



University Academic Regulations

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

1. ADMISSION, ACADEMIC STANDING AND WITHDRAWAL

1.1 Admission of Freshmen. Policies and procedures governing the admission of new freshmen are detailed in another section of the *Catalog*. (See "Undergraduate Admissions.")

—Assessment/Course Placement. To help insure that students possess the skills necessary to be successful in college, the Oklahoma State Regents for Higher Education require students to obtain a 19 ACT subject area score(s) in science reasoning, mathematics, and English to enroll in course work in the respective subject area(s). Students must score 19 or higher in reading to enroll in courses that require extensive reading. Students scoring below 19 will be required to remediate in the discipline area (UNIV 0023, 0111, 0123, 0133, or 0143) or undergo additional testing to determine the level of readiness for college level work. Students must pass remedial courses within the first 24 hours attempted or have all subsequent enrollments restricted to remedial courses until the deficiencies are removed. If a student fails to remediate in a single subject within the 24 hour limit and is in good academic standing, the adviser and dean may recommend to the Provost that the student be allowed to continue to enroll in college level courses in addition to remedial courses.

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

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

1.4 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 evidence of English proficiency. (See "Undergraduate Admissions.")

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 Academic Regulation 1.3 *Admission to Certain Professional Programs*.)

1.6 Good Academic Standing and Scholastic Requirements for Continuing Enrollment of a Student under Academic Probation in an Undergraduate College. Undergraduate students must meet the GPA requirements below to be in good academic standing. Each college, department, or academic program within OSU may require higher standards for admission, retention, or good academic standing.

Total retention/ graduation hours attempted	Minimum retention/ graduation grade-point average required
0 through 30	1.70
31 or more	2.00

Any student not maintaining a retention/graduation GPA as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.00, not to include activity or remedial courses, or meet the minimum standard required above, in order to continue as a student.

First year students (30 or fewer credit hours, as defined by OSRHE policy) with a retention/graduation GPA of 1.70 to less than 2.00 will be placed on academic notice. These students should remain in contact with their student academic service offices regarding special academic support services and procedures.

All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes, excluding any courses repeated or reprieved, and excluding remedial courses and physical education activity courses. These calculations are made three times per year, to coincide with the conclusion of the fall and spring semesters, and the collective summer term. Grades submitted

after these calculations are carried forward to the next calculation. (See also Academic Regulations 6.4 *Grade-point Average Calculating* and 6.13 *Academic Forgiveness*.)

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.

1.7 Academic Suspension. A student on probation will be suspended when he or she earns a semester GPA of less than a 2.00 in regularly-graded course work not including activity or remedial courses, and the retention grade-point average for all hours attempted falls below the following:

Total retention/ graduation hours attempted	Minimum retention/ graduation grade-point average required
0 through 30	1.70
31 or more	2.00

1.8 Reinstatement after Academic Suspension. A student who has been suspended from the University for academic reasons may not be readmitted until one regular semester (fall or spring) has elapsed (unless the faculty appeals committee grants immediate reinstatement). Students who wish to appeal suspension status should inquire about procedures and deadlines from the Office of Academic Affairs. Students who were concurrently enrolled in another college or university during the semester may appeal the suspension by submitting an official transcript from the institution. Procedures and deadlines for appealing may be obtained from the Office of Academic Affairs.

Readmission after one regular semester (fall or spring) has elapsed will be considered on the merits of the individual case. Suspended students can be readmitted only one time. If a student is suspended a second time, he or she must attend another institution and raise the retention/graduation GPA before readmission to OSU can be considered.

A student with 90 or more hours in a specified degree program who has been academically suspended may enroll, at the discretion of the institution, in up to 15 additional credit hours in a further attempt to achieve the requirements for retention. During these 15 hours of enrollment, the student must achieve a minimum 2.00 semester GPA at the end of each term or must raise the retention GPA to 2.00 or above to avoid suspension. This senior suspension exception must be approved by the Director of Student Academic Services or Associate Dean for Instruction in the student's college in the form of a letter to the Registrar. This option can be exercised only once per student.

A student suspended from OSU at the end of the spring semester may continue in the summer semester at OSU if this spring suspension was the student's first suspension. The student must complete a minimum of six hours and must achieve a 2.00 summer semester GPA, or raise the retention/graduation GPA to the OSRHE standard, in order to continue in the subsequent fall semester. The student should contact his or her dean's office for additional information and restrictions. (See also Academic Regulation 1.7 *Academic Suspension*.)

1.9 Readmission. A student who has attended OSU but was not enrolled during the immediate past semester (except the summer session) must submit an updated Application for Admission and current application fee. A student who has enrolled in another college or university since last attending OSU must submit a transcript from each school. Admission status will be determined after an evaluation of the previous work has been made.

1.10 Withdrawing from the University. Withdrawing refers to withdrawing from all courses for which a student is enrolled for a given semester, and therefore the student is no longer enrolled. The withdrawal process is initiated in the student's dean's office.

A student who withdraws prior to the end of the twelfth week of a regular semester or the sixth week of an eight-week summer session, or proportionate periods for block or short courses, will receive a grade of "W" (withdrawn) on the student's academic record. A student who withdraws after the twelfth week of a regular semester or the sixth

week of an eight-week summer session but prior to "Pre-finals Week," will receive a grade of "W" (withdrawn) or "F" (failing) as assigned by the instructor of each course. Grades of "W" or "F" will be recorded on the student's academic record, and grades of "F" will be calculated in the grade-point average.

After the beginning of "Pre-finals Week" a student may not withdraw from the University and will be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," "R," "SR," or "UR" by the instructor of each course at the end of the semester or summer session. International students need to consult with International Students and Scholars (ISS) before dropping courses or withdrawing for the semester. Under new reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

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

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

2.2 Full-time Students. Undergraduate students who are enrolled in 12 or more semester credit hours (six or more for the summer session) are classified as "full-time" students. Graduate students enrolled in nine or more semester credit hours (four or more for the summer session) are classified as "full-time."

Credit hours offered through correspondence study are not counted toward full-time status, unless the course is independent study taken through regular enrollment.

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.

A student holding a 0.50 FTE graduate assistant appointment who is enrolled in a minimum of six hours during the fall or spring semester and three hours during the summer semester will be certified as a full-time graduate student. Any FTE appointment less than 0.50 requires nine hours of enrollment for the fall or spring semester and four hours of enrollment for the summer semester in order for the student to be classified as a full-time student. There is no reduction in credit hour requirements in the final semester of enrollment for graduate assistants.

A student enrolled for the final semester of a bachelor's degree program may be classified as a full-time student if enrolled in fewer than 12 hours during that semester.

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. A student who does not have immediate plans to enter a degree program but wants to take courses may be classified as a "special student." A student on an F-1 visa may not enroll as a special student since he or she must be admitted to a degree program.

3. UNDERGRADUATE DEGREE REQUIREMENTS

3.1 Date of Matriculation. A student's matriculation date is associated with his or her first term after high school graduation as an admitted

student 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. A student generally follows the degree requirements associated with his or her matriculation year. Although the curriculum may be revised before a student graduates, students will be held responsible for the degree requirements in effect at the time of matriculation and 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 degree requirements that have been established since matriculation. The time limit for following a given undergraduate degree program is six years. Time limits for graduate degrees are described under "Academic Regulations" in the "Graduate College" section of the *Catalog*.

3.3 The Honors College. (See the "Academic Enrichment Programs" section of the *Catalog*.)

3.4 General Education Requirements. Although the University has a general education program, 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 40 semester credit hours (exclusive of physical education activity courses by OSRHE policy):

- six semester credit hours of English composition;
- three semester credit hours of American history (HIST 1103 or equivalent), and three semester credit hours of American government (POLS 1113);
- at least six semester credit hours in each of the approved general education designated areas of Analytical and Quantitative Thought, Humanities, Natural Sciences, and Social and Behavioral Sciences (at least one course in each of these four areas must come from the approved general education lower-division course list, and at least three hours of "A" must be earned in a general education Math course);
- at least one course designated as International Dimension and one course in Scientific Investigation and, beginning in Fall 2008, one Diversity course.

Substitution of general education courses is allowed when background for the major demands greater depth in an area in which a general education requirement is stated. Only in the Analytical and Quantitative Thought "A" and Natural Sciences "N" areas is substitution of the more advanced lower-division course permitted. Such a substitution requires the recommendation of the student's academic adviser and dean and the approval of the Office of the Provost and Senior Vice President.

Courses used to fulfill general education requirements are identified by code letters that 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 Analytical and Quantitative Thought
- D Diversity
- H Humanities
- I International Dimension
- L Scientific Investigation
- N Natural Sciences
- S Social and Behavioral Sciences

General education courses are also identified in the Student Information System (SIS) and on the Internet site maintained by the Office of Academic Affairs.

The Oklahoma State Regents for Higher Education require computer science proficiency prior to graduation. This requirement could be met by:

- successfully completing a high school computer science course that meets State Regents' high school curricular requirements;
- satisfying an institution's computer proficiency assessment; or

- c. successfully completing college-level course work that the institution designates.

The method by which a student demonstrates computer science proficiency at OSU varies by major. This requirement does not increase the number of courses required to earn a degree. The use of computers is an integral part of every degree program; hence a student demonstrates proficiency by satisfactorily completing degree requirements.

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 1213. For those who qualify, ENGL 1123 or 1313 may be substituted for ENGL 1113. Students who earn an "A" or "B" in ENGL 1113 (or ENGL 1123 or 1313) or who earn three semester credit hours in English composition through credit by exam, and who have the consent of their college, may substitute ENGL 3323 for ENGL 1213. Students who qualify may substitute ENGL 1223 or 1413 for ENGL 1213. A third course may be required by the student's college to satisfy either an additional composition or oral communication requirement.

3.6 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.

3.7 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.

3.8 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. Students should contact the office of Student Academic Services of his or her college concerning procedures and forms to change majors and/or minors.

3.9 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 after the student files a diploma application. (See Academic Regulation 7.9 *Diploma Application*.) The student may request a certified statement of completion of graduation requirements from the Office of the Registrar.

3.10 Second Baccalaureate Degree. A student who receives a baccalaureate degree from OSU may use all applicable courses toward a second baccalaureate degree. A minimum of 30 semester credit hours of additional work, including all requirements of the second baccalaureate degree, is required. An additional baccalaureate degree may not be earned in the same major as the first degree, even if the option is different. For example, it is not possible to earn both a BS degree in Journalism and Broadcasting with an option in Advertising and a BS degree in Journalism and Broadcasting with an option in Public Relations. Completion of requirements for more than one option may be noted on the official transcript, but a second degree will not be awarded.

3.11 Double Majors and Minors. A double major can be earned by satisfying the field of concentration requirements for the second major and any additional departmental requirements. If the general education courses are met from one college, they do not need to be met for the second major if it is in another college. The second major does not necessarily require hours above the minimum required for the first major. Whether additional hours are required generally depends upon the number of electives allowed by the first major and the degree of overlap between courses in the two fields of concentration.

Minors are available for many departments. A student should check with the department to find out what the requirements are to obtain a minor in that area. A list of current minors can be found in the "Degree Programs" section of the *Catalog*.

If a student majoring in one field also completes the specified requirements for a major or minor in other fields, the second major and/or additional minors will be noted on the student's transcript while in-progress.

The student should contact the office of Student Academic Services of the college in which the student is enrolled concerning procedures to have the additional major or minor recorded or removed.

3.12 Pre-finals Week. Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test or examination accounting for more than five percent of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This *excludes* makeup and laboratory examinations, out-of-class assignments or projects made prior to pre-finals week, and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that *requires* student participation. Additional information may be obtained from the student services office of each college or the Office of Academic Affairs.

3.13 Final Exam Overload. In the event that a student has three or more final exams scheduled for a single day, that student is entitled to arrange with the faculty member instructing the highest numbered course (based on the 4-digit course number) to reschedule that examination at a time of mutual convenience during final exam week. (Common final exams are not among those to be rescheduled unless two common exams are scheduled at the same time) The affected student should submit this request in writing two weeks prior to the beginning of final exam week. In seeking to provide the relief to the student, the faculty member may request that the student provide a copy of his or her schedule to confirm the difficulty. The faculty member has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam, after which the student may take the request to the Office of Academic Affairs.

4. CREDITS

4.1 Residence Credit. Residence credit is awarded for work taken on campus (not through correspondence or credit earned by examination) 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 OSU-Tulsa.)

4.2 Courses Offered through Outreach and Correspondence. Academic credit is awarded for courses offered through the outreach offices of the six colleges, by the Independent 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.

—Correspondence Credit. 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 baccalaureate degree. (See also Academic Regulation 2.2 *Full-time Students*.)

4.3 Transfer Credit from Other Accredited Four-year Institutions. Except as excluded in Academic Regulations 4.4 *Transfer of Credit from Community Colleges* and 7.2 *Residence Credit 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 Community Colleges. Credits will be accepted by transfer from a community college to meet lower-division (i.e., 1000- and 2000-level courses) requirements only. A minimum of 60 semester credit hours must be earned at a senior college. Within these guidelines, transfer credits are subject to the individual colleges' degree requirements.

4.5 Transfer Credit from International Colleges and Universities. Credit is accepted based on equivalent standards as outlined in Academic Regulations 4.3 and 4.4. Credit is accepted based on the U.S. letter grade equivalents for the post-secondary grading method used in each country of study.

4.6 Credit by Exam. The academic regulations listed below apply to the following examinations: Advanced Placement Program (AP), International Baccalaureate Program (IB), College Level Examination Program (CLEP), and OSU Advanced Standing Examinations.

- credit earned by examination will not be placed on a student's transcript unless he or she is currently enrolled and has successfully completed 12 or more semester credit hours of academic work at OSU;
- credit will be recorded with a neutral grade of "P" (Pass) if the student earns the equivalent of a "C" or better on the examination. No grade is recorded if the student fails the exam;
- credit earned by examination does not count toward the minimum of 30 hours that must be earned in residence (See Academic Regulation 7.2 *Residence Credit Requirements*);
- a native speaker of a foreign language (one whose high-school level instruction was conducted principally in that language) cannot earn credit toward graduation in lower-division (1000-2000 level) courses in that language (See Academic Regulation 4.9 *Foreign Language Credit for Native Speakers*);

OSU Advanced Standing Examinations may be offered by academic departments on campus in subject areas not offered through the examination programs listed above. Any currently enrolled student 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.

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

- be enrolled at OSU;
- not have taken an Advanced Standing exam over the course within the preceding six months;
- receive the approval of the head of the department and the associate dean in which the course is offered;
- present a valid student I.D. at the examination.

Information pertaining to OSU Advanced Standing Examinations may be obtained from the Office of Undergraduate Admissions.

—**Military Credit.** OSU awards credit as recommended by the American Council on Education (ACE), as published in "The Guide to the Evaluation of Military Experiences in the Armed Services," for selected educational experiences provided by the armed forces. OSU also accepts credit earned through the DANTES Subject Standardized tests for active military personnel.

Students who wish to establish credit for military training should submit a copy of their DD214, Armed Forces of the United States Report of Transfer or Discharge, or their DD295, Application for the Evaluation of Educational Experiences During Military Service, to the Office of

Undergraduate Admissions. Course Completion Certificates may be used to supplement other records or when service schools are not reflected on the DD214 or 295.

An official AARTS Transcript (Army/ACE Registry Transcript Service) is available to Army enlisted, active duty personnel, and veterans who entered the service after October 1, 1981. An official SMART transcript (Sailor/Marine ACE Registry Transcript) is available to active duty and reserve Sailors and Marines, Navy veterans who separated or retired after January 1975, and Marines who separated or retired on or after June 1999.

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

4.7 Graduate Credit Hours for a Senior. An OSU undergraduate senior may take a limited number of courses for graduate credit toward an OSU degree program. The credits may not be utilized for both a baccalaureate degree and a graduate degree. The courses in question must be approved for graduate credit (denoted by an asterisk next to the course number as listed in the *Catalog*). The applicability of such graduate courses to a specific graduate program will be determined by the student's graduate advisory committee when the student enrolls in the Graduate College and submits a plan of study for an advanced degree.

To receive credit, a *Graduate Credit for Seniors* form must be completed by the student to receive graduate credit for courses taken. This form must be submitted to the Graduate College prior to the end of the second week of class instruction of a regular semester, or the first week of a regular summer session. The required form is available on the Graduate College's Internet site or in the Graduate College.

Such credit may be earned only if the following conditions are satisfied at the time of application:

- Students must have a minimum cumulative graduation/retention undergraduate GPA of 3.00.
- The total enrollment must not exceed 18 credit hours for a regular semester or nine credit hours for a summer session.
- The student must be within 12 semester credit hours of completing requirements for the baccalaureate degree at the beginning of the semester or summer session in which courses are taken for graduate credit.
- Admission to courses taken for graduate credit must have approval of the course instructor, the director of the undergraduate student services office associated with the student's major, and the dean of the Graduate College.

Not more than 15 semester credit hours taken while a senior may be approved for graduate credit. The student must earn a grade of "B" or higher in those courses for which he or she seeks graduate credit. Credit will be applied to the student's graduate transcript only after the student has been admitted as a graduate student at OSU. Students are cautioned that institutions other than OSU may or may not allow courses taken for graduate credit during the senior year to be transferred into one of their graduate programs.

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

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

Native speakers may occasionally have valid reasons for establishing credit in a lower-division course. Requests for such consideration should be directed to the dean of the student's college for recommendation to the head of the Department of Foreign Languages and Literatures.

5. ENROLLMENT

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 is ordinarily taken, although enrollment is not exclusive as to student classification; the second and third digits identify the course within the field; and the last digit indicates the number of semester credit hours the course carries. For example, a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit. A course number beginning with zero indicates that the course does not carry University credit. A course number ending in zero indicates that the course carries variable credit.

5.2 Maximum Semester Credit Hour Load. Undergraduate students are allowed to enroll in the number of credit hours each semester that do not result in academic overload, which is defined as the number of semester-credit-hours 25 percent or more than the number of weeks in the applicable academic term. In general, graduate students may not earn credit to exceed one credit hour per week of resident study. See "Enrollment" in the "Graduate College" section of the *Catalog*.

Undergraduates desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college, and must complete a Petition for Excessive Hours (available in the Office of the Registrar). The maximum academic overload in any given term is limited to the number of semester-credit-hours which is 50 percent greater than the total number of weeks in the applicable academic term. Exceptions to deserving students may be granted by the Office of Academic Affairs.

In a regular 16-week Fall or Spring semester, the maximum enrollment for undergraduates without special approval is 19 credit hours. Enrollment in 20 to 24 credit hours results in academic overload, which requires a Petition for Excessive Hours. Enrollment in 25 or more credit hours requires both a Petition for Excessive Hours and approval by the Office of Academic Affairs.

Proportionate credit-hour limits apply to summer sessions and intersession periods separately, depending on the length of the session.

5.3 Adding Courses. The sixth class day of a regular semester or the third class day of an eight-week summer session, or the proportionate period for block or short courses is the last day a course may be added (nonrestrictive). With instructor and academic adviser approval, a course may be added during the second week of classes (seventh through tenth class days) of a regular semester or the fourth or fifth class day of an eight-week summer session, or the proportionate period for block or short courses (restrictive).

5.4 Dropping Courses. Dropping refers to the dropping of one or more courses while remaining enrolled in at least one other OSU course for a given semester. Courses may not be dropped without the approval of the student's academic adviser.

Anytime through the sixth day of a regular semester or through the third day of the eight-week 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 student's academic record.

After the deadline for dropping with no record, but prior to the end of the twelfth week of a regular semester or the sixth week of an eight-week summer session, or proportionate periods for block or short courses, a student may drop a course and the grade of "W" (dropped) will be recorded on the student's academic record.

After the twelfth week of a regular semester, or the sixth week of an eight-week summer session, or proportionate periods for block or short courses, a student may not drop a course and will be assigned only the grade of "A," "B," "C," "D" or "F," or (when appropriate) "I," "NP," "P," "S," "U," "R," "SR," or "UR" by the instructor at the end of the semester. (Exceptions to this policy may be allowed by petition due to verifiable extraordinary circumstances and committee approval. A petition requires the signatures of the student's instructor, adviser and dean with the grade of "W" or "F" assigned by the instructor.)

A student may not drop any course in which a violation of academic integrity is pending against the student. If the student admits responsibility for a violation meriting a grade of "F" for an assignment or examination, the instructor or Academic Integrity Panel may permit the student to drop the course with a grade of "W." If the student is found not responsible for the violation, he or she may drop the course with either a "W" or "F," (according to the drop grade policy) appearing on the academic record. If the student is found responsible for the violation, the instructor may assign an appropriate sanction, including assigning the grade "F" for the assignment/examination or "F!" for the course. (See *Policy and Procedures Letter 02-0822*).

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

5.5 Concurrent Enrollment. A student who desires to earn credits concurrently at another institution or through correspondence, 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 approval of the student's adviser. The prerequisite for courses at the 5000 or 6000 level is graduate standing in addition to any other prerequisites listed. Instructors may waive prerequisites when the student's background justifies this action. 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 number 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. Generally, the maximum number of students permitted in an honors section is 22 students. The director of The Honors College may slightly increase or decrease the size of some honors sections. The number of students enrolled in a class may not exceed the fire code capacity of the designated classroom.

5.8 Priority Enrollment. Currently enrolled/continuing students register for summer and fall classes during the latter part of the preceding spring semester, and for spring classes during the latter part of the fall semester. In order to facilitate access to courses required for timely degree completion, a student's priority for enrollment generally follows academic class level with seniors having the highest priority. Some exceptions to this basic priority may be necessary to accommodate bona fide student needs, such as a special priority for physically disabled students. The Office of Academic Affairs determines enrollment

priorities, and enrollment schedules and priorities are posted in the enrollment guide located on the Registrar's Web site at <http://registrar.okstate.edu>.

Full-time staff members may utilize priority enrollment to help ensure they are given an opportunity to identify a section(s) at a time that is least disruptive to work in the office. This benefit of priority enrollment is extended to full-time (100% FTE), regular staff members. Staff members employed at less than one hundred percent are not eligible for priority enrollment.

5.9 Late Enrollment. Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of the term will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fifth day of an eight-week summer session or during proportionate periods for block or short courses. See the "Tuition, Fees, and Cost Estimates" section of the *Catalog* for the current late enrollment fee amount.

5.10 Payment of Tuition and Fees. Oklahoma State University (OSU) combines your enrollment costs and charges from different areas on campus into one consolidated student account. A monthly bursar account statement is produced on the 1st day of the month that reflects your bursar balance due and is due prior to the 15th of the month. Paper bills are no longer mailed, but available to view electronically online. Notifications to view billing statements via the web are e-mailed to students at the beginning of each month to the Okstate e-mail address. Using their O-Key login and password, students may view their bursar account online at <http://bursar.okstate.edu/> or <http://prodosu.okstate.edu/>. Failure to receive a bill does not relieve the student from their financial obligation or any late charges and other penalties that may occur if the account is not paid by the due date. All tuition and fees (required and optional) associated with the student's enrollment are considered past due if not paid by the 15th of the billing month. Direct deposit refunds are usually processed daily and may occur earlier in the semester before bookstore and other miscellaneous charges are processed to your bursar account. You are responsible for paying these subsequent charges as they appear on your regular monthly bursar billing statement. All past due accounts accrue a penalty at the rate of 1.5% monthly (19.56 APR).

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers an in-house administered payment option plan (POP) as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and students to pay University billed expenses in regular monthly installments either by the semester or annually. Visit our Web site link <http://bursar.okstate.edu/forms/osupop.pdf> for the POP application.

When you send a check as payment, you authorize Oklahoma State University to clear your check electronically. Your checking account may be debited as soon as the same day we receive your payment. This electronic transaction will appear on your bank statement although your check will not be presented to your financial institution or returned to you. Any resubmission due to insufficient funds may also occur electronically. Please be aware that all checking transactions will remain secure and payment by check constitutes acceptance of these terms.

Accounts must be cleared before the student can obtain the release of any academic records such as a transcript, receive a diploma or enroll at OSU for subsequent semesters. Oklahoma State University extends bursar optional charging privileges to students in order to facilitate use of campus based services. In order to maintain charging privileges with the University, bursar accounts must remain current or your charging privileges will be revoked.

Any charges incurred by the University in an effort to collect on delinquent accounts will be assessed to and will be the responsibility of the account holder. Delinquent account information is disclosed to credit reporting agencies, which could endanger the student's credit rating on a local or

national level. Past due accounts may receive payment from the warrant intercept program (WIP) that captures state income tax refunds to pay outstanding OSU debt.

5.11 Auditing Courses. A student who does not wish to receive credit in a course may enroll as an auditor, provided space is available and the student obtains approval from the instructor of the course and his or her adviser. (Note: Adviser permission is only required for currently enrolled students.) A student who enrolls as an auditor must verify that he or she will not petition to receive credit for the audited course by any method other than that described below under "Audit to Credit." Instructor discretion will determine the auditor's level of class participation, such as taking exams or turning in assignments.

Audited courses do not count in the determination of full-time student status and do not apply toward Veterans Affairs benefits. Laboratory courses, private music lessons, studio art courses, outreach courses, and other courses that require special course fees are not open for audit enrollment.

The audit enrollment form is available on the Office of the Registrar website (<http://www.okstate.edu/registrar>). Initial enrollment in a course as an auditor may be completed only between the first and the tenth class day (inclusive) of a 16-week semester and proportionate periods for shorter sessions.

—Audit to Credit. The allowable time to change from audit to credit enrollment is between the first and tenth class day (inclusive) of a 16-week semester and proportionate periods for shorter sessions. Students changing enrollment status from audit to credit must have been admitted to OSU.

—Credit to Audit. A student who is already enrolled for credit in a course may change the enrollment to audit only if the student officially drops the course (or, if appropriate, withdraws) at the time the student changes to audit. This action is not allowed after the drop/withdraw deadline for the course. The audit action will not remove the original course withdrawal notation from the student's transcript.

Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment. An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course.

Audit enrollments follow the same resident and non-resident tuition and fee policies as credit enrollments. Late enrollment fees are waived for audit enrollments. Any individual 65 years or older may audit a class at no charge. The audit tuition and fees are also waived for faculty and staff who have retired from the University under the Oklahoma Teacher Retirement System's "Rule of 80" or "Rule of 90" regardless of age at time of retirement (*OSU Policy 2-0108*).

5.12 Minimum Class Size. The minimum number of students required in order for a class to meet is as follows: 20 students for lower-division classes, 12 students for upper-division classes, and eight students for graduate-level classes.

6. GRADES AND GRADING

6.1 Official Transcripts. All official transcripts of the student's academic record at OSU are prepared and released by the Office of the Registrar. Copies of transcripts from other institutions cannot be furnished.

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

Grade "A"	Excellent
Grade "B"	Good
Grade "C"	Average
Grade "D"	Below average
Grade "F"	Failure

Grade "F!" (pronounced F shriek). The "!" indicates that the student failed the course because of a violation of academic integrity. Students may remove the first "!" (though not the "F") from their transcripts by completing an academic integrity educational program. The "F!" will appear on the transcript for a minimum of one semester. (See also <http://academicintegrity.okstate.edu>)

"Incomplete" Grade. This grade is given to a student who satisfactorily completes the majority of course work (i.e., material amounting to more than 50% of the course grade as outlined in the course syllabus) and whose work averaged "D" or better, but who has been unavoidably prevented from completing the remaining work of the course. This grade is considered temporary. When the instructor specifies the conditions the student must fulfill in order to complete the course, he or she will also specify the grade the student would receive based on total course requirements and evaluation of completed work, and assign a composite incomplete grade. This temporary grade ("IB," "IC," "ID," or "IF") will reflect the percentage of work completed by the student as well as the grade earned on the completed work. This will be the projected grade if the student received a zero for the remaining course work, with the "I" representing the incomplete status of the course. Neither a grade of "IA," nor a condition that the student must repeat the course, is permitted.

The "composite incomplete" grade ("IB," "IC," "ID" or "IF") will be recorded on the online grade form and on the unofficial transcript until the final grade is assigned. The official academic transcript will reflect an "I" grade for the course until the final grade is assigned.

The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. The dean of the student's college (for graduate students, this is the Graduate Dean) may recommend to the Office of the Registrar an adjustment of this period in exceptional circumstances, which must be clearly documented with supporting evidence when deemed appropriate. Instructors have the prerogative to require a shorter period of time to complete the remaining requirements.

It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the incomplete grade is assigned; it is the responsibility of the instructor to initiate action to have any new permanent grade entered as soon as possible after the student completes the course or, after one year, partially fulfills the remaining requirements.

Upon completion of any or all of the remaining requirements, or at the end of the one-year period (whichever occurs first), the temporary grade on the transcript is changed to reflect the final grade for the course (e.g., "IC" is changed to "B" on the unofficial transcript, and "I" is changed to "B" on the official transcript). Any course in which none of the remaining requirements are fulfilled will, after one year, have the incomplete grade changed to the default grade (e.g., "IC" or "I" is changed to "C"). If the student opts to graduate prior to the end of the one year period and if the course is required for graduation, the remaining course requirements must be completed and the final grade assigned by the deadline for course work completion for his or her final graduating semester. If the course is not required for graduation, the standard completion time limits apply. When the temporary incomplete grade is replaced with the permanent grade, this action is not considered a violation of the policy that states a grade will not be lowered after graduation.

An incomplete grade that was assigned prior to the Fall 2008 semester and is not changed within the designated time limit remains a permanent "I" grade on the transcript.

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 "S" or "U." This grade is given for satisfactory (equivalent to a "C" or better) or unsatisfactory work in remedial courses in English, mathematics, reading, and science. Both credit hours and grade points are ignored in calculating grade-point averages, and neither grade is counted in total hours.

Grade "W." This grade indicates that the student dropped the course.

Grade "R." This grade is given to a student in a master's degree creative component course, and other courses as appropriate, when course work is still in progress. It is the responsibility of the instructor to initiate action to have a permanent letter grade entered as soon as possible after the student completes the course work. Effective Fall 2008, this grade is no longer acceptable for courses numbered 5000 or 6000.

Grade "SR" or "UR." These grades are given for satisfactory and unsatisfactory work, respectively, in thesis or dissertation courses (5000 or 6000). Both credit hours and grade points are ignored in calculating grade point averages, but courses in which a grade of "SR" is earned may be used toward minimum degree requirements.

Mark of "AU." An "AU" indicates that the student enrolled as an auditor in the course. An "AU" is not a grade and is not used in calculating grade-point averages.

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.

Grade "F" yields 0 grade points per semester credit hour.

6.4 Grade-point Average Calculating. In calculating grade-point averages, the total number of grade points earned is divided by the total number of hours attempted. The grade of "I," "NP," "P," "S," "U," "W," "R," "SR," "UR," or the mark of "AU" or "N" will not affect the grade-point average.

—Semester Grade-point Average. For purposes other than retention, all grades are included in the calculation. For retention purposes, activity, remedial and research courses are excluded from the calculation. These courses remain on the transcript with a notation that they are excluded from the GPA.

—Retention and Graduation Grade-point Averages. All courses in which a student has a recorded grade are included in the calculation, excluding any courses repeated (with an original grade of "D" or "F") or reprieved based on State Regents policy and excluding remedial courses and physical education activity courses. (See Academic Regulation 6.13 *Academic Forgiveness*.)

—Cumulative Grade-point Average. All courses in which a student has a recorded grade are included in the calculation.

6.5 Six Week Progress Reports. Faculty are expected to report six week progress grades for all students (regardless of classification) enrolled in 1000- and 2000-level classes and are encouraged to submit six week grades for students in all courses. This will normally occur shortly after the sixth week of classes. Student athletes will have all six week grades reported, not just 1000- and 2000-level. Progress reports are made available to students and to the students' advisers through the computer (SIS) Web site.

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:

- have passed 28 or more semester credit hours;
- have at least a 2.50 grade-point average in all hours attempted;
- have met all of the prerequisites for enrollment in the course in question;
- do not need the course in question for meeting any requirements for graduation or certification other than as a general (unrestricted) elective;
- 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 are recorded without change. The pass-no pass grade will not affect the grade-point average.

Graduate students should refer to the "Graduate College" section of the *Catalog*.

6.7 Pass-Fail Grading System. Some courses are taught only on a pass-fail basis. Such courses are so designated in the "Course Descriptions" 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."

Graduate students should refer to the "Graduate College" section of the *Catalog*.

6.8 Grade Reports. Reports of the final grades of all students are compiled shortly after the end of each semester and are made available electronically to the students, the students' advisers and the students' deans via the Student Information System.

6.9 Correcting Grades Reported in Error. The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Appeals Board or Academic Integrity Panel. An instructor may not allow students to perform extra work after the end of the course in order to raise their grade. Grade change requests must be submitted in writing to the Office of the Registrar and must have both the department head's and the dean's approvals. A grade may not be lowered after the student has graduated unless the degree has been revoked.

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" or contact the Office of the Provost and Senior Vice-President.)

6.11 Honor Rolls. Full-time Students. Full-time undergraduate students (12 or more semester credit hours in a regular semester or six or more in a summer session) who complete at least 12 enrolled hours (or six in a summer session) with a semester (not cumulative) 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," "S" or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll. Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.50 or higher and no grade below "C," are placed on the Dean's List of Distinguished Students. (See also Academic Regulation 6.4 *Grade-point Average Calculating*.)

—Part-time Students. Part-time undergraduate students (11 or fewer semester credit hours in a regular semester or five or fewer in a summer session) who have accumulated at least 12 semester credit

hours of "A" during the most recent consecutive enrollments at OSU, and who complete all enrolled hours with a combined 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," "S," or "W" grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll. Dropping a course prohibits a part-time student from being listed on an honor roll. Special (non-degree-seeking) students are not included on an honor roll. Students who have completed their courses under the same requirements as outlined above, with a combined grade-point average of 3.50 or higher and no grade below "C," are placed on the Dean's List of Distinguished Students. (See also Academic Regulation 6.4 *Grade-point Average Calculating*.)

Once a part-time student is placed on an honor roll, the student must complete an additional 12 credit hours before the student is considered again for an honor roll. The student must meet all the above criteria at the time of subsequent consideration.

6.12 Violation of Academic Integrity. Oklahoma State University is committed to maintaining the highest level of academic integrity and ethical behavior. It is necessary that all members of the University support and promulgate the values of honesty and responsibility appropriate for an academic community. Not only does such academic integrity and ethical behavior contribute to the status of the University, but it also represents an important component of the educational process. To assure a high level of integrity among students, behaviors that violate academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will not be condoned nor tolerated. Violations may subject the student to disciplinary action including the following: receiving a failing grade on an assignment, examination, or course; receiving an "F!" notation of a violation of academic integrity on the transcript; and suspension from the University. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), the instructor will assign an incomplete grade until the allegation is resolved. (See also <http://academicintegrity.okstate.edu>)

6.13 Academic Forgiveness (Undergraduates). Repeated Courses. A student shall have the prerogative to repeat a course and have only the second grade, even if it is lower than the first grade, included in the calculation of the retention/graduation grade-point averages up to a maximum of four courses but not to exceed 18 credit hours in which the original grade was a "D" or "F." If a course is repeated more than once, all grades except the first attempt are included in the grade-point averages. The original course and grade remain on the transcript identified with a statement under the course "Repeated (excluded from GPA)." All other repeated courses, those in excess of the 18-hour, four-course maximum and those with a grade of "C" or better in the original course, are included in the grade-point averages and identified with a statement under the course "Repeated (included in GPA)."

—Academic Reprieve. A currently enrolled student may request an academic reprieve for all courses in one semester or two consecutive semesters if the following conditions are met: (a) at least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request; (b) the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity, performance and remedial courses since the semester requested to be reprieved; (c) the student has not previously been granted an academic reprieve for a semester; (d) there were extenuating circumstances which caused the student to perform poorly during the semester.

The request for an academic reprieve must be submitted on the appropriate form to the Associate Vice President for Undergraduate

Education. A committee appointed by that office reviews each request and either approves or denies a request based on whether or not the student meets the conditions stated above and the committee's judgment concerning the extenuating circumstances reported by the student. The courses for a semester that is reprieved are excluded from the retention and graduation grade-point averages and identified with a statement under the course "Reprieved (excluded from GPA)".

—Academic Renewal Policy. A student may request an academic renewal for all courses if the following conditions are met: (a) at least five years must have elapsed between the last semester being renewed and the renewal request; (b) prior to requesting academic renewal, the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses; (c) the request will be for all courses completed before the date specified in the request for renewal; (d) the student has not been granted a reprieve after December 5, 2003; (e) neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements. The request for an academic renewal must be submitted on the appropriate form to the Associate Vice President for Undergraduate Education.

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 Credit Requirements. Students must earn at least 30 semester credit hours at OSU. At least 15 of the final 30 hours applied toward the degree or at least fifty percent of the upper-division hours required by OSU in the major field must be satisfactorily completed at OSU. Prior approval by the academic dean is required. In the Spears School of Business, a minimum of 15 of the last 30 hours applied toward the degree and at least 50 percent of the upper-division hours required in the major field must be satisfactorily completed at OSU.

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 Academic Regulations 7.2 *Residence Credit Requirements* and 3.10 *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 30 semester credit hours of work at OSU prior to transferring to a professional school. (See Academic Regulation 7.2 *Residence Credit 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. (By OSRHE policy, these 120 hours are exclusive of physical education activity courses.) No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree. At least 40 hours of upper-division course work shall be required in every baccalaureate degree program. (By OSRHE policy, these 40 hours are exclusive of physical education activity courses.) A minimum of 30 hours is required in the

major field. Of these 30 hours, fifty percent must be upper division. Hours of "S" or "U" earned in remedial courses may not count toward total hours.

7.6 Grade-point Average for Graduation. A retention/graduation grade-point average of 2.00 or higher is required for all courses in which a student has a recorded grade, excluding any courses repeated or reprieved and excluding remedial courses and physical education activity courses. (See Academic Regulation 6.13 *Academic Forgiveness*.) This is in addition to the 2.00 or higher grade-point average required by the department in the major or minor fields.

7.7 Payment of Graduation Fees. Basic graduation cost is included in the records maintenance fee.

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 the "Academic Enrichment Programs" section of the *Catalog*.)

7.9 Diploma Application. All degree candidates must submit a diploma application (online via SIS or with the Office of the Registrar) before or during their final semester to be eligible for graduation. Undergraduates must be classified as a senior before they can submit a diploma application, and graduate students must have filed an approved Graduate Clearance Form with the Graduate College before they are eligible to submit a diploma application.

Students must submit their diploma application by November 1 for their name to appear in the fall commencement program, and by April 1 for spring and summer graduate names to appear in the spring commencement program. Students who will complete all degree requirements in the summer should file their diploma application for the summer term, but are invited to participate in the spring commencement ceremony.

Students who have filed a diploma application and need to modify their expected graduation term should file a Diploma Application Extension form with the Office of the Registrar. This form allows you to change the expected graduation term on your diploma application, and allows you to register for classes in the following semester.

7.10 Presence at Commencement Exercises. The University will hold Commencement exercises at the close of the fall semester and at the close of the spring semester. 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 at the close of the previous spring semester.

The University encourages all candidates for degrees to be present at the Commencement exercises. Attendance is not compulsory.

7.11 Graduation with Distinction. Students who earn an OSU undergraduate degree can also earn a level of distinction based upon the final retention/graduation grade-point average. (See also Academic Regulation 6.4 *Grade-point Average Calculating*) The level of distinction added to the diploma and transcript is:

<u>Graduation/retention grade-point average</u>	<u>Distinction</u>
3.90 to 4.00	Summa cum laude
3.80 to 3.89	Magna cum laude
3.70 to 3.79	Cum laude

This grade-point average calculation is two decimal places only, e.g., 3.69. In actuality, this GPA may be 3.69785 if additional digits were to be added. However, the value used to determine distinction is 3.69, which does not qualify for a level of distinction.

7.12 Professional Education. Professional Education requires a minimum 2.50 GPA for admission to Professional Education, student teaching and graduation. This requirement is consistent with state standards for students who complete professional education programs and seek licensure in the state of Oklahoma.