

College of Public Health Student Bulletin 2011 – 2012 Table of Contents

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The policies outlined in this Bulletin are based on conditions at the time of publication and are subject to change. The University of Oklahoma Health Sciences Center College of Public Health reserves the right to modify any provision, without prior notice, to conform with current prevailing laws, rules, regulations, and policies, as approved by the appropriate University officers and governing officials.

It is the responsibility of each student of the University of Oklahoma Health Sciences Center to know the rules, regulations, requirements, and academic policies of his/her respective College/Department. Should questions arise in regard to those policies, it is the responsibility of the student to consult with his/her Academic Advisor, Department Chair or the Dean.

Any student, in accepting admission, indicates his/her willingness to subscribe to and be governed by these rules and regulations and acknowledges the right of the University to take such disciplinary action, including suspension and/or expulsion, as may be deemed appropriate.

It is the priority of the College of Public Health to assist students having difficulty maintaining standards required in their program of study. Every effort will be made to help students achieve their program of study. Students having such difficulties are urged to seek help by contacting their Advisors as soon as they are aware of the problem.

This Bulletin will answer many of your questions. Students enrolled in the Ph.D. and M.S. degree programs should also consult the *Graduate College Bulletin* at: <http://www.ouhsc.edu/graduate/> .

Americans with Disabilities Act

Accommodations on the basis of disability are available by contacting Robin Howell at 271-2308.

Equal Opportunity and Affirmative Action

The OUHSC is committed to a policy of nondiscrimination in the admission and education of students. This institution, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. The Office of Equal Opportunity and Affirmative Action is located in the Service Center Building, Room 113.

University of Oklahoma Health Sciences Center
College of Public Health Bulletin
2011 – 2012

Visit the College website at: <http://www.coph.ouhsc.edu/coph/>

Mission

The mission of the College of Public Health of the University of Oklahoma is to protect and improve the health of the people of Oklahoma, the United States, and other nations through: (1) education, public health workforce development, and cutting-edge research; (2) translation of research and scholarship into public health practice and service; and (3) the development and advocacy of evidence-based health management and policy.

Vision

The College will be nationally recognized for providing excellent education for public health practice professionals and for public health research scientists, for innovative research on contemporary issues in public health, and for translating research and scholarship into evidence-based practice, management, and public health policy.

Core Values

Excellence – The College of Public Health strives to achieve excellence in all of its endeavors.

Integrity – The College of Public Health adheres to the highest standards of honesty, objectivity, transparency, fairness, and ethical conduct at all times.

Public Service – The College of Public Health exists to serve the citizens of Oklahoma and the United States through efforts to protect and improve their health, and to contribute to international efforts to improve the health of other nations.

Health Equity – The College of Public Health advocates the principle that all individuals have a right to the opportunity for a healthy life. The College is committed to reducing and eliminating health disparities among populations.

Responsibility – The College of Public Health strives to make the most effective use of all resources it receives, to use responsibly all state, federal and private funding, and to leverage its resources into additional resources for the College, University, and State of Oklahoma.

Partnership – The College of Public Health is committed to fostering collegial productive partnerships with all stakeholders who share the vision of protecting and improving the public's health.

Strategic Goals for 2011 - 2015

- Goal 1:** Provide excellent education and life-long learning opportunities for both public health practice professionals and public health research scientists and health service organization leaders.
- Goal 2:** Achieve enhanced national recognition for research and scholarship in public health, and for the translation of this research and scholarship into evidence-based public health practice with an emphasis in population-based preventive approaches. These efforts will be aligned with OUHSC strategic priorities in research related to diabetes, cancer and infectious disease.
- Goal 3:** Contribute to resolving health disparities in Oklahoma, including those due to socioeconomic status, ethnicity, race, and gender, particularly in the American Indian population.
- Goal 4:** Sustain and enhance cultural diversity among students, faculty, and staff.
- Goal 5:** Contribute to education, training, and research in Global Public Health.

Academic Information

Admission Requirements and Categories

Specific information concerning admission requirements and the application process to all College of Public Health degree programs is available at <http://www.coph.ouhsc.edu/coph/admissioninfo.asp> .

The College of Public Health has joined other accredited schools of public health in utilizing a centralized application service, Schools of Public Health Application Service (SOPHAS). Applicants to all Programs within the College of Public Health will apply through SOPHAS. The Website for SOPHAS is located at www.sophas.org .

All applications will be reviewed by the appropriate College of Public Health Admissions Committee and a recommendation will be made to the Dean for the type of admission status to be offered to the applicant. The admission types are described in the following section.

The degree authority for all students admitted to the Master's of Public Health (MPH), Master's of Health Administration (MHA) and Doctor of Public Health (Dr.PH) resides with the College of Public Health and the student's Dean is the Dean of the College of Public Health. For all students admitted to the Master's of Science (M.S.) and Doctor of Philosophy (Ph.D.), the degree authority resides with the OUHSC Graduate College and the student's Dean is the Graduate Dean. Those students enrolled in the M.S. and Ph.D. Programs should also consult the Graduate College Bulletin available online at <http://www.ouhsc.edu/graduate/GCBulletin/Home.htm> for specific policies regarding their degree program.

All students admitted into any program of the College of Public Health should activate the OUHSC email account as soon as IT establishes the account. The OUHSC email system is the official means of contacting students with information. Students should check their OUHSC email account daily.

Full Standing

The University of Oklahoma Health Sciences Center uses the 4.00 scale to calculate grade point averages, with an "A" equal to 4.00. An applicant must have a baccalaureate or entry level first professional degree from an accredited university or college. Applicants with an undergraduate degree must have a 3.00 grade point average (4.00 scale) in upper division coursework or in the last 60 credit hours of

coursework applied to the degree. Applicants with a professional degree must have an overall grade point average of 3.00 in all coursework required for the degree. The applicant must be in good standing with the college or university where currently enrolled or last attended in order to be considered for admission in full standing to a degree program.

An applicant who has completed 12 credit hours or more of graded graduate level coursework in an area related to the degree program of interest may be considered for admission. The applicant must have completed the coursework at an accredited college or university with a 3.00 grade point average in all graduate work attempted and be in good standing with the college or university where currently enrolled or last attended. Additional academic work that is applicable to the degree program may be used in evaluating a student for admission into a public health degree program.

Special Students

The Special Student admission category is reserved for individuals holding baccalaureate or professional degrees who are not degree-seeking, but wish to take one or more courses to improve their knowledge and skills in specific areas. For example, a medical professional seeking a board certification that requires completion of certain supplementary courses would be an appropriate candidate for Special Student status. Special Students are under the academic supervision of the Dean. Students who wish to pursue a degree program within the College of Public Health must apply to the degree program they wish to pursue. No more than 12 credit hours may be taken as a Special Student.

Probationary Admission

An applicant who does not meet the minimum 3.00 grade point requirement for admission in full standing may be considered for probationary admission. Probationary admission to the degree program requires the recommendation of the Admissions Committee and approval of the Dean. When the student has completed the required conditions of the probationary admission, the student may be considered for full-standing in the degree program. Admission of an applicant with a grade point average less than a 3.00 may be made only in unusual circumstances. In such cases, admission will depend heavily on other indicators of the applicant's ability to do successful academic work. These indicators might include but are not limited to a strong performance on standardized tests, a high grade point average in the major, or experiences that clearly indicate strong professional and academic ability in a public health area related to the degree of interest. Applications indicating a grade point

average of less than 2.75 (4.00 scale) in upper division coursework or in the last 60 credit hours of coursework applied to the baccalaureate degree are not admissible.

A student admitted with a grade point average less than 3.00 must receive letter grades of *A* or *B* in the initial 9 credit hours of graded public health coursework. The 9 credit hours must be courses required for the degree and approved by the student's faculty advisor and the Dean. It is expected these courses will be completed within one calendar year following initial enrollment. Students who fail to meet the probationary admission requirements will be dismissed from the degree program and denied further enrollment in the College of Public Health.

Reserved Admission and Readmission

Upon being admitted to the College of Public Health, prospective students are expected to enroll in courses at the University of Oklahoma Health Sciences Center in the semester they are admitted. Upon the approval of the department or Dean, the Office of Student Services may defer admission for one semester. Longer deferrals require permission of the Dean. Students are subject to the regulations in effect during their first term of enrollment so long as they maintain continuous enrollments. Students who interrupt their enrollment in the College of Public Health for more than one year must reapply for admission. If readmitted, they will be subject to the regulations and degree requirements in effect at the time of readmission.

Change of Degree or Major

Students in good academic standing may request to change degree options or specialty tracks within a Program or transfer to another degree program at the Health Sciences Center by completing a Request for Change of College, Major or Degree Option form (available in the Office of Student Services or online at <http://coph.ouhsc.edu/coph/studentervices.asp>).

A new career goal statement and resume should be submitted if the documents submitted with the initial application are no longer applicable or current. Students must complete a minimum of nine credit hours of required core coursework prior to applying for a change of status within the College of Public Health. The request must be approved by all programs involved.

Students on probationary status must move to full-standing status and have an overall graduate grade point average of 3.00 or greater prior to initiating a request for change of status.

Policy on Graduate Assistants

A student enrolled in a graduate or professional degree program in the College of Public Health can be appointed as a graduate assistant. The primary responsibility of a graduate assistant is participation in the research and teaching effort of the department or program. The work effort must contribute to the graduate or professional education of the student and to fulfilling the requirements for the degree. Graduate assistants are not employees of the University and are not eligible to receive University benefits and are not covered by the University faculty, staff policies, and procedures.

Graduate assistants may be categorized as Graduate Assistants (GA), Graduate Research Assistants (GRA) or Graduate Teaching Assistants (GTA). These categories are defined according to the emphasis placed on the student's responsibilities. A student cannot hold more than one graduate assistant appointment at any one time within the University system and cannot be appointed as a graduate assistant and be a University employee simultaneously.

Graduate Assistant – The primary responsibility is participation in work effort that contributes to the educational process and development of the student.

Graduate Research Assistant – The primary responsibility is participation in the research effort of the department and the graduate program. The work effort must be related to and should contribute to fulfilling requirements for completing the degree.

Graduate Teaching Assistant – The primary responsibility is in the teaching effort of the department and contributes to the development of the student.

To be appointed a GA, GRA, or GTA, the student must meet the following requirements:

1. The student must be enrolled as a full-time student. Full-time enrollment for a Graduate Assistant is defined as six credit hours for fall and spring semesters and three credit hours for the summer term.
2. The student must be appointed for 10 – 20 credit hours per week (0.25 to 0.50 FTE) to the assigned work as a GA, GRA, or GTA. The maximum effort cannot exceed 0.5 FTE. The student is expected to commit the remaining time to the pursuit of their graduate or professional study.
3. The work the student is being appointed for must be related to the student's program of study.

4. The student must receive a minimum stipend of \$500 per calendar month. Students who apply for and are awarded competitive fellowships or scholarships from non-University sources or students paid from training grants may be paid at the rate established by the funding source (i.e., ASPH, NIH, NSF, etc.).

GAs, GRAs, and GTAs may be eligible for waiver of non-resident tuition in accordance with Oklahoma State Regents' Policy and resident tuition as determined by college tuition waiver resources. ***A student must be appointed a GA, GRA, or GTA by the first day of class in order to receive a non-resident tuition waiver for that semester.***

The Internal Revenue Service grants student status to GAs, GRAs, and GTAs that are enrolled for a minimum of half-time. Half-time enrollment for IRS purposes is five credit hours for fall and spring semesters and two credit hours for the summer semester. If the enrollment drops below this minimum, he/she must be reclassified as an employee and will no longer be considered a GA, GRA, or GTA.

Appointment Outside the Student's Primary Graduate Department

If the GA, GRA, or GTA appointment is for work experience with a faculty member who does not hold a faculty appointment in the primary department from which the student will receive his/her degree, the information outlined below must be provided to the chair of the department. The Chair will review this information. Following review by the Chair, if the decision is to support appointment, a recommendation with the supporting documentation will be forwarded to the Dean. The Dean will review the materials to determine if the work experience is directly related to the program of study and degree requirements. If the work experience is not directly associated with the program of study, the individual will not qualify for the appointment.

The following documentation must be provided by the student and mentor and must include:

1. A detailed description of duties and how they are related to the program of study.
2. Description of the purpose and scope of the project on which the student would work.
3. Identification of the department and college where the project is located.
4. Identification of the faculty member who supervises the work and definition of the faculty member's association with the primary department and/or education.

5. List of skills that will be developed or learned that are directly related to the graduate program objectives.
6. Statement by student addressing how this experience will enhance the student's career objectives, including specific and measurable outcomes (i.e., professional presentations, publications, etc.).
7. Statement by the supervising faculty member confirming the scope of the work, its relevance to the program of study, the stipend amount, and percent time appointed.

If the work experience qualifies for appointment as a GA, GRA, or GTA, the appointment will be in the primary department even though the department in which the project is funded will provide the stipend support. The appointment paperwork should originate from the primary department and include the signature of the Chair. The appointment must meet all requirements, policies, and procedures defined by the primary department for GA, GRA, and GTA appointments in the department.

These policies are consistent with the University of Oklahoma Health Sciences Center Policy on Graduate Assistants as approved by the OUHSC Deans Council on 4-14-04 and the OUHSC Graduate College. The purpose is to provide an opportunity for students to gain working experience that contributes directly to their graduate and professional academic program of study. It is not the intent to provide a means of employment above and beyond their commitment to their degree program. Any exceptions to these policies must be approved by the Dean, College of Public Health.

Enrollment Policies

Full-Time and Maximum Enrollment

Full-time enrollment for public health students is nine credit hours during the fall and spring semesters and four credit hours during the summer sessions. For students appointed as a Graduate Assistant, Graduate Research Assistant or Graduate Teaching Assistant, full time during the fall and spring semesters is six credit hours and three credit hours during the summer session (see also the Policy on Graduate Assistants section of this Bulletin). Students may not carry more than 16 credit hours per semester or more than nine credit hours per summer session without the permission of the Dean.

Health Sciences Center Students Enrolling in Norman Campus Courses

To enroll in Norman campus courses, Health Sciences Center students must receive permission from their HSC College and the instructor of record. The OUHSC Office of Admissions and Records processes all enrollment, adding and/or dropping courses. Norman campus courses will be listed on the HSC student's transcript. For further information, contact the College of Public Health Office of Student Services at (405) 271-2308 or the HSC Office of Admissions and Records at (405) 271-2359.

Faculty and Staff Enrollment

To prevent a conflict of interest between the role of student and the role of faculty or staff, the following policy applies to all OUHSC faculty and staff enrolled in coursework and programs. A faculty member may enroll in coursework as a Special Student. If the coursework is in a department in which the faculty member has an appointment, the faculty member must enroll for audit. A faculty member may not enroll for credit and cannot be admitted into a degree program in a department in which he/she holds a faculty appointment or in an academic area of his/her faculty expertise. A full time faculty member cannot be paid as a public health student or receive a student grant. Staff may enroll in coursework as Special Students according to the admission requirements of the course or program. A staff member may not enroll for credit in a course that is taught by a faculty member who has supervisory authority over the staff member's employment. An exception can be made by the Dean for a required course taught only by the faculty supervisor. If a staff member is admitted to a degree program within the academic unit in which he/she is employed, the following conditions must apply: 1) The staff member's work and responsibility as an employee must be different from his/her work and responsibility as a student. 2) If the staff member is employed for research effort, the research activity for which the staff member receives payment as an employee cannot be used to meet thesis, dissertation, or field experience requirements. 3) The faculty member with supervisory responsibility for the staff member as an employee cannot serve as the staff member's student advisor. 4) The criteria for the

evaluation of the staff member as an employee must be identified and differentiated from the criteria for the evaluation of the staff member as a student. 5) The evaluation of the staff member as a student must not be made by any person with supervisory responsibility over the individual as an employee. 6) A full time staff member cannot be paid as a public health student or receive a student grant.

Auditor

Audit enrollment is for non-credit and used by students who want to take a class for information, not to count toward a degree. A student enrolling as an auditor must meet guidelines as outlined below. Enrollment as an auditor is permitted in all courses, subject to the approval of the instructor(s) and the Dean of the College in which the course(s) is offered. Enrollment as an auditor must be completed by the last day of enrollment in any term.

Enrollment as an auditor is indicated with an *AU* or *W* grade on the student's permanent academic record and no credit/clock hour values designated. Fee charges and refund policies for audit enrollments are the same as for credit enrollments. Students enrolled "exclusively" as auditors may withdraw only during the fee return period and the enrollment will be canceled. No entry will be made on a permanent academic record.

In accepting a student as an auditor, it becomes the responsibility of the instructor to make clear to the student the instructor's requirements for the audit enrollment. For example, if the student is required to attend regularly, to participate in specific class exercises, perform experiments, take tests, etc., these expectations must be relayed to the student at the time permission is given to enroll as an auditor. Satisfactory completion of the audit enrollment is identified as an *AU* grade. An instructor, at his/her discretion, may assign a *W* grade to an auditor who, in the instructor's opinion, did not perform according to the specific requirements as identified at the time of enrollment.

Student enrolled exclusively as an auditor may change their enrollment to "credit", providing the student gains admission to the university during the first two weeks of classes of a semester or the first week of classes of a Summer session with the approval of the instructor(s) and appropriate college dean.

A change of enrollment from "credit" to "audit" may be made no later than the end of the sixth week of classes of a semester or the end of the third week of classes of a summer session, providing the student is passing and receives the approval of the instructor and the appropriate dean. A change of enrollment to audit supersedes the original enrollment for credit, and no withdrawal from the credit enrollment is posted to the student's permanent record. For more information, contact Admissions and Records, BSEB 200, (405) 271-2359 or email admissions@ouhsc.edu.

Class Attendance

Only those students who are officially enrolled (either for credit or as an auditor) may attend class. Each student is responsible for the content of courses in which he or she is enrolled. Specific policies concerning attendance requirements, announced, and unannounced examinations are the responsibility of the individual instructor. If absences seriously affect a student's class work, the instructor is required to report this fact to the appropriate dean, who will transmit the information to the Office of Admissions and Records. Classes are not to be dismissed or rescheduled for extracurricular functions.

Request for Leave of Absence

Students may request a leave of absence from their graduate studies for up to but not to exceed 12 consecutive months (three consecutive academic terms). The request must be approved by their advisor, the department chair, and Dean. Students on probationary status, if granted a leave of absence, will resume their probationary status upon return from their leave. Students receiving financial aid may be required to return a portion of the aid. They must check with their financial aid officer.

Withdrawing and Dropping Courses

Students should contact the Office of Student Services to initiate the withdrawal or drop procedure. "Withdrawing" from the Health Sciences Center refers to withdrawing from all enrolled courses for a given term. "Dropping" refers to the dropping of one or more courses while remaining enrolled in at least one course for a given term. Consult the academic calendar for grading regulations and deadlines relative to withdrawals and drops. Withdrawing or dropping courses may require students receiving financial aid to return a portion of the aid received. Students must check with their financial aid officer.

Administrative Withdrawal

An administrative withdrawal (AW) may be assigned to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

Grades

Course Credit in the College of Public Health

Coursework taken at the University of Oklahoma Health Sciences Center outside the College of Public Health which is to be applied toward fulfilling requirements for a public health degree must be approved for graduate credit and approved by the student's advisor, department chair and Dean.

Grades of A, B, C, D, and F

The grades *A*, *B*, *C*, *D*, and *F* are used in computing grade point averages. In the College of Public Health, the grades of *A*, *B*, *C*, *D*, and *S* are the only passing or satisfactory grades, and the grades of *D*, *F* and *U* are failing. Students who receive a *D*, *F* or *U* grade in a required course must register for the required course the next time it is offered. In such re-enrollment, both grades will be shown on the student's academic record and both will be included in the grade point average calculation. Any student presenting credit from another institution for a course previously failed at the University of Oklahoma Health Sciences Center shall not receive credit for such courses except through validation by the department in which the course was originally failed and approval by the Dean.

It is the prerogative of each department to establish grade requirements above the College minimum.

Grades of S and U

The grade of *S* (satisfactory) is a neutral passing grade. The grade of *U* (unsatisfactory) is used to indicate that no credit will be given for the course. These grades may be used for seminar courses provided they are taught on a non-competitive basis and all students in the class are graded on this basis. The *S* grade is the only passing grade accepted for special problem courses, individual research, and directed reading courses. The *S* grade may not be used for lecture recitation courses except with the expressed approval of the Dean.

Grade of I

The grade of *I* (incomplete) is a neutral grade. It is not an alternative to an earned letter grade, but is intended as a temporary grade to be used for a student who, for reasons satisfactory to the instructor, is unable to complete certain identifiable requirements of a course and who cannot be assigned any other grade. Typical instances might be absence from a final examination due to illness or inability to submit a term project due to extenuating circumstances. The instructor will indicate to the student what must be done to complete the course, will set a time limit appropriate to the circumstances and

will define the grade to be assigned. Students cannot attend the scheduled course at a future offering in order to complete the *I* grade.

If by the end of one 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, the student may re-enroll in the course. Credit for courses in which a student has received an *I* at the University of Oklahoma cannot be completed at or transferred from another institution. If the student graduates with a grade of *I* on the record, it becomes permanent.

Grades of *X*, *S*, and *U* for Enrollment in Thesis and Dissertation Research

The grade of *X* is a neutral conditional grade and indicates that satisfactory progress is being made on thesis and dissertation research courses 5980 and 6980. It is a complete grade when the final entry is either *S* (satisfactory) or *U* (unsatisfactory), indicating either acceptance or rejection of the thesis or dissertation. An intermediate grade of *U* indicating unsatisfactory progress may be given if circumstances warrant. The grade of *X* is included in credit hours attempted and credit hours earned.

Grade of *W*

No grade is recorded for students withdrawing from the University and dropping all courses in the first two weeks of class (the first week of a summer session). A grade of *W* or *F* for each course will be assigned by the instructor/s for complete withdrawals occurring after the second week of class (first week of summer).

For students dropping one or more courses but not all courses in the first two weeks of class (first week of summer session), no grade is recorded. From the third week through the sixth week of class (second and third week of summer session), a *W* will be assigned to each dropped course. From the seventh through tenth week (fourth and fifth week of summer), the instructor of each course dropped will assign a *W* or *F*. Beginning with the 11th week of class (sixth week of the summer session) through the last day of classes, courses may be dropped only by direct petition to the Dean of the College of Public Health. Students who drop a course with permission of the Dean will receive a final grade of *W* or *F* at the discretion of the instructor of the course dropped.

Repeat Coursework

Students cannot repeat coursework in which they have received a passing grade (*A*, *B*, *C* or *S*). Exceptions can be made for students receiving a *C* grade if the program requires a grade of *A* or *B* in the specific course. A request from the program must be approved by the Dean. Both the original grade and the repeat grade will be included in the calculation of the GPA.

Transfer Credit

The acceptance of transfer credit from another institution for a public health degree program at the University of Oklahoma Health Sciences Center is determined in accordance with the criteria as outlined in the Master's and Doctoral sections of this Bulletin. Grades of courses transferred for credit will not be included in the GPA computation.

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 *S*, *I*, *X*, *U* and *W* carry no grade point value and are not included in the computation of a student's semester or cumulative grade point average.

Correcting Grades Reported in Error

The instructor initiates the change by filing a Faculty Request for Grade Change form with the Office of Admissions and Records through the Office of Student Services.

Standards of Performance and Evaluation

College of Public Health Academic Standards

The College of Public Health is responsible for review of the performance of the Certificate of Public Health, MPH, MHA, and DrPH students in accordance with the guidelines described in this publication. The College of Public Health monitors the students' academic progress and at the end of each semester or summer session and notifies students about their status if they fail to meet the standards of performance required by the College.

All public health students who matriculated before Fall 2005, regardless of admission status, are required to maintain a grade point average of 3.00 or greater for all coursework completed. If a student's academic record includes enrollment in more than one degree and/or certificate program, the student must maintain a grade point average of 3.00 or greater in each program. The total number of credit hours of C grade which can be applied toward a degree and/or certificate cannot exceed 25 percent of the total letter graded coursework required for the degree and/or certificate.

All students admitted Fall 2005 and thereafter enrolled in both professional and graduate degree programs offered through the College of Public Health are expected to receive a letter grade of *A* or *B* in all courses taken. If a student receives a letter grade of *C*, they will be notified by the Associate Dean for Academic Affairs that their academic performance is below the expected standard. Should the student receive a second grade of *C*, they will receive a letter from the Associate Dean for Academic Affairs placing them on notice that any additional grades below a *B* may be grounds for dismissal from the degree program.

If at any time a student receives a failing grade of *D* or *F* in a course or if the student receives a third grade of *C*, the student may be required to meet with a subcommittee of the Admissions and Academic Advisement Committee appointed by the Associate Dean for Academic Affairs to show cause why they should not be dismissed from the degree program. Under special circumstances, the subcommittee may recommend continuation on academic probation due to specific issues as identified by the subcommittee. The subcommittee recommendation will be acted upon by the Associate Dean for Academic Affairs.

If a student in the Certificate, Master of Public Health, Master of Health Administration, or Doctor of Public Health degree program is placed on academic probation under this

policy and subsequently receives an additional grade of C or less, they may be immediately dismissed from the degree program.

If a student is enrolled in the Master of Science or Doctor of Philosophy degree program and is placed on academic probation under this policy and subsequently receives an additional grade of C or less, a recommendation will be forwarded to the Graduate Dean that the student be dismissed from the Graduate Program due to failure to maintain satisfactory academic progress.

Academic Probation

Students who fail to maintain an overall grade point average of 3.00 in all courses attempted will be placed on academic probation. Students will also be placed on probation if they fail to maintain satisfactory progress as determined by their annual evaluation or in receiving the grade of *U*. Students placed on academic probation for low GPA will be evaluated at the end of each subsequent semester. The probationary status will remain until the student raises the overall GPA to 3.00 or higher. The probationary requirements must be completed within nine credit hours of graded coursework or one calendar year from being placed on probation, whichever comes first. This is the probationary period, during which students must demonstrate satisfactory progress in improving their cumulative grade point average. Students placed on probation for a grade of *U* or for failure to maintain satisfactory progress will be evaluated at the end of the following semester. Receiving a grade of *D*, *F*, or *U* may be grounds for dismissal prior to completing the probationary period.

At the end of the probationary period, students who achieve a 3.00 cumulative grade point average and/or regain satisfactory progress will be returned to full status and will be allowed to continue their enrollment. Those who fail to achieve a cumulative grade point average of at least 3.00 for all courses awarding grade points may be denied further enrollment after this probationary period. If the department or program wishes to recommend that the student merits an extension of the probationary period, the extension will be considered a second probationary period. The time limit of this extension must be specified by the department or program and approved by the Dean. The second probationary period will not exceed two consecutive academic terms.

Students are limited to two academic probations. If a student fails to maintain a 3.00 grade point average and the rules require probation for a third time, the student will be denied further enrollment and will be dismissed from the College of Public Health Programs.

Departmental Standards

Departments or other academic programs may have additional and more stringent criteria for evaluating their students' performance and progress and they may demand a higher level of performance than that required by the College. Under certain circumstances, a department or program unit may recommend dismissal of a student from a program even though a 3.00 grade point average has been maintained. Grounds for dismissal include but are not limited to:

1. failure to make timely progress toward the degree or
2. failure to perform in coursework, field experience, or academic performance at an acceptable level in the respective department or program unit.

These guidelines are stipulated in the departmental section of this Bulletin.

Departmental Annual Review of Student Progress

Departments shall conduct an annual review and evaluation of their students' progress in meeting degree requirements. Each department shall establish a student review procedure to coordinate and forward all reviews to the students and Office of Student Services. Annual reviews are to be conducted prior to the fall semester.

1. **Criteria.** The review may include, but is not limited to, considerations such as progress toward meeting conditions of admission; completion within the prescribed period of time of those courses in which the student has received the grade of *I*; completion of core course requirements; completion of special prerequisite requirements; progress toward completing field work requirements; and the general quality of academic performance. The review also may encompass the student's broader scholarly capabilities and professional development.
2. **Procedure.** The department will make this review annually and notify each student in writing of the student's progress and performance toward satisfying degree requirements. If there are deficient areas, the department must specify clearly what each student must do to receive a satisfactory evaluation and specify a time for a second review. A copy of this letter must be sent to the Office of Student Services. The Office of Student Services and Dean will review the student's total record; and, if appropriate, the student will be placed on probation.

3. **Second Review.** The Office of Student Services and the department will conduct a second review for all students placed on probation. In this second review, the department will determine if: (a) the student is making satisfactory progress; (b) the student's level of performance is unsatisfactory and the student is ineligible for further enrollment; or (c) the department believes the student's progress is still unsatisfactory but wishes to petition the Dean to continue the student on probation for an additional semester or summer session. The student and the Dean will be notified in writing of the results of this second review. The Dean may either remove the student from probation, deny the student further enrollment, or continue the student on probation for an additional semester. When application of the above rules requires the student to go on probation a third time, the student will be denied further enrollment.

Residence Requirements

The primary purpose of residence requirements is to encourage the educational and professional development of individuals seeking advanced degrees. The opportunity for the student to associate with the faculty and other students in the University community, to utilize the facilities on the campus, and to take advantage of a wide variety of cultural opportunities justifies a relatively extended campus stay. In addition, the University must be in a position to oversee the development of the candidate.

The student must be in residence at the University of Oklahoma and engaged in coursework or research activities prescribed by the major department for at least two regular semesters.

Qualifying for an Advanced Degree or Certificate

To qualify for a degree or certificate, students must achieve an overall grade point average of 3.00 or higher in all courses comprising a part of the degree program. The grade of *S*, *U*, *I*, and *X* for which no grade points are awarded, are considered neutral in determining the graduating grade point average. Credit by advanced standing examinations will not apply toward public health degrees.

Graduation Deadlines

The date of graduation for each term shall be the last day of final examination in the fall, the date of commencement in the spring and the last day of classes in the summer. Students must be enrolled in a minimum of two credit hours the semester of graduation. These dates for an academic year may be found in the Academic Calendar. To entitle a student to graduate as of that date, all work required for the degree and payment of tuition and fees, must be completed satisfactorily prior to the first day of classes of the next semester or summer session. It is the student's responsibility to make sure all degree requirements have been met. If the student has not completed all the requirements, the student will become a graduate the following semester.

Graduation Ceremony

The official commencement for all students is held on the Norman campus each spring. A College convocation is held each spring semester. Diplomas are awarded three times a year. Students should complete the graduation application at the time they enroll for their last semester. Additional information can be found in the Master's and Doctoral degree sections of this Bulletin.

Diploma and Fees

During the candidate's last semester, the candidate must file an official Application for Graduation and pay all tuition and fee charges before the degree will be conferred and a diploma issued. The candidate who plans to participate in the commencement ceremony must purchase a cap and gown.

CODE OF ETHICS

ACADEMIC APPEALS BOARD

Disputed Academic Evaluation

The College of Public Health has an established 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 (1) year by the Dean of the College upon recommendations from the College of Public Health Student Association President.

The responsibility for academic evaluations of students rests with the faculty. If a student feels wrongfully and unfairly evaluated by an instructor, and if he/she is unable to resolve the matter in conference with the instructor or the Departmental Chair, an appeal may be made to the Appeals Board of the College offering the course. Any thesis and dissertation appeals shall be heard by the Graduate College Appeals Board.

- a. It shall be the primary function of the Board to adjudicate disputes which have not been satisfactorily resolved at the Department level.
- b. 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 in cases of end-of-term evaluations for the previous Spring semester, Spring intersession, or Summer term.

In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays, and University holidays from classes) after the results of the evaluation are made known to the student. If the 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).

- c. The filing of a written request for a hearing on a claim before the appropriate Academic Appeals Board shall be with 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) following the day when the attempts at resolution in paragraph 2 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 already has been satisfactorily resolved in the Department, the Board may refuse the student a hearing.
- d. 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.
- e. Meetings of a Board may be closed to the public.
- f. If a Board fails to achieve a settlement mutually satisfactory to the parties involved, it will recommend a means of settling the dispute to the Executive Committee (or comparable body) of the College, where final disposition of the case will be made.

The College of Public Health follows the Academic Appeal procedures of the Graduate College. Additional information is available online at: <http://www.ouhsc.edu/graduate/> .

Academic Misconduct Code

The College of Public Health follows the Academic Misconduct Code of the University of Oklahoma Health Sciences Center effective July, 2008. All section notations refer to this document which is available online at:

<http://ouhsc.edu/provost/documents/FacultyHandbook2008.pdf> .

This code applies to students, former students, and graduates.

Academic Misconduct

Academic misconduct includes any act which improperly affects the evaluation of a student's academic performance or achievement, including but not limited to the following:

- a. Cheating: The use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration;
- b. Plagiarism: The representation of the words or ideas of another as one's own, including:
 1. direct quotation without both attribution and indication that the material is being directly quoted; e.g., quotation marks;
 2. paraphrase without attribution;
 3. paraphrase with or without attribution where wording of the original remains substantially intact and is represented as the author's own;
 4. expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;
- c. Fabrication: The falsification or invention of any information or citation in an academic exercise;
- d. Fraud: The falsification, forgery, or misrepresentation of academic or clinic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery, or misrepresentation of other academic or medical records or

documents, including admissions materials, transcripts, and patient records; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;

- e. Destruction, misappropriation, or unauthorized possession of University property or the property of another;
- f. Bribery or intimidation;
- g. Assisting others in any act proscribed by this Code; or
- h. Attempting to engage in such acts.

It is the responsibility of each faculty member and each student to be familiar with the definitions, policies, and procedures concerning academic misconduct.

Reporting Academic Misconduct

Who May File

Any University administrative, faculty, or staff member may bring a complaint of academic misconduct by submitting a written report as provided hereafter. Students who identify an act of academic misconduct should report that act to an administrative, faculty, or staff member so that a complaint may be forwarded to and filed by the instructor of the course involved.

Investigation of Misconduct

Before imposing a grade penalty or filing a complaint of academic misconduct, the faculty, or staff member may initiate a preliminary inquiry to determine whether the incident meets the definition of misconduct under Section 12.1. During the course of this inquiry, the faculty or staff member may discuss the matter with the student suspected of misconduct.

Faculty Member Elects to Recommend Admonition

A faculty member may conclude that an incident that meets the definition of misconduct under Section 12.1 nevertheless merits an admonition rather than a disciplinary sanction as defined in Section 12.5. In particular, a faculty member might conclude (but is not required to conclude) that the incident is more appropriately treated as an instructional rather than a disciplinary matter. When the faculty member concludes that an admonition is the more appropriate action, the faculty

member may elect to reduce a student's grade and/or require additional, remedial academic work without first filing a charge of academic misconduct, subject to the following limitations and conditions:

- a. NOTE: The admonition option is intended for assignments and examinations that do not involve a semester-long activity and when the incident in question is not of an egregious nature. The faculty member may not use the admonition option for an incident of misconduct on a final examination, a term paper, or project, an examination that determines the status of graduate students (e.g., qualifying, candidacy, general, comprehensive and certification examinations, and defenses of theses and dissertations), a master's thesis, or a doctoral dissertation;
- b. A faculty member who elects to use the admonition option may impose no grade reduction greater than loss of all credit for the assignment at issue. Unless otherwise specified in the course syllabus. Provided, however, in no event shall a student receiving an admonition receive a grade penalty of F or U for the course; and,
- c. A faculty member who elects to use the admonition option must do the following within 10 University business days after discovery of the incident, and before imposing the grade reduction or other requirement:
 1. inform the student of the nature of and basis for the misconduct;
 2. give the student an opportunity to explain;
 3. inform the student of the intent to recommend admonition to the Vice Provost for Academic Affairs, admonish the student and explain the grade reduction or other requirement to be imposed;
 4. where appropriate, instruct the student to resolve any confusion the student may have had regarding what constitutes proper academic conduct; and
 5. inform the student how to appeal the decision. Notice of procedures for appeal shall be provided in writing; such notice shall be presumed adequate if provided in the course syllabus with a reference to this policy on the consequences of accepting the admonition and the procedures for appeal.

6. The student may contest the admonition by contacting the Vice Provost for Academic Affairs within ten (10) University business days from the date of the instructor's notice to the student and scheduling a meeting as provided below in Section 12.3.

The faculty member shall notify their dean in writing of the incident and the recommendation for admonition, ordinarily within 10 University business days of discovery of the incident. The dean shall forward notice of the incident to the student's dean, if different, and to the Vice Provost for Academic Affairs, ordinarily within 10 University business days of receipt of notice from the faculty member. Following consultation with the faculty member's dean and the student's dean, the Vice Provost for Academic Affairs shall notify the faculty member and the student whether the recommendation for admonition is accepted.

Unless the Vice Provost for Academic Affairs imposes a disciplinary sanction as described in Section 12.5, a student who accepts an admonition and resulting grade reduction under this subsection shall not be deemed to have admitted guilt for an act of academic misconduct; provided, the record of the admonition may be used in any subsequent academic misconduct proceeding, as appropriate, to establish the student's prior familiarity with the fundamental rules of academic integrity.

In cases of repeated offenses or otherwise as appropriate, the Vice Provost for Academic Affairs may announce a disciplinary sanction as provided in Section 12.5. Prior to imposing such a sanction, the Vice Provost for Academic Affairs shall send notice to the student, ordinarily within 10 University business days of receipt of notice of repeated offence(s) from the student's dean but in no case more than 45 University business days after discovery of the incident. Notice of the Vice Provost for Academic Affairs intent to impose a sanction shall be treated as a "complaint" for purposes of notice and hearing as provided in Sections 12.3 and 12.4 of this Code. The disciplinary sanction shall not be imposed until the student is permitted the opportunity to respond as provided in Sections 12.3 and 12.4 of the Code.

Faculty Member Elects to File a Charge of Academic Misconduct

Notification of Dean

The individual bringing the complaint of academic misconduct must notify the dean in writing with a brief description of the evidence within 10 University business days after discovery of the incident, exclusive of University breaks or academic intercessions.

- a. If the incident is discovered by a faculty member in a particular course, he or she must notify his or her dean with a brief description of the evidence as well as the student's dean, if different, and impose a grade penalty as noted below. A faculty member who concludes that a student has engaged in, or is engaging in, academic misconduct must fail the student on the examination or paper and may set additional penalties to the extent of denying credit in the course. The faculty member's grade sanctions will not become final until the student is found guilty by the Academic Misconduct Board, defaults, or admits the charges. The student's dean has the responsibility to confirm that the appropriate grade is recorded on official student records.
- b. If the incident is discovered by someone other than a faculty member in a course or is reported by a student or other person, the dean of the accused student shall be notified. If no particular class is involved (e.g., submission of a falsified application), the Vice Provost for Academic Affairs shall be notified.

Notification of the Student

The student's dean shall initiate academic misconduct procedures against the student. The dean shall notify the student in writing of the charge of academic misconduct, describing the alleged act and the grade penalty determined by the instructor, if a course is involved, and of the student's right to request a hearing by serving the student in person or by mail to the last address provided to the University. The Dean shall simultaneously send notification to the Vice Provost for Academic Affairs.

A student may continue his or her regular enrollment in the University pending administrative resolution of misconduct allegations. However, until such resolution, a student may not graduate or receive a transcript without approval of the Senior Vice President and Provost, and any official transcript released during such period shall bear a notation that student code proceedings are ongoing.

Conference with Vice Provost for Academic Affairs

Within five University business days of the date of the Dean's notification letter, the student shall contact the Vice Provost for Academic Affairs and schedule a conference to discuss the matter.

If the student fails to respond within the prescribed time or fails to meet as directed, the student shall be in default and thereby waives the right to all University hearings, appeals, and challenges. In the event of a default at this point, the Vice Provost shall

notify the student's dean who shall confirm imposition of grade penalties and implement disciplinary sanctions.

At the conference between the student and the Vice Provost for Academic Affairs, the Vice Provost shall describe the academic misconduct process, possible sanctions, and the student's right (a) to a hearing with the adequate notice; (b) to be represented by an attorney at the student's expense in which case the University reserves the right to be represented by University Legal Counsel; and (c) to refrain from discussing the matter or from making any statement regarding the matter. At the conclusion of the conference, the student may:

- a. **Deny the charges** – If the student denies the charges and wishes a hearing to contest them, the student must submit a written request for such a hearing to the Vice Provost within five University business days of the conference. Failure to submit a written request within the prescribed time shall waive the student's right to any University hearings, appeals, or challenges of the charges or of any sanctions imposed as a result of the academic misconduct. The student may also use this written request to respond in writing to the allegation.

- b. **Admit the charges** – If the student admits to the charges at this time or denies the charges but fails to submit a request for a hearing, the Vice Provost will inform the student's dean and the dean of the College offering the course. The grade penalty shall be confirmed, and the student's dean shall make his or her decision regarding disciplinary sanctions, if any. Provided, however, that if the student admits to the charges but wants to confer with the dean or to submit a written statement concerning extenuating circumstances affecting disciplinary sanctions, the student may do so only if done within five University business days of the date of the admission to the charge. Failure to do so with the five days will result in the dean making his or her decision without such information.

Nothing in this policy is intended to preclude the student from discussing the incident with the period initiating the charge, if that person agrees. Such a meeting should be scheduled after the conference between the student and the Vice Provost for Academic Affairs. Any such meeting shall not extend the period of time for requesting a hearing.

The person initiating the charge of academic misconduct may withdraw the charge at any time prior to the commencement of a hearing by the AMB or, if no hearing is held, prior to the imposition of a final sanction by sending written notice to the student's dean. The dean shall inform, in writing, the Vice Provost and others involved that the charge has been withdrawn and, at his or her discretion, may terminate the case.

Hearing

Academic Misconduct Boards

Each College shall establish an Academic Misconduct Board (AMB) consisting of two students and three members of that college's faculty to hear each case.

Membership of the AMB shall be determined by the dean on an ad hoc basis from a pool of 10 faculty and 10 students. The faculty members for the pool shall be determined by the faculty of the college. Student members shall be appointed or selected from nominations submitted by appropriate student organizations. Terms of service shall begin September 1 and end August 31 except that, if a hearing is in progress at this time, any retiring member shall be continued on the board until the case in progress is closed.

The dean of the College shall appoint an additional faculty member who shall be nonvoting to chair the AMB and to be responsible for the board's administrative matters, including scheduling of cases, notification of hearings and decisions, and maintenance of records.

Selection of AMB to Hear the Appeal

In a case in which a hearing has been requested, the facts of the case shall be determined by the AMB of the student's college.

Scope of Hearing

The Board will consider the information and arguments presented, make findings of facts of matters in dispute, and determine whether the student did engage in the alleged act.

The Board will also hear any evidence and argument by the parties concerning extenuating circumstances that may affect decisions about what disciplinary actions might be imposed and may make recommendations to the dean concerning disciplinary sanctions. (Sec. 12.5)

Hearing Procedures

- a. Each AMB shall establish the procedures to be followed for the hearing.
- b. Prior to the hearing, each party shall furnish to the other party a list of witnesses to be called and exhibits to be used at the hearing, as requested by the AMB chair.

- c. Students who elect to have legal counsel representation at the hearing shall furnish the name of such counsel, when identified, but no later than ten University business days before the hearing to the dean and the chair of the AMB.
- d. Written notification of a hearing must be distributed to the parties involved at least ten University business days in advance of the hearing date and shall include:
 - 1) The authority for the hearing and the hearing body;
 - 2) Reference to the specific rule or rules involved;
 - 3) Date, time, nature, and place of hearing;
 - 4) A brief faculty statement of the charges and issues involved;
 - 5) Names of AMB members and a statement that parties have a right to challenge any member no later than 5 days prior to the hearing.
- e. Students who fail to appear after proper notice will be deemed to have pled guilty to the charges against them.
- f. Hearings shall be closed to the public and shall be confidential.
- g. Hearings shall be tape recorded or transcribed.
- h. Witnesses shall be asked to affirm that their testimony is truthful.
- i. The burden of proof shall be upon the complainant, which must establish the guilt of the student by a preponderance of the evidence.
- j. Prospective witnesses other than the complainant and the student are excluded from the hearing during the testimony of other witnesses. All parties, witnesses, and the public shall be excluded during AMB deliberations.
- k. Formal rules of evidence shall not be applicable in these proceedings. The chair of each AMB shall give effect to the privileges recognized by law.
- l. The AMB shall not receive or consider arguments about the legality of any provision under which a charge has been brought or the legality of the procedures under which the hearing is proceeding. Such questions should be presented in writing to the Senior Vice President and Provost.

- m. Principals in the case shall have reasonable opportunity to question witnesses and present information and argument deemed relevant by the AMB.
- n. Final decisions of all AMBs concerning guilt or innocence and recommendations to the student's dean regarding disciplinary sanctions shall be by majority vote of the members present and voting. The final report shall contain a written statement setting forth findings of fact and the decision on each of the charges, and may contain recommendations for disciplinary sanctions with the reasoning behind these recommendations. A minority report may be filed.

Findings of AMB

- a. If the AMB finds that the facts do not support the allegations, the charges will be dismissed. The chair of the AMB shall transmit the finding in writing to the student's dean, the dean of the college offering the course, if different, and the Vice Provost for Academic Affairs within five University business days of the conclusion of the hearing. The student's dean shall notify the student and the Vice Provost for Academic Affairs in writing of the decision of the AMB and the dismissal of the charges within ten university business days after receiving the AMB decision. The matter is then ended, and the grade is recorded appropriately. The AMB record of the case shall be destroyed by the chair of the AMB 20 days after transmittal of the decision.
- b. If the AMB finds that the facts support the allegations against the student, the student shall be found guilty, and the AMB may recommend disciplinary sanctions (See 12.5). The AMB's finding and recommendations must be transmitted to the student's dean along with the recording of the hearing, and to the Vice Provost for Academic Affairs in writing within five University business days of the conclusion of the hearing. The student's dean shall notify the student and the Vice Provost for Academic Affairs in writing of the finding and the recommendations of the AMB and of the dean's decision. A letter to the student at the address last provided the University by the student shall be sufficient to meet this requirement. Copies of the letter may also be provided to other parties who have a legitimate need to know of the action. Implementation of the appropriate action or disciplinary sanction of the student's dean shall end the process.

Disciplinary Sanctions

Additional Recommendation of Disciplinary Sanctions

The AMB may recommend disciplinary sanctions including, but not limited to, those noted below:

- a. **Censure** – A written reprimand for violation of acceptable standards of academic conduct. This action takes formal notice of the student's act of academic misconduct and provides a formal warning that a further act of academic misconduct will result in far more severe action.

Censure shall not be noted on a student's transcript, but it will be noted in the Office of the Vice Provost for Academic Affairs. Copies of the letter of censure shall be provided to the student, the Vice Provost for Academic Affairs, the appropriate deans, and the instructor.

- b. **Limited Notation Suspension** – Suspension from classes and other privileges for a period of not less than one semester or more than one calendar year. During this period, the student will not be allowed to earn credits for transfer to the University of Oklahoma at any other institution. Any credits earned at another institution during a period of suspension shall not be recorded on the student's University of Oklahoma transcript and shall not be acceptable transfer credit at the University of Oklahoma. A notation of suspension for academic misconduct shall be made on the student's transcript. Such transcript notation shall be removed upon the student's graduation from the University or four years from the date of suspension, whichever comes first. The student's college is responsible for notifying the Registrar to remove the notation.
- c. **Permanent Notation Suspension** – Suspension from classes and other privileges for a period of not less than one semester or more than one calendar year. During this period, the student will not be allowed to earn credits for transfer to the University of Oklahoma at any other institution. Any credits earned at another institution during a period of suspension shall not be recorded in the student's University of Oklahoma transcript and shall not be accepted as transfer credit at the University of Oklahoma. A permanent notation of suspension for academic misconduct shall be made on the student's transcript.
- d. **Expulsion** – Termination of student status for an indefinite period, intended to be permanent. A permanent notation of expulsion for academic misconduct shall be made on the student's transcript. Such notation shall be permanent. If a student

is reinstated after an expulsion, it is only after a complete reconsideration of his or her case by the Senior Vice President and Provost.

Determination of Disciplinary Sanction

The student's dean shall determine the appropriate disciplinary sanction. The dean may consider the evidence in the record regarding extenuating circumstances and may request additional information prior to making his/her decision.

Appeals

Decisions regarding the facts and the disciplinary sanction shall be final and not appealable within the University, unless (1) manifest procedural irregularities effectively denied the student a fair hearing, (2) new and significant evidence becomes available which could not have been discovered by a reasonably diligent student before or during the original hearing; or (3) probable inequity exists in the disposition of the matter. Such appeals must be made within ten days of the time such grounds for the appeal are discovered or should have been discovered.

Appeals shall be made in writing to the Senior Vice President and Provost. Consideration of such appeals may be made by the Senior Vice President and Provost upon the basis of written statements and such other evidence as the Senior Vice President and Provost may require according to procedures he deems appropriate.

Harmless deviations from prescribed procedures may not be used to invalidate the decision or proceeding. Technical departures from these procedures and errors in their application shall not be grounds to withhold disciplinary actions unless, in the opinion of the Senior Vice President and Provost, the technical departure or errors were such as to have prevented a fair determination of the issues.

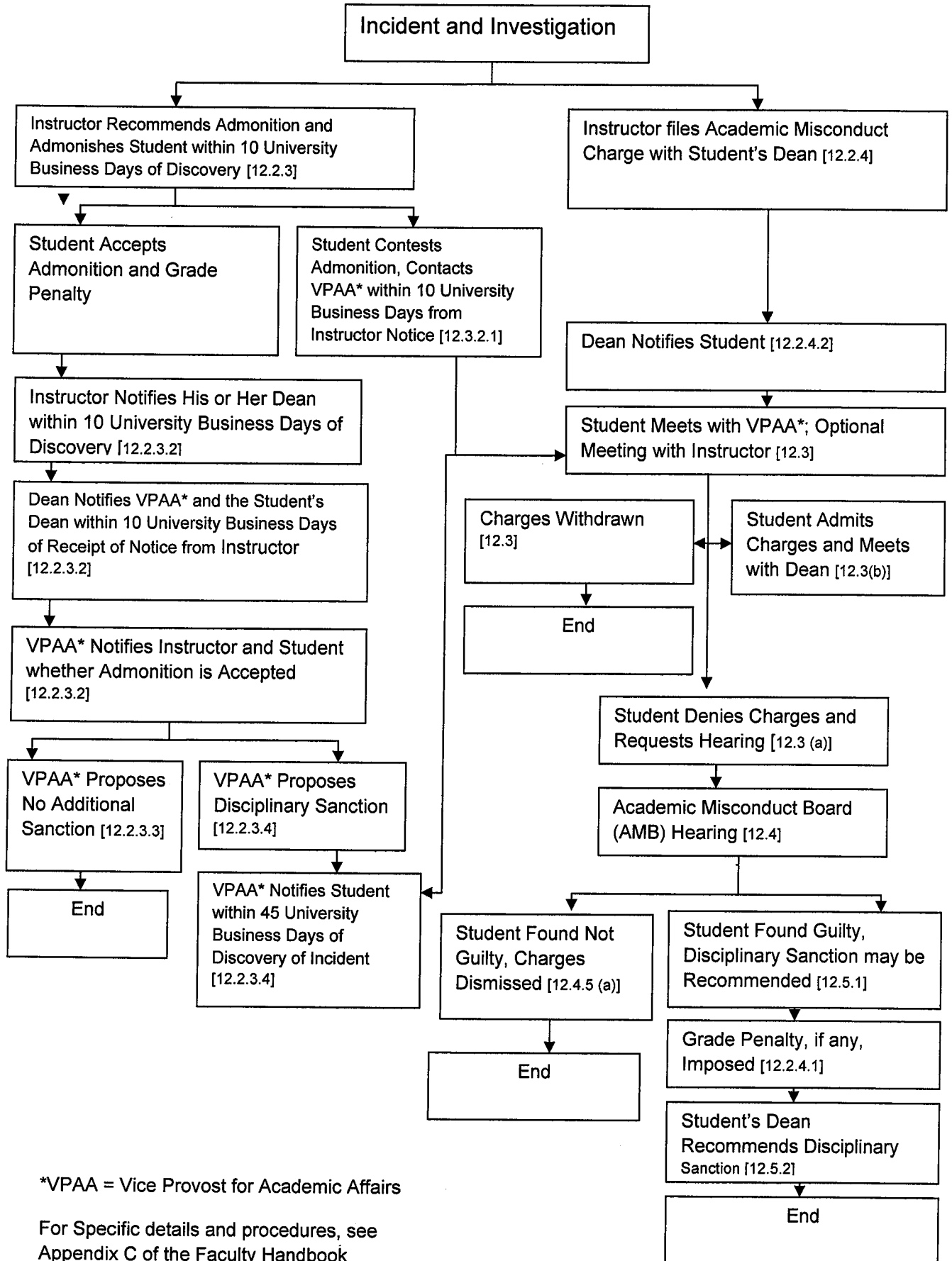
In all cases, the President and the Board of Regents reserve the right to review, at their discretion, any decision of a hearing body for manifest error or inequity.

Academic Misconduct in Off-Campus Courses

The principles of academic integrity, due process, and confidentiality apply fully in all courses offered by any Health Sciences Center academic unit. When an allegation of academic misconduct arises in a course in which instruction is primarily given or received in a place other than the Health Sciences Center campus, procedures shall be employed which are consistent with those in Section 12 to protect the rights of all parties as provided by law and University policy. The definition of academic misconduct in such classes and the procedure for filing a charge, notification, hearing, appeal, and

sanction shall be the same as those for the Health Sciences Center campus, as cited in Section 12. All travel and related costs shall be borne by the student.

Outline of Academic Misconduct Procedures Health Sciences Center



*VPAA = Vice Provost for Academic Affairs

For Specific details and procedures, see Appendix C of the Faculty Handbook

Ethics in Research

Introduction

Research and other scholarly activity at the University of Oklahoma must be above reproach. Each member of the University community has the responsibility to ensure the integrity and ethical standards in any activity with which he or she is associated directly, or any activity of which there is sufficient knowledge to determine its appropriateness. Misconduct in the conduct of research undermines the scholarly enterprise and erodes the public trust in the University community to conduct research and communicate results using the highest standards and ethical practices. The University of Oklahoma is responsible both for promoting scholarly practices that prevent misconduct and for developing policies and procedures for dealing with allegations or other evidence of scholarly or research misconduct.

This policy establishes uniform policies and procedures for investigating and reporting instances of alleged or apparent misconduct involving research, including, but not limited to, research or research training, applications for support of research or research training, or related research activities that are supported with funds made available under the Public Health Service Act. The policies and procedures outlined below apply to faculty, staff, and students. They are not intended to address all scholarly issues of an ethical nature. For example, discrimination and affirmative action issues are covered by other institutional policies.

Definition of Scholarly Misconduct

Scholarly misconduct involves any form of behavior which entails an act of deception whereby one's work or the work of others is misrepresented. Other terms, such as research fraud, are here subsumed within the term "scholarly misconduct" as defined below. The term scholarly misconduct will be used to encompass scientific as well as other types of scholarly misconduct. Scholarly misconduct is distinguished from honest errors and ambiguities of interpretation that are inherent in the scholarly process. Further, scholarly misconduct involves significant and intentional breaches of integrity, which may take numerous forms such as, but not limited to, those outlined below:

1. Falsification of data ranging from fabrication to deceptive selected reporting of findings and omission of conflicting data.
2. Plagiarism and other improper assignment of credit, such as excluding others or claiming the work of others as one's own; presentation of the same material as original in more than one publication; inclusion of individuals as authors who have not made a definite contribution to the work published; and submission of multi-authored publications without the concurrence of all authors.

3. Improper use of information gained by privileged access, such as through service on peer review panels, editorial boards, or policy boards of research funding organizations.
4. Serious deviation from the scientific method accepted in proposing or carrying out research, deliberate manipulations, or improper reporting of results.
5. Material failure to comply with federal, state, or institutional rules governing research: Including, but not limited to, serious or substantial violations involving the use of funds, care of animals, protection of human subjects, or use of investigational drugs, recombinant products, new devices, or radioactive, biological, and/or chemical materials.
6. Inappropriate behavior in relation to misconduct : Including inappropriate accusations of misconduct; failure to report known or suspected misconduct; withholding or destruction of information relevant to a claim of misconduct; and retaliation against persons involved in the allegation or investigation of misconduct.

Process for Handling Allegations of Scholarly Misconduct

1. Initiation of an Allegation of Misconduct.

Initial allegations or evidence may be reported to any faculty member or administrator, who must then report the allegations to the Senior Vice President and Provost and to the Vice President for Research. If the person to whom the report would normally be given is involved in some way in the misconduct, the next higher academic officer should be informed. The Provost or Vice President for Research shall take interim administrative actions, as appropriate, to protect Federal funds and insure that the purposes of the Federal financial assistance are carried out during the inquiry and investigation stages.

The Provost or Vice President for Research shall informally review any allegations of scholarly misconduct, confer with the dean of the college in which the allegation is alleged to have occurred and Legal Counsel, and determine whether the allegation warrants initiation of the inquiry process according to the policies and procedures for scholarly misconduct or whether other University policies or procedures should take precedence. The Provost or Vice President for Research will counsel the individual(s) making the allegation as to the policies and procedures to be used. If the reporting individual chooses not to make a formal allegation but the Provost or Vice President for Research believes an inquiry is warranted, an inquiry shall be initiated. The institution will pursue an allegation of misconduct to its conclusion,

even if the person against whom the allegation is made (hereinafter referred to as the "Respondent") leaves or has left the institution before the case is resolved.

2. Inquiry

- a. The first step of the review process is an inquiry which has as its purpose fact finding in an expeditious manner to help determine if an allegation is deserving of further formal investigation, and if formal investigation is not warranted, to make recommendations concerning the disposition of the case.
- b. An Inquiry Committee composed of no fewer than three tenured faculty with no real or apparent conflict of interest, with no appointment in the department of either the individual(s) making the allegation or the Respondent, with appropriate expertise for evaluating information relevant to the cases, shall be appointed by the Provost or Vice President for Research within fifteen (15) days after receipt of an allegation.
- c. The Provost or Vice President for Research shall notify the Respondent, in writing, of the allegations and the procedures which will be used to examine the allegations. The Respondent will be informed of the proposed membership of the Inquiry Committee to identify in advance any bias or conflict of interest.
- d. Where the individual(s) making the allegations seeks anonymity, the Inquiry Committee shall operate in such a way as to maintain the anonymity to the degree compatible with accomplishing the fact-finding purpose of the inquiry. Such anonymity cannot, however, be assured. Further, this anonymity may be neither desirable nor appropriate where individual(s) testimony is important to the substantiation of the allegations.
- e. Information, expert opinions, records, and other pertinent data may be requested by the Inquiry Committee. All involved individuals are obligated to cooperate with this committee by supplying such requested documents and information. Uncooperative behavior may result in immediate implementation of a formal investigation or institutional sanction.
- f. All material will be considered confidential and shared only with those with a need to know. The Provost or Vice President for Research and the members of the Inquiry Committee are responsible for the security of relevant documents.

- g. In order to gather evidence, whenever possible, the Inquiry Committee will conduct interviews of all individuals possessing relevant information but, in particular, the Respondent and the individual(s) making the allegation.
- h. All individuals may have the assistance of personal legal counsel at their expense at both the inquiry and the investigative stages; however, principals are expected to speak for themselves at the interviews.
- i. The review by the Inquiry Committee should be completed and a written report filed within 60 days of written notification to the Respondent that an Inquiry Committee is being named. The written report shall contain what evidence was reviewed, summarize relevant interviews and include the conclusions of the Inquiry Committee. If this deadline cannot be met, a request for extension and a report of reasons and progress to date, together with the anticipated time frame, should be filed with the Provost and the Vice President for Research and all individuals with a need to know should be informed.
- j. The written report of the Inquiry Committee will be conveyed to the Provost or the Vice President for Research, who shall give a copy of the written report of inquiry to the Respondent. The Respondent shall be given the opportunity (10 working days) to comment in writing upon the findings and recommendations of the Inquiry Committee. These comments may be made part of the record.
- k. If, after reviewing the outcome of the inquiry, the Vice President for Research in consultation with the Provost determines the need for a formal investigation, the Provost or the Vice President for Research will initiate that action within fifteen days by appointment of a Committee of Investigation, and by immediately notifying, among others with a need to know, the Director of the Office of Research Integrity, if appropriate, and the funding source, if any, that an investigation is being undertaken. This notification is expected to occur with twenty-four hours of the determination of the need for a formal investigation. Under certain circumstances, the institution may be expected to notify the sponsoring agency or funding source at a point prior to the initiation of an investigation. Factors used in determining the timing of such notification include the seriousness of the possible misconduct, the presence of an immediate health hazard, consideration of the interests of the funding agency, the scientific community, the public, and the individual who is the subject of the inquiry or investigation and his/her associates.

