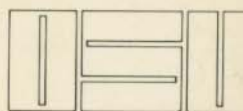


OKLAHOMA STATE

CATALOG 1982-83



Academic programs at Oklahoma State University are kept relevant through continuous revision of curricula.

Although the curriculum may be revised before a student graduates, a student who makes normal progress toward graduation (completing a four-year degree program in not more than six years or an associate degree program in three years) will be held responsible for degree requirements in effect at the time of matriculation (date of first enrollment), plus any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation.

Matriculation occurs when a student first enrolls in an accredited institution of higher education. A student has the option of following the degree requirements that were in effect at the time of matriculation, plus changes indicated above, or meeting the new degree requirements that may have been adopted since matriculation.

When a student first enrolls at OSU, the requirements for the degree programs being offered are made available. A prospective student may obtain a detailed listing of the requirements for any degree being offered at OSU by writing to the Office of the Registrar or to the department office through which the degree is offered.

**OKLAHOMA STATE
(USPS 378/410)
Vol. 82, No. 2 August 1982**

Published twice in August and twice in September by Oklahoma State University, Room 107 Whitehurst Hall, Stillwater, Oklahoma, 74078. Entered as second-class matter at Stillwater, Oklahoma, 74078.

**OKLAHOMA
STATE
UNIVERSITY**

CATALOG

1982 - 1983

OSU

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Oklahoma State University in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act) does not discriminate on the basis of race, color, national origin, sex, qualified handicap or disability in any of its policies, practices, or procedures. This provision includes but is not limited to admissions, employment, financial aid, and educational services.

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ROSCOE ROUSE, JR., Ph.D., *University Librarian*

*Selected campus-based administrators directly responsible for academic and service programs for students.

University Calendar

Summer 1982

Regular 8-Week Summer Session

June 3,4	Thursday, Friday	Registration
June 7	Monday, 7:30 a.m.	Class work begins
July 4	Sunday	Independence Day
July 5	Monday	Independence Day Recess
July 30	Friday 5:00 p.m.	Session closes
August 4	Wednesday, 5:00 p.m.	Grades due

First Semester 1982 - Fall

August 19, 20	Thursday, Friday	Registration
August 23	Monday, 7:30 a.m.	Class work begins
September 6	Monday	Labor Day recess
October 15	Friday, 5:00 p.m.	Progress reports for freshmen
October 25, 26	Monday thru Tuesday	Fall recess
October 29	Friday	Pre-enrollment for Spring
November 24	Wednesday, 7:30 p.m.	Thanksgiving recess begins
November 29	Monday, 7:30 a.m.	Class work resumes
December 6 - 10	Monday thru Friday	Pre-finals week
December 13 - 17	Monday thru Friday	Final examinations
December 17	Friday, 5:00 p.m.	Class work ends
December 22	Wednesday, 5:00 p.m.	Grades due

Winter Intersession

December 6 - 10	Monday thru Friday	Registration
December 27	Monday	Intersession begins
January 7	Friday	Intersession ends

Second Semester 1983 - Spring

January 6 - 7	Thursday, Friday	Registration
January 10	Monday, 7:30 a.m.	Class work begins
March 4	Friday, 5:00 p.m.	Progress reports for freshmen
March 5	Saturday, 12:00 Noon	Spring recess begins
March 14	Monday, 7:30 a.m.	Class work resumes
March 25	Friday	Pre-enrollment for Fall
April 25 - 29	Monday thru Friday	Pre-finals week
May 2 - 6	Monday thru Friday	Final examinations
May 6	Friday, 5:00 p.m.	Class work ends
May 7	Saturday, 7:30 p.m.	Commencement
May 11	Wednesday, 5:00 p.m.	Grades due

Summer 1983

Regular 8-week Summer Session

June 2, 3	Thursday, Friday	Registration
June 6	Monday, 7:30 a.m.	Class work begins
July 4	Monday	Independence Day recess
July 29	Friday, 5:00 p.m.	Session closes
August 3	Wednesday, 5:00 p.m.	Grades due

Second Semester 1983 - Fall

August 18, 19	Thursday, Friday	Registration
August 22	Monday, 7:30 a.m.	Class work begins
September 5	Monday	Labor Day recess
October 14	Friday, 5:00 p.m.	Progress reports for freshmen
October 24, 25	Monday thru Tuesday	Fall recess
October 28	Friday	Pre-enrollment for Spring
November 23	Wednesday, 7:30 p.m.	Thanksgiving recess begins
November 28	Monday, 7:30 a.m.	Class work resumes
December 5 - 9	Monday thru Friday	Pre-finals week
December 12 - 16	Monday thru Friday	Final examinations
December 16	Friday, 5:00 p.m.	Class work ends
December 21	Wednesday, 5:00 p.m.	Grades due

Winter Intersession

December 5 - 9	Monday thru Friday	Registration
December 26	Monday	Intersession begins
January 6	Friday	Intersession ends

Second Semester 1984 - Spring

January 5 6	Thursday, Friday	Registration
January 9	Monday, 7:30 a.m.	Class work begins
March 2	Friday, 5:00 p.m.	Progress reports for freshmen
March 3	Saturday, 12:00 Noon	Spring recess begins
March 12	Monday, 7:30 a.m.	Class work resumes
March 23	Friday	Pre-enrollment for Fall
April 23 - 27	Monday thru Friday	Pre-finals week
April 30 - May 4	Monday thru Friday	Final examinations
May 4	Friday, 5:00 p.m.	Class work ends
May 5	Saturday, 7:30 p.m.	Commencement
May 9	Wednesday, 5:00 p.m.	Grades due



The University

Oklahoma State University was founded in 1890 as Oklahoma Agricultural and Mechanical College. The name was changed to Oklahoma State University July 1, 1957. The first classes were held on December 14, 1891. The first Commencement was in 1896 with six male graduates.

Oklahoma State University is located in north central Oklahoma in Stillwater, a town of about 38,000 population. It is almost equal distance to Tulsa and Oklahoma City. The University is coeducational and has an enrollment of approximately 28,900 students of which about 22,700 are on campus, 3,100 at Okmulgee and 3,100 at Oklahoma City.

The OSU campus is one of exceptional beauty with modified Georgian style architecture in all of the new buildings. The campus physical plant is valued at some \$200,000,000. These facilities include one of the largest and most modern libraries in the entire Southwest, a large Student Union complete with hotel facilities, the Colvin Physical Education Center, and the Seretean Center for the Performing Arts.

While Oklahoma State University is a large multi-university, its size does not minimize the amount of personal attention to which each student is entitled. The individual is more than just a number in this University. OSU is structured so that all students are encouraged to identify the department in which they wish to major when they first enroll. Once the student has identified his or her major department, he or she becomes a very important individual to the faculty and advisers of that department. Since the average number of students majoring in any one department is less than 150, the student is rarely aware of the largeness of the University when he or she seeks counsel and advice.

On the other hand, the largeness of the University has many distinct advantages-its 1,300,000-volume library, its vast research laboratories and equipment, its fabulous physical education-recreation and student union facilities, its plush coeducational living, its outstanding Allied Arts program, its well-balanced social activities including 38 nationally-affiliated fraternities and sororities, and its highly qualified and nationally recognized professional staff. The University offers bachelor's, master's and doctor's degrees in a large number of fields, as well as the professional Doctor of Veterinary Medicine degree. Specialist and associate degrees are also offered in selected fields.

Accreditation

Oklahoma State University is on the list of approved institutions of the Association of American Universities. It has been continuously accredited by the North Central Association of Colleges and Secondary Schools as a degree-granting institution since 1916. It is also a member of the Association

of Land-Grant Colleges, the Association of American Colleges and the American Council on Education. The University is on the approved list of colleges and universities of the American Association of University Women.

OSU is an institutional member of the American Association of Colleges for Teacher Education and the National Association of Schools of Music. It is a member of the Associated Collegiate Schools of Architecture and its School of Architecture and the College of Engineering, Technology and Architecture are registered by the University of the State of New York. The accrediting agency for engineering and engineering technology programs is the Accrediting Board for Engineering and Technology. Refer to the appropriate pages in this *Catalog* for information on accreditation of specific programs. The School of Architecture is accredited by the National Architectural Accrediting Board. The College of Veterinary Medicine is accredited by the Council on Education of the American Veterinary Medical Association. The School of Journalism and Broadcasting is accredited by the American Council on Education for Journalism. The College of Business Administration is fully accredited by the American Assembly of Collegiate Schools of Business. The undergraduate program in the College of Home Economics holds full accreditation from the American Home Economics Association and is one of its institutional members.

The Honors Program

Oklahoma State University encourages college-centered Honors Programs designed to provide, for qualified students, opportunities for challenging work suited to their needs for independent study, discussion and initiative. Completion of an Honors degree will be stated on the student's diploma and transcript.

For details of Honors offerings and awards, students should consult the director of student services of their college (or, in the College of Arts and Sciences, the director of the College of Arts and Sciences Honors Program).

Bachelor of University Studies

Individualization and flexibility are the features of the program leading to the degree of Bachelor of University Studies. The program is designed for the goal-directed, motivated and mature student who finds that the present degree programs (majors) at the University will not enable the student to attain his or her educational objectives. This degree program is not intended for students whose educational objectives are undetermined. The Bachelor of University Studies degree permits a student to utilize the total resources of the University available to students in accomplishing unique educational objectives. The program may or may not prepare a student for a particular occupation or entry into a professional school.

A student who believes that his or her educational objectives can best be

fulfilled through a Bachelor of University Studies degree program should obtain an application for admission in the office of the dean of the college in which the student is to be enrolled.

All students who intend to present a program for the Bachelor of University Studies degree must enroll in one of the colleges of the University.

Graduate Credit for Seniors

Senior students who are graduating at the end of a semester or summer session may take graduate courses for graduate credit under the following conditions: (a) the credits must not be required or needed for the bachelor's degree; (b) the total registration must not exceed 18 credit hours for a semester or 9 credit hours for the summer session; (c) the student must either complete the requirements for the bachelor's degree at the end of the semester or summer session or be within 12 semester credit hours of completing requirements at the beginning of the semester or summer session in which graduate credit is requested; (d) admission to courses taken for graduate credit must have the approval of the head of the department in which the courses are offered and the Dean of the Graduate College; (e) not more than 14 semester credit hours taken which a senior may be approved for graduate credit, and a minimum of 16 semester credit hours must be completed in residence after the student registers in the Graduate College; (f) the use to be made of the graduate courses will be determined by the adviser when the student registers in the Graduate College and submits a plan of study for an advanced degree; and (g) the student must meet the same admission requirements and be subject to the same possible probationary or provisional restrictions as students admitted in graduate status.

The request to receive graduate credit must be made of forms available in the Graduate College Office before the end of the fifth week of class instruction of a regular semester or the second week of a summer session.

Admission

Admission to Oklahoma State University is based in part on the student's residence status. The student may determine that status from the following categories, and then consult the section which explains in detail the necessary requirements:

OKLAHOMA RESIDENTS: Freshman
 Transfer
 Special Admission

NONRESIDENTS OF OKLAHOMA:
 Freshman
 Transfer

READMISSION: Oklahoma Residents and Nonresidents

Any student who can present a disciplinary record satisfactory to the University and an academic record that meets the appropriate requirements listed below will be accepted. It is the responsibility of the student to present these records.

The admission requirements are not the same for residents and nonresidents of Oklahoma; therefore, it is important than one first determine residence status. Although the provisions given here are not all-inclusive of the regulations governing the classification of students as residents or nonresidents for fee payment purposes, they should permit most students to determine their residence classification. Any student who cannot determine his or her classification from these provisions should write to the Office of the Reigstrar and ask for a ruling.

Residence Status. A married student, or a student 18 years of age or over, who has lived in Oklahoma for at least 12 months immediately preceding enrollment at OSU will normally be classified as an Oklahoma resident for fee payment purposes. However, attending college or being stationed in Oklahoma under military orders does not, within itself, entitle a student to claim residence under this provision.

A minor student who is not married and whose parents have established permanent residence in the state of Oklahoma prior to the student's enrollment in a semester will be classed as an Oklahoma resident for that semester. A nonresident student who marries a resident may declare Oklahoma as his or her domicile at the beginning of the semester following such marriage. A student who is single and under 21 years of age may retain his or her Oklahoma residence status for a period of 12 months from the date that his or her parents established their domicile in another state and if, during those 12 months, the student reaches the age of 18 or marries, the student can retain status as an Oklahoma resident. *NOTE:* These provisions are not all-inclusive of the regulations governing the classification of students

as residents or nonresidents. Any student who cannot determine his or her classification from these provisions should contact the Office of the Registrar for information.

Oklahoma Residents-High School Seniors. A student *enrolled* in an accredited Oklahoma high school *as a senior* in *fewer than five credit courses for a semester* and is eligible to complete all requirements for graduation from high school no later than the spring semester may be accepted for concurrent enrollment at OSU if he or she meets the admission requirements as stated below under Oklahoma *Residents-Freshmen*, with the exception of being a high school graduate.

High school seniors who wish to apply for concurrent enrollment should contact the Office of Admissions for instructions on how to proceed.

Oklahoma Residents-Freshmen. Any resident of Oklahoma who (a) is a graduate of an accredited high school, (b) has participated in the American College Testing Program (ACT), and (c) meets at least one of the following requirements is eligible for admission to any of the state universities in the Oklahoma State System of Higher Education:

- (1) Maintained an average of "B" or above in the four years or high school study (3.00 or higher on a 4.00 scale).
- (2) Ranked scholastically among the upper one-half of the members of his or her high school graduating class.
- (3) Attained a composite standard score on the ACT program which places him or her among the upper one-half of high school seniors, based on twelfth-grade national norms.

An individual not eligible for admission as stated above may, if he or she is a high school graduate and has participated in the ACT, be admitted on probation for study in any summer session. A student admitted under this provision who (a) carries a credit-hour load of six or more hours of regular college study, and (b) achieves a grade-point average of 1.60 or higher (based on a 4.00 scale) will be eligible for continued enrollment in the fall semester.

Admission with advanced standing. Many high school seniors are enrolled in accelerated courses in various fields and others have mastered subjects beyond the level typical of a high school curriculum. These students are encouraged to establish college credit by passing examinations. Some of the subjects in which students may wish to apply for credit are algebra, physics, trigonometry, chemistry, English, history, biology and foreign languages. Students who wish to apply for these examinations should write to the Office of Admissions, during the last semester of their senior year in high school, but not later than April 20. Students who participate in this testing program and who enroll at OSU will have their examination papers evaluated by the department in which advanced standing is sought. If the student successfully

passes the examination, college credit will be granted in the course and a grade of "P" will be recorded.

Oklahoma Residents-Transfers. For information on transfer of credits, refer to the section on *Transfer of Credits*. An Oklahoma resident transferring from another institution must meet the following minimum requirements:

- (a) Must have been honorable dismissed from the college or university from which he or she is transferring.
- (b) Must have a "C" grade-point average over all college work attempted.

An Oklahoma resident transferring from another institution with less than a "C" grade-point average in all college work attempted may be admitted on probation if he or she earned a grade-point average of at least 1.50 for the immediately past academic year and his or her grade-point average over all hours attempted is equal to or above that specified below.

<i>Total hours attempted in all colleges</i>	<i>Minimum grade point average required</i>
fewer than 36	1.50
36 through 54	1.60
55 through 73	1.70
74 through 90	1.80
91 through 108	1.90
over 108	2.00

Oklahoma Residents-Special Admission. An *Oklahoma resident 18 to 20 years of age* who has not graduated from high school may be admitted provisionally if:

- (a) The high school class of the applicant has graduated prior to the date of the application, and the applicant has attained a composite standard score on the ACT which ranked him or her among that of the upper one-half of high school seniors, based on twelfth-grade national norms,

or

- (b) the applicant's academic performance (ACT results, high school grades, General Educational Development [GED] results, etc.) is reviewed by the admissions committee and is found to be acceptable.

This provisional admission will be probationary for a period of two semesters. At the end of that time the student must be making satisfactory progress in accordance with the University retention standards in order to continue to enroll as a regular college student.

An Oklahoma resident 21 years of age or older who has not graduated from

high school may be admitted on a probational basis. A student admitted under this regulation must make a "C" grade-point average over the first semester's work to be eligible to return for a second semester.

Nonresidents of Oklahoma-Freshmen. All out-of-state students must file with their applications for admission a \$10 application fee which is not refundable.

A nonresident of Oklahoma in order to be eligible for admission to study as a first-time-entering freshman at any institution in the Oklahoma State System of Higher Education (a) must be a graduate of a high school accredited by the regional association or by an appropriate accrediting agency of his or her home state, and (b) must have participated in the ACT or a similar acceptable battery of tests.

In addition, the student must have met one of the following requirements:

- (1) Ranked scholastically among the upper one-half of the members of his or her graduating high school class.
- (2) Attained a composite standard score on the ACT, or a similar acceptable battery of tests, which places him or her among the upper one-half of high school seniors, based on twelfth-grade national norms.

Advanced standing: For information on admission with advanced standing refer to *Admission Requirements, Oklahoma Residents-Freshmen*. The policy that applies to Oklahoma residents also applies to nonresidents.

Nonresidents of Oklahoma-Transfers. For information on transfer of credits please refer to the section on *Transfer of Credits*.

All out-of-state students must file with their application for admission a \$10 application fee which is not refundable.

A nonresident of Oklahoma transferring to OSU must meet the minimum requirements listed below:

- (a) Must have been honorably dismissed from the college or university from which he or she is transferring.
- (b) Must have made satisfactory progress (a grade-point average of 2.00 or better) in all college work attempted.

Readmission. Oklahoma residents and nonresidents who have attended OSU but did not attend OSU the immediately past semester must file an application for readmission. Students who have attended another college or university since last attending OSU must file a transcript of all work attempted after leaving OSU. If the student's grade-point average is above "C" and his or her disciplinary record is satisfactory to OSU, he or she will be admitted.

Transfer of Credits

Students who desire to complete or who have completed one or more semesters of work in residence at an accredited college or university and transfer credits so earned to Oklahoma State University should be guided by the following information:

Except as excluded below, college-level credits earned in residence at accredited colleges will be accepted by OSU and those credits will apply toward baccalaureate degrees in the same way that they would apply had they been earned in residence at OSU.

- (a) A minimum of 24 semester credit hours (30 in the College of Business Administration) that apply toward a degree must be earned in residence at OSU.
- (b) The *last* 18 semester credit hours (30 in the College of Business Administration) that apply toward a degree must be earned in residence at OSU.
- (c) Credits earned in *a junior college* cannot be used to satisfy OSU upper-division (junior and senior) level requirements, and cannot exceed a total of 65 hours.
- (d) A minimum of one-half of the upper-division requirements in a student's major field must be earned in residence at OSU.
- (e) A maximum of 65 credit hours earned at a junior college can apply toward a baccalaureate degree at OSU.
- (f) A minimum of 60 credit hours must be earned in a senior college.

Enrolling Procedure

Enrollment at Oklahoma State University depends upon the status of the applicant as either:

FIRST-TIME COLLEGE STUDENT
TRANSFER STUDENT
FORMER OSU STUDENT
CONTINUING OSU STUDENT

Students who desire to attend OSU as beginning freshmen should write to the Office of Admissions and request an application packet. This packet will contain all the application forms that the student must file with the University.

Application for Admission. Although OSU will accept applications for admission at any time, no advantage is gained by the student who applies far in advance of the time of his anticipated enrollment. OSU does not admit students on a quota system and, therefore, all students who apply for admission and who meet the admission requirements are automatically accepted. Students who are applying for scholarships and who need an early

confirmation of their acceptance should furnish, along with their request for early acceptance, their academic records in as complete form as possible. Students who cannot show need for early acceptance will be required to submit a complete academic record (in the case of a high school senior, this means a transcript showing date graduated), before acceptance can be unconditional.

Freshman Enrollment Periods. Fall enrollment periods for the entering freshmen are during the months of May, June and August. The enrollment process usually takes only one-half day to complete. Academic counselors are available to assist the student in exploring areas of interest, formulating education plans for the future and selecting a major. After making application to OSU, the student will be mailed information in regard to enrollment dates, money to bring with him or her at the time of enrollment, schedule of events, and other pertinent instructions.

Student Health Services and Requirement. It is required that all students enrolling in OSU present a record of a physical examination by their local or family physician prior to enrolling or else a recent equivalent record of physical examination, such as a place of employment or a school, or in the Armed Forces. However, the student must complete the front page of the *OSU Medical History and Physical Examination Record*. This health report is for determination and evaluation of the condition of the student so that corrective preventive measures may be taken and he or she may be correctly classified for ROTC and physical education.

University Housing Application. One sheet of the above-mentioned application packet is an application for housing. On-campus housing fills rapidly at OSU. The student is urged to complete the application for housing rather early during the senior year of high school. This increases the chances of getting the choice of residence halls.

Transfer Students

Students who have attended OSU before and desire to transfer credits back to OSU should follow procedures given under *Former Students*. Students who wish to transfer to OSU and who have never attended OSU should file their applications for admission with the Office of Admissions. They should also have each college attended mail an official copy of their transcripts to the Office of Admissions. Upon receipt of the application for admission and official copies of all transcripts, the Office of Admissions will notify the student of his or her admission status and instruct those students who are accepted on how to proceed to enroll. The student should bring with him or her a \$40 enrollment deposit when he or she comes to the campus to enroll.

Former Students

Students who have attended OSU but did not enroll in the immediately

past semester should file an application for readmission. The application form may be secured by writing to the Office of Admissions. If the student has attended another college after leaving OSU, he or she must submit official transcripts of all work attempted after leaving OSU. Upon receipt of the application for readmission and official copies of transcripts, the Office of Admissions will inform the student of his or her admission status. Those students who are admissible will be given instructions on how to enroll.

Costs

The required fees and nonresident tuition for Oklahoma State University are listed below. These fees are based on level of course. All costs are subject to change without prior notice.

Oklahoma Residents

Lower division courses	\$15.95 General fee 2.30 Required student activity fee \$18.25 Total per credit hour
Upper division courses	\$18.70 General fee 2.30 Required student activity fee \$21.00 Total per credit hour
Graduate division courses	\$22.55 General fee 2.30 Required student activity fee \$24.85 Total per credit hour

Non-residents of Oklahoma

Lower-division courses	\$15.95 General fee 2.30 Required student activity fee 37.95 Non-resident tuition \$56.20 Total per credit hour
Upper-division courses	\$18.70 General fee 2.30 Required student activity fee 44.00 Non-resident tuition \$65.00 Total per credit hour
Graduate-division courses	\$22.55 General fee 2.30 Required student activity fee 52.90 Non-resident tuition \$77.75 Total per credit hour

At OSU all course offerings are listed by four-digit numbers with the first digit indicating level of course. Lower-division courses are all courses with the

first digit 0 through 2. Upper-division courses are all courses with the first digit 3 or 4. Graduate-division courses are all courses with the first digit 5 or above.

College of Veterinary Medicine

Oklahoma Residents: \$632.50 per semester is required of students enrolled in the College of Veterinary Medicine. In addition to the \$632.50 per semester, Veterinary Medicine students will pay \$2.30 per credit hour for Student Activity fee.

Fees for Facilities and Special Services. (Required of all students.) Students regularly enrolled in the university are assessed facility fees which entitle them the use of the Student Union, the Colvin Physical Education Center and participation in the student health program. Certain groups of students in special courses may be on campus for a very short time interval or may be required by the university to reside off-campus for the entire semester. Such students will not use the facilities and will not be charged facility fees.

Student service facilities fee \$ 3.50 per credit hour
 \$56.00 maximum per semester

Students will not be billed facility fees and will not have access to the facilities when enrolled (1) *only* in a specialized course(s) offered for a special-interest group and not in any other course(s) in the university or (2) in a course(s) which requires that the student reside off the campus for the *entire* semester (medical technology, geology and forestry summer camps). Such courses typically are offered at unusual times and presented in a concentrated curriculum format.

Other Fees

<i>Application fee for nonresident students</i>	\$10.00
Audit, <i>without credit</i>	same as regular in-state fee
<i>Correspondence course fees:</i>	
High school courses	\$25.00 per credit ($\frac{1}{2}$ unit)
College courses	20.00 per semester hour
<i>Extension course fees:</i>	
Undergraduate courses	\$25.00 per semester hour
Graduate courses	25.00 per semester hour
Off-campus at military bases	30.00 per semester hour
On-campus courses	20.00 per semester hour
Specialized courses	50.00 per semester hour
<i>Graduation fee:</i>	
Associate degree	\$ 5.00
Bachelor's degree	10.00
Master's degree	15.00
Doctor of Veterinary Medicine degree	12.50

Specialist in Education, Doctor of Philosophy, Doctor of Education degrees	20.00
Thesis binding fee	At cost
<i>Special fees:</i>	
Advanced standing examination fee	\$ 5.00 per credit hour
Automobile parking permit	
Campus residents	15.00 per year
Off-campus residents	25.00 per year
Beginning class lessons in music	7.50 per semester hour
Group lessons in music	15.00 per semester hour
Individual lessons in music	15.00 per semester hour
International student status maintenance fee	15.00 per semester 10.00 per summer term
Irregular examination fee	1.00
Late payment fee	1.00 per day, 5.00 maximum
Late registration fee	5.00 first day, 10.00 maximum
Maximum charge per semester for music instruction	60.00
Organ practice	7.50 per semester hour
Re-enrollment after withdrawal	5.00
Speech clinic service	25.00 per course
Transcript (per copy after first one)	1.00

Other Expenses. Books and supplies used by the student are available in the University Bookstore at reasonable prices. Additional incidental and personal expenses such as clothing and entertainment will depend upon the individual student.

Withdrawal Refund Policy. A student withdrawing from the University (not to be confused with dropping a course) prior to completion of the semester or summer session will pay a certain percentage of the total fees in order to cover administrative and/or instructional expenses. These will be levied in accordance with the schedule below:

Withdrawal prior to the third week of classes of a semester or second week of a summer session.....	20% of total fees
Withdrawal during the third or fourth week of classes of a semester or the second week of a summer session	50% of total fees
Withdrawal during the fifth or sixth week of classes of a semester or the third week of a summer session.....	75% of total fees

Withdrawal after the sixth week of classes of a semester or
the third week of a summer session..... 100% of total fees

Fee Refund Policy for Students Entering Military Service. If a student enters military service during the term in which he or she is enrolled and has not completed sufficient work for receiving grades, but is in good standing academically, the University will waive enrollment fees for the student during the term in which he or she re-enrolls after military service has been completed to the extent of the amount that was paid previously for enrollment. Alternative: if the University feels that it is not feasible to issue a credit certificate, it will make a refund to the student of the full amount of fees paid.

If a student enters military service during the term and is not in good academic standing at the time, the regular fee refund policy of the University applies.

Fee Policy for Staff Members. Regular staff members at OSU may enroll in or audit courses and be charged fees at the rate of one-half the amount charged other students. The term "regular staff members" as used herein means full-time and permanent employees. It should be assumed that an employee's enrollment in a course of study is for the benefit of both the employee and the institution. To be eligible for an exception to this fee policy, an employee-student must submit a completed *Request for Faculty/Staff Fee Waiver* form to the Office of the Registrar prior to the beginning of classes. If the form is not on file prior to the beginning of classes, the student will *not* be granted the waiver in fees.

Fee Policy for Graduate Assistants. The University will waive the nonresident tuition for graduate assistants employed at least one-fourth time in instruction or research whose salaries are paid from the Educational and General Operating Budget. *Such waiver will include the summer term immediately following employment as a graduate assistant for the academic year, or for the second semester of the academic year, even though the student is not employed for that summer term.*

Faculty and Staff Enrollment in University Courses

Faculty enrollment in University classes is a privilege provided by the University as an opportunity for the professional growth and development of the faculty. Members of the faculty may enroll for credit in one course per semester and pay only one-half the fee in effect at that time. If a faculty member teaching full time wishes to enroll in more than one course, approval of the department head, dean and the Office of the Vice-President for Academic Affairs is required. Full-time faculty members may audit courses after securing an audit card for a fee of one-half the regular tuition fee per course.

Staff Enrollment. With the approval of the director or the department head, a full-time classified employee who can meet the academic requirements of the University may register for not more than six credit hours per semester, provided that not more than one course (maximum of four credit hours) be taken during the normal hours of employment. Time lost in taking this course shall be made up at a time directed by the supervisor. Exceptions to the six-credit-hour limit may be made in exceptional or unusual circumstances, if justified by the employee and approved by the director, department head and dean (or equivalent level of supervision).

Full-time staff members may audit courses after securing an audit card for a fee of one-half the regular tuition fee per course.

For early pre-enrollment, a full-time staff employee must obtain approval from the appropriate administrator authorizing his or her enrollment in the University. The employee will attach a letter of support from his or her supervisor to the enrollment trial study. The trial study and letter of support may be turned in to the Office of the Registrar any time after the class schedule book is available. An effort will be made to schedule classes of full-time employees to minimize conflict with their University employment.

Facilities and Services

Housing

Single Student Housing. Residence halls at OSU offer single students a variety of living arrangements in 14 halls, ranging from the older, more traditional halls to modern high-rise air-conditioned complexes. There is, in addition, a range of price options on rooms and meal plans allowing students to select a room rent and meal charge that meets their financial needs.

A major responsibility of Single Student Housing, in addition to making pleasant living accommodations available, is that of offering an environment in which learning experiences can take place. This is the advantage of a residential community which has been designed and organized to blend the importance of individual and group learning and living.

Single Student Housing thus attempts to meet the wide range of student needs by offering a variety of services, from the purely academic to the purely social. These services include: hall libraries, quiet hours, classes in the halls, faculty lunch program, scholarship recognition of individuals, floors and halls with high academic achievement, seminars on current issues, films, lecture series, art shows, concerts, leadership training, special-interest groups, intramural sports, employment opportunities, and recreational facilities. All of these are in addition to those facilities that serve the day-to-day needs of students, including laundry facilities, kitchens, vending machines and **continuous** meal service.

Finally, in every hall there is a well-trained professional staff as well as a student staff whose primary function is to see that the student benefits educationally from his or her residence hall living experience.

Assistance or further information may be received from the Single Student Housing office on the second floor of the Student Union.

Married Student Housing. University apartments for married couples attending Oklahoma State University are cheerfully decorated, modern residences designed especially for privacy and livability.

Students and their families may live year-round in these spacious, furnished, two-bedroom apartments while attending the University. Each apartment has a large living area, dining and kitchen facilities plus the bedrooms.

The all-brick units are constructed in one and two-story fashion, four to twelve units each. Wide attractive courtyards and play areas surround the units. In addition, playing fields for all sports accentuate the landscape, and off-street parking is available for everyone.

Married residences have attractive outdoor surroundings combined with nearness to both the main campus and a shopping and service area. Laundries are provided in the family housing areas for the convenience of residents. Directly adjacent is Oklahoma State University's recreation center with two swimming pools, basketball courts, handball, and golf facilities.

Married students may choose living quarters on- or off-campus. Applications for on-campus married housing must be made at the earliest possible opportunity to insure consideration.

Fraternities-Sororities. The fraternity and sorority system at OSU has served the campus and community for over sixty-five years. During this time the system and many of the individual fraternities and sororities have been recognized as the outstanding chapters in the United States.

Twenty-four national social fraternities for men and fifteen national sororities for women provide informal family-style housing adjacent to the campus. The life-style of the chapters affords students the opportunity to assume responsibility, practice leadership skills and establish lasting friendships. Though autonomous in their operations, these organizations come under the same rules and requirements placed on students housed in University residence halls.

The "Greek" organizations participate in team intramural programs, sponsor service projects for the campus and community, and seek to maintain high social and scholastic standards among their members.

Student Health Services

It is required that all students enrolling at Oklahoma State University for the first time present a record of a physical examination by their local or family physician prior to enrolling, or else a recent equivalent record of

physical examination, such as from a place of employment or a school, or the Armed Forces. However, the student must complete the front page of the *OSU Medical History and Physical Examination Record*. This health report is for determination and evaluation of the condition of the student so that corrective preventive measures may be taken and the he or she may be correctly classified for Reserve Officers' Training Corps (ROTC) and physical education.

Oklahoma State University is as interested in the student's physical and emotional well-being as it is in his or her intellectual and cultural development. Good health will not guarantee academic success, but it will help; and poor health, either physical or emotional, can impair both the academic and the extra-curricular career.

The University Hospital and Clinic maintains a staff of 8 full-time physicians, a clinical psychologist, 15 registered nurses, 3 laboratory and x-ray technicians, a physiotherapist, a dietitian, and other necessary supportive and ancillary personnel who make a specialty of providing the best possible care at the least possible expense for students. Along with this full-time help, there are part-time specialists in internal medicine, psychiatry and radiology. Specialists in all other fields are available for individual cases as consultants if needed.

The latest in modern diagnostic x-ray, physiotherapy and laboratory equipment is available for use in the hospital and clinic. Most injuries and illnesses can be treated, except major surgical cases, which can be diagnosed and then referred to either the family surgeon if time permits, or to a local surgeon in Stillwater.

There are no charges for office visits to see the physicians, or for most physiotherapy treatments. Most of these services are covered by a portion of the general fee paid by the student. To cover direct costs on laboratory, x-ray, pharmacy and hospital services a moderate fee is imposed. The Clinic is open from 8 a.m. to 11:45 a.m. and 1 p.m. to 4:45 p.m. Monday through Friday.

There are 19 beds available for hospitalization and isolation if needed. A registered nurse is on duty in the hospital at all times for emergency care of patients and a physician is on call at all times.

Financial Assistance for Students

Students who need financial assistance to attend college are encouraged to consider the many types of financial aid available through the OSU Department of Financial Aids. These programs include scholarships, grants, loans and part-time jobs. Students and parents are invited to make an appointment with a loan officer to discuss financial needs.

Student Loans. Oklahoma State University has several loan funds for students who need financial assistance. These funds are available to students who meet the eligibility requirements of the various funds and are making satisfactory progress in their college work.

Institutional loans are of two types: short-term loans-normally not exceeding \$400-which are to be repaid in monthly installments at 12 percent interest during the semester borrowed; and long-term loans which are to be repaid on a monthly basis beginning three to six months after graduation or termination of college attendance.

Oklahoma State University participates in the National Direct Student Loan (NDSL) and Guaranteed Student Loan (GSL) programs. The rate of interest on NDSL during the period of repayment is 5 percent simple interest per annum on the unpaid balance. The rate of interest on the GSL is 9 percent.

Oklahoma State University awards approximately 500 scholarships to freshmen each year who have attained a high scholastic standing and otherwise accumulated an outstanding record in high school. Application for these scholarships must be made by March 1. Applications may be obtained from the high school principal or the OSU Office of High School and College Relations.

Oklahoma State University awards approximately 600 upperclass university scholarships each year to sophomores, juniors and seniors who have an outstanding academic record. Application for these scholarships must be made by April 1.

Scholarships. Oklahoma State University offers a large number of scholarships for freshmen, sophomores, transfers and upperclassmen.

Transfer scholarships are offered each year to students transferring from junior colleges. Applicants must apply by April 1 preceding the academic year in which they plan to attend. A transfer applicant will be placed in consideration for a Junior College Transfer Scholarship and a Wentz Service Scholarship.

The Graduate College of Oklahoma State University offers approximately 400 graduate fee waiver scholarships each year.

Applications for upper-class and junior college transfer scholarships may be obtained from the OSU Department of Financial Aids.

Grants. Oklahoma State University participates in two Federal Grant programs.

Supplemental Educational Opportunity Grants are given to students who have established need. The grant does, as its name states, supplement all other aid to help meet the remaining financial need of the student.

The *Pell Grant Program* is the main source of federal student financial aid. The purpose of the Pell Grant Program is to provide a "floor" of financial aid to help defray the costs of post-secondary education whether it be at a two-year or four-year college or university, or at a proprietary or vocational-technical school. Eligible students must carry at least six semester credit hours to qualify. A student may receive a Pell Grant until he or she receives an undergraduate degree. These grants range from \$146 to \$1,800

per academic year. Pell Grants need not be repaid. Pell Grant applications may be obtained from high school counselors and college student financial aid officers.

College Work-Study Program. This program is designed to provide part-time employment for students with financial need who are willing to work to help pay part of their educational expenses. College Work-Study is combined with other forms of financial aid to help meet educational expenses. By attempting to place students in areas in which they are interested, the College Work-Study Program helps to stimulate the development of a worthwhile work experience for the student while attending college.

Student Employment. The Student Employment Office is maintained within the Office of University Personnel Services. Its primary aim is to help OSU students find employment, both on campus and in the community. The Office is located at 407 Whitehurst Hall, telephone 624-5373. Office hours are 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Monday through Friday.

Students who are interested in working part-time should contact this Office and file an application. This may be done by either mail or personal visit. After completion of the application, an interviewer will talk with the student concerning his or her employment interests and needs. An interview is necessary before a job on campus can be attained; however, it isn't necessary for the student to make a special trip to Stillwater for this purpose.

The best time to seek employment is at the beginning of each semester, although there are always some jobs available. Students who are interested only in summer employment need not file an application until the middle of March.

Pay scales and types of employment for campus and community areas vary. On campus the minimum rate of pay is \$3.35 per hour with an average work load of 12 to 20 hours per week. On-campus jobs deal mainly with the areas of skilled trades, secretarial, food service and manual labor. Off-campus opportunities deal basically with the same areas, including many temporary and child-related areas.

University Counseling Services

The University Counseling Services provides free and confidential professional counseling assistance to students. Students experiencing concerns related to any of the following areas may find this service helpful to them.

- (1) Personal and emotional problems as they affect personal goals, academic progress and relationships with others.
- (2) Selection of a major area, when such selections are more complicated or difficult than usual.
- (3) Problems, concerns, and experiences relating to educational difficulties; i.e. study habits, unusual test-taking stress, lack of

motivation, or attitudes related to school.

The resources of the University Counseling Services are available on both an individual and a group basis. Depending upon the need, tests and other University services may be used in conjunction with counseling.

All information regarding appointments and content of meetings is confidential.

Other services available to students through the University Counseling Services are the Career Information/Learning Resources Center (lower level, South Murray Hall, 624-5135), Minority Programs and Services, International Student Advisement, Substance Abuse Educational Programs, and Native American Programs and Services.

To make appointments students may call 624-5472 or come to Room 310, Student Union (Monday-Wednesday from 8 a.m. to 9 p.m. and Thursday-Friday 8 a.m. to 5 p.m., except noon hours).

Academic Advisement. Each student has an academic adviser who is available to assist students in clarifying their long-range goals, developing educational plans and selecting courses for realizing their goals. *The student is responsible for identifying and completing the degree program requirements.* Advisers are available as facilitators in helping students use University resources. The college directors of academic services, representing the academic deans, are in a position to assist in matters which may be of concern to the student. These people can provide information on academic rules, regulations, procedures and programs. The student will also find among the University faculty many who can be of help, not only in the solution of specific matters related to his or her specialty, but also in guiding the student in seeking and finding satisfactory answers to the questions raised by the challenging situations imposed by the college environment.

Placement Services

The University recognizes its obligations to assist students and graduates to maximize their efforts in preparing for and seeking careers. The Office of University Placement Services provides over-all coordination of the University placement programs. Specialized services are available in the offices of the college deans, along with assistance in locating part-time and summer employment provided by the Student Employment Office, Personnel Services. Several hundred regional and national firms conduct employment interviews on campus each fall and spring.

University Library

Occupying a central place in the life of the campus, the primary purpose of the University Library is to provide quality resources and services in direct and continuing support of the varied academic and research programs of the University.

Among the diverse resources available in the Library are nearly 1,300,000

volumes, 14,011 journals, 140,000 maps, and more than 900,000 microforms. To acquaint users with the Library and to facilitate the use of its resources, the Library has a well-qualified and friendly staff which includes subject specialists holding faculty rank who place a high priority on service to users. In addition, a brief slide/tape, *Introduction to the Library*, is available in the Non-Book Room (1st fl, SE), and self-paced printed and audio walking tours as well as floor plans and guides to locating different types of material are available near the second-floor information desk.

The philosophy of service which underlies the Library's operation is also reflected in the number of reference desks located throughout the building, in the coin-operated photocopy machines situated on every floor (5 cents per copy), in the 112 hours that the Library is open each week that classes are in session, and in the extended hours during final examination time at end of the fall and spring semesters.

Students, particularly those who are new to the campus, are encouraged to visit the Library. A good place to begin the visit is the Information Desk on the second floor. The Library faculty and staff welcome the opportunity to be of service.

Campus Activities

An education at Oklahoma State University means more than solely attending classes and listening to lectures. While classroom activity is the principal medium of educational offering, other facets are important to the development of a well-rounded individual. Cocurricular activities are viewed as an integral part of the academic experience, serving to enhance the student's university years. The wide range of activities reflects the student's quest for expression and achievement.

What's Going On at OSU? Types of activities at OSU largely depend upon the needs and desires of the students. Events involving the entire University community include intercollegiate athletics, concerts, lectures, art exhibits, films, dances and special activity weeks or days. Students have an opportunity to see Big Eight Conference athletic events. International political figures appear in formal presentations and informal discussions with students and staff. Popular and classical entertainment presented at OSU ranges from small rock groups to symphony orchestras.

Organizations Are Responsible for Activities. More than 300 chartered and recognized student groups exist to provide individuals the opportunity to become involved. Ranging from departmental, professional, service, and honorary, to special-interest groups, these organizations provide opportunities for leadership and program development, new friendships, and recognition for achievement.

Intramural teams provide opportunity for participatory and spectator

sports, recreational clubs promote hobbies, and special-interest groups center on religion, group living and student government.

Both vocal and instrumental University musical organizations are associated with the Department of Music.

Special organizations and activities exist for international students as well as specific ethnic groups.

Students are involved in operation of the campus radio station. Student groups staff various campus publications including the *Daily O'Collegian* newspaper and the *Redskin* yearbook.

A list of all organizations appears in the *Student Handbook*, which may be obtained in the Student Activities Center.

Facilities for Activities. The Colvin Physical Education Center, one of the finest facilities in the nation, encompasses a wide variety of organized and informal activities for all University students. It houses the School of Health, Physical Education and Leisure, which includes the academic program, recreation, intramurals, sports clubs and women's athletics. Activities available include racquetball, indoor or outdoor swimming, gymnastics, fencing, dance, golf, table tennis, wrestling, weightlifting, basketball, volleyball, badminton and squash.

Other facilities available for student recreational use include outdoor tennis courts, archery range, golf driving range, jogging track, soccer-rugby-football-softball fields and Lake Carl Blackwell.

The Student Union Activities Board coordinates and presents a variety of appealing and stimulating programs in the Student Union. In addition, the Union houses restaurants, a hotel, bowling lanes, a post office, several shops and a variety of other facilities.

Campus religious centers, supported by state and national church bodies specifically to serve the University community, provide opportunity for *worship* in both traditional and contemporary services; religious *education* commensurate with higher learning for the development of the whole person; *counseling* that maintains a spiritual basis for the cohesion and meaning of life; and *social* activities which allow relationships and life views to deepen. The eighteen religious centers have strategic locations close to campus and, in addition to their own ministry, coordinate many of their efforts with each other and the University administration through the Association of University Ministers.

Fraternity and sorority houses and *residence halls* conduct an active program of social, cultural and education events.

Other centers of activity include Lewis Field for football; Gallagher Hall for basketball, wrestling and concerts; and the M.B. Seretean Center for the Performing Arts.

How to Get Involved. The following personnel can give you detailed information regarding organizations and activities:

General information regarding all organizations and activities: coordinator of student activities, Student Union.

Student Union activities: program adviser, Student Union Activities Board, Student Union, Room 030.

Residence hall activities: residence hall program coordinator, Student Union, Room 062.

Allied Arts: coordinator of student activities, Student Union, Room 040.

Musical organizations: (vocal and instrumental), Head of the Department of Music, Seretean Center, Room 121.

International student activities: international student adviser, Student Union, Room 316.

Student publications: director of student publications, Paul Miller Journalism and Broadcasting Building, Room 206.

Intramural athletics: director of intramurals, Colvin Physical Education Center, Room 119.

Intercollegiate athletics: director of athletics, Gallagher Hall, Room 102.

Fraternities and sororities: program adviser, Student Union, Room 050.

Regents' Resolution on Disruption of the Educational Process

A resolution of the Board of Regents for Oklahoma State University to further clarify existing student regulations, Section 1, "Legal Obligation of the Student," as it pertains to the disruption of the educational process, was adopted in the regular monthly meeting at Stillwater, Oklahoma, on July 11, 1970:

Be it resolved by the Board of Regents of Oklahoma State University:

- I. That this statement known as "Emergency Disciplinary Procedure in Cases of Disruption to the University's Educational Process" containing the following provisions be enacted:

- A. **DEFINITION OF DISRUPTIVE CONDUCT**

Oklahoma State University has long honored the right of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly. That these rights are a part of the fabric of this institution and of the nation as stated in the Bill of Rights is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational

process, destruction of property, and interference with the rights of other members of the community cannot be tolerated.

B. RESPONSIBILITY OF THE STUDENT

Any student, who willfully by use of violence, force, coercion, threat, intimidation or fear, obstructs, disrupts or attempts to obstruct or disrupt, the normal operations or functions of the University, or who orally or in writing advises, procures, or incites others to do so, shall be subject to dismissal from the University.

The following, while not intended to be exclusive, illustrates the offenses encompassed herein: occupation of any University building or part thereof with intent to deprive others of its use; blocking the entrance or exit of any University building or corridor or room therein; setting fire to or by any other means substantially damaging any University building or property, or the property of others on University premises; any possession or display of or attempt or threat to use or use of firearms, explosives, other weapons or destructive means or devices, except as necessary for law enforcement, in any University building or on the University campus; prevention of the convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on the University campus; inciting or organizing attempts to prevent student attendance at classes; and, interfering with or blocking normal pedestrian or vehicular traffic on the University campus.

C. RESPONSIBILITY OF THE PRESIDENT

When it appears that there is a violation of Section I-A or I-B, it shall be the duty of the president (and he is fully authorized to act) to take all steps which he deems advisable to protect the assumed and designated interests of Oklahoma State University and to see that its rules, regulations and policies are enforced. He shall insure that any person or persons found guilty after proper hearing shall be disciplined in accordance with the existing Oklahoma State University student disciplinary regulations.

In carrying out these duties, the president may call upon any member of the University administration, or any member of the faculty, and he may call upon any agency of the University created to deal with cases arising under Section A. Action by any state or federal court shall not preclude the University

from exercising its disciplinary authority.

D. RESPONSIBILITY OF THE BOARD OF REGENTS

The Board of Regents recognizes that by the Constitution and Statutes it has the power to make such rules and regulations for the management of the University as it may deem necessary and expedient, not inconsistent with the Constitution and laws of the state. While the Regents fully appreciate their obligation in this respect, they further recognize that in dealing with those offenses against the University defined in Section A hereof, they must impose the duty and authority of enforcing the policies set forth herein in the principal executive officer of the University—the president. It will be the responsibility of the Board of Regents to furnish all possible assistance to the president when requested by him.

- II. Subject to the provisions of Sections I-A through I-D, it shall be the duty of the president to exercise full authority in the regulation of student conduct and in matters of student discipline. In the discharge of his duty, delegation of such authority may be made by the president to administrative or other officers of the institution, in such manner and to such extent as may by the president be deemed necessary and expedient; provided, that in the discharge of this duty it shall be the duty of the president to secure to every student the right of due process.
- III. The text of this resolution shall be printed in the *Student Regulations* section of the *Student Handbook* of the University and in the *University Catalog*.

Students' Rights to Privacy

As required by the Family Educational Rights And Privacy Act of 1974-Buckley Amendment, Oklahoma State University hereby acquaints students with their privacy rights.

Students of OSU have the right to:

- (a) Inspect and review information contained in their educational records.
- (b) Challenge the contents of their educational records.
- (c) Have a hearing if the outcome of their challenge is unsatisfactory.
- (d) **Submit an explanatory statement for inclusion in their educational record, if the outcome of the hearing is unsatisfactory.**
- (e) Prevent disclosure, with certain exceptions, of personally identifiable information from their educational records.

- (f) Secure a copy of the institutional policy, which includes the location of all educational records.
- (g) File complaints with the Department of Education alleging failures of OSU to comply with the Act.

Information that OSU has declared to be directory information concerning each student:

- (a) Name and local and permanent addresses.
- (b) OSU identification number and Social Security number.
- (c) Telephone number.
- (d) Date and place of birth.
- (e) Major field of study.
- (f) Weight and height of students participating in officially recognized sports.
- (g) Dates of attendance at OSU.
- (h) Degrees and awards granted.
- (i) Academic classification such as freshman, sophomore, junior, senior, etc.
- (j) Sex.
- (k) Class schedule.
- (l) Educational institutions previously attended.
- (m) Degree(s) held, date(s) granted, and institution(s) granting such degree(s).
- (n) Dissertation or thesis title.
- (o) Adviser and/or thesis adviser.
- (p) Participation in officially recognized organizations, activities and sports.
- (q) Parents' names and addresses.

During the first two weeks of the fall semester, students may file with the Office of the Registrar written requests not to release directory information pertaining to them. Directory information will be released by the registrar until receipt of such written requests from the students asking that the information not be released.

Degrees Offered

Degrees offered are listed alphabetically along with an indication of the College(s) in which they may be earned.

B - bachelor's
M - master's
D - doctorate

P - Professional
A - Associate
S - Specialist

Ag - Agriculture
A&S - Arts and Sciences
Bus - Business Administration
Ed - Education
En - Engineering

HE - Home Economics
Gr - Graduate College
T - Technology
VM - Veterinary Medicine

Accounting (B,M) Bus/Gr
Aerospace Studies (B) A&S
Agricultural Economics (B,M,D) Ag/Gr
Agricultural Education (B,M,D) Ag/Gr
Agricultural Engineering (B,M,D,P) Ag/En/Gr
Agricultural Communications (B) Ag
Agriculture (M) Gr
Agronomy (B,M) Ag/Gr
 Crop Science (D) Gr
 Soil Science (D) Gr
Animal Science (B) Ag
 Animal Breeding (D) Gr
 Animal Nutrition (D) Gr
 Animal Science (M) Gr
 Dairy Science (M) Gr
 Poultry Science (M) Gr
Applied Behavioral Studies (M,D) Gr
Architectural Engineering (B,M,) En/Gr
Architecture (B,M) En/Gr
Art (B) A&S
Biochemistry (B,M,D) Ag/A&S/Gr
Bioenvironmental Engineering (M,P) Gr
Biological Sciences (B) A&S
Botany (B,M,D) A&S/Gr
Business Administration (M,D) Gr
Business Education (B,M,D) Bus/Gr
Chemical Engineering (B,M,D,P) En/Gr
Chemistry (B,M,D) A&S/Gr
Civil Engineering (B,M,D,P) En/Gr
Clothing, Textiles and Merchandising
 (B,M) HE/Gr
Computing and Information Sciences
 (B,M,D) Gr
Construction Management Technology
 (B,A) T
Corrections (M) Gr
Curriculum and Instruction (M,D,S) Gr
Distributive Education (B,M) Ed/Gr
Economics (B,M,D) Bus/A&S/Gr
Education
 Educational Administration (M,D,S) Gr
 Elementary Education (B) Ed
 Higher Education (M,D,S) Gr
 Secondary Education (B) Ed
 Special Education (B) Ed
 Student Personnel & Guidance
 (M,D,S) Gr
Electrical Engineering (B,M,D,P) En/Gr
Electrical Power Technology (B) T
Electronics Technology (B,A) T
English (B,M,D) A&S/Gr
Entomology (B,M,D) Ag/Gr

Environmental Science (M,D) Gr
Executive Secretarial Administration (B) Bus
Family Relations and Child Development
 (B,M) HE/Gr
Finance (B) Bus
Fire Protection and Safety Technology
 (B,A) T
Food, Nutrition and Institution Administration
 (B,M) HE/Gr
Food Science (M,D) Gr
Foreign Language
 French (B) A&S
 German (B) A&S
 Spanish (B) A&S
Forest Resources (M) Gr
Forestry (B) Ag
General Agriculture (B) Ag
General Engineering (B,M,D,P) En/Gr
General Technology (B) T
Geography (B,M) A&S/Gr
Geology (B,M) A&S/Gr
Health and Physical Education (B) A&S
Health Education (B) A&S
Health, Physical Education and Recreation
 (M) Gr
History (B,M,D) A&S/Gr
Home Economics (D) Gr
Home Economics Education (B,M,D) HE/Gr
Horticulture (B,M) Ag/Gr
Hotel and Restaurant Administration (B) HE
Housing, Design and Consumer Resources
 (B,M) HE/Gr
Humanities (B) A&S
Industrial Arts Education (B,M) Ed/Gr
Industrial Engineering and Management
 (B,M,D,P) En/Gr
Journalism (B) A&S
 Mass Communications (M) Gr
Landscape Architecture (B) Ag
Management (B) Bus
Management Science and Computer
 Systems (B) Bus
Marketing (B) Bus
Mathematics (B,M,D) A&S/Gr
Mechanical and Aerospace Engineering
 (B,M,D,P) En/Gr
Mechanical Design Technology (B,A) T
Mechanical Power Technology (B,A) T
Mechanized Agriculture (B) Ag
Medical Technology (B) A&S
Microbiology (B,M,D) A&S/Gr
Military Science (B) A&S

Music (B) A&S
 Music Education (B) A&S
 Natural Sciences (B,M) A&S/Gr
 Occupational and Adult Education
 (M,D,S) Gr
 Organizational Administration (B) Bus
 Petroleum Technology (B,A) T
 Philosophy (B,M) A&S/Gr
 Physical Sciences (B) A&S
 Physics (B,M,D) A&S/Gr
 Physiological Sciences (M,D) Gr
 Physiology (B) A&S
 Plant Pathology (B,M,D) Ag/Gr
 Political Science (B,M) A&S/Gr
 Pre-law (B) A&S
 Premedical Science (B) A&S
 Pre-veterinary Science (B) A&S/Ag
 Psychology (B,M,D) A&S/Gr
 Radio-Television-Film (B) A&S
 Recreation (B) A&S
 Social Sciences (B) A&S
 Sociology (B,M,D) A&S/Gr
 Speech (B,M) A&S/Gr
 Speech Pathology (B) A&S
 Statistics (M,D) Gr
 Technical Education (B,M) Ed/Gr
 Trade and Industrial Education (B,M) Ed/Gr
 University Studies (B) All colleges
 Veterinary Medicine (DVM) (D) VM
 Veterinary Parasitology (M,D) Gr
 Veterinary Pathology (M,D) Gr
 Wildlife Ecology (B,M,D) A&S/Gr
 Zoology (B,M,D) A&S/Gr

Summary of degrees offered:

Bachelor's	94
Master's	68
Doctor's	46
Other degrees	19

Associate Degrees Offered through the Oklahoma City Technical Institute

Major

Accounting
 Architectural Technology
 Biomedical Electronics
 Civil Technology
 Computer Operations Management
 Computer Programming-Accounting
 Computer Programming-Scientific
 Computer Programming-Systems Analysis
 Construction Technology
 Electronic Engineering Technology
 Environmental Safety
 Fire Protection Technology
 General **Engineering**
 Horticulture
 Industrial Drafting Technology
 Instrumentation Technology
 Municipal Fire Protection
 Nurse Science
 Oil and Gas Field Management
 Police Science
 Surveying Technology
 Technical Writing

University Academic Regulations

In addition to these minimal regulations, there may be additional college, department or program requirements which apply. Students are advised to review all steps of their academic progress with their academic adviser.

1. Admission-Withdrawal

1.1 Admission of Freshmen. Policies and procedures governing the admission of new freshmen are detailed in another section of this Catalog (see Admission section).

1.2 Transfer Admission from Other Accredited Four-year Institutions. Except as excluded in the section on "Transfer of Credits," credits transferred from accredited senior colleges will **apply** toward baccalaureate degrees in the same way that they would apply had they been earned in residence at OSU. Students may not use

transfer credits to satisfy more than one-half the major course requirements for a department unless *they* have the approval of the head of that department and the academic dean.

1.3 Transfer Admission from Junior Colleges. Credits will be accepted by transfer from a junior college to meet lower-division (i.e., 1000-and 2000-level courses) requirements **only**. Credit accepted for transfer from a **junior** college **may not** exceed 65 semester credit hours. A minimum of 60 semester credit hours must be earned at a senior college.

1.4 Transfer Students with Leas than a "C" Grade-point Average. Students who are accepted with a transcript with a grade-point average below "C" will be placed on academic probation, and none of the credits will be officially accepted or made a part of the student's academic record until: (a) the student has maintained a "C" grade-point average or better over all work attempted at OSU, and (b) these transferred credits plus the credits earned at OSU will meet all course requirements for the degree that the student is pursuing at OSU.

1.5 Admission to Certain Professional Programs. Admission to certain programs as approved by the University may be restricted. (See details under college sections elsewhere in this *Catalog*.)

1.6 Enrollment In Good Standing. Students who are not under academic probation or suspension from the University and are judged to be making satisfactory progress toward their educational objectives shall be considered to be in good standing and are eligible to enroll in any of the undergraduate colleges except as may be restricted. (See "Admission to Certain Professional Programs.")

1.7 Scholastic Requirements for Continuing Enrollment of Students under Academic Probation In Undergraduate Colleges. A student who is not under suspension from the University is eligible to enroll. A student will automatically be placed on academic probation when the grade-point average of the last semester attempted is less than 2.00. A student may be placed on academic probation at the close of the semester in which the student fails to make satisfactory progress toward an approved educational objective. A student enrolling on probation should seek help from an adviser or a counselor in the University Counseling Services when deciding on an academic load and extracurricular activities. A student whose poor grades may have been caused by health problems should seek the help of a physician.

1.8 Academic Suspension. A student will be suspended when he or she earns less than a 2.00 grade-point average over the last semester attempted and (a) the cumulative grade-point average for the last two semesters is less than 1.40, or (b) the cumulative grade-point average for the last two semesters is less than a 2.00 and the cumulative grade-point average for all hours attempted falls below the following:

Total hours attempted	Minimum grade-point average required
fewer than 36	1.40
36 through 54	1.50

55 through 73	1.60
74 through 90	1.70
91 through 108	1.80
over 108	2.00

A student who at any time does not make satisfactory progress toward an approved educational objective will, at the request of the dean of the college, be suspended from the University. A student who fails to meet the conditions of probation will be suspended.

1.9 Reinstatement after Academic Suspension. Any student who has been suspended from the University for academic reasons may not ordinarily apply for readmission sooner than one year from the date of suspension; such application for readmission will be considered by the dean of the college in which the student wishes to enroll and on the merits of the individual case.

1.10 Readmission. A student who has attended OSU but was not enrolled during the immediate past semester must file an application for readmission. If the student has attended another college or university since last attending OSU, he or she must file a transcript of all work taken elsewhere. His or her admission status will be determined after an evaluation of the previous work has been made.

1.11 Withdrawing from the University. A student who wishes to withdraw will initiate a withdrawal in his or her dean's office. A student who withdraws prior to the beginning of the eleventh (11th) week of a regular semester and the sixth (6th) week of a summer session will not receive grades, and the courses will not appear on the student's permanent record. It will not be necessary to secure the instructor's signatures since no grades are required. A student may withdraw after the tenth (10th) week of a semester and after the fifth (5th) week of a summer session but prior to the beginning of "Pre-Finals Week." The course will appear on the student's permanent record with a grade of "W" or "F" as assigned by the instructor.

2. Student Status

2.1 Classification of Students. Classification of students pursuing undergraduate degrees is determined for University purposes by the criteria below:

Freshmen-fewer than 28 semester credit hours passed

Sophomore-28 to 59 semester credit hours passed

Junior-60 to 93 semester credit hours passed

Senior-94 or more semester credit hours passed

2.2 Full-Time Students. Regular semesters: **undergraduate** students who are enrolled in 12 or more semester credit hours are classified as "full-time" students. Graduate students enrolled in nine or more semester credit hours are classified as "full-time." Summer session: undergraduate students who are enrolled in six or more semester credit hours, or **graduate** students who are enrolled in **four or more** semester credit hours, are classified as "full-time."

2.3 Part-Time Students. A student who is enrolled but not meeting the definition of a full-time student is classified as "part-time."

2.4 Spada! Student. A student enrolled for course work toward an approved **educational** objective at this institution, but who is not a candidate for a degree, is classified as "special."

3. Requirements

3.1 Date of Matriculation. Matriculation occurs when a student first enrolls in an **accredited institution** of higher education. That date will be used in calculating the time limit for the use of a given plan of study.

3.2 Changes in Degree Requirements. Although the curriculum may be revised before a student **graduates**, a student who meets **all the** requirements for the **bachelor's** degree in not more than six years from the time of **matriculation** (or an associate degree in three years) will be held responsible for the degree requirements in effect at the time of **matriculation**, plus any changes that are made, so long as these changes do not result in semester credit hours being added or do not **prolong** graduation. A student has the option of **adopting** the new requirements that have been established since matriculation.

3.3 Honors Programs. Some of the **undergraduate** colleges have honors programs leading to various forms of **recognition** for **outstanding scholarship**. Students should consult the director of the Office of Student Academic Services in the office of their academic dean for **information**.

3.4 General Education Requirements. Each college of OSU determines and **publishes** the general education requirements for each of its own degree programs. College requirements may exceed the minima for general education established by the University, which are: (a) 39 semester credit hours, including six semester credit hours of **English composition** and 33 semester credit hours of breadth requirements, (b) an **international dimension** requirement, and (c) a **scientific investigation requirement**. The 33 semester credit hours of breadth requirements must include three semester

credit hours of American history and three semester credit hours of **American government**, and, in addition, at least three semester credit hours of designated general education courses in each of the following areas: Social and **Behavioral Sciences**; Humanities; Natural Sciences, and **Abstract and Quantitative Thought**. At least 15 of the 33 semester credit hours must be in disciplines not directly supportive of the student's major field of study.

The **International Dimension** requirement (the **equivalent** of at least three semester credit hours in courses **approved** as having an international dimension) and the Scientific Investigation requirement (one course approved as having an investigative **laboratory** or comparable experience in scientific methodology) may be satisfied in any part of the student's degree program.

A course in a breadth area not designated for general education purposes may be substituted for a designated course in the same breadth area when this is justified on educational grounds specific to an individual student. Such a **substitution** requires the recommendation of the student's academic adviser and dean and the **approval** of the assistant vice president, Office of Academic Affairs.

Courses that can be used to fulfill general **education** requirements are identified by code letters which appear preceding the course titles listed in the back of this Catalog and in the class schedule. The code letters designate the general education category for which the course may be used:

- A Abstract and Quantitative Thought
- H Humanities
- I International Dimension
- L Scientific Investigation
- N Natural Sciences
- S Social and Behavioral Sciences

3.5 English Requirement. The University requires a minimum of six semester credit hours in English composition for a **baccalaureate** degree. The required sequence of courses is English 1113 and English 1323. Students who earn an "A" or "B" in English 1113 or who earn three semester credit hours in English **composition** by attaining a score of 28 or higher on the English section of the American College Testing (ACT) **examination** or by advanced placement **examination**, and who have the consent of their college, may substitute English 3323 for English 1323. Students who **qualify** for Honors English may substitute English 1413 for English 1323.

3.6 English Proficiency Examination. All candidates for a **baccalaureate** degree must **pass** the University English Proficiency **Examination** or satisfy one of the following **conditions**: (a) receive a grade of "A" or "B"

in a **terminal composition** course (English 1323, 1413 or 3323), or (b) receive advanced **standing credit** for **English 1323**, or (c) **complete nine hours of English composition with a minimum grade of C in each course. Students are required to take the English Proficiency Examination prior to filing a diploma application.** The examination is offered in October, February and June, and is free of charge. Registration for the examination is **handled in the Office of Student Academic Services of each college. Students may take the English Proficiency Examination only one time.** Those who fail the **examination** will be able to satisfy the requirement only by successful completion of **English 3010, a non-credit tutorial class for which a one-hour audit fee is charged.** Students who must take English 3010 are advised to complete the course prior to the semester of **anticipated graduation** to avoid the risk of delay in the awarding of the degree.

3.7 International Student English Proficiency Requirements. As a condition of admission to undergraduate study at OSU, **all persons for whom English is a second language** shall be required to present a score of 500 or above on the Test of English as a Foreign **Language (TOEFL)** regardless of the number of semesters or terms completed in other institutions of higher education or previous enrollment in English language programs.

As a **condition** of admission to regular graduate study at OSU, all persons for whom English is a second language shall be required to present a score of 550 or above on the TOEFL regardless of the number of semesters or terms completed in other institutions of higher **education** or prior enrollment in English language programs. Persons who present a TOEFL score of 500 or above who demonstrate unusual academic promise may be admitted to graduate study on **probationary** status, but the number of such persons will not exceed two percent of the regularly enrolled graduate student **population** of the previous fall semester.

3.8 Substitution of Required Courses. In special cases students may be permitted to substitute a course of alternative or related subject matter for a required course. **Substitution cards** must be signed by the adviser, the head of the student's major department and the dean of the college. A **lower-division** course may not be substituted for an **upper-division** course requirement.

3.9 Waiving of Required Courses. **No more than a total of six semester credit hours may be waived. Required general education courses in English, American history and American government** cannot be waived, and the total number of semester credit hours

required for the degree **cannot** be reduced. Waive cards must be signed by the student's adviser, the head of the student's major **department** and the dean of the college.

3.10 Changing Majors. Students are advised to select a specific major no later than the end of the **sophomore** year. Students on **probation**, or not **making satisfactory** progress toward a degree, may **change majors** only with the **approval** of the dean of the **college** in which they wish to pursue a different degree.

3.11 Deadline for Completion of Requirements. Degrees are conferred only at commencement exercises. If a student completes requirements for a degree after a commencement date, the degree will be granted at the next scheduled commencement. The student may receive a certified statement of completion of graduation requirements at the Office of the Registrar. No student can receive a degree at commencement exercises unless his or her name appears on the commencement program.

3.12 Second Baccalaureate Degree. A **student** who receives a baccalaureate degree from OSU may apply **all applicable courses** toward a **second bachelor's** degree. A minimum of 30 semester credit hours of **additional** work, including all requirements of the second **bachelor's** degree, will be required.

3.13 Second Associate Degree. The same conditions as stated above apply for a second associate degree except that a minimum of 15 semester credit hours of **additional** work including all degree requirements will be required.

4. Credits

4.1 Residence Credit. Residence credit is awarded for work taken on campus (not through extension or correspondence) or at a **location** officially designated as a residence center by the governing board of the institution (e.g., in-state military bases).

4.2 Extension and Correspondence Credit. Academic credit is awarded for courses offered **through** the extension office of the several colleges within OSU, by the **Independent and Correspondence Study Center** of OSU, or by transfer of work certified as extension or correspondence credit by **another fully** accredited institution.

Extension Credit. OSU will accept, toward a degree, a maximum of eight semester credit hours earned **through extension** at another institution if that institution is fully accredited. **Credits earned through extension plus any credits earned through correspondence and advanced standing examinations** cannot

exceed one-fourth of the credits required for a bachelor's degree.

Correspondence Credits. OSU will accept, toward a degree, a maximum of eight semester credit hours earned through correspondence at another institution if that institution is fully accredited. Credits earned through correspondence plus any credits earned through extension and advanced standing examinations cannot exceed one-fourth of the credits required for a bachelor's degree.

4.3 Advanced Standing Examinations.

OSU is a national testing center for the College Level Examination Program (CLEP) or Proficiency Examination Program (PEP). National testing centers offer two kinds of examinations: general examination and subject examination. OSU grants college credit for only the subject examination.

Academic departments on campus at OSU may offer advanced standing examinations in subject areas not offered by the CLEP or PEP. These examinations are given on campus during scheduled testing dates. Information pertaining to application forms, testing dates and fees may be obtained from the Office of Admissions.

Acceleration of Academic Program. Any currently enrolled student whose travel, employment, extensive readings or educational experience appear to have given the student proficiency in a subject that is offered at OSU, 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.

Credit will be recorded with a grade of "P" if the student earns a "C" or better on the examination. In order to qualify for an advanced standing examination, the student must:

- (a) be enrolled at OSU.
- (b) need 12 or more semester credit hours (excluding the hours in which currently enrolled) toward meeting the requirements for the degree.
- (c) need the course to meet some requirement for a certificate or degree that is being pursued at OSU.
- (d) not have taken an examination over the course within the preceding six months.
- (e) have the recommendation of the Office of the Registrar and the approval of the head of the department in which the course is offered.

- (f) have paid the fee of \$5.00 per credit hour. (This fee is not refunded even if the student receives no credit.)

The amount of advanced standing credit which may be awarded shall not exceed **one-half of the total semester hours required at the lower-division level, and not more than one-half of the total semester hours required at the upper-division level.** In computing the total amount of credit which may be earned by advanced standing, hours taken through correspondence and extension methods shall be considered as having been earned through the advanced standing mechanism.

4.4 Validation Examinations. A student who has earned credit in a course which OSU refuses to accept, because the institution at which the course was taken was not accredited, may apply for a validation examination. In order to qualify for a validation examination, a student must:

- (a) be enrolled at OSU at the time the student takes the examination.
- (b) present the necessary evidence to prove that the student has taken the course.
- (c) get approval of the Office of the Registrar, the dean and head of the department in which the course is offered to take the examination.
- (d) take the examination within the first eight weeks after entering OSU.
- (e) students may take only one such examination in each subject.

The student secures the forms for the examination at the Office of the Registrar. The dean of the college in which the course is offered appoints a committee of three to construct, administer and evaluate the examination. The result is reported to the Office of the Registrar who records a "P" grade of the examination result is "C" or above.

4.5 Graduate Credit Hours for Seniors.

Seniors who are graduating at the end of a semester or summer session may take a limited number of courses for graduate credit during the last two terms of enrollment. Such credit may be earned under the following conditions: (a) the credits will not be required or needed for the bachelor's degree; (b) the total registration must not exceed 18 credit hours for a semester or nine credit hours for a summer session; (c) the student must either complete the requirements for the bachelor's degree at the end of the semester or summer session or be within 12 semester credit hours of completing such requirements at the

beginning of the semester or summer session in **which graduate credit is requested; (d) admission to courses taken for graduate credit must have the approval of the head of the department in which the courses are offered and the dean of the Graduate College; (e) not more than 14 semester credit hours taken while a senior may be approved for graduate credit, and a minimum of 16 semester credit hours must be completed in residence after the student registers in the Graduate College; (f) the use to be made of the graduate courses will be determined by the adviser when the student registers in the Graduate College and submits a plan of study for an advanced degree; and (g) the student must meet the same admission requirements and be subject to the same possible probationary or provisional restrictions as students admitted in graduate status. The student must achieve a minimum 3.00 grade-point average in all courses taken during the semester to receive graduate credit.**

The request to receive graduate credit must be made on forms **available** in the Graduate College office before the end of the fifth week of class instruction of a regular semester or the second week of a summer session.

4.6 Semester Credit Hour. University policy defines a semester credit hour as the equivalent of (a) 16 50-minute class sessions (including examinations) conducted under the guidance of a qualified instructor plus 32 hours of preparation time, or (b) 16 3-hour laboratory sessions, or (c) 16 2-hour laboratory sessions plus 16 hours of preparation time. These same **equivalencies apply** to extension courses, short courses and other learning formats for which academic credit is awarded.

5. Registration

5.1 Course Numbering System. All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject **ordinarily** is taken, **although enrollment is not exclusive as to student classification, 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 0 indicates that the course does not carry University credit. Course numbers ending in 0 indicate that the course carries **variable** credit.

5.2 Maximum Semester Credit Hour Load. All semester credit hours above 19 (9 during a summer session) shall be regarded as excessive and shall require written **approval in advance** of enrollment by the student's adviser and the dean of the college. Excessive hours in

any **given** semester or summer session will be limited to the number of **semester-credit-hours** 50 percent greater than the number of weeks in the **applicable** academic semester or summer session.

5.3 Adding Courses. No course may be added after the first *day* of the second week of classes in a regular semester, or after the equivalent period in the summer session. No course may be added without the approval of the student's academic adviser.

5.4 Dropping Courses. At *any* time during the first ten weeks of a regular semester, or during the first five weeks of a summer session, or during the proportionate period for block or short courses, a student may withdraw from a course, and no record of the course will appear on the transcript.

After the tenth week and before the beginning of "Pre-finals Week" in a regular semester, or after the fifth week and before the beginning of the seventh week in a summer session, or proportionate periods for block or short courses, a student may withdraw from a course and receive the grade of "W" (withdrawn passing) or "F" (withdrawn failing) as assigned by the instructor at the time of the withdrawal. A grade of "W" or "F" shall be recorded on the student's transcript.

After the beginning of "Pre-finals Week" in a regular semester, or after the beginning of the seventh week in a summer session, or proportionate periods for block or short courses, a student may not withdraw from a course and shall be assigned only the grade of "A," "B," "C," "D" or "F", or (when appropriate) "P," "NP" or "I" by the instructor at the end of the semester.

A student may not withdraw from any course in which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he or she may withdraw from the course with no record appearing on the transcript. If the student is found guilty, the instructor may take appropriate disciplinary action, including assigning the grade "F" for the assignment or the course.

No course *may* be dropped without the approval of the student's academic adviser.

5.5 Concurrent Registration. A student who desires to earn credits concurrently at another institution or through correspondence, extension, advanced standing examinations, or DANTES (Defense Activity for Non-Traditional Education Support) examinations while enrolled for residence credit at OSU, must secure approval *in advance* from his or her dean if he or she expects this institution to accept those credits.

Armed Forces personnel will be granted 60 days from the date of their first enrollment to establish, through DANTES examinations, advanced standing in subject matter that they mastered while in the Armed Forces.

5.6 Prerequisites to Upper-division Courses. When no prerequisites are listed for courses numbered 3000 and above, it is understood that the prerequisite is 60 credit hours of work completed, or 45 credit hours of work completed with an overall grade-point average of 3.25, or consent of the instructor.

5.7 Class Enrollment Maxima. Just prior to the dates set for pre-enrollment each semester, the Office of the Registrar will furnish each department head with a list of all the sections of both theory and laboratory that the department is offering for the coming semester and request a list of the maximum numbers of students permitted to be enrolled in each section. These maxima can be increased or decreased only by the department head or dean.

5.8 Late Registration. All students enrolling after the official beginning of a regular semester or summer session will pay a late enrollment fee. A student will be permitted to register during the first week of classes.

5.9 Payment of Tuition and Fees. Students are given information at the time they complete their enrollment on the procedures and deadlines for payment of tuition and fees. Students who do not follow these procedures and make payment by the deadline will be suspended for the remainder of the semester or summer session.

6. Grades and Grading

6.1 Official Transcripts. All official transcripts of students' academic records at OSU are prepared and released by the Office of the Registrar.

6.2 Grade Interpretation. The quality of student performance in all classes is indicated by the following letter grades: "A," "B," "C," "D," "F," "I," "P," "NP" and "W" Descriptions of the grades are:

Grade "A"-Superior performance
Grade "B"-Good performance, but not superior
Grade "C"-Average performance
Grade "D"-Minimal passing performance
Grade "F"-Failing

Grade "I". Awarded to students who satisfactorily completed the majority of the course work and whose work averages "D" or better, but who have been unavoidably

prevented from completing the remaining work of the course. The "I" grade may also be given in courses of continuing character (e.g., master's thesis, doctoral dissertation). The conditions, including appropriate time limits, for the removal of the "I" are indicated on the official class roll by the instructor. A condition that the student must repeat the course in order to remove the "I" is not permitted. The maximum time allowed for a student to remove an "I" is three years. It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the "I" is assigned; it is the responsibility of the instructor to initiate action to have the new grade entered as soon as possible after the student fulfills the requirement.

Grade "P". This grade is given for passing work in OSU courses approved for Pass-No Pass and Pass-Fail grading systems. Both credit hours and grade points are ignored in calculating grade-point averages.

Grade "NP." This grade is awarded for unsatisfactory work (including that evaluated as "D") in courses on the Pass-No Pass grading system. Both credit hours and grade points are ignored in calculating grade-point averages.

Grade "W." The grade of "W" indicates that the student dropped the course while doing passing work.

Mark of "N." 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.

6.3 Grade Point System. The following grade point system is used in calculating the grade-point average:

Grade "A" yields 4 grade points per semester credit hour.
Grade "B" 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.
Grades "F," "I," "P," "W" and "NP" yield 0 grade points per semester credit hour.

6.4 Grade-Point Average Calculating. In calculating grade-point averages for all purposes other than for graduation, the total number of grade points earned is divided by

the total number of hours attempted; for graduation, the hours and points earned first in a repeated course will be ignored. The grade of "I," "P," "NP," "W" or the mark of "N" will not affect the overall grade-point average.

6.5 Progress Reports. The faculty will be requested to report grades for all freshmen on the dates as printed in the official University calendar. The dates will normally be ten class days before the deadline for dropping a class without a grade being reported.

6.6 Pass-No Pass Grading System. An undergraduate student may elect to take no more than four courses or 15 hours (whichever is greater) during his or her academic career with the Pass-No Pass grading option. The option is restricted to those students who (a) have passed 28 or more semester credit hours, (b) have at least a 2.50 grade-point average in all hours attempted, (c) have met all of the prerequisites for enrollment in the course in question, (d) do not need the course in question for meeting any requirements for graduation or certification other than as a free elective, and (e) have approval of the academic adviser.

A student who chooses the Pass-No Pass option must do so by the last date on which a course may be added. Once the deadline has passed a student may not change the choice of grading systems. The Pass-No Pass option is not identified on the official class roll and thus is not known to the instructor. The instructor assigns a normal grade based on the quality of the work performed. The grades of "A," "B" and "C" are recorded on the transcript as "P"; the grades of "D" and "F" are recorded as "NP". "W" and "I" grades will be recorded without change. The Pass-No Pass grade will not affect the grade-point average.

Graduate students may enroll to take a course by the Pass-No Pass option. A course so taken cannot be used to meet graduate degree requirements.

6.7 Pass-Fail Grading System. Some courses are taught only on a pass-fail basis. Such courses are so designated in the course description. Students who pass the course are awarded the grade of "P"; those who fail the course are awarded the grade of "F".

6.8 Grade Reports. Reports of the grades of all students are compiled and released shortly after the end of each semester by the Office of the Registrar. These reports are made available to the student, the student's adviser and the student's dean.

Progress reports are made available to

freshman students shortly after mid-semester. Copies are made available to the student's adviser and the student's dean.

6.9 Correcting Grades Reported In Error. An instructor who reports an incorrect grade to the Office of the Registrar may request that Office to correct the grade. The request must be in writing and must have both the department head's and the dean's approval. In no case will a grade be lowered after the student has been graduated.

6.11 Grade Appeals. Students may appeal a grade given by an instructor in cases in which they believe the grade awarded is inconsistent with announced grading policy. (See *Student Handbook*.)

6.12 Honor Rolls. Undergraduate students completing all enrolled hours (not less than 12 semester credit hours in a regular semester or six in a summer session) with an overall grade-point average of 3.25 or higher, and with no grade of "I" in any course and no grade lower than a "C" are placed on the DEAN'S LIST OF DISTINGUISHED STUDENTS. Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 4.00 (i.e., all "A's") are placed on the PRESIDENT'S LIST OF DISTINGUISHED STUDENTS. The grade of "P" may not be included in meeting the minimum enrollment required for honor rolls.

7. Graduation

7.1 Graduation Requirements. The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty members and administrators offer help to students in meeting this responsibility.

7.2 Residence Requirements. A minimum of one-half of the upper-division requirements in a student's major field must be earned in residence at OSU. (See "College Enrollment Requirements.") The last 18 hours completed by a student immediately prior to graduation must be taken in residence at this institution. Including the last 18 semester credit hours (12 for an associate degree) the student must have earned a total of not less than 24 semester credit hours (16 for an associate degree) taken in not less than two semesters, or one semester and one summer session, or three summer sessions. Courses taken as part of a required internship, such as in medical technology, may not be used in meeting this requirement. In the College of Business Administration the last 30 hours must be earned in residence.

7.3 College Enrollment Requirement. A candidate for graduation must be enrolled

in the college from which he or she wishes to receive the degree for at least two semesters, or one semester **and** one summer session, or three summer sessions immediately preceding **graduation**. For the award of a second **baccalaureate degree, this requirement may be waived by the dean of the college awarding the second degree.** (See Residence Requirements" and "Second Baccalaureate Degree.")

7.4 Residence Waiver for Certain Premedical Students. Students who complete at least 94 semester credit hours in a recognized premedical science program and then transfer to a professional program leading to the doctoral degree at an accredited **professional** school of medicine, osteopathic medicine, veterinary medicine, dentistry or **optometry** will be awarded the appropriate **baccalaureate degree** upon the successful completion of 30 semester credit hours in basic medical science courses applicable to the OSU major. This option is available only to students who have completed all other degree requirements for the major and have taken at least the last 24 semester credit hours of work at OSU prior to transferring to a professional school. (See "Residence Requirements.")

7.5 Minimum Hours for Graduation. Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated elsewhere in this Catalog. No degree program shall require fewer than 120 semester credit hours for **graduation**. 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.

7.6 Grade point Average for Graduation. An overall grade-point average of "C" or better, in addition to the minimum **grade-point** average as required by the department in the major and minor fields, will be required for graduation, except as noted **below**.

Students who do not have an overall **grade-point** average of "C" or better may satisfy the University grade-point average

requirement (not the major or minor requirement) by presenting 90 or more hours (49 for an associate degree) of approved work with a **grade-point average** of "C" or better **and a total** number of grade points **equal** to twice the number of hours required for the specified degree. However, a minimum of 2.00 must be achieved in all courses applicable to the degree being **pursued before graduation** will be permitted.

7.7 Payment of Graduation Fees. The **graduation** fee is due at the same time that tuition is **due**. **Information on** procedures and deadlines is given to students at the time they complete their enrollment.

7.8 Requirements for Honors Degrees. The individual colleges have specific requirements for degrees with honors. Students should consult the office of their academic dean for **information**. (See "Honors Programs.")

7.9 Diploma Application. Each **candidate for graduation shall file a diploma application** in the Office of the Registrar within two weeks following enrollment in a regular semester or one week in a summer session in which the student wishes to be graduated.

7.10 Presence at Commencement Exercises. The University will hold one Commencement each year at the close of the spring semester. Students who met the **graduation** requirements the preceding fall semester **and students who plan** to meet the graduation requirements at the close of the following summer session are invited and **encouraged** to participate in the Commencement exercises. Students who plan to meet requirements during the summer session (whether they are currently enrolled or not) should contact the Office of the Registrar for **approval** to participate in Commencement.

The University encourages all candidates for degrees to be present at the Commencement exercises. Attendance is not compulsory. However, candidates who cannot be present **should** notify the Office of the Registrar of the addresses to which diplomas can be mailed.

Traffic Regulations

Students who plan to drive a vehicle on the campus must register the vehicle with the University Police Department. No fee is charged for this registration. If a student desires to park a vehicle on the campus, he or she must purchase a parking permit in the Office of the Bursar.