

STATE

OKLAHOMA



Catalog 1985-86

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 offered at OSU by writing to the Office of the Registrar or to the department office through which the degree is offered.

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**OKLAHOMA
STATE
UNIVERSITY
CATALOG**

1985 • 1986

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.

Contents

Admission	11
University Academic Regulations	32
Degrees Offered	43
College of Agriculture	47
College of Arts and Sciences	65
College of Business Administration	113
College of Education	127
College of Engineering, Architecture and Technology	147
College of Home Economics	173
College of Veterinary Medicine	185
The Graduate College	190
Oklahoma City Technical Institute	192
Course Listings	1-A
Index	205-A

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

University Calendar

Summer 1985

Regular 8-week Summer Session

May 30, 31	Thursday, Friday	Registration
June 3	Monday, 7:30 a.m.	Class work begins
July 4	Thursday	Independence Day recess
July 29	Monday, 5:00 p.m.	Class work ends (makeup exams)
July 31	Wednesday, 5:00 p.m.	Grades due from faculty

First Semester 1985-Fall

August 19-23	Monday-Friday	Registration
August 26	Monday, 7:30 a.m.	Class work begins
September 2	Monday	Labor Day recess
October 18	Friday, 5:00 p.m.	Progress reports for freshmen due from faculty
October 21,22	Monday, Tuesday	Fall recess
October 25	Friday	Pre-enrollment for Spring
November 28	Thursday, 7:30a.m.	Thanksgiving recess begins
December 2	Monday, 7:30 a.m.	Class work resumes
December 9-13	Monday-Friday	Pre-finals week
December 16-20	Monday-Friday	Final examinations
December 20	Friday, 5:00 p.m.	Class work ends
December 30	Monday, 5:00 p.m.	Grades due from faculty

Winter Interession

December 9-13	Monday-Friday	Registration
December 23	Monday	Interession begins
January 3	Friday	Interession ends

Second Semester 1986-Spring

January 6-10	Monday-Friday	Registration
January 13	Monday, 7:30 a.m.	Class work begins
March 7	Friday, 5:00 p.m.	Progress reports for freshmen due from faculty
March 8	Saturday, 12:00 Noon	Spring recess begins
March 17	Monday, 7:30 a.m.	Class work resumes
March 21	Friday	Pre-enrollment for Fall
April 28-May 2	Monday-Friday	Pre-finals week
May 5-9	Monday-Friday	Final examinations
May 9	Friday, 5:00 p.m.	Class work ends
May 10	Saturday 11:00 a.m.	Commencement
May 14	Wednesday, 5:00 p.m.	Grades due from faculty

Summer 1986

Regular 8-Week Summer Session

May 29, 30	Thursday, Friday	Registration
June 2	Monday, 7:30 a.m.	Class work begins
July 4	Friday	Independence Day recess
July 28	Monday, 5:00 p.m.	Class work ends (makeup exams)
July 30	Wednesday, 5:00 p.m.	Grades due from faculty

First Semester 1986-Fall

August 18-22	Monday-Friday	Registration
August 25	Monday, 7:30 a.m.	Class work begins
September 1	Monday	Labor Day recess
October 17	Friday, 5:00 p.m.	Progress reports for freshmen due from faculty
October 20, 21	Monday, Tuesday	Fall recess
October 24	Friday	Pre-enrollment for Spring
November 27	Thursday, 7:30 a.m.	Thanksgiving recess begins
December 1	Monday, 7:30 a.m.	Class work resumes
December 8-12	Monday-Friday	Pre-finals week
December 15-19	Monday-Friday	Final examinations
December 19	Friday, 5:00 p.m.	Class work ends
December 29	Monday, 5:00 p.m.	Grades due from faculty

Winter Intersession

December 8-12	Monday-Friday	Registration
December 22	Monday	Intersession begins
January 2	Friday	Intersession ends

Second Semester 1987-Spring

January 5-9	Monday-Friday	Registration
January 12	Monday, 7:30 a.m.	Class work begins
March 6	Friday, 5:00 p.m.	Progress reports for freshmen due from faculty
March 7	Saturday, 12:00 Noon	Spring recess begins
March 16	Monday, 7:30 a.m.	Class work resumes
March 20	Friday	Pre-enrollment for Fall
April 27-May 1	Monday-Friday	Pre-finals week
May 4-8	Monday-Friday	Final examinations
May 8	Friday, 5:00 p.m.	Class work ends
May 9	Saturday, 11:00 a.m.	Commencement
May 13	Wednesday, 5:00 p.m.	Grades due from faculty



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 38,250 population. It is almost equally distant from Tulsa and Oklahoma City. The University is coeducational and has an enrollment of some 28,000 students of which 22,000 are on campus, 3,000 at Okmulgee and 3,000 at Oklahoma City, as well as several hundred students at the University Center at Tulsa.

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 \$250,000,000. 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 1,400,000-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 National Associa-

tion of State Universities and 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, Architecture and Technology 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. All Teacher Education programs at OSU are fully accredited by the National Council for Accreditation of Teacher Education.

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 Colleges of Agriculture and Arts and Sciences, the director of the 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.

Advanced Standing Credit

OSU is a national testing center for the College Level Examination Program (CLEP) and 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. OSU also grants credit to high school students for acceptable scores in the Advanced Placement Program (APP) as administered by the College Entrance Examination Board (CEEB). Academic departments on campus at OSU may offer advanced standing examinations in subject areas not offered by the CLEP, PEP or APP. 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.

Academic Advisement

Academic advising is a major function in the University and is student-centered in the sense that it serves the student first and foremost and not a particular discipline, department or college. The essential role of academic advising is to assist the student in the process of developing his or her intellectual potential and vocational capabilities related to life goals. Each student has an academic adviser who is available to assist the student in clarifying his or her long-range goals, developing educational plans and selecting courses for realizing these goals. Advisers are available as facilitators in helping the student use University resources. The college directors of student 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.

Determining Residency and Admission Status

(See also "Admission-Withdrawal" section of the Academic Regulations.)

The admission requirements to Oklahoma State University vary for residents and for nonresidents of the state; therefore, prospective students should

determine their residence status before examining the admissions requirements. Although the following policy statement is not necessarily inclusive of all regulations governing the classifications of resident and nonresident students for the purpose of fee payment, it should, nevertheless be of assistance to most students in determining their residence status. Administration of the state's residency policy as it applies to Oklahoma State University students is designated to the Office of Admissions. Questions concerning interpretation of the policy should be directed to the director of admissions for a ruling.

Regulations governing the residence status of students are the responsibility of the Oklahoma State Regents for Higher Education and apply to all colleges and universities of the Oklahoma State System of Higher Education. On July 25, 1984, the existing policy was revised and a new policy was established for students enrolling for semesters and sessions beginning after July 1, 1985. This newly-revised policy contains several principles with which students should become familiar:

- (1) Attendance at an educational institution is interpreted as temporary residence; therefore, a student neither gains nor loses residence status solely by such attendance.
- (2) A nonresident student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.
- (3) An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual classified as a resident of Oklahoma shall not be reclassified as a nonresident until 12 months after having left Oklahoma to live in another state.
- (4) All married persons shall be treated as equal under this policy. Therefore, each spouse in a family shall establish his or her own residence status on a separate basis.
- (5) The burden of proof of residence status or domicile shall be upon the applicant. Students filing an appeal for reclassification of his or her residence status shall do so on forms provided or approved by the Oklahoma State Regents for Higher Education. (Some of the various types of evidence that may serve as proof of residence are year-round residence, ownership of property, registration for state general elections, an Oklahoma income tax return for the most recent calendar year, and payment of property taxes.)
- (6) Initial classification as a nonresident student shall not prejudice the right of a person to be reclassified thereafter for subsequent semesters or terms of enrollment as an Oklahoma resident provided proof of residence can be established.

For the purpose of clarity in determining residence status, the following terms are defined:

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

Independent Persons: Independent persons are those enjoying majority privileges (are legally emancipated from their parent(s) or guardian and who are responsible for their own care, custody and support.

Dependent Persons: Dependent persons are those under the care, custody and support of their parents(s) or other legally sanctioned parental surrogates.

Full-time Students: Full-time students are those enrolled in a minimum of 12 credit hours per semester in an academic year, or a minimum of six credit hours during a summer term.

Residence Status Criteria

Independent Student Criteria: Students who have achieved majority privileges (are 18 years of age or older), can provide adequate proof of independence from parental or legal guardian domicile, and have come to Oklahoma with the intention of establishing domicile, may be granted residence classification at the next enrollment period after the expiration of 12 consecutive months following the establishment of domicile in Oklahoma. Spouses must establish proof of residence on a separate basis.

In addition to the aforementioned criteria, independent students seeking *reclassification* as residents of Oklahoma must meet the following criteria for the current *and* immediately preceding year:

- (1) The student must not have been claimed as an exemption for the state and federal tax purposes by his or her nonresident parent(s).
- (2) The student must prove self-support as evidenced by having provided the majority of funds for his or her own up-keep.
- (3) The student must have maintained a continuous residence in Oklahoma for at least 12 months.

Dependent Student Criteria: For the purpose of establishing residence status, the legal residence of dependent students is that of their parent(s) or legally-appointed guardian. Dependent students may become independent through marriage, formal court action, abandonment by parents, or positive actions demonstrating separation from the parent's domicile. Students who can provide adequate proof of complete emancipation, and have come to Oklahoma with the intention of establishing domicile may be granted residence classification at the next enrollment period after the expiration of 12 consecutive months following the establishment of domicile in Oklahoma.

International Student Criteria: Students who are not citizens of the United

States may become eligible for residence status by proving their "permanent status" as evidenced by a valid green card. Students who have resided in Oklahoma for at least 12 consecutive months following the issuance of a green card and can provide adequate proof of residence may be eligible for classification as an Oklahoma resident.

Military Personnel: Students enrolled at Oklahoma State University while on full-time active duty in the armed forces are considered to be temporary residents in the state; therefore, they neither gain nor lose resident status. Members of the armed services stationed in Oklahoma, their spouses, and dependent children may be admitted without payment of nonresident tuition so long as they continue to be stationed in the state in full-time military service and under military orders.

Requirements for Admission

Students who can provide a satisfactory academic and disciplinary record that meets the criteria for admission to a specific semester or term will be granted admission to Oklahoma State University. It is the responsibility of the students to provide, through their appropriate high school or college officer, copies of these records.

It is strongly recommended that students in high school complete the following units of academic work in preparation for college. For students entering college in the fall of 1988 and beyond, these courses will be required.

<i>Units (years)</i>	<i>Subject Area</i>
4	English
2	Laboratory Science (from Biology, Chemistry, Physics)
3	Mathematics (from Algebra, Geometry, Trigonometry, Math Analysis, Calculus)
2	History

Oklahoma Residents

Freshman Admission. *For the fall or spring semester:* To be admissible, students must graduate from accredited high schools, have participated in either the ACT or a similar acceptable standardized test, and satisfied at least one of the following:

- (1) maintained a four-year high school grade-point average of a 3.10 or higher on a 4.00 grading scale, or
- (2) ranked scholastically among the top one-half of their class; or
- (3) attained an ACT composite score of 17 or higher on the ACT or a similar acceptable standardized test.

Note: *Admission with Advanced Standing*: Many high school seniors are enrolled in accelerated courses in various fields, and others have mastered subjects in which they may wish to apply for credit, such as 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 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.

For the summer session: First-time college freshmen who do not meet the requirements listed above may begin their college enrollment during any summer session if they graduate from an accredited high school and participate in either the ACT or, a similar acceptable standardized testing program. Summer admission is "probational"; however, students may be eligible to continue in the fall if they:

- (1) complete at least six semester hours of course work (not including activity or performance courses), and
- (2) earn at least a "C" or equivalent in each course.

Special Adult Admission Opportunities. *Adults, 18 years of age or older, who are not high school graduates,* whose high school education was interrupted *before* graduation may be eligible to enroll provisionally as a special student if:

- (1) their high school class graduated prior to the date an Application to Admission to Oklahoma State University is submitted, and
- (2) they are considered academically eligible to enroll.

Adults, 18 years of age or older, who have been out of high school for two or more years may be eligible to enroll provisionally as a special student if they meet the admission requirements for freshmen entering in the fall or spring with the exception of the criterion related to the ACT or a similar battery of standardized tests.

Note: Students admitted as special students will be on probation for two consecutive semesters. If at the end of that period, satisfactory progress has been maintained according to the retention standards of the University, enrollment may continue as a regular student.

Concurrent Enrollment as a High School Student. High School students from accredited high schools may enroll at OSU *provisionally* as a special student if they:

- (1) are enrolled in less than a full-time high school load (fewer than 5 credit courses per semester), as attested in writing by their school principal, and
- (2) are eligible to complete their high school graduation requirements no later than the spring of their senior year, as attested in writing by their school principal.

Note: Concurrently enrolled students may not enroll in a combined number of high school and college courses per semester that exceeds a full-time college load (15 semester credit hours). For purposes of calculating a workload, one high school credit course is equal to a three-semester credit hour course.

Exceptional high school students (those with a high school cumulative GPA of 3.20 or better *or* an ACT composite of 18) who are otherwise eligible to enroll, may also enroll for a maximum of six semester hours of credit during the summer following their high school junior year, without the necessity of being concurrently enrolled in high school classes.

Transfer Admission. For the purpose of determining admission, a transfer student is one who has earned a minimum of six or more semester hours of college credit. Students with less than six semester hours of college credit must satisfy the criteria for first-time entering freshmen. Students may transfer to Oklahoma State University from within the state system according to the following criteria:

- (1) Students who would have satisfied the admission requirements for the fall or spring semester as first-time freshmen, but chose to enroll at another institution within the state are eligible to enroll as transfers. Students with six to 23 hours of credit must have a cumulative GPA of at least a 1.40 (on a 4.00 scale); students with 24 or more earned credits must satisfy the retention standards listed below.
- (2) Students who would *not* have satisfied the admission requirements for the fall or spring semester as first-time freshmen are eligible to enroll as transfers after earning at least 24 semester credit hours according to the retention standards listed below.

Retention Standards. The standards pertaining to the retention of students pursuing study in undergraduate programs at OSU are:

24 to 36 semester hours	1.60
37 to 72 semester hours	1.80
73 or more semester hours	2.00

Nonresidents of Oklahoma

(All nonresidents must include a nonrefundable \$10 application fee with their Applications for Admission.)

Freshman Admission. The admission requirements for students wishing to enroll at OSU from states other than Oklahoma are the same as those that apply to Oklahoma residents. (Students seeking admission must graduate from high schools accredited by the appropriate regional association or accrediting agency within their home state.) Students who do not meet the criteria for fall or spring enrollment, may be admissible through the summer probation program. (See "Oklahoma Residents-Freshman Admission.")

Transfer Admission. For the purpose of determining admission, a transfer

student is one who has earned a minimum of six semester hours of college credit. Students with less than six semester hours of credit must satisfy the criteria for first-time entering freshmen. Students may transfer to Oklahoma State University from outside the state according to the following criteria:

- (1) Transfer students seeking admission to OSU from colleges or universities accredited by the North Central Association or other regional associations will be given full recognition of their credits earned providing:
 - (a) they are in good standing at the institution from which they are transferring, and
 - (b) they have a cumulative grade-point average of 2.00 or higher (on a 4.00 scale) for all work attempted.
- (2) Transfer students seeking admission to OSU from colleges or universities *not* accredited by a regional association may be given full recognition for their credits earned when the credit is appropriate to the students' degree program and after OSU has validated the courses. Applicants must meet the conditions of (1-a) and (1-b) above, as well as demonstrate satisfactory progress (a 2.00 cumulative GPA on a 4.00 scale) during their initial term of enrollment.

Alternative Admission Programs

Special Talent Waivers: As authorized by the Oklahoma State System of Higher Education, a number of first-time freshman students, not to exceed five percent of the class, may enroll, beginning with the fall semester, by meeting the following:

- (1) The applicants must meet all criteria contained in the regular institutional admissions policy with the exception of the prescribed academic criteria, and
- (2) the individual must demonstrate talent or ability in an area such as art, drama, music, etc., *or*
- (3) be educationally or economically handicapped and show promise of being able to succeed in the program or curriculum in which enrolled.

Opportunity Admission Program: Students who have not graduated from high school but whose composite score on the ACT places them in the 99th percentile (30 or above), or whose combined verbal and mathematics scores on the SAT places them at the 99th percentile, may apply for full enrollment. Admissibility will depend on test scores, evaluation of maturity level, and whether the experience will be in the best interest of the student.

Pre-engineering (Transfer-Nonresident of Oklahoma)

Engineering is a competitive program; therefore, enrollment preference is given to Oklahoma residents. In addition to the above requirements, a nonresident of Oklahoma applying for admission to pre-engineering must meet requirements determined by the College of Engineering. These requirements may

exceed those required for residents of Oklahoma. (See " College of Engineering, Architecture and Technology.)

English Proficiency Requirement

All new applicants to OSU for undergraduate study 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.

Readmission

An Oklahoma resident or nonresident who has attended OSU but did not attend OSU the immediate past semester must file an " Application for Readmission." A student who has 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, he or she will be admitted to OSU.

Enrollment Procedure

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

FIRST-TIME COLLEGE STUDENT
TRANSFER STUDENT
FORMER OSU STUDENT

Application for Admission. Before enrollment is permitted, students entering Oklahoma State University for the first time must apply for admission by submitting the *Combined Application*. All students who apply for admission and who meet the admission requirements are accepted. When the form is received by the Office of Admissions, specific enrollment information is mailed back to the applicant. Early application is encouraged.

University Housing Application. One section of the above-mentioned *Combined Application* is an application for housing. 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 one's choice of residence halls.

Student Health Services and Requirement. Prior to enrolling at OSU, the student is required to present a record of a physical examination by his or her local or family physician or by presenting a recent equivalent record of physical examination, such as from a place of employment or school, or the Armed Forces. However, the student must complete the front page of the OSU *Medical History and Physical Examination Record*.

First-time College Students (Freshmen)

At the same time the "Combined Application" is submitted, students should request that their high school counselors send their sixth semester transcript (that includes class rank and cumulative grade-point average) to the Office of Admissions. Admissions is on a rolling basis which means an admission decision will be made as soon as the above information is received, along with the results of the ACT or equivalent standardized test.

Before students are permitted to participate in the enrollment process, a \$40 advance fee payment must be received by Admissions. The fall enrollment period for new freshmen takes place during the months of May, June and August. The enrollment process normally requires one-half day to complete, and parents are encouraged to participate. During the program, students meet with academic counselors who are available to assist in the planning of academic programs and the exploration of interest areas.

Transfer Students

A student who wishes to transfer to OSU, and who has not attended the University previously, should submit the "Combined Application" to the Office of Admissions. In addition, the student should request from each college attended, an official copy of their academic record be sent to the Office of Admissions. Upon receipt of the "Combined Application" and all appropriate academic records, the Office of Admissions will notify applicants of their admission status. Students should be prepared to pay the \$40 advance fee payment when they arrive on campus to enroll.

Former Students

Students who have attended OSU but did not enroll in the immediate past semester, (summer sessions are not counted), should complete an "Application for Readmission." Student who have attended another college after leaving OSU must submit official transcripts of all work attempted since leaving OSU. Upon receipt of the "Application for Readmission" and all official transcripts, the Office of Admissions will notify each student of his or her admission status. If admissible, the students will be given enrollment instructions.

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 Vice-President for Academic Affairs and Research 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 trial study may be turned in to the Office of the Registrar any time after the class schedule book is available, but not later than Friday of the first week of classes. An effort will be made to schedule classes of full-time employees to minimize conflict with their University employment.

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	\$19.30 General fee
	<u>2.35</u> Required student activity fee
	\$21.65 Total per credit hour
Upper-division courses	\$22.60 General fee
	<u>2.35</u> Required student activity fee
	\$24.95 Total per credit hour
Graduate-division courses	\$27.30 General fee
	<u>2.35</u> Required student activity fee
	\$29.65 Total per credit hour

Nonresidents of Oklahoma

Lower-division courses	\$19.30 General fee
	2.35 Required student activity fee
	<u>50.20</u> Nonresident tuition
	\$71.85 Total per credit hour

Upper-division courses	\$22.60 General fee 2.35 Required student activity fee <u>58.20</u> Nonresident tuition \$83.15 Total per credit hour
Graduate-division courses	\$27.30 General fee 2.35 Required student activity fee <u>70.00</u> Nonresident tuition \$99.65 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	\$ 765.35 General Fee per semester
Nonresidents of Oklahoma	765.35 General Fee per semester <u>1,727.70</u> Nonresident Tuition per semester \$2,493.05 Total per semester

In addition to the above fees and tuition, College of Veterinary Medicine students will pay \$2.35 per credit hour for the 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 to 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 very short time intervals 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 facility fee	\$ 4.30 per credit hour \$64.50 maximum per semester
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Students will not be billed facility fees and will not have access to the facilities when enrolled (a) *only* in a specialized course(s) offered for a special-interest group and not in any other course(s) in the University or (b) in a course(s) which requires that the student reside off the campus for the *entire* semester or summer session (medical technology, geology and forestry summer camps). Such courses typically are offered at unusual times and presented in a concentrated curriculum format.

Other Fees

Application fee for nonresident students	\$10.00
Audit, without credit	same as regular in-state fee
Correspondence course fees:	
High school courses	\$35.00 per credit (1/2 unit)
College courses	35.00 per semester hour

Extension course fees:	
Undergraduate courses	\$37.00 per semester hour
Graduate courses	40.00 per semester hour
Off-campus at military bases	
Undergraduate	40.00 per semester hour
Graduate	50.00 per semester hour
Specialized courses	50.00 per semester hour
Graduation fee:	
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	6.00 each
Dissertation microfilming fee	35.00
Special fees:	
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
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
Music fees:	
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
Organ practice	7.50 per semester hour
Maximum charge per semester for music instruction	60.00
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.

International students. It is the long-established practice of Oklahoma State University to negotiate a special administrative/management/programming fee for international students who need extra assistance and/or whose sponsors have indicated a requirement or desire for supplementary assistance. This assistance is beyond the content of the regular academic program of the University established for domestic students. The amount of the fees will be negotiated with the sponsor and based on the level of professional assistance needed. It is the established practice of the University to charge appropriate amounts for such items as special training, research costs, enrichment, necessary travel and transportation, and other costs as may be required to provide a complete and appropriate program of education for international students.

Withdrawal and Drop Fee Policy. A student withdrawing from the University or 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:

Prior to the first week of classes of a semester or summer session

00% if course dropped

00% if withdrawing from University

During the first week of classes of a semester or summer session

00% if course dropped

20% if withdrawing from University

During the second week of classes of a semester

20% if course dropped

20% if withdrawing from University

During the third or fourth week of classes of a semester or the second week of a summer session

50% if course dropped

50% if withdrawing from University

During the fifth or sixth week of classes of a semester or the third week of a summer session

75% if course dropped

75% if withdrawing from University

After the sixth week of classes of a semester or the third week of a summer session

100% if course dropped

100% if withdrawing from University

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 finds 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 Faculty/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.*

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 financial aid officer to discuss financial needs.

Student Loans. OSU 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 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.

OSU 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 five percent simple interest per annum on the unpaid balance. The rate of interest on the GSL is eight percent for first-time borrowers.

Scholarships. OSU awards approximately 700 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. Application forms may be obtained from the high school principal or the OSU Office of High School and College Relations.

Approximately 800 upperclass university scholarships each year are provided to sophomores, juniors and seniors who have an outstanding academic record. Application for these scholarships must be made by March 1.

Transfer scholarships are offered each year to students transferring from junior colleges. Applicants must apply by March 1 each year. An applicant will be considered for a Junior College Transfer Scholarship or a Wentz Service Scholarship. Applications for upper-class and junior college transfer scholarships may be obtained from the OSU Department of Financial Aids.

The Graduate College of OSU offers approximately 400 graduate fee waiver scholarships each year.

Grants. OSU 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 demonstrated financial need of the student.

The *Pell Grant Program* is a major 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. 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 \$200 to \$1,900 per academic year. The grants need not be repaid. Applications may be obtained from high school guidance offices and college student financial aid offices.

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 Office of University Personnel Services, Student Employment Section, provides assistance to OSU students seeking part-time employment. Students are informed of job opportunities both on campus and in the Stillwater community. Students interested in employment may obtain applications in this office. After completing the application, the student should return it to the office and make arrangements to visit with an employment interviewer. The largest number of jobs are available at the beginning of each semester; however, jobs do become available throughout the year.

Jobs on campus usually offer 12 to 20 hours of work per week in clerical, technical, food service or general labor positions. Rate of pay and work schedules vary. Ideally, students seeking on-campus work should schedule their classes to allow for a block of four hours free time during the morning or afternoon, Monday through Friday. More flexible working hours may be possible in similar positions in the Stillwater community.

Part-time job opportunities are posted on the bulletin board outside the office at 407 Whitehurst. For more information call 624-5373 or come by the office between the hours of 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Monday through Friday.

Services For Students

Campus Life

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.

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.

Residential Life

Single Student Housing. Residence halls at OSU offer single students a variety of living arrangements in 12 halls, including a graduate hall, Iba, which is open year round. The halls range from the older, more traditional halls to modern high-rise air-conditioned complexes with a range of price options on rooms. The attendant care program offers accommodations for handicapped students in a wing of one of the halls. There is, in addition, a choice of meal plans designed to meet students' personal and 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 impor-

tance 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: residence hall libraries, quiet hours, classes in the residence halls, faculty lunch program, scholarship recognition of individuals, floors and residence halls with high academic achievement, seminars on current issues, film and 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 residence 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. Married students attending Oklahoma State University have available to them a selection of comfortable housing which provides privacy and livability.

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

The all-brick units are constructed in one and two-story fashion, four to twelve units each. Attractive courtyards, sidewalks and play areas accentuate the landscape. TV antenna and cable connection (cable optional) are available as well as off-street parking.

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 OSU's recreation center with large indoor and outdoor swimming pools, basketball, handball, racquetball, volleyball and tennis courts, as well as fine track facilities.

Married students may choose living quarters on- or off-campus. Application for on-campus married student housing must be made at the earliest possible opportunity to insure consideration. Further information may be received from the Married Student Housing Office.

Greek Life

The fraternity and sorority system at OSU has served the campus and community for over 65 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 14 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

A student enrolling at Oklahoma State University for the first time is required to present a record of a physical examination by his or her local or family physician prior to enrolling, or else a recent equivalent record of physical examination, such as from a place of employment or 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 he or she may be correctly classified, if he or she chooses to participate in Reserve Officers' Training Corps (ROTC) or 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 seven full-time physicians, a clinical psychologist, 20 registered nurses, three laboratory and x-ray technicians, a part-time dietitian, and other necessary supportive and ancillary personnel who make a specialty of providing the best possible care at the least possible expense for the student. 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. This service is 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.

Counseling Services

The University Counseling Services provides free and confidential professional counseling assistance to students. Students experiencing a variety of concerns may find this service helpful to them.

Assistance can be provided with personal and emotional problems, as they affect personal goals, academic progress and relationships with others.

Help is available with selection of an academic major, when such selections are more complicated or difficult than usual.

Counseling services also assist students with 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 (624-5481), International Student Advisement (624-5459), and Substance Abuse Educational Programs (624-5472).

The University Counseling Services is an accredited member of the International Association of Counseling Services. To make appointments students may call 624-5472 or come to Room 310, Student Union (Monday-Friday from 8 a.m. to 5 p.m. except noon hours).

University Placement

The University recognizes its obligations to assist students and graduates to maximize their efforts in preparing for and seeking careers. University Placement 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 1,400,000 volumes, over 14,000 journals, nearly 180,000 maps, and more than 1,400,000 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 a self-paced printed walking tour 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 more than 100 hours that the Library is open each week that classes are in session, and in the extended hours during final examination time at the 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.

The Student Union

The Student Union is the community center of the University, and participation extends to all students, faculty and staff. The Union is both a program of educational and leisure activities and a place to go to enjoy a quiet conversation with friends, study, watch TV, bowl, pursue a variety of other interests, and eat in one of a variety of dining areas.

The OSU Student Union stands as one of the largest and most comprehensive unions in the world. It provides the University with such services as an 83-room hotel, a variety of meeting rooms, a theater, extensive food services, a shopping mall, a recreation center, a bookstore, travel agency, and check cashing services. In addition, the Student Union is the home of the Student Activities Center, which houses the services of approximately 260 student organizations.

Student Organizations

More than 260 recognized and registered 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 the operation of the campus radio station. Stu-

dent groups staff various campus publications including the *Daily O'Collegian* newspaper and the *Redskin* yearbook.

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

The following personnel can give students detailed information regarding organizations and activities:

General information regarding all organizations and activities: manager of student activities, Student Union, Room 040.

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: manager 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.

Recreation Services

The Colvin Physical Education Center, one of the finest facilities of its kind 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, as well as recreation programs, intramurals, and sports clubs. 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 sailing at Lake Carl Blackwell.

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

Religious Life

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 18 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.

University Academic Regulations

Contents-Academic Regulations

1. Admission-Withdrawal
 - 1.1 Admission of Freshmen
 - 1.2 Admission of Transfer Students
 - 1.3 Admission to Certain Professional Programs
 - 1.4 International Student English Proficiency Requirement
 - 1.5 Satisfactory Academic Progress
 - 1.6 Scholastic Requirements for Continuing Enrollment of a Student under Academic Probation in an Undergraduate College
 - 1.7 Academic Suspension
 - 1.8 Reinstatement after Academic Suspension
 - 1.9 Readmission
 - 1.10 Withdrawing from the University
2. Student Status
 - 2.1 Classification of Students
 - 2.2 Full-time Students
 - 2.3 Part-time Students
 - 2.4 Special Students
3. Requirements
 - 3.1 Date of Matriculation
 - 3.2 Changes in Degree Requirements
 - 3.3 Honors Programs
 - 3.4 General Education Requirements
 - 3.5 English Composition Requirement
 - 3.6 English Essay Proficiency Examination
 - 3.7 Substitution of Required Courses
 - 3.8 Waiving of Required Courses
 - 3.9 Changing Majors
 - 3.10 Deadline for Completion of Requirements
- 3.11 Second Baccalaureate Degree
- 3.12 Second Associate Degree
4. Credits
 - 4.1 Residence Credit
 - 4.2 Extension and Correspondence Credit
 - 4.3 Transfer Credit from Other Accredited Four-year Institutions
 - 4.4 Transfer Credit from Junior Colleges
 - 4.5 Transfer Students with Less Than a "C" Grade-point Average
 - 4.6 Advanced Standing Credit
 - 4.7 Validation Examination Credit
 - 4.8 Graduate Credit Hours for a Senior
 - 4.9 Semester Credit Hour
5. Registration
 - 5.1 Course Numbering System
 - 5.2 Maximum Semester Credit Hour Load
 - 5.3 Adding Courses
 - 5.4 Dropping Courses
 - 5.5 Concurrent Registration
 - 5.6 Prerequisites to Upper-division and Graduate-division Courses
 - 5.7 Class Enrollment Maxima
 - 5.8 Priority Pre-enrollment
 - 5.9 Late Registration
 - 5.10 Payment of Tuition and Fees
 - 5.11 Audit
6. Grades and Grading
 - 6.1 Official Transcripts
 - 6.2 Grade Interpretation

- 6.3 Grade Point System
- 6.4 Grade-point Average Calculating
- 6.5 Freshman Progress Reports
- 6.6 Pass-no pass Grading System
- 6.7 Pass-fail Grading System
- 6.8 Grade Reports
- 6.9 Correcting Grades Reported in Error
- 6.10 Grade Appeals
- 6.11 Honor Rolls
- 7. Graduation
 - 7.1 Graduation Requirements
 - 7.2 Residence Requirements
 - 7.3 College Enrollment Requirement
 - 7.4 Residence Waiver for Certain Premedical Students
 - 7.5 Minimum Hours for Graduation
 - 7.6 Grade-point Average for Graduation
 - 7.7 Payment of Graduation Fees
 - 7.8 Requirements for Honors Degree
 - 7.9 Diploma Application
 - 7.10 Presence at Commencement Exercises

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 the *Catalog*. (See "Admission" section.)

1.2 Admission of Transfer Students. Policies and procedures governing the admission of transfer students are detailed in another section of the *Catalog*. (See "Admission" section.)

1.3 Admission to Certain Professional Programs. Admission to certain programs as approved by the University may be restricted. (See "Admission" section and college sections in the *Catalog*.)

1.4 International Student English Proficiency Requirement. 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. (See "Admission" section of the *Catalog*.)

1.5 Satisfactory Academic Progress. Students not under academic suspension from the University are judged to be making satisfactory progress toward their educational objectives. They are eligible to enroll in any of the undergraduate colleges except as may be restricted. (See "Admission to Certain Professional Programs.")

1.6 Scholastic Requirements for Continuing Enrollment of a Student under Academic Probation In an Undergraduate College. A student will automatically be placed on academic probation when the grade-point average of the last semester attempted is less than 2.00 or as determined by an individual college.

A student enrolling on probation should seek help from an academic adviser and 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.

1.7 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 24	1.40
24 through 36	1.60
37 through 72	1.80
over 72	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.

1.8 Reinstatement after Academic Suspension. A student who has been suspended from the University for academic reasons may not ordinarily be readmitted sooner than one year from the date of suspension; 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.

1.9 Readmission. Students who have attended OSU but were not enrolled during the immediate past semester must file an application for readmission. A student who has attended another college or university since last attending OSU, must file a transcript of all work taken elsewhere. Admission status will be determined

ed after an evaluation of the previous work has been made.

1.10 Withdrawing from the University. The withdrawal process is initiated in the student's dean's office. A student who withdraws prior to the beginning of the 11th week of a regular semester and the sixth 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 10th week of a semester and after the fifth 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. Undergraduate classification is determined by the criteria below:

Freshman	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."

Students engaged in an internship or cooperative education program assignment that requires full-time work on the assignment are regarded as full-time students when they are enrolled in the number of credit hours deemed appropriate for the academic credit they receive for the assignment.

2.3 Part-time Students. Students who are enrolled but not meeting the definition of full-time students are classified as "part-time." Undergraduate students are classified as "half-time" if they are enrolled in six hours in a regular semester (or three hours in a summer session). Graduate students are classified as "half-time" if they are enrolled in four hours in a regular semester (or two hours in a summer session).

2.4 Special Students. Students enrolled for course work toward approved educational objectives at this institution, but who are not can-

didates for degrees, are 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 delay graduation. A student has the option of adopting the new requirements that have been established since matriculation.

3.3 Honors Programs. (See "Honors Programs" in the *Catalog*.)

3.4 General Education Requirements. Each college determines and publishes the general education requirements for its degree programs. College requirements may exceed the minima for general education established by the University, which are: (a) 40 semester credit hours, including six semester credit hours of English composition and 34 semester credit hours of breadth requirements, (b) an international dimension requirement, and (c) a scientific investigation requirement.

The 34 semester credit hours of breadth requirements must include three semester credit hours of American history (HIST 1103 or 1483 or 1493), and three semester credit hours of American government (POLSC 1013), and, in addition, at least three semester credit hours of designated general education courses in each of the following areas: Social and Behavioral Science, Humanities, Natural Sciences, and Abstract and Quantitative Thought. At least 15 of the 34 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 stu-

dent's academic adviser and dean and the approval of the assistant vice president, Office of Academic Affairs.

Courses used to fulfill general education requirements are identified by code letters which appear preceding the course titles listed in the back of the *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

Specially designated courses in the categories A, H, N, S which have been designed especially to provide general education experiences to students outside their major field are marked with SpD.

3.5 English Composition Requirement. The University requires a minimum of six semester credit hours in English composition for a baccalaureate degree. The required sequence of courses is ENGL 1113 and ENGL 1323. For those who qualify, ENGL 1213 may be substituted for ENGL 1113. Students who earn an "A" or "B" in ENGL 1113 (or ENGL 1213) 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 ENGL 3323 for ENGL 1323. Students who qualify for Honors English may substitute ENGL 1413 for ENGL 1323.

3.6 English Essay Proficiency Examination. All candidates for a baccalaureate degree must pass the University English Essay Proficiency Examination or satisfy one of the following conditions: (a) receive a grade of "A" or "B" in a terminal composition course (ENGL 1323, 1413 or 3323), or (b) receive advanced standing credit for ENGL 1323, or (c) complete six hours of English composition as specified in Academic Regulation 3.5 and three hours of ENGL 2333, 3253 or 3323 (may not be used if substituted for 1323), with a minimum of "C" in each course. For those students who are required to pass the examination, this requirement cannot be waived.

The examination is offered in October, February and June, and is free of charge. Registration for the examination is in the office of student academic services of each college. Students may take the English Essay Proficiency Examination only one time. Those who fail the examination will be able to satisfy the requirement only by successful completion of ENGL 3010, a non-credit tutorial class for which a one-hour audit fee is charged. Students who must take ENGL 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 Substitution of Required Courses. In meeting degree requirements a lower-division course may not be substituted for an upper-division course requirement. Substitution policy is governed by the individual colleges.

3.8 Waiving of Required Courses. A maximum of six semester credit hours may be waived. Required 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.

3.9 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.

3.10 Deadline for Completion of Requirements. Degrees are conferred only on specific commencement dates. 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. All candidates for degrees must have their names listed in the commencement program.

3.11 Second Baccalaureate Degree. A student who receives a baccalaureate degree from OSU may use 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, is required. The Bachelor of University **Studies degree has separate requirements.** (See *Undergraduate Programs and Requirements.*)

3.12 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 and OSU courses at the University Center at Tulsa.)

4.2 Extension and Correspondence Credit.

Academic credit is awarded for courses offered through the extension offices of the six colleges, 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 cannot exceed one-fourth of the credits required for a bachelor's degree. (See "Advanced Standing Credit.")

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 cannot exceed one-fourth of the credits required for a bachelor's degree. (See "Advanced Standing Credit.")

4.3 Transfer Credit from Other Accredited Four-year Institutions. Except as excluded in the section on "Transfer of Credits from Junior Colleges" and "Residence Requirements," 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.

4.4 Transfer Credit 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.

4.5 Transfer Students with Less 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.

4.6 Advanced Standing Credit. 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. These 12 hours must be resident course work, i.e., exclusive of transfer, correspondence, extension or other advanced standing credit hours. (See "Residence Requirements.")
- (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.)

Advanced standing credit awarded to a student must be validated by successful completion of 12 or more semester credit hours of academic work before the credit is placed on the student's transcript. 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.

4.7 Validation Examination Credit. 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 from the Office of Admissions, 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) take only one such examination in each subject.

The student secures the forms for the examination at the Office of Admissions. 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 if the examination result is "C" or above.

4.8 Graduate Credit Hours for a Senior. A senior who is graduating from OSU at the end of a semester or summer session may take a limited number of courses for graduate credit during the last two semesters or summer sessions. Such credit may be earned under the following conditions: (a) 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 an overall 3.00 grade-point average in all courses and make no less than a "B" in those courses for which he or she wants graduate credit; (b) the credits must not be required or needed for the bachelor's degree; (c) the total registration must not exceed 18 credit hours for a semester or nine credit hours for a summer session; (d) 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; (e) admission to courses taken for graduate credit must have the approval of the course instructor, the head of the department in which the courses are offered and the dean of the Graduate College; (f) 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. Courses taken for graduate credit during the senior year may not be accepted for graduate credit at institutions other than OSU; (g) 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.

4.9 Semester Credit Hour. A semester credit hour is equivalent to (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, for a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit. A course number begin-

ning 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 (nine during a summer session) are excessive and require written approval *in advance* of enrollment by the student's adviser and the dean of the college. Excessive hours 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. Approval of the student's academic adviser is required for adding a course. The first day of the second week of classes of a regular semester or summer session is the last day a course may be added. A short course may be added no later than the first day of the short course.

5.4 Dropping Courses. At any time during the first 10 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 drop a course, and no record of the course will appear on the transcript.

After the 10th 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 drop a course and receive the grade of "W" (withdrawn passing) or "F" (withdrawn failing) as assigned by the instructor at the time of dropping. A grade of "W" or "F" shall be recorded on the student's transcript and the grade of "F" will be calculated in the grade-point average.

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 drop a course and shall be assigned only the grade of "A," "B," "C," "D" or "F," or (when appropriate) "I," "NP," "P" or "R" by the instructor at the end of the semester.

A student may not drop 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 drop 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, exten-

sion, 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 and Graduate-division Courses.

When no prerequisites are listed for courses numbered 3000 or 4000, 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. The prerequisite for courses numbered 5000 or 6000 is graduate standing in addition to any other prerequisites listed. Instructors may waive prerequisites when the student's background justifies. Prior approval of the instructor may be required in problems courses, independent study, internships, thesis and dissertation courses, and courses taught in a professional school.

5.7 Class Enrollment Maxima. The maximum numbers of students permitted to be enrolled in each section of a course is determined by the department head and can be increased or decreased only by the department head or dean.

5.8 Priority Pre-enrollment. Priority pre-enrollment addresses the needs of students in relation to graduation proximity, beginning with those students who have completed 75 or more credit hours, 45-74 credit hours, 30-44 credit hours, 15-29 credit hours, and 0-14 credit hours. Physically handicapped students are extended the option of priority pre-enrollment. Full-time employees of the University who have approval for enrollment and students who accept University scholarships will be given priority in turning in trial schedules for class assignment. Scholarships that qualify students for priority in turning in trial schedules are University band, athletic, and graduate assistants with teaching or research assignments. (These are not to be considered inclusive, but the scholarship must require that the student perform a service for the University at a regular time specified by the University.) Working part-time for the University or outside the University does not qualify the student for priority in turning in a trial schedule.

5.9 Late Registration. A student is permitted to enroll during the first week of a semester or a summer session or on the first day of a summer short course. A student enrolling during the first week of a semester or summer session will pay a late enrollment fee. The late enrollment fee will not be charged on or prior to the first day of a summer short course.

5.10 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 administratively withdrawn from the remainder of the semester or summer session.

5.11 Audit. A student who does not wish to receive credit in a course may, with the approvals of the student's adviser and the instructor of the course concerned, attend the class strictly as a visitor. A student who applies to audit a course promises that he or she will not use the audit to avoid the rule against excessive hours, and that he or she will not petition or ask in any way for the privilege of taking an examination to obtain credit after he or she has audited the course. The audit form is available in the Office of the Registrar. (Laboratory courses, private music lessons and art courses are not open for audit.)

A student who is enrolled in residence credit during the semester he or she is auditing a course may have the course recorded on his or her transcript with the word "audit" appearing in place of the grade. Not later than one week after the dose of that semester, the student must present to the Office of the Registrar the instructor's copy of the audit form with a signed statement from the instructor, on the reverse side, that it is appropriate for the course to be recorded on the student's transcript. Any individual 65 years or older may obtain an audit form at no charge.

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," "NP," "P," "R," 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." This grade is given to students who satisfactorily completed the majority of the course work and whose work averaged "D" or better, but who have been unavoidably prevented from completing the remaining work of the course. 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 one calendar year. The dean of the student's college may authorize the adjustment of this period in exceptional circumstances. 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. The new grade does not result in the deletion of the "I" symbol from the transcript. Upon completion of the course requirements, a second entry is posted on the transcript to show the final grade for the course and a slash is then drawn through the original "I." The incomplete grade which is not removed within the allotted period becomes a permanent incomplete.

Grade "NP." This grade is given 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 "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 "R." This grade is given to students in all thesis and dissertation courses (5000 and 6000) when course work is still in progress.

Grade "W." This grade 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," "NP," "P," "R" and "W" 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," "NP," "P," "R," "W" or the mark of "N" will not affect the overall grade-point average.

6.5 Freshman Progress Reports. The faculty will 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. Progress reports are made available to freshmen students shortly after mid-semester. Copies are made available to the students' advisers and the students' deans.

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 Listings" section of the *Catalog*. 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 students, the students' advisers and the students' deans.

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 approvals. In no case will a grade be lowered after the student has been graduated.

6.10 Grade Appeals. A student may appeal a grade given by an instructor in cases in which he or she believes the grade awarded is inconsistent with announced grading policy. (See *Student Rights and Responsibilities* pamphlet or contact the Office of the Vice-president for Academic Affairs and Research.)

6.11 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 (not cumulative) grade-point average of 3.20 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 the student 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 Requirement.")

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 in the *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.

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" in the *Catalog*.)

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 exercise 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.

Other University Regulations

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 Univer-

sity 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 the president deems advisable to protect the assumed and designated interests of Oklahoma State University and to see that its rules, regulations and policies are enforced. The president 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 the president 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 the president.

II. Subject to the provisions of Sections I-A through I-D, it shall be this duty of the presi-

dent to exercise full authority in the regulation of student conduct and in matters of student discipline. In the discharge of this 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 be 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*.

Academic Dishonesty or Misconduct

Academic dishonesty or misconduct is not condoned nor tolerated at Oklahoma State University. Academic *dishonesty* is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic *misconduct* is behavior that results in intellectual advantage obtained by violating specific directions, rules, or accepted academic standards, but without deliberate in-

formation, see P&P 2-0822, "Allegations of Academic Dishonesty/Misconduct," published in the *OSU Policy and Procedures Manual*, which is available in department heads' offices and the student academic service offices of each college. It is also published in the *Students' Rights and Responsibilities*, available in the Student Activities Office.

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.

A student of OSU has the right to:

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

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

Security number.

- (c) Telephone number.
- (d) Date and place of birth.
- (e) Major field of study.
- (f) Weight and height of a student 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, a student may file with the Office of the Registrar a written request not to release directory information pertaining to him or her. Directory information will be released by the registrar until receipt of such a written request from the student asking that the information not be released.

park a vehicle on the campus, he or she must purchase a parking permit in the Office of the Bursar.

Degrees Offered

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

A	Associate	Bus	Business Administration
B	Bachelor's	Ed	Education
M	Master's	En	Engineering
D	Doctorate	HE	Home Economics
P	Professional	Gr	Graduate College
S	Specialist	T	Technology
Ag	Agriculture	VM	Veterinary Medicine
A&S	Arts and Sciences		

Accounting (B,M)	Bus/Gr	Executive Secretarial Administration (B)	Bus
Aerospace Studies (B)	A&S	Family Relations and Child Development (B,M)	HE/Gr
Agricultural Communications (B)	Ag	Finance (B)	Bus
Agricultural Economics (B,M,D)	Ag/Gr	Fire Protection and Safety Technology (A,B)	T
Agricultural Education (B,M,D)	Ag/Gr	Food, Nutrition and Institution Administration (B,M)	HE/Gr
Agricultural Engineering (B,M,D,P)	En/Gr	Food Science (M,D)	Gr
Agriculture (M)	Gr	Foreign Language	
Agronomy (B,M)	Ag/Gr	French (B)	A&S
Crop Science (D)	Gr	German (I)	A&S
Soil Science (D)	Gr	Spanish (B)	A&S
Animal Science (B,M)	Ag/Gr	Forest Resources (M)	Gr
Animal Breeding (D)	Gr	Forestry (B)	Ag
Animal Nutrition (D)	Gr	General Agriculture (B)	Ag
Dairy Science (M)	Gr	General Engineering (B,M,D,P)	En/Gr
Poultry Science (M)	Gr	General Technology (B)	T
Applied Behavioral Studies (M,D)	Gr	Geography (B,M)	A&S/Gr
Applied Mathematical Sciences (M)	Gr	Geology (B,M)	A&S/Gr
Architectural Engineering (B, M)	En/Gr	Health Education (B)	A&S
Architecture (B,M)	En/Gr	Health, Physical Education and Leisure Studies (M)	Gr
Art (B)	A&S	Higher Education (M,D,S)	Gr
Biochemistry (B,M,D)	Ag/A&S/Gr	History (B,M,D)	A&S/Gr
Bioenvironmental Engineering (M,P)	Gr	Home Economics (D)	Gr
Biological Science (B)	A&S	Home Economics Education and Community Services (B,M,D)	HE/Gr
Botany (B,M,D)	A&S/Gr	Horticulture (M)	Gr
Business Administration (M,D)	Gr	Horticulture and Landscape Architecture (B)	Ag
Business Education (B,M,D)	Bus/Gr	Hotel and Restaurant Administration (B)	HE
Chemical Engineering (B,M,D,P)	En/Gr	Housing, Interior Design and Consumer Studies (B,M)	HE/Gr
Chemistry (B,M,D)	A&S/Gr	Industrial Arts Education (B,M)	Ed/Gr
Civil Engineering (B,M,D,P)	En/Gr	Industrial Engineering and Management (B,M,D,P)	En/Gr
Clothing, Textiles and Merchandising (B,M)	HE/Gr	Journalism (B)	A&S
Computing and Information Sciences (B,M,D)	A&S/Gr	Mass Communications (M)	Gr
Construction Management Technology (B)	T	Management (B)	Bus
Corrections (M)	Gr	Management Science and Computer Systems (B)	Bus
Counseling and Student Personnel (M,D,S)	Gr	Marketing (B)	Bus
Curriculum and Instruction (M,D,S)	Gr	Mathematics (B,M,D)	A&S/Gr
Distributive Education (M)	Gr	Mechanical and Aerospace Engineering (M,D,P)	Gr
Economics (B,M,D)	A&S/Bus/Gr	Mechanical Engineering (B)	En
Education		Mechanical Power Technology (A,B)	T
Elementary Education (B)	Ed	Mechanical Technology (A,B)	T
Secondary Education (B)	Ed	Mechanized Agriculture (B)	Ag
Special Education (B)	Ed	Medical Technology (B)	A&S
Educational Administration (M,D,S)	Gr	Microbiology (B,M,D)	A&S/Gr
Electrical Engineering (B,M,D,P)	En/Gr		
Electronics Technology (A,B)	T		
English (B,M,D)	A&S/Gr		
Entomology (B,M,D)	Ag/Gr		
Environmental Science (M,D)	Gr		

Military Science (B) A&S
 Music (B) A&S
 Music Education (B) A&S
 Natural Sciences (M) Gr
 Occupational and Adult Education
 (M,D,S) Gr
 Organizational Administration (B) Bus
 Petroleum Technology (A,B) T
 Philosophy (B,M) A&S/Gr
 Physical Education (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-veterinary Science (B) Ag
 Psychology (B,M,D) A&S/Gr
 Radio-Television-Film (B) A&S
 Recreation (B) A&S
 Religious Studies (B) A&S

Sociology (B,M,D) A&S/Gr
 Speech (B,M) A&S/Gr
 Speech Pathology (B) A&S
 Statistics (B,M,D) A&S/Gr
 Technical Education (B,M) Ed/Gr
 Theater (B) A&S
 Trade and Industrial Education (B,M) Ed/Gr
 University Studies (B) All colleges
 Veterinary Medicine (DVM) (D) VM/Gr
 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	88
Master's	70
Doctor's	46
Other degrees	18

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