

ACADEMIC REGULATIONS

ADMISSION, ACADEMIC STANDING AND STATUS

ADMISSION/PLACEMENT OF STUDENTS

Policies and procedures governing the admission and placement of students are detailed in another section of the Catalog. (See Admissions Requirements.)

ADMISSION TO SELECTIVE ADMISSION PROGRAMS

Admission to certain programs as approved by the University may be restricted. (See Admissions Requirements section.)

ENGLISH PROFICIENCY REQUIREMENT

(See Admissions Requirements section.)

ACADEMIC STANDING

Students must meet the GPA requirements below to be considered in good academic standing.

Graduation/Retention hours attempted:	Minimum retention/graduation GPA required
0 through 30	1.70
31 or more	2.00

Any student not maintaining a retention/graduation GPA as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.00, not to include PE or remedial courses, or meet the minimum standard required above, in order to continue as a student. First year students (30 or fewer credit hours, as defined by OSRHE policy) with a retention/graduation GPA of 1.70 to less than 2.00 will be placed on academic notice.

ACADEMIC SUSPENSION

A student on probation will be suspended when he or she earns a semester GPA of less than a 2.00 in regularly-

graded course work not including activity or remedial courses, and the retention grade-point average for all hours attempted falls below the following:

Graduation/Retention hours attempted:	Minimum retention/graduation GPA required
0 through 30	1.70
31 or more	2.00

REINSTATEMENT AFTER ACADEMIC SUSPENSION

An OSU-OKC student who has been academically suspended from the University may not be readmitted until one regular 16-week semester (fall or spring) has passed. Students who wish to appeal their suspension status may petition for immediate reinstatement through the Office of the Registrar by submitting a Petition for Immediate Reinstatement After Suspension form. Students petitioning for reinstatement should provide supporting documentation with the request documenting extraordinary personal circumstances that contributed to his or her academic deficiencies and an objective plan for achievement. Students who were concurrently enrolled in another college or university during the semester may appeal the suspension by submitting an official transcript from the institution.

Suspended students can be readmitted only one time. If a student is suspended a second time, he or she must attend another institution and raise the retention/graduation GPA to a 2.0 before readmission to OSU-OKC can be considered.

ACADEMIC STANDING FOR TRANSFER STUDENTS

A student who has previously attended another college or university since last attending OSU must submit a transcript from each school. Final academic standing status will be determined after an evaluation of all transfer work has been made.

WITHDRAWING FROM THE UNIVERSITY

Withdrawing from the University is the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not cancel the student's enrollment. Charges due to failure to drop or withdraw from courses will not be waived.

Withdrawing from the University occurs when a student drops all classes after classes begin, that is, after the applicable semester or session begins.

International students must also consult with International Advisor before dropping courses or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

General drop/withdrawal and refund periods are provided in the table below (see Registrar section for additional information). The Academic Calendar on the OSU-OKC website at: <http://osuokc.edu/academics/calendar> provides specific dates for each term. Appeals for exceptions to these deadlines may be considered by submitting an Enrollment Appeal.

An Enrollment Appeal Petition is a type of appeal process for students who 1) have experienced an emergency or extraordinary circumstance that affects his or her ability to attend school, or 2) believes that his or her enrollment or billing statement is incorrect due to a processing error. Examples of emergency/extraordinary circumstances may include situations such as a severe or unexpected illness resulting in hospitalization, the death of an immediate family member, military service obligations or relocation/ deployment/training orders, or employment relocation to another state. Student must explain the situation on the appeal form and provide supporting documentation of the circumstances (see Enrollment Appeals for more information).

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DROP/WITHDRAWAL PERIODS FOR FULL-SEMESTER (16-WEEK) COURSES*

Semester Time Period:	Course Grade	Course-Related Tuition/Fee Refund
Before Term Begins	No Transcript record	100% Refund
First 2 Weeks	No Transcript record	100% Refund
Weeks 3-12	“W”	No Refund
Weeks 13-16	Final grade as assigned by instructor	No Refund

*Summer courses, 8-week, 4-week, fast-track, intersession courses, and other courses that do not extend through the entire 16-week semester follow proportionate drop/withdrawal/refund periods.

CLASSIFICATION OF STUDENTS

Undergraduate classification is determined by the criteria below:

Freshman	0 to 30 semester credit hours passed
Sophomore	31 to 60 semester credit hours passed
Junior*	61 to 90 semester credit hours passed
Senior*	91 or more semester credit hours passed

*Junior and Senior classification at OSU-OKC is only available for students in the Bachelor of Technology program.

These hours are calculated based on graduation/retention hours earned.

FULL-TIME STUDENTS

Undergraduate students who are enrolled in 12 or more semester credit hours (six or more for the summer session) are classified as "full-time" students for academic purposes.

PART-TIME STUDENTS

Students who are enrolled but not meeting the definition of full-time stu-

dents are classified as "part-time." Undergraduate students are classified as "half-time" if they are enrolled in six hours in a regular semester (or three hours in a summer session).

SPECIAL STUDENTS (NON-DEGREE SEEKING STUDENTS)

A student who does not have immediate plans to enter a degree program but wants to take courses may be classified as a "special student." Students may enroll in up to a maximum of nine credit hours (See Admission General Information). A student on an F-1 visa may not enroll as a special student since he or she must be admitted to a degree program. Students receiving veteran's benefits and/or financial aid may be required to be degree-seeking and not eligible to be a special student.

DEGREE REQUIREMENTS DATE OF MATRICULATION

Matriculation occurs when a student first declares a major at OSU-OKC. A student follows the degree requirements of the catalog associated with his or her matriculation year. A student who fails to enroll in six hours of courses that are specific to their major within an academic year is considered to have broken matriculation and thus would be held to the requirements of the most current degree program in the most recently published catalog. A complete listing of academic programs can be found in the "Degree Programs" section of the Catalog.

CHANGES IN DEGREE REQUIREMENTS

Academic programs at OSU-OKC are kept relevant through continuous revision of curricula. Although the curriculum may be revised before a student graduates, any student who makes normal progression toward graduation (enrollment in six or more credit hours specific to the declared major per calendar year) will be held responsible for degree requirements in effect at the time of matriculation. A student has the option of adopting the new degree requirements that have

been established since matriculation, but may not return to a previous year's curricula.

CHANGE OF MAJOR/PROGRAM

Students who wish to change their current major/program to a new major/program must complete a Change of Major form with the Office of the Registrar. Failure to submit a major change may result in delayed payment of financial aid. Additionally, students receiving Veterans Benefits MUST complete and attach a Form 22-1995 (Change of Program or Place of Training) from the VA along with the Change of Major form to the Veterans Services Office. Failure to submit a Form 22-1995 to the VA will result in non-payment of benefits. Changing the program or major may add additional time to degree completion. Please consult your academic advisor for a degree audit.

GENERAL EDUCATION REQUIREMENTS

Although the University has required general education requirements, each division determines and publishes the general education requirements for its specific degree programs. Division requirements may exceed the minimums for general education established by the University, which are as follows (exclusive of physical education activities courses by OSRHE policy):

- ⇒ **English**—three semester credit hours of English composition. The required course is ENGL 1113;
- ⇒ **History**—three semester credit hours of American history. The required course is HIST 1483, 1493, or equivalent; and
- ⇒ **Government**—three semester credit hours of American government. The required course is POLS 1113. General education requirements may be met by credit by exam (CLEP) or advanced standing examinations.
- ⇒ **Computer Literacy**—The Oklahoma State Regents for Higher Education require computer science proficiency prior to graduation. This requirement could be met by:

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- α. successfully completing a high school computer science course that meets State Regents' high school curricular requirements;
- β. satisfying an institution's computer proficiency assessment; or
- χ. successfully completing college-level course work that the institution designates.

The method by which a student demonstrates computer science proficiency at OSU-OKC varies by major. This requirement does not increase the number of courses required to earn a degree.

MINIMUM DEGREE REQUIREMENTS

All degrees earned at OSU-Oklahoma City require a minimum 2.0 grade point average and minimum semester credit hour requirement, excluding zero-level courses, excluding any courses repeated or reprieved as detailed in the OSRHE Grading Policy, and excluding physical education activity courses.

BACHELOR OF TECHNOLOGY

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

1. Minimum semester credit hours required	120
2. General Education	40
3. Credit in residence at the awarding institution	30
4. Liberal arts and sciences course work	55
5. Credit from baccalaureate degree granting institutions (40 hours must be upper division)	60
6. Area of specialization (50% must be upper division)	30

Note: General Education core is the same required in the Associate of Science degree (see below).

ASSOCIATE OF APPLIED SCIENCE

The minimum standards for the awarding of Associate of Applied Science degrees in institutions in the Oklahoma State System of Higher Education shall include the following:

1. Minimum semester credit hours required	60
2. General Education	18
a. Communications	6
1. A college-level communications course in general, applied technical writing, or	
2. A course in English grammar and composition, or	
3. A college-level oral communications course	
b. U.S. History and U.S. Government	6
c. General Education electives	6
3. Credit in residence at the awarding institution	15
4. Support & Related Courses	0-15
5. Area of Technical-Occupational	27

ASSOCIATE OF SCIENCE

The minimum standards for the awarding of Associate of Science degrees in institutions in the Oklahoma State System of Higher Education shall include the following:

1. Minimum semester credit hours required	60
2. General Education	37
a. English Composition	6
b. U.S. History and U.S. Government	6
c. Science (one course must be a laboratory science)	7
d. Humanities (chosen from non-performance courses defined as humanities by the institution granting the associate degree)	6
e. Mathematics	3
f. At least one course from the following areas: Psychology, Social Sciences, Foreign Languages, Fine Arts (Art, Music, Drama)	3
g. Additional liberal arts and sciences courses as needed to meet the minimum 37 credit hours required in this policy	0-7
3. Credit in residence at the awarding institution	15
4. Support and Related Courses	0-15
5. Area of Technical-Occupational Specialization	23

^The Associate of Science in Enterprise Development (Reach Higher) degree has specific additional residency requirements established by the Oklahoma State Regents for Higher Education. (See Associate of Science in Enterprise Development for requirements)

SUBSTITUTION OF REQUIRED COURSES

A course substitution is a specific course that takes the place of a required course on a degree plan because it meets the content and/or spirit of the requirement. Individual divisions have the authority to approve substitutions for required courses on degree plans with two exceptions: (1) Substitutions related to general education requirements require approval from Academic

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Affairs (see General Education Requirements); (2) A lower-division course may not be substituted for an upper-division course to meet degree requirements.

SECOND ASSOCIATE DEGREE

A student who receives an associate degree from OSU-OKC may be awarded a second associate degree provided the following requirements are met:

- a. a minimum of 15 semester credit hours of additional credit hours from OSU-OKC which are directly applicable to the second degree and which are in addition to those presented for the first degree sought.
- b. a student must complete all general and specific requirements of both degrees, and
- c. the additional associate degree may not be earned in the same major as the first degree, even if the option is different.

CERTIFICATES

A student may earn a certificate by satisfying all certificate requirements as listed in the certificate curriculum description. A list of current certificates can be found in the "Degree Programs" section of the Catalog.

A graduation/retention grade point average of 2.0 or higher is required for completion of the certificate. Candidates for certificates must file an Application for Graduation by the appropriate deadline with the Registrar's Office for the semester of graduation. If the student fails to meet the requirements for the semester of application, he or she must refile. Certificates are awarded at the end of the semester or session in which a candidate files for completion. Completion of the certificate will be noted on the student's official transcript record.

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

- a. a minimum of 8 semester credit hours of additional credit hours from OSU-OKC which are directly applicable to the second certifi-

cate and which are in addition to those presented for the first certificate sought.

- b. a student must complete all general and specific requirements of both certificates, and
- c. the additional certificate cannot be from the same program/major, even if the option is different.

ENROLLMENT & REGISTRATION

COURSE NUMBERING SYSTEM

All OSU-OKC 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 second and third digits typically identify the course sequence within the field; and the last digit indicates the number of semester credit hours for which the course is offered. For example, a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit.

A course number beginning with zero indicates that the course is developmental or remedial in nature and cannot be used toward graduation/retention hours, is not considered college credit, and is not used to satisfy degree requirements. A course number ending in zero indicates that the course carries variable credit.

MAXIMUM SEMESTER CREDIT HOUR LOAD

In a regular 16-week fall or spring semester, the maximum enrollment for undergraduates without special approval is 18 credit hours, and 9 credit hours for a summer term. Enrollment in 19 or more credit hours (10 or more in summer) results in academic overload, which requires a Petition for Excessive Hours and approval from the Office of the Registrar.

High school/concurrent students or students admitted on "special" status should submit their request through the Office of Admissions. Proportionate credit-hour limits apply to short-term sessions and intersession periods

separately, depending on the length of the session. The maximum enrollment for a fall or spring semester is 24 credit hours; the maximum for a summer term is 12 credit hours. The maximum credit hour and excessive hour regulation shall include courses taken in residence at OSU-OKC, concurrently-enrolled courses at other colleges, correspondence or extension courses.

Undergraduates desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college. Current students must have a GPA of 3.25 or higher to be considered for Excessive Hours. Students who are on academic probation or limited hours may not request excessive hours.

The maximum academic overload in any given term is limited to the number of semester credit-hours, which is 50 percent greater than the total number of weeks in the applicable academic term.

ADDING COURSES

Once enrollment opens, students may add courses to their schedule during the add period (generally through the first week of a regular 16-week term, less for shorter terms; see Academic Calendar for specific dates) using the MyOK-State Student Portal.

No section changes after the add period are permitted unless approved by the instructor and department head. Students must submit the

"Request to Add Courses" through the Office of the Registrar along with the permission from the instructor and division head.

DROPPING COURSES

Courses may be dropped online through the MyOKState Student Portal. Students who have a hold on their record will not be able to drop on-line. They must complete and submit the "Drop Courses Due to Hold" form available on the OSU-OKC Office of the Registrar website or email okc.registrar@okstate.edu from their student institutional email with their drop request. Requests to drop or withdraw are

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not processed over the phone. General drop periods are provided in the table below. The Academic Calendar (<http://www.osuokc.edu/academiccalendar>) provides specific dates for each term.

DROP/WITHDRAWAL PERIODS FOR FULL-SEMESTER (16-WEEK) COURSES*

Semester Time Period:	Course Grade	Course-Related Tuition/Fee Refund
Before Term Begins	No Transcript record	100% Refund
First 2 Weeks	No Transcript record	100% Refund
Weeks 3-12	“W”	No Refund
Weeks 13-16	No drop option—Final grade as assigned by instructor	No Refund

*Summer courses, intersession courses, fast-track, four week, and other courses that do not extend through the entire 16-week semester follow proportionate drop/refund periods.

Students may drop a course, with a full re-fund, at any time during the refund period. The refund period is the first two-weeks of a 16-week course, the first week of an 8-week course and the first day of a fast-track, 4-week, or other short course. A drop with refund does not appear on the student’s official academic record.

After the refund period, a student may drop a course with a grade of “W” through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast-track, 4-week, or other short course. Drops during this period are completed online. After this period, students may not drop a course. An official grade for the course will be issued for the student at the end of the term. The date the Add/Drop/Withdrawal is the official date of the transaction. It is the student’s responsibility to ensure the transaction is successful via the My-OKState Student Portal.

Non-attendance does not automatically warrant a drop from a course nor

does it relieve the student of financial obligations to OSU-OKC. An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as a grade of “AW”. The student will remain responsible for the payment of charges for a course in which an “AW” is received. Charges due to failure to drop or withdraw from courses will not be waived.

A student may not drop any course for 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 of “F” for the course.

Exceptions to these deadlines may be considered by filing an Enrollment Appeal and providing documented extraordinary circumstances and approval by the Enrollment Appeals Committee (see Enrollment Appeals).

COURSE PREREQUISITES

Course prerequisites are listed in the course descriptions section of the University Catalog. Students who have not met course prerequisites are not permitted to enroll in the course. Instructors may waive prerequisites when the student’s background justifies this action. Some degree programs require prior approval of the instructor or department, such as in selective admission programs, special problems courses, independent study, and internships. If a course has a required prerequisite, student must successfully complete the prerequisite course with a grade of “C” or better to advance to the next course in the required sequence.

EQUIVALENT COURSES

Some courses are academically identical or equivalent to other courses that are offered in different departments. Equivalent courses should include “same as...” statements in their course descriptions. Equivalent courses are denoted on the official transcript in accordance with the undergraduate repeat policy. Credit for only

one of the courses will count in the earned hours section of the transcript.

MUTUALLY EXCLUSIVE COURSES

Courses that are not identical/equivalent but contain similar or significantly overlapping content include “no credit for...” or “may not be used with...” statements in their course descriptions. Mutually exclusive (or overlapping) courses are not listed as repeats, but students may not apply credit for both courses toward a degree. For example, if the description for Course X indicates “No credit for students with credit in Course Y” or “May not be used for degree credit with Course Y,” this means that a student may not use both courses to meet requirements for a single degree program. The student may use either Course X or Course Y, regardless of the order in which the courses were completed, but both courses may not be used to fulfill requirements for a single degree program. Thus, once a course is applied to a degree program, the mutually exclusive course may not be used to fulfill requirements for that program, including major hours, elective hours, total hours, etc.

TUITION AND FEES

Tuition, fees and other charges are approved annually by the Oklahoma State Regents for Higher Education and are subject to change each academic year. Oklahoma State University-Oklahoma City (OSU) combines enrollment costs and charges into one consolidated student account. The payment schedule is published each semester; by enrolling/registering in classes, you are accepting the responsibility of the costs associated with the courses unless you drop/withdraw by the published dates to receive credit. Failure to attend courses does not constitute a drop or automatic refund. The student is responsible for ensuring all requests to drop courses have been submitted by the published deadline.

The Business Services office generates a monthly electronic billing statement (e-bill) de-tailing charges, credits, and payments that have occurred on the student’s account. (See Business Ser-

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vices section for additional billing information.) All delinquent accounts must be cleared before a student can obtain a transcript or a letter of good standing, receive a diploma, or enroll at OSU-OKC for subsequent semesters. OSU-OKC complies with all federal regulations in returning unearned financial assistance when a student fails to meet the attendance requirements of the specific financial assistance provider.

Students receiving federal financial aid, military tuition assistance, veteran benefits, and other similar types of financial assistance will be responsible for any charges resulting in a return of funds to the assistance provider.

ENROLLMENT APPEAL/ EMERGENCY WITHDRAWAL

An Enrollment Appeal Petition is a type of ap-peal process for students who 1) have experienced an emergency or extraordinary circumstance that affects his or her ability to attend school, or 2) believes that his or her enrollment or billing statement is incorrect due to a processing error. Examples of emergency/extraordinary circumstances may include situations such as a severe or unexpected illness resulting in hospital-ization, the death of an immediate fami-ly member, military service obligations or relocation/ deployment/training or-ders, or employment relocation to an-other state. Student must explain the situation on the appeal form and provide supporting documentation of the circumstances.

The Enrollment Appeals committee determines the outcome of appeal/ petition requests and the decision will be communicated to the student in writing. The deadline for submission of an Enrollment Appeal is six months after the date the grade was assigned or fees were assessed. The Enrollment Appeal procedures and form can be found at <https://osuokc.edu/appeal>. Financial charges due to non-attendance or failure to drop or withdraw from classes by the deadline will not be waived. Students receiving some types of Federal Finan-cial Aid may only be eligible to receive "W"s for courses and are not eligible for a refund.

LEAVE OF ABSENCE FOR ACTIVE MILITARY DUTY

Per Oklahoma State law (SB 1830), OSU-OKC offers a military leave of absence (MLOA) to students who are members of the active uniformed military services of the United States who are called to active duty.

An MLOA allows a student to be absent from the University for active duty without penalty to admission status or grade point average and without loss of institutional financial aid. It also allows a student to be eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes for which they have successfully completed at least 50% of the coursework at the time of leave, if the student intends to complete the classes upon return from active duty.

MLOA shall not exceed a cumulative five years. Students in selective admission programs must contact the Vice President of Academic Affairs upon receiving notice of being called to active duty. For additional information and application for MLOA, see <https://osuokc.edu/veterans>.

AUDITING COURSES

A student who does not wish to receive credit in a course may enroll in a course for audit, provided space is available and the student obtains approval from the instructor of the course. Students who audit are considered 'visitors' to the course. Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment.

An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course. Audit enroll-ments follow the same resident and non-resident tuition and fee policies as credit enrollments. Audited courses do not count in the determination of full-time student status and do not apply toward Veterans Affairs benefits and are not eligible for financial aid.

The allowable time to change from audit to credit is during the first two weeks of a 16-week semester and proportionate periods for shorter terms.

Students may change to credit only if they are determined to be admissible for credit. The allowable time to change from credit to audit is during the first two weeks of a 16-week semester and proportionate periods for shorter terms.

CLASS SIZE

The minimum number of students required in order for a class to meet is typically 12. The maximum enrollment for each class section is determined by the academic division heads and the vice president for academic affairs prior to the publishing of the class schedule each semester. The minimum or maximum sizes can be increased or decreased only by the division head or vice president for academic affairs. OSU-OKC reserves the right to cancel any class that does not have a sufficient number of student to war-rant its continuation. A class may be cancelled if extenuating circumstances occur. Classes officially cancelled by OSU-OKC will be refunded at a rate of full-tuition and fees to students enrolled in the cancelled sections.

CLASS ATTENDANCE

Students are expected to regularly attend all classes in which they are enrolled. Class attendance is the responsibility of the student and the student is responsible for consulting with the class instructor when an absence occurs.

GRADES AND GRADING OFFICIAL TRANSCRIPTS

All official academic transcripts are prepared and released by the Office of the Registrar. The transcript is the official record of a student's academic work. Transcripts list all academic work earned at the institution, all accepted transfer work, and advanced standing credit. An official paper transcript may be requested by a student in the following ways:

1. Online via MyOKState Student Portal,
2. Complete the Transcript Request form and mail, fax, or scan to the Office of the Registrar, or
3. In person at the Admissions & Registrar counter, with a photo ID.

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Electronic transcripts are also available to students for an additional fee. For more information visit <http://www.osuokc.edu/transcripts>.

Students who request an official transcript with transcript holds (such as an outstanding financial obligation, etc.) will not be processed. Once the holds are released, the student must re-submit the official transcript request.

Official transcripts submitted from other academic institutions become a part of the student's permanent academic record at OSU-OKC and copies will not be released to the student.

UNOFFICIAL TRANSCRIPT

Students may view and print their unofficial academic transcript from the Academic Transcript link in the Student Records section of Self Service. An unofficial transcript lists degrees awarded, all of the student's courses and grades, plus course-work in progress. The Office of the Registrar does not provide copies of unofficial transcripts.

GRADE INTERPRETATION

The quality of student performance in all classes is indicated by the following letter grades: "A," "AH," "B," "BH," "C," "D," "F," "I," "N," "P," "CBE-P," "W," "AU," or "AW". Descriptions of the grades are:

- ⇒ "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 with honors – To obtain a grade of "AH" students must show all of the qualities show above for an "A" and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program).
- ⇒ "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 with honors – To obtain a grade of "BH" students must show all of the qualities show above for a "B" and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program)
- ⇒ "C" Adequate – The work of the student receiving this grade frequently show 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" is 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 a student who satisfactorily completes the majority of course work but who has been unavoidably prevented from completing the remaining work of the course. The "I" grade is also given in courses of a continuing character. The request for an "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% of the course-work and be unable to finish the course for reasons beyond his or her control. In order to award an "I", the student and instructor must complete an "Incomplete Contract", which sets the conditions for the satisfactory completion of the coursework and deadline for completion. The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. Instructors have the prerogative to require a shorter period of time to complete the remaining requirements. It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the incomplete grade is assigned; it is the responsibility of the instructor to initiate action to have any new permanent grade entered as soon as possible after the student completes the course or, after one year, partially fulfills the remaining requirements.

- ⇒ "CBE-P" Credit by Exam – Pass – The grade "CBE-P" is given to indicate a student earned passing credit through extracurricular learning (See Credit for Extracurricular Learning/Advanced Standing). Hours earned with a "CBE-P" grade are earned hours, but are not included in GPA or attempted hours. CBE-P grades do not affect the GPA.
- ⇒ "DEV-[GRADE]" Developmental Course Grade-The grade of "DEV-[GRADE]" is given to indicate the grade received in a developmental course. Developmental courses begin with a 0 and do not count as college credit. The grade does not impact the GPA and does not count in earned hours. It does count as passed hours to demonstrate proficiency when the grade is "DEV-C" or above.
- ⇒ "P" Passing – The grade "P" is given

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

- ⇒ "W" Drop or Withdrawal - This grade indicates that the student dropped the course. The grade "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 – An "AW" may be assigned for lack of attendance at the discretion of the instructor or academic affairs. 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 - An "N" indicates that at the time grades were due in the Office of the Registrar, a final grade was not reported by the student's instructor. An "N" is not a grade and will be changed to the grade earned within a reasonable time. It is not used in calculating grade-point averages.
- ⇒ "AU" Audit - An "AU" indicates that the student enrolled as an auditor in the course and the course was not taken for credit. An "AU" is not a grade and is not used in calculating grade-point averages.

GRADE-POINT SYSTEM

The following grade-point system is used in calculating the grade-point average:

- Grade "A" or "AH" yields 4 grade points per semester credit hour.
- Grade "B" or "BH" yields 3 grade points per semester credit hour.
- Grade "C" yields 2 grade points per semester credit hour.
- Grade "D" yields 1 grade point per semester credit hour.
- Grade "F" yields 0 grade points per semester credit hour.

In calculating grade point averages,

the total number of grade points earned is divided by the total number of hours attempted. The grades of "I," "P," "CBE-P," "W," "AW" or the mark of "AU" or "N" will not affect the grade-point average.

OVERALL GRADE-POINT AVERAGES

All courses in which a student has a recorded grade are included in the calculation, excluding any courses repeated (with an original grade of "D" or "F") or reprieved based on State Regents policy and excluding remedial courses and physical education activity courses. (See Academic Forgiveness).

GRADE REPORTS

Reports of the final grades of all students are compiled shortly after the end of each semester and are made available to students via the MyOK-State Student Portal under Final Grades.

CORRECTING GRADES REPORTED IN ERROR

The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Appeals Committee or Student Conduct Academic Dishonesty hearing panel. An instructor may not allow students to perform extra work after the end of the course in order to raise their grade. Grade change requests must be submitted in writing to the Office of the Registrar and must have the instructors, division heads and the vice president of academic affairs' approvals. A grade may not be lowered after the student has graduated unless the degree has been revoked.

GRADE APPEALS

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 the student begins a new semester, whichever comes first. Grade Appeal Forms may be obtained from the Office of the Vice President for Academic Affairs or online at http://www.osuokc.edu/academics/pdf/Grade_Appeal_Form.pdf.

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.

HONOR ROLLS

PRESIDENT'S HONOR ROLL

Undergraduate students with a semester (not cumulative) grade point average of 4.00, excluding zero-level courses, are placed on the President's Honor Roll. The grade of "P," "S" or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll.

VICE PRESIDENT'S LIST

Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.00 or higher, excluding zero-level courses, and no grade below "C," are placed on the Vice President's List.

VIOLATION OF ACADEMIC INTEGRITY

Oklahoma State University-Oklahoma City is committed to maintaining the highest level of academic integrity and ethical behavior. It is necessary that all members of the University support and promulgate the values of honesty and responsibility appropriate for an academic community. Not only does such academic integrity and ethical behavior contribute to the status of the University, but it also represents an important component of the educational process. To assure a high level of integrity among students, behaviors that violate academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another

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person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will not be condoned or tolerated. Violations may subject the student to disciplinary action including the following: receiving a failing grade on an assignment, examination, or course; receiving a notation of a violation of academic integrity on the transcript; and suspension from the University. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), the instructor will assign an incomplete grade until the allegation is resolved. (See <https://osuokc.edu/studentconduct/> code for full academic dishonesty policy and procedures).

ACADEMIC FORGIVENESS PROVISIONS

The Oklahoma State Regents for Higher Education provide provisions allowing a student to recover from academic problems in ways that do not forever jeopardize his or her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student academic career. 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 in the cumulative grade point average, with the academic forgiveness provisions reflected on the transcript and in the graduation/retention grade point average. Academic forgiveness may be warranted for currently enrolled students in three specific circumstances:

1. **Repeated Courses**—A student shall have the prerogative to repeat a course and have only the second grade, even if it is lower than the first grade, included in the calculation of the retention/graduation grade-point averages up to a maximum of four courses but not to exceed 18 credit hours in which the original grade was a "D" or "F." If a course is repeated more than once, all grades except the first repeated attempt are included in the

grade point averages. The original course and grade remain on the transcript identified with a designation of "Repeated (excluded from GPA)." All other repeated courses, those in excess of the 18-hour, four-course maximum and those with a grade of "C" or better in the original course, are included in the grade point averages.

2. **Academic Reprieve**—A currently enrolled student may request an academic reprieve for all courses in one semester or two consecutive semesters if the following conditions are met:

- a) at least three years must have elapsed between the period in which the grades being requested were earned and the reprieve request;
 - b) the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity, performance and remedial courses since the semester requested to be reprieved;
 - c) the student has not previously been granted an academic reprieve for a semester;
 - d) there were extenuating circumstances which caused the student to perform poorly during the semester. The request for an academic reprieve must be submitted on the appropriate form to the Office of the Registrar for approval. The courses for a semester that is reprieved are excluded from the retention/graduation grade-point averages and identified with a designation of "Reprieved (excluded from GPA)". Students who have been granted academic renewal are not eligible for academic reprieve.
3. **Academic Renewal Policy**—A student may request an academic renewal for all courses if the following conditions are met:
 - a) at least five years must have elapsed between the last semester being renewed and the renewal request;
 - b) prior to requesting academic re-

- c) the request will be for all courses completed before the date specified in the request for renewal;
- d) the student has not been granted a reprieve after December 5, 2003;
- e) neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements. The request for an academic renewal must be submitted to the Office of the Registrar. A student may only be granted one academic reprieve OR one academic renewal during their entire academic career. Academic forgiveness may be achieved by completing the Request for Academic Forgiveness form and submitting it to the Office of the Registrar.

HONORS PROGRAM

The Honors Program provides academically-committed students with the opportunities to study, conduct research and exchange ideas in classes designated for Honors Program students. Completion of the requirements for the Honors Program is noted on the student's OSU-OKC academic transcript record. Students must be admitted to the Honors Program.

HONORS CONTRACT

An Honors Contract is required to achieve 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.

GRADING

The contract does not affect the student's grade in the course. However, to

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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-OKC graduates with 15 hours of honors credit earned at OSU-OKC with an “A” or “B” will be eligible for official recognition as an “Honors” Graduate. Students will be recognized at commencement.

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 are nominated by their sponsoring instructor 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-OKC with a minimum grade of “B” 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 “serve to learn,” the service learning component is a valuable tool for academic growth and success. OSU-OKC graduates receive recognition for their service learning accomplishments at commencement. (See www.osuokc.edu/servicelearning).

GRADUATION GRADUATION REQUIREMENTS

The responsibility for satisfying all requirements for a degree rests with the student. Advisors, faculty members and

administrators offer help to the student in meeting this responsibility. Each degree program requires specific minimum number of credit hours, in-residence hours, and specific course requirements. These requirements are listed on the specific degree program in the Catalog.

DEADLINE FOR COMPLETION OF REQUIREMENTS

Degrees are conferred only on specific commencement dates. Students have four weeks after the official close of a semester to complete degree requirements in order to graduate for that semester. If a student completes requirements for a degree after the four-week deadline, the degree will be granted at the next scheduled commencement after the student files a graduation application. (See Graduation.) The student may request a certified statement of completion of graduation requirements from the Office of the Registrar.

RESIDENCE CREDIT REQUIREMENTS

Students must earn at minimum number of credit hours in residence at OSU-OKC to receive a degree or certificate. See Residence Credit for specific degree program requirements.

MINIMUM HOURS FOR GRADUATION

Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the Catalog. No baccalaureate degree program shall require fewer than 120 semester credit hours for graduation and no associate degree program shall require fewer than 60 semester credit hours for graduation.

By OSRHE policy, these hours are exclusive of physical education activity courses (leisure activity courses). No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree. At least 40 hours of upper-division course work shall be required in every baccalaureate degree program. (By OSRHE policy, these 40 hours are exclusive of physical educa-

tion activity courses.) A minimum of 30 hours for baccalaureate degree (of these 30, at least 15 must be upper division) and 15 hours for associate degrees is required. Hours earned in zero-level remedial courses may not count toward total hours.

GRADE-POINT AVERAGE FOR GRADUATION

A retention/graduation grade-point average of 2.00 or higher, in addition to the minimum grade point average as required by the department in the major program, is required for all courses in which a student has a recorded grade, excluding any courses repeated or re-prieved and excluding remedial courses and physical education activity courses. (See Academic Forgiveness Provisions.)

PAYMENT OF GRADUATION FEES

Basic graduation cost is included in the records maintenance fee.

APPLICATION FOR GRADUATION

All degree candidates must submit an Application for Graduation to the Office of the Registrar via the MyOKState Student Portal – Self-Service. Application deadlines are posted on the Application for Graduation and the Graduation website. Students who have filed a graduation application but do not complete their requirements need to re-file for graduation for the appropriate future term with the Office of the Registrar. Re-filing allows you to change the expected graduation term on your graduation application.

COMMENCEMENT EXERCISES

The University will hold Commencement exercises at the close of the spring semester. Students who plan to meet the graduation requirements at the close of the following summer session, or who met their graduation requirements at the end of the preceding fall session, are invited and encouraged to participate in the Commencement exercises at the close of the spring semester. The University encourages all candidates for degrees to be present at the Commence-

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ment exercises. Students must submit their graduation application by the deadline posted on the graduation website (www.osuokc.edu/graduation) for their name to appear in the commencement program. Students who will complete all degree requirements in the summer should file their graduation application for the summer term, but should file it by the graduation deadline if they want to appear in the commencement program.

RECOGNITION OF OSU-OKC HONOR GRADUATES

Any student who earns an associate or baccalaureate degree and has a grade point average of 4.0 over all courses attempted will be considered as honor graduates. Students will be awarded a white honor cord to wear during commencement exercises.

GRADUATION WITH DISTINCTION FOR OSU-OKC BACHELOR OF TECHNOLOGY GRADUATES

Students who earn an OSU-OKC Bachelor of Technology degree can also earn a level of distinction based upon the final retention/graduation grade-point average. The level of distinction added to the diploma and tran-

Graduation/retention grade-point average	Distinction
3.90 to 4.00	Summa cum laude
3.80 to 3.89	Magna cum laude
3.80 to 3.89	Cum laude

CREDITS

SEMESTER CREDIT HOUR

A credit hour is calculated as follows:

- a. **Lecture:** One semester-hour of credit is normally awarded for completion of a course meeting for 50 minutes per week for 16 weeks (800 minutes).
- b. **Laboratory:** One semester-hour of credit is normally awarded for completion of a course meeting for 100 minutes per week for 16 weeks (1600 minutes).
- c. **Clinical/Practicum:** One semester-hour of credit is normally awarded for completion of a course meeting

for 150 minutes per week for 16 weeks (2400 minutes).

These calculations do not include preparation time. These same equivalencies apply to intersession courses, fast-track, 4-week, short courses and other learning formats for which academic credit is awarded.

Students are encouraged 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 credit hours assumes a 30 to 36-hour-per-week study commitment, or a total of 45-54 hours each week devoted to your degree.

RESIDENCE CREDIT

Residence 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 prior to receiving the associate degree and a minimum of 30 credit hours in residence for the bachelor's degree. Reach Higher (A.S. Enterprise Development) residency requirements are determined by the Oklahoma State Regents for Higher Education and are listed on the degree program information sheet.

TRANSFER CREDIT EVALUATION

Transfer credit evaluation in the Office of the Registrar determines acceptable transfer credit on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the six U.S. regional associations. The evaluation is based on course content, as described in the catalogs of those institutions and in consultation with appropriate academic divisions and departments at OSU-OKC and applied to the student's chosen degree program.

Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when the Office of the Registrar has had an opportunity to validate the courses or programs in coordination

with the academic divisions or departments at OSU-OKC. All transferred courses are recorded on the student's academic record. Credit is only evaluated from each original transcript from the college the student attended. Students are responsible for turning in transcripts from each previous college attended. No part of the previous collegiate record may be disregarded.

MILITARY CREDIT

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 (ACE). Military credit posted to a previous college's transcript may be reevaluated by OSU-OKC. The grade of CBE-P (Credit by Exam- Pass) is assigned to all credit awarded for military training.

Students who wish to establish credit for military training should submit any of the following for credit evaluation to the Veterans Services Center or the Office of the Registrar:

- ◆ a copy of their DD214, Armed Forces of the United States Report of Transfer or Discharge,
- ◆ their DD295, Application for the Evaluation of Educational Experiences During Military Service, • Course Completion Certificates, which may be used to supplement other records or when service schools are not reflected on the DD214 or 295, or
- ◆ an official JST (Joint Services Transcript).

CREDIT FOR EXTRAINSTITUTIONAL LEARNING/ADVANCED STANDING

OSU-OKC recognizes 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 extrainstitutional learning include:

- ◆ Advanced Placement (AP),
- ◆ American Council on Education (ACE),

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- ◆ Non-collegiate learning experiences,
- ◆ Military learning experiences (Joint Service Transcript),
- ◆ 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-OKC advanced standing examinations, and
- ◆ Other accreditation or licensure or certification.

ELIGIBILITY AND GENERAL REQUIREMENTS

The student must be enrolled for credit or eligible to re-enroll at OSU-OKC during the semester in which he or she applies for extracurricular learning credits. The course(s) must be part of an OSU-OKC degree program or taught at OSU-OKC. The national standardized subject examinations, if available, are the mandatory testing methodologies for extracurricular learning credit.

APPLICATION OF CREDIT

The OSU-OKC division head, department head, or designee determines the application of the extracurricular learning credit towards the OSU-OKC degree. Extracurricular learning credit is not considered residence credit and thus will not satisfy the "Residence Requirement" for graduation purposes (See Residence Credit).

ASSESSMENT OF CREDIT

Proficiency is expected to be comparable to that of a student who takes the subject in residence at OSU-OKC. To successfully complete a course by extracurricular learning, a student must demonstrate proficiency through:

- 1) OSU-OKC 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

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 or validation may not be repeated.

POSTING

Extracurricular learning credit will be posted on a student's permanent academic transcript only after the student is fully admitted for the upcoming term. If proficiency is demonstrated, the credit will be posted as a CBE-P (Credit by Exam – Pass) for pass. It will be posted to the student's permanent transcript under the OSU-OKC course 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 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 Military Credit). Foreign Language Credit for Native Speakers

A native speaker of a foreign language cannot enroll in or earn credit toward graduation in lower-division (1000- or 2000-level) courses in that language. A native speaker of a foreign language is defined as a person whose high-school level instruction was conducted principally in that language.

CREDIT BY EXAM

OSU-OKC accepts credit by examination through the following: Ad-

vanced Placement Program (AP), College Level Examination Program (CLEP), and OSU-OKC Advanced Standing Examinations. Students who earn scores appropriate for college credit will receive credit for the appropriate subject areas in accordance with the guidelines of the organization.

- AP scores of one or two are not acceptable for credit.
- CLEP examinations may be taken in the OSU-OKC testing center or official scores for exams taken at other testing facilities may be forwarded to OSU-OKC. Students who take the national CLEP subject examination in Freshman College Composition must take the COM-PASS 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.

OSU-OKC Advanced Standing Examinations may be offered by academic departments on campus in subject areas not offered through the examination programs listed above. Any currently enrolled student who believes his or her life experiences or educational experience appear to have given the student proficiency in a subject that is offered at OSU-OKC, equivalent to the proficiency ordinarily expected of those students who take the subject in a regular class, may apply for an examination on the subject.

In addition to the regulations listed above, to qualify for an OSU-OKC Advanced Standing Examination the student must:

- a. be enrolled at OSU-OKC;
- b. not have taken an Advanced Standing exam in the subject/course within the preceding six months;
- c. receive the approval of the instructor and the head of the department in which the course is offered;
- d. present a valid student I.D. at the examination.

Information pertaining to OSU-OKC Advanced Standing Examinations may be obtained from the academic division

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responsible for offering the course.

AMERICAN COUNCIL ON EDUCATION

(ACE)/Non-collegiate Learning Experiences OSU-OKC awards credit as recommended by the American Council on Education (ACE) in the "National Guide to Educational Credit for Training Programs." Students may present certificates of completion or a transcript from the ACE Registry of Credit Recommendations to the Office of the Registrar for evaluation. OSU-OKC also awards credit based on the recommendation of the Board of Regents of the University of the State of New York in the "Director of the National Program on Non-collegiate Sponsored Instruction."

OTHER ACCREDITATION, LICENSURE, OR CERTIFICATION

OSU-OKC may award credit for educational learning provided by certain businesses, industrial and governmental agencies. Credit is awarded on the basis of recommendation from the OSU-OKC division head or designee for certain accreditation, licensure or certifications. Students may present official certificate(s), license(s), or official documentation to the OSU-OKC division head to demonstrate knowledge in his or her subject area. Recommendations will be forwarded to the Registrar's office to file for advanced standing credit. A grade of "P" (pass) is assigned to all credit awarded in this manner. The division head or designee will determine how this credit applies to the degree program.

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

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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 un-available 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.