Location

The University of Oklahoma is located within the Hurlburt Field Education Center:

1SOFSS/FSDE
University of Oklahoma
221 Lukasik Avenue, Suite #1
Hurlburt Field, FL 32544-5416
(850) 581-3000
aphurlburt@ou.edu
Site Director: Javier Ruiz

The Commission for Independent Education can be reached at:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Phone: 888-224-6684

Disclosure

- All applications and enrollments may be cancelled within three working days without a penalty being assessed to the student.
- Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Tallahassee, Florida 32399; toll-free telephone number 888-224-6684.

Tuition Rates

- The Advanced Programs tuition rate for courses offered at the Hurlburt Field, FL site is $361/credit hour. No other fees apply. Book costs vary for each course.
- Each admission application to Advanced Programs requires a $50 nonrefundable application fee.

Anti-Hazing Policy

Hazing, which is an activity participated in or encouraged by student groups, or any members, or associates of a group, in which prospective members or pledges are subjected to or imposed upon to do onerous, denigrating, or hazardous tasks. Student groups shall be assumed to be responsible for the actions of their members or associates for hazing violations. The University or prospective members may file a complaint of hazing against all parties as individuals and against the student groups. This policy can be found on page 14 of the University of Oklahoma Student Code.
Course Withdrawal Policy/Refund Schedule

Students who drop from a course must pay enrollment fees at the following rates:

- 30 or more days prior to the course start date – none
- 16 to 29 days prior to the course start date - 25 percent
- Start date to 15 days prior to the course start date - 50 percent
- After the start of the first class session - 100 percent

Students not attending the first night of class (No Shows) will be responsible for 100 percent of enrollment fees.

Cancellation and Refund Policy for Florida Students

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).
4. Cancellation after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 60% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student

Cancellation Policy

The University of Oklahoma Advanced Programs courses are subject to change or cancellation at any time. Students do not pay tuition until the first day of each course, so students are not liable for tuition for cancelled courses.

Grievance Procedures

Students may appeal the outcome of a grievance to the Commission for Independent Education at 325 W. Gaines Street, Tallahassee, Florida, 32399, toll-free 888-224-6684.

Transfer Credits to Other Institutions

The transferability of any credits earned at the University of Oklahoma is at the discretion of the accepting institution.

Placement

The University of Oklahoma offers placement assistance but makes no claims of guaranteed placement.
Programs offered at the Hurlburt Field, Florida Campus

- Master of Human Relations, 36 Semester Credit Hours
- Master of Arts in International Relations, 32 Semester Credit Hours
- Graduate Certificate In Helping Skills In Human Relations, 12 Semester Credit Hours
- Graduate Certificate In Human Resource Diversity And Development, 12 Semester Credit Hours

Each credit hour must include 800 minutes of instructional time. The University requires 50 minutes of instructional time per clock hour. 10 minutes of break time must also be included.

In accordance to 6E-2.004(9), the following is information regarding the University of Oklahoma Hurlburt Field campus’ available space, facilities and equipment. The OU Hurlburt classroom is Classroom E of Building 90220, base education building on Hurlburt Field, Florida. The building belongs to the 1st Force Support Squadron. This is a single story building with fire exits that are clearly marked. It has central air and heat. Men’s and women’s restrooms are available as well as a student area with vending machines. The classroom, which is also designated as the Headquarters executive classroom has comfortable seating for 30 students. Wireless internet for student use is available in the classroom and student areas. Faculty has access to a podium, computer, projector, DVD/VCR player, speakers, Internet, and white board. The classroom space and equipment is provided by the Air Force and is not the property of OU. The site director has a separate office from the classroom; it is room N and is in the same building as the classroom. The office is equipped with computer, scanner, Internet, and telephone with answering machine. A second computer is also available for student use. All file cabinets containing student/sensitive files are locked according to FERPA standards. Office space is provided by the Air Force, but most office equipment is the property of OU. Internet service in the office belongs to OU.

Academic Calendar

- Summer 2017 semester dates: May 1 – August 31, 2017
- Fall 2017 semester dates: September 1 – December 31, 2017
- Spring 2018 semester dates: January 3 – April 30, 2018
- Summer 2018 semester dates: May 1 – August 31, 2018

2017-2018 Holiday Schedule

- Labor Day 2017 – September 4, 2017
- Thanksgiving 2017 – November 23, 24, 2017
- Winter Break 2017 – December 22, 25, 26, 27, 28*, 29*, 2017 and January 1, 2018
- Martin Luther King, Jr. Day 2018 – January 15, 2018
- Memorial Day 2018 – May 28, 2018

Registration Start Dates:

- Fall term: July 1, 2017
- Spring term: November 1, 2018
- Summer term: March 1, 2018

Admission to Candidacy Form (Due Dates to Department):

- Spring term: August 15
- Summer term: January 15
- Fall term: February 15
Graduation application Due Dates:
- Spring term: March 1
- Summer term: July 1
- Fall term: October 1

HR Deadlines for Internship and IDR Packets:
- Spring term: November 1
- Summer term: March 1
- Fall term: July 1

HR Comprehensive Exam Dates:
- Spring term: February 1 – March 1
- Summer term: First full week of June
- Fall term: September 15- October 15

Course Numbers
All courses are identified by numbers composed of four digits. Courses numbered 1000-2999 are referred to as “lower-division,” those numbered 3000-4999 are “upper-division,” and those numbered 5000 and above are “graduate-level.”

The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification:

Courses numbered 0000 to 0999 are developmental remedial courses offering no college credit. Courses numbered 1000 to 1999 are primarily freshman level.

Courses numbered 2000 to 2999 are primarily sophomore level. Courses numbered 3000 to 3999 are primarily junior level.

Courses numbered 4000 to 4999 are primarily senior level.

Courses numbered 5000 to 5999 are primarily for post-baccalaureate students, except by permission of the department and the graduate dean.

Courses numbered 6000 to 6999 are restricted to post-baccalaureate students, except by permission of the department and the graduate dean.

The second and third digits identify the course within the field.

The fourth digit denotes the number of credit hours assigned to the course. A zero (0) as the fourth digit indicates the course is offered for a variable number of credit hours. No change may be made in the number of credit hours specified for the various courses as indicated in the catalog.

The only exception is University course 4000 which carries graduate credit when completed through the Scholar-Leadership Enrichment Program.
### Representative List of OU Faculty

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Degree</th>
<th>Degree Source</th>
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</thead>
<tbody>
<tr>
<td>Gary</td>
<td>Anderson</td>
<td>Ph.D.</td>
<td>University of Toledo</td>
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<tr>
<td>Bruce</td>
<td>Barnes</td>
<td>M.A.</td>
<td>Royal Military College of Canada,</td>
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<tr>
<td>Paul</td>
<td>Bell</td>
<td>Ph.D.</td>
<td>Yale University</td>
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<tr>
<td>David W.</td>
<td>Levy</td>
<td>Ph.D.</td>
<td>University of Wisconsin</td>
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<tr>
<td>Roy</td>
<td>Metcalf</td>
<td>Ph.D.</td>
<td>Arizona State University</td>
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<tr>
<td>Darren</td>
<td>Purcell</td>
<td>Ph.D.</td>
<td>Florida State University</td>
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<tr>
<td>Giovanna</td>
<td>Gismondi</td>
<td>LL.M.</td>
<td>Georgetown University</td>
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<td>Jill</td>
<td>Irvine</td>
<td>Ph.D.</td>
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<td>Jose</td>
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<td>Robert H.</td>
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<td>Alexander</td>
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<td>Daniel</td>
<td>O stas</td>
<td>Ph.D., J.D</td>
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<td>Ronald</td>
<td>Peters</td>
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<td>Aondover</td>
<td>Tarhule</td>
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<td>McMaster University, Ontario,</td>
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<td>Jerome</td>
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<td>Young</td>
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<td>Eric</td>
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<td>Chan</td>
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<td>Glenda</td>
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<td>Kathryn</td>
<td>Marlow</td>
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<td>Marc</td>
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<td>James</td>
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<td>Chad</td>
<td>Johnson</td>
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<td>Mitchell</td>
<td>Smith</td>
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<td>Princeton University</td>
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<td>James</td>
<td>Pappas</td>
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<td>Clarence</td>
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<td>David</td>
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<td>Alexander</td>
<td>Holmes</td>
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<td>State University of New York at</td>
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<td>Bob Mitchell</td>
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<td>Texas A &amp; M</td>
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<td>Glen</td>
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<td>Elysssa</td>
<td>Faison</td>
<td>Ph.D.</td>
<td>University of California, Los Angeles</td>
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<td>David</td>
<td>Tan</td>
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<td>Fred</td>
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<td>Laurel</td>
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<td>Zhen</td>
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<td>University of Michigan</td>
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<td>Eric</td>
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<td>Alberto</td>
<td>Mata</td>
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<td>University of Notre Dame</td>
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<tr>
<td>Todd</td>
<td>Fagin</td>
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<td>Lawrence</td>
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<td>Jeanette</td>
<td>Davidson</td>
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<td>Rodger</td>
<td>Randle</td>
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<tr>
<td>Trent</td>
<td>Gabert</td>
<td>Ph.D.</td>
<td>University of Wisconsin</td>
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<tr>
<td>Steven</td>
<td>Cobb</td>
<td>Ph.D.</td>
<td>Univ. N. Carolina</td>
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<tr>
<td>Timothy</td>
<td>Davidson</td>
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<td>Univ. of Edinburgh</td>
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<td>Sterling</td>
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Publications and Advertising

All advertising and promotional literature provided by the University of Oklahoma shall be accurate and not misleading to the public.

Student Services

One

OU’s web-based information portal One serves as a gateway for student, faculty and staff, providing services to include obtaining grades, counseling, registration and information, library resources, computer support and equipment appropriate to the master’s and doctoral degrees offered by OU. One requires only a single sign-on and is available 24/7.

Faculty and administrative staff have additional access privileges in One. Faculty may access the class roster for each course they teach as well as post grades for each course. Support staff, such as the OU-North America staff and the OU-Norman campus office staff are able to review student registration, transcripts and account information such as registration holds and other information necessary to ensure students are afforded a high level of customer service around the world.

Counseling and Advisement

Each student is assigned a designated advisor to provide degree completion counseling and advisement. Additionally, faculty advisors are periodically scheduled to teach courses in Florida. Students may be advised before or after class, during posted office hours or at appointment times when the advisor is on site. The OU Site Director will notify students of advising opportunities and assist students in establishing these appointments.

Professors are available to students for consultation outside class time. Each professor designates hours for consultation on the course syllabus. The professor can be available at least one half hour before each class session, for four hours on a specified day for walk-in consultation and/or by appointment. Syllabi also contain information on how the professor can be reached before and after class sessions by mail, phone and e-mail.

Online Application

Students may apply to the University of Oklahoma through the OU’s Online Application system. Links to the online application are available through the OU website. The OU-Site Director is available to provide assistance to students for completion of the online application as needed. OU will enroll those academically qualified individuals who meet OU’s admission requirements.

Students may enroll online through the OU student information system. Additional information located in One includes enrollment tools to locate courses, enroll, add or drop, view course descriptions and also provides online instruction for these various functions.
Library

The library needs of OU students and faculty around the world are met through the extensive holdings of the University of Oklahoma Libraries, which contain more than 5 million volumes, 75,000 serials subscriptions (print and electronic) and 300 databases. The University of Oklahoma Libraries rank 26th out of 114 academic research libraries in North America for volumes held and has been a depository library for federal government documents since 1893. OU-AP students are eligible for some additional library services beyond those available to students on the OU-Norman campus which includes the ability to search the entire collection and to receive research assistance. Librarians in Norman send books, articles, government publications, periodicals and interlibrary loans directly to the students worldwide, whereas local students must obtain their own materials. As well, a link for distance learning students has been made available to OU student off campus. Through this web link, OU-Hurlburt students get individualized and immediate assistance in obtaining books, articles and other materials from recent scholarly sources not yet available in full-text. All books except those not normally circulated on campus are available to OU students worldwide. OU-Hurlburt students can access these services from the OU-Advanced Programs website, One, or through the OU Libraries website.

Computer Support

The University of Oklahoma has incorporated the increasing use of technology to enhance its communication and academic capabilities in support of off campus students. Students at Hurlburt and other off campus locations have been found to utilize technology to a greater degree and skill. Due to the increased computer usage in education, homes, and business, most military installations have increased the type and number of facilities with computer and Internet services. Among these are base libraries, Army learning resource centers, MWR Internet cafes and unit facilities which are available to military servicemembers. OU supports students by providing access to information technology support and access to software and hardware at educational discounts.

Course Textbooks

Students obtain their texts and materials through the Follett Student Direct Ordering system via any of five methods; 1) online website, 2) phone, 3) fax, 4) e-mail, or 5) mail-in order. It is the University’s policy to order paperback/soft cover books whenever they are available in order to provide course materials at the lowest cost to students. Additionally, if available, Follett provides used textbooks (upon student request) at an even lower cost, textbook rentals and eBooks.

Course Syllabi

OU’s registration period is ongoing throughout the semester. OU ensures that course syllabi, faculty vita and required textbooks are available to students in and downloadable from the OU-AP website in a timely manner – at least 10 weeks before the first class session. The syllabus guides the students through preparatory reading and assignments and provides focus for the entire course.

OU-AP Website

OU maintains a website at GoOU.ou.edu. Students can access a wide variety of resources from this page. In addition to the data found on the home page, many links direct students to other valuable websites across the campus. Among the items found on the website are:

- OU-Advanced Programs Bulletin (catalog)
- Link to the web-based student portal, One for course registration
- Syllabi for courses are accessible by clicking on the course number in the course schedule. Syllabi are downloaded in Adobe Acrobat (.pdf) format.
- The annual course schedules by location, specifically for each term, prior terms and upcoming terms with course titles, instructor, site and time.
- Links and information to the various military service education portals.
- Links to the OU General Catalog and the Graduate College Bulletin.
- On-line registration/drop/withdrawal capabilities.
- The online application to the University of Oklahoma.
- General information about OU-AP, where sites are located, how to contact OU personnel throughout North America and on campus in Norman, degree program summaries.
- Special time-sensitive information (e.g., graduate recognition ceremony information and forms).
- Links to the home pages of all departments offering degrees in Europe, including the Graduate College and OU-Norman campus home page that provides links to the entire network of web-based resources; each site in Europe that contains site-specific information for students; Financial Aid at OU; Veteran Assistance.

**Graduation Recognition Ceremony**

OU-Hurlburt conducts a Graduation Recognition Ceremony each year in conjunction with the other schools located at Hurlburt Field. The ceremony is followed by a reception for the graduates and all guests. Site Directors from nearby sites, professors from the academic programs or other campus representatives may participate in the ceremony to honor the graduates.

Graduates are also invited to participate in the formal graduation ceremony in the spring held in Norman, Oklahoma. OU-AP provides a pre-ceremony reception for AP graduates around the world. Each year 20 to 50 graduates from Europe and off campus locations in North America attend to tour the campus and meet the staff and faculty in celebration of earning their degree.

**Online courses:**

Students wishing to participate in online courses must provide the following:

**Windows 7 system requirements:**
- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver

**OS X Lion 10.7 system requirements:**
- Intel Core 2 Duo, Core i3, Core i5, Core i7, or Xeon processor
- Mac OS X v10.6.6 or later to install via the Mac App Store (v10.6.8 recommended)
- 7 GB of available disk space
- 2 GB of RAM

Students are provided access to online classes via the OU course management system, Desire to Learn (D2L).

Following is a list of system requirements to use D2L or other online systems provided by the University of Oklahoma – Information Technology (OU-IT):
- Required Operating system: Windows 7 or Mac OS X
• Your system must have Java Runtime Environment 7 or greater and Adobe Flash Player 10.1 to ensure the drag & drop feature, audio/video recording feature, and equation editor works properly. Java script and cookies must be enabled.

• Internet Explorer 10, Internet Explorer 9, Firefox (newest) (recommended), Firefox 17, Chrome (newest) are all Windows supported browsers.

• Firefox (newest) (recommended), Safari 6.0, Safari 5.1, Chrome (newest) are all Mac supported browsers.

• iOS (newest), iOS 5 (Safari 5.1), Android (newest), Android 4.0, and Blackberry 7 are all mobile supported browsers.

Office 365 is the software program utilized for online assignments. It is supported through several recent versions of Office on both Mac and Windows. The latest supported clients will be listed at http://askit.ou.edu/customer/en/portal/articles/2058720-office-365-latest-software-list. OU IT offers free Microsoft software to students.

Note: Students will be notified of changes to the information provided in this supplement.
The University of Oklahoma
ISOFSS/FSDE
University of Oklahoma
221 Lukasik Avenue, Suite #1
Hurlburt Field, FL 32544-5416
(850) 581-3000
aphurlburt@ou.edu
Site Director: Javier Ruiz

Student Enrollment Agreement

This agreement, together with the school catalog, constitutes a binding contract between the student and the school upon acceptance by the school.

Read application thoroughly before answering questions

Student Information

Name: _______________________________________________________________________
Address: _____________________________________________________________________
Telephone: _______________________
Date of Birth: ____________________ Circle one: Male Female

Program Information

Program Title: _________________________ Semester Hours: _______
Class Schedule: Monday - Friday 6:00 p.m.-9:30 p.m.; Saturday 8:00 a.m.-4:30 p.m.; Sunday 8:00 a.m.-12:00 p.m.

Each course consists of the following components:

• A minimum of 30 days of pre-seminar study and work in preparation for the onsite seminar.
• The on-site seminar of 30 clock hours is conducted over a one-week time frame (see course schedule above).
• A follow-up time period of up to 30 days following the last day of the onsite seminar to complete such requirements as application projects, take-home examinations and/or research papers.

With the above course delivery for OU’s intensive format, students complete three semester hours of course work. The length of a web-based course can be as long as four months depending upon the number of credit hours and content. The exact duration and dates will be clearly spelled out in each syllabus.

Students may enroll for their courses online at One.ou.edu. Instructions for using the online enrollment system and a link to One.ou.edu can be found on the Advanced Programs Web site at www.goOU.ou.edu. Students may enroll for courses by semester or by course prior to 30 days before the course begins.

Tuition $ 350 per credit hour, $1,050 per course
Application Fee $ 50 non-refundable
Books & Materials $ Varies by course

This agreement constitutes a binding Contract between the Student and the University of Oklahoma.
Methods of Payment
Statements are calculated on the last working day of each month and online statements are available at One.ou.edu within 24 hours. Tuition payments are accepted through One’s Bill Pay system. No payments are accepted at the teaching site.

Course Withdrawal Policy
Students who drop from a course must pay enrollment fees at the following rates:

- 30 or more days prior to the course start date – none
- 16 to 29 days prior to the course start date - 25 percent
- Start date to 15 days prior to the course start date - 50 percent
- After the start of the first class session - 100 percent

Students not attending the first night of class (No Shows) will be responsible for 100 percent of enrollment fees.

Approved Notices of Drop or Withdrawal
All drops processed by the site director must be in writing. The original notification may be in the form of a mailed or faxed letter or an e-mail message. This must be followed up with a signed drop form. The date must be clearly indicated on all drop documents. It is the student’s responsibility to ensure that the site director has received and processed the drop.

Drops that occur 30 days or less before the first class session will incur the associated penalty as outlined above. A request to waive the penalty must be accompanied by documentation of one of the following:

- Personal illness documented by a notice from a physician or a copy of the medical bill, which clearly indicates that the student would be unable to attend the class sessions. This should note the specific dates of the illness and inability to attend class.
- Military Travel Order or Permanent Change of Station Order, which clearly indicates that the student would be unable to attend the class sessions. The order must include dates of class sessions.
- Job-related absence explained with a letter on company or agency letterhead and signed by a supervisor, stating that the absence was unavoidable and that clearly indicates that the student would be unable to attend the class sessions.

All penalty waiver requests and associated letters, military travel orders, copies of physician reports, etc., must be submitted within 30 days of the first class session and will be reviewed by Advanced Programs and (1) be approved in full, (2) be approved but with some penalty or (3) not be approved. Advanced Programs reserves the right to verify the documentation. Other appeals will be reviewed on a case-by-case basis. A student wishing to withdraw from a course for reasons that do not meet the criteria for a waiver request (refer to the drop policy) is responsible for full tuition. If a student leaves class or does not attend class once the course begins for reasons that do not meet the criteria for a waiver request, the student will remain enrolled and will need to request to withdraw through the professor; students will, then, receive a grade of W or F as assigned by the professor. Penalty waiver requests for courses that have begun are reviewed on a case-by-case basis and only for extreme and extenuating circumstances.

Cancellation and Refund Policy for Florida Students
Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).

4. Cancellation after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

5. Cancellation after completing 60% of the program will result in no refund.

6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student

Leave of Absence
OU-AP graduate students are not required to report a leave of absence in the progression of courses toward their degree. A master’s student must complete all of the degree requirements within five calendar years of the first enrollment in any graduate-level OU course to be applied to the master’s degree. If a course has exceeded the five-year rule, it must be retaken or replaced with a current course.

Grounds for Termination
I agree to comply with the rules and policies and understand that the University of Oklahoma shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the University of Oklahoma reserves the right to modify the rules and regulations, and that I will be advised of any and all modifications.

Graduation Requirements
I understand that in order to graduate from the program and to receive a diploma, I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 70% average and satisfy all financial obligations to the School.

Employment Assistance
I understand that the University of Oklahoma has not made and will not make any guarantees of employment or salary upon my graduation. The University of Oklahoma does not provide placement assistance, consisting of identifying employment opportunities or advising me on appropriate means of attempting to realize these opportunities.

Acknowledgement
This contract contains the entire agreement between the School and myself, and no further modification or representation except as herein expressed in writing will be recognized.

Notice to prospective students: do not sign this contract before you have read it or if it contains any blank spaces. All signers have received and read a copy of the binding document and catalog.

Signature of Applicant: _________________________________Date: ___________________________

Signature of School Official: _____________________________Date: ___________________________