/staff member should keep it on file as documentation that the student authorized the release of their information.
- Student can authorize the Open Records Office to release transcript, student and academic conduct records, campus police, housing, student employment, financial aid, and bursar information through that office's FERPA Release form (PDF).
- Students in University College can provide consent to the disclosure of their academic standing through that College's FERPA Release form.
- Students in Price College of Business can authorize the release of confidential information through that College's Student Release of Student Records form.
- Students living in University Housing can provide consent for Housing to disclose protected student information by completing the release section of the Housing contract.

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.

Parental Access to Student Education Records Form

Release of Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, 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, email 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 grades and interim class evaluations provided the information is identified by code numbers and does not identify the student, and anticipated date of graduation based on completed hours.

Withholding Directory Information

A student may elect to withhold directory information by filling out the Directory Information Hold Form (PDF) and submitting it to the Office of Academic Records, 1000 Asp Avenue, Buchanan Hall room 230. The hold will: block the student's name, address and email address from the OU website 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. For students who withhold directory information, University officials are prohibited from releasing any form of information without a written release from the student. The University requires this release before it will verify employment, enrollment or the status of students who make applications for employment, auto loans, good student discounts, apartment leases, etc.

Without a directory hold, any member of the public, including individuals, organizations and vendors, may obtain student directory information for purposes such as advertising and solicitation.

A student cannot place a hold on a portion of the information. A student can place a directory hold at any time. However, in order for information to be withheld from the printed directory, if a printed directory is produced, the directory hold must be on file by the end of the second week of the fall semester.

The University discloses education records without a student's prior written consent under the FERPA exceptions: disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including

law enforcement personnel and health staff); officials of schools to which the student seeks to transfer; the Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency, or State educational authorities; in connection with the student's application for, or receipt of, financial aid; State and local officials or authorities to which such information is specifically required to be reported under the State statute and adopted prior to November 19, 1974; organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; accrediting organizations; parents of a dependent student upon proof of dependency (exclusive of international students); in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons, and to comply with a judicial order or lawfully issued subpoena.

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

**Types of Educational Records
 TYPES, LOCATIONS, AND CUSTODIANS OF
 EDUCATIONAL RECORDS**

Type	Campus	Location	Custodian
Admission Records	OU-Norman	Office of Admissions & Recruitment, 1000 Asp Ave., Room 127, Norman, OK 73019	Senior Associate Vice President for Enrollment and Student Financial Services and Registrar
	OU-Tulsa	University of Oklahoma Tulsa Office, 700 N. Greenwood, Tulsa, OK 74106-0700	Senior Associate Vice President for Enrollment and Student Financial Services and Registrar
	OU-HSC	Admissions Office, Robert M. Bird Library, 1105 N. Stonewall, Oklahoma City, OK 73104	Assistant Vice Provost for Academic Affairs, Registrar
	PACS	Registration and Records, OU Professional and Continuing Studies, 1700 Asp Ave., Room B-1, Norman, OK 73072-6400	Registrar-Extended Campus and Outreach

Enrollment Records	OU-Norman	Office of Academic Records, 1000 Asp Ave., Room 330, Norman, OK 73019	Senior Associate Vice President for Enrollment and Student Financial Services and Registrar
	OU-Tulsa	University of Oklahoma Tulsa Office, 700 N. Greenwood, Tulsa, OK 74106-0700	Senior Associate Vice President for Enrollment and Student Financial Services and Registrar
	OU-HSC	Registrar's Office, Robert M. Bird Library, 1105 N. Stonewall, Oklahoma City, OK 73104	Assistant Vice Provost for Academic Affairs, Registrar
Transcripts	PACS	Registration and Records, OU Professional and Continuing Studies, 1700 Asp Ave., Room B-1, Norman, OK 73072-6400	Registrar-Extended Campus and Outreach
	OU-Norman	Office of Academic Records, 1000 Asp Ave., Room 330, Norman, OK 73019	Senior Associate Vice President for Enrollment and Student Financial Services and Registrar
	OU-Tulsa	University of Oklahoma Tulsa Office, 700 N. Greenwood, Tulsa, OK 74106-0700	Senior Associate Vice President for Enrollment and Student Financial Services and Registrar
Financial Records	OU-HSC	Registrar's Office, Robert M. Bird Library, 2205 N. Stonewall, Oklahoma City, OK 73104	Assistant Vice Provost for Academic Affairs, Registrar
	PACS	Registration and Records, OU Professional and Continuing Studies, 1700 Asp Ave., Room B-1, Norman, OK 73072-6400	Registrar-College of Continuing Education
	OU-Norman	Student Financial Center, 1000 Asp Ave., Room 105, Norman, OK 73019	Bursar

	OU-Tulsa	Contact University of Oklahoma Tulsa Office (918) 594-8370	Bursar
--	----------	--	--------

	OU-HSC	Office of the Bursar, SCB 114, 1100 N. Lindsey, Oklahoma City, OK 73104	Bursar
--	--------	---	--------

	PACS	Professional and Continuing Studies, 1700 Asp Ave., Room B-1, Norman, OK 73072-6400	Bursar
--	------	---	--------

Progress Records	OU-Norman	College Dean's Office and/or Academic Advisor	College Dean and/or Academic Advisor
-------------------------	-----------	---	--------------------------------------

	OU-Tulsa	Dean's Office, University of Oklahoma Tulsa Office	Graduate Dean, University of Oklahoma Tulsa Office
--	----------	--	--

	OU-HSC	College Dean's Office and/or Instructor	Dean and/or Instructor
--	--------	---	------------------------

	PACS	Registration and Records, OU Professional and Continuing Studies, 1700 Asp Ave., Room B-1, Norman, OK 73072-6400	Registrar-Extended Campus and Outreach
--	------	--	--

Disciplinary Records	OU-Norman	Office of Student Affairs and/or College Dean	Vice President for Student Affairs and/or College Dean
-----------------------------	-----------	---	--

	OU-Tulsa	Student Services Office, Schusterman Center, 4502 E. 41st St., Tulsa, OK 74135	Graduate Dean, University of Oklahoma Tulsa Office
--	----------	--	--

	OU-HSC	Registrar's Office, Robert M. Bird Library, 1105 N. Stonewall, Oklahoma City, OK 73104	Assistant Vice Provost for Academic Affairs, Registrar
--	--------	--	--

	PACS	Office of Student Affairs and/or College Dean	Registrar-Extended Campus and Outreach
--	------	---	--

Financial Aid	OU-Norman	Student Financial Center, 1000 Asp Avenue, Room 105, Norman, OK 73019	Director, Financial Aid Services
----------------------	-----------	---	----------------------------------

	OU-Tulsa	Student Financial Center, 1000 Asp Avenue, Room 105, Norman, OK 73019	Director, Financial Aid Services
--	----------	---	----------------------------------

	OU-HSC	Office of Financial Aid, 1106 N. Stonewall, Room 301, Oklahoma City, OK 73104	Director, Office of Financial Aid
--	--------	---	-----------------------------------

	PACS	Student Financial Center, 1000 Asp Avenue, Room 105, Norman, OK 73019	Director, Financial Aid Services
--	------	---	----------------------------------

Health Records	OU-Norman	Goddard Health Center, 620 Elm Ave., Norman, OK 73019	Director, Student Health Services
-----------------------	-----------	---	-----------------------------------

	OU-Tulsa	Student Services Office, Schusterman Center, 4502 E. 41st St., Tulsa, OK 74135	Director, Student Health Services
--	----------	--	-----------------------------------

	OU-HSC	Student Health Services, Family Medicine Clinic, 900 N.E. 10th, Oklahoma City, OK 73104	Director, Student Health Services
--	--------	---	-----------------------------------

	PACS	Goddard Health Center, 620 Elm Ave., Norman, OK 73019	Director, Student Health Services
--	------	---	-----------------------------------

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:

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

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 reprimed 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:

1. 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.
2. A student who fails to meet college requirements may be placed on probation in that college or denied enrollment in that college.

Graduation

Although the formal Commencement ceremony is held only at the conclusion of the spring semester, degrees are posted and awarded at the end of each fall and spring semester and summer session. The degree and date of the diploma are entered on the student's permanent academic record. The date of graduation for each term is the last day of examinations in the fall, the date of commencement in the spring and the last day of classes in the summer. All diplomas are mailed to students approximately 10-12 weeks following the official graduation date.

For a student to graduate, all work required for the degree must be completed satisfactorily by the last day of finals of the semester or term. It is the student's responsibility to make sure all degree requirements have been met.

Students should check with the Office of Academic Records or their college office regarding the date all work must be submitted to the Office of Admissions and Records including incomplete grade (I) makeup reports, transfer work, correspondence grades, and any other information required to complete their requirements for graduation.

Should a student complete all academic requirements for graduation and apply for the degree at a time other than the end of a semester or summer session, the Office of Academic Records, upon request, will issue a certified statement that he or she is eligible for the degree as of the date when the requirements for the degree were completed.

A student may elect to be graduated under the requirements for an undergraduate degree in effect at the time of his or her first enrollment in the state system provided that he or she completes the work for the degree within a maximum time limit, determined by the college, of not less than six nor more than ten years. If the work for a degree covers a period longer than that specified by the college, the college, in consultation with the student, will determine the catalog or bulletin to be in effect for that student's graduation.

A student whose initial enrollment in the state system is during the summer session will be subject to the degree requirements in effect for the academic year following that summer.

Credit in the student's major field or area of concentration which is more than 10 years old may not be applied toward a bachelor's degree unless it is validated by the major department, or by the departments in the student's area of concentration. (The term "area of concentration" is included in addition to "major field" to allow for those cases in which the equivalent of a major may be earned by a combination of work in several departments.)

The following general requirements must have been met in order to be eligible for an undergraduate or first professional degree from the University of Oklahoma:

1. Each student must satisfactorily complete the requirements for graduation prescribed by the faculty of the college recommending the degree.
2. All undergraduate students must satisfy the general education requirements that are part of the degree program under which they will graduate, unless they have completed an Associate of Arts or Associate of Science degree at an institution in the Oklahoma State System of Higher Education. Transfer students who enter the University with an Associate of Arts or an Associate of Science degree 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. 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 or at least 50 percent of the hours required by the institution in the major field 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 OU 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 reprieved 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 submit 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 submit a graduation application by September 15; those finishing in the spring, by February 15; and those in the summer, by June 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. Student 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. Visit the Commencement website for more information.
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 submits 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.

Academic Forgiveness Policy

The Academic Forgiveness Policy, instituted by the Oklahoma State Regents for Higher Education, allows undergraduate 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.

Undergraduate 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 undergraduate 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 undergraduate 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 a renewal at the University of Oklahoma. 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 a C in all regularly graded course work (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.