

# ACADEMIC REGULATIONS

In addition to the minimum regulations listed below, there may be college, departmental or program requirements which apply. Students are advised to review all steps, procedures, policy documents and details of their academic program with their academic advisor, department head or division head.

## Enrollment in Good Standing

Students who are not under academic or disciplinary suspension or expulsion from OSU-Oklahoma City, are judged to be making satisfactory progress towards educational objectives, and have met financial obligations to OSU-Oklahoma City, are considered to be in good standing and eligible to enroll.

## Retention Standards

A student will automatically be placed on academic probation when the grade point average of the last semester attempted is less than 2.0 and the retention/graduation grade point average falls below the standards set by the Oklahoma State Regents for Higher Education. For continued enrollment a student must have earned a retention/graduation grade point average as indicated below:

<b>Collegiate Hours Attempted</b>	<b>Min. GPA</b>
0 through 30 semester credit hours .....	1.70
Greater than 30 semester credit hours .....	2.00

A student (with fewer than 30 collegiate credit hours attempted) whose retention/graduation grade point average falls between a 1.70 and 2.00 will be placed on Academic Notice.

## Scholastic Requirements for Continued Enrollment of a Student under Academic Probation

Students who fail to maintain satisfactory progress toward educational goals as outlined above will be placed on probation for one semester. At the end of that semester, students must have a semester grade point average (GPA) of at least 2.00 or meet the minimum retention standard (See Retention Standards) to continue as a student. A student will be academically suspended when he or she fails to meet the conditions of academic probation.

## Reinstatement after Academic Suspension

A student who has been suspended from OSU-Oklahoma City for academic reasons may not ordinarily apply for readmission earlier than one



16-week semester following the date of suspension. Following the mandatory stop-out period or non-enrollment/suspension, an academically-suspended student may petition for reinstatement. A student may be reinstated under this provision only once. Reinstatement will be based on the merits of the individual case.

## Procedure of Appeal for Immediate Reinstatement

An academically-suspended OSU-Oklahoma City student may petition for immediate reinstatement if:

- the student can document extraordinary personal circumstances that contributed to his or her academic deficiencies (for example, severe illness or injury, death of immediate family member, etc.) and reasonable cause as to unusual reasons for failure can be shown;
- evidence as to capabilities for success is presented (for example, satisfactory scores obtained on aptitude or achievement tests); and
- an objective plan balancing proposed enrollment, study time and a work schedule that focuses upon achievement of the student's educational goal is presented.

## Transfer of Credit from other Accredited Colleges and Universities

Undergraduate and graduate semester credit hours earned at another college may be applied toward a degree or certificate program at OSU-Oklahoma City.

The credit must have been earned in courses offered at a college or university that has been fully accredited within the Association of the Council on Postsecondary Accreditation.

The Registrar's Office will make the determination of acceptance of any course to be accepted for transfer to OSU-Oklahoma City. The number of credit hours to be accepted and the applicability of such evaluated credit will also be determined at that time.

Applicability of evaluated courses to a particular program at OSU-Oklahoma City is made by the academic division of the specific curriculum in accordance with the recommendations for transfer from the Office of the Registrar.

Credit will be evaluated from each individual college transcript. Credit for military training will be determined from official documents or completion certificates in accordance with the Guide for the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education. Military credit posted to a previous college's transcript may be re-evaluated by OSU-Oklahoma City.

## Transfer Students with Less than a 2.0 Grade Point Average

Students who are accepted for admission with a retention/graduation grade point average below the retention standards will be admitted on academic probation. Academic status following the entry semester of probation will be determined thereafter according to the institutional probation and suspension regulations.

## Enrollment

### Dropping and Withdrawing from Classes

A student who wishes to drop a class or completely withdraw (ceases to be enrolled for credit in all courses during a semester or session) will initiate the withdrawal with his or her academic advisor, obtain the required signatures, and complete the process by submitting the withdrawal form to the Office of Admissions.

At any time prior to the end of the second week of a regular semester, the first week of an eight-week session or before the beginning of a four-week or short course, a student may withdraw and no evidence of the enrollment will appear on the student's academic record. Dropping online is not permitted after the semester begins.

After the drop/add period, but prior to the end of the 12th week of a regular semester, the sixth week of an eight-week session or three-fourths of the way through a four-week or short course, a student may drop a course and receive the grade of "W" for all classes dropped.

After the 12th week of a regular semester, the sixth week of an eight-week session or three-fourths of the way through a four-week or short course a student may not withdraw. A grade ("A, B, C, D, E, I or P") will be assigned for each course. The term "AU" is automatically generated on the transcript record for all students enrolled in an audit status. Audit is considered a non-credit status; therefore, those students enrolled for audit do not submit a withdrawal form.

A student may not withdraw from or drop any course(s) in which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he or she may withdraw or drop the course. If the student is found guilty, the instructor may take appropriate disciplinary action, including assigning the grade "F" for the course.

The date the withdrawal form is received by the Office of Admissions is the official date of the transaction. It is the student's responsibility to ensure that the withdrawal form is received in the Office of Admissions.

An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as an "AW."

Non-attendance does not relieve the student of financial obligations to OSU-OKC. Charges due to failure to drop or withdraw from classes will not be waived.

### Adding Courses

Students can add courses before each semester or session begins and through the course change period each semester or session. No adds or section changes after the course change period are permitted unless approved by the instructor and department head.

## Registration

### Course Numbering System

All OSU-Oklahoma City credit courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken. The last digit indicates the number of semester credit hours for which the course is offered. Course numbers ending in 0 indicate that the course carries variable credit. A course number beginning with 0 indicates that the course is developmental or remedial in nature and cannot be used to satisfy a degree requirement.

### Semester Credit Hour

A semester credit hour is equivalent to: (1) 16 class sessions 50-minutes in length (including examinations) conducted under the guidance of a qualified instructor, or (2) 16 three-hour laboratory sessions or (3) 16 two-hour laboratory sessions plus 16 hours of preparation time. These same equivalencies apply to extension courses, short courses and other learning formats for which academic credit is awarded.

### Preparation

Students need to maintain a ratio of class time to study time of at least two to three hours of study for every one hour of class credit. This ratio means that enrolling in 15-18 semester hours assumes a 30 to 36-hour-per-week study commitment, or a total of 45-54 hours each week devoted to your degree.

### Maximum Semester Credit Hour Load

Any student intending to enroll in 19 semester credit hours and above (10 or above during a summer session) must have approval from the student's academic advisor or the registrar. Excessive hours in any given semester or summer session will be limited to the number of semester credit hours 50 percent greater than the number of weeks in the applicable semester or session. The maximum enrollment for a fall or spring semester is 24 credit hours. Maximum enrollment for a summer session is 12 credit hours. The

maximum credit hour and excessive hour regulation shall include courses taken in residence at OSU-Oklahoma City, concurrently-enrolled courses at other colleges, correspondence or extension courses.

### Class Size

The minimum number of students enrolled in a class in order for the class to actually meet is typically 12. The maximum enrollment for each class section is determined by the academic division heads and vice president for academic affairs prior to the publishing of the class schedule each semester. These maximum or minimum sizes can be increased or decreased only by the division head or vice president for academic affairs.

### Tuition and Fee Charges

Tuition, fees and other charges are established by the Oklahoma State Regents for Higher Education and are subject to change each academic year. Tuition and fee rates are assessed on a per credit hour basis and vary depending on the student's residency classification. Non-attendance does not relieve the student of financial obligations to OSU-Oklahoma City. Charges due to failure to drop or withdraw from classes will not be waived.

### Payment of Tuition and Fees

The payment schedule is published each semester or session in the class schedule publication. Students are responsible for full payment of tuition, fees and other charges by the deadline date(s). All delinquent accounts must be cleared before the student can obtain a transcript or letter of good standing, receive a diploma or enroll at OSU-Oklahoma City for subsequent semesters.

### Cancellation of Classes

OSU-Oklahoma City reserves the right to cancel any class that does not have a sufficient number of students to warrant its continuation. A class may also be cancelled if extenuating circumstances occur. Classes officially cancelled by OSU-Oklahoma City will be refunded at a rate of full tuition and fees to students enrolled in those cancelled sections.

**Audit**

A student who does not wish to receive credit in a course may enroll for audit. Students who audit classes are considered “visitors” to that class and will receive the designation “AU” on the permanent transcript record. Students enrolled for audit are considered to be in a non-credit status, and, therefore, do not need to drop/withdraw from audited classes. Fees for auditing courses are the same as for credit enrollment and fees are non-refundable.

Students who originally enroll in classes for credit may change to audit. Students changing from credit to audit must do so within the time limits for dropping or withdrawing. Students who originally enroll for audit may change to credit only if they have been determined to be admissible for credit and process the request during the drop/add period.

**Class Attendance**

Students are expected to regularly attend all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the class instructor when an absence occurs.

**Change of Address, Name or Student Data**

Changes in address, name or other student demographic data should be reported immediately to the Admissions Office. Name changes necessitate the presentation of official documentation (i.e. marriage license, divorce decree) of the change requested. Name changes will be made to a student’s permanent transcript record only during semesters in which a student is enrolled.

**Grades and Grade Reporting Official Transcripts**

All official transcripts of students’ academic records at OSU-Oklahoma City are prepared and released by the Registrar’s Office. The transcript is the official academic record of a student’s work. Transcripts list semesters enrolled as well as any credit awarded by advanced placement. Transfer credit may be added to the OSU-Oklahoma City transcript.

Transcript requests must be submitted in writing or on the Transcript Request form ([www.osuokc.edu/current](http://www.osuokc.edu/current)). Transcripts will not be furnished to students who have delinquent accounts with the college. Official transcripts submitted from other academic institutions become a part of the student’s permanent academic record at OSU-Oklahoma City and will not be released to the student although the student may request unofficial copies of these records.

**Registrar**

All requests for registrar services (i.e., letters of good standing, deferments for financial institutions, copies of documents from the student record) are processed by the Office of the Registrar. Such service may not be provided for students who have delinquent accounts with OSU-Oklahoma City. Requested service may take 24-48 hours.

**Grade Point System**

Students receive one final grade in each course taken. The grade point is used with grades as a gauge of scholastic standing and as a partial basis for graduation. The following grade point system is used in calculating the grade point average:

- Grade “A” yields four (4) quality points per credit hour.
- Grade “AH” (A with Honors) yields four (4) quality points per credit hour.
- Grade “B” yields three (3) quality points per credit hour.
- Grade “BH” (B with Honors) yields three (3) quality points per credit hour.
- Grade “C” yields two (2) quality points per credit hour.
- Grade “D” yields one (1) quality point per credit hour.
- Grade “F, I, P, W, N, AU (audit) and AW” (administrative withdrawal) yield zero (0) quality points per credit hour.

**Grade Interpretation**

Grades for work in class and laboratories at OSU-Oklahoma City are indicated by “A, AH, B, BH, C, D, F, I, P, W, N, AU or AW.” Descriptions of the grades are as follows:

**A - Superior**

To obtain the grade of “A,” students must show that they have: 1) a thorough comprehension and retention of facts and principles of the subject; 2) the ability to reproduce these facts and principles readily, accurately and concisely, orally and in writing; 3) the power to correlate; 4) the ability to apply the methods of the course to new and original problems and situations with reasonably sound results.

**AH - Superior**

To obtain a grade of “AH” students must show all of the qualities shown above for an “A” and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program information.).

**B - Good**

To obtain the grade of “B,” the student must show the first two qualities which are required for the “A” without the third and fourth; that is, the student shows, thorough comprehension and accurate retention, but does not show the power of correlation or original reaction. The grade “B” is also for the student, who, during a considerable part of the course, but not uniformly, has shown all the qualities of an “A” grade student. At times the student has been neglectful of prescribed tasks to a slight or moderate degree, due, not to illness, but to pressure of other work or to legitimate outside interests.

**BH - Good**

To obtain a grade of “BH” students must show all of the qualities shown above for a “B” and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program information.).

**C - Adequate**

The work of the student receiving this grade frequently shows adequate comprehension and accurate reproduction but is moderately irregular.

**D - Minimum Passing**

This grade is for the student whose work is considerably below the average. The work is barely passable.

**F - Failing**

An “F” for failure is given to a student who does not show satisfactory grasp of the subject and whose examinations and class performance are poor. (In other instances, an “F” is given to a student who ceases to attend class without officially dropping or withdrawing, and therefore cannot complete the work.)

**I - Incomplete**

The grade of "I" represents incomplete work. It is given to students whose work averages above passing, but who have been unavoidably prevented from completing the work of the course. The "I" grade indicates that the student has completed at least 70 percent of the required work for the course. The "I" grade is also given in courses of a continuing character. (For regulations concerning the request for and the removal of "I" grades, refer to that section.)

**P - Passing Grade**

The grade "P" is given to indicate passing in a course that has been approved for a pass-fail grading system at OSU-Oklahoma City. In computing grade point averages, both credit hours and quality points are ignored for courses with grades of "P." The hours are computed into the total hours earned.

**W - Drop or Withdrawal**

A mark of "W" indicates a student dropped or withdrew before the official withdrawal deadline. The grade of "W" does not indicate drop passing or failing and is not used in the grade point calculation or hours earned. The "W" grade is not punitive.

**AW - Administrative Withdrawal**

"AW" may be assigned for lack of attendance or other "special circumstances." An "AW" will affect the financial aid status of the student. A grade of "AW" is not used in the grade point calculation or hours earned and is not punitive. The grade may be appealed through the grade appeal process.

**N - No Grade**

A mark of "N" indicates that a grade was not available to the registrar at the time grades were posted to student records. An "N" is not a grade and will be changed to the grade earned within a reasonable time after the grades are received by the registrar from the instructor. The "N" is not used in calculation of grade point averages.

**AU - Audit**

"AU" indicates that the class was not taken for credit and that the student was only a "visitor" to the class. Audit classes do not indicate passing or failing and are not used in the grade point calculation or hours earned.

**Grade Point Average**

Grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. For example, a total of 32 quality points earned in a semester by a student officially enrolled in 16 semester hours of classes gives a grade point average of 2.00 for that semester. Cumulative grade point average is calculated similarly using the sum total from all semesters of all collegiate-level courses attempted at all accredited institutions of higher education. In both cases, the grades "P, W, I, N, AU and AW" will not be used to calculate the grade point average.

**Prerequisite Courses**

If a course has a required prerequisite, students must successfully complete the prerequisite course with a "C" or better to advance to the next course in the required sequence.

**Incomplete "I" Contract**

The request for the "I" grade is initiated by the student and is granted to eligible students at the discretion of the instructor. In order to be considered for an "I" grade, a student must have successfully completed (grades above passing) at least 70 percent of the coursework and be unable to finish the course for reasons beyond his or her control. In order to award a grade of "I," the student and the instructor must complete an "Agreement for Incomplete Grade." The "I" Grade Agreement sets the conditions for the satisfactory completion of the coursework and is submitted by the instructor to the Registrar's Office with the official grade roll.

**Removal of Incomplete "I" Grades**

It is the responsibility of the instructor to report the removal of the incomplete grade to the Registrar's Office on the appropriate form furnished by the registrar. Students who receive an "I" grade in courses of non-continuing nature have the responsibility for satisfying the requirements stipulated by the "I" Grade Agreement at the time of the assignment of the "I" grade. The maximum time frame allowed a student to remove an incomplete grade is one calendar year unless a shorter time is stipulated in the agreement.

**Final Grades**

A final student grade report at the end of each semester or session is prepared by the Registrar's Office. Grade reports are usually available to students within two weeks after the official ending of the semester. Grades are available to students on

the OSU-Oklahoma City website at [www.osuokc.edu/sis/](http://www.osuokc.edu/sis/) and an official grade report can be mailed upon written request. Final grades are posted on the student's official transcript. The final evaluation of grades for the student is the responsibility of the individual faculty member.

**Grades Reported in Error**

A grade posted incorrectly may be corrected by the registrar at the instructor's request. The request must be in writing and must be approved by the vice president for Academic Affairs and the division head. The incorrectly reported grade will be replaced with the new grade. In no case will the registrar lower a grade after the student has graduated.

**Grade Appeal**

If a student believes that his or her final grade has been erroneously assessed by the instructor, the student may file an appeal with the Academic Appeals Committee, after first visiting with the instructor and the appropriate department and division head. The deadline for submitting the completed form is four months after the date the grade was assigned, or six weeks after student begins a new semester, whichever comes first. Grade Appeal Forms may be obtained from the Office of the Vice President for Academic Affairs.

The Academic Appeals Committee will communicate its decision in writing to the student, the instructor and the division head of the area. Any grade change will be reflected on the student's transcript. The original grade is removed from the transcript record and the new grade is recorded.

**Enrollment Appeal**

If a student believes that his or her final grade or billing statement is incorrect due to a processing error, he or she may file an Enrollment Appeal Petition. The deadline for submission of an Enrollment Appeal Petition is six months after the date the grade was assigned or fees were assessed. Forms for this purpose are available in the Registrar's Office. The director of Student Engagement will communicate the enrollment appeal decision in writing to the student. If approved, the original grade is replaced with the new grade on the transcript. Financial charges due to non-attendance or failure to drop or withdraw from classes by the deadline will not be waived. Enrollment Appeals of this nature will not be granted unless extreme circumstances apply (see Emergency Withdrawal procedures).

**Emergency Withdrawal**

Students who have experienced an emergency or extraordinary circumstance may petition to withdraw from classes after the drop/add deadline has passed. The student should fill out the Enrollment Appeal petition and must provide supporting documentation to show why he or she was unable to withdraw from courses by the drop deadline. Examples of an emergency/extraordinary circumstance may include situations such as severe illness resulting in hospitalization, death of an immediate family member or employment relocation to another state, etc. Students receiving Federal Financial Aid may only be eligible to receive 'W's for courses and are not eligible for a refund. The petition will be reviewed by the Enrollment Appeals committee and the decision will be provided in writing by the director of Student Engagement. The deadline for appeal is six months following the semester in question.

**Academic Forgiveness Provisions**

Circumstances may justify a student being able to recover from academic problems in ways that do not forever jeopardize his/her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student's academic life. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention and graduation grade point average is calculated. Specifically, for those students receiving academic forgiveness by repeating courses or through academic reprieve or renewal, the transcript will reflect the retention/graduation grade point average excluding forgiven course(s)/semester(s). The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.

Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances:

**(1) Repeated Courses**

A student may repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation grade point average. A maximum of four (4) courses, not to exceed 18 hours, may be repeated in the courses in which the original

grade earned was a "D" or "F." Both grades shall be recorded on the transcript with the earned grade for each listed in the semester earned. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA. Grades of any courses repeated after the first four, or 18 credit hours, will be averaged with original grades.

**(2) Academic Reprieve**

Academic reprieve is a provision allowing a student who has experienced extraordinary circumstances to disregard up to two semesters in the calculation of his or her retention/graduation grade point average. A student may request an academic reprieve from OSU-Oklahoma City using the following guidelines:

- a) At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
- b) Prior to requesting the academic reprieve, the student must have earned at least 12 semester credit hours with a GPA of 2.0 or higher with no grade lower than a "C" in all courses.
- c) The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment in which the semester GPA was 2.0 or below. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.
- d) The student must petition for consideration of an academic reprieve according to institutional policy.
- e) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.
- f) Students who have been granted academic renewal are not eligible for academic reprieve.

**(3) Academic Renewal**

Academic renewal is a provision allowing a student who has not been academically successful previously and who has been out of higher education for a number of years to reenter college without penalty. Under academic renewal, course work taken prior to a date specified by OSU-Oklahoma City is not counted in the student's graduation/retention GPA.

A student may request academic renewal from OSU-Oklahoma City using the following guidelines:

- a) At least five years must have elapsed between the last semester being renewed and the renewal request.
- b) Prior to requesting academic renewal, and after the elapsed five years, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (totaling a minimum of 12 hours) excluding activity or performance courses.
- c) The request will be for all courses completed before the date specified in the request for renewal.
- d) The student must complete the Academic Renewal form (available in Registrar's Office).
- e) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.
- f) Students who have been granted academic reprieve are not eligible for academic renewal.

## Honor Rolls

### President's List of Distinguished Students

Students must complete at least 12 credit hours for a fall or spring semester and six credit hours for a summer session, excluding zero-level courses. All courses taken in any semester must be completed with the letter grade of "A" (4.00 GPA). Students meeting this criterion will be listed on the President's List.

### Vice President's List of Distinguished Students

Students must complete at least 12 credit hours, for a fall or spring semester and six credit hours in a summer session, excluding zero-level courses. All courses taken in any semester must be completed with a semester grade point average of 3.00 or higher and no grade lower than a "C" in that semester. Students meeting this criterion will be listed on the Vice President's List of Distinguished Students.

### OSU-Oklahoma City President's List of Distinguished Part-time Students

Students must complete at least six credit hours, excluding zero-level courses, each semester completing all courses taken in the semester with no grade lower than a "C" with a semester grade point average no less than 3.50 will be listed on the OSU-Oklahoma City President's List of Distinguished Part-time Students.

## FERPA - Student Records and the Family Educational Rights and Privacy Act of 1974

In compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), and as amended in 1988, OSU-Oklahoma City maintains procedures pertaining to confidentiality of student educational records. No one outside the institution shall have access to, nor will the institution disclose, any information other than Directory Information from the student's educational records without the written consent of the student except to qualified personnel within the institution, or officials of other institutions in which the student seeks to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted in the 1974 ACT, and its 1988 revision.

Written consent of the student is not required for OSU-Oklahoma City staff or faculty members to utilize educational records for legitimate educational purposes. These members include faculty, advisors, administrators and classified and professional level employees. At its discretion, the institution may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act to include student name, major field of study, dates of attendance, enrollment status (full-time or part-time), degrees and awards received and participation in officially recognized activities and sports. Students who wish Directory Information to be kept confidential must notify the Registrar's Office in writing within the official course change period. Additional information is available online at [www.osuokc.edu/registrar](http://www.osuokc.edu/registrar).

## Rights to Inspect

Students may inspect and review their educational records upon written request to the appropriate records custodian. Students should identify the records they wish to inspect. The custodian will make the needed arrangements for access as promptly as possible and will notify the student of the time and place the records will be available. Oklahoma State University-Oklahoma City reserves the right to refuse access to the following records:

1. Financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case the University will permit access only to the part of the record pertaining to the student.
3. Those records excluded from the FERPA definition of education records.

Oklahoma State University-Oklahoma City reserves the right to deny copies of transcripts or other records (not required to be made available under FERPA), if the student has an overdue financial obligation to the university or if there is an unresolved disciplinary or academic dishonesty action against the student.

If students believe that any information contained in their educational records is inaccurate, misleading or in violation of their privacy rights, they may request in writing that the office that contains those records amend them. Students should identify the part of the records they want changed and specify why they believe it is inaccurate, misleading or in violation of their privacy rights.

The Office of Admissions and the Registrar will reach a decision and inform students in a reasonable amount of time after receiving the request. If the records custodian refuses to amend the record, students have the right to a hearing. This hearing will be conducted by someone who does not have a direct interest in the outcome of the hearing, but may be an official of the university. The student will be notified of the date, place and time of the hearing.

Students will be afforded an opportunity to present evidence relevant to the issue raised. The hearing officer will make a decision in writing based on the evidence presented at the hearing. The officer will also notify the student in writing and include a summary of the evidence and the reasons for the decision.

If the hearing officer supports the complaint, the education records will be amended accordingly. If the hearing officer does not support the complaint, and decides not to amend the record, the student has the right to place a statement in the record commenting on the challenged information and stating the reasons for disagreeing with the decision. This statement will be kept as part of the record as long as the contested portion is maintained and whenever a copy of the record is sent to any party, the student's statement will be included.

## Matriculation Policy

Academic programs at OSU-Oklahoma City are kept relevant through continuous revision of curricula. Although the curriculum may be revised before a student graduates, any student who makes normal progress toward graduation (enrollment in courses that pertain to the student's major and is in successive fall and spring semesters - excluding summer or credit short courses) will be held responsible for degree requirements in effect at the time of matriculation, plus any changes that are made as long as these changes do not result in semester credit hours being added or do not delay graduation.

Matriculation occurs when a student first declares a major at OSU-Oklahoma City. A student has the option of following the degree requirements that were in effect at the time of matriculation, plus changes indicated above, or meeting the new degree requirements that have been adopted since matriculation.

A student who fails to enroll in courses that pertain to the student's major in successive fall and spring semesters (excluding summer or credit short courses) is considered to have broken

matriculation and thus would be held to the requirements in the most current degree program. When a student first enrolls at OSU-Oklahoma City, the requirements for the degree programs being offered are made available. A complete listing of academic programs and degree requirements is available online at [www.osuokc.edu/catalog](http://www.osuokc.edu/catalog).

**Bachelor of Science/Bachelor of (Specialty) – Bachelor of Technology**

The minimum requirements for the Bachelor of Science/Bachelor of (Specialty) degree at any institution in the Oklahoma State System of Higher Education shall include the following:

Minimum semester credit hours required ..... 120

General Education ..... 40

Credit in residence at awarding institution\* ..... 30

Liberal arts and sciences course work ..... 55

Credit from baccalaureate degree-granting institutions (40 hrs must be upper division) ..... 60

Area of specialization (50% must be upper division) ..... 30

\*For the bachelor’s degree 15 of the final 30 hours or 50 percent of the major are also required in-residence at awarding institution.

**Associate in Applied Science**

The minimum standards for the awarding of associate degrees in technical-occupational areas of specialization (Associate in Applied Science) at institutions in the Oklahoma State System of Higher Education shall be as follows:

The completion of 60 semester-credit-hours, excluding physical education activity courses, with an overall grade point average of 2.0.

The completion, as a portion of the overall 60 semester-credit-hours, of a basic general education core of a minimum of 18 semester-credit-hours listed as transferable on the Oklahoma State System Course Equivalency Project matrices, instructed by general education faculty, and which shall include the following:

1. Communications ..... 6 hours  
This must include two courses from one or more of the following three areas:
  - a. a college-level communications course in general, applied technical writing, or
  - b. a course in English grammar and composition, or
  - c. a college-level oral communication course.
2. U.S. History and U.S. Government .... 6 hours
3. General Education Electives..... 6 hours

The completion of 27 hours in a Technical-Occupational Specialty.

The completion of Support and Related Courses (to total a minimum of 60 hours).

The completion of 15 resident credit hours, applicable to the degree.

**Summary of Minimum Standards**

General Education ..... 18 hours

Technical-Occupational Specialty..... 27 hours

Support and Related Courses..... 0-15 hours

Total Min. Semester Credit Hours ..... 60 hours

**Associate in Science**

The minimum requirements for the Associate in Science degree at any institution in The Oklahoma State System of Higher Education shall include the following:

Students recommended for the Associate in Science degree must achieve a grade point average of 2.0 as a minimum on all course work attempted (a minimum of 60 hours) excluding any courses repeated or reprieved as detailed in the State Regents’ Grading Policy and excluding physical education activity courses.

The completion, as a portion of the overall 60 semester-credit-hours, of a basic general education core, or a minimum of 37 semester-credit-hours, which shall include the following (Note: this 37-hour basic general education core is also required for the baccalaureate degree):

1. English Composition..... 6 hours
2. U.S. History and U.S. Government .... 6 hours
3. Science (one course must be a laboratory science) ..... 6 hours
4. Humanities ..... 6 hours  
(Chosen from nonperformance courses defined as humanities by the institution granting the associate degree)
5. Mathematics ..... 3 hours
6. At least one course from the following areas: Psychology, Social Sciences, Foreign Languages, Fine Arts (Art, Music, Dramatics) ..... 3 hours
7. Additional liberal arts and sciences courses as needed to meet the minimum total of 37 credit hours required in this policy. (The Oklahoma State Regents’ policies require a minimum of 40 semester hours of general education for the baccalaureate degree.)

The remaining minimum of 23 semester-credit-hours of academic work shall be applicable to the student’s major objective including any prerequisite courses necessary for his/her anticipated upper-division program. A majority of such student credit hours should be taken in courses classified as liberal arts and sciences.

Students must demonstrate computer proficiency, which includes demonstrating competent use of a variety of software and networking applications. This requirement may be completed through one of three options: 1) successfully complete a high school computer science course that meets the Oklahoma State Regents’ high school curricular requirements, or 2) satisfy an institution’s computer proficiency assessment or 3) successfully complete college-level course work that the institution designates.

To receive an associate in science degree from OSU-Oklahoma City, the student must take a minimum of 15 hours of resident credit, applicable to the degree.

### English Requirement

OSU-Oklahoma City requires a minimum of three semester credit hours in English Composition for the associate degree. The required course to fulfill this requirement is English 1113. Students may fulfill the English requirement by CLEP or advanced standing examinations.

### History and Government Requirement

The college requires a minimum of six semester credit hours in American history and government for the associate degree. The required courses to fulfill this requirement are History 1493 or History 1483 and Political Science 1113. Students may fulfill the government and history requirements by CLEP or advanced standing examinations.

## Requirements for Awarding Certificates

### Certificate Requirements

Students must satisfy all certificate requirements as listed in the certificate curriculum description in the corresponding academic division section of this catalog. The responsibility for satisfying all requirements for the certificate rests with the student. Advisors, department heads and administrators are available to assist students in meeting this responsibility.

### Grade Point Average

A graduation/retention grade point average of 2.00 or better is required for completion of the certificate.

### Certificate Applications

Candidates for certificates must file an Application for Graduation with the Academic Division prior to the mid-point of the graduation semester/session. If the student fails to complete requirements in the semester for which he or she files, he or she must re-file.

### Conferring of Certificates

Certificates are awarded at the end of the semester or session in which a candidate files for completion. The registrar will notify students who have met all requirements for the certificate when the official certificates are available. Completion of the certificates will be noted on the student's official transcript record.

### Second Certificate

A second certificate may be awarded provided the following requirements are met:

- the student must complete the general and specific requirements for both degrees,
- the selection of a certificate program must be different from that studied for the first certificate, and
- the student must complete a minimum of eight credit hours from OSU-Oklahoma City in addition to those presented for the first certificate and which are clearly applicable to the second certificate sought.

## Computer Literacy Policy Student Policy

The goal of this policy is that degree-and/or certificate-seeking students and those students who complete 30 or more credit hours at OSU-Oklahoma City should possess sufficient skill and experience to employ contemporary information systems in their personal and professional lives. Specifically, they should be able to:

1. enter, manipulate and retrieve information using microcomputer systems;
2. identify and use software for word processing; and
3. identify and use common internal and external electronic data sources.

Degree-seeking students may meet the computer literacy requirement in either of two ways:

1. complete a course or curriculum at OSU-Oklahoma City designated in the course catalog by the sponsoring division as computer intensive, or
2. pass the OSU-Oklahoma City written or hands-on computer literacy test.

The computer literacy test will include:

1. general information, such as viruses, disk care, rebooting and other trouble-shooting techniques;
2. Internet use;
3. word processing; and
4. electronic information retrieval.

Meeting this standard is also strongly recommended for all other OSU-Oklahoma City students.

## Honors Program

The Honors Program provides academically-committed students with the opportunity to study, conduct research and exchange ideas in an exciting and supportive environment. Honors sections may be offered in many general education courses. Honors classes are taught by outstanding faculty members and the classes are small in size to facilitate active student involvement. Completion of the requirements for the Honors Program leads to special designation on the student's OSU-Oklahoma City transcript. Students must be admitted to the Honors Program. A student interested in the Honor's Program should contact Honor's coordinator Dennis Smith, at 945-3246.

## Honors Contract

An Honors Contract is a mechanism for achieving an "Honors" designation in any college-level course. The contract project should add an academic dimension to the course by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course. The contract must be supervised by the faculty member and be approved by the Honors Program Committee. Contracts must be filed by the end of the fourth week of the current semester and the project completed by the fourteenth week.

The contract does not affect the student's grade in the course. However, to receive honors credit for the course the student must earn a grade of "A" or "B." If the work specified in the Honors contract is not completed, the grade for the course will not be affected, but the "Honors" designation will not appear on the student's transcript.

## Graduate Honors Scholar Award

All OSU-Oklahoma City graduates with 15 hours of honors credit earned at OSU-Oklahoma City with an "A" or "B" will be eligible for official recognition as an "Honors" Graduate.

## Outstanding Honors Contract

The Honors Committee will annually select one outstanding student who has agreed to an Honors Contract and grant the student a cash award.

Eligible students for Outstanding Honors Contract are nominated by their sponsoring instructors and will present their work before the Honors Committee, as well as at an honors conference. The recipient must have earned six honors credits from OSU-Oklahoma City with a minimum of a "B" grade in the course. No student may receive more than one cash award annually.

## Service Learning

Service learning is a special form of community service designed to promote student learning and development. Optional service learning opportunities stimulate academic performance, increase students' understanding of the responsibilities of living in a democratic society and encourage students to become involved in the social problems facing their communities. Whether students "learn to serve" or students "serve to learn," the service learning component is a valuable tool for academic growth and success. OSU-Oklahoma City graduates receive recognition for their service learning accomplishments at commencement. For more information, go to [www.osuokc.edu/servicelearning/](http://www.osuokc.edu/servicelearning/).

## Graduation

### Graduation Requirements

The responsibility for satisfying all requirements for a degree rests with the student. Advisors, department heads and administrators are available to assist students in meeting this responsibility. Each associate degree program requires a specific number of credit hours for completion. These are listed in the individual division sections of this catalog. No associate degree program shall require fewer than 60 semester credit hours for graduation. A minimum of 120 credit hours are required for the completion of a bachelor's degree.

### Completion of Degree Requirements

Students have four weeks after the official close of a semester to complete degree requirements in order to graduate for that semester. Students completing the requirements after four weeks will be listed as graduating the next semester and must re-file. Once degree requirements have been satisfactorily met, the registrar will provide a Statement of Degree Completion upon the request of the student.

### Residence Requirements

Resident credit is awarded for work taken within the Oklahoma State University System or approved by faculty at a location officially designated as a residence center by the Oklahoma State University Board of Regents. A minimum of 15 semester credit hours must be taken in residence at OSU-OKC's campus prior to receiving the associate degree and a minimum of 30 credit hours in residence for the bachelor's degree. A student must complete either 50 percent of their technical occupational courses or the last 12 credit hours (30 for bachelor's) immediately preceding graduation in residence at OSU-OKC. For a certificate

program, the last eight hours immediately preceding completion of the certificate must be taken in residence at OSU-OKC.

### Grade Point Average for Graduation

A graduation/retention grade point average of 2.00 or better, in addition to the minimum grade point average as required by the department in the major program, will be required for graduation.

### OSU-Oklahoma City Honor Graduate

Students who earn the associate degree and have a grade point average of 4.00 over all courses attempted will be considered as honor graduates. Students will wear the white honor cord during commencement exercises.

### Second Associate Degree

A second associate degree may be awarded provided the following requirements are met:

- the student must complete the general and specific requirements for both degrees,
- the selection of a major must be different from that studied for the first degree, and
- the student must complete a minimum of 15 credit hours from OSU-Oklahoma City which are directly applicable to the second degree sought and which are in addition to those presented for the first degree.

### Option within a Major

A student may complete one or more options within a major depending on the selected program of study. An option is a special sub-grouping of relevant courses within a major. It is possible to earn only one degree in a specific major program. Diplomas and certificates will reflect the official degree, major and initial option only. Students can verify completed coursework for additional options by presenting their transcripts, which will show the courses that were completed.

### Application for Graduation

Candidates for graduation must file an Application for Graduation with the Academic Division prior to the mid-point of the graduation semester/session. If the student fails to graduate in the semester for which he or she files, he or she must re-file for graduation.

## Commencement

OSU-Oklahoma City holds commencement exercises once each year at the close of the spring semester. Students who have met the graduation requirements the preceding fall semester and students who will meet the graduation requirements during the spring semester, and students who will meet the graduation requirements by the close of the following summer session are invited and encouraged to participate in commencement. For more information, please visit [www.osuokc.edu/graduation](http://www.osuokc.edu/graduation).

## Two-Year Associate Degree Graduation Plan

Students at Oklahoma State University-Oklahoma City may follow many diverse paths to complete an associate degree. One of the options students may elect is to complete their associate degree program requirements within two years of their initial fall enrollment. There are many reasons students may want to complete their degree in two years: some may want to enter the full-time work force as soon as possible, others are planning to continue their education and do not want to prolong their undergraduate study and most want to save money.

With the encouragement of the Oklahoma State Regents for Higher Education, OSU-Oklahoma City has developed a plan to assist students who have a desire to graduate in two years with an associate degree. Students who elect to participate in the OSU-Oklahoma City Two-Year Graduation Plan will work closely with their faculty advisor to make sure they know the requirements that must be met and the appropriate sequences in which to take the courses. OSU-Oklahoma City has a long history of helping students plan for, and enroll in, the courses they need to graduate in a timely manner; and students who elect to participate in the agreement below can be assured that they will be able to enroll in courses allowing them to graduate in two years with an associate degree.

Students that agree to participate in the Two-Year Graduation Plan are given assurance by OSU-Oklahoma City to be able to enroll in courses that permit graduation in two years. The institution will ensure that graduation in two years will not be delayed by the unavailability of courses. If a student graduates in two years with an associate degree, he or she will be recognized for doing so upon graduation.

Conditions the student must satisfy:

1. Enter the institution as a first-time student at the collegiate level (no remedial/review courses required).
2. Choose an associate degree program that qualifies for the Two-Year Plan. Most Associate in Science and Associate in Applied Science degrees qualify; check with an academic/faculty advisor to develop a personal two-year graduation plan.
3. Stay on track by completing a minimum of one-quarter of the work each semester or one-half of the work over an academic year, which includes summer.
4. Meet with the faculty advisor in a timely manner to discuss and enroll for the upcoming semester.
5. Enroll in available courses needed for the chosen degree program.
6. Accept responsibility for maintaining academic progress so that he or she may stay on track to complete the requirements in two years.
7. Change option only if it will allow completion of the chosen degree program in two years.
8. Remain in good standing with the institution academically and financially.
9. Accept responsibility for meeting all requirements to obtain needed financial assistance.
10. Notify in writing the division head prior to the beginning of classes (in the semester in which a course is needed) that graduation may be delayed due to the unavailability of a course.
11. Notify in writing the division head if/when the student chooses to withdraw from this agreement.

In the event that the institution does not meet the commitments made herein, and the student is unable to graduate due to the unavailability of a course (or courses), the division offering the degree program will choose one of the following:

1. Allow the student to graduate in two years by substituting a different course (or courses), as determined by the division offering the degree program and the student's faculty advisor, for the unavailable course (or courses).
2. Allow the student to graduate in two years by substituting an individual study assignment, as determined by the division offering the degree program and the student's faculty advisor, for the unavailable course (or courses).
3. Allow the student to graduate in two years by waiving the requirement to be met by the unavailable course (or courses), as determined by the division offering the degree program and the student's faculty advisor, for the unavailable course (or courses).
4. Allow the unavailability of a course (or courses) to delay the student from graduating in two years, in which case, the institution will pay the tuition for the student to take the unavailable course(s) in a later semester.

These procedures shall constitute the exclusive remedy for the Two-Year Graduation Plan agreement. OSU-Oklahoma City is under no obligation to provide these adjustments unless the student submits a written request for accommodation to the division head of the division offering the degree program prior to the beginning of classes in the last semester of the student's two-year plan.

To graduate with an associate degree in two years a student must complete 30 to 36 semester hours each year. Some students do this by taking 15 to 18 semester hours each semester; others will take fewer hours each semester but schedule summer classes to make up the difference. Sometimes a student will have to take a class at a time that may not be completely convenient, or may need to substitute an alternative class (must be approved by the institution) for one that is unavailable during a specific semester or at a specific time. Each semester a student's advisor provides a "degree-check" listing the courses completed and requirements yet to be fulfilled. Students will also use the class schedule, departmental materials and other sources of information to develop and monitor each student's plan for graduation.

### Credit Earned through Extension and Correspondence

Academic credit earned through extension or correspondence within the Oklahoma State University System shall be considered as resident credit for means of posting extrainstitutional learning only. It is not resident credit for graduation purposes.

### Extraintitutional Learning Credit

The term applies to learning acquired from work and life experiences, independent reading and study, the mass media and participation in formal courses sponsored by associations, business, government, industry, the military and unions. Types of extraintitutional learning include:

- Advanced Placement (AP),
- American Council on Education (ACE),
- Non-collegiate learning experiences,
- Military learning experiences,
- Transfer of military credit awarded by another institution of higher education,
- College Level Examination Program (CLEP),
- Council for Adult and Experiential Learning (CAEL),
- Defense Activity for Non-Traditional Education Support (DANTES),
- OSU-Oklahoma City divisional credits,
- Advanced Standing examination(s),
- Career Technology Centers, and
- other accreditation or licensure or certification.

OSU-Oklahoma City encourages capable students to seek extraintitutional learning credit for knowledge they may have acquired in a variety of ways. OSU-Oklahoma City students enrolled (or pre-enrolled) and former students eligible to re-enroll may seek extraintitutional learning credits for undergraduate credit. The course(s) must be a part of an OSU-Oklahoma City degree program or taught at OSU-Oklahoma City. Extraintitutional learning credits are not allowed in the first language of a foreign student. The national standardized subject examinations, if available, are the mandatory testing methodologies for extraintitutional learning credit.

### General Requirements

- The student must be enrolled for credit at OSU-Oklahoma City during the semester or session in which he or she applies for extracurricular learning credit.
- The course(s) must be a part of an OSU-Oklahoma City degree program or taught at OSU-Oklahoma City.

The national standardized subject examinations, if available, are the mandatory testing methodologies for extracurricular learning credit.

### Application toward Associate Degree Requirements

The OSU-Oklahoma City division head or designee determines the application of the extracurricular learning credit towards the OSU-Oklahoma City degree. Extracurricular learning credit is not considered residence credit and thus will not satisfy the "Residence Requirement" for graduation purposes (See Residence Requirements at OSU-Oklahoma City on the OSU-Oklahoma City Campus).

### Assessment

Proficiency is expected to be comparable to that of a student who takes the subject in residence at OSU-Oklahoma City. To successfully complete a course by extracurricular learning, a student must demonstrate proficiency through a 1) OSU-Oklahoma City departmental examination, 2) state or national examination, 3) validation of experiential learning or 4) documentation of experiential learning.

### Cost

The student is responsible for any costs associated with extracurricular learning credits. These fees must be paid prior to the evaluation or examination. The fees are not refundable - even if no credit is earned.

### Re-testing of Divisional Examinations

Should a student lack proficiency (i.e., fail an examination or lack validation of experiential learning), no grade will be recorded. A failed advanced standing exam may not be repeated.

### Posting

Extracurricular learning credit will be posted on a student's permanent academic transcript only after it is validated by the successful completion of 12 or more semester hours of academic work within the Oklahoma State University System,

of which a portion must be completed as OSU-Oklahoma City resident credit. The OSU System includes OSU-Oklahoma City, OSU-Stillwater, OSU-Institute of Technology and OSU-Tulsa.

If proficiency is demonstrated, the credit will be posted as a "P" for pass. It will be posted to the student's permanent transcript under the OSU-Oklahoma City division number and course title. Credit earned in this way will be designated as earned through extracurricular learning.

### Transfer of Credits

Extracurricular learning credit, once posted to a student's permanent transcript record is transferable on the same basis as if the credit had been earned through regular study at the awarding institution. The only exception is military credit (see the section on Transfer of Military Credit Awarded by Another Institution of Higher Education, under Military Learning Experiences).

### Advanced Placement (AP) Administered by the College Entrance Examination Board

This program allows high school students to take examinations for credit at the college level. High school counselors will assist students with testing arrangements. Scores of one and two are not acceptable for credit.

### American Council on Education (ACE)

**Non-collegiate Learning Experiences**  
OSU-Oklahoma City awards credit for educational experiences provided by certain business, industrial and governmental agencies. Credit is awarded on the basis of recommendations made by the American Council on Education in its publication "The National Guide to Educational Credit for Training Programs" and also by the publication "College Credit Recommendations: The Directory of the National Program on Non-collegiate Sponsored Instruction." Students may present certificates of completion or a transcript from the ACE Registry of Credit Recommendations to the OSU-Oklahoma City Office of Admissions and Registrar Services for evaluation.

Registry transcripts can be requested by contacting the Center for Adult Learning and Educational Credentials, American Council on Education, One Dupont Circle, Suite 250, Washington, DC 20036-1193, Attn: Registries, (202) 939-9434. The grade of "P" (pass) is assigned to all credit awarded in this manner. The head of the division

(or designee) in which a student will earn a degree at OSU-Oklahoma City will determine how this credit applies toward the degree. Call (405) 945-3291 for more information.

### Military Learning Experiences

OSU-Oklahoma City awards credit for educational experiences during military service according to the recommendations of the American Council on Education as published in "The Guide to the Evaluation of Military Experiences in the Armed Services." Students who wish to establish credit for educational experiences in the military should submit the following documents for review:

- Veterans should submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.
- Active duty personnel should submit a DD Form 295, Application for the Evaluation of Learning Experiences during Military Service.
- U.S. Army personnel who have an Army/American Council on Education Registry Transcript (AARTS) should submit this document instead of the DD Form 214 or 295.

If an ACE transcript is not available, certificates of completion are also accepted and will be evaluated based on recommendations of the American Council on Education.

Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support). Many tests taken under the auspices of DANTES carry American Council on Education credit recommendations recognized by the University. Transcripts may be ordered from DANTES, Educational Testing Service, P.O. Box 6604, Princeton, NJ 08541-6604.

Military credentials should be submitted to the OSU-Oklahoma City Office of Veteran Services, telephone (405) 945-8692. The policies governing the acceptance of credit awarded for military experience toward satisfying degree requirements vary among the degree-recommending divisions at OSU-Oklahoma City. Students should contact the division head (or designee) for more specific information.

The grade of "P" (pass) is assigned to all credit awarded for military training or through standardized testing.

**Transfer of Military Credit Awarded by Another Institution of Higher Education**  
OSU-Oklahoma City reserves the right to re-evaluate the military credit which has been posted on other college academic records prior to posting it on the OSU-Oklahoma City academic record. The credits will be evaluated in relation to the degrees and courses offered at OSU-Oklahoma City.

### College Level Examination Program (CLEP)

Administered by the College Entrance Examination Board. OSU-Oklahoma City is a national CLEP testing center.

OSU-Oklahoma City awards credit for certain CLEP subject examinations. Students who take the national CLEP subject examination in Freshman College Composition must take the COMPASS E-Write essay as part of the exam. Prospective students are advised that the numerical score on the national score report from CLEP does not reflect the final score for this examination and should not be used to determine whether credit will be awarded for this examination.

Questions about the CLEP program and other test centers should be directed to the OSU-OKC Testing and Assessment Center, (405) 945-8648.

### OSU-Oklahoma City Divisional Credits

**Advanced Standing Examination(s)**  
OSU-Oklahoma City offers a number of divisional advanced standing examinations. There is a fee for each examination. Interested students should consult with the OSU-Oklahoma City Office of Testing and Assessment or with the division responsible for offering the course.

Interested students should consult with the division responsible for offering the course.

### Other Accreditation, Licensure or Certification

OSU-Oklahoma City awards credit for educational experiences provided by certain business, industrial and governmental agencies. Credit is awarded on the basis of recommendations from the OSU-Oklahoma City division head (or designee) for certain accreditation, licensure or certifications. Students may present official certificate(s), license(s) or official documentation to the OSU-Oklahoma City division head (or designee). The grade of "P" (pass) is assigned to all credit awarded in this manner. The head of the division

(or designee) in which a student will earn a degree at OSU-Oklahoma City will determine how this credit applies toward the degree. For further information, students should contact the appropriate OSU-Oklahoma City division.

### Technology Center Cooperative Agreement Credit

#### General Information

Cooperative agreement credit is defined as learning that is attained through approved curriculum and instruction at an Oklahoma career technology center. The classroom, equipment, instructor and curriculum have been evaluated and demonstrated to be equal to the classroom, equipment, instructor and curriculum at OSU-Oklahoma City. Cooperative Agreements are approved by the Oklahoma State Regents for Higher Education.

#### General Requirements

Students earning cooperative credit are considered to be students of OSU-Oklahoma City and are therefore held to all admission and academic regulations.

#### High School Students

As part of the State Regents' Cooperative Alliance Project, some higher education institutions, in partnership with Oklahoma's career technology centers, have been approved to allow high school students to enroll in technical programs and courses under separate admission standards. This allows an 11th- or 12th-grade student enrolled in an accredited high school or a student who is at least 16 years of age and receiving high school-level instruction at home or from an unaccredited high school to be admitted to a college or university in the Oklahoma State System of Higher Education that offers technical AAS and certificate programs and enroll in technical courses only. Students must meet the following standards:

*Option 1 – ACT: 19*

*Option 2 – ACT PLAN: 15*

*Option 3 – High school GPA: 2.5*

In addition to meeting the requirements above, students must provide a letter of support from the high school counselor and written permission from a parent or legal guardian.

All other concurrent admission policy requirements remain in effect for technical students, including retention standards of a 2.0 college cumulative GPA.

### Adult Students

Adult students must meet the college admission requirements approved by the Oklahoma State Regents for Higher Education.

### Application toward Degree Requirements

The amount of cooperative credit that may be applied toward a AAS degree or certificate program at OSU-Oklahoma City is subject to the amount of approved credit in the cooperative agreement. Cooperative credit is considered residence credit and therefore will satisfy the "Residence Requirement" for graduation.

### Cost

No college tuition is charged to high school and adult students enrolling in courses taught by the technology center. As approved the Oklahoma State Regents for Higher Education, an Academic Service Fee of \$8 per credit hour will be charged to cover the costs of services delivered by OSU-Oklahoma City.

### Posting

Students must co-enroll while attending the approved course at the technology center. The cooperative credit will be posted as the letter grade earned at the technology center under the OSU-Oklahoma City department number and course title on the student's OSU-Oklahoma City academic transcript. Grades will be posted at the end of the OSU-Oklahoma City semester in which the course is completed.

### Technology Center Partnerships

OSU-Oklahoma City has cooperative agreements with the following Oklahoma Career Technology Centers:

- Canadian Valley Technology Center
- Eastern Oklahoma County Technology Center
- Francis Tuttle Technology Center
- Kiamichi Technology Center
- Metro Technology Centers
- Moore Norman Technology Center

For further information about cooperative agreements, students should contact the OSU-Oklahoma City Cooperative Alliance Services Office at (405) 945-3395.