

Weitzenhoffer Family College of **FINE ARTS**

The **UNIVERSITY** *of* **OKLAHOMA.**

STUDENT HANDBOOK AND POLICY GUIDE

Weitzenhoffer Family College of Fine Arts
Fred Jones Center, Suite 122
540 Parrington Oval
Norman, OK 73019-3021
405-325-7370



Table of Contents

Pg. 1	Fine Arts Resources
Pg. 2	Academic Counselors & Faculty Advisors
Pg. 3	Admission Requirements
Pg. 4	Student Advisement
Pg. 6	Changing Majors/Flat Rate Tuition
Pg. 7	Fine Arts Policies
Pg. 9	Petition Process
Pg. 10	Graduation Requirements
Pg. 12	Student Concerns
Pg. 13	Scholarships/ Address Updates/ Emergency Alerts

Weitzenhoffer Family College of
FINE ARTS
The UNIVERSITY of OKLAHOMA

Student Handbook and Policy Guide

Weitzenhoffer Family College of Fine Arts Dean's Office

The Dean's Office is located in Fred Jones Center, Suite 122. Office hours are maintained Monday through Friday from 8:00 am- 5:00 pm. Questions may be directed and appointments made by calling (405) 325-7370.
www.ou.edu/finearts

MARY MARGARET HOLT
DEAN

**NICHOLS' CHAIR, REGENTS' PROFESSOR,
PRESIDENTIAL PROFESSOR**

405-325-7370
FJC 122

BRIAN BRITT
ASSOCIATE DEAN

405-325-7370, FJC 122

DR. STAN RENARD
ASSOCIATE DEAN

405-325-7370, FJC 122

ELIZABETH NUNLEY
COORDINATOR OF UNDERGRADUATE PROGRAMS
**ACADEMIC COUNSELOR FOR ART, DANCE, DRAMA,
MUSICAL THEATRE**

405-325-7370, elizabeth.nunley@ou.edu

SHUNG LIANG
ACADEMIC COUNSELOR FOR SCHOOL OF MUSIC

405-325-8144, sliang@ou.edu
CMC 138

OU SCHOOL OF VISUAL ARTS

405-325-2691, FJC 202

<http://art.ou.edu>

PROF. PETE FROSLIE, INTERIM DIRECTOR

SCHOOL OF DANCE

405-325-4051, RPAC 1000

<http://dance.ou.edu>

PROF. MICHAEL BEARDEN, DIRECTOR

PEGGY DOW HELMERICH
SCHOOL OF DRAMA

405-325-4021, OSH 121

<http://drama.ou.edu>

PROF. JON YOUNG, INTERIM DIRECTOR

SCHOOL OF MUSIC

405-325-2081 CMC 138

<http://music.ou.edu>

DR. JONATHAN NICHOL, INTERIM DIRECTOR

A. MAX WEITZENHOFFER
SCHOOL OF MUSICAL THEATRE

405-325-0538, CH 104

<http://musicaltheatre.ou.edu>

PROF. ASHTON BYRUM, DIRECTOR

**FINE ARTS LIBRARY & MEDIA RESOURCE
CENTER**

405-325-4243, CMC 020

<http://libraries.ou.edu/finearts>

Academic Counselors and Faculty Advisors

There are two Academic Counselors located in the Dean's Office. Students should contact one of the Academic Counselors if they have questions about admissions, advisement, academic standing or graduation. Students can contact the academic counselors by phone or email. **Students are required to meet with their Academic Counselor the semester before they plan to graduate for an official graduation check.**

Elizabeth Nunley, M.S.
Coordinator of Undergraduate Programs/
Sr. Academic Counselor
elizabeth.nunley@ou.edu
405-325-7370

Carmen Marcom
Academic Counselor
carmen@ou.edu
405-325-7370

Walk-in hours: Monday, Tuesday, Thursday, & Friday: 9:00-10:30am & 1:30-2:30pm

Graduation Checks and other appointments may be scheduled online at <http://iadvise.ou.edu>.

Students needing to complete an **Academic Performance Contract** should schedule an appointment with Ms. Nunley online at <http://iadvise.ou.edu>, or by phone 405-325-7370.

Each school has **faculty advisors** that work with students on a semester by semester basis (except Music, see below). Students should see their faculty advisor once a semester during the designated "Advising Days" for advisement and enrollment. Students can find out who their faculty advisor is by contacting the main office of each school, or by going to <http://ou.edu/finearts>, selecting "Student Resources" then "Advising and Enrollment".

OU School of Visual Arts
Fred Jones Center, Rm. 202
405-325-2691

School of Music*
Catlett Music Center, Rm. 138
405-325-4021

School of Dance
Reynolds Performing Arts Center, Rm. 1000
405-325-4051

A. Max Weitzenhoffer School of Musical Theatre
Carpenter Hall, Rm. 104
405-325-0538

Peggy Dow Helmerich School of Drama
Old Science Hall, Rm. 121
405-325-4021

School of Music majors must be advised each semester, prior to enrollment, by Shung Liang. Music majors may schedule an appointment with Ms. Lewis anytime throughout the semester at <http://iadvise.ou.edu>. Prospective music majors may schedule an appointment with Ms. Lewis by contacting her via email, sliang@ou.edu.

Shung Liang
Academic Counselor for the School of Music
405-325-8144, sliang@ou.edu
Catlett Music Center 138
<http://iadvise.ou.edu>

Walk-In hours M,T,R,F | 9 a.m. – 10:30 a.m. or M,T,W,Th,F | 1:30-2:30 p.m.

Admission Requirements

The Weitzenhoffer Family College of Fine Arts requires a 2.50 OU Retention and OU Combined Retention Grade Point Average. The Music Education degree requires a 2.75 OU Retention and OU Combined Retention Grade Point Average.

In addition to the grade point average requirement, students interested in Dance, Drama, Music, or Musical Theatre *must audition or submit a portfolio and be accepted before declaring their Fine Arts major*. For audition dates and times visit the appropriate website below:

School of Dance	dance.ou.edu
School of Drama	drama.ou.edu
School of Music	music.ou.edu
School of Musical Theatre	musicaltheatre.ou.edu

OU School of Visual Arts

All art students are initially admitted to the *Bachelor of Arts in Art* degree program to complete Art CORE classes.

Students seeking admission to the *Bachelor of Fine Arts in Visual Communication* and *Bachelor of Fine Arts in Art* (Art, Technology and Culture program) will apply during the spring semester of their freshman year, while completing their second semester of CORE classes.

Students seeking admission to the *Bachelor of Fine Arts in Art* (Studio Art program) will apply during the spring semester of their sophomore year, after they have completed the CORE classes and twelve hours of beginning/introductory level art classes.

Students may also choose to continue with the Bachelor of Arts in Art degree program without further application.

Students seeking a *Bachelor of Arts in Art History* degree are admitted directly to that degree program. They are not required to complete the Art Core classes or the application process.

Academic Probation

Students who do not meet the minimum GPA (OU retention and combined retention) required by the College of Fine Arts may be admitted under an Academic Performance/Probation Contract. Students who do not fulfill the requirements of their Academic Performance/Probation Contract will be dismissed from the College of Fine Arts. Students who have been dismissed from the College of Fine Arts are not allowed to enroll in Fine Arts classes designed and/or designated for majors only.

Artifacts – College of Fine Arts Academic Newsletter

The Academic Counselors in the Fine Arts Dean's Office maintain a course in Canvas titled "Artifacts: College of Fine Arts Academic News." This pseudo course contains information regarding upcoming dates/deadline, policies, procedures, scholarships/award opportunities, and events. This is the primary way information will be distributed to students. Students must accept their invitation in Canvas to view Artifacts. A course invitation is distributed to students via OU Email.

Weitzenhoffer Family College of Fine Arts Orientation

Undergraduate fine art students are required to complete an online orientation session after they have earned 24 hours and are in their first semester in the College of Fine Arts. The session covers college policies and procedures, the advisement and enrollment process within the college, and graduation issues. Instructions for completing the online new student orientation are sent to students via OU email.

Student Advisement

Although there are several offices on campus to help you understand your degree requirements, the ultimate responsibility is yours! Make sure you are familiar with your degree checksheet and all of its requirements. <http://checksheets.ou.edu>

DEGREE NAVIGATOR (<http://degree.ou.edu>) is an online program that allows students to access their degree progress online, 24 hours a day. The program shows students what requirements they have completed and what requirements remain.

UNIVERSITY COLLEGE (<http://uc.ou.edu>)

All freshmen Fine Arts students with fewer than 24 hours of college credit are advised in University College located in Wagner Hall, Rm. 100, 405-325-3521. Appointments can be scheduled online at <http://iadvise.ou.edu>. University College will remove the student's advising hold during freshman year.

OU SCHOLARS PROGRAM (<http://www.ou.edu/scholars.html>)

Students in the OU Scholars Program need to be advised by the Scholars office. The Scholars office will remove the student's advising flag. The OU Scholars Program is located in Cate 1, Rm 125. Appointments can be scheduled online at <http://iadvise.ou.edu>.

WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS ADVISING DAY(S)

Once students have earned 24 hours of college credit their records are automatically forwarded to the college of their major. Students in the Weitzenhoffer Family College of Fine Arts are required to meet with a faculty advisor each semester on the school's designated Advising Day(s). These days are announced in class and are posted in the various buildings. In addition, the information is emailed to each student's OU email address and posted on the *Artifacts* page in Canvas. School of Music majors must meet with Alyssa Lewis for advisement. Music majors may schedule an appointment with Ms. Lewis anytime during the semester at <http://iadvise.ou.edu>.

Currently enrolled Fine Arts students should proceed to their assigned faculty advisor for advisement on the designated advising day(s). School of Music majors will meet with Alyssa Lewis.

Newly admitted students declaring a major in Dance, Drama, Music, or MTHR must audition or submit a portfolio and be accepted into a specific degree plan prior to advisement and enrollment.

Newly admitted transfer students and readmitted students should proceed to individual school offices to be assigned to a faculty advisor. School of Music majors must meet with Alyssa Lewis.

At the Advising Session:

- Students should come prepared with a proposed schedule and a degree plan for graduation to discuss with their faculty advisor.
- The faculty advisor should complete an advising form with a preferred list of classes for enrollment and some alternative classes in case of schedule conflicts or closures.
- The faculty advisor, or the School office, should provide "overrides/permissions" appropriate for enrollment.
- The faculty advisor will give the student a white and a yellow copy of the advisement form.
- Although college and faculty advisors are available to help students plan their programs of study, the individual student has a responsibility to know the degree requirements for their declared major and the college policies which impact their degree and graduation as listed in the university catalog.

Enrollment:

- After advisement, the student must take the advisement form to the Fine Arts Dean's Office (Fred Jones Center, Suite 122).
- The Dean's Office receptionist will keep the yellow copy of the advisement form and remove the student's electronic advising flag in ONE. Students with a **college stop** will receive further instructions which must be resolved before they can enroll.
- Students may have other types of registration holds/stops that will keep them from being able to enroll (Bursar, Admissions, Student Affairs, Student Conduct, Legal Counsel, Registrar, etc.). The student must contact the appropriate office and resolve those issues before enrollment can take place.
- Students may then proceed to enroll for the semester through the online web enrollment system at one.ou.edu. Instructions for enrolling online are available on the website.
- Use "Advanced Search" -> "Attribute" -> scroll down to General Education Categories to find General Education course options.

- Students can also search for classes at <http://classnav.ou.edu>. Although students cannot enroll through this website, some find it more user friendly when searching for courses – especially general education approved courses.

Changing Degrees, Majors, or Minors

MAJOR OR DEGREE CHANGE WITHIN THE WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS

Students who have been accepted into a new major/degree plan within the College of Fine Arts and wish to change their major or degree must go to the Fine Arts Dean's office (Fred Jones Center, Suite 122) and complete the appropriate form. The student will then be instructed as to whom they should see for advising for the new major/degree.

CHANGE OF COLLEGE

Students wishing to change colleges should go to the college that houses the degree they would like to be admitted to and complete a *Change of College* request form. Once admitted to the new college, the student's records will be requested from the previous college.

MINORS

Students wishing to declare a minor must go to the advising office of the college in which the minor is housed and complete the appropriate form. The college that houses the minor will then enter the minor into the student record system. The Weitzenhoffer Family College of Fine Arts offers minors in Art, Art History, Dance History, and Music.

Flat Rate Tuition

"In an effort to save students money throughout their OU career, a flat rate program for full-time undergraduates was implemented in fall 2013. The rate is based on OU's current 15-credit hour rate of tuition and hourly mandatory fees. Students registered in fewer than 12 hours will continue to pay on a per credit hour basis."

For more details and FAQs visit www.ou.edu/bursar/flat-rate-tuition.html (Retrieved 5/31/17)

Parental Access to Student Academic Records

Parents of a dependent student may have access to grades and other confidential academic information under the guidelines provided in the Family Educational Rights and Privacy Act (<https://www.ou.edu/content/provost/ferpa.html>) of 1974, also known as the Buckley Amendment. Access to this information is limited to parents who claim their 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:
(http://www.ou.edu/content/recordsandtranscripts/release_of_information.html).

Each request must include a copy of the top portion of the parents' 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. If you have any questions concerning this policy, please contact the Office of Academic Records at the above address or by calling 405-325-4147.

Weitzenhoffer Family College of Fine Arts Policies

MATH POLICY:

The Weitzenhoffer Family College of Fine Arts requires that all declared fine arts students complete their college level math course within the first four semesters of enrollment at OU. Transfer students or newly declared fine arts majors who have not completed their college level math requirement will have two semesters in which to complete the requirement. Students who fail to meet this requirement will be restricted from upper division fine arts courses except by permission of their Director and the Dean.

Math Deficient from High School:

Students who are math deficient from high school must, by State Regents policy, be enrolled in a developmental math course every semester until the deficiency has been remediated. Successful completion of DMAT 0123 will remove the deficiency. The student must still complete a college level math course after DMAT 0123.

Advisement:

If a student has not completed the math placement exam, "Math-determined by placement exam" should be listed on the advisement form.

Math Placement Assessment:

To enroll in math at OU, students must first take the math placement assessment. At OU, students thrive in a math course that is challenging, but not beyond a student's current abilities. The Math Placement Assessment (ALEKS) helps OU students find the correct math placement, which gives them the greatest chance of success. Students can improve their math placement by completing the learning modules after the assessment. The Assessment Center will give the student override permissions for the highest level of math the student can place into, as well everything below it. This means the student does not need to take MATH 1523 (Elementary Functions) or MATH 1823 (Calculus and Analytical Geometry I) if that is where they place. The student should be told to consult with their academic advisor to discuss the math course requirement(s) for their degree.

Math Placement Assessment Continued

- Students have three attempts to take the assessment.
- At the end of the assessment, the student will receive their score as well as a detailed description of their math strengths and areas to improve within the ALEKS learning module.
- If you decide to retest, you must study in the learning module for at least five hours before re-assessing.
- All placement test results will expire 12 months from the day the student takes the first attempt.
- More information and FAQs can be found at the Assessment Center website:
<http://www.ou.edu/univcoll/newsooner/enrollment-requirements/ALEKS.html>.
- Students who need only one college level math course generally select one of the following courses, but can take a higher level course if they so choose:
 - MATH 1473 Math for Critical Thinking
 - PHIL 1113 Intro to Logic
 - PSY 2003 Understanding Statistics

Assessment Center - 270 Wagner Hall, 325-4336

CORRESPONDENCE COURSE POLICY:

Undergraduate Weitzenhoffer Family College of Fine Arts students within their last 30 hours are prohibited from enrolling in correspondence courses to satisfy degree requirements for their respective degrees.

Note: Students may petition their School for a waiver with regard to this policy. The waiver must be approved by both the Director and the Dean's Office.

RESIDENCY POLICY:

Residency is defined as coursework taken through any University of Oklahoma campus, excluding correspondence courses.

- **Candidates for an undergraduate degree must complete a minimum of 30 hours in residence at the University of Oklahoma and in the Weitzenhoffer Family College of Fine Arts.**
- At least 24 hours of upper division **major** credit applied toward the degree must be earned in residence as a declared BA in Art, Dance, Drama, Music (15 hrs for BA in Music), Musical Theatre, or Art History major.
- A minimum of 30 hours of upper division **major** credit applied toward the degree must be earned in residence as a declared Studio Art major.
- A student must be listed as a Weitzenhoffer Family College of Fine Arts student at the time of graduation.
- Capstone courses must be taken in residence.

REPEAT POLICY:

"Undergraduate students may repeat up to four courses or 18 hours (whichever comes first) in which the original grade was a "D" or "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 records, but will not be calculated into the student's retention/graduation grade point average or total hours earned." *OU General Catalog, Academic Records*, retrieved 5/31/17 from <http://catalog.ou.edu>.

To file for Repeat Policy visit with one of the Academic Counselors in the Fine Arts Dean's Office, Fred Jones Center 122. Music majors should contact Alyssa Lewis in the School of Music Office.

ACADEMIC REPRIEVE:

"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 must 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 request was denied at the University of Oklahoma."

The request form is available in Academic Records (Buchanan Hall, 230). Students should contact their college concerning the process for requesting a reprieve.

OU General Catalog, Academic Records, retrieved 5/31/17 from <http://catalog.ou.edu>

PETITIONS:

The Weitzenhoffer Family College of Fine Arts has several petitions which are used for a variety of student needs. Students needing a petition form should go to the Fine Arts Dean's Office (Fred Jones Center 122) to obtain a copy and further instructions. Petitions can also be found online at <http://ou.edu/finearts>, select "Student Resources" then "Forms".

General Petition:

The general petition form may be used for many issues including:

- Waiver of the correspondence policy
 - Waiver of the ten-year limitation policy
1. Student submits the petition to the School of their major
 2. The petition is approved or denied by the School
 3. The petition is forwarded to the Coordinator of Undergraduate Programs in the Dean's Office for either the Dean's approval or approval of the Fine Arts Council depending on the circumstances
 4. The Dean's Office will notify the student of the decision and appropriate action to be taken by the student

Petition for Enrollment Overload:

1. Student must have a minimum 3.00 GPA to qualify for overload permission
2. The student must complete the University Enrollment Overload Petition and submit it to the Fine Arts Dean's Office
3. The student will be notified within 3 days of approval or denial of request

Add or Drop a Course After the Deadline:

1. The student must complete the appropriate petition form from the Fine Arts Dean's Office (also available on the College of Fine Arts website)
2. The student must provide an explanation of the request and a justification
3. The student must provide supporting documentation as appropriate
4. The student must include a completed Add/Drop form signed and dated by the instructor
5. If the request is a drop, the instructor must circle W or F and sign that line of the drop form
6. If the request is an add, the instructor must complete the back side of the petition form and also sign the add form.
7. The student submits all paperwork to the Dean's Office, and the student will be notified within a week of approval or denial. If approved, the student must carry the approved, signed form(s), to the Enrollment Services Office (BAH 230) for processing.

INTERNSHIP CREDIT:

Enrollment for Internship credit is not permitted until the Request for Internship Credit form, available in the Fine Arts Dean's office, is completed and approved by the Director of your School.

Graduation Requirements

*** The responsibility for meeting all graduation requirements lies with the student.**

The following requirements must be met in order to graduate with a bachelor's degree from the Weitzenhoffer Family College of Fine Arts:

1. Student must have an OU retention *and* OU combined retention grade point average of 2.50 or higher. The Music Education degree requires an OU retention and OU combined retention grade point average of 2.75 or higher.
2. Student must have successfully completed a minimum of 120 semester hours inclusive of general education, major course work, and electives. *Hours vary depending on degree.*
3. Student must earn a "C" or better in each course in their major.
4. Student must complete a minimum of 40 hours of general education approved coursework as outlined by the college and the university. <https://www.ou.edu/content/gened.html>
5. Student must complete at least one general education approved course at the upper-division level (3000 – 4000), outside the student's major. *Students should take advantage of the "Attribute Type" tool in ONE when enrolling in general education course requirements. Students can also use <http://classnav.ou.edu> when selecting courses.*
6. Student must complete a minimum of 40 hours of upper division (3000-4000 level) course work.
7. Student must fulfill the College of Fine Arts Residency Policy outlined on page 8 of this document.
8. Oklahoma State Regents policy requires each student to complete a minimum of 60 hours at a senior (4 year) institution.
9. **Student must complete a senior graduation check with an academic counselor in the Fine Arts Dean's Office the semester before they plan to graduate.**
10. Student must complete the online University Application for Graduation at one.ou.edu by the University designated deadline. This application must be on file with the University Records Office in order for the student to officially graduate from the university.

DEGREES WITH DISTINCTION POLICY

For a student to be recommended for a degree ***with distinction*** he or she must have a minimum combined retention G.P.A. *and* OU retention G.P.A. of 3.50. To be recommended for a degree ***with special distinction***, a student must have a minimum combined retention G.P.A. of 3.50 *and* a minimum OU retention G.P.A. of 3.90. The final semester will be included in the G.P.A. that determines distinction awards. In addition to the required grade point average, students must have completed at least 60 hours in OU residence. No student will be granted a degree *with distinction* or *with special distinction* that has been subject to disciplinary action.

SENIOR GRADUATION CHECK

All College of Fine Arts Seniors must complete a Graduation Check at least one semester before they plan to graduate. To schedule a Graduation Check appointment with one of the Academic Counselors go to <http://iadvise.ou.edu>.

Student Organizations

DEAN'S STUDENT ADVISORY COUNCIL:

The Student Advisory Council (SAC) was formed to develop a network of communication between the Dean of the Weitzenhoffer Family College of Fine Arts and the student body. Fifteen students, three from each of the five areas of the college, meet once a month with the Dean to discuss current issues, concerns, and to work on specific projects.

OU SCHOOL OF VISUAL ARTS

Art History Association
Red Clay Faction (ceramics)
Art Museum Ambassadors
Graphic Design Association
New Media Collective
Print Club

For more information, contact OU SoVA main office: Fred Jones Art Center, Rm. 202, phone 325-2691

SCHOOL OF DANCE

Oklahoma Festival Ballet
Contemporary Dance Oklahoma

For more information on these organizations, contact the School of Dance main office:
Reynolds Performing Arts Center, Rm. 1000, phone 325-4051

SCHOOL OF DRAMA

Alpha Psi Omega
Drama Student Senate
Student Theatre Initiative
Spacechangers

For more information on these organizations, contact the School of Drama main office:
Old Science Hall, Rm. 121, 325-4021

SCHOOL OF MUSIC

Phi Mu Alpha Sinfonia
Sigma Alpha Iota
Kappa Kappa Psi & Tau Beta Sigma
Music Teachers National Association
Graduate Music Student Association
Collegiate National Association for Music Education

For more information on these organizations, contact the School of Music main office:
Catlett Music Center, Rm. 138, phone 325-2081

For a complete list of OU Student Organizations visit:

<http://www.ou.edu/studentlife/organizations/active>

Student Concerns

Any student who believes they have a legitimate complaint regarding policies, procedures, faculty, staff, and/or facilities is encouraged to discuss the concern with the Director of their School or the Dean or Associate Dean of the Weitzenhoffer Family College of Fine Arts. These offices are open and willing to hear student concerns.

Students may make an appointment with the Director of the School of Visual Arts at 405-325-2691, the School of Dance at 405-325-4051, the School of Drama at 405-325-4021, the School of Music at 405-325-2081, and the School of Musical Theatre at 405-325-0538. Students may also call the Office of the Dean to schedule an appointment, 405-325-7370.

If an equitable and acceptable resolution of the complaint cannot be obtained through the offices of the Director of the School or the Dean of the College, the student is advised to discuss the matter with other appropriate offices on campus. Depending on the nature of the concern, these offices may include the Center for Student Life (Oklahoma Memorial Union, Suite 370), Institutional Equity Office (Evans Hall, Rm. 102), the Office of the Provost, 405-325-3221, and/or by calling the President's Action Line at 405-325-1212.

For issues involving discrimination, sexual harassment, English proficiency, academic misconduct (including plagiarism and cheating), and academic appeals (disputes over academic evaluation), specific grievance procedures are clearly mandated and outlined in the OU Student Handbook. Copies of the handbook may be obtained by contacting the Center for Student Life (405-325-3163). It is also available online: <http://www.ou.edu/studentlife.html>

If you've been the victim of harassment, please know the university has available resources to assist you. The OU Advocates (405) 615-0013 is a confidential resource and its staff stand ready to listen and help. Additionally, the university's Institutional Equity Office (405) 325-3546 investigates allegations of sexual misconduct and the university maintains a 24/7 confidential, anonymous reporting hotline, which may be accessed by phone at (844) 428-6531 or online (www.ou.ethicspoint.com).

The OU Behavior Intervention Team (BIT) helps keep our community healthy and safe. You are an important member of the team. Your reports allow the team to reach out to individuals and provide appropriate intervention and support. With your help, the team is better able to keep the campus a safe environment in which students, faculty and staff may live, study and work. For information on when to contact BIT and how to file a report go to <http://www.ou.edu/normanbit/when-to-contact-bit>.

Scholarships

Students who are majors in the Weitzenhoffer Family College of Fine Arts are encouraged to apply for scholarship support. The OU CASH (centralized academic scholarship hub) application is available each year beginning October 1st at <http://scholarships.ou.edu>, the application closes March 1st. The individual Schools within the College of Fine Arts award scholarships based on specific criteria regarding a student's major, talent, merit, or need. Initial scholarship considerations and offers are made following admission auditions in the spring. On occasion, the Dean's Office grants minimal scholarships to students who have exhausted all other financial resources. Scholarships awarded by the dean are based on merit, specific financial need, and unusual circumstances. Additional scholarship information can be found at <http://scholarships.ou.edu>

Address Update and Emergency Alerts

It is important that students keep the University updated as their address changes. To update your address log into <http://one.ou.edu> and update your addresses and phone numbers under the "Personal Information" box.

To receive emergency alerts from the University such as a tornado, fire, snow and ice and other campus related issues, make sure your contact information is updated at <http://accounts.ou.edu>.

RESOURCES YOU CAN FIND AT THE WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS DEAN'S OFFICE

Fred Jones Center, Suite 122 405-325-7370

- Graduation Check*
- General Petition
- Petition to Add or Drop a course after the deadline
- Concurrent Enrollment Request (Dual degrees)
- Academic Appeals Petition
- Minor Forms
- Change or Addition of Major/ Minor
- Enrollment Overload Petition
- Request for Internship Credit

**All College of Fine Arts students must complete a graduation check the semester before they plan to graduate.*