

ADMISSION GENERAL INFORMATION

The OSU-Oklahoma City policy on admission provides an easily accessible educational opportunity for all students who can profit from college-level instruction. Admission to OSU-Oklahoma City does not ensure registration in all courses or eligibility for all curricular programs. Many courses have prerequisites and some degree programs have specific admission requirements. Additional information concerning program admission is available in the degree sheets for those programs.

The admission policies of OSU-Oklahoma City do not discriminate on the basis of national origin, race, sex, age or disability and are in compliance with the 1972 Educational Amendments of Title IX.

All interested parties should address inquiries or submit documents and transcripts to:

Office of Admissions
Oklahoma State University-Oklahoma City
900 N. Portland Avenue
Oklahoma City, OK 73107-6195
Phone: (405) 945-3224
okc.admissions@okstate.edu

SELECTIVE ADMISSION DEGREE PROGRAMS

Admission to certain degree or certificate programs may be restricted (i.e., Nurse Science, Veterinary Technology, Bachelor of Technology). Refer to details outlined in the Degrees, Certificates and Course Descriptions section of this catalog.

CURRICULAR REQUIREMENTS

The Oklahoma State Regents for Higher Education (OSRHE) mandate certain curricular requirements for freshman entering state colleges and universities. These curricular requirements act as prerequisites for certain freshman-level courses.

Students must meet the criteria for both the high school curricular requirements and the high school performance criteria as defined in the following sections to be eligible for admission. While high school students are encouraged to meet the state's criteria, we do not require these courses for admission. However, students need to remediate their deficiencies prior to taking freshman-level courses in the discipline area and

must remediate all performance and/or curricular deficiencies within the first 24 semester credit hours of seeking an associate in science degree or bachelor's degree.

SUBMISSION OF ACADEMIC CREDENTIALS

Recent high school graduates must submit official and complete high school transcripts during the admission process. Any student with attempted college transfer hours is required to submit official and complete college transcripts during the admission process. Failure to list all previously attended colleges or the submission of false information on the student application is grounds for denial of admissions and/or immediate suspension.

ASSESSMENT

All first-time freshmen admitted as regular students will be assessed prior to placement in courses. Students will be required to present ACT test scores and/or scores from a similar battery of tests. Some students may also be required to take the ACCUPLACER test. ACCUPLACER™ is a comprehensive, computerized test system that determines appropriate placement in the areas of reading, writing and math. Placement according to test scores is mandatory as per Oklahoma State Regents for Higher Education policy. Contact the Admissions office at: okc.admissions@okstate.edu for information. Academic advisors will assist students in selecting courses utilizing available assessment tests, previous educational experiences and expected workloads.

CLASSIFICATION OF STUDENTS

Degree-seeking students enrolled at OSU-Oklahoma City shall be classified as follows:

- 1 – 30 credit hours Freshman
- 31 – 59 credit hours Sophomore
- 60 – 93 credit hours Junior
- 94+ credit hours Senior

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

FULL-TIME STATUS (ACADEMIC)

Students who are enrolled in 12 or more semester credit hours during a fall or spring session (16-week term) or enrolled in six or more semester credit hours during a summer session (eight-week term) shall be classified as full-time.

FULL-TIME STATUS (FINANCIAL AID)

Students must be enrolled in 12 or more credit hours each semester (fall, spring and summer) to be considered full-time for financial aid purposes.

ADMISSIONS CATEGORIES

RECENT HIGH SCHOOL GRADUATE OR GED RECIPIENT

Each applicant shall provide the following:

- Official copy of high school transcript showing date of graduation or equivalency certificate based on the GED or HiSET test (GED recipient's high school class must have graduated)
- Placement scores from ACT, SAT or similar acceptable battery of tests

Additionally, students must meet the following high school curricular requirements:

- 4 units English (Grammar, Composition, Literature)
- 3 units Lab Science (excluding General Science)
- 3 units Math (Algebra I or higher level math course.)
- 3 units History and Citizenship Skills (including one unit of American History and two additional

ADMISSION GENERAL INFORMATION

units from the subjects of History, Economics, Geography, Government, Non-western Culture)

- 2 units Other (any of the subjects previously listed or selected from computer science, foreign language, or any Advanced Placement course except applied courses in fine arts)

15 Total Required Units

In addition to the above requirements, the following subjects are recommended for college preparation:

- 2 additional units: Fine Arts – Music, Art, Drama, and Speech
- 1 additional units: Lab Science (as described above)
- 1 additional units: Mathematics (as described above)

4 Recommended Units

HOME STUDY/UNACCREDITED HIGH SCHOOL STUDENT

A graduate of a private, parochial or other non-public high school which is not accredited by a recognized accrediting agency is eligible for admission if their high school class of peers has graduated. Students under this category must meet the high school curricular requirements listed under the section titled Recent High School Graduate or GED Recipient.

ADULT STUDENT

- Students who are 21 years of age or older or on active military duty may be admitted upon satisfactory demonstration of proficiency to perform at the collegiate level.
- Applicants who are not yet 21, who did not graduate from high school (their high school class has already graduated), and have participated in the ACT program or similar battery of tests are eligible for admission.

CONCURRENT ENROLLED HIGH SCHOOL STUDENT

To be admitted as a concurrently-enrolled student a student must be able to satisfy all 15 curricular requirements and requirements for graduation no later than the spring semester of the high school senior year and meet the performance requirements below.

The first semester of enrollment for

juniors can be the summer before the junior year and the first semester of enrollment for seniors can be the summer before the senior year.

ADMISSION

Students from Accredited High Schools: Juniors and Seniors

- Minimum ACT or Pre-ACT of 19, SAT or PSAT of 990, OR 3.0 high school GPA (on a 4.0 scale).

Home Schooled Students or Students Attending Unaccredited High Schools: Juniors and Seniors

- Must have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school AND
- Minimum composite ACT or Pre-ACT of 19, or SAT or PSAT composite of 990.

The Application for Concurrent Enrollment can be obtained at <https://osuokc.edu/concurrent>.

Course Placement

High school juniors and seniors meeting the admission requirements for concurrent enrollment must additionally must demonstrate college readiness in a particular subject area to enroll in coursework in the corresponding college subject area. In addition, students must demonstrate college readiness in reading to enroll in subjects outside of English, math and science. Concurrent students are prohibited from enrolling in any form of developmental education. College readiness is attained by achieving requisite subject scores on the following exams:

- ACT or Pre-ACT sub-scores must be a minimum of 19
- SAT or PSAT evidence-based reading and writing and math sub-scores must be a minimum of 510.
- OSU-OKC Accuplacer reading and writing scores must be a minimum of 250, and math must be a minimum Quantitative Reasoning/Algebra/Statistics score of 263

AND a minimum Advanced Algebra/Functions score of 250.

Course Load

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work. Non-academic high school units are excluded from the workload calculation.

Any student wishing to exceed the limits set by the Oklahoma State Regents for Higher Education must complete a Petition for Excessive Hours (Academic Overload) form.

Continued Enrollment

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a CGPA of 2.0 or above on a 4.0 scale. Students with CGPA's below 2.0 are not eligible to enroll in college courses until after high school graduation.

TRANSFER STUDENT

A transfer student is defined as any undergraduate student with greater than six attempted credit hours, excluding remedial/developmental (zero-level courses) and credit hours accumulated by concurrently enrolled high school students.

- Transfer students who do not meet curricular requirements must make up deficiencies within their first 12 credit hours of college-level work.
- Any student who transfers to OSU-Oklahoma City with less than a 2.0 cumulative grade point average will be conditionally admitted. A student admitted under this category is admitted on probation and must maintain a 2.0 GPA each semester while on probation and will remain on probation until the GPA meets retention standards.

ADMISSION GENERAL INFORMATION

NON-DEGREE SEEKING STUDENT

Any student who wishes to enroll in courses without pursuing a degree may be provisionally admitted without meeting the academic curricular or performance requirements of OSU-OKC. Retention standards will be enforced. Such students may enroll in a maximum of nine credit hours without submitting all official academic credentials at the time of admission. Academic credentials will be necessary to determine prerequisite and retention standards.

Once a student has completed nine credit hours, should he or she wish to enroll in additional coursework, he or she is required to meet the formal admission or transfer criteria. Both transfer and first-time freshmen are eligible to enroll under this category.

UNDOCUMENTED STUDENTS

Undocumented immigrant students must meet all admission standards set forth by the Oklahoma State Regents. No undocumented immigrant student is eligible for any type of federal financial aid, but those who meet required criteria may be eligible to pay resident tuition. (See In-State/Out-of-State Status of Enrolled Students.)

Undocumented students who did not graduate from a public or private high school in Oklahoma will not qualify to pay resident tuition. Please contact the OSU-OKC Office of Admissions for more information.

OPPORTUNITY ADMISSION

Students who have not graduated from high school whose composite standard score on the ACT without the writing component places them at the 99th percentile of all students using Oklahoma norms, or whose combined critical reading and mathematical score on the SAT without the writing component places them at the 99th percentile of all students using national norms may be eligible for admission. Admissibility will be determined based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

INTERNATIONAL STUDENT ADMISSION

A student seeking to enroll at OSU-Oklahoma City who is not a United States citizen, resident alien, refugee or other non-temporary U.S. Citizenship and Immigration Services classification is considered for admission purposes as an international student. Every international applicant is required to meet the equivalent of 12 years of combined elementary and secondary education that is measurable and comparable to that of the United States.

Each international applicant shall provide:

- a copy of the active U.S. Visa the student holds,
- proof of English Proficiency,
- official transcripts of high school and/or college(s) attended. (English translation with an evaluation from a recognized evaluation service is also required. Academic records must reflect a cumulative minimum grade point average of 2.0.)

In addition to the documents listed above, students who hold an F1 student Visa shall also provide:

- a completed International Application for Admission,
- evidence of "good standing" (if transferring from another U.S. institution.)
- evidence of financial support, and
- at the time of enrollment, the student must present a valid passport (the passport must be valid for at least six months into the future), I-94 and I-20.

Proof Of English Proficiency

See "Students for Whom English is a Second Language" below.

Financial Support

An international student must provide evidence to certify that sufficient funds will be available to complete the associate or bachelor's degree program. This proof of financial support may be a copy of the award letter from a scholarship agency or a statement of financial support from the family or financial sponsor.

The student also must provide a bank statement that is no older than 12 months indicating the appropriate amount of money needed and that includes the name of the sponsor listed in the financial guarantee document.

Evidence of Good Standing

An international student must provide evidence of good standing with his or her previous school and must be "in status" with the U.S. Citizenship and Immigration Services before he or she will be admitted.

Acceptance to OSU-Oklahoma City

International students who meet all requirements for admission will receive a letter of acceptance. Students holding an F1 Visa also will receive a Certificate of Eligibility (Form I-20). If the student is not in the United States, the I-20 will be sent to the student who must then take the Form I-20 to the United States Consulate or Embassy and apply for a U.S. visa. Upon acceptance for admission the student is eligible to register for classes.

STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

In addition to meeting all admission requirements listed under the appropriate section of this catalog, all applicants for whom English is a second language must provide proof of English proficiency by meeting one of the following standards:

Standardized Testing

Students may take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination. Results of the TOEFL taken at international testing centers and special testing centers will be accepted at OSU-Oklahoma City. Results of the TOEFL administered at institutional testing centers may only be accepted at the administering institution:

- score of 500 or higher on the paper-based TOEFL, or
- 173 or higher on the computerized version of the TOEFL, or

ADMISSION GENERAL INFORMATION

- 61 or higher on the Internet-based version of the TOEFL, or
- 5.5 or higher on IELTS.

Intensive English Program (IEP)

Lesser scores as listed below will be accepted in combination with a subsequent 12 weeks of study at an intensive English program operated by an institution of higher learning or private school approved by the Oklahoma State Regents for Higher Education:

- a minimum score of 460 or higher on the paper-based TOEFL, or
- a minimum of 140 on the computerized version of TOEFL, or
- a minimum of 48 on the Internet-based version of TOEFL, or
- a minimum of 5.0 on the IELTS.

High School Performance

Students who have attended all four years at a high school in the United States, successfully completed core requirements, and meet all other requirements for admission must provide their official high school transcript for consideration.

Transfer Coursework

Transfer students who have successfully completed 24 credit hours at an accredited college or university in the United States must provide official college transcripts for consideration.

IN STATE/OUT-OF-STATE STATUS OF ENROLLED STUDENTS

All applicants are classified as in-state or out-of-state for purposes of admission and tuition. In-State/Out-of-State status of students is determined according to Oklahoma State Regents for Higher Education policy. Students initially classified as out-of-state may petition for in-state status by providing supporting documentation to prove their claim. Petition deadlines are as follows:

- Fall Semester: May 1 – October 31
- Spring Semester: November 1 – March 31
- Summer Semester: April 1 – June 30

In-State reclassification (and associat-

ed tuition) is not granted on a retroactive basis. Questions regarding classification should be directed to the Office of Admissions.

A resident of Oklahoma is one who has lived continuously in the state for at least 12 consecutive months and whose domicile is in Oklahoma. Students' domiciles are their permanent homes - the places where they intend to remain and are expected to return. Students can have more than one residence, but only one domicile.

Attendance at an educational institution is interpreted as temporary residence; therefore, a student neither gains nor loses in-state status solely by such attendance.

An out-of-state student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.

An individual is not deemed to have acquired in-state status until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual classified as in-state shall not be reclassified as an out-of-state until 12 months after having left Oklahoma to live in another state.

Unless residency has been established in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for in-state status.

The burden of proof of establishing Oklahoma domicile, including providing any supporting documentation, shall be upon the applicant. Students requesting a change in their status must complete the Petition for In-State Status form and provide documentation as necessary.

Dependent and Independent Persons

The legal residence of a dependent person is the postsecondary student's parents or the residence of the parent who has legal custody or the parent with whom the student habitually re-

sides. If the student is under the care of those other than the parents, the legal residence is that of the student's legal guardian.

Students with extenuating circumstances (e.g. divorced parents with joint custody when one parent or legal guardian lives out-of-state and/or claimed as a dependent on a tax return, etc.) may be considered on a case-by-case basis.

A dependent person may establish independent person status through circumstances including, marriage, formal court action, abandonment by parents, etc. To qualify, a dependent person must have completely separated from the parental or guardian domicile and prove that such separation is complete and permanent. Additionally, the individual must provide evidence they are responsible for their housing and living expenses. Mere absence from the parental or guardian domicile is not proof of its complete abandonment. Applicants must provide adequate and satisfactory evidence of independent status and domicile.

If an independent person can provide evidence of coming to Oklahoma to establish domicile, the applicant may be eligible for in-state status at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

Full-time Profession Practitioners or Workers

Independent students who provide evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time or work on a full-time basis shall be admitted along with their spouse and dependent children immediately without the 12-month domiciliary requirement as long as they continue full-time employment capacity.

Foreign Citizen Criteria

Students who are not citizens of the United States may become eligible for residence status by proving their "permanent status" as evidenced by an I-551 (green card). An individual who has resided in Oklahoma for at least 12 consecutive months following the date

ADMISSION GENERAL INFORMATION

of adjudication on their “green card” may be eligible for in-state classification.

Undocumented Students

Individuals who cannot present valid documentation of United States nationality or an immigration status permitting study at a postsecondary institution, may be eligible to for an out-of-state tuition waiver if they meet the following criteria:

- Graduated from a public or private high school in Oklahoma;
- Resided in Oklahoma with a parent or legal guardian while attending classes at a public or private high school in Oklahoma for at least two (2) years prior to graduation
- Satisfies admissions standards for OSU-OKC. Students meeting these criteria should contact the Office of Admissions for assistance.

Military Personnel Criteria Active Uniformed Services

Students enrolled at OSU-Oklahoma City who provide evidence they are members of the uniformed services on full-time active duty status of more than thirty (30) days stationed in Oklahoma or temporarily present through military orders shall be immediately classified upon admission as in-state status along with their spouse and dependent children. Further, when members of the armed services are transferred out-of-state, the member, their spouses and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.

Former full-time active military personnel who remain in Oklahoma after their service may retain their in-state status without the 12 month requirement if they establish domicile.

Discharged or Released from Active Uniformed Service

Former military members, and/or their spouse or children, who intend to establish residence in Oklahoma, and who currently reside in Oklahoma may be eligible for in-state status without the 12-month requirement provided: a.) the student was in active uniformed

services for no fewer than 90 days, and b.) is pursuing a course of education with VA assistance under Chapters 30, 31 or 33.

Contact the Office of Admissions for more detailed information about requirements and supporting documents needed to qualify.

RE-ADMISSION TO OSU-OKLAHOMA CITY

Students who have attended OSU-Oklahoma City but were not enrolled during the immediate past year must reapply for admission. If a student has attended another college or university since last attending OSU-Oklahoma City he or she must submit a transcript of all work taken elsewhere.

Students who are academically suspended by an institution will not be allowed to reenter the institution for at least one regular semester (fall or spring) unless immediate reinstatement is granted through the enrollment appeals process. Students returning from an academic suspension will be readmitted on probationary status. Should a reinstated student be suspended a second time from the same institution, the student cannot return to the suspending school until such time as the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards.

ADDITIONAL REQUIREMENTS FOR ADMISSION OR CONTINUED ENROLLMENT

Immunization Requirements

Per Oklahoma law, all new students are required to provide evidence of having been immunized against measles, mumps and rubella (MMR) (two shots) and against Hepatitis B (Hep B) (three shot series). Students will complete an Immunization Certificate of Compliance when applying to the institution. For more information regarding the MMR and Hep B immunizations, please contact the Admissions Office.

If the certificate is not received during the student’s first semester, a hold will be placed on future enrollment

until the requirement is met.

NON-ACADEMIC CRITERIA FOR ADMISSION

In addition to the academic criteria used by institutions in the Oklahoma State System as the basis for student admission, Oklahoma State University-Oklahoma City shall consider the following non-academic criteria in deciding admission for first-time students, transfer students, or students who are applying for readmission:

1. Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
2. Whether an applicant has been convicted of a felony in any state or country.
3. Whether an applicant’s conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

If OSU-OKC finds that the applicant meets any of the above criteria, then OSU-OKC shall deny admission to the applicant if it decides that any of the events indicates the applicant’s unfitness, at the time of application, to be a student at OSU-OKC.

If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

1. Be advised of the grounds for the denial.
2. Be informed of the facts which form a basis of the denial.
3. Be afforded an opportunity to be heard.