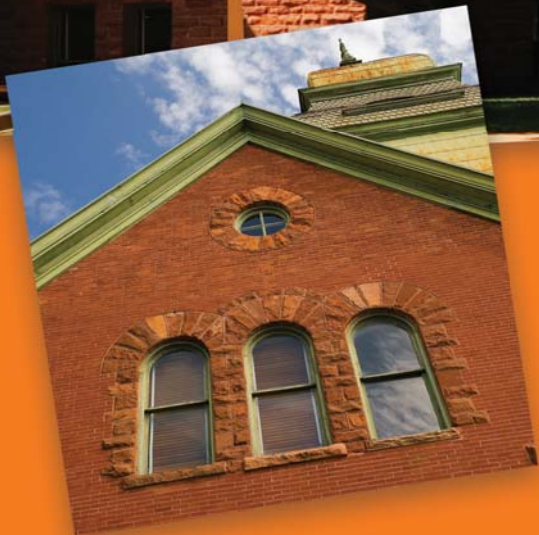


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**UNIVERSITY
CATALOG**





2009-2010 University Catalog

An Oklahoma State University education is about providing choice and value. It's about people gathering together to investigate and discover, uncover opportunities and take on challenges. With over 200 undergraduate and graduate degree programs, OSU is the flagship land-grant institution of Oklahoma with a world-wide reach. Our faculty includes leaders in their fields and an array of nationally published authors and scientists. Oklahoma State University provides world-class education to all students: full-time, part-time, adult and traditional.

Our investment in teaching and research creates an educational experience that is intellectually challenging and has practical value far beyond the classroom. OSU students learn hands-on while working with world-class scientists, artists and intellectuals on cutting-edge research that is changing the way we live.

OSU has been recognized as one of America's Best College Buys in the annual U.S. News & World Report rankings. Plus, the Princeton Review named OSU as one of the best higher educational institutions in the western United States.

OSU is also home to nearly 1,400 valedictorians, multiple Rhodes, Truman, Marshall, Udall, Goldwater, and Phi Kappa Phi Scholars. The most frequent GPA of incoming freshman is 4.0.

With more choices, top faculty and cutting-edge resources all at a great value, Oklahoma State University is the place to make your own life STATEment with a world-class education.

Oklahoma State University is accredited by the Higher Learning Commission (HLC)
A Commission of the North Central Association of Colleges and Schools
and programs within the colleges are also accredited.

Higher Learning Commission (HLC)

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602

800.621.7440

www.ncahigherlearningcommission.org

www.okstate.edu

This *Catalog* offers information about the academic programs and support services of the University. This *Catalog* is as accurate as possible, but the information may not remain current for all of the academic year. Circumstances may prompt changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, degrees offered, and other University matters. Such changes authorized by the University apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

For information, write to Oklahoma State University, Stillwater, OK 74078, or call **(405)744-5000**; in Oklahoma, call toll free 1-800-233-5019. Send electronic mail requests to registrar@okstate.edu. Publications concerning a number of topics are also available upon request.

OSU information is available via the Internet:

Main Page: <http://osu.okstate.edu>

Admission: <http://admissions.okstate.edu>

Catalog: <http://registrar.okstate.edu/Catalogs/Catalog.html>

Schedule: <http://registrar.okstate.edu/ClassSchedule/ClassSchedule.html>

The summer and fall class schedules are available in February and the spring class schedule in October and each may be obtained via the Internet at the link above.

An application packet and viewbook, with information for prospective students on admission, residence halls, financial aid, scholarship, and the Honors College, is available from the Office of Undergraduate Admissions.

The OSU *Catalog* may be obtained by new students in the form of a CD, free of charge, during their new student orientation session prior to their first semester at OSU. Other persons may purchase the *Catalog* through the Student Union Bookstore by mail. The current catalog is made available at the website address above prior to the beginning of the fall term.

To purchase a copy of the OSU *Catalog* contact the Student Union Bookstore at **1-800-831-4678**. The domestic rate is \$8.00 (includes \$5.00 for the *Catalog* and \$3.00 for first class/priority postage). The international rate is USD (\$5.00 for the *Catalog* plus actual postage costs).

In addition to these publications, many of OSU's colleges, schools and departments have printed material concerning their programs. Contact the individual departments for specific information.

Oklahoma State University, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This provision includes, but is not limited to, admission, employment, financial aid and educational services.

Photographs are courtesy of various OSU administrative offices and colleges. Cover artwork courtesy of University Marketing.

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Message From The President



Welcome to Oklahoma State University!

We are delighted you are pursuing your higher education degree at OSU.

This catalog shows the incredible breadth of academic offerings available to you at OSU. With more than 350 undergraduate and graduate degrees and options, as well as professional degree programs in medicine and veterinary medicine, OSU provides outstanding choice and value at a comprehensive research university.

Oklahoma State University is proud of its heritage as one of our nation's land-grant universities and remains fully committed to the land-grant mission of teaching, research and outreach. Today, we have a bold vision of a modern land-grant university; one that cuts across disciplines to form a truly new structure. We envision a creative, innovative, collaborative learning environment that better prepares students for future success.

We are glad you are here at Oklahoma State University and wish you all the best as you prepare for a world of possibilities.

Sincerely,

A handwritten signature in black ink that reads "V. Burns Hargis". The signature is written in a cursive, flowing style.

V. Burns Hargis
President of Oklahoma State University

The Administration

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

William Stuart Price - *Chair, Tulsa*
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Peter M.A. Sherwood, PhD, ScD - *Dean of the College of Arts and Sciences*
Robert Whitson, PhD - *Dean of the Division of Agricultural Sciences and Natural Resources and
Vice President for Agricultural Programs*
Stephan M. Wilson, PhD - *Dean of the College of Human Environmental Sciences*

Selected administrators directly responsible for academic and service programs for students:

Laurie Beets, MS - *Bursar*
Charles W. Bruce, PhD - *Director of Scholarships and Financial Aid*
K. Celeste Campbell, PhD - *University Registrar*
Robert E. Graalman, PhD - *Director of Scholar Development and Recognition*
Robert L. Spurrier, PhD - *Director of The Honors College*
Kyle Wray, MA - *Associate Vice President for Enrollment Management and Marketing*

University Academic Calendar

Add, drop, withdrawal and refund dates listed below are for courses that extend through the entire term. Proportionate dates apply to block and short courses. See the class schedule page of the Registrar Web site (<http://registrar.okstate.edu>).

2009-2010 and 2010-2011*						
	FALL 2009	SPRING 2010	SUMMER 2010 (8 wk session #2)	FALL 2010	SPRING 2011	SUMMER 2011 (8 wk session #2)
Late enrollment fee assessed after this date	Aug. 14	Jan. 8	June 4	Aug. 20	Jan. 7	June 3
Class work begins	Aug. 17	Jan. 11	June 7	Aug. 23	Jan. 10	June 6
University Holiday (spring)		Jan. 18			Jan. 17	
Last day to add a course (nonrestrictive)	Aug. 24	Jan. 19	June 9	Aug. 30	Jan. 18	June 8
Last day to drop a course with 100% refund and no grade	Aug. 24	Jan. 19	June 9	Aug. 30	Jan. 18	June 8
Last day to withdraw from all courses with 100% refund and no grade	Aug. 24	Jan. 19	June 9	Aug. 30	Jan. 18	June 8
Last day to add a course (restrictive: requires instructor and adviser approval)	Aug. 28	Jan. 22	June 11	Sep. 3	Jan. 21	June 10
Last day to drop a course with 50% refund and grade of "W"	Aug. 28	Jan. 22	June 11	Sep. 3	Jan. 21	June 10
Last day to withdraw from all courses with 50% refund (withdrawal noted on transcript)	Aug. 28	Jan. 22	June 11	Sep. 3	Jan. 21	June 10
University Holiday (fall)	Sep. 7			Sep. 6		
Six week grades due from faculty	Sep. 29	Feb. 23		Oct. 5	Feb. 22	
Students' Fall Break	Oct. 9			Oct. 15		
Students' Spring Break		Mar. 15-19			Mar. 14-18	
Deadline to file diploma application (for name to appear in fall commencement program)	Nov. 2			Nov. 1		
Deadline to file diploma application (for name to appear in spring commencement program)		April 1	April 1 (2010)		April 1	April 1 (2011)
University Holiday (summer)			July 5			July 4
Last day to drop a course (grade of "W") drop by petition only after this date	Nov. 6	April 9	July 16	Nov. 12	April 8	July 15
Last day to withdraw from all courses with automatic grade of "W"	Nov. 6	April 9	July 16	Nov. 12	April 8	July 15
Last day to withdraw from all courses with assigned grades of "W" or "F"	Nov. 20	April 23	July 23	Dec. 3	April 22	July 22
Students' Thanksgiving break	Nov. 25-27			Nov. 24-26		
University Holiday (fall)	Nov. 26-27			Nov. 25-26		
Pre-Finals Week	Nov. 30-Dec. 4	Apr. 26-30		Dec. 6-10	Apr 25-29	
Class work ends	Dec. 4	April 30	July 30	Dec. 10	April 29	July 29
Final examinations	Dec. 7-11	May 3-7		Dec. 13-17	May 2-6	
Commencement weekend	Dec. 11-12	May 7-8		Dec. 17-18	May 6-7	
Grades due electronically from faculty	Dec. 15	May 11	Aug. 3	Dec. 21	May 10	Aug. 2
University Holiday (fall)	Dec. 24-Jan. 1			Dec. 24-Jan. 2		
INTERSESSIONS AND PRESESSIONS						
Fall Pre-session	Aug. 3-14			Aug. 2-20		
Winter Inter-session		Dec. 14-Jan. 8			Dec. 20-Jan. 7	
Summer Pre-session (summer session #1)			May 17-June 4			May 16-June 3
SUMMER 4-WEEK SESSIONS						
4-week session (summer session #3)			June 7-July 2			June 6-July 1
4-week session (summer session #4)			July 6-July 30			July 5-29

*tentative



The University

The Mission

Proud of its land-grant heritage, Oklahoma State University advances knowledge, enriches lives, and stimulates economic development through instruction, research, outreach and creative activities.

The History

Oklahoma State University was founded on December 25, 1890, as Oklahoma Agricultural and Mechanical College, just twenty months after the Land Run of 1889. When the first students assembled for class on December 14, 1891, no buildings, books or curriculum existed. Since its beginning as a land-grant institution, OSU has held true to the land-grant mission of instruction, extension and research.

In 1894, two and one-half years after classes began in local churches, 144 students moved into the first academic building, later named Old Central, still located on the southeast corner of campus. In 1896, Oklahoma A&M held its first commencement with six male graduates.

On July 1, 1957, Oklahoma A&M College became Oklahoma State University. Technical branches were established in Okmulgee in 1946 and in Oklahoma City in 1961. In 1990 these two technical branches were renamed OSU-Okmulgee and OSU-Oklahoma City. OSU-Tulsa was formed from a consortium of universities that were originally established in 1982. In July of 1988, the Oklahoma College of Osteopathic Medicine and Surgery (in Tulsa) became the College of Osteopathic Medicine of OSU. In 2001, it became part of the OSU Center for Health Sciences which also has an affiliation with its primary teaching hospital, the OSU Medical Center.

OSU is located in Stillwater, a north-central Oklahoma community with a population of more than 45,000. Stillwater is approximately 60 miles from the Tulsa and Oklahoma City metropolitan areas and is readily accessible from other major population centers by interstate highway and air.

This coeducational University has an enrollment of over 32,000 students on five campuses. It offers bachelor's, master's and doctor's degrees in a large number of fields, as well as the professional Doctor of Osteopathic Medicine and Doctor of Veterinary Medicine degrees. Specialist in Education degrees are also offered in selected fields.

Although OSU is a large, comprehensive university, its size does not minimize the personal attention given to each student. The individual is more than just a number at this university. OSU encourages all students, when they first enroll, to identify the college in which they wish to major. 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. Because the average number of students majoring in any one department is less than 150, the student can count on personal attention in a friendly environment.

As a comprehensive land-grant institution, OSU offers students many distinct advantages. It has 2 million volumes in the library, modern research laboratories and equipment, excellent physical education, recreation and student union facilities, nationally-recognized residence halls programs, outstanding cultural events, and 36 nationally-affiliated fraternities and sororities that provide a stimulating educational and social environment.

Student Profile

Oklahoma State University has a diverse student body. Students come not only from Oklahoma, but from across the nation and world. Of OSU's more than 32,000 students, approximately 71 percent are on the Stillwater campus, (including students at the Center for Veterinary Health Sciences). The remaining student population is spread throughout the OSU System's four campuses: OSU-Oklahoma City, OSU Institute of Technology (formerly OSU-Okmulgee), OSU-Tulsa and the OSU Center for Health Sciences in Tulsa. Eighty-one percent of the undergraduate enrollment is from Oklahoma; 16 percent from other states; and three percent from 114 foreign countries. Of the undergraduate population, 52 percent are men and 48 percent are women. Minorities make up approximately 20 percent of the undergraduate student body. The graduation rate of full-time, degree-seeking undergraduate students is 60 percent.

There are more than 4,400 graduate students throughout the OSU System. Of those, 52 percent are from Oklahoma; 20 percent from other states; and 28 percent from foreign countries. Fifty-four percent of graduate students are men and 46 percent are women. Minorities make up 40 percent of the graduate student body.

An annual report regarding gender equity in OSU's athletic programs is available upon request from the Athletic Department.

Research

Research has been one of the three essential components of the OSU mission since the University's inception. It adds richness and depth to the other mission components of teaching and outreach. Research findings improve quality of life by bringing new products, processes and medicines to the marketplace. Research through innovation is the engine that drives economic development. Research through the social sciences and humanities improves our well being. Research through creative artistry enhances our view and appreciation of the world.

Research at OSU also focuses on critical national and state initiatives. Long before the tragic events of September 11, 2001, OSU researchers were engaged in sensor-related research that would protect food, environment and first responders. OSU was already positioned to respond to a national research effort, so the 2002 Oklahoma Legislature allocated \$19 million over a four-year period for research in homeland security. OSU used these funds to build infrastructure, renovate and build laboratories, purchase equipment and hire new faculty. OSU has also leveraged these funds with external monies to augment existing capabilities. Currently, the return on the state investment is approximately 4:1. This success has been pivotal in allowing OSU to create the new sensor testing and evaluation facility at the University Multispectral Laboratories (see next page).

OSU's researchers are engaged in research across the full spectrum of human endeavor and inquiry. Research in plant and animal science places OSU at the forefront of agricultural biotechnology research.

THE UNIVERSITY

OSU researchers participate in initiatives to understand and advance the role of sustainability in all aspects of our lives. Research into many aspects of aerospace, from control engineering to human space flight, enables OSU to support the growing aerospace economy of the state. These and many other research areas are currently active within our university community, each contributing to the enhancement of the quality of all our lives.

The Office of Vice President for Research and Technology Transfer (www.vpr.okstate.edu) administers research across the OSU System. This office is responsible for a number of units and activities, as follows:

The Oklahoma Technology and Research Park (www.oktechpark.com) is an initiative of OSU, Meridian Technology Center, and the City of Stillwater. The 160-acre Park is uniquely designed for collaboration among tenants while providing custom facilities for technology-based or knowledge-driven companies in all stages of development. The Park's first tenant has expanded its original facilities and is currently expanding once again into the Venture I multi-tenant building. The latter building now consists of OSU labs and three private sector labs. The Park has recently completed the Michael S. Morgan Accelerator Building, a facility created to support technology-based economic development in the region. Plans continue to expand the Park's facilities and capabilities.

The Office of Intellectual Property Management (www.vpr.okstate.edu/ipm) manages OSU's innovative technologies and other intellectual property for the benefit of the University and the public. In carrying out this mission, personnel work with faculty, staff, administrators and students to protect OSU's intellectual property and license it to commercial firms.

The Office of University Research Compliance (<http://compliance.vpr.okstate.edu>) ensures compliance with federal, state and University regulations that set forth requirements for the responsible conduct of research. Working through faculty committees, it oversees research involving human subjects, animal models, radiological materials, certain hazardous agents and recombinant DNA.

The Office of University Research Services (www.research.okstate.edu) is the document control center for the routing of all proposals and awards throughout the University. It provides support to faculty and staff (through information about funding opportunities, and training seminars), posts online research expenditure, abstracts and video highlights; and provides guidance for compliance with federal export control regulations that govern the conduct of research and export of specific technologies that may have an impact on national security and trade.

The Institute for Sustainable Environments (<http://environ.okstate.edu>) promotes sustainable development through interdisciplinary research. It strives to bring the expertise of diverse disciplines to bear on today's most difficult environmental problems through identifying environmental research needs and funding opportunities, coordinating collaborative research teams and facilitating proposal preparation. The Institute is also home to the Oklahoma Water Resources Research Institute, which sponsors water-related research in Oklahoma. In addition, the Environmental Institute sponsors conferences, speakers, publications and environmental awards.

The OSU Center for Health Sciences (www.healthsciences.okstate.edu) includes several comprehensive professional and graduate programs. The College of Osteopathic Medicine enrolls approximately 360 medical students in Tulsa and another nearly 200 medical interns and residents located at its affiliated hospital, Oklahoma State University Medical Center (formerly known as Tulsa Regional Medical Center) and other health centers across Oklahoma and Arkansas. The Center for Health Sciences also has approximately 70 students enrolled in graduate programs (Biomedical Science, Forensic Sciences and Health Care Administration), offering PhD, MS and MFSA as well as combination degrees such as DO/PhD and DO/MBA. OSU-CHS began

administering the Health Care Administration Master's program in July of 2006. Comprehensive Centers for Integrative Neuroscience as well as Biomedical Diagnostics have been established, with many biomedical science and clinical faculty members actively engaged in independent and collaborative research in a variety of biomedical disciplines.

The University Multispectral Laboratories (UML) are a self-supporting "trusted agent" Research, Development, Test, and Evaluation (RDT&E) complex certifying a wide variety of fully tested and reliable sensor and security systems for government, industry, and academia. The UML is uniquely positioned to fuse academic, technical, and tactical perspectives for RDT&E systems integration to better advance transitional technology from bench top to the end user. The UML has comprehensive capabilities for Homeland Security and Defense that include:

- Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)
- Command, Control, Communications, Computers and Intelligence for Surveillance and Reconnaissance (C4ISR)
- Biometrics

The UML also provides a wide variety of sensor RDT&E service capabilities for domestic and international industries that include:

- Petrochemical and refining
- Agricultural
- Aerospace

The Center for Innovation and Economic Development (CIED) is responsible for working with both the public and private sectors to provide expansion of the economy especially in rural Oklahoma. CIED manages large-scale and classified research contracts and grants, as it holds security clearance for the University's classified research. It is the contracting unit of the University that participates in the Oklahoma Technology and Research Park.

—Research Centers. OSU has multiple research centers and facilities throughout the state. For detailed information, consult the Internet www.vpr.okstate.edu/researchcenters.htm.

—Oak Ridge Associated Universities. Since 1980, students and faculty of Oklahoma State University have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 96 colleges and universities and a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the number of underrepresented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the *ORISE Catalog of Education and Training Programs*, which is available at www.orise.orau.gov/index.htm, or by calling either of the contacts below. ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry and major federal facilities. Activities include faculty development programs, such as the Ralph E Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research and support programs as well as services to chief research officers.

For more information about ORAU and its programs, contact:

Stephen W.S. McKeever
Vice President for Research and Technology Transfer
ORAU Councilor for Oklahoma State University

Monnie E. Champion
ORAU Corporate Secretary
(865-576-3306); or

Visit the ORAU home page at www.orau.org

Outreach

International Education and Outreach

Oklahoma State University's legacy as a land-grant institution has produced a long history of active engagement with state, national, and international communities beginning in 1950 when OSU President Henry Bennett was appointed Director of President Truman's Point IV Program (currently USAID). Today the OSU student body represents more than 110 countries and its academic instruction, research and service activities.

Continuing its commitment to provide superior internationalization strategies and outreach programs and services, OSU formed the Office of International Education and Outreach (IE&O). IE&O endeavors to provide for the timely exchange of knowledge between the university and society; to facilitate the integration of instruction, discovery, and service; to implement international education strategies; to use OSU faculty and staff expertise; to deliver responsive and innovative programs; to apply new modes of learning and technologies; and to pursue quality of service, accountability, and efficiency. The office of the Director of IE&O - <http://ieo.okstate.edu> - is responsible for the following units and activities:

The School of International Studies (<http://sois.okstate.edu>) dedicated in April 1999, is an interdisciplinary and multifaceted unit that draws resources from OSU Stillwater's eight academic colleges/schools. The rich multicultural and multidisciplinary expertise at OSU is reflected by the diversity in professional experience and academic disciplines of more than 145 faculty members who contribute to the School. Faculty members extend themselves above and beyond the academic disciplines they represent to demonstrate their commitment to internationalizing OSU. School components include:

Graduate Program offers the Master of Science in International Studies, the Master's International Program (MIP), and the Certificate of International Studies. The MS is an interdisciplinary degree program drawing on the resources of OSU's academic colleges/schools. The program's five focus areas include International Trade and Development; International Business and Economic Relations; International Human Development, Society and Education; Preservation of Environmental and Ecological Resources; and Culture, Heritage, and Tourism Development. The Master's International Program (MIP) provides the opportunity to incorporate Peace Corps service into the MS in International Studies degree plan with academic credit being granted for Peace Corps service. The Certificate of International Studies enables students or working adults who have completed a bachelor's degree at OSU or another accredited university to receive a graduate certificate by taking selected international-focused graduate courses.

Study Abroad programs offer students the opportunity to experience different people, languages, and customs and to gain essential global competence. OSU has a goal that every undergraduate student will have a study abroad experience. The OSU Study Abroad Office provides individualized study abroad advising; information on financial aid, grants and scholarships; a comprehensive reference library of study and travel materials; liaison between international universities and study abroad students; orientations for inbound and outbound students and their families; study abroad fairs and seminars; national student exchange

advising; speakers bureau for campus and community needs; and a mentor program for international and study abroad students.

International Outreach serves as an international resource center to support the needs of public and private sectors, both locally and globally. Activities support state economic growth by providing outreach programs and services in support of the Oklahoma International Strategic Plan, which includes building a global network of contacts and relationships that extend the influence of OSU and Oklahoma worldwide. OSU maintains agreements with over 150 countries worldwide. Each year internationally known speakers are brought to campus for the Global Briefing Series and the Wes Watkins Distinguished Lectureship. The School also maintains Country Focus Areas that actively pursue and support academic, cultural, and business exchanges between various countries and Oklahoma. Primary goals include increasing the number of international students attending OSU; increasing and expanding teaching, training, and research opportunities for OSU faculty and staff; and increasing and expanding study abroad and other academic exchange programs with world neighbors.

English Language Institute is an intensive English program designed to help non-native English speakers achieve the level of proficiency necessary to begin their studies at the university level. The program is also suitable for individuals who wish to learn English for business or personal reasons. English language and culture programs can be tailored to meet the needs of educational institutions, businesses, and government sponsoring agencies. The Institute can also partner with OSU academic departments to provide noncredit programs with English as a Second Language component.

Fulbright Resource Center introduces students and faculty to the variety of opportunities offered by the Fulbright Program and helps them prepare successful application proposals. Fulbright is the largest U.S. international exchange program offering opportunities for students, scholars, and professionals to undertake international graduate study, advanced research, university teaching, and teaching in elementary and secondary schools worldwide.

Phi Beta Delta is the first honor society in the U.S. dedicated to recognizing scholarly achievement in international education. The mission of the OSU Epsilon Upsilon Chapter of Phi Beta Delta, chartered in 2003, is to serve as a means of encouraging interdisciplinary international programming and promoting the exchange of information among a network of faculty, staff, and students involved in international endeavors.

OSU-Mexico Liaison Office (MLO) established in 2006, promotes and supports academic programs in Mexico to increase the number of OSU students abroad, advances bilateral exchanges between the United States and Mexico and promotes OSU in Mexico to increase the number of Mexican students attending OSU. The MLO supports OSU academic units and departmental programs and contacts in Mexico; connects OSU to Mexican universities, institutions and governmental entities; and hosts or co-hosts students, faculty and administrators in Mexico and Oklahoma to promote collaboration and better cultural understanding between our nations.

—Independent Study (<http://is.okstate.edu/>) utilizes a variety of media, to provide higher education learning opportunities for individuals across the state, nation, and world. Students may enroll any day of the year that campus offices are open and have one year to complete their course work. In addition, campus-based students may enroll in semester long courses when scheduling conflicts make it difficult to attend on-campus classes.

—Academic Outreach (<http://osuoutreach.okstate.edu>) activities offered by OSU academic colleges and IE&O, enable students away from campus, as well as those on campus, to enroll in distance learning Master's programs, a number of online undergraduate courses, study abroad opportunities, and a diverse array of noncredit training opportunities for business executives, engineers, school teachers, day care workers, health care personnel, etc. Outreach programs and services flow

THE UNIVERSITY

primarily from decentralized program units and are delivered by college faculty, adjunct faculty and staff.

—The Wes Watkins Center Conference and Meeting Services (<http://www.okstate.edu>) is available for rent to businesses, organizations, and individuals for meetings, conferences, and teleconferences - all at attractive rates. Facilities include an auditorium, exhibit hall, tiered seminar rooms, and break-out rooms. All rooms are enclosed to offer maximum privacy. For more information about the services see the Web site above.

For more information about IE&O, contact:

James G. Hromas, Director
International Education & Outreach
(405) 744-6606
or visit the IE&O Web site at <http://ieo.okstate.edu>

General Education

Oklahoma State University is committed to producing graduates who have a depth of knowledge in their major fields of study and a breadth of general knowledge to address issues in a complex society. OSU graduates have a mastery of a specific subject matter and solid, diversified general education. With a commitment to breadth in general education, the following philosophy was adopted in 2001.

General Education at Oklahoma State University provides students general knowledge, skills and attitudes conducive to lifelong learning in a complex society. Specifically, general education at Oklahoma State University is intended to construct a broad foundation for the student's specialized course of study; develop the student's ability to read, observe and listen with comprehension; enhance the student's skills in communicating effectively; expand the student's capacity for critical analysis and problem solving; assist the student in understanding and respecting diversity in people, beliefs and societies; and develop the student's ability to appreciate and function in the human and natural environment.

General education courses are aligned with one of four content areas: analytical and quantitative thought (A), humanities (H), natural sciences (N), and social and behavioral sciences (S). In addition, OSU students must participate in an international dimension course (I) and in natural sciences courses that include a lab component and have a scientific investigation (L) designation. As of Fall 2008, all new students are required to complete a diversity (D) course. A course is qualified to be part of the general education curriculum if it meets the needs of students in all disciplines without requiring extensive specialized skills and satisfies all the criteria for a specific general education area. The criteria for each general education area follow:

Analytical and quantitative thought (A) courses incorporate the study of systems of logic and the mathematical sciences and place primary emphasis on the development of the intellect through inductive and/or deductive processes. Their aim is broader than proficiency in techniques and includes appreciation of how the processes can supplement intuition and provide ways to analyze concrete problems. Goals of "A" courses are to prepare students to critically analyze and solve problems using quantitative, geometric or logical models; form inferences using logical systems and mathematical information and communicate them in writing; give appropriate multiple representations (symbolical, visual, graphical, numerical or verbal) of logical or mathematical information; and estimate, analyze, or check solutions to problems to determine reasonableness, alternative solutions, or to determine optimal methods or results.

Diversity (D) courses emphasize one or more socially constructed groups (e.g. racial, ethnic, religious, gender, age, disability, sexual orientation) in the United States. Goals of "D" courses are to prepare students to critically analyze historical and contemporary examples of socially constructed groups in American society or culture and the distribution

of political, economic, and/or cultural benefits and opportunities afforded to these groups; to understand how these groups relate to the student's academic discipline and American culture; and demonstrate their understanding through written work that provides them the opportunity to enhance their writing skills.

Humanities (H) courses concentrate on the expression, analysis and interpretation of ideas and the aesthetics or values that have formed and informed individuals and societies; and emphasize diversity in the expression of human ideas and aesthetic or cultural values. Goals of "H" courses are to prepare students to critically analyze the relationships of aesthetics, ideas, or cultural values to historic and contemporary cultures; develop an understanding of how ideas, events, arts or texts shape diverse individual identities; and demonstrate their understanding through written work that provides them the opportunity to enhance their writing skills.

Contemporary international culture (I) courses emphasize contemporary cultures outside the United States. Goals of "I" courses are to prepare students to critically analyze one or more contemporary cultures external to the United States; understand how contemporary international cultures relate to complex, modern world systems; and demonstrate their understanding through written work that provides them the opportunity to enhance their writing skills.

Scientific investigation (L) courses include the equivalent of at least one semester credit hour of laboratory experience aimed at interpreting scientific hypotheses and emphasize scientific inquiry and experimental methodology. Goals of "L" courses are to prepare students to critically analyze scientific problems, formulate hypotheses, conduct appropriate experiments, and interpret results; solve problems using scientific inquiry and experimental methodology; communicate procedures, results and conclusions to others; and demonstrate their understanding through written work appropriate to the discipline that provides them the opportunity to enhance their writing skills.

Natural science (N) courses feature the systematic study of natural processes, and the mechanisms and consequences of human intervention in those processes; and place primary emphasis on the subject matter of one or more basic physical or biological sciences in a broadly integrative fashion. Goals of "N" courses are to prepare students to understand the scientific inquiry process; critically analyze the physical world using the language and concepts of science; use the methodologies and models of science to select, define, solve, and evaluate problems in biological and physical sciences; evaluate evidence, interpretations, results, and solutions related to the physical and biological sciences; understand the consequences of human intervention in natural processes and mechanisms; and demonstrate their understanding through written work appropriate to the discipline that provides them the opportunity to enhance their writing skills.

Social and behavioral sciences (S) courses propose theoretical constructs to explain human behavior and society in social and/or physical environments; and are based on empirical observation of human behavior rather than the study of aesthetics, ideas or cultural values. Goals of "S" courses are to prepare students to critically analyze generalizations about society and explore theoretical structures; understand the role of empirical observation in the social and behavioral structures; and demonstrate their understanding through written work that provides them the opportunity to enhance their writing skills.

Accreditation

Oklahoma State University is accredited by the Higher Learning Commission (HLC) (A Commission of the North Central Association of Colleges and Schools), and programs within the colleges are also accredited. (The HLC may be reached at 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602, phone (800) 621-7440. The Internet address is www.ncahigherlearningcommission.org.)

In the *College of Agricultural Sciences and Natural Resources*, the forestry curriculum is accredited by the Society of American Foresters. The landscape architecture program (Bachelor of Landscape Architecture) is accredited by the American Society of Landscape Architects. The landscape contracting program is certified by the Association of Landscape Contractors of America. In addition, the College's professional education program in agricultural education is accredited by the Oklahoma State Department of Education, and the Oklahoma State Department of Vocational-Technical Education. The Biosystems Engineering program is accredited by ABET as a component of associated engineering programs in the College of Engineering, Architecture and Technology.

In the *College of Arts and Sciences*, the chemistry program is accredited by the American Chemical Society; the program in communication sciences and disorders is accredited by the American Speech-Language-Hearing Association; the School of Journalism and Broadcasting, which offers programs in advertising, broadcast journalism, news editorial, public relations, and sports media, is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC); the Clinical Laboratory Sciences program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences; the music department is accredited by the National Association of Schools of Music; the program in clinical psychology is accredited by the American Psychological Association; and the theatre department is accredited by the National Association of Schools of Theatre.

In the *College of Education*, the aviation programs are accredited by the Federal Aviation Administration. OSU was the first university in Oklahoma with a program that received this designation. The counseling psychology and school psychology programs are both accredited by the American Psychological Association. The school counseling and community counseling programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The school psychology program is also accredited by the National Association of School Psychologists. The leisure studies program is accredited by the National Recreation and Park Association in partnership with the American Association for Leisure and Recreation, with accredited options in leisure service management and therapeutic recreation. Athletic training is accredited by The Commission on Accreditation of Athletic Training Education (CAATE). All professional education programs are accredited by the National Council for Accreditation of Teacher Education. Technical and industrial education is accredited by the Oklahoma State Department of Career and Technical Education.

In the *College of Engineering, Architecture and Technology*, bachelor's degree programs are accredited by nationally recognized accreditation organizations. Programs in aerospace engineering, architectural engineering, biosystems engineering, chemical engineering, civil engineering, electrical engineering, industrial engineering and management, and mechanical engineering are accredited by the Engineering Accreditation Commission (EAC) of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone (410) 347-7700, e-mail: accreditation@abet.org. Programs in construction management technology, electrical engineering technology, fire protection and safety technology, and mechanical engineering technology are accredited by the Technology Accreditation Commission (TAC) of ABET, Inc., (address above). The program in architecture is accredited by the National Architectural Accrediting Board (NAAB), Accreditation Director, National Architectural Accrediting Board, 1735 New York Ave. NW, Washington D.C. 20066, phone (202) 783-2007.

Programs culminating in a baccalaureate degree in the *College of Human Environmental Sciences* are accredited by specialized accreditation organizations. The Council for Interior Design Accreditation (CIDA) has accredited the undergraduate interior design program. The pre-production and the production management apparel curricula has received approval from the American Apparel and Footwear Association (AAFA), one of only 13 approved four-year programs in North America.

The Child Development Laboratory is licensed by the state of Oklahoma Department of Human Services (DHS) and has received a Three Star Differential Quality Certification from the Department of Human Services. The Child Development Lab is also accredited by the accrediting branch of the National Association for the Education of Young Children (NAEYC). Program approval has been granted to the early childhood education program by the Oklahoma State Board of Education. The Early Childhood Education program is accredited by the National Council for the Accreditation of Teacher Education (NCATE). The Marriage and Family Therapy program is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The Didactic Program in Dietetics (DPD) and the Dietetic Internship program at OSU are both accredited by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association. The School of Hotel and Restaurant Administration is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA).

The *William S. Spears School of Business* is fully accredited by AACSB International - The Association to Advance Collegiate Schools of Business, the premier accrediting agency for bachelor's, master's and doctoral degree programs in business administration and accounting. AACSB International accreditation represents the highest standard of achievement for business schools, worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review process.

The *Center for Veterinary Health Sciences* is fully accredited by the American Veterinary Medical Association. The Oklahoma Animal Disease Diagnostic Laboratory is accredited by the American Association of Veterinary Laboratory Diagnosticians, and the Boren Veterinary Medical Teaching Hospital is accredited by the American Animal Hospital Association.

Programs at OSU's branch campuses have also received accreditation from national agencies.

The *College of Osteopathic Medicine at the Center for Health Sciences* is accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association.

OSU-Oklahoma City is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In addition, other programs are accredited or certified by the following institutions: National Association for the Education of Young Children, State Health Department for Emergency Medical Technicians, Council on Law Enforcement Education and Training, National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006, (212) 363-5555, Oklahoma Board of Nursing, American Veterinary Medical Association.

OSU Institute of Technology, Okmulgee is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In addition, programs in automotive service technology and automotive collision repair technology are nationally certified by the National Automotive Technicians Education Foundation, Inc. (NATEF). The Orthotics and Prosthetics program is accredited by the National Commission on Orthotics and Prosthetics Education (NCOPE). The National League for Nursing Accreditation Commission, 61 Broadway, 33rd Floor, New York, NY 10006, (212) 363-5555, and the Oklahoma Board of Nursing both accredit the Nursing program. At the Bachelor of Technology level, the Information Assurance and Forensics program is ABET accredited by the Commission on Computing.

Programs at *OSU-Tulsa* are fully accredited by the Higher Learning Commission, carrying the same accreditation as programs on the Stillwater campus. Refer to individual colleges for the specific agencies.

Refer to the appropriate college sections in this *Catalog* for further information on accreditation of specific programs.

Athletics Program Mission

Oklahoma State University is committed to providing regionally and nationally competitive athletics programs as an integral part of the overall educational mission of the University. Sponsored programs comply with the highest recognized standards of the institution and the athletic governing bodies. Intercollegiate athletics operate in harmony with the University's stated mission and are committed to the intellectual, cultural, physical and social development of the student-athletes as individuals. Opportunities for student-athletes are provided without discrimination. OSU is a member of the highly competitive Big 12 Conference.

Facilities

The OSU campus is one of exceptional beauty, with modified Georgian style architecture in many of the buildings. The main campus encompasses 840 acres and more than 200 permanent buildings. These facilities include the Edmon Low Library, ranked first in the state of Oklahoma and one of the largest libraries in the entire Southwest. Other facilities include one of the nation's largest Student Unions, the Noble Research Center, the Bartlett Center for the Visual Arts and the Seretean Center for the Performing Arts.

In 2006, OSU launched its campus Master Plan 2025, calling for more than \$850 million in projects to improve facilities in four areas: academics, student life, infrastructure and athletics. The historic and far-reaching plan is transforming the OSU campus.

The North Classroom Building, a joint project between OSU and Northern Oklahoma College and funded in part by the state's Higher Education Capital Bond Program, opened on the north side of the Stillwater campus in January 2009. The facility offers the latest in teaching technology and features an all-organic café.

The Multimodal Transportation Terminal and 1,100-space North Monroe Garage opened in the fall of 2008. The facilities provide a central point of contact for various modes of transportation serving the Stillwater and branch campuses, as well as the community and surrounding areas. Two-thirds of the funding for the facilities came from a Federal Transit Administration grant.

OSU started work in 2007 on its Interdisciplinary Science Research Building, the largest project in the state's Capitol Bond Program. The \$70 million building will provide state-of-the-art laboratory space for a wide-range of disciplines and will encourage collaborative research. The facility is expected to be completed by Fall 2010.

Thanks to a gift from the Donald W. Reynolds Foundation, OSU is doubling the size of its School of Architecture building. Historic Old Central, built in 1894 and the first campus building, has been renovated and remodeled to house the Honors College. Murray Hall, which was built as a women's dormitory in 1933, has been renovated to house seven departments from the College of Arts and Sciences.

Other near-term projects in the Master Plan 2025 include new buildings for the William S. Spears School of Business and the College of Human Environmental Sciences. In addition, the OSU Student Union will undergo an \$80 million facelift to greatly enhance facilities and services to students. In 1999, the Student Union added a new area for the Center for Services to Students. This area houses the offices of the Bursar, Registrar, Scholarship and Financial Aid, Undergraduate Admissions and University Academic Services in one convenient location to better serve students.

The renovation of the west end of Boone Pickens Stadium has expanded seating to 60,000 and created one of the premier collegiate football facilities in the country.

Prior to the launch of the Master Plan 2025, construction and renovation brought a number of enhancements to the campus. In 1995, Willard Hall was completely renovated and became home to

the College of Education. Willard Hall was a 1939 vintage women's dormitory. For its efforts in the Willard Hall project, OSU received an architectural award for the historic preservation of the building.

The Robert M. Kerr Food and Agricultural Products Center, dedicated in 1996, undergirds the essential mission of the College of Agricultural Sciences and Natural Resources by allowing faculty and students the opportunity to investigate the ways and means of adding value to Oklahoma's raw foodstuffs.

The University opened its \$31 million Advanced Technology Research Center within the College of Engineering, Architecture and Technology in 1997. This multidisciplinary building enhances the University's role of being a front runner in basic engineering and related research in a variety of fields that are relevant to Oklahoma, the United States and the world.

A renovation of the Classroom Building was completed in 1998. This building is the principal undergraduate classroom facility for the University. The Classroom Building remodeling effort gives students an updated facility with state-of-the-art teaching systems.

The first of four phases of apartments and suite-style accommodations for new student housing was completed in 2000. Phase II included family housing, apartments and suites and was completed in fall 2001. Phase III student housing opened in fall 2003 and the fourth phase of on-campus student housing was completed and opened in 2006. OSU expanded campus bus service for both the Stillwater community and the OSU-Stillwater campus to aid students, faculty and staff in their educationally related transportation needs.

In 2001, Gallagher-Iba Athletic Center was renovated to expand seating to approximately 13,000 for athletic, academic and entertainment activities. In 2004, a state-of-the-art academic center was built within the building.

Fall 2004 saw the reopening of the Colvin Recreation Center after a major renovation and expansion. The facility was originally constructed in the late 1960's, and was in need of modernization and more space. The project included a new outdoor pool, climbing wall, expanded workout and locker space, and indoor jogging track.

Improvements continue in the University's outdoor spaces as well. A series of landscape projects near student residential facilities has occurred in recent years. In the summer of 2005, the Edmon Low Library plaza was restored by installing a new surface on the main upper plaza and the lower area.

OSU is emerging as a leader in network computing resources. The University has applied the student technology fee in concert with other University resources to create a second-to-none networking system on campus that includes new computer laboratories, high speed inter-laboratory connectivity, and a virtually seamless interface to the Internet.

The Lake Carl Blackwell area, located eight miles west of Stillwater, is also owned by OSU. The area includes approximately 21,655 acres, including the 3,000-acre Lake Carl Blackwell that provides the water supply for OSU and the Stillwater community. It is also used for research activities, in addition to being a popular regional recreational area.

Additional properties include 1,900 acres in farm land and facilities in Payne County, as well as 2,900 acres and various structures devoted to research stations around the state.



Institutional Diversity

Jason F. Kirksey, PhD - *Interim Associate Vice President of Institutional Diversity*
Ivan Figueroa, EdD - *Director, Inclusion Center for Academic Excellence*
Jovette Dew - *Director, Diversity Academic Support*
Deborah Evers - *Director, Educational Talent Search*
Kay Porter - *Project Manager, OK-LSAMP*

408 Whitehurst • (405) 744-9154 • Web site: www.diversity.okstate.edu

The Office of Institutional Diversity focuses on the development of a more inclusive community of learners and leaders while striving to address all of the complexities that emerge. We value all voices in our community. We will serve every member of the OSU family.

Our Mission

To develop and support efforts that help the Oklahoma State University System achieve and maintain environments where all members are actively broadening their perspectives about differences; actively seeking to know individuals; actively including all members of the community in every aspect of the organization; and where students achieve academic excellence.

Key Action Steps

- Provide seminars, workshops, courses, and other activities that afford individuals (students, staff, faculty and community members) with opportunities to broaden their perspectives regarding differences and notions of inclusion.
- Recruit, retain, and provide internships for undergraduate and graduate students who actively promote the importance of an inclusively diverse community of learners and the world.
- Recruit and retain staff and faculty who actively promote the importance of an inclusively diverse community of learners and world.
- Promote and reward student academic excellence.
- Serve the surrounding communities in ways that actively promote the importance of an inclusively diverse community and world.
- Promote and reward student academic excellence.

At Oklahoma State University, we place great value on the differences of our people. Diversity in action should empower individuals to think and act in ways that will embrace and promote a more inclusive world.

The Division of Institutional Diversity begins its fifth year with an expanded team dedicated to better serving your needs. Each of our units will help us promote and sustain a more diversely inclusive community of learners at Oklahoma State University.

Please visit our Web site at www.diversity.okstate.edu for updates as our work continues to support the mission of this great University.

Affirmative Action

Oklahoma State University is committed to creating an environment for all students and employees that is fair and responsible—an environment where all members of the OSU community are treated with dignity and respect and distinctions are made on the basis of ability and performance. This commitment is based on our dedication to educational justice and the promise of each individual, as well as adherence to federal and state civil rights laws and University policies and procedures. It is the policy of OSU to be an equal opportunity

University in all phases of operations, toward the attainment of the University's basic mission and goals.

OSU is committed to providing equal employment and educational opportunity on the basis of merit and in a manner which does not discriminate because of an individual's race, gender, national or ethnic origin, color, age, religion, disability, sexual orientation or veteran status. All students are provided equal educational opportunity in all phases of the academic program and in all phases of the student life programs. No known form of illegal discrimination and/or harassment will be condoned or tolerated. Procedures are in place that assures equal treatment and equal access to the facilities and educational benefits of the University for all the members of its community.

OSU also has a policy prohibiting sexual harassment of students, staff and faculty. The University subscribes to the principle of the dignity of all persons and their labors. In support of this principle, sexual harassment is condemned in the recruitment, appointment and advancement of employees and in the evaluation of students' academic performance. OSU is committed to promoting equal opportunity in employment and education for all persons within its constituency in an environment free from sexual harassment.

Respect for each member of the campus community is vital to the individual and community as a whole. OSU's Affirmative Action reflects the University's commitment to equal opportunity and nondiscrimination and complies with all applicable laws promoting equal educational and employment opportunity prohibiting unlawful discrimination.

The Office of Affirmative Action, 408 Whitehurst, may be contacted for information concerning unlawful discrimination and inquiries regarding OSU compliance with equal opportunity or affirmative action.

Title IX

Title IX of the Education Amendments and Oklahoma State University policy prohibit discrimination in the provision of services or benefits offered by the University based upon gender. Gender discrimination is unequal or disadvantageous treatment of an individual or group of individuals based on gender. Sexual harassment is a form of illegal gender discrimination. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with the OSU Title IX coordinator.

For more information, refer to the OSU Gender Discrimination/Sexual Harassment Policy & Title IX Grievance Procedure 1-0702, www.okstate.edu/osu_per/policy_proced.htm or contact the Office of Affirmative Action, 408 Whitehurst at (405) 744-9154.

Diversity Academic Support

Diversity Academic Support is a new unit in the Division of Institutional Diversity. Its mission is to provide resources and opportunities for academic, social, and emotional growth. This unit is engaged in

INSTITUTIONAL DIVERSITY

activities that are designed to help create a more inclusively diverse community of learners at OSU. DAS wants to work with all individuals interested in promoting this work. For more information, please contact DAS at (405) 744-2920 or contact by e-mail at diversityacadssupport@okstate.edu.

Diversity Education

The Diversity Education unit partners with colleges, departments and the OSU campuses in developing and implementing diversity education learning programs specific to their needs. For more information e-mail diversity@okstate.edu.

Educational Talent Search Program

The Educational Talent Search Program at Oklahoma State University is funded through the U.S. Department of Education. The program is designed to provide support and motivation to youths who have the potential for academic success and who meet government income requirements and/or whose parents have not graduated from college.

The Educational Talent Search program provides the following services: academic advisement, career counseling, college financial planning, college selection and admission, test preparation and score analysis, and tutoring. For more information on this program, contact OSU-ETS at (405) 744-4262.

ILP Program

The Inclusion Leadership Program (ILP) at OSU consists of a series of connected activities that will help OSU and students from high schools in Oklahoma City, Tulsa, and Stillwater to (1) broaden perspectives about themselves and others; (2) develop inclusive leadership skills; (3) increase knowledge regarding global networking; and (4) clear a pathway to successful living within a global society.

The Inclusion Leadership Program is a year-long leadership program designed to equip OSU students with the skills and knowledge to become effective leaders in a more diversely inclusive society. Students in the ILP program will share their understandings of leadership with teams of students selected from Classen and Northeast High Schools in Oklahoma City; Booker T. Washington and McLain High Schools in Tulsa; and Stillwater High School. The OSU and high school students will also be mentored by business leaders.

By becoming mentors to the high school students, the OSU students will be passing on what they are learning. They will be developing high school students to become leaders themselves. In essence, leaders will be developing leaders. For additional information on the ILP program, contact the coordinator by e-mail at diversityacadssupport@okstate.edu.

Inclusion Center for Academic Excellence

The Inclusion Center for Academic Excellence takes a holistic approach to empower Oklahoma State University students to think and act in ways that will embrace and promote a more inclusive world. The Inclusion Center for Academic Excellence actively promotes an inclusive approach to diverse ideas and perspectives that all students achieve academic excellence, develop their personal and professional character, and engage in the campus and greater community.

For more information on ICAE programs and services, visit our Web site at <http://icae.okstate.edu>, contact the Inclusion Center for Academic Excellence at 313 Student Union or e-mail us at icae@okstate.edu.

Oklahoma Louis Stokes Alliance for Minority Participation

The Oklahoma Louis Stokes Alliance for Minority Participation (OK-LSAMP) program is sponsored by the National Science Foundation. The Oklahoma Alliance was formed under the leadership of Oklahoma State University and the Oklahoma State Regents for Higher Education. The program was established to address the critical under-supply of minority students at state higher education institutions receiving degrees in science, technology, engineering and mathematics (STEM). Currently, Phase III of the program will last through 2009 and is comprised of ten partner institutions: OSU (Lead Institution), University of Oklahoma, Langston University, Cameron University, East Central University, University of Central Oklahoma, Northeastern State University, Northwestern Oklahoma State University, Southeastern Oklahoma State University, Southwestern Oklahoma State University and the University of Tulsa. For more information e-mail at okamp@okstate.edu.

RISE Program

The Retention Initiative for Student Excellence program (RISE) is designed to assist students in their transition from high school to Oklahoma State University. The program's primary focus is to address all of the academic issues that might challenge RISE students. The program is also attentive to the variety of social and financial challenges that RISE students often face. The RISE program provides students with mentors, scheduled study group sessions, one on one tutorial as needed, opportunities to serve in leadership roles, and a number of social and cultural activities.

The objective is for all RISE students to end their first year of academic work at OSU with no less than a 3.0 GPA. The RISE program is designed for Excellence. Our expectations are high and our commitment is deep. We believe that these two principles form a foundation on which RISE students will achieve excellence at Oklahoma State University. For additional information on the RISE program, contact the coordinator by e-mail at diversityacadssupport@okstate.edu.

RISE Jumpstart Program

The Retention Initiative for Student Excellence (RISE) Jumpstart program is a five-week summer residential experience designed to afford incoming first-year student to Oklahoma State University opportunities to achieve a smooth transition to college life. Life skills seminars emphasizing social, emotional, physical health and wellness along with familiarity with the existing academic support networks that exist on campus will be intertwined throughout the program's schedule. For additional information on the RISE Jumpstart program, contact the coordinator at diversityacadssupport@okstate.edu.

Women's Programs

The Women's Programs unit develops programs that enhance gender equity and awareness of women's issues in the OSU community. The coordinator is partnering with departments to develop and co-sponsor activities, events and research regarding gender issues. For more information e-mail diversity@okstate.edu.



Undergraduate Admissions

219 Student Union • (405) 744-5358 • Toll Free: 1-800-233-5019, ext. 1

Web site: <http://admissions.okstate.edu> • e-mail: admissions@okstate.edu

Application Procedure

—When to Apply. It is advisable to apply for admission several months in advance of the first semester in which enrollment is desired. Applications for admission are processed on a "rolling basis."

—How to Apply. OSU requires a non-refundable application fee of \$40 for U.S. citizens. The fee must accompany a student's Application for Admission/Scholarship.

—Freshman. All applicants seeking admission must complete and submit an Application for Admission. A student should request that his or her high school counselor send to the Office of Undergraduate Admissions a current official high school transcript that contains class rank and grade-point average. In addition, at the time of application, a request should be made to have the results of the ACT or SAT sent to the Office of Undergraduate Admissions, unless such a request was made at the time of testing.

—Transfers. Students who have enrolled in one or more colleges prior to applying to OSU must complete and submit an Application for Admission/Scholarship, and request that the registrar at each college send an official transcript of all work attempted to the Office of Undergraduate Admissions. Students who have earned 23 or fewer hours of college-level credit should also follow the procedure outlined above for first-time freshmen.

—Readmission. A student, who has attended OSU, but was not enrolled during the immediate past semester (except the summer session) must file an updated Application for Admission/Scholarship. 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 all previous work has been made.

—Residential Life. All freshmen are required to live on campus their first year. For exceptions, see the "Housing and Residential Life" section of the *Catalog*. The University offers a variety of living and food service arrangements to satisfy most students. A residence hall application can be found at the Housing and Residential Life Web site at www.reslife.okstate.edu. The application should be submitted early the year before housing is needed to better ensure a first-choice assignment. Opportunities also abound for transfer students who desire to experience life on campus.

—Freshman Admission. For purposes of admission, a freshman student is one who has earned no more than six hours of college level credit after graduation from high school. (This excludes credits earned concurrently with high school enrollment and credit earned by examination).

Freshman Admission Requirements

To be admitted in good standing a student must graduate from an accredited high school or have earned a General Education Diploma (GED) and meet both the performance and curricular requirements listed below. (Accredited high schools are those fully accredited by one of the six regional associations of schools and colleges or by the individual state department of education.)

—Performance Requirements. To be admitted in good standing, students must satisfy at least one of the following performance standards and all of the curricular requirements listed below.

1. Achieve a four-year high school GPA of 3.00 or higher (on a 4.00

grading scale), and rank scholastically among the top one-third (33.3%) of their graduating class, or

2. Achieve a GPA of 3.00 or higher (on a 4.00 grading scale) in the required 15 core high school courses and attain either an ACT composite score of 21 or higher or a total SAT score of 980 or higher. (See "Curricular Requirements," listed below), or

3. Attain an ACT composite score of 24 or higher or a total SAT score of 1090 or higher.

4. Achieve a GPA of 3.00 or higher in the required 15 core high school courses OR attain either an ACT composite score of 22 or higher OR a total SAT score of 1020 or higher and answers to the application questions.

—Curricular Requirements. All students must complete the following curricular requirements for admission:

SUBJECTS	YEARS
English (grammar, composition & literature)	4
Mathematics (algebra I & above)	3
History & Citizenship (American history required, plus additional units from economics, geography, government, history, or non-Western culture)	3
Laboratory Science	2*
Other (from any of the above or foreign language or computer science)	3

In addition to the above requirements, it is recommended that students also complete the following additional courses:

	YEARS
Fine arts (music, art, or drama); Speech	additional 2
Lab science	additional 1
Mathematics	additional 1

In addition to the requirements listed above, students who have earned any hours of college-level credit must also meet university retention standards to be admitted in good standing (see "Retention Standards" in Transfer Admission).

*Students graduating from high school in 2010 will need to have three units of laboratory science and two "other" courses.

—Unit of Credit. The unit of credit at Oklahoma State University is the semester hour. Credit hours earned at colleges or universities on the quarter-hour system will be multiplied by two-thirds to produce the semester-hour equivalent (i.e., one quarter-hour equals two-thirds of a semester hour; or a 5 hour quarter course equals 3.34 hours in semester credit). All other credit-hour systems listed on other college transcripts will be researched and converted to semester-hour equivalents.

—English Proficiency Requirement. All new applicants for undergraduate study for whom English is a second language are required to present either a minimum paper-based score of 500, a minimum computer-based score of 173 or a minimum Internet-based score of 61 on the Test of English as a Foreign Language (TOEFL), or a minimum score of 6.0 on the International English Language Testing System (IELTS).

In extraordinary and deserving cases, the President or the President's designee may admit a student who fails to meet the above requirements. In these situations, the applicant must have demonstrated proficiency in the English language prior to admission. For further details, contact the Office of Undergraduate Admissions.

Special Freshman Admission Programs

—Alternative Admission. Students whose high school achievement is below the standards specified in the performance requirements and/or who are deficient in no more than one curricular requirement may be eligible for admission under the Alternative Admission Program. Space is limited and only those applicants showing the best promise of academic success, consistent with OSU's enrollment goals and objectives, will be admitted. Priority will be given to those who apply early.

—Adult Admission. Adults 21 years of age or older or individuals on active military duty may be admitted, after careful consideration is given in determining the probability of academic success of the student. It is the opinion of Oklahoma State University that factors such as maturity of the individual, job skills and life experiences, motivation, ability to benefit, and access to educational programs should be considered in addition to past academic achievement in determining probability of academic success.

—Summer Provisional Admission. Individuals not meeting requirements for admission under another category may be eligible for enrollment in the summer session immediately following high school graduation. Students must have graduated from high school or have earned the GED, meet all 15 curricular requirements, and meet at least one of the following: HS GPA greater than or equal to 2.5 or ACT composite greater than or equal to 18 or SAT total score greater than or equal to 850.

Students must also "place" into college-level course work in the areas of English, Math, Reading and Science by earning a minimum ACT subscore of 19 in all areas or minimum SAT subscores of 460 verbal and 460 math or by passing required placement exams.

Students must enroll in both a college level mathematics and freshman composition course at Oklahoma State University and earn a "C" or better in each course to be fully admissible for the fall semester.

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

—Home Study or Unaccredited High Schools. An individual who is a graduate of a private, parochial, or other non-public high school which is not accredited by a recognized accrediting agency is eligible for admission to the University if:

1. The student has graduated from high school or a home study program, and
2. The student has attained an ACT composite score of 24 or higher, or a total SAT composite score of 1090 or higher, and
3. The student has satisfied the high school curricular requirements as certified by the school official or, if home study, the parent.

—Independent Study Enrollment. Admission to the University is not required for enrollment in independent study courses. However, academic credit for these courses will not be applicable toward a degree until the student has been formally admitted to the University and has secured the approval of the appropriate academic officer for such credit.

—Non-Degree Option. Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without satisfying admission requirements. If a student wishes to enroll in additional course work (over the nine hours allowed) he or she will be required to satisfy admission requirements. Enrollment for this program opens two weeks prior to classes beginning.

—Concurrent Enrollment as a High School Student.

1. A senior student enrolled in an accredited Oklahoma high school may, if he or she meets the requirements below, be admitted provisionally as a special student.

- a. Achieve a current cumulative high school grade-point average of 3.00 or higher on a 4.00 scale and rank scholastically among the top third of his or her graduating class, or earn an ACT composite score of 24 or SAT of 1090 (math & critical reasoning subscores combined).
 - b. Be eligible to complete requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as attested by the high school principal. Students must also provide a letter of recommendation from their counselor, principal and written permission from their parents or legal guardian.
2. An eleventh grade student enrolled in an accredited Oklahoma high school may be admitted provisionally as a special student if he or she meets requirement 1.b. above and the additional requirements listed below.
 - a. Attain an ACT composite score of 25 or higher or a total SAT score of 1130 or higher; or
 - b. Achieve a current cumulative high school grade-point average of 3.50 or higher on a 4.00 scale.
 3. A student receiving high school level instruction at home or from an unaccredited high school may be admitted provisionally as a special student if he or she meets requirement 1.b. above and the requirements below:
 - a. Be 16 years of age and have achieved a composite score of 25 or higher on the ACT or a total SAT score of 1130 or higher.

A high school student admitted as a concurrent student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college work load of 19 semester credit hours. For purposes of calculating work load, one high school credit course is equivalent to three semester credit hours of college work.

A student may enroll in a maximum of nine semester credit hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating work load, one-half high school unit shall be equivalent to three semester credit hours of college work.

For calculation of work load for students in "blocked" courses, contact the Office of Undergraduate Admissions.

A student who is otherwise eligible under this policy may enroll in a maximum of nine semester credit hours during a summer session, without the necessity of being concurrently enrolled in high school classes during the summer term. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the assessment requirements for college placement. Concurrently admitted high school students will not be allowed to enroll in any zero-level courses designed to remove high school deficiencies.

To help ensure that a student possesses the skills necessary to be successful in college, he or she must obtain a 19 ACT subject score(s) in science reasoning, mathematics, and/or English to enroll in course work in the respective subject area(s). The student must score 19 or higher in reading to enroll in any other collegiate course(s) outside the subjects of science, mathematics and English.

Once a student is concurrently enrolled at OSU he or she may continue enrollment, provided that during the concurrent enrollment period the student achieves a college grade-point average of 2.00 or higher, and upon graduation from high school meets both the performance and curricular requirements for admission.

—Credit by Exam. Oklahoma State University Testing and Evaluation Service is a national test site for the College Board's College Level Examination Program (CLEP). National CLEP testing centers offer two kinds of examinations: general examinations and subject examinations.

OSU only grants college credit for subject examinations. Credits earned through these examinations are normally recognized by other colleges and universities throughout the nation.

OSU grants credit for acceptable scores in the Advanced Placement Program (AP) as administered by the College Entrance Examination Board in Princeton, New Jersey. AP tests are taken by high school students while in high school.

Oklahoma State University recognizes credit earned through the International Baccalaureate (IB) Program in a limited number of subject areas. Credit will be awarded to students who have taken Higher Level courses through the International Baccalaureate Program and scored at least a 4 (on a seven point scale) on the Higher Level course examination. This credit will be awarded on a course-by-course basis.

Military personnel and veterans who wish to establish credit for military training should submit to the Office of Undergraduate Admissions 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), and any certificates of completion for military schools attended. OSU also accepts credits earned through the DANTES Subject Standardized tests for active military personnel.

Academic departments on campus at OSU may offer advanced standing examinations in subject areas not offered by the CLEP or AP. 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.

Information pertaining to these examinations may be obtained from the Office of Undergraduate Admissions Web site at <http://admissions.okstate.edu/pdf/CreditByExamination.pdf>. See also the "University Academic Regulations" section of this *Catalog*.

Transfer Admission

OSU requires a non-refundable application fee of \$40 for all applicants. The fee must accompany a student's Application for Admission.

For the purpose of determining admission, a transfer student is one who has earned a minimum of seven or more semester hours of college-level credit after graduation from high school. (Students with fewer than seven semester hours of college-level credit are classified as freshmen, and should refer to the "Freshman Admission" section.)

—Transfer Admission Requirements.

1. Students who have earned between 7-23 hours of college credit must satisfy both freshman admission requirements and achieve a minimum transfer GPA of 2.25 or higher in all college-level course work attempted.
2. Students who have earned 24-59 hours of college credit must achieve a minimum transfer GPA of 2.25 or higher in all college-level course work attempted.
3. Students who have earned 60 or more hours of college credit must achieve a minimum transfer GPA of 2.00 or higher in all college-level course work attempted.

—Transfer Credit Evaluation. Transfer credit evaluation in the Office of Undergraduate Admissions determines acceptable transfer credit on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the six U.S. regional associations. The evaluation is based on course content, as described in the catalogs of those institutions and in consultation with appropriate academic units at OSU. All transferred courses are recorded on the student's academic record. No part of the previous collegiate record may be disregarded.

Courses completed at institutions located outside of the U.S. will be reviewed for transfer credit based on U.S. regional accreditation standards or postsecondary recognition in the country for which the institution is located. It is highly recommended that the program requirements and course syllabi be submitted for all courses completed overseas.

—Pre-Engineering (Nonresidents 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 "Admission Requirements" in the "College of Engineering, Architecture and Technology" section.)

—Readmission. A student who has attended OSU but was not enrolled during the immediate past semester (except the summer session) must file an updated Application for Admission/Scholarship 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.

Additional Requirements for Admission or Continued Enrollment

—Enrollment Information. After admission is granted, all students will receive detailed information on new student orientation. The fall semester enrollment process for freshmen is completed during scheduled orientation sessions conducted on campus during the summer. Parents are welcome and are encouraged to participate in the enrollment process with the student.

—Immunization Requirements and Health History. All new students are required by Oklahoma law to provide evidence of having been immunized against measles, mumps, and rubella, (two shots), and against Hepatitis B, (three shot series). Read instructions carefully regarding the requirements to provide supporting documentation of these immunizations (copies of shot records). In addition, students are required to complete a brief medical history found on the Immunization and Health History form. This form is mailed to all new students or can be downloaded from the Internet at www.okstate.edu/UHS/. If this information is not received during the student's first semester, a hold will be placed on future enrollment until the requirement is met.

—Tuberculosis Testing. Certain students are required to comply with the OSU TB testing policy. This is explained in detail on the Immunization and Health History form. The students affected are those who:

- Hold a visa for study in the U.S.
- A U.S. born student who has resided overseas for more than eight continuous weeks.
- Have a medical condition that suppresses the immune system.
- Has been exposed to someone known to have TB disease.

To comply with this policy, the student must provide a copy of a TB skin test performed within the prior six months in the U.S., or if prior skin tests have been positive, documentation of a negative chest x-ray performed in the U.S. All records must include the dates and results of the tests. Specific instructions are on the Immunization and Health History form. Prior vaccination with BCG does not exempt the student from this testing requirement.

—Physical Examination. New students have a choice of 1.) submitting a physical examination performed in the prior six months; OR 2.) the student may complete the Health Risk Assessment provided by the Seretean Wellness Center. If students choose the physical examination option, their bursar accounts will be credited the \$20 Health Risk Assessment fee.

Residence Status

Residence status refers to whether you are an in-state Oklahoma resident or an out-of-state resident, and this classification determines your tuition cost.

—Initial Classification. A student's initial residence status is determined by the Office of Undergraduate Admissions when you apply to OSU.

—Residence Reclassification. If you are a current OSU student classified as a non-resident and wish to be considered for in-state status, you must petition for a reclassification of your residence status through the Office of the Registrar.

Deadlines for submitting petitions to be considered for reclassification in a given semester are as follows:

Fall - October 31
Spring - March 31
Summer - June 30

Oklahoma residence status (and associated in-state tuition) is not granted on a retroactive basis. If you are receiving federal financial aid, please seek advice from the Office of Scholarships and Financial Aid on how a residency reclassification may affect your aid.

—Appeal Procedures. Students may appeal their residence classification decision. A Petition for Oklahoma Residency form must be submitted along with any additional supporting documentation to the Office of the Registrar. You will be notified in writing of the decision following the final review.

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.

—Basic Principles Governing Residence.

Article XIII-A of the Constitution of Oklahoma creates The Oklahoma State System of Higher Education and establishes the Oklahoma State Regents for Higher Education as the coordinating board of control for all public institutions supported by legislative appropriations. Title 70 O.S. 3218.9 authorizes the State Regents to establish the proposed fees to be charged at public institutions to Oklahoma residents and nonresidents alike. The policy statement set forth in the paragraphs to follow establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as residents or nonresidents for fee and tuition-payment purposes. Also, the policy statement should be helpful to prospective students in the determination of their own residence status prior to enrollment or for those nonresident students seeking to be reclassified as residents of Oklahoma after having been classified originally as nonresidents. Determination of residence status for purposes of attendance at an institution in The Oklahoma State System of Higher Education is based primarily on the issue of domiciliary intent.

SECTION I. PHILOSOPHY

Since 1890 it has been public policy in Oklahoma to provide comprehensive, low-cost public higher education for citizens in order to make educational opportunities available for Oklahoma individuals to improve themselves, to help upgrade the knowledge and skills of the Oklahoma work force, and to enhance the quality of life in Oklahoma generally. Therefore, residents of Oklahoma are afforded subsidies covering a majority of their educational costs at all colleges and universities of The Oklahoma State System of Higher Education. Nonresidents of Oklahoma are also provided substantial educational subventions, although at lower levels than those provided for permanent residents of the state.

SECTION II. PRINCIPLES

1. Attendance at an educational institution, albeit a continuous and long-term experience is interpreted as temporary residence; therefore, a student neither gains nor loses residence status solely by such attendance.

2. Students attending an Oklahoma college or university may perform many objective acts, some of which are required by law (i.e. payment of taxes), and all of which are customarily done by some nonresidents who do not intend to remain in Oklahoma after graduation but are situationally necessary and/or convenient (i.e. registering to vote, obtaining a driver's license). Such acts and/or declarations alone are not sufficient evidence of intent to remain in Oklahoma beyond the college experience.
3. A non-resident 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.
4. 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.
5. Unless he or she has established residency in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for resident tuition and scholarships or financial aid provided by the state, regardless of immigration status.
6. All married persons shall be treated as equal under this policy. Each spouse in a family shall establish his or her own residence status on a separate basis. Exceptions include: 1) when a nonresident marries an already established resident of Oklahoma, the nonresident may be considered a resident after documentation of the marriage and proof of domicile are satisfied, and 2) as provided in Sections VII and VIII.
7. The burden of proof of establishing Oklahoma residence or domicile, including providing any supporting documentation, shall be upon the applicant. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate institutional official(s) consistent with this policy. No definitive set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.
8. Initial classification as a nonresident student shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as an Oklahoma resident provided that he or she can establish proof of residence in accordance with criteria and procedures as set forth in this policy.

SECTION III. DEFINITIONS

1. Resident of Oklahoma—A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components—residence and the intention to remain. When these two occur, there is domicile.
2. Independent Person—An independent person is one enjoying majority privileges (or is legally emancipated from the parental domicile) and who is responsible for his or her own care, custody, and support.
3. Dependent Person—A dependent person is one who is under the care, custody, and support of a parent or legal guardian.
4. Full-time Student—a full-time undergraduate student is one enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in an academic year or a minimum of four credit hours in a summer session.

SECTION IV. INDEPENDENT PERSONS

If a person enjoying majority privileges and who is independent of parental domicile can provide adequate and satisfactory proof of his or her having come to Oklahoma with the intention of establishing domicile, he or she may be granted resident student classification at the next enrollment occurring after expiration of 12 months following the establishment of domicile in Oklahoma. The spouse of such person must establish proof of his or her own domiciliary status on a separate basis, except as provided in other sections of this policy.

SECTION V. DEPENDENT PERSONS

The legal residence of a dependent person is that of his or her parents, or the legal residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care of those other than his or her parents, the legal residence is that of his or her legal guardian.

The dependent person may become emancipated (freed from his or her parental domicile) through marriage, formal court action, abandonment by parents, or positive action on his or her own part evidential or his or her alienation of parental domicile. To qualify under the latter category, a dependent person must have completely separated him or herself from the parental domicile and have proved that such separation is complete and permanent. Mere absence from the parental domicile is not proof of its complete abandonment. If an applicant can provide adequate and satisfactory proof of complete emancipation and his or her having come to Oklahoma with the intention of establishing domicile, he or she may be granted resident student classification at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

SECTION VI. FOREIGN NATIONALS

An individual who is not a United States national may become eligible for classification as an Oklahoma resident provided that he or she holds lawful permanent residence status as defined by U.S. Citizenship and Immigration Services (USCIS), evidenced by whatever documents may be required under applicable federal law, who has resided in Oklahoma for at least 12 consecutive months, and who meets other applicable criteria for establishment of domicile as set forth in this policy or who has come to Oklahoma for the purpose described in Section VIII of this policy.

In accordance with House Bill 1804, an undocumented immigrant student enrolling for the first time in 2007-08 and thereafter, separates eligibility for resident tuition and for state financial aid. To be eligible for resident tuition, an undocumented immigrant student must:

1. Have graduated from a public or private high school in Oklahoma (Note: GED or home school education will not establish eligibility for any student);
2. Have resided in Oklahoma for at least two years prior to graduation;
3. Satisfy admission standards (Admission Requirements);
4. Have secured admission and enrolled in an institution within the Oklahoma State System of Higher Education; and
5. Do one of the following:
 - a. Provide to the institution a copy of true and correct application or petition filed with the United States Citizenship and Immigration Services to legalize the student's immigration status; or
 - b. File an affidavit with the institution stating that the student will file an application to legalize their immigration status at the earliest opportunity the student is able to do so, but in no case later than either: (a) one year after the date on which the student enrolls for study at the institution; or (b) if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United States Citizenship and Immigration Services (USCIS) provides such a formal process.

Students who file an affidavit must present to the institution a copy of a true and correct application filed with the USCIS no later than either: (a) one year after the date on which the student enrolls for study at the institution; or (b) if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United State Citizenship and Immigration Services (USCIS) provides such a formal process.

When a student provides or presents to the institution a copy of an application or petition filed with USCIS, the copy shall be maintained in the student's permanent record.

SECTION VII. MILITARY PERSONNEL

A student attending an institution while on full-time active duty in the armed forces is considered as having a temporary residence in the state in which he or she is attending school; therefore, a student neither gains nor loses residence status solely by such military service. Members of the armed services stationed in Oklahoma, their spouses and dependent children shall be admitted without the payment of nonresident tuition and without the 12 month domiciliary requirement, so long as they continue to be stationed in the state in full-time military service and under military orders.

While the policy clearly states that nonresident tuition will be waived for military personnel, such a waiver does not constitute Oklahoma residence status. Military personnel and their dependents that provide proof of a legal change in their state of residence to Oklahoma (such as claiming Oklahoma for income tax purposes) may have the full benefits of residence status.

Dependent children of military personnel that establish residency as described in Section II of this policy shall maintain residence status if their parents are subsequently stationed out-of-state. Dependents of military personnel who have not established residency according to policy may maintain nonresident waiver status if their parents are subsequently stationed out-of-state.

Section VIII. Full-time Professional Practitioner or Worker

An individual who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be immediately declared an Oklahoma resident along with his or her spouse and dependent children without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they establish residency as described in Section II of this policy.

Dependent children of the above professionals that establish residency as described in Section II of this policy may maintain residence status if their parents subsequently leave the state.

Likewise, a full-time professional practitioner or worker who is temporarily assigned to another location but maintains his or her residency in Oklahoma (such as claiming Oklahoma for income tax purposes) shall be considered a resident for tuition and state scholarship and financial aid purposes, along with his or her spouse and dependent children.

SECTION IX. RECLASSIFICATION

In addition to the aforementioned criteria, an independent person seeking to be reclassified as a resident of Oklahoma must meet certain criteria for the current and immediately preceding year. Contact the Office of the Registrar for more information.

SECTION X. ADMINISTRATION OF POLICY STATEMENT

Each institution should designate the admissions officer or some other individual to be responsible for administration of the policy, and should make appropriate provision for a student's appeal of an adverse decision.

SECTION XI. TUITION WAIVERS

Nothing in this policy precludes the waiving of fees or tuition for nonresidents by any institution upon authorization by the State Regents based on criteria other than residence status provided that the residence status classification will not be affected by any such waiver alone.

International Undergraduate Admissions

Office of International Students and Scholars • 076 Student Union • (405) 744-5459

Web site: <http://union.okstate.edu/iss/index.htm> • e-mail: admissions-iss@okstate.edu



International students are required to meet academic performance standards which are equivalent to those established for all domestic applicants; however, freshman students are not required to participate in the ACT or SAT. Participation in such tests is only necessary for students wishing to qualify for scholarship opportunities. (See Undergraduate Admissions, pg. 13 for the academic performance standards).

Application Procedure

For purposes of admission, an international student is defined as “a student who is, or will be, in the United States on a non-immigrant student visa.” This specifically refers to the Student (F) and Exchange Visitor (J) visas. To apply for admission all international students must submit:

1. An application for Admission and a fee of U.S. \$75.00 made payable to OSU.
2. An official or certified true copy of each academic record with a certified English translation. Students enrolled at U.S. institutions may have certified true copies of their foreign records sent by their current institution.
 - a. Secondary school records (yearly mark sheets or transcripts).
 - b. Records from each college or university attended (yearly mark sheets or transcripts).
 - c. National examination results.
3. Applications for international students are processed on a “rolling basis” just as domestic applicants; however, students should aim for the following dates to ensure adequate time for their VISA interview process:
 - a. March 1 for Summer term
 - b. May 15 for Fall term
 - c. October 1 for Spring term
4. All new applicants for undergraduate study for whom English is a second language are required to present either a minimum paper-based score of 500, a minimum computer-based score of 173 or a minimum Internet-based score of 61 on the Test of English as a Foreign Language (TOEFL), or a minimum score of 6.0 on the International English Language Testing System (IELTS), taken within the last two years.

In extraordinary and deserving cases, the President or the President’s designee may admit a student who fails to meet the above requirements. In these situations, the applicant must have demonstrated proficiency in the English language prior to admission. For further details, contact the Office of International Students & Scholars.

Transfer Admission

For the purpose of determining admission, a transfer student is one who has earned seven or more semester hours of college-level credit.

In evaluating college-level credit for course work completed outside of the U.S., OSU requires that the institution where the credit was earned and the program of study be recognized as tertiary level through the standards set by the country where the institution is located. OSU evaluates semester credit hours and grades earned based on U.S. equivalency standards.

—Immigration Issues. The U.S. Citizenship and Immigration Services (USCIS) require that international students file a statement with the University showing adequate financial support for their education. OSU has its own financial guarantee form that international students need to complete as a requirement to receive the I-20 or DS-2019. Oklahoma State University has limited financial assistance for international students.

Students should not plan to finance their education with employment at Oklahoma State University. Students who are accepted to OSU and maintain their immigration status while making appropriate progress toward their degrees may be eligible to apply for on-campus University employment for 20 hours per week. However, students should take into consideration that campus employment opportunities are limited. Students holding F-1 or J-1 visas are rarely permitted by USCIS to work outside the University, and can be deported from the United States if they are found to be in violation of this regulation.

Electronic registration of immigration records into the USCIS Student Exchange and Visitor Information System (SEVIS) is mandatory for all international students pursuing education within the United States. International students must update their records in SEVIS prior to any change in their immigration information. This includes dropping below full-time status, changing local address, transferring to another institution, changing majors, withdrawing from classes, etc.

The OSU Office of International Students and Scholars (ISS) is responsible for entering those records into SEVIS. However, it is the student’s responsibility to obtain and maintain the correct immigration status while in the U.S. Conditions that apply to F-1 and J-1 status are summarized on the I-20 or DS-2019 forms and explained in detail at the mandatory ISS International Student Orientation program. This orientation program occurs the week before classes begin each fall and spring semester. Students should make their travel plans accordingly. The Office of International Students and Scholars, located in 076 Student Union, should be contacted with questions related to SEVIS or individual immigration status issues at su-iss@okstate.edu.



Degree Programs

The type of degree offered in each major is listed on the following pages along with the options and the college(s) in which each may be earned. For details, see appropriate department narrative. Major and option codes are included to assist in completing University forms where major and option information is required.

College Abbreviations:

AG	College of Agricultural Sciences and Natural Resources	EN	College of Engineering, Architecture and Technology
AS	College of Arts and Sciences	HES	College of Human Environmental Sciences
BU	Spears School of Business	GR	Graduate College
ED	College of Education	VM	Center for Veterinary Health Sciences

Degree Abbreviations:

BA	Bachelor of Arts	BSET	Bachelor of Science in Engineering Technology
BAR	Bachelor of Architecture	BSHS	Bachelor of Science in Human Environmental Sciences
BEN	Bachelor of Engineering	BSIE	Bachelor of Science in Industrial Engineering and Management
BFA	Bachelor of Fine Arts	BSME	Bachelor of Science in Mechanical Engineering
BLA	Bachelor of Landscape Architecture	BUS	Bachelor of University Studies
BM	Bachelor of Music	DVM	Doctor of Veterinary Medicine
BS	Bachelor of Science	MA	Master of Arts
BSAE	Bachelor of Science in Aerospace Engineering	MAG	Master of Agriculture
BSAG	Bachelor of Science in Agricultural Sciences and Natural Resources	MBA	Master of Business Administration
BSBA	Bachelor of Science in Business Administration	MM	Master of Music
BSBE	Bachelor of Science in Biosystems Engineering	MS	Master of Science
BSCH	Bachelor of Science in Chemical Engineering	MSBA	Master of Science in Business Administration
BSCV	Bachelor of Science in Civil Engineering	EdS	Specialist in Education
BSCP	Bachelor of Science in Computer Engineering	EdD	Doctor of Education
BSEE	Bachelor of Science in Electrical Engineering	PhD	Doctor of Philosophy

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
COLLEGE OF AGRICULTURAL SCIENCES & NATURAL RESOURCES UNDERGRADUATE DEGREE PROGRAMS				
Agribusiness	AG	BSAG	AGBU	
Crop and Soil Science	AG	BSAG	AGBU	CASS
Farm and Ranch Management	AG	BSAG	AGBU	FARM
Finance	AG	BSAG	AGBU	FIN
Management	AG	BSAG	AGBU	MGMT
Marketing	AG	BSAG	AGBU	MKTG
Pre-Law	AG	BSAG	AGBU	PLAW
Pre-Veterinary Business Management	AG	BSAG	AGBU	PVBM
Agricultural Communications	AG	BSAG	AGCM	
Animal Science Double Major	AG	BSAG	AGCM	ANSI
Agricultural Economics	AG	BSAG	AGEC	
Accounting Double Major	AG	BSAG	AGEC	ACCT
International Agricultural Marketing	AG	BSAG	AGEC	IAGM
Agricultural Education				
Horticulture Double Major	AG	BSAG	AGED	HORT
Teaching	AG	BSAG	AGED	TCHG
Agricultural Leadership	AG	BSAG	AGLE	

DEGREE PROGRAMS

Major / Option	College	Degree	Major Code	Option Code
Animal Science				
Agricultural Communications Double Major	AG	BSAG	ANSI	AGCM
Agricultural Education Double Major	AG	BSAG	ANSI	AGED
Animal Biotechnology	AG	BSAG	ANSI	ABIO
Business	AG	BSAG	ANSI	BUS
International	AG	BSAG	ANSI	INTL
Livestock Merchandising	AG	BSAG	ANSI	LSMR
Pre-Veterinary Animal Science	AG	BSAG	ANSI	PVAS
Production	AG	BSAG	ANSI	PROD
Ranch Operations	AG	BSAG	ANSI	RNCH
Biochemistry and Molecular Biology	AG	BSAG	BIMB	
Pre-Medical or Pre-Veterinary Science	AG	BSAG	BIMB	PMPV
Entomology				
Insect Biology and Ecology	AG	BSAG	ENTO	IBAE
Bioforensics, Pre-Veterinary and Pre-Medical Sciences	AG	BSAG	ENTO	BPPS
Environmental Science				
Environmental Policy	AG	BSAG	ENVR	ENVP
Natural Resources	AG	BSAG	ENVR	NATR
Water Resources	AG	BSAG	ENVR	WATR
Food Science	AG	BSAG	FDSC	
Food Industry	AG	BSAG	FDSC	FDIN
Horticulture				
Horticultural Business	AG	BSAG	HORT	HRTB
Horticultural Science	AG	BSAG	HORT	HRTS
Public Horticulture	AG	BSAG	HORT	PHRT
Turf Management	AG	BSAG	HORT	TURF
Landscape Contracting	AG	BSAG	LCON	
Landscape Architecture	AG	BLA	LA	
Natural Resource Ecology and Management				
Fire Ecology and Management	AG	BSAG	NREM	FEAM
Fisheries and Aquatic Ecology	AG	BSAG	NREM	FAEC
Forest Management	AG	BSAG	NREM	FORM
Forest Resource Conservation	AG	BSAG	NREM	FRRC
Natural Resource Communications	AG	BSAG	NREM	NRCM
Rangeland Ecology and Management	AG	BSAG	NREM	REM
Urban and Community Forestry	AG	BSAG	NREM	URCF
Wildlife Ecology and Management	AG	BSAG	NREM	WLEM
Plant and Soil Sciences				
Agribusiness	AG	BSAG	PASS	AGBU
Bioenergy Production	AG	BSAG	PASS	BEPD
Forage and Livestock Production	AG	BSAG	PASS	FALP
Plant Biotechnology	AG	BSAG	PASS	PBTC
Plant Science	AG	BSAG	PASS	PLNT
Soil Geotechnology	AG	BSAG	PASS	SGTC
Soil and Water Resources	AG	BSAG	PASS	SAWR
University Studies	AG	BUS	UNST	
COLLEGE OF AGRICULTURAL SCIENCES & NATURAL RESOURCES GRADUATE DEGREE PROGRAMS				
Agricultural Communications	AG	MS	AGCM	
Agricultural Economics	AG	MS/PhD	AGEC	
Agricultural Education	AG	MS/PhD	AGED	
Animal Breeding and Reproduction	AG	PhD	ANBR	
Animal Nutrition	AG	PhD	ANNU	
Animal Science	AG	MS	ANSI	
Biochemistry and Molecular Biology	AG	MS/PhD	BIMB	
Crop Science	AG	PhD	CPSI	

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
Entomology	AG	PhD	ENTO	
Entomology and Plant Pathology				
Entomology	AG	MS	ENPP	ENTO
Plant Pathology	AG	MS	ENPP	PLP
Environmental Science	AG	MS	ENVR	
Food Science	AG	MS/PhD	FDSC	
General Agriculture				
Agribusiness	AG	MAG	AG	AGBU
Agricultural Economics	AG	MAG	AG	AGEC
Agricultural Education	AG	MAG	AG	AGED
Agricultural Leadership	AG	MAG	AG	AGLE
Animal Science	AG	MAG	AG	ANSI
Entomology	AG	MAG	AG	ENTO
Horticulture	AG	MAG	AG	HORT
International Agriculture	AG	MAG	AG	INAG
Natural Resource Ecology and Management	AG	MAG	AG	NREM
Plant Pathology	AG	MAG	AG	PLP
Plant Science	AG	MAG	AG	PLNT
Soil Science	AG	MAG	AG	SOIL
Horticulture	AG	MS	HORT	
Natural Resource Ecology and Management				
Fisheries and Aquatic Ecology	AG	MS/PhD	NREM	FAEC
Forest Resources	AG	MS/PhD	NREM	FTRS
Rangeland Ecology and Management	AG	MS/PhD	NREM	REM
Wildlife Ecology and Management	AG	MS/PhD	NREM	WLEM
Plant and Soil Sciences	AG	MS	PASS	
Plant Pathology	AG	PhD	PLP	
Soil Science	AG	PhD	SLSI	
COLLEGE OF ARTS AND SCIENCES UNDERGRADUATE DEGREE PROGRAMS				
American Studies	AS	BA	AMSD	
Art	AS	BA	ART	
Art History	AS	BA	ART	ARTH
Studio Art	AS	BA	ART	STDA
Graphic Design	AS	BFA	ART	GRPH
Studio	AS	BFA	ART	STD
Biochemistry	AS	BS	BIOC	
Biological Science	AS	BS	BIOL	
Botany	AS	BS	BOT	
Biotechnology	AS	BS	BOT	BIOT
Ecology	AS	BS	BOT	ECOL
Chemistry				
ACS Approved	AS	BS	CHEM	ACS
Departmental Degree	AS	BS	CHEM	DEPT
Communication Sciences and Disorders	AS	BS	CDIS	
Computer Science	AS	BS	CS	
Economics	AS	BS	ECON	
General	AS	BA	ECON	GEN
International Economic Relations	AS	BA	ECON	IECR
English	AS	BA	ENGL	
Creative Writing	AS	BA	ENGL	CRWR
Screen Studies	AS	BA	ENGL	SCST
Professional Writing	AS	BA	ENGL	PRWR
American Sign Language Studies	AS	BA	ENGL	ASLS

DEGREE PROGRAMS

Major / Option	College	Degree	Major Code	Option Code
French	AS	BA	FREN	
Geography	AS	BA/BS	GEOG	
Geology	AS	BS	GEOL	
German	AS	BA	GRMN	
History	AS	BA	HIST	
Journalism and Broadcasting				
Advertising	AS	BA/BS	JB	ADV
Broadcast Journalism	AS	BA/BS	JB	BJ
News-Editorial Journalism	AS	BA/BS	JB	NEWS
Public Relations	AS	BA/BS	JB	PR
Sports Media	AS	BA/BS	JB	SPTM
Liberal Studies	AS	BA/BS	LBST	
Mathematics	AS	BA/BS	MATH	
Microbiology/Cell and Molecular Biology				
Biomedical Science	AS	BS	MCMB	BMED
Clinical Laboratory Science	AS	BS	MCMB	CLSC
Microbial Ecology/Environmental	AS	BS	MCMB	MCEE
Microbial Pathogenesis	AS	BS	MCMB	MCPG
Molecular Genetics	AS	BS	MCMB	MLGN
Music	AS	BA	MUSC	
Elective Studies in Business	AS	BM	MUSC	ESBU
Performance	AS	BM	MUSC	PERF
Music Education				
Instrumental/Vocal Certification	AS	BM	MSED	IVCT
Philosophy	AS	BA	PHIL	
Physics	AS	BS	PHYS	
Applied Physics	AS	BS	PHYS	APPH
Physiology	AS	BS	PHSL	
Political Science	AS	BA/BS	POLS	
Psychology	AS	BA/BS	PSYC	
Russian Language and Literature	AS	BA	RUSS	
Sociology	AS	BA/BS	SOC	
Anthropology	AS	BA/BS	SOC	ANTH
Applied Sociology	AS	BA/BS	SOC	APSO
Spanish	AS	BA	SPAN	
Statistics	AS	BS	STAT	
Theatre	AS	BA	TH	
Acting	AS	BFA	TH	ACT
Design and Technology	AS	BFA	TH	DT
Zoology	AS	BS	ZOOL	
University Studies	AS	BUS	UNST	
COLLEGE OF ARTS & SCIENCES GRADUATE DEGREE PROGRAMS				
Botany	AS	MS	BOT	
Chemistry	AS	MS/PhD	CHEM	
Communication Sciences and Disorders	AS	MS	CDIS	
Computer Science	AS	MS/PhD	CS	
Creative Writing	AS	MFA	CRWR	

Major / Option	College	Degree	Major Code	Option Code
English Teaching English as a Second Language (TESL) Professional Writing	AS AS AS	PhD MA MA	ENGL ENGL ENGL	TESL PRWR
Fire and Emergency Management Administration	AS	MS/PhD	FEMA	
Geography	AS	MS/PhD	GEOG	
Geology	AS	MS/PhD	GEOL	
History History Applied History	AS AS AS	PhD MA MA	HIST HIST HIST	HIST AHIS
Mass Communication	AS	MS	MSCM	
Mathematics Applied Mathematics	AS AS	MS/PhD MS	MATH MATH	AMTH
Microbiology/Cell and Molecular Biology	AS	MS/PhD	MCMB	
Pedagogy and Performance Applied Music Conducting	AS AS	MM MM	PEDP PEDP	APMU COND
Philosophy	AS	MA	PHIL	
Physics Optics and Photonics	AS AS	MS/PhD MS	PHYS PHYS	OPHO
Political Science American Politics Intl Relations/Comparative Public Administration and Public Policy Public Policy and Administration	AS AS AS AS	MA MA MA MA	POLS POLS POLS POLS	AMPL INRC PAPP PPAD
Psychology Clinical Lifespan Developmental Psychology	AS AS AS	MS PhD PhD	PSYC PSYC PSYC	CLIN LSDP
Sociology	AS	MS/PhD	SOC	
Statistics	AS	MS/PhD	STAT	
Theatre	AS	MA	TH	
Zoology	AS	MS/PhD	ZOOL	
COLLEGE OF EDUCATION UNDERGRADUATE DEGREE PROGRAMS				
Aerospace Administration and Operations Aerospace Logistics Aerospace Security Aviation Management Professional Pilot Technical Services Management	ED ED ED ED ED	BS BS BS BS BS	AADO AADO AADO AADO AADO	ARLG ARSC AVMG PRPL TSM
Athletic Training Clinical Preprofessional Teacher Preparation (Physical Education)	ED ED ED	BS BS BS	ATRN ATRN ATRN	CLIN PPRO TPPE
Career and Technical Education Business and Information Technology Education Health Occupations Education Marketing Education Certification Non-Certification Technology Education	ED ED ED ED ED ED	BS BS BS BS BS BS	CTED CTED CTED CTED CTED CTED	BIFT HOCE MKED CERT NON TEED
Education Non-Certification	ED	BS	EDUC	NCRT

DEGREE PROGRAMS

Major / Option	College	Degree	Major Code	Option Code
Elementary Education	ED	BS	ELEM	
Health Education and Promotion				
Community Health Education	ED	BS	HEPR	CMHE
Exercise and Health	ED	BS	HEPR	EAHL
Leisure Studies				
Leisure Service Management	ED	BS	LEIS	LSM
Therapeutic Recreation	ED	BS	LEIS	TR
Physical Education				
Teacher Education	ED	BS	PHED	TCHE
Secondary Education				
English	ED	BS	SCED	ENGL
Foreign Language	ED	BS	SCED	LANG
Mathematics	ED	BS	SCED	MATH
Science	ED	BS	SCED	SCI
Social Studies	ED	BS	SCED	SSTD
University Studies	ED	BUS	UNST	
COLLEGE OF EDUCATION GRADUATE DEGREE PROGRAMS				
Applied Educational Studies				
Aviation and Space Education	ED	EdD	AEST	AVED
College Interdisciplinary	ED	EdD	AEST	CINT
Counseling				
Community Counseling	ED	MS	COUN	CMCS
School Counseling	ED	MS	COUN	SCHC
Education				
School Psychology	ED	EdS	EDUC	SCHP
Curriculum Studies	ED	PhD	EDUC	CRST
Occupational Education Studies	ED	PhD	EDUC	OCED
Professional Education Studies	ED	PhD	EDUC	PRED
Social Foundations of Education	ED	PhD	EDUC	SFED
Educational Leadership and Policy Studies				
Educational Administration	ED	PhD	ELPS	EADM
Higher Education	ED	PhD	ELPS	HIED
Educational Leadership Studies				
College Student Development	ED	MS	ELS	CSDV
Higher Education	ED	MS	ELS	HIED
School Administration	ED	MS	ELS	SCAD
Educational Psychology				
Educational Psychology	ED	MS	EPSY	EPSY
Educational Research and Evaluation	ED	MS	EPSY	EDRE
School Psychometrics	ED	MS	EPSY	SCPM
Counseling Psychology	ED	PhD	EPSY	CPSY
Educational Psychology	ED	PhD	EPSY	EPSY
Research and Evaluation	ED	PhD	EPSY	REVL
School Psychology	ED	PhD	EPSY	SCHP
Educational Technology				
Educational Technology	ED	MS	EDTC	EDTC
School Library Media	ED	MS	EDTC	SCLM
Health and Human Performance				
Applied Exercise Science	ED	MS	HHP	AEXS
Health Promotions	ED	MS	HHP	HPRO
Physical Education	ED	MS	HHP	PE
Health, Leisure and Human Performance				
Health and Human Performance	ED	PhD	HLHP	HHP
Leisure Studies	ED	PhD	HLHP	LEIS
Higher Education	ED	EdD	HIED	

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
Leisure Studies	ED	MS	LEIS	
School Administration	ED	EdD	SA	
Teaching, Learning and Leadership				
Curriculum and Leadership Studies	ED	MS	TLL	CLS
Elem/Middle/Secondary Ed/K-12 Ed	ED	MS	TLL	EMSK
Occupational Educational Studies	ED	MS	TLL	OCED
Reading and Literacy	ED	MS	TLL	REAL
Secondary Education for Teachers				
Non-Traditionally Certified	ED	MS	TLL	SCNT
Special Education	ED	MS	TLL	SPED
COLLEGE OF ENGINEERING, ARCHITECTURE & TECHNOLOGY UNDERGRADUATE DEGREE PROGRAMS				
Aerospace Engineering	EN	BSAE	AERS	
Architectural Engineering				
Structures	EN	BEN	ARCE	STR
Architecture	EN	BAR	ARCH	
Biosystems Engineering				
Biomechanical	EN	BSBE	BAE	BIOM
Bioprocessing and Biotechnology	EN	BSBE	BAE	BPBT
Environmental and Natural Resources	EN	BSBE	BAE	ENTR
Food Processing	EN	BSBE	BAE	FDPR
Chemical Engineering				
Biomedical/Biochemical	EN	BSCH	CHEN	
Environmental	EN	BSCH	CHEN	BMBC
Pre-Medical	EN	BSCH	CHEN	ENVR
	EN	BSCH	CHEN	PMED
Civil Engineering				
Environmental	EN	BSCV	CIVE	
	EN	BSCV	CIVE	ENVR
Computer Engineering	EN	BSCP	CPE	
Construction Management Technology				
Building	EN	BSET	CMT	BLDG
Heavy	EN	BSET	CMT	HVY
Electrical Engineering	EN	BSEE	ELEN	
Electrical Engineering Technology				
Computer	EN	BSET	EETE	
Telecommunications	EN	BSET	EETE	COMP
	EN	BSET	EETE	TCOM
Fire Protection and Safety Technology	EN	BSET	FPST	
Industrial Engineering and Management	EN	BSIE	IEM	
Mechanical Engineering				
Pre-Medical	EN	BSME	MEEN	
	EN	BSME	MEEN	PMED
Mechanical Engineering Technology	EN	BSET	MET	
University Studies	EN	BUS	UNST	
COLLEGE OF ENGINEERING ARCHITECTURE & TECHNOLOGY GRADUATE DEGREE PROGRAMS				
Biosystems Engineering	EN	MS/PhD	BAE	
Chemical Engineering	EN	MS/PhD	CHEN	
Civil Engineering	EN	MS/PhD	CIVE	
Electrical Engineering				
Optics and Photonics	EN	MS/PhD	ELEN	
Control Systems	EN	MS	ELEN	OPHO
	EN	MS	ELEN	CTLS
Engineering and Technology Management	EN	MS	ETM	

DEGREE PROGRAMS

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
Environmental Engineering	EN	MS	EVEN	
Industrial Engineering and Management	EN	MS/PhD	IEM	
Mechanical and Aerospace Engineering	EN	MS/PhD	MAEN	
COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES UNDERGRADUATE DEGREE PROGRAMS				
Design, Housing and Merchandising				
Apparel Design and Production	HES	BSHS	DHM	ADP
Interior Design	HES	BSHS	DHM	ID
Merchandising	HES	BSHS	DHM	MERC
Hotel & Restaurant Administration	HES	BSHS	HRAD	
Human Development and Family Science				
Child and Family Services	HES	BSHS	HDFS	CHFS
Early Childhood Education	HES	BSHS	HDFS	ECE
Gerontology	HES	BSHS	HDFS	GERO
Nutritional Sciences				
Allied Health	HES	BSHS	NSCI	ALHT
Community Nutrition	HES	BSHS	NSCI	CONU
Dietetics	HES	BSHS	NSCI	DIET
Dietetics and Exercise	HES	BSHS	NSCI	DIEX
Human Nutrition/Pre-Medical Sciences	HES	BSHS	NSCI	HNPS
Nutrition and Exercise	HES	BSHS	NSCI	NUEX
University Studies	HES	BUS	UNST	
Multidisciplinary Studies	HES	BUS	UNST	MLTI
COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES GRADUATE DEGREE PROGRAMS				
Design, Housing and Merchandising				
Apparel Design and Production	HES	MS	DHM	ADP
Interior Design	HES	MS	DHM	ID
Merchandising	HES	MS	DHM	MERC
Hospitality Administration	HES	MS	HSPA	
Human Development and Family Science				
Child and Family Services	HES	MS	HDFS	CHFS
Early Childhood Education	HES	MS	HDFS	ECE
Developmental and Family Science	HES	MS	HDFS	DVFS
Gerontology (on-campus program)	HES	MS	HDFS	GERO
Gerontology (Internet-based program)	HES	MS	HDFS	GERI
Marriage and Family Therapy	HES	MS	HDFS	MFTH
Human Environmental Sciences				
Family Financial Planning	HES	MS	HES	FFP
Design, Housing and Merchandising	HES	PhD	HES	DHM
Hospitality Administration	HES	PhD	HES	HSPA
Human Development and Family Science	HES	PhD	HES	HDFS
Nutritional Sciences	HES	PhD	HES	NSCI
Nutritional Sciences				
Dietetics	HES	MS	NSCI	DIET
Nutrition	HES	MS	NSCI	NUTR
WILLIAM S. SPEARS SCHOOL OF BUSINESS UNDERGRADUATE DEGREE PROGRAMS				
Accounting	BU	BSBA	ACCT	
Economics				
Business Economics and Quantitative Studies	BU	BSBA	ECON	BEQS
Pre-Law	BU	BSBA	ECON	PLAW
Entrepreneurship	BU	BSBA	EEE	
Finance				
Commercial Bank Management	BU	BSBA	FIN	CBM

Major / Option	College	Degree	Major Code	Option Code
General Business	BU	BSBA	GNBU	
Pre-Law	BU	BSBA	GNBU	PLAW
International Business	BU	BSBA	INBU	
Management	BU	BSBA	MGMT	
Human Resource Management	BU	BSBA	MGMT	HRM
Sports Management	BU	BSBA	MGMT	SPMG
Management Information Systems				
Information Assurance	BU	BSBA	MIS	IA
Management Science and Computer Systems	BU	BSBA	MIS	MSCS
Marketing	BU	BSBA	MKTG	
University Studies	BU	BUS	UNST	
WILLIAM S. SPEARS SCHOOL OF BUSINESS GRADUATE DEGREE PROGRAMS				
Accounting	BU	MSBA	ACCT	
Business Administration				
Accounting	BU	MBA/PhD	BADM	ACCT
Business Intelligence	BU	MBA	BADM	BSIN
Economics	BU	MBA	BADM	ECON
Entrepreneurship	BU	MBA	BADM	EEE
Information Assurance	BU	MBA	BADM	IA
Management Information Systems	BU	MBA	BADM	MIS
Professional MBA	BU	MBA	BADM	PMBA
Risk Management	BU	MBA	BADM	RSKM
Telecommunications Mgmt	BU	MBA	BADM	TCMG
Entrepreneurship	BU	PhD	BADM	EEE
Finance	BU	PhD	BADM	FIN
Management	BU	PhD	BADM	MGMT
Management Science and Information Systems	BU	PhD	BADM	MSIS
Marketing	BU	PhD	BADM	MKTG
Business Geographics	BU	MS	BGGR	
Economics	BU	MS/PhD	ECON	
Management Information Systems				
Management Information Systems	BU	MS	MIS	MIS
Accounting Information Systems	BU	MS	MIS	AIS
Digital Business Systems	BU	MS	MIS	DBS
Knowledge Management Systems	BU	MS	MIS	KNMS
Information Assurance and Security	BU	MS	MIS	IAS
Quantitative Financial Economics	BU	MS	QFE	
GRADUATE COLLEGE GRADUATE DEGREE PROGRAMS				
Environmental Science	GR	MS/PhD	ENVR	
International Studies	GR	MS	IS	
Natural and Applied Sciences				
Aviation and Space Science	GR	MS	NAS	AVED
Health Care Administration	GR	MS	NAS	HCA
Interdisciplinary Science	GR	MS	NAS	NASI
Natural Sciences	GR	MS	NAS	NASN
Photonics	GR	PhD	PHOT	
Plant Science	GR	PhD	PLS	
Telecommunications Management	GR	MS	TCOM	
Veterinary Biomedical Science	GR	MS/PhD	VBSC	

DEGREE PROGRAMS

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
CENTER FOR VETERINARY HEALTH SCIENCES DOCTOR OF VETERINARY MEDICINE DEGREE PROGRAM				
Doctor of Veterinary Medicine	VM	DVM	VM	
CERTIFICATE PROGRAMS				
Certificate: Geographic Information Systems	AS	CERT	GIS	
Undergraduate Certificate: Environmental Studies	AS	UCRT	EVST	
Graduate Certificates: Aerospace Security Business Data Mining Engineering and Technology Management Family Financial Planning Information Assurance International Studies Negotiation and Alternative Dispute Resolution Teaching English to Speakers of Other Languages University Faculty Preparation	GR GR GR GR GR GR GR GR GR	GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT	ASPS BDM ETM FFP IA INS NADR TESL UFP	

MINORS

<i>Minor</i>	<i>College</i>	<i>Minor Code</i>	<i>Minor</i>	<i>College</i>	<i>Minor Code</i>
Agricultural Economics and Agribusiness	AG	AEAB	Microbiology	AS	MICR
Agronomy	AG	AGRN	Middle East Studies	AS	MES
Animal Science	AG	ANSI	Military Science	AS	MLSC
Biochemistry	AG	BIOC	Music	AS	MUSC
Entomology	AG	ENTO	Philosophy	AS	PHIL
Food Science	AG	FDSC	Physics	AS	PHYS
Forestry	AG	FOR	Political Science	AS	POLS
Horticulture	AG	HORT	Psychology	AS	PSYC
Leadership Education	AG	LDED	Religious Studies	AS	REL
Natural Resource Ecology and Management	AG	NREM	Russian and East European Studies	AS	REES
Rangeland Ecology and Management	AG	REM	Sociology	AS	SOC
Soil Science	AG	SLSI	Statistics	AS	STAT
Wildlife Ecology	AG	WLEC	Theatre	AS	TH
Aerospace	AS	AERO	Zoology	AS	ZOOL
Africana Studies	AS	AFAM	Accounting	BU	ACCT
American Indian Studies	AS	AMIS	Economics	BU	ECON
Ancient and Medieval Studies	AS	AAMS	Entrepreneurship	BU	ENTP
Applied Politics	AS	PSAP	Finance	BU	FIN
Art	AS	ART	General Business Administration	BU	GNBU
Asian Studies	AS	ASTD	Human Resource Management	BU	HRM
Biochemistry	AS	BIOC	Information Assurance	BU	IA
Biology	AS	BIOL	International Business	BU	INBU
Botany	AS	BOT	Management	BU	MGMT
Central Asian Studies	AS	CAST	Management Information Systems	BU	MIS
Chemistry	AS	CHEM	Management Science and Computer Systems	BU	MSCS
Classical Studies	AS	CLST	Marketing	BU	MKTG
Cognitive Science	AS	CSCI	Sports Management	BU	SPMG
Computer Science	AS	CS	Aerospace Administration & Operations		
Economics	AS	ECON	Aviation Management	ED	AAAM
Emergency Management	AS	EM	Professional Pilot	ED	AAPP
English	AS	ENGL	Educational Psychology	ED	EPSY
European Studies	AS	EUST	Health Education and Promotion	ED	HEPR
Foreign Language	AS	FREN/GRMN/JPN SPAN/RUSS/GREK LATN	Leadership	ED	LDRS
Gender and Women's Studies	AS	GWST	Leisure Studies	ED	LEIS
Geography	AS	GEOG	Architectural Studies: History and Theory	EN	ASHT
Geology	AS	GEOG	Apparel Design and Production	HES	ADP
Hispanic and Latin American Studies	AS	HLAS	Child Development	HES	CHDV
History	AS	HIST	Gerontology	HES	GERO
Legal Studies	AS	LEGL	Individual, Family and Community Services	HES	IFCS
Mathematics	AS	MATH	International Studies	HES	IS
			Merchandising	HES	MERC
			Nutritional Sciences	HES	NSCI

New Student Orientation

Missy Wikle, MA - Director

321 Student Union • (405) 744-3636

Web site: <http://newstudents.okstate.edu> • e-mail: newstudents@okstate.edu



Orientation Programs

New Student Orientation is a required program developed to assist in the transition to Oklahoma State University. The Orientation program introduces campus resources, offices and information while familiarizing new students with the campus and Stillwater communities.

During orientation, students:

- Learn about opportunities ahead and prepare for academic transition from high school or another institution to OSU.
- Develop expectations of OSU and learn what is expected of OSU students.
- Work with academic advisers to learn about degree program choices and discover initial tools for success at OSU.
- Enroll in classes.
- Work with an Orientation Leader and mentor who provides information from a student perspective.

—New Freshmen. New Student Orientation for first time freshmen occurs during the months of May, June and July for those attending in fall and in December and January for those beginning in the spring semester. The standard summer orientation is an overnight session where students meet with academic advisers in multiple settings and have time to consider course options prior to enrollment. An alternate one day option covers enrollment only, and is available during the summer or mid-year orientation programs.

—Transfer Students. Transfer Students have several options for New Student Orientation. For those admitted early, Transfer Orientation in April or November is the first opportunity to learn about OSU and enroll. For those admitted closer to the semester start, an alternative Transfer Orientation during the months leading up to the first day of class is available.

—Concurrent Students. Students who choose to concurrently enroll in high school and college courses will also participate in a New Student Orientation program. This program will work around your current class schedule.

Alpha

The Office of Student Affairs sponsors a new student welcome event in August called Alpha. This optional program for new students continues the transition to OSU while providing opportunities to meet other students, faculty and staff; experience OSU traditions; understand academic expectations; learn about resources available and find key buildings on campus. A few highlights of Alpha include moving into campus housing early to get settled before classes begin, taking part in the exciting opening ceremony and pep rally at Gallagher-Iba-Arena, and learning OSU traditions and what it means to be an official OSU Cowboy!

Camp Cowboy

Each summer, a group of OSU student leaders coordinate special weekend programs called Camp Cowboy. This optional program offers an opportunity to discover new friends, new experiences and new

ideas. Camp Cowboy is a fun-filled three-day new student experience that includes small group activities, a ropes course, camp fires and much more. For students who can only travel to Stillwater once in the summer, some Camp Cowboy weekends fall immediately following New Student Orientation and Enrollment programs.

Student Information Systems (SIS)

The Student Information System (SIS) allows students to access and update their academic and personal information in a self-service system. The majority of SIS use comes during enrollment when students may use the system to view the OSU Catalog course descriptions, search open sections of specific courses, and drop and add classes from their schedule. In addition, the SIS system connects students to:

- Class schedule, grades and unofficial academic transcript
- Desire2Learn online classroom
- Personal information housed on the system
- Official academic transcript request
- Student Rights and Responsibilities document
- Official OKSTATE e-mail account
- Bursar account, financial aid connections and credit card payment options

Orange Key Account (O-Key)

Every OSU student creates a personal O-Key account they will use to choose an okstate.edu e-mail account and access campus network and computing resources. It is very important to access and set up the O-Key account after applying for admission. To activate visit <https://okey.okstate.edu>.

ID Services

The OSU ID card is the official identification card for Oklahoma State University. It is used for photo identification, access to campus buildings and facilities, charges to the OSU Bursar, tickets to a variety of campus events and services, and an ATM card with optional banking services. OSU IDs will be made during the New Student Orientation and Enrollment program.

Placement Exams

Assessment and Testing can save both money and time by allowing students to test out or receive credit for courses in which they already know the material or for placement in a course level. Residual ACT and SAT, CLEP and Placement credit exams are administered by University Testing and Evaluation Services, located on the corner of Walnut St. and Admiral Ave. Exams are given by appointment.

Visit <http://UAT.okstate.edu> or call (405) 744-5958 to set up an appointment.

Students with college credit through Advanced Placement and International Baccalaureate programs should have test scores sent directly to OSU Admissions from the testing agency in order to apply credits earned to their program of study.



Office of the Registrar

K. Celeste Campbell, PhD - *University Registrar*
Rita Gearhart Peaster - *Associate Registrar*
Paula M. Barnes - *Assistant Registrar, Certifications*
Shirilyn Dehls - *Assistant Registrar, Academic Records*

322 Student Union • (405) 744-6876 • fax: (405) 744-8426

Web site: <http://registrar.okstate.edu> • e-mail: registrar@okstate.edu

Student Enrollment

Students must be admitted to the university before they can enroll for classes. Enrollment initiates the creation of an academic record and incurs a financial obligation. See the "Bursar" section of this *Catalog*.

The registration process is introduced to new freshmen and transfer students during new student orientation.

After meeting with their academic adviser to select courses appropriate to their degree plan, students may enroll online via the Student Information System (SIS) at <http://prodosu.okstate.edu> or by visiting the Office of the Registrar in 322 Student Union. An overdue account with the University or other registration holds will prevent completion of the enrollment process until these holds have been cleared.

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 preceding fall semester.

—Continuous Enrollment. An undergraduate student who is enrolled for every fall and spring semester is considered continuously enrolled. A fall or spring semester with no enrollment is considered a break in enrollment. A graduate student with no break in enrollment or with a break in enrollment of less than one year is considered continuously enrolled. Readmission to the university is required if a student does not maintain continuous enrollment.

—Priority Enrollment. In order to facilitate access to courses required for timely degree completion, a student's priority for enrollment generally follows academic class level with graduate students and seniors having the highest priority. Some exceptions to this basic priority may be necessary to accommodate bona fide student needs, such as students with physical disabilities, for those committed (by a scholarship or full-time employment at the University) to perform a service for the University on a schedule specified by the University, for graduate students and students in the Honors College. Academic Affairs determines enrollment priorities, and enrollment schedules are published in the Enrollment Guide which can be found on the Office of the Registrar's Web site <http://registrar.okstate.edu> each semester.

Full-time OSU staff may utilize priority enrollment to help ensure they are given an opportunity to identify classes at a time that is least disruptive to their work schedule. This benefit of priority enrollment is extended to full-time (100% FTE), regular staff members. Staff members who are employed less than full-time are not eligible for priority enrollment.

—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 additional restrictions for Adding Courses below). See the "Tuition, Fees and Cost Estimates" section of the *Catalog* for the current late enrollment fee amount.

—Adding or Dropping Courses. *Adding Courses.* Approval from the student's academic adviser is required for adding a course. The sixth day of a regular semester, or the third class day of an eight-week summer session, or proportionate periods for short courses is the last day a course may be added (nonrestrictive). With instructor approval, a course may be added during the second week of classes of a regular semester, or the fourth or fifth day of an eight-week summer session (restrictive).

During the restrictive period, students must obtain their instructor's and adviser's signatures on a drop/add card and submit it to the Office of the Registrar in 322 Student Union to add a new course to their schedule.

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.

A student may drop a course with a full refund and no record of the course on their academic record anytime through the sixth day of a regular semester, or through the third day of the eight-week summer session, or through proportionate periods of block or short courses.

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 with a grade of "W" recorded on their academic record. They will also be responsible for the applicable tuition and fees for the course. (See *Policy and Procedures letter 2-0206*.)

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" (regular deadlines for dropping and withdrawing from the University still apply). 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 2-0822*)

—International Students. Consult with the Office of International Students and Scholars (ISS) before dropping courses. 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.

—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. If the student is unable to appear in person, the request for withdrawal may be initiated through the mail or by fax to the student's dean's office. A student who withdraws prior to the end of the twelfth week of a regular semester

OFFICE OF THE REGISTRAR

or the sixth week of a 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 12th week of a regular semester or the sixth week of a 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. The grade of "W" or "F" will be recorded on the student's academic record, and the grade of "F" will be calculated in the grade-point average. (See *Policy and Procedures Letter 02-0206*.)

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. Consult with the Office of International Students and Scholars (ISS) before withdrawing for the semester. Under new reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), withdrawing for the semester can put a student's visa status in jeopardy.

Veteran Services

Oklahoma State University maintains a full-time office of veteran services for the convenience of veterans and their dependents. OSU is an approved institution for students to receive education benefits by the Department of Veteran Affairs (DVA). Information and assistance is available for completion of appropriate forms necessary to apply for education benefits. The DVA has specific requirements regarding course work and attendance; contact a veterans representative in the Office of the Registrar, 322 Student Union.

Faculty & Staff Enrollment in University Courses

—Faculty. Permanent (tenure track), full-time (100%) members of the faculty are eligible to enroll for credit in one course per semester or a maximum of five hours during normally scheduled working hours and receive discounted tuition and fees as indicated below. To be eligible for the faculty/staff fee waiver, an employee must submit a completed Request for Faculty - Staff Fee Waiver form to the Office of the Registrar prior to the beginning of classes. If enrollment does not exceed one course, only the department head's approval is needed to receive the fee waiver. If the employee is enrolled in more than one course, the employee's dean and vice-president must also give approval for the waiver.

For full-time 100% faculty enrolled in University courses, the following fees will be waived:

- a. Student activity fees
- b. Student activity fee - Athletic fee
- c. Health Services fee
- d. Transportation fee
- e. Consumable Material fee
- f. Student Development Initiative fee
- g. *Daily O'Collegian* fee

Faculty members must pay 50% of the general tuition, 100% of any additional fees not listed above, as well as 100% of any special course charges. Some courses taught through extension, outreach and year-long independent study are excluded. For faculty members who enroll in NOC-Stillwater courses, the fees listed above may be waived, but no tuition is waived. For more information contact the department offering the course to determine whether the tuition waiver applies. For more information, refer to the *Policy and Procedures Letter 2-0108*.

—Administrative/Professional and Classified Staff. Permanent, full-time (100%) active status staff members who meet the academic requirements of the University are eligible to enroll for credit and receive discounted

tuition and fees as indicated below. To be eligible for the faculty/staff fee waiver, an employee must submit a completed Request for Faculty-Staff Fee Waiver form to the Office of the Registrar prior to the beginning of classes. Enrollment in University courses which meet during the staff member's normal working hours will be limited to one course or a maximum of five hours. There is no limit on the number of courses a staff member may enroll in after normal working hours. If enrollment does not exceed one course, only the department head's approval is needed to receive a fee waiver. If the staff member is enrolled in more than one course, his or her dean and vice president must also give approval for a fee waiver.

For active status 100% FTE, continuous regular staff enrolled in University courses, the following fees will be waived:

- a. Student Activity fees
- b. Student Activity fee - Athletic fee
- c. Health Services fee
- d. Transportation fee
- e. Consumable Material fee
- f. Student Development Initiative fee
- g. *Daily O'Collegian* fee

Staff members must pay 50% of the general tuition, 100% of any additional fees not listed above, as well as 100% of any special course charges. Some courses taught through extension, outreach and year-long independent study are excluded. For staff members who enroll in NOC-Stillwater courses, the fees listed above may be waived, but no tuition is waived. For more information contact the department offering the course to determine whether the tuition waiver applies. For more information, refer to the *Policy and Procedures Letter 3-0744*.

Official Records

—Six Week Progress Reports. Faculty report six week progress grades for all students (regardless of classification) enrolled in 1000- and 2000-level classes. This will normally occur during the seventh 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 Student Information System (SIS).

—Grade Reports. Reports of the final 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 electronically to the students, the students' advisers and the students' deans through the Student Information System (SIS).

—Official Transcripts. All official transcripts of student academic records at OSU are prepared and released by the Office of the Registrar. The official transcript includes the complete academic record, both undergraduate and graduate, as well as the signature of the University Registrar and the official seal of the University.

Transcripts of academic records at OSU may be ordered in the following ways:

1. Online via the Student Information System (SIS).
2. Mail or fax a completed, signed Transcript Request form to the Office of the Registrar (forms can be downloaded from <http://registrar.okstate.edu>)
3. In person at the Office of the Registrar, 322 Student Union; with a photo ID.

Students with transcript holds (such as holds due to outstanding financial obligations to the University) will not be granted a transcript until the hold has been cleared with the appropriate University officials.

Copies of transcripts from other institutions cannot be furnished.

Students' Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OSU student has the right to:

1. Inspect and review information contained in his or her educational records.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.

Withholding Disclosure of Information

Currently enrolled students may withhold disclosure of directory information. A student may file a written request with the Office of the Registrar to not release directory information. Such requests will be honored until revoked by the student. The University assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

Access to Records

Students may inspect and review their educational records. Some form of photo identification must be displayed before access to educational records will be allowed. No non-directory information regarding students' educational records may be disclosed to anyone without written consent of students, except for selected purposes as authorized by federal law, such as to "school officials" who have a "legitimate educational interest" in the student, to another institution to which a student is transferring, and in response to a lawfully issued court order or subpoena.

Parental Access to Records

At the postsecondary level, parents have no inherent rights to inspect their son's or daughter's educational records. Information regarding educational records is best obtained by direct communication between the parent and the student. Students may consent to release their educational records to parents, legal guardians, or other individuals by completing the appropriate form in the Office of the Registrar. Such consent should be given in an uncoercive environment. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of Internal Revenue Form 1040.

Definitions

"Educational Record" refers to those records which are directly related to a student and are maintained by an educational institution.

"Directory Information" includes: student's name; local and permanent address or hometown; telephone number; year of birth; major field of study; weight and height of student participating in officially recognized sports; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or received and dates granted or received; academic classification such as freshman, sophomore, junior, senior, etc.; electronic mail address; most recent educational institution previously attended; dissertation or thesis title; advisor or thesis/dissertation advisor; participation in officially recognized organizations, activities, and sports; parents' names and addresses (city and state only).

"School official" is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administrative, or professional, and the staff such school officials supervise; the President and CEO of the Alumni Association and President and CEO of the Oklahoma State University Foundation and the staff they supervise; the National Student Clearinghouse; and contractors, volunteers, and other non-employees performing institutional functions as school officials with legitimate educational interests.

"Legitimate educational interest" is defined as an interest which results from the duties officially assigned to a school official and which are related to such a school official's responsibility for facilitating the student's development. School officials may have legitimate educational interests both in students who are currently enrolled and in those no longer enrolled.

Location of Records

The Office of the Registrar is the official office of the University for maintaining and releasing information pertaining to the students' academic records, and the Office of Student Affairs is the official office of the University for maintaining and releasing information pertaining to the students' discipline records. Career Services is the official office of the University for collecting and releasing information furnished or authorized by students for the purpose of seeking employment. Placement activities are conducted through several different offices on campus, and a variety of forms are available for the option of the student. The student's right of inspection will be determined by the option elected in providing information.

Scholarships and Financial Aid

Charles W. Bruce, PhD - *Senior Director*
Sara Bennett Flores - *Director, Talent Search*
Jennifer Chessmore - *Director, Upward Bound*
Julie Berg - *Associate Director, Programs*
Will Womack - *Associate Director, Information Systems & Operations*
Cathy Bird - *Assistant Director, Loan Processing & Records Management*
Chad Blew - *Assistant Director, Scholarships*
Linda Good - *Assistant Director, Client Services*
Margaret Betts - *Assistant Director, Special Programs*

119 Student Union • (405) 744-6604

Web site: www.okstate.edu/finaid • e-mail: finaid@okstate.edu



Students who need financial assistance to attend college are encouraged to consider the many types of financial aid available through the OSU Office of Scholarships and Financial Aid. These programs include scholarships, grants, loans, and part-time jobs.

Scholarship Programs

Oklahoma State University annually offers more than \$29 million in tuition scholarships and more than \$20 million in other scholarships to qualifying freshman, transfer, continuing and graduate students.

OSU's scholarships are awarded primarily on the basis of academic achievement, academic potential, leadership activities, or community service. Scholarships are awarded by various campus academic and administrative offices, the OSU Foundation, or in conjunction with private industry, private foundations, the Oklahoma State Regents for Higher Education, and the state of Oklahoma.

Tuition Scholarships

Tuition scholarships for Oklahoma residents range from approximately \$800 to \$2,500 in value, and vary in length from one year to four years. One-year and multiple-year tuition scholarships are awarded to incoming freshman students who have attained high scholastic standing in high school. Transfer tuition scholarships are offered to outstanding students transferring to OSU from two-year and four-year colleges.

Nonresident students entering OSU should inquire about eligibility for nonresident tuition scholarships. Students receiving these awards have some or all of their nonresident tuition charges waived and pay in-state tuition rates. These awards are made based on several criteria, including academic accomplishments, being a child or grandchild of an OSU alumnus, or being a member of a federally-recognized Oklahoma Native American tribe.

The priority deadline for students entering OSU in fall is February 1st; the priority deadline for students entering OSU in the spring is October 15th.

Each student with a multiple-year scholarship is required to meet specific renewal criteria to continue receiving his or her scholarship the following year (up to a specified maximum number of years of eligibility).

All current undergraduate students at OSU are encouraged to complete the Scholarship Application for Continuing and Readmitted Undergraduates each year, available at www.okstate.edu/finaid/. Scholarships for continuing students are awarded based on academic performance, financial need, or both.

Graduate students seeking cash or tuition scholarships should contact their academic departments and the Graduate College regarding application procedures and deadlines.

Cash Scholarships

—National Merit Finalists. OSU welcomes all Merit Finalists and Merit Scholars. OSU offers very attractive financial assistance opportunities for National Merit Scholars who select OSU as their first choice school with the National Merit Scholarship Corporation, and apply for admissions and scholarships at OSU. National Merit Finalists, National Hispanic Scholars, and National Achievement Finalists are encouraged to contact the Office of Scholarships and Financial Aid for more information on funding opportunities.

—President's Distinguished Scholarship (PDS). The OSU Foundation offers this prestigious \$8,800 per-year cash award. It is available to students who have exhibited outstanding academic ability and involvement as a leader in school and community activities. PDS scholarships are very limited in number (about 75 each year) and the competition for them is highly competitive. Awards are usually made in March.

—President's Leadership Council (PLC). This one-year, \$1,500 cash scholarship is awarded to a limited number of incoming freshmen based on leadership potential, school and community service, and academic achievement. The PLC is both an honorary and a working organization. The selection process is highly competitive. Awards are usually made in March.

—College and Departmental Cash Scholarships. Some colleges and departments award cash scholarships to freshman, continuing, and graduate students who have excelled academically. The number of awards, stipends and requirements vary, depending on the scholarship's requirements. For more information, contact the college or department.

—Oklahoma State Regents for Higher Education (OSRHE) Academic Scholars. Academic Scholars receive resident or nonresident tuition scholarships and up to \$5,500 cash annually from the state of Oklahoma for four years. (A fifth year of funding may be requested.) Academic Scholars who are also National Merit Scholars may receive additional funds. Only national ACT or SAT test scores are used in the qualification process. Contact the Office of Scholarships and Financial Aid for eligibility details.

—Other Scholarships. The OSU Office of Scholarships and Financial Aid frequently has applications for scholarships sponsored by various local, state and national organizations available in its office in 119 Student Union. Students should visit the office periodically (or online at www.okstate.edu/finaid/) to see if there are scholarships with qualifications of interest.

—Residual ACT Test. Incoming students at OSU should consider taking the "Residual" ACT test at OSU. Incoming students who have raised their standardized test scores may submit those scores to the Office of Scholarships and Financial Aid to be considered for a higher value

scholarship, but must do so by August 1. For information about the Residual ACT, go to <http://UAT.okstate.edu>. (Some programs, such as the OSRHE Academic Scholars Program, accept only national ACT or SAT test scores.)

Special Notes

1. Final awards can be made only to applicants who are fully admissible, in good standing, to the University.
2. The student must accept the award within the time designated in the award letter or the offer may be rescinded.
3. The student must begin using the scholarship the first semester it is available and must use the scholarship continuously, with no breaks in attendance at OSU.
4. Tuition scholarships will be made to qualified students only as long as funds remain available.
5. A student may have only one tuition scholarship in effect at a time. However, students may receive multiple cash awards such as PDS, PLC, or college and departmental awards.
6. Selected state programs, such as the OSRHE Academic Scholars Program, accept scores recorded on national test dates only.
7. The OSU scholarship program accepts both national tests scores and residual tests taken at OSU.
8. State and University agencies may establish a cap on total scholarship dollars a student may receive from state and University sources, precluding students from receiving funds that exceed legitimate educational costs.

Federal Aid Programs

Federal aid at OSU is awarded on the basis of demonstrated financial need. Each student who wishes to be considered for need-based assistance should complete the Free Application for Federal Student Aid (FAFSA) and submit it to the processing center as soon after January 1 as possible to receive aid for the succeeding academic year. Early application is encouraged due to the high demand for available money.

Students can apply for assistance by submitting the paper FAFSA or they can file electronically by accessing the U.S. Department of Education's "FAFSA on the Web" application site www.fafsa.ed.gov.

An analysis of the FAFSA is used to determine demonstrated need for federal, state, and institutional programs such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Academic Competitiveness Grants (ACG), National Science and Mathematics to Retain Talent (SMART) Grants, Oklahoma Tuition Aid Grants (OTAG), Federal Perkins Loans, William D. Ford Federal Direct Loans, Federal Work-Study (FWS), and tuition scholarships.

There are also programs available for students who do not demonstrate financial need. The Federal Direct Parent Loan for Undergraduate Students (PLUS) Program and the William D. Ford Federal Direct Unsubsidized Loan allow graduate students and independent undergraduates, as well as parents of dependent undergraduates, to borrow funds to meet educational expenses.

To be considered for financial aid, a student must:

1. Demonstrate financial need, except for some loan and scholarship programs.
2. Be a U.S. citizen or eligible non-citizen.
3. Be enrolled as a degree or certificate-seeking candidate, including a program of study abroad.
4. Meet minimum satisfactory academic progress standards.
5. Have a high school diploma or GED.

6. Not be in default on any federal loan, not have borrowed in excess of the allowable limits and not owe a refund to any federal grant program (including the Oklahoma Tuition Aid Grant program).
7. Be prompt in responding to any requests for additional information made by the Office of Scholarships and Financial Aid.

Students and parents are invited to contact the Office of Scholarships and Financial Aid for information regarding financial assistance programs or to make an appointment with a financial aid counselor to discuss specific eligibility requirements. The office has information about programs and services online at www.okstate.edu/finaid/.

Grants

Undergraduate students who have not completed their first bachelor's degree are eligible to apply for the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Academic Competitiveness Grant, and the Science and Mathematics to Retain Talent Grant. Undergraduate students who are Oklahoma residents are eligible to apply for the state grant program, the Oklahoma Tuition Aid Grant.

Federal Pell Grant eligibility is determined by the U.S. Department of Education by using a congressionally-approved formula.

Federal Supplemental Education Opportunity Grants (SEOG) are awarded to students who demonstrate financial need as reflected in the FAFSA. Funding in this program is limited and is usually awarded to applicants who demonstrate the most financial need.

Academic Competitiveness Grants are awarded to students who completed a rigorous high school program after January 1, 2005, who are eligible for a Pell Grant. This award is for students who have completed less than 48 credit hours of course work.

The National Science and Mathematics Access to Retain Talent (SMART) Grant provides assistance for undergraduate students who have successfully completed 48 credit hours in an approved major, are receiving a Federal Pell Grant, and who meet the grade point average requirements.

Oklahoma Tuition Aid Grants (OTAG) are awarded to eligible undergraduate Oklahoma residents who may apply by correctly completing the FAFSA. Grant amounts are determined by the applicant's enrollment status, demonstrated need, and by the availability of funds. Students are notified of their eligibility and award amounts by the Oklahoma State Regents for Higher Education, not by OSU.

Federal Work-Study

This program is designed to help students meet their educational expenses through part-time employment. The Office of Scholarships and Financial Aid determine award amounts on the basis of financial need. While all Federal Work-Study student employees are paid at least the current federal minimum wage, the actual rate of pay depends on their qualifications and the types of jobs they hold.

Eligible students may be employed by any participating office or department at OSU or at an off-campus, non-profit agency. While working in positions directly related to their curricula, students form strong links with the community.

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 programs and are making satisfactory progress in their college work.

SCHOLARSHIPS AND FINANCIAL AID

Institutional loans include short- and long-term loans. The short-term loan program provides up to a maximum of \$300 per semester (less a \$10 service charge) for the purpose of meeting educationally-related expenses that are not charged to a student's University account. Students are billed for the loan through the Office of the Bursar on the billing statement of the month in which they apply. Applications must be made in person at the Office of Scholarships and Financial Aid.

Long-term loan programs consist of the Federal Perkins Loan, William D. Ford Federal Direct Subsidized and Unsubsidized Loans and the Federal Direct Parent Loan for Undergraduate Students (PLUS).

The rate of interest on a Federal Perkins Loan during the period of repayment is five percent simple interest per annum on the unpaid balance. Funding in this program is limited and is awarded to applicants who demonstrate significant financial need.

Enrollment Requirements

To be considered for loan funds, undergraduates must be enrolled in at least six hours in the fall, spring or summer semester. Undergraduates who plan to enroll in fewer than six hours for the semester may still be eligible for limited grant funding. Undergraduate tuition scholarship recipients must be enrolled in at least 12 hours to receive the award for the fall or spring semester; tuition scholarships are not available for the summer.

Graduate students must be enrolled in at least four hours in the fall or spring semester and at least two hours in the summer to be considered for financial assistance for that semester. Graduate students receiving tuition scholarships from their academic departments or the Graduate College should contact the awarding office for enrollment requirements.

Federal and institutional aid recipients who are unsure of their eligibility for assistance based on their enrollment status are encouraged to contact the Office of Scholarships and Financial Aid for clarification. Recipients of non-OSU scholarships should check with the awarding agency to determine the minimum enrollment required for payment.

Eligibility for financial assistance is related only to the total number of credit hours in which the student enrolls. Certifiable enrollment status, based upon a combination of enrollment and employment (such as a graduate assistant enrolled in six hours with a 50% graduate assistant appointment), only assists with the deferral of loan repayment, never qualification for aid.

Academic Progress

The OSU Office of Scholarships and Financial Aid is required by federal regulation to monitor the academic progress of all students who apply for financial assistance. The official record of the OSU Office of the Registrar is reviewed to determine student compliance with the policy.

The policy for federal aid and state (OTAG) recipients includes three components. Students must: (1) not exceed a maximum number of hours allowed for completion of the degree program; (2) maintain a minimum cumulative Graduation/Retention Grade Point Average; and (3) successfully complete at least 75% of the total cumulative hours attempted. A copy of the policy detailing the requirements is included with every award notice and is also available in the Office of Scholarships and Financial Aid and online at www.okstate.edu/finaid/.

Each undergraduate with a multiple-year scholarship is required to meet specific renewal criteria to continue receiving his or her scholarship the following year; the policy for each scholarship is included with the award letter and is available from the OSU Office of Scholarships and Financial Aid.

Recipients of athletic grant-in-aid must meet the eligibility requirements of the program.

Professional Education Certification

To receive financial assistance, students who are classified by the Graduate College as special students and who are also pursuing Professional Education certification must be enrolled in a required program for elementary or secondary teacher certification or recertification in Oklahoma (must be required to teach); and be enrolled in at least six hours in the fall or spring semesters or three hours in the summer term.

Professional Education students are eligible to apply for consideration in Federal Work-Study, Oklahoma Tuition Aid Grant (OTAG), Federal Perkins Loan, and Direct Loans (Subsidized and Unsubsidized). Due to the unique nature of the Professional Education program, students are encouraged to schedule an appointment with a financial aid counselor to discuss the required documentation needed for financial aid eligibility.

Prerequisite Course Work for Admission to a Graduate Program

To be considered for federal assistance, students generally must be enrolled in a recognized academic program leading to a degree or certificate. However, if a student is enrolled at least half-time in course work that is **required for admission** to a graduate program at OSU, the student may be eligible for loan consideration for one calendar year (12 months) beginning on the first day of the loan period.

Students are only eligible for Ford Federal Direct Loan consideration. Preparatory students who wish to be considered for assistance should schedule an appointment with a financial aid counselor to discuss their particular circumstances.

TRIO Programs

The TRIO Programs at Oklahoma State University are funded through the U.S. Department of Education. The programs are designed to provide support and motivation to youth and adults who have the potential for academic success and who meet government income requirements and/or whose parents have not graduated from college.

While the Upward Bound and Educational Talent Search programs each serve different groups of students, both programs provide the following services: academic advisement; career counseling; college financial planning; college selection and admission; parent/guardian services; personal and life skills development; technology skills; test preparation and score analysis; and tutoring.



Tuition, Fees and Cost Estimates

Tuition and Fees

It is important that students carefully consider the total cost of financing their education, from the entering term to the completion of their degree. If financial help will be needed beyond those funds which the student or the family is able to provide, the student should make the necessary applications for financial assistance well in advance of enrollment. Students should pay particular attention to early deadlines for application for grants, scholarships, work-study positions, and Perkins Loans. While the needs and resources of each student differ, the University can provide a general list of fees and expenses normally encountered.

Students are given information at the time they complete their enrollment on the procedures and deadlines for payment of tuition and fees. (See "Financial Obligation" on page 46 of this *Catalog*.)

The required tuition and mandatory fees for resident and nonresident students at Oklahoma State University are listed below. Resident and nonresident tuition rates are based on the undergraduate and graduate level of the course. All course offerings are listed by four-digit numbers with the first digit indicating the course level. Undergraduate courses are all courses with a first digit of 0 through 4. Graduate-division courses are all courses with the first digit 5 or above.

New freshmen who are Oklahoma residents are given the opportunity at the time of enrollment to select a guaranteed tuition rate that is locked in for four years. To maintain this rate, students must remain continuously enrolled as full-time students. The lock tuition rate is listed in the tuition and fees grid to the right, and detailed information is provided on the New Student Orientation Web site at <http://newstudents.okstate.edu>.

For the most recent student costs refer to the Office of the Bursar Web site at <http://bursar.okstate.edu/tuition.html>. Included in this section is information regarding fee definitions, refund policies, and residential life rates.

Tuition and fees are subject to change without notice, as provided by the University Board of Regents and OSRHE policies.

Estimated Total Expenses for Students

An estimated budget (based on 2008-2009 figures) for an undergraduate student at OSU is as follows:

Resident

Tuition and Fees (based on 15 credit hours)	\$3,443.25
University Housing and Board (based on average freshman residence hall charges)	\$6,750.00
Textbooks and Supplies	\$440.00
Average Miscellaneous Personal Expenses	\$1,905.00
Total per Semester	\$12,538.25

Non-Resident

Tuition and Fees (based on 15 credit hours)	\$8,620.50
University Housing and Board (based on average freshman residence hall charges)	\$6,750.00
Textbooks and Supplies	\$440.00
Average Miscellaneous Personal Expenses	\$1,905.00
Total per Semester	\$17,715.50

Undergraduate Tuition and Fees - per credit hour		
Resident	Non-Resident	
\$131.35	\$154.85	Tuition
\$151.00	NA	Resident Lock 2009-2010 Tuition
\$10.50	\$10.50	Academic Facility fee
\$3.25	\$3.25	Academic Records fee
\$5.00	\$5.00	Advising/Assessment fee
\$1.50	\$1.50	Consumable Materials fee
\$0.30	\$0.30	<i>Daily O'Collegian</i> fee
\$3.00	\$3.00	Energy fee
\$7.70	\$7.70	Facility fee
\$4.35	\$4.35	Health Services fee (Stillwater courses only)
\$10.80	\$10.80	Library Automation and Technology fee
\$2.50	\$2.50	Life Safety and Security fee
\$2.30	\$2.30	Parking fee (Tulsa courses only)
\$2.50	\$2.50	Student Activity fee
\$3.00	\$3.00	Student Activity fee - Athletic fee
\$2.00	\$2.00	Student Development fee
\$4.35	\$4.35	Student Union Renovation fee (freshmen & transfer students only)
\$2.30	\$2.30	Transportation Services fee
\$9.40	\$9.40	University Technology and Infrastructure Maintenance fee
Graduate Tuition and Fees - per credit hour		
Resident	Non-Resident	
\$476.50	\$602.00	Tuition
\$10.50	\$10.50	Academic Facility fee
\$3.25	\$3.25	Academic Records fee
\$5.00	\$5.00	Advising/Assessment fee
\$1.50	\$1.50	Consumable Materials fee
\$0.30	\$0.30	<i>Daily O'Collegian</i> fee
\$3.00	\$3.00	Energy fee
\$7.70	\$7.70	Facility fee
\$4.35	\$4.35	Health Services fee (Stillwater courses only)
\$10.80	\$10.80	Library Automation and Technology fee
\$2.30	\$2.30	Parking fee (Tulsa courses only)
\$2.00	\$2.00	Student Development fee
\$2.30	\$2.30	Transportation Services fee
\$9.40	\$9.40	University Technology and Infrastructure Maintenance fee

TUITION, FEES AND COST ESTIMATES

Center for Health Sciences Professional Programs (2008-09 academic year)

Oklahoma Residents

\$18,545.00	Resident tuition per year
\$176.40	Activity fee per year
\$120.00	Library fee per year
\$108.00	Health Service fee per year
\$161.25	Technology fee per year
\$300.00	Malpractice Insurance

Non-Residents of Oklahoma

\$36,466.85	Non-Resident tuition per year
\$176.40	Activity fee per year
\$120.00	Library fee per year
\$108.00	Health Service fee per year
\$161.25	Technology fee per year
\$300.00	Malpractice Insurance

Center for Veterinary Health Sciences (2008-09 academic year)

Oklahoma Residents (per credit hour)

\$6,195.53	Resident tuition per semester
\$3.25	Academic Records fee
\$0.30	Daily O'Collegian fee
\$7.70	Facility fee
\$4.35	Health Service fee
\$7.80	Library Automation and Technology fee
\$2.50	Student Activity fee
\$3.00	Student Activity fee - Athletic fee
\$1.90	Student Development fee
\$2.30	Transportation Services fee
\$5.00	University Technology & Infrastructure Maintenance fee
\$271.96	Resident tuition (less than 12 hours)

Non-Residents of Oklahoma (per credit hour)

\$14,833.18	Non-Resident tuition per semester
\$3.25	Academic Records fee
\$0.30	Daily O'Collegian fee
\$7.70	Facility fee
\$4.35	Health Service fee
\$7.80	Library Automation and Technology fee
\$2.50	Student Activity fee
\$3.00	Student Activity fee - Athletic fee
\$1.90	Student Development fee
\$2.30	Transportation Services fee
\$5.00	University Technology & Infrastructure Maintenance fee
\$726.57	Non-Resident tuition fee (less than 12 hours)

Center for Veterinary Health Sciences students who repeat course work will be charged an amount per credit hour for Oklahoma residents and non-residents. Non-residents will also be charged non-resident tuition per credit hour.

Fees for Special Services

All students pay special fees each semester to contribute to the betterment and general welfare of the campus community.

Students regularly enrolled in the University are assessed *facility, health, and activity fees* that entitle them to use the Student Union, the Colvin Physical Education Center, and the Health Clinic, and that provide support for student governance, organizations, and programs.

The *activity fees* provide partial support to such programs, services, and organizations as the Student Government Association, collegial student councils and related student organizations, Allied Arts, fine arts, athletics, intramural activities and sports clubs, minority student organizations, and the Student Activities office.

The *academic facilities fee* funds renovation, maintenance, and construction of classroom and other academic facilities necessary to support contemporary instruction and the demands of growing enrollment.

The *academic excellence fee* provides for new faculty positions and/or helps increase existing faculty salaries up to peer averages.

The *academic records maintenance fee* provides for the basic graduation cost, the maintenance of the academic record system and issuance of official transcripts.

The *advising and assessment fee* provides for skills assessment and evaluation of students' capabilities at various stages of their academic careers, and to get feedback from students regarding their course work. This fee also supports the commitment to academic advising within each college to create a collaborative decision-making framework which students can identify and realize their educational goals. The goal is to preserve personalized advising services, reduce the advisor/student ratio in high demand areas and to develop advising technology such as degree audit systems to support an increased graduation rate. Support is also provided to students with career development, employment and internship services, including expanded interview opportunities, placement preparation, and other programs related to success after graduation.

The *consumable materials fee* provides for special services, supplies or equipment not covered by tuition or departmental operating budgets.

The *energy fee* supports the rising utility costs projected for the academic buildings across campus.

The *health services fee* is assessed for comprehensive health and pharmacy services.

The *library automation and technology fee* defrays the cost of equipment, software, and other aspects related to operating the online computerized library service. This fee also protects student access to heavily-used electronic journals and other information services.

The *life safety and security fee* provides for the assessment and continued implementation of campus safety measures that includes the "Code Red" emergency notification system to notify students and staff via voice mail, e-mail or text messages should there be an emergency situation.

The *O'Collegian fee* supports the production and distribution of the newspaper, the *Daily O'Collegian*, which is an award-winning campus newspaper.

The *transportation services (parking & transit services) fee* assists with maintenance and operations of the OSU Transportation Services.

The *student development fee* is used to support student participation in orientation efforts which are linked to recruitment and retention of freshmen as well as transfer students. Development and leadership opportunities for minority students will also be provided by these resources. It is also used to support campus life to cover costs for the guest speaker series, Student Union programs and the Student Union Activities Board.

The *Student Union renovation fee* is used for renovations and enhancements to the Union such as availability of computer kiosks and wireless connectivity, food service seating space, product mix and service style of merchant shops, and mixes of quiet study and social lounge space. These renovations include considerations to infrastructure as well as to accessibility and traffic flow within the building and improved merchant space.

The *University technology and infrastructure maintenance fee* provides for the maintenance of existing facilities, and the expansion and development of central and collegiate facilities, software, and multimedia capabilities. This fee also covers increasing costs in multiple areas, including network and system infrastructure, hardware and software costs and communications.

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 away from the campus area for the entire semester. Such students will be prevented from participating in campus activities and will not be charged student activity, health, student development, and transportation fees when enrolled (1) only in a specialized course(s) offered for a special interest group and not in any other course(s) in the University or (2) in a course(s) which requires that the student reside out of area for the entire semester or summer session (clinical laboratory science, geology and forestry summer camps, etc.). Other extenuating circumstances may be cause to consider denying use of and charge for these facilities or participation in activities sponsored by these fees.

Special Fees

Academic excellence fee (per credit hour)	
Freshmen 08-09 & transfer students:	\$25.75
Freshmen, sophomore & transfer students:	\$19.75
All other students (excluding Vet Med):	\$9.75
Application fee:	
International students	\$75.00
Undergraduate and graduate students	\$40.00
Audit without credit: tuition and fees are the same as credit enrollments	
Automobile parking permit (per year):	
Campus residents	\$44.00
Off-campus residents	\$54.00
Graduation fees:	
Fourth-year osteopathic medicine	\$40.00
Master's thesis binding fee* (each)	\$40.00
Doctoral dissertation binding fee* (each)	\$60.00
Dissertation microfilming fee (each)	\$50.00
Graduate level: Business Professional fee	\$250.00
Health risk assessment fee for first-time students - Stillwater campus only:	\$20.00
International student status maintenance fee: per semester	\$50.00
Late enrollment fee: 1st day of term	\$50.00
Math Licensing fee	\$80.00
Remedial courses: Supplementary fee (per credit hour, in addition to the general fee)	\$24.00
New Student Orientation & Enrollment fee (freshmen & transfer students - one time only)	\$75.00

*If not submitting electronic version

College-Based Fees (per credit hour):

Agriculture Technology fee	\$7.50
Arts & Sciences Technology fee	\$7.50
Business Technology fee	\$7.50
Education Technology fee	\$9.50
HES Technology fee	\$9.50
Engineering Technology fee	\$21.50
VM Technology fee	\$12.00
SSB Instruction Infrastructure	\$4.50
Engineering Facilities/Equipment	\$10.00
Arts & Sciences Collegiate Excellence fee	\$11.50
Business Collegiate Excellence fee	\$9.00
Education Collegiate Excellence fee	\$9.00
HES Collegiate Excellence fee	\$14.00
HORT & LA Facilities/Equipment/Lab	\$12.00
ASNR Facilities/Equipment	\$11.00

Other Expenses

Books and supplies used by the student are available in the Student Union Bookstore at reasonable prices and may be charged to the student's Bursar account. Additional incidental and personal expenses such as clothing and entertainment will depend upon the individual student.

—Sponsored International Students. Oklahoma State University charges a special administrative/management fee for sponsored international students and scholars who require third party billings and need extra assistance or whose sponsors have indicated a requirement for supplementary assistance beyond that of regular university programming. The customary sponsored student fee is \$275 per semester. Sponsored programs may also include items such as special training, research costs, equipment, enrichment, required travel or any other needs deemed necessary by the sponsor. It is the charge of the Office of International Students and Scholars (ISS) to provide the most complete and appropriate educational program for sponsored international students and scholars. The ISS sponsored program is designed to coordinate, expedite and administer all aspects of procedures pertaining to related training. Sponsoring agencies should direct all matters to the Office of International Students and Scholars, 076 Student Union. E-mail may be sent to karen.sebring@okstate.edu. The fax number is (405) 744-8120.

Tuition and Fee Waivers for Faculty & Staff

Permanent, full-time, active members of the faculty and staff who meet the requirements under University Policy and Procedures 2-0108 or 3-0744 are eligible to enroll for credit or audit one course per semester or a maximum of five hours during normally scheduled working hours and receive discounted tuition and fees as indicated below. To be eligible under this fee policy, an employee 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. There is no limit on the number of courses a staff member may enroll in after normal working hours. If enrollment does not exceed one course, only the department head's approval is needed to receive a fee waiver. If the staff member is enrolled in more than one course, his or her dean and vice president must also give approval for a fee waiver.

For eligible full time 100% faculty or staff enrolled in University courses, the following fees will be waived:

- a. Student Activity fees
- b. Student Activity fee - Athletic fee
- c. Health Service fee
- d. Transportation fee
- e. Consumable Material fee
- f. Student Development Initiative fee
- g. *Daily O'Collegian* fee

Faculty and staff must pay 50% of the general tuition, 100% of any additional fees not listed above, as well as 100% of any special course charges. Some courses taught through year-long independent study, extension and outreach are excluded. For faculty and staff members who enroll in NOC-Stillwater courses, the fees listed above may be waived, but no tuition is waived. For more information, contact the department offering the course to determine whether the tuition waiver applies.

Any individual 65 years or older may audit a class at no charge. The audit fee is 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.

TUITION, FEES AND COST ESTIMATES

Refunds

Refunds and deposits that may be due a student will be first applied to encumbrances owed to the University.

Drop/Withdrawal Refund Policy

A student dropping a course:

prior to the end of the sixth day of a regular semester, or the third day of the eight week summer session, or during the proportionate period for block or short courses, **will receive a 100 percent refund of tuition and fees.**

A student dropping a course:

after the sixth day of a regular semester but prior to the end of the second week, or after the third day of the eight week summer session through the fifth day, or during the proportionate period for block or short courses, **will receive a 50 percent refund of tuition and fees.**

A student dropping a course:

after the second week of the regular semester, or after the first week of the eight week summer session, or during the proportionate period for block or short courses, **will not receive a refund.** (See *Policy and Procedures Letter 02-0206.*)

Title IV recipients follow federal refund guidelines.

Repayment Policy

Financial aid is considered to be used first for direct educational costs (tuition and fees) and, if the student is in University housing, for room and board. Therefore, if a student financial aid recipient withdraws and is eligible for a refund of tuition and fees and/or room and board, all or part of this refund will be used to reimburse the Title IV financial aid program(s) up to the amount of assistance that the student received from the program(s).

If a student receives cash from financial aid in excess of non-institutional costs, part of this aid may be required to be repaid; the amount of the repayment depends upon how many weeks the student was enrolled and the amount of aid received.

When there are multiple disbursements of aid, the assumption is made that the first disbursement(s) is used to pay institutional charges. Therefore, if cash is disbursed, the cash is derived from the last disbursement(s) prior to the disbursement of cash. A detailed policy can be obtained from the Office of Scholarships and Financial Aid or on the Web at www.okstate.edu/finaid/applying/enup.html.

Refund Policy for Students Entering Military Services

If a student is called to active 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 tuition and fees for that term. The student should submit a withdrawal form and withdrawal supplement, if necessary, to the Office of the Registrar. Once the student has withdrawn and submitted a copy of the military orders, the student will receive a 100% waiver of the tuition and fees or a 100% refund of tuition and fees paid. The military orders, if not available at the time of withdrawal, may be submitted at a later date at which time the waiver will be applied.

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.

Residential Life Rates

All rates are approved by the OSU Board of Regents and are subject to change. The rates listed below were effective for the academic year 2008-2009. All rates include room rent and all utilities, including electricity, water, cable television, and Internet connection. All halls are open continuously throughout the academic year. Year-round housing (12-month contract) is available in each type of housing offered. Some halls house only non-freshman students; but freshman may be placed there by exception only. See the Housing and Residential Life Web site for the latest information, including rates www.reslife.okstate.edu.

Residence Halls

—Traditional. Parker and Wentz Halls offer rooms for men and women. Drummond Hall offers rooms for women and Kerr Hall offers rooms for men. Most students are housed in double occupancy rooms, but single rooms can be requested. Wentz hall offers year-round housing.

Per Person - Academic Year	Monthly Rate
Single Room	\$552.00
Double Room	\$362.00
12 Month	Monthly Rate
Single Room	\$509.00
Double Room	\$333.00

Stout Honors Hall offers three floors of double occupancy rooms. The fourth floor provides smaller designed - single rooms for non-freshman, non-honors students.

Per Person - Academic Year	Monthly Rate
Single Room	\$578.00
Double Room	\$378.00
12 Month	Monthly Rate
Single Room	\$532.00
Double Room	\$347.00

—Furnished Deluxe Suites - Living Room in the Unit: Allen, Bennett, Booker, Jones, Patchin, Stinchcomb, and Zink Halls all offer deluxe suites for men and women with a living room in the unit, and all halls except Bennett offer a small kitchenette in the unit. These halls offer 9 month housing only. Patchin Hall is open to non-freshmen students, and the other halls are open to all classifications of students.

Per Person - Academic Year	Monthly Rate
4 Bdrm/2 Bath-private bedroom (Patchin-Jones, Zink-Allen)	\$560.00
2 Bdrm/1 Bath-private bedroom (Booker, Stinchcomb)	\$653.00
2 Bdrm/2 Bath-shared bedroom (Patchin-Jones, Zink-Allen)	\$423.00
1 Bdrm/1 Bath-shared bedroom (Booker, Stinchcomb)	\$472.00
- private bedroom (Booker, Stinchcomb)	\$703.00
2 or 3 Bed/2 Bath-shared bedroom (Bennett)	\$401.00
2 Bd/1 Bath or 3/4 Bd/2 Bath-private bdrm (lg) (Bennett)	\$596.00
2 Bd/1 Bath or 3/4 Bd/2 Bath-private bdrm (med) (Bennett)	\$552.00
2 Bd/1 Bath or 3/4 Bd/2 Bath-private bdrm (sml) (Bennett)	\$523.00
1 Bdrm/1 Bath-private bedroom (large) (Bennett)	\$675.00

—Furnished Suites - No Living Room in the Unit: Village CASNR, Village HES, Village Hall C, Village Hall D, Village Hall E, Village Hall F, Bennett, Booker, and Stinchcomb Halls all offer suite style rooms with no living rooms. Booker and Stinchcomb Hall rooms feature a small kitchenette. All halls offer nine month housing, while Village Hall D offers year round housing. Village Hall D is open to non-freshmen students, while the other halls are open to all classifications of students.

<u>Per Person - Academic Year</u>	<u>Monthly Rate</u>
2 Bdrm-private bedrooms (CASNR, HES, Village C-F)	\$614.00
1 Bdrm-private bedroom (CASNR, HES, Village C-F)	\$647.00
1 Bdrm/1 Bath-private bedroom (Booker, Stinchcomb)	\$628.00
2 Bdrm/1 Bath-private bedroom (medium) (Bennett)	\$552.00

<u>Per Person - Academic Year</u>	<u>Monthly Rate</u>
1 Bdrm/1 Bath-private bedroom (large) (Bennett)	\$628.00
1 Bdrm/1 Bath-private bedroom (medium) (Bennett)	\$583.00
1 Bdrm/1 Bath-shared bedroom (Bennett)	\$401.00

<u>12 Month</u>	<u>Monthly Rate</u>
2 Bdrm-private bedrooms (Village D)	\$570.00
1 Bdrm-private bedrooms (Village D)	\$595.00

—Apartments. Bost, Davis, Kamm, Morsani-Smith, Peterson-Friend, Sitlington and Young Halls are available for men and women. Both furnished and unfurnished options are available. All apartments come with a fully furnished kitchen including a full-size washer and dryer. Some apartments are open to all classifications of students, while others are reserved for non-freshmen. Freshmen may be placed in a non-freshman hall by exception only. Davis, Morsani-Smith, Sitlington, and Young offer year-round housing.

<u>Per Person - Academic Year</u>	<u>Monthly Rate</u>
1 Per Bedroom/4 Bedrooms, 2 Bath	\$608.00
1 Per Bedroom/4 Bedrooms, 2 Bath (unfurn)	\$562.00
1 Per Bedroom/2 Bedrooms, 2 Bath	\$727.00
1 Per Bedroom/2 Bedrooms, 2 Bath (unfurn)	\$695.00

<u>12 Month</u>	<u>Monthly Rate</u>
1 Per Bedroom/4 Bedrooms, 2 Bath	\$580.00
1 Per Bedroom/4 Bedrooms, 2 Bath (unfurn)	\$516.00
1 Per Bedroom/2 Bedrooms, 2 Bath	\$668.00
1 Per Bedroom/2 Bedrooms, 2 Bath (unfurn)	\$640.00

Family and Graduate Student Housing

The University operates apartments to house married and single parents, and a limited number of single graduate and upper class students. Priority is given to families and graduate students. Individuals should apply eight to ten months in advance to assure choice of apartments.

Furnished apartments include coffee table, end or corner table, one table lamp, a love seat, two occasional chairs, a nightstand, double or single beds as needed, and a study desk.

The following 2009-2010 rates include all utilities (gas, water, electricity, local phone service, cable TV, and Internet connection). Please visit the Housing and Residential Life Web site at www.reslife.okstate.edu for the most up-to-date rates and information.

<u>Unfurnished</u>	<u>Monthly Rate</u>
*Williams 12-15, *Prosser Neighborhoods	\$573.00
*West, *Stevens Neighborhoods	\$583.00
*Demaree Neighborhood	\$583.00
Williams 101-105	\$694.00
Brumley Neighborhood	\$694.00
Morrison (2 bedroom)	\$958.00
Morrison (3 bedroom)	\$1200.00

<u>Furnished</u>	<u>Monthly Rate</u>
*Williams 12-15, *Prosser Neighborhoods	\$608.00
*West, *Stevens Neighborhoods	\$618.00
*Demaree Neighborhood	\$618.00
Williams 101-105	\$729.00
Brumley Neighborhood	\$729.00
Morrison (2 bedroom)	\$993.00
Morrison (3 bedroom)	\$1235.00

*Air Conditioning optional for \$101/month.

University Dining Services

University Dining Services (UDS) offers more than 30 dining options to choose from on the Oklahoma State University campus. UDS makes every effort to provide options to satisfy the hungriest student, the most selective eater, those who prefer vegan options or have limited diets. The choices are endless, with something available from early morning to late night. From cafeteria dining, to national franchises/brands and specialty restaurants OSU provides you with the very best offerings. As a UDS meal plan holder, you can use your meal plan in any of these 30 locations. Of course, other methods of payment can be used as well including bursar charge, cash, credit card, etc.

Freshmen who are living on-campus are required to have a minimum meal plan (contact Residential Life for more information).

Meal Plan Charges:

- Meal plans are based on a declining dollars system. Residents purchase a particular plan and each time they eat in a dining option, a dollar amount is deducted from their balances. Please see the table below.
- A maximum amount may be carried over from semester to semester. To receive the carry-over, resident must have a Plan A-F for the following semester.
- Meal plan holders can eat in any of the dining facilities regardless of where they live. Meals can be eaten at the convenience of the students: when they want, where they want, as often as they want.

Plan	Cost of plan per semester	Carryover with Ensuing A-F Contract	Amount charged in All You Care to Eat
A*	\$1,550	\$300	\$6.50
B*	\$1,450	\$280	\$6.75
C*	\$1,300	\$250	\$7.00
D*	\$1,150	\$220	\$7.25
E*	\$1,000	\$190	\$7.50
F	\$850	\$160	\$7.75

*Freshmen must choose from the A, B, C, D, or E plans

G**	\$100	ALL	\$8.00
Cash Price			\$8.25

**Meal plan G is for students who want occasional meals. Start with a minimum of \$100 and balance will carry over from semester to semester.

Anyone can purchase a UD\$ plan, including on-campus residents, off-campus students, and faculty and staff members. For more information, contact the Housing and Residential Life Office at (405) 744-5592 or see the Web site at www.reslife.okstate.edu.

Bursar

Laurie Beets, MS - *Bursar*

Kim Miller - *Assistant Director*

Gaylene Hargrove - *Assistant Bursar*

Joy Meyer, PhD - *Manager of Student Loans/Debt Management*

Tonya Jones - *Financial Counselor*

Steven Prudhomme - *Senior Accountant*



113 Student Union • (405) 744-5993 • fax: (405) 744-4984
Web site: www.bursar.okstate.edu • e-mail: bursar@okstate.edu

Financial Obligation

Enrollment at Oklahoma State University incurs a financial obligation and responsibility of the student to pay all amounts owed in a timely manner. In order to remain in favorable financial standing with the University, and thereby continue to participate in its educational programs, services, and benefits, a student must meet all financial obligations incurred at the University on or before the due dates. Federal law limits the information the University may provide to parents of OSU students. Information regarding bursar accounts may only be issued directly to the student.

Oklahoma State University combines your enrollment costs and charges from different areas on campus into one consolidated student account. A monthly statement is produced the 1st day of each month that reflects any previous balance owed and itemizes the semester charges with payment becoming past due after 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/>. Students must have an active University e-mail address to receive their e-bill notification and it is the students' responsibility to maintain accurate addresses. Failure to receive a bill does not relieve the student of their financial obligation, any late charges, and other penalties that may occur if the account is not paid by the due date. A student's account must be paid in full before they are eligible to enroll for future semesters or receive any records from the University. A late payment penalty of 1.5% will be assessed monthly for any past due charges. All tuition and fees (required and optional) associated with the student's enrollment are due no later than the 15th of the billing month.

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 at: <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 the 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.

Students experiencing financial difficulties should immediately contact the Office of the Bursar for assistance and guidance. All delinquent accounts will accrue a penalty at the rate of 1.5% monthly (19.56% APR). 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. Accounts must be cleared before the student can obtain the release of any academic records such as a transcript, receive a diploma or enroll for subsequent semesters. Oklahoma State University extends bursar optional charging privileges to students in order to facilitate use of campus based services. To maintain charging privileges with the University, bursar accounts must remain current or your charging privileges will be revoked.

It is the policy of the University to apply all financial aid to the student's bursar account, withhold all semester charges incurred (tuition, fees, housing, etc.), and refund the excess, if any. Bursar account credits resulting from a credit card payment are refunded back to the credit card, not to the student. To restrict federal Title IV financial disbursements to pay only current semester qualified educational expenses, complete the TIV form available in our office or visit our Web site: <http://bursar.okstate.edu/forms.html>.

The Electronic Direct Deposit Refund Program was developed to provide quicker access to refunds when bursar accounts have credit balances. If you participate in direct deposit, the refund will electronically transfer to your bank account within 48 business hours after the credit balance becomes effective on your bursar account. Financial institutions have individualized policies when posting electronic transfers to accounts; we encourage confirming deposits of funds with your bank before using the funds. To sign up for Direct Deposit, please contact our office for the appropriate forms or visit our Web site <http://bursar.okstate.edu/forms.html>. For students not wishing to participate in the Direct Deposit program, refunds will be issued by check. Checks are mailed approximately ten business days after the credit balance becomes effective. The local address listed on the student's bursar account is used as the mailing address. OSU complies with the U.S. Department of Education rules and regulations in accordance with The Federal Student Financial Aid Handbook instructions.

As previously mentioned, 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.

Many students are sponsored through various scholarships from organizations or foundations other than OSU. Typically, the sponsoring organization sends the check directly to the University. These funds are deposited to the student's account and used to pay any costs associated with attending OSU. The funds are divided into semesters (example \$1000 will be split \$500 for fall semester and \$500 for spring semester) unless otherwise stated on the documentation. If a student receives scholarship funds directly, it is recommended that the student deposit the funds at our office to process toward their bursar account. Some organizations require a billing invoice from OSU before a scholarship is issued on behalf of the student. If this is the case, please ensure our office receives notification before the due date of the first semester's billing statement.



Academic Enrichment Programs

The Honors College

Robert L. Spurrier Jr., PhD - *Director*
Jessica Roark - *Assistant Director*
Jari Barnett - *Honors Academic Counselor*
Crystal Davis - *Honors Academic Counselor*
Brent Ladd - *Honors Academic Counselor*

Oklahoma State University is an active member of the National Collegiate Honors Council and the Great Plains Honors Council. The Honors College is composed of a university-wide General Honors component and specialized upper-division components at the departmental or college levels. The Honors College provides academically talented students with the opportunity to study, conduct research, and exchange ideas in an exciting and supportive academic environment. Honors sections are offered in many general education courses, and special honors seminars and interdisciplinary honors courses also are available. Honors classes are taught by outstanding faculty members and the classes are small in size to facilitate active student involvement.

Completion of the requirements for the General Honors Award leads to special designation on the student's OSU transcript, as does completion of the requirements for the Departmental or College Honors Award in the student's academic major. Students who earn a minimum of 39 honors credit hours and complete the Departmental or College Honors Award, as well as the General Honors Award, with 3.50 OSU and cumulative grade-point averages at graduation, receive the Honors College Degree, including a special entry on their transcripts and special honors diplomas.

Additional advantages for active participants in The Honors College (minimum of six honors credit hours per semester and 12 honors credit hours for each two consecutive semesters for freshmen and sophomores and three honors credit hours per semester for juniors and seniors) include use of The Honors College Study Lounge in the Edmon Low Library (with a computer lab), extended check-out privileges for library materials, priority enrollment for the following semester, and an honors housing option in Stout Hall (on a rooms-available basis).

Admission of new freshmen to The Honors College is based on an ACT composite score of 27 or higher (or comparable SAT score) with a high school grade-point average of 3.75 or higher. Weighted grade point averages certified by the high school may be used. Application forms are included in the OSU Application for Admission. Entering freshmen who fall just short of these criteria may inquire of The Honors College about the admission by petition option. Students other than new freshmen may be admitted to The Honors College on the basis of their OSU and cumulative grade-point averages (7-59 hours earned: 3.30; 60-93 hours earned: 3.40; 94 or more hours earned: 3.50). Transfer freshmen must have completed at least seven college credit hours (not including concurrent enrollment while in high school) to be eligible on the basis of college performance if they do not have the required high school grade-point average and ACT score. There is a February 1 deadline for automatic acceptance based on the criteria outlined above. Applications submitted after February 1 will be considered on a space-available basis.

For additional information about The Honors College, interested students should consult the director of The Honors College, 509 Edmon Low Library or visit www.okstate.edu/honors.

Scholar Development and Recognition

Bob Graalman, PhD - *Director*

Some outstanding OSU students compete for a wide range of prestigious national and international scholarships at the end of their undergraduate careers, such as the Rhodes, Marshall, Truman, Goldwater, Udall, and others. In addition, there is a host of lesser-known but still valuable opportunities that require students to prepare competitive applications.

This office monitors student progress, provides important information, supplies support, and plans courses and activities that can lead to success in these areas. Interested students can contact the office to inquire about opportunities and strategies. Often faculty will nominate candidates who have been performing at a high level academically and displaying other qualities through leadership and community service. Early identification of freshmen and sophomores is especially important in order for the student to gain the most from these programs.

Additionally, as an incentive for the kinds of students who are considered OSU's best and brightest, the Lew Wentz Foundation has provided substantial private funding to OSU for several scholarship programs that are managed in this office. The programs are:

1. Wentz Projects - an opportunity for outstanding undergraduates to plan and perform high-level research under the direction of a faculty mentor (\$4,500 each);
2. Wentz Scholarships - traditional awards based on academic excellence and well-rounded campus activities (\$2,750 each);
3. Wentz Non-Traditional and Transitional Student Text Book Award - full-time or part-time (up to \$1,000).

This office also manages OSU's Freshman Research Program, whereby top entering students can begin their careers with a small scholarship for orientation to research.

Finally, in order to take full advantage of every opportunity, Scholar Development supports and recommends all OSU overseas study programs, and has its own program for study in the U.K. every July, whereby top students travel with OSU's best faculty for interesting courses on a variety of topics.

For further information contact the office at (405) 744-7313 or visit <http://scholardevelopment.okstate.edu>.

Oklahoma Scholar Leadership Enrichment Program

The Oklahoma Scholar-Leadership Enrichment Program (OSLEP) is a statewide academic program designed to develop scholarship and leadership abilities of outstanding students. Students study in intensive, five-day seminars with a distinguished scholar and are selected from Oklahoma's 21 four-year colleges and universities. OSU's sophomore, junior and senior students with a 3.00 GPA are eligible to apply. OSLEP seminars are taken for three hours of credit. The only cost to students is the tuition - the program provides books and room and board during the seminar. The seminars are graded on a satisfactory/unsatisfactory basis and are transferred to OSU as Pass/Fail. Application should be made as early in the academic year as possible. Further information and application materials may be obtained from OSU's OSLEP coordinator, The Honors College, 510 Library.

Special Academic Services, Programs and Facilities

University Academic Services

Martha McMillian, EdD - Director

The Office of University Academic Services (UAS) provides academic advising and a variety of enrollment services to several groups of students, including those admitted to OSU through the Alternative Admission Program, students regularly admitted by the Academic Review Committee, probationary students enrolled through the University Academic Assessment Program, undecided transfer students, students who wish to explore pursuing a Bachelor of University Studies degree, and concurrent high school students. UAS also provides free tutoring to all students across campus. The overall goal of UAS is to provide personal attention and assistance to students as they adjust to OSU and explore the various academic options. Students may contact the UAS office at (405) 744-5333 in 214 Student Union, or visit the Web site at <http://uas.okstate.edu> for more information.

The following programs are offered at UAS:

—Alternative Admission. The Alternative Admission Program allows approximately eight percent of OSU's entering freshman class to be admitted without meeting all of the initial academic requirements. UAS provides alternative admission students with a freshman orientation class (UNIV 1111) to help them adjust to the demands of college life, to learn how to become academically successful, to explore the various major options, and to make them aware of university rules and regulations. UAS strives to promote academic success by offering individualized academic advising tailored to students' needs, as well as by encouraging all OSU students to take advantage of the free tutoring available through the office. Academic advisers in UAS also enforce the required remediation of curricular and basic academic skills deficiencies. After remediating deficiencies and completing one semester with a 3.0 GPA or higher or two semesters with a minimum 2.00 GPA, students may generally transfer to their academic college of choice, depending on their college's and department's individual GPA requirements.

—Academic Review Committee (ARC) Admission. A new category of regularly admitted students includes those admitted by ARC, a committee appointed by the Vice-President of Academic Affairs. ARC looks holistically at student applicants and bases full admission on their response to a series of questions designed to assess their accomplishments, experiences, and special talents; their leadership and participation in activities; as well as their GPA's, test scores, and curricular summaries. These ARC admits will be advised in UAS until remediating any deficiencies they might have and meeting a minimum GPA requirement to transfer to their various college choices.

—University Academic Assessment. The University Academic Assessment Program (UAAP) is designed for students who have experienced academic difficulty at the college level. These include:

- students who are placed on academic probation while in UAS;
- students on probation who are referred by the colleges;
- students who are in good academic standing, according to State Regents' policy, but are ineligible for admission to their desired college or major;
- students who left OSU while on probation or were suspended by OSU and have stayed out of college for a minimum of one regular semester, but who are readmitted to OSU based on demonstrated potential for success; and
- students who transfer to OSU below the stated scale of 0 to 60 hours attempted with a 2.25 GPA or 61 or more hours attempted with a 2.0 GPA, and are thus on academic probation.



In addition to hands-on academic advising, UAS advisers assist students in developing a realistic plan of study through graduation. They inform students of important policies and requirements, such as the minimum grade-point averages required by the Oklahoma State Regents for Higher Education and by specific majors, as well as the repeat and reprieve options. Advisers also inform students of the UAS free tutoring program available to all OSU students. UAAP students are required to enroll in and complete UNIV 2001, the Academic Assessment and Evaluation course. This course is designed to help students identify their reasons for experiencing academic difficulty and determine ways to overcome their academic challenges. Once UAAP students complete at least one semester with a 2.00 GPA or above, they may generally transfer to their academic college of choice, depending on their colleges and departments individual GPA requirements.

—Transfer Student Resource Center. In addition to working with undecided and probationary transfer students, UAS sponsors two campus-wide organizations specifically for transfer students. The Transfer Student Organization (TSO) is open to all transfer students to provide a social network as well as information and resources about the University. The Tau Sigma National Honor Society, which recognizes academic excellence, is also available to those transfer students with 12 hours of 3.5 GPA or above in their first semester at OSU. A formal initiation is held each spring for students who qualify. E-mail transfer.uas@okstate.edu or visit <http://uas.okstate.edu/tso.html> for TSO information or <http://uas.okstate.edu/tausigma.html> for Tau Sigma information. Advisers also inform transfer students of the UAS free tutoring program available to all OSU students.

—Bachelor of University Studies. Occasionally a student experiences great difficulty in finding a degree plan appropriate for his/her interests and career goals. In this case, an individual degree plan can be developed which meets State Regents' and OSU requirements, along with general education requirements. In addition, some departmental requirements and concentrations or minors must be met. Academic advisers in UAS can be instrumental in helping draft the initial stages of such plans, which are then forwarded to the colleges for their approval.

—Concurrent High School Admission. OSU provides the opportunity for high school students with the stated requirements (24 ACT or 3.0 GPA and upper 33% of class for seniors; 25 ACT or 3.5 GPA for juniors) to enroll concurrently in college-level courses through UAS. High school students who participate in concurrent enrollment will have their tuition waived for up to six hours per semester during their senior year, including the summer prior to their senior year, as well as a one-time-only fee waiver for their first course. Concurrently enrolled high school students must also have a minimum ACT score of 19 in the areas in which they enroll. UAS academic advisers strive to actively communicate with these students to facilitate their transition to college while still in high school.

—Student Academic Mentor Program. The Student Academic Mentor (SAM) Program is a free service that connects new UAS freshmen with experienced OSU students in an effort to ease their transition to college. "SAMs" are carefully selected from continuing students at OSU to help freshmen feel welcome and to assimilate them into campus life, socially as well as academically. E-mail samprogram@okstate.edu for more information or visit <http://uas.okstate.edu/sam.html>.

—UAS Linked Courses. New freshmen advised through UAS will have the option of taking certain classes with the same group of students by sharing two common courses, including their freshman orientation class (UNIV 1111). Students enrolled in linked courses may also receive additional instruction, support, study group assistance, guidance, and academic accountability. UAS freshmen should speak to their adviser during enrollment to register for linked courses.

—UAS Tutoring Program. The UAS Tutoring Program is a free service offered for students campus-wide. Qualified tutors, who have been approved by both UAS and their academic department at OSU, are available to students for individualized, one-on-one tutoring. This program was funded initially as a gift from an OSU alum, Mr. Paul Milburn, who is dedicated to helping students succeed. It is now supported by University advising fees. Tutoring is available Monday through Friday, 8am to 5pm. Students may contact the UAS office at (405) 744-5333 in 214 Student Union to sign up and schedule appointments. Visit the free tutoring Web site at <http://uas.okstate.edu/tutoring.html> for more information.

Academic Advising

Academic advising is a major function within the University and serves the student first and foremost. Advising assists students in developing their intellectual potential through effective use of all resources available at the University—academic, cultural and social. The role of the student's academic adviser is to (1) assist in educational planning, including clarification of career and educational goals, curriculum planning, and short-term course selection, (2) become aware of and make appropriate referrals to campus support services, (3) provide information to prospective majors, and (4) prepare degree plans for graduating seniors and submit these to the respective college graduation certification office.

Advising is performed within each of the undergraduate colleges and in the Office of University Academic Services. Each college structures its advising system based upon the college's philosophy and perceived student needs. In most colleges, freshmen and undeclared students are advised through the college's office of student academic services, while declared majors are advised in their major department. In the Division of Agricultural Sciences and Natural Resources, all students are advised by faculty members.

Each college has an office of student academic services to represent the dean in matters concerning undergraduate students. Students should contact their office of student academic services when questions arise regarding advising, academic programs and requirements, and academic support services.

The locations of the offices of student academic services are:

- Agricultural Sciences and Natural Resources, 136 Agricultural Hall
- Arts and Sciences, 213 Life Sciences East
- Education, 106 Willard
- Engineering, Architecture and Technology, 101 Engineering North
- Human Environmental Sciences, 101 Human Environmental Sciences
- Spears School of Business, 201L Business Building
- University Academic Services, 214 Student Union
- OSU-Tulsa Advising Services, 130 NCB

Students should keep in mind that while the University provides advising as a service and resource, the ultimate responsibility for identifying and completing degree requirements rests with the student.

University Assessment and Testing

Chris Ray, PhD - *Interim Director*

The assessment program at OSU provides public assurance of program quality and accountability by documenting progress toward meeting the institution's educational goals. Assessment involves collecting, reviewing and using information about students' achievement of learning goals for the purpose of program improvement and, ultimately, improvement of student learning and development. The assessment process provides feedback to campus leaders about the effectiveness of academic and student programs, thereby allowing informed decisions about the need for changes. Assessment is an integral part of the institution's commitment to sustain and enhance academic quality and the student educational experience.

The OSU Assessment Council guides the institution's assessment plan. The Council membership consists of faculty from each college and representatives from the offices of student affairs, institutional research, the library, and student government. The Council supports academic units by providing funding and information to (1) measure the effectiveness of academic and student programs, (2) use the information provided by assessments to improve student learning and (3) determine the overall educational impact of the university experience on students.

Assessment activity at OSU, coordinated by the Office of University Assessment and Testing, includes four primary initiatives:

1. Entry-Level Assessment assists advisers and faculty in making placement decisions that will give first-time OSU students the best chance of academic success.
2. General Education Assessment evaluates student achievement of institutionally recognized general education competencies, including communication, problem solving, and critical thinking skills.
3. Program Outcome Assessment evaluates student achievement of learning goals in the major.
4. Student and Alumni Satisfaction Assessment evaluates student perceptions of academic and campus programs and services.

Results of these assessments provide information for improvement of programs and services, to increase students' level of achievement of learning goals, and to increase students' satisfaction with their educational experience.

Many assessments within academic programs are conducted by evaluating samples of student work selected from course assignments. These assessments are conducted for institutional or program level measurements and are not connected to grading in the course. Appropriate steps are taken to assure that confidentiality of students' work is protected, including the removal of identifying information from samples before they are evaluated by faculty members.

The Office of University Assessment and Testing submits annual reports to the Oklahoma State Regents for Higher Education that summarizes the assessments in the above areas. The learning goals, assessment methods used, student population involved, results, and uses of assessment data are reported for assessment in each initiative area, including separate outcome assessment reports prepared by each academic program.

The OSU Testing Center provides testing and evaluation support services for OSU students and faculty. The Testing Center administers exams for prospective students, including the ACT, the Residual ACT, SAT On-Campus, and the Test of English as a Foreign Language (TOEFL). College Level Examination Program (CLEP) exams are administered to current and prospective students who wish to earn college credit by 'testing out' of specific courses. The COMPASS test package is available to undergraduate students for course placement in reading, writing, and math courses. Exams offered at the Center include the Graduate Record Exam (GRE), Miller Analogies Test (MAT), Graduate Management

SPECIAL ACADEMIC SERVICES, PROGRAMS AND FACILITIES

Admission Test (GMAT), Law School Admission Test (LSAT), and the Pharmacy College Admission Test (PCAT).

OSU faculty-made course exams are sometimes administered by Testing Center staff as 'make-up' exams or to provide accommodations for students with disabilities. As determined by the Office of Student Disability Services, testing accommodations may include distraction-free testing room, extended testing time, adaptive technology, and/or trained staff to assist students requiring a reader or an amanuensis.

For further information view the Web site at <http://UAT.okstate.edu>.

SPECIAL PROGRAMS

English Language Institute

Established in 1970, the English Language Institute (ELI) is an intensive program designed to help non-native speakers of English achieve the level of proficiency necessary to enter and succeed in an American institution of higher education. It is also suitable for those wishing to learn English for business or personal reasons. Regularly enrolled OSU international students who feel a need for additional language study may enroll part-time in ELI as well.

Institute students, who may represent as many as 25 or 30 different countries in any given semester, range from recent high school graduates to career professionals returning to school for master's or doctoral degrees. Assigned to one of six levels by means of a placement exam, all students spend 22 hours per week in class. Classes offered include listening/speaking, reading, composition, grammar, and an interactive module.

For more information, contact the English Language Institute, 307 Wes Watkins Center, (405) 744-7519, or visit <http://eli.okstate.edu>.

Independent Study

Independent Study (IS) provides individual study opportunities to learners whose work, family responsibilities, physical isolation, or medical condition may preclude participation in regularly scheduled class meetings. IS offers over 100 courses for college credit and continuing education units.

Students may enroll in independent study courses at any time without being admitted to OSU and take up to a year to complete course work. Some courses are web-assisted and some are video-assisted telecourses. IS also offers some semester-based courses in which students must be admitted to OSU, enroll through regular campus registration, and complete during one campus semester.

For more information or enrollment, contact OSU Independent Study, 309 Wes Watkins Center, (405) 744-6390, or e-mail to ICS-INF@okstate.edu or visit <http://is.okstate.edu>.

Pre-Law, Pre-Medicine and Other Pre-Professional Programs

Students planning to enter a professional school should visit with their advisors and consult professional school admission and course work requirements listed in the specific school catalog. Many professional schools select students with a variety of bachelor's degrees, although others may require a minimum core curriculum of varying length and grade-point average. Information about pre-professional programs is available in such areas as chiropractic medicine, clinical laboratory science, dental hygiene, dentistry, forensics, law, library science, medicine, nursing, occupational therapy, optometry, osteopathic medicine, pharmacy, physical therapy, physicians associate, medical imaging and radiation sciences, social work and veterinary medicine. For more information, students should consult their advisors or the Office of Life Sciences and Pre-Health Advising, 213 Life Sciences East, or the pre-law advisor, also in 213 Life Sciences East.

National Student Exchange

The National Student Exchange enables OSU students to spend a semester or year at one of over 190 colleges in the United States and its territories, as well as in Canada. Students pay tuition and fees to OSU or resident tuition and fees to the host institution, depending on the plan through which they participate.

Through the NSE, students have access to honors college programs, resident assistant exchanges, and designated study abroad programs offered by participating institutions. The NSE also enables students from member colleges and universities to attend OSU while paying their own university's tuition and fees or while paying OSU resident tuition rates. For additional information and application materials, visit the study abroad office Web site at <http://studyabroad.okstate.edu>, contact the Study Abroad/NSE Office, 060-G Student Union, or e-mail to: abroad@okstate.edu.

Study Abroad

OSU students can add an international dimension to their education through study abroad.

—Reciprocal exchanges. Students may earn OSU credit through reciprocal exchanges in many European, Asian, and Latin American countries. While participating in reciprocal exchange, students pay tuition and fees to OSU.

—College-based short term programs. Students may also earn OSU credit by enrolling in summer and short-term international courses offered by OSU college outreach units and departments in countries such as Australia, England, France, Italy, Japan, Mexico, Peru, China and Thailand.

—Affiliated/Approved programs. Students may earn transfer credit through participation in pre-approved study abroad programs offered by other U.S. universities or study abroad providers such as AIFS, CEA, and ISA. Students may also enroll directly in universities abroad. They may also participate in non-credit work, internship and volunteer opportunities.

Most exchanges and study abroad programs require successful completion of at least 48 credit hours and good academic standing. Application deadlines for priority consideration for both fall and spring semester reciprocal exchanges, many fall semester study abroad programs, and short-term international courses are at the end of January or the beginning of February. Deadlines for spring study abroad programs are usually in mid-October or early November.

Financial assistance is available through scholarships as well as federal grants and loans. Students may apply for the Provost's Study Abroad Office Scholarship through the Study Abroad Office to support their credit bearing activities abroad. There are two application cycles and PSAO scholarship amounts vary depending on the length of the program. Information is available on the Study Abroad office Web site at <http://studyabroad.okstate.edu> or through the Study Abroad/NSE office, 060 Student Union. Outstanding OSU undergraduates and graduates may apply for the Bailey Family Memorial Trust Scholarship for study abroad in the liberal arts. The scholarship is budget based. Information and applications are available at the College of Arts and Sciences student academic services office, 213 Life Sciences East. The Department of Foreign Languages and Literatures, 309 Gunderson Hall offers several scholarships for language study abroad. Individual colleges offer scholarships for their short-term programs. Information on national and regional scholarships for study abroad is available in the Study Abroad office. In many cases students may use federal financial aid to offset the cost of an academic program abroad.

Information on studying, working or volunteering abroad is available from the Study Abroad/NSE office, 060-G Student Union, by e-mail to: abroad@okstate.edu or on the Study Abroad/NSE Web site at <http://studyabroad.okstate.edu>.

Semester at Sea

Semester at Sea is an opportunity for OSU undergraduates in good academic standing to earn a semester of credit in a wide range of academic areas while traveling around the world on the S.S. Universe. Approximately 50 percent of the semester is spent at sea and 50 percent in various ports allowing students to travel and relate experiences directly to the academic program aboard ship. Specific information may be obtained by contacting the Campus Life director, 060 Student Union, or the Study Abroad/NSE office, 060-G Student Union. Semester at Sea is considered an affiliated/approved program.

The Biology Learning Resources Center

The LRC, which serves as a study area for life science students, especially those taking the introductory biology course. Here students may use computer tutorials, review sample tests and papers, examine experiments, or meet with a teaching assistant or study group. The LRC is located on the third floor of Life Sciences West and is maintained by the Department of Zoology.

The Center for Early Childhood Teaching and Learning

Linda Sheeran, EdD - *Clinical Assistant Professor and ECE Program Coordinator*

Dianna Ross, MS - *ECE Specialist and Child Development Laboratory Director*

The Department of Human Development and Family Science has a rich tradition of excellence in early childhood education. The Center for Early Childhood Teaching and Learning (CECTL) is located on the first floor of the College of Human Environmental Sciences West building.

The CECTL has three components that support the professional education of early childhood educators-- The Model Teaching Classroom, the Child Development Laboratory, and the Early Childhood Resource Room. The Ramona and Homer Paul Model Teaching Classroom is an innovative learning environment for adult students where education courses are taught within the physical setting of an early childhood classroom. This provides students with opportunities to make meaningful connections between course content and practical application. The Model Teaching Classroom is used for instruction of undergraduate early childhood education majors, continuing education of early childhood professionals, and research about the preparation of teachers.

The Cleo L. Craig Foundation Child Development Laboratory (CDL) serves as a field placement for early childhood education majors. Equipped with observation booths, the CDL is also used as a site for observation and interpretation of human growth and development by students in courses across campus. Research on developmentally appropriate practice, children's learning and development, and the preparation of teachers is conducted in the facility. The CDL program offers planned learning activities that are developmentally appropriate and designed to model best developmental practices.

The Early Childhood Resource Room is available to early childhood education students as well as other professionals as a place to prepare and checkout materials for classroom teaching. The Resource Room is designed to help foster developmentally appropriate practices and expose early childhood educators to a wealth of knowledge.

The Center for Family Services

Matt Brosi, PhD - *Assistant Professor and Marriage & Family Therapy*
Glade Topham, PhD - *Program Coordinator*

The Center for Family Services is sponsored by the Department of Human Development and Family Science in the College of Human Environmental Sciences West building.

The Center's dual mission is to provide high-quality, low cost marital and family therapy services to the public and to provide a training

environment for master's degree students specializing in marriage and family therapy. Because the Center for Family Services is a training facility, advanced graduate students in marriage and family therapy conduct the majority of the therapy. While conducting therapy, therapists-in-training are under the direct supervision of clinical faculty members who are licensed marriage and family therapists. The Center's facility allows for observation of sessions by clinical supervisors and video recording of sessions.

The Center for Family Services is open to individuals, couples or families seeking help with personal or relationship issues. Issues may include marital concerns, family violence, adjustment to divorce or other life changing events, child behavior and school problems, parenting concerns, anxiety and depression, and family reunification. Fees are determined on a sliding fee scale based on income and family size, ranging from \$5 to \$50.

Appointments are available on request. While appointments are available during daytime and evening hours, most appointments are scheduled on Wednesday and Thursday evenings. When an individual contacts the Center to seek marital and family therapy services a staff member will ask a few questions about the family and the reasons for seeking the services in order to assign the most appropriate therapist. Usually within 24 hours, an initial appointment will be scheduled.

The marriage and family therapy program is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy.

The Center for Hospitality and Tourism Research

Hailin Qu, PhD - *Regents Professor, William E. Davis Distinguished Chair and Director, The Center for Hospitality and Tourism Research*

The OSU Center for Hospitality and Tourism Research (CHTR) in the School of Hotel and Restaurant Administration is dedicated to hospitality and tourism research and supports all areas of inquiry that directly and indirectly affect hospitality and tourism operations and management. The Center links cutting edge research with the critical needs and demands of the global hospitality and tourism industry. Through collaborative efforts between the University, the Oklahoma Department of Tourism and Industry, the CHTR supports research, instruction, and extension/outreach activities essential to faculty scholarly development, student learning, industry practice and local community development. The CHTR positions the School of Hotel and Restaurant Administration as the premier provider of hospitality and tourism research excellence. For more information visit <http://ches.okstate.edu/chtr/>.

Ethics Center

Scott Gelfand, PhD - *Associate Professor and Director*

The Ethics Center at Oklahoma State University, which is the only college or university ethics institute or center in the state, is committed to promoting moral reflection and deliberation in personal, professional, community, and civic life. The Ethics Center does not seek to dictate values; rather, we attempt to meet our organizational commitments by organizing and promoting workshops, symposia, conferences, and other forums where those interested, including professional ethicists, faculty, students, and the general public, can study and discuss relevant topics. In addition, we will attempt to support research relating to applied and professional ethics. Finally, the Ethics Center will provide Oklahoma State University with a centralized office that students, faculty and the public can contact to find out what ethics classes and resources are available.

The Ethics Center is sponsored and operated by the Philosophy Department at Oklahoma State University, under the direction of Dr. Scott Gelfand, and overseen by a standing committee of faculty members having research and teaching interests in applied and professional ethics.

Gerontology Institute

Whitney Brosi, PhD - *Assistant Professor and Director*

Alex Bishop, PhD - *Assistant Professor and Gerontology Program Coordinator*

The Gerontology Institute is housed in the Department of Human Development and Family Science. The Gerontology Institute sponsors a multidisciplinary gerontology program committed to promoting academic excellence in the study of aging throughout the life course through scientific research, education and service. The Institute provides a university-wide focus in coordinating a curriculum in gerontology.

The Gerontology Institute was created in response to a widespread interest in course offerings in gerontology. Students can receive an MS in Human Development and Family Science with an option in gerontology. Undergraduates may earn a BS in Human Development and Family Science with an option in gerontology. An undergraduate gerontology minor is also offered. Students wanting to attain an MS with an option in gerontology may complete the on-campus program in HDFs or the Great Plains Interactive Distant Education Alliance online gerontology program (Great Plains IDEA) at OSU. For more information on the online gerontology program see www.ches.okstate.edu/gpidea.

The Gerontology Institute serves as a link between the University and the community in the field of aging, and sponsors student internships in community agencies. For more information, visit <http://ches.okstate.edu/hdfs> or e-mail hes-hdfs@okstate.edu.

Mathematics Learning Resource Center

The Mathematics Learning Resource Center (MLRC) is a support facility for undergraduate mathematics instruction at OSU. Undergraduate math classes tutored range from intermediate algebra to differential equations. The MLRC is located on the 4th floor of the Classroom Building and is open to students on a walk-in basis.

Psychological Services Center

Larry L. Mullins, PhD - *Professor and Director, Psychological Services Center*

John M. Chaney, PhD - *Professor and Director, Marriage & Family Clinic*

The Psychological Services Center was established in 1971 as a training, service and research facility at Oklahoma State University. It is operated by the Department of Psychology through the College of Arts and Sciences. It is located in 118 North Murray on the OSU campus. The building is accessible to the handicapped.

Services are provided to children, adolescents and adults and are available to residents of Stillwater and the surrounding community as well as OSU students, faculty and staff. The Center offers a variety of psychological services such as but not limited to: individual, group, family, and marital therapy; parent counseling and training; treatment of phobias and anxiety disorders; relaxation training; assertiveness training; stress management; depression; intellectual and personality assessment; assessment of attention deficit and learning disorders; and school consultation.

The Center's staff includes doctoral students in the clinical psychology training program, and is accredited by the American Psychological Association. The staff also includes supervising clinical psychologists from the Department of Psychology. Although the exact composition of the staff may change from year to year, the staff is generally composed of individuals from diverse ethnic and cultural backgrounds.

There is a graduated fee structure based on one's financial situation.

The Center is open from 8:00a.m. until 9:00p.m. Monday through Thursday. On Friday it is open from 8:00a.m. until 5:00p.m. Appointments can be made by contacting the Center at (405) 744-5975. More information can be found at <http://psychology.okstate.edu/>.

Speech-Language-Hearing Clinic

Martin A. Fischer, PhD - *Professor and Director*

The OSU Speech-Language-Hearing clinic provides comprehensive clinical services to the OSU/Stillwater community. We are dedicated to providing the highest standard of care in speech-language pathology and audiology. Nationally certified and state licensed clinical faculty, supervise graduate student clinicians as they provide a wide-range of diagnostic, early intervention, and therapy services. Treatment is provided for a variety of communication disorders, delays and/or differences across the lifespan including:

- articulation disorders
- language disorders
- stuttering
- autism
- voice disorders
- swallowing disorders
- speech-language disorders resulting from stroke, head injury, and other neurological impairments
- dialect variations
- hearing impairment
- reading and writing disorders

The OSU Speech-Language-Hearing Clinic is located in the newly renovated Murray Hall on the OSU campus. Fees are charged for services with special rates provided for all OSU students, faculty, and staff. A sliding fee scale insures that all individuals are served, regardless of their ability to pay. To schedule an appointment please call (405) 744-6021.

Telecommunications Center

Blayne Mayfield, PhD - *Associate Professor and Director*

The Telecommunications Center is a visible commitment to the University's desire to keep pace with the communications revolution in the classroom and beyond. The facility is home to *The Institute for Teaching and Learning Excellence* (ITLE), which is responsible for both equipping our campus classrooms with educational technologies (as the budget allows) and providing assistance to our faculty in integrating those technologies into their teaching styles. The ITLE Faculty Development Center provides workshops and certification programs for both early-career and established faculty on innovative pedagogies and technology integration, and cooperates with various departments on research projects and learning communities. The ITLE Emerging Technology Group offers training in the use of various software products such as Turnitin, Respondus, and Camtasia. The IT Support Group provides web design training and support for faculty and departments, while ITLE Creative Services provides faculty with graphic designs, illustrations, 2-D & 3-D animations, and presentation material development as a free service to enhance any curriculum. A configurable classroom and a computer lab are available for both scheduled classes and faculty research/training. The ITLE Classroom Technology Support Center provides a wide array of equipment for portable and/or classroom use where that technology does not yet exist.

ITLE provides equipment and staffing in support of a wide range of OSU Distance Education offerings, including support for the Desire2Learn "Online Classroom" Courseware Management System. ITLE also produces video-based educational content from recording and editing classroom presentations for delivery via videotape, CD-ROM, DVD, and streaming media, to distributing live, interactive classes worldwide from high tech classrooms all over the campus. The Telecommunications Center also houses a broadcast-quality television production, editing, and transmission facility, which is used for everything from taping classroom presentations and producing high-quality animation/simulation segments to production of teleconferences, documentaries, video training tapes, and public service announcements for the University

and for both government and commercial agencies. OSU is connected to the world from the Telecommunications Center via a wide variety of media, including Internet and satellite capabilities. ITLE also operates the campus cable TV system, which includes the OSU Campus Calendar (channel 74) and the Residential Life Cowboy Cinema Movie Channel (channel 22).

The ITLE facility provides an outlet for student internships in art, production, and engineering fields, and ITLE has agreements with several departments across campus for credit-based experiences supervised by their full-time, professional staff. In addition, ITLE provides part-time employment for some students each year in many of their departments. For more information, call (405) 744-1000, or visit <http://itle.okstate.edu>.

Writing Center

Rebecca Damron, PhD - *Assistant Professor and Director*

Since 1976, thousands of members of the Oklahoma State University community - students, faculty and staff - have found support for their writing from the trained staff at the Oklahoma State University Writing Center. The one-to-one individualized conferences conducted at the writing center offer the opportunity for writers across campus to receive feedback on their writing based in best practices: supporting the writing process from beginning to end, focusing on the development of the individual writer at any level, assisting individuals to become their own best proofreaders and editors.

In keeping with the mission of the OSU Writing Center to foster writing culture across campus, opportunities are available for Writing Center staff to make in-class visits, conduct workshops related to writing issues at various locations across campus, or custom-design workshops for faculty interested in discipline-specific writing projects. Please contact the writing center for further information.

The OSU Writing Center is located in 104 Morrill Hall. Appointments can be made by calling the Writing Center at (405) 744-6671, online at www.rich15.com/osu/schedule, or e-mail: writingcenter@okstate.edu. Writing Center staff also conducts drop-in consultations at the Edmon Low Library. Please check with the Writing Center for appointment times.

SPECIAL FACILITIES

Bartlett Center for the Visual Arts and the Gardiner Art Gallery

The Bartlett Center, formerly known as Gardiner Hall, was built in 1910 as a women's residence hall and has since served as a classroom building for women's physical education, speech, agriculture extension and the College of Business Administration. The building was originally named to recognize Maude Gardiner, founder of the University's home economics program. Gardiner Hall was renamed the Bartlett Center in 1984 when Mr. and Mrs. F.M. "Pete" Bartlett made a generous gift to Oklahoma State University that was designated for renovation of the building then occupied by the Department of Art.

The Bartlett Center renovation has enhanced the capabilities for instruction in the visual arts at OSU. It has also provided an environment for activities that have brought regional and national recognition to the visual arts at OSU. The Department of Art has ten instruction studios in the Bartlett Center, including three computer laboratories, and a 100-seat auditorium for instruction in art history. This auditorium is equipped with state-of-the-art multimedia equipment. Additional studios for sculpture, ceramics, printmaking and 3D design are in the Visual Arts Annex located on the northwest corner of campus. These new facilities provide students with well-equipped studio environments designed with health and safety as paramount.

Maude Gardiner continues to be recognized through the Gardiner Art Gallery, a significant part of the Bartlett Center serving both instructional and outreach needs of the Department of Art. The Gallery provides exhibitions of regional and national importance to OSU and the community. Exhibitions have included the work of Manuel Neri, Deborah Butterfield, Lucas Samaras, and traveling exhibitions such as "American Works on Paper: 100 years of American Art" and "Watercolor USA." Faculty and student work is also exhibited on a regular basis.

Child Development Laboratory

The Oklahoma State University Child Development Laboratory (CDL) has a rich tradition of excellence in early childhood education. The CDL is sponsored by the Department of Human Development and Family Science. Originally established in 1924, the laboratory presently resides in a two million dollar facility opened in 1983 and renovated in 2006. A state-of-the-art outdoor learning laboratory was completed in 1999.

The Child Development Laboratory program offers a site for quality educational programming for young children; training of pre-service teachers in early childhood education; observation and interpretation of human growth and development; research designed and implemented by OSU faculty and students to further the knowledge base in such areas as early childhood curriculum, social interaction, language development and cognitive development; and community service in the form of child care, parenting programs and in-service professional education.

The CDL is licensed by the Department of Human Services and is accredited by the National Association for the Education of Young Children. The program offers planned learning activities that are developmentally appropriate; frequent and positive interactions between children and students; nutritious meals and snacks; regular communication with parents; positive guidance techniques; high adult-to-child ratio; (well trained and experienced) ECE degreed staff and ongoing, systematic program evaluation.

Subject to availability, families have an opportunity to enroll in a model early childhood program. Children enrolled in the program range in age from two through five years.

Collection of Vertebrates

The OSU Collection of Vertebrates (COV) is housed in Life Sciences West and maintained by the Department of Zoology. It includes specimens over 120 years old and consists of collections of fishes, amphibians, reptiles, birds, mammals, and frozen tissues. The collection of fishes maintains more than 30,000 lots of specimens, mostly from Oklahoma and other plains states, but also includes one of the world's largest collections of rare Nepalese fish. The collection of amphibians and reptiles includes approximately 12,000 specimens and houses among the largest collections of the rare Oklahoma salamander and the grotto salamander. The collection of birds houses 2,500 skins, is from Oklahoma and includes the oldest specimens that date from the 1880's. The first mammal catalogued into the Collection dates from 1924 and now includes more than 13,000 specimens from every county in Oklahoma, all 50 states, and 50 other countries; every continent except Antarctica. The Collection is one of the most taxonomically diverse collections at any university in the U.S. Among the most significant components of the collection of mammals are the more than 1,000 specimens from Ethiopia. All specimens are valuable for their use in teaching classrooms and for research.

Colvin Recreation Center

The newly expanded and renovated Colvin Recreation Center is open to the University community. This facility truly provides OSU students with an incredible experience socially, as well as physically. The new Colvin, with over 240,000 square feet of activity space, includes: 10 basketball/volleyball courts, a large multi-purpose court, over 30,000 square feet

SPECIAL ACADEMIC SERVICES, PROGRAMS AND FACILITIES

of weight and fitness equipment, cardio-theater, indoor climbing wall, golf practice area, including two golf simulators, four-lane jogging track, indoor and outdoor swimming pools, 12 racquetball/handball courts, and five large multi-purpose activity rooms. The Center is generally open for student use from 6:00 am to midnight and is home to the Campus Recreation Department and all of its programs and activities.

Facilities are also available at Lake Carl Blackwell and Camp Redlands for a challenge course, sailing, water skiing, canoeing and crew. Reservations for socials, workshops and other retreats can be made for nominal rental rates in the lodge and cabins.

—Campus Recreation. Campus Recreation programs are designed to provide equipment, space and professional assistance in helping University students, faculty, staff members and their families pursue individual recreation interests. Located in the Colvin Recreation Center are facilities for activities including racquetball, basketball, volleyball, badminton, table tennis and strength and cardiovascular conditioning. In addition, areas for soccer, football, rugby, softball, archery, tennis, sailing, canoeing and hiking are made available for student and staff use.

—FIT First Program. The staff of the Colvin Recreation Center offers a variety of noncredit classes each semester to students, faculty and staff. Other instructional programs for adults include CPR, first aid, scuba, tennis, ballroom and swing, martial arts, tai chi, and yoga.

—Intramural Sports. The vision of the intramural sports program is to improve the quality of life at OSU and the mission is to develop students mentally and physically, provide quality programs and services, and to encourage all participants to value recreation. These programs are important for all students attending OSU because they provide an opportunity to meet new people, cultivate present relationships by participating with friends, and stimulate personal physical fitness through sports. Programs are available at differing skill levels, as well as opportunities to compete in specific divisions for men, women and co-recreational leagues. With over 50 activities to choose from, intramural sports offer something for every student.

—Sport Clubs. The Campus Recreation program advises and helps organize the active sport clubs on campus, which are governed by the Sport Club Council. The Council is chartered by the University and its officers are elected students. This Council develops sports club policies, sets priorities, and functions as the official representative for all sports clubs. The Campus Recreation program provides the adviser for this Council. Membership in all sports clubs is open to all students. If a group of students is interested in starting a sport club, the coordinator will assist them.

Active sports clubs are crew, cricket, cycling, karate, lacrosse, polo, rugby, sailing, scuba, soccer, snow skiing, volleyball, waterskiing, weightlifting, adaptive sports and wilderness pursuits.

—Outdoor Adventure. The goal of outdoor adventure is to provide opportunities for adventure, education and excitement. With a variety of local, national and international trips as well as adventure and leadership workshops at all skill levels, opportunities are provided for enrichment for the whole community.

In addition to trips and workshops, an extensive low- and high-elements challenge course is offered at Camp Redlands. A state-of-the-art indoor climbing facility is also available in the Colvin Recreation Center. To facilitate the trips program, as well as the University and local communities' pursuits, the outdoor adventure rental shop in the Colvin Recreation Center provides access to everything from snow shoes to sleeping bags.

Whether it is sea kayaking in the Baja Peninsula, a day at the challenge course, or the annual climbing competition, the common elements in all programs are quality leadership and lots of fun.

—The Adaptive Sports Program. The adaptive sports program is designed for students with disabilities to their upper or lower extremities or confined to a power or manual wheelchair. The program offers various

wheelchair sporting events, such as wheelchair basketball, weightlifting, tennis, and track and field.

The campus recreation center offers diverse activities and programs for students and students with disabilities. The campus recreation center facility can mainstream students with disabilities into various activities, including intramural sports programs, outdoor adventure programs, sports clubs and anaerobic and aerobic workout programs. A student with any disability can have fun with other students while exercising body and mind.

Ecotoxicology and Water Quality Research Laboratory

The Ecotoxicology and Water Quality Research Laboratory (EWQRL) is located in Life Sciences West and is part of the Department of Zoology at OSU. Established in the 1960s as the Reservoir Research Center, in 2001 the lab changed names to reflect not only our expertise in standardized aquatic toxicity testing, but also additional research foci in aquatic ecosystem assessments. The EWQRL provides services to a number of companies and wastewater treatment facilities throughout Oklahoma in the form of EPA standardized bioassays. In addition, the staff and students (both graduate and undergraduate) funded by the EWQRL undertake aquatic monitoring projects in riverine, wetland and reservoir systems for both state and federal agencies. These projects include invertebrate and fish surveys and identification, zebra mussel monitoring, wetland delineation and toxicity assessments. The labs facilities include a fathead minnow rearing room, temperature and light controlled environmental chambers for in-house cultures of aquatic test organisms (cladocerans, amphipods and midges) and standardized toxicity testing of client produced water, a wet chemistry laboratory, computer laboratory, and numerous compound and dissecting microscopes all with digital imaging capabilities. Sampling equipment for field surveys includes a boat, electroshockers, nets, drift fences and several field meters.

OSU Libraries

The OSU library is a premier electronic library, with three branch libraries and a combined collection of over 2.5 million volumes, 96,500 serials, more than 4.5 million microforms and 420,000 maps and aerial photographs. Its primary mission is to serve as the "intellectual commons" of the University, providing high-quality resources, services, and gateways to information to meet the needs of OSU's diverse instructional, research and outreach programs. To fulfill this continuing role effectively, the library strives to be flexible and responsive to the needs of its constituents, to emphasize cooperative arrangements with other libraries, and to maximize the application of state-of-the-art technology to facilitate speedier and ever wider access to needed information.

The OSU library subscribes to more than 200 specialized databases to assist students, faculty and staff in their research. A growing number of these databases provide access to the full text of documents. Members of the OSU community can access dozens of these resources (including online, full-text journals with more than 30,000 titles), regardless of their location, from any computer with Internet access and a web browser. Library users can submit interlibrary loan requests and book renewal requests electronically using forms on the library's web pages. Many users are taking advantage of the library's electronic reserves to provide access to supplemental course materials. OSU students may check out laptop computers for two-hour periods. There are 100 laptops available. They are paid for by the library and have the same software used in campus computer labs. The library building is also equipped for wireless Internet connections. Library laptops or personal laptops can access the network. The library offers a variety of free training sessions throughout the year, including sessions on using the library's online catalog and other databases, searching the web, creating web pages, and using the student electronic mail system.

—Government Documents. Many people consider the OSU library's documents department to be the best regional depository for U.S. government publications in the southwest. Non-depository materials, as well as publications of the state of Oklahoma, foreign governments, and international organizations are obtained to support fields of interest to OSU. The documents department has a growing collection of indices and data files issued by the United States and commercial companies. These files include the 1990 Census, the 1992 Economic Census and indices to congressional publications and international trade information. Whenever possible, the department provides Internet access to U.S. government information via the OSU library's Internet site at www.library.okstate.edu.

M. B. Seretean Center for the Performing Arts

The M.B. Seretean Center for the Performing Arts provides a modern and well-equipped home for the departments of music and theatre. Constructed in 1970 at a cost of three million dollars and named in honor of its principal benefactor, M.B. "Bud" Seretean, a 1947 OSU graduate, the Center is the focal point of all major dramatic and musical events on the OSU campus. The center's 75,000 square feet include the 800-seat concert hall and the 600-seat Vivia Locke Theatre which attract a myriad of fine arts activities such as ballet, concerts, mime, opera, plays, faculty and student recitals, and a host of summer conventions.

In addition to the auditorium and theatre, the Seretean Center houses teaching studios for music, a variety of classrooms, a specially-designed choral room, a rehearsal hall for band and orchestra, the theatre scene shop, computer labs, and a well-equipped audio center, all designed to provide an excellent atmosphere in Oklahoma for the teaching of the fine arts.

—Theatre. Live theatre productions are an important part of the cultural life of the campus. OSU theatre produces six to eight plays each academic year from a wide variety of dramatic and musical theatre literature. Two separate production series are offered. Each year, four fully-mounted large-scale productions are presented in the 600-seat Vivia Locke Theatre. Two to four experimental productions, often student-directed and designed, are presented in the 100 seat Jerry L. Davis Studio Theatre. Each production's cast and crew is comprised of theatre majors and minors as well as non-majors from across the campus. Auditions are open to all students on campus regardless of major.

Seretean Wellness Center

The Seretean Wellness Center offers a variety of health and wellness programs for all OSU students. These programs include free wellness screenings (cholesterol, blood pressure, body composition, and web-based health risk appraisal), nutrition counseling, wellness education classes, Share the WEALTH peer education program, Wellness State (freshman orientation program), and campus-wide health promotion activities and events.

The Seretean Wellness Center offers a limited number of internships and graduate assistantships in the disciplines of exercise science, health education, marketing, nutrition, and wellness.

The SWC has partnered with University Dining Services to launch a campus-wide nutrition program, Choose Orange. On-campus dining facilities have designated healthy food items with a Choose Orange logo. Items with this logo follow U.S. dietary guidelines and contain no more than 30% of total calories from fat, although a few exceptions such as nuts and avocados will apply. Also available is a free "Ask the Dietitian" service. Log on to <http://chooseorange.okstate.edu> and click "Ask the Dietitian" - you will receive a FREE personalized and confidential response to your health, diet, or nutrition question.

The Seretean Wellness Center houses a registered dietitian, demonstration kitchen and dining room, fitness center, a full-service wellness laboratory, and a licensed massage therapist. Meeting rooms,

including a 130 seat lecture hall are also available to recognized OSU student groups. Methods of accepted payment include cash, check, credit card, and bursar charge. For additional information, please call the Seretean Wellness Center at (405) 744-WELL (9355) or log on to <http://wellness.okstate.edu>.

Student Union

Dating back to 1815, college unions have always been thought of as "places where all may meet on common ground." The OSU Student Union certainly is no exception to this tradition as it has been serving the University community since 1950 and has become the place to be on the OSU campus. With a facility consisting of 611,652 square feet, it stands as the largest and most comprehensive union in the world. It provides the University with such services as the bookstore, retail shops, banking services, a travel agency, a campus post office, restaurants, lounges, meeting rooms and an 81-room hotel.

The primary purpose of the OSU Student Union is to serve the members of the University community through an organization that provides necessary and convenient goods and services; offers educational, social, cultural and leadership programs; and fosters an atmosphere of open interaction and exchange among all students, faculty, staff, alumni and guests.

In the Student Union is a full campus life facility housing a computer lab and the University's more than 400 campus organizations. Many activities such as movies, late night events and speakers are provided for students by the Union's student programming organization, the Student Union Activities Board, also located in the Union.

Through its meeting and conference center, the Student Union hosts many conferences throughout the year. The variety of meeting rooms located throughout the building are also available to OSU student organizations and faculty meetings, typically at no charge.

Although the OSU Student Union's annual budget exceeds \$18 million, less than 10 percent of the total cost of operating the Union is funded from student fees. More than 85 percent of the Student Union budget is derived from self-generated sales of goods and services offered within the Union such as the bookstore and the student store.

During the next few years, the Union plans to continue to build on its tradition with an \$86 million renovation project. The project's goal is to revitalize an iconic campus building so it can better meet contemporary student needs while maintaining the significance of its history, legacy and commitment to student success.

More information about the Student Union and its offerings can be found on the Internet at <http://union.okstate.edu>.

Student Services



Career Services

Pamela Ehlers, EdD - *Director*

Career Services offers extensive job search assistance to OSU students and alumni, including individual and collective services regarding career development, experiential education, student employment, volunteerism, service learning, and internship education as well as other topics.

Staff members assist students in learning how to obtain part-time jobs through résumé assistance, part-time online job listings, and specialized annual career fairs, including the Work & Service Fair and the Summer Camp Fair. Additionally, students are assisted with other options, including service learning, job shadowing, leadership, and volunteer experiences to build the skills necessary for future employment.

Internships, full-time employment, and graduate education experiences are also facilitated by Career Services through career consulting available in each academic college as well as in the Student Union. Career consultants assist students and alumni by offering individual consultations, job search exploration assistance, career development workshops, mock-interviews, and specialized programming.

Electronic job search assistance is also available through the departmental Web site HireOSUgrads.com. This site allows students and alumni to access the HIRE system, an online job search engine for full-time jobs, internships, federal work-study positions, part-time jobs and co-ops. On-campus interviews and employer information session details are also available on the HIRE system. Additionally, job search tools such as Interview Stream, Going Global, and job search podcasts are available on our Web site.

Details on every step of your decision-making process, from beginning the search through graduate school selection or salary negotiation is available on the Web site.

Additionally, campus wide career fairs are held at least once each semester for students and alumni. These events are excellent opportunities to network with potential employers and learn about specific career options regarding full-time positions, internships, co-ops, and graduate schools. To prepare for the career fairs, please stop by a Career Services office, visit with a career consultant and pick up your free résumé paper and thank you notes. Portfolios and business cards are also available for purchase for student use at the Career Services office located at 360 Student Union.

Information Technology

Darlene Hightower - *Chief Information Officer*

The Information Technology Department provides innovative, reliable, and integrated technology solutions for Oklahoma State University students and staff. IT provides administrative and academic computing services and support as well as telecommunications services for OSU. Services include network and communications infrastructure, software development, enterprise application systems management, security services, high performance computing, computer training, publications, desktop computing support, and a comprehensive HelpDesk.

—IT Helpdesk. The IT HelpDesk provides diagnostic support and assistance by phone, by e-mail, or in person. The HelpDesk office is located in 113 Math Sciences and can be reached at (405) 744-HELP or helpdesk@okstate.edu.

HelpDesk hours are:

Weekday hours (fall/spring semester): M-F 7:00 am-1:00 am

Weekday hours (summer semester): M-F 7:00 am-10:00 pm

Weekend hours (all semesters): Saturday 10:00am - 5:00pm;

Sunday 2:00pm-11:00pm

More HelpDesk information can be found by visiting

<http://help.okstate.edu/>.

—Getting Access to IT Services. Students applying to Oklahoma State University are granted an Orange Key (O-Key) username and password that allows them access to an okstate.edu e-mail account and other IT services. For information on how to activate your O-Key account, visit <http://it.okstate.edu/services/okey/>. After enrolling, students are issued an OSU ID card that includes their photo and campus-wide ID (CWID) number. Students can obtain an ID card at the ID Services office in 432 Student Union Monday-Friday from 8:00 a.m.-5:00 p.m.

—Student Technology Resources. After enrolling at OSU, students receive access to network and computer labs, print services, 250Mb network data storage, software downloads, and electronic mail from any web browser by using Outlook Web Access (OWA) at <http://mail.okstate.edu>.

An extensive data communications network provides interfaces to OneNet, the Internet, Internet 2, and the National LambdaRail (NLR). OSU uses a campus wide Ethernet-based network to provide technology services to students. The campus has more than 35,000 10/100 megabits per second network drops and is continually expanding its WIFI coverage. Both the wired and wireless networks provide fast connectivity to university services and the Internet. For more information about WIFI coverage, visit www.it.okstate.edu/students/wireless.

—Campus Computer Labs. The OSU campus has five IT-managed computer labs located in Classroom Building 4th Floor, Bennett Hall B19, Kerr-Drummond Mezzanine, Student Union 065, and Math Sciences 108. Campus labs provide Microsoft Office Suite, SAS, SPSS, and Adobe Acrobat reader, as well as Internet access. Other college-specific software also can be found in these labs. For a complete listing of available software in the campus computer labs, please visit the "Campus Computer Labs" section of the IT Resource Center, <http://it.okstate.edu/rc>. While the majority of the computers in these labs are Intel, each lab includes Macintosh computers as well as numerous scanners available for student use. The Macintosh computers are fully functional, fully integrated into the OSU network, and are capable of accessing Online Classroom and other educational Web sites. In addition, there is at least one scanner available for students in each computer lab. All labs have wheelchair access and feature adaptive technology software.

Students also have access to three virtual computer labs created for students to access while off campus or in their dorm rooms. Students can login to these virtual labs from any computer with an Internet connection using their O-Key username and password. For instructions on how to login to the virtual labs using Windows, Mac, or Linux operating systems, please visit the "virtual computer labs" section of the IT Resource Center, <http://it.okstate.edu/rc>.

—High Performance Computing. The High Performance Computing Center (HPCC) provides super-computing services to faculty, staff, and students. The HPCC also provides consulting services to researchers with their experimental software and hardware needs and training in parallel computing concepts and operations. For access to this service, please e-mail helpdesk@okstate.edu and place your request. The Web site for this service is <http://it.okstate.edu/depart/hpcc/>.

—Student Technology Products. Students are eligible for discounts on Microsoft, Dell, Apple, and Cingular products and services through OSU. For information on how to obtain the OSU discount on Dell or Apple products, as well as information on Cingular cellular plans for students, please visit <http://it.okstate.edu/students/>. Virus protection software and Microsoft products, including Windows and Mac versions, are available to download through OSU's Microsoft Campus Agreement at the software distribution center Web site at <https://app.it.okstate.edu/sdc/login.php>. Directions for software pick-up or delivery also are available on the software distribution center Web site.

—Additional Information. For a complete listing of IT resources, please visit <http://it.okstate.edu/rc>. For additional information about the Information Technology department, please visit <http://it.okstate.edu>.

Parking and Transit Services

Steve Spradling - *Director of Parking and Transit Services*

Jan Hernandez - *Assistant Manager, Parking*

Steve Singleton - *Assistant Manager, Transit*

Jana Benningfield - *Shuttle Coordinator*

Vehicle Registration and Parking Regulations

Any motor vehicle parked on University property between the hours of 5:00 am and 5:00 pm, Monday through Friday, must display a valid OSU paid parking permit or pass. The color and type of permit indicates the area where the vehicle may be parked. Use of a motor vehicle on University property is a privilege, not a right, and is made available only under the policies established in the University Parking and Traffic Regulations manual currently in effect. Any vehicle driven or parked on the campus of the University by an OSU student or employee should be registered with the OSU Parking Services.

Free bicycle registration with the OSU Department of Parking and Transit Services is advantageous in the event the bicycle is stolen or lost. When bicycles are recovered by the department they are checked against bicycle serial numbers maintained in the registration files for return of the bicycle to the rightful owner.

The purpose of these regulations is to expedite the safe and orderly conduct of University business and to provide parking facilities in support of that function within the limits of available spaces. Purchase your permit online at www.parking.okstate.edu; new faculty or staff, vendor, handicapped, university vehicle, carpooling, emeriti, construction, registration or special permits must be purchased in person at the parking and transit services department office. A copy of the *OSU Parking Rules and Regulations* booklet is available from the Parking and Transit Services office, 1006 West Hall of Fame on the corner of Monroe and Hall of Fame; or view online at www.parking.okstate.edu/.

—Transit Services. The BUS is the campus and community transit service operated by the Department of Parking and Transit Services. The BUS offers fixed route transit and on-demand paratransit service year-round. Bus transportation is available from 6:30 am until 10:30 pm Monday through Friday during the school year and 6:30 am until 7:00 pm during the summer. Route and time information are available at the Parking and Transit Services office or online at www.transit.okstate.edu.

—Tulsa Shuttle. BOB, OSU's Big Orange Bus, is a shuttle service between the Stillwater and Tulsa campuses. There are nine trips daily from each campus Monday - Thursday; seven trips on Friday. It is open to current

students, staff and faculty. The cost is \$7 one way for students; and \$13 one way for faculty/staff. Reservations can be made in Stillwater at the Shuttle office in 1006 West Hall of Fame, at the corner of Hall of Fame and Monroe, Monday - Friday 7:30 am to 5:00 pm, or in Tulsa at the North Hall Information Center, Monday - Thursday from 7:00 am to 6:00 pm and Friday from 7:00 am to 5:00 pm. In Stillwater, call (405) 744-7100 and in Tulsa call (918) 594-8332 or visit the Web site at www.osu-tulsa.okstate.edu/services/shuttle.asp.

Housing and Residential Life

Matthew S. Brown - *Director of Residential Life*

Terry Baker - *Dining Director, University Dining Services*

Shannon Baughman - *Assistant Director, Marketing & Conferences*

Scott Blackwell - *Assistant Director, Housing*

Jon Hunt - *Assistant Director, Administrative & Business Services*

Dave Stoddart - *Assistant Director, Family & Graduate Student Housing*

The Department of Housing and Residential Life offers 25 residence halls, seven family-first neighborhoods, 21 special interest housing options, over 30 dining options, and countless leadership activities for students. Students who live on campus graduate sooner and maintain higher grades than their off-campus counterparts. More than 500 students are involved in planning and leading educational, recreational, and social activities within the halls.

Freshmen are required to live on campus. Exceptions are: if they are married, are 21 years of age or older, are living with their parents in Stillwater or the surrounding area, are veterans, or are living in a fraternity or sorority house (sorority pledges generally live in residence halls due to limited sorority house space), or have completed 27 credit hours. Exceptions must be requested in writing, and approved by the Department of Housing and Residential Life.

All accommodations are rented on a contract date priority basis. While there is no deadline to apply for housing, prospective students are encouraged to return their applications and contracts at least nine months before the desired occupancy. This will improve the chances of receiving the preferred on-campus housing location.

Traditional Halls, Suites and Apartments

OSU offers three living styles to choose from when picking a place to live: traditional halls, suites, and apartments offer a variety of living accommodations. Traditional residence halls include Kerr-Drummond, Parker, Stout, and Wentz. Six suite buildings make up the area referred to as the Village. Suite units are also offered in Bennett Hall, Allen, Booker, Jones, Patchin, Stinchcomb, and Zink Halls. Apartments can be found in Bost, Davis, Kamm, Morsani-Smith, Peterson-Friend, Sitlington, and Young Halls.

All halls are open continuously throughout the academic year. Year round housing (12-month contract) is available in each type of housing offered. Some halls house only non-freshman students, but freshmen may be assigned by exception. Further information may be found on the Internet at www.reslife.okstate.edu.

Studies show that living on campus can be more affordable than living off campus. Some students save as much as \$500 per academic year by living on campus. Just one bill pays for a student's rent, meal plan, and all utilities including cable TV and Internet connection. Rates rarely increase during the academic year, even when roommate(s) move out.

Students are offered several lifestyle options. Kerr Hall houses men only, while Drummond Hall houses women only. All other halls are co-ed. Residential Life offers numerous learning communities for students to consider when choosing their housing options. The first three floors of Stout Hall are open to students who are active participants in the

STUDENT SERVICES

Honors Program. Zink Hall is home to the Ketchum house Native American house, as well as housing students interested in engineering. Engineering Houses can also be found in Kerr, Drummond and Bost Halls. Maude's Quad, Women in Engineering house, is located in Allen Hall, and the HOMES Multicultural Engineering house is also in Allen Hall. Men that are computer science majors may choose to live on the special interest house in Kerr Hall. Jones Hall is home to the Uhuru house, the African centered cultural house. Students interested in developing leadership skills may be interested in the Kamm Hall leadership house. Spanish majors or Spanish speaking students may be interested in living on the Spanish house located in Wentz Hall. The wellness house, located in Stinchcomb Hall, is open to residents who wish to adopt a total wellness lifestyle. The study abroad house is located on the fourth floor of Village Hall D. The third and fourth floors of Village CASNR houses participants in the FIT (freshmen in transition) program through the College of Agriculture. The first and second floors of Village CASNR are dedicated to the CASNR community. The College of Human Environmental Sciences is offering HES majors a living learning environment in Village Hall HES. Village Hall C is the location of three communities from the College of Arts and Sciences: the career exploration house on the second floor, the journalism and broadcasting house on the third floor, and the health sciences house on the fourth floor. The Spears School of Business community is located on the fourth floors of Village Halls E and F and the athletic training house is located on the third floor. The third floor of Village Hall F is home to the history floor. The recovery house provides support for students recovering from drug and/or alcohol dependence. Participating students will be housed in four bedroom apartments.

In every residence hall there is a well-trained, professional staff member to coordinate the day-to-day operations of the building, as well as student staff whose primary function is to see that students benefit educationally from their residential living experience. Each floor or wing has a live-in student staff member (resident assistants, community facilitators or community mentors) responsible for assisting and guiding the residents. Student staff members are undergraduate students specially trained in all aspects of residential area living with the experience and knowledge to answer questions and act as an advisor for student governments and programs.

University Dining Services

University Dining Services offers more than 30 dining options to choose from on the Oklahoma State University campus. UDS makes every effort to provide options to satisfy the hungriest student, the most selective eater, those who prefer vegan options or have limited diets. The choices are endless, with something available from early morning to late night. From cafeteria dining to national franchises/brands and specialty restaurants, OSU provides you with the very best offerings. As a UDS meal plan holder, you can use your meal plan in any of these 30 locations. Of course, other methods of payment can be used as well including bursar charge, cash, credit card, etc.

UDS also realizes how important it is to provide healthy options for its customers. We are proud to be a partner with the Seretean Wellness Center in the Choose Orange program. Be sure to look for the Choose Orange logo on the items that qualify for the U.S. Dietary Guidelines.

All freshmen living on campus are required to have a meal plan. To learn more about everything UDS has to offer, please visit <http://dining.okstate.edu>.

Mobility Impaired Student Housing

All residence halls and many Family and Graduate Student apartments offer some housing for students who have impaired mobility. Upon notification, the Department of Residential Life routinely modifies rooms

and apartments to meet an individual's special needs. This modification may take several months, so advance notification is critical.

Family and Graduate Student Housing

More than 700 apartments are available to serve students in the following priority: families, single graduate students, and single, upper class, undergraduate students. Priority for single students is given to those who have lived in the residence halls.

Most apartments are two-bedroom units with optional furnishings. The Morrison Neighborhood features some three-bedroom units. The apartments have sidewalks, off-street parking, play areas, and two laundry facilities. Residents of the Morrison Neighborhood have full-size washers and dryers in their apartment units.

School bus transportation is provided to the Stillwater High, Junior High, and Middle schools, and to Westwood and Will Rogers elementary schools.

The Family Resource Center, located in the Family and Graduate Student Housing area, offers a variety of programs to meet the needs of the residents. These programs vary depending upon the needs of the clientele. Typical programs include: English as a Language class (ESL), after-school programs, children's programs, and pot luck dinners. The Laundry Mart convenience store is located inside of the University Laundry.

Family and Graduate Student Housing provides an on-site staff member, an apartment assistant, who is readily available to the residents. Each apartment assistant has responsibility for about 90 apartments. The assistant's duties include helping residents resolve inter-apartment conflicts, meet neighbors and find appropriate community services. They also provide information about the facilities and the University, and provide referrals to appropriate University offices for residents' needs. The apartment assistant can be a very helpful person for all residents.

For more information contact the Family and Graduate Student Housing Office, 120 Brumley, Stillwater, Oklahoma 74078, (405) 744-5353, or www.reslife.okstate.edu.

Residence Hall Student Organizations

Residence halls are popular places to live on the OSU campus. The housing and food service programs have a proud tradition of excellence recognized nationwide. Much of the success of the residence halls is the strong and vital student government system consisting of floor governments, councils for each hall or complex and the Residence Halls Association, which represents all halls on campus.

All residence halls on campus combine to form the Residence Halls Association (RHA). The Residence Halls Association acts as the voice of residential area students to the University administration concerning policies and regulations, and coordinates campus-wide activities for the enrichment of residential area living. Each hall has its own elected officers and constitution, and is a part of the RHA system of representative government. There are numerous opportunities for involvement in the halls, such as floor officer, social committees, food committees, and sports and athletic activities.

Students with Children

Information on child care in the Stillwater community is available at the following locations on campus:

Family Resource Center - 719 N. Walnut, (405) 744-6539

Nontraditional Student Services - 060 SU, (405) 744-5488, Marie Basler, coordinator

Non-Traditional Student Organization, 045 SU, (405) 744-7508

University Counseling Services

Suzanne M. Burks, PhD, LPC - *Director*
 Dylan Burns - *Senior Clinical Counselor*
 Carol Challenger - *Senior Clinical Counselor*
 Joseph Dunigan - *Senior Clinical Counselor*
 Baiba Ercum, MD - *Psychiatrist*
 Joni Hays - *Coordinator, Career Resource Center*
 Linda Myers - *Coordinator, Alcohol & Substance Abuse Center*
 Kara Niccum - *Substance Abuse Counselor*
 Tamara Young - *Senior Clinical Counselor*
 Trevor Richardson - *Senior Clinical Counselor*
 Alicia Severe - *Career and Outreach Specialist*
 Cindy Washington - *Clinical Counselor*
 Jason White - *Coordinator of Counseling*

The University Counseling Services provides confidential professional, personal and career counseling for OSU students. Both individual and group counseling is available. Assistance is offered for emotional problems as they affect personal and academic goals, intellectual functioning or relationships with others. Among the variety of concerns dealt with in counseling are stress, anxiety, depression, eating disorders, substance use/abuse, interpersonal relationships, and career indecision. Psychiatric consultation is available as needed.

University Counseling Services also assists students with problems, concerns, and experiences relating to educational difficulties; i.e., study habits, test-taking stress, lack of motivation, or attitudes related to school. All information regarding appointments and content of counseling is strictly confidential.

University Counseling Services operates the Career Resource Center. The Center provides walk-in assistance for OSU students. It contains books, handouts and computerized resources on careers, study strategies, scholarship and graduate school searches.

A broad range of developmental and proactive programming is offered through University Counseling Services in outreach and service to living groups, organizations and academic classes.

Minimal fees are assessed for individual and group counseling, for certain tests, for specific programs or workshops and for some career assessments. Depending upon the need, tests and other University services may be used in conjunction with counseling.

The University Counseling Services is an accredited member of the International Association of Counseling Services, Inc.

Americans with Disabilities Act (ADA) Compliance Program

Mike Shuttic - *Director*

Considerable progress has been made to enhance ADA access to OSU programs, services, facilities and grounds. Students with disabilities are encouraged to help with such efforts through the ADA Advisory Council for Individuals with Disabilities. In addition, students may exercise certain ADA appeal "rights" if dissatisfied with student services, accommodations or access. OSU is committed to improving the full and nondiscriminatory participation in all aspects of campus life for individuals with disabilities. For more information, contact the Office of ADA Compliance, 315 Student Union, (405) 744-7116, fax (405) 744-8380.

Student Disability Services

Mike Shuttic - *Coordinator*

Student Disability Services (SDS) at Oklahoma State University offers academic support to students with disabilities attending the Stillwater campus. Student Disability Services is committed to providing a community that ensures full participation for students. Additionally, Student Disability Services is a resource for faculty and staff members.

Appropriate services are determined on an individualized basis and may include academic advisement, specialized testing, accessible textbooks, classroom access, assistive technology, and other services based on disability-related need. Students must initiate a request for services by contacting Student Disability Services at 315 Student Union, (405) 744-7116, fax (405) 744-8380.

University Health Services

Steve Rogers, CHE, MBA - *Director*
 Kenneth B. Smith, DO - *Medical Director*

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; while poor health, either physical or emotional, can impair both the academic and the extracurricular career.

University Health Services maintains a staff of full-time physicians, nurses, laboratory technologists, pharmacists, x-ray technicians, and other necessary support personnel who make a specialty of providing the best possible care at the least possible expense for the student.

University Health Services is an ambulatory primary care facility, designed to provide cost-effective, physician-directed health care to students. Laboratory, x-ray, pharmacy and elective services are provided on a fee for service basis. In the event a medical condition exists that is beyond the scope of the services offered, referrals can be made to a family physician or a local physician in Stillwater. Emergency services are offered by Stillwater Medical Center 24 hours a day. University Health Services is fully accredited by the Accreditation Association for Ambulatory Health Care.

—Health Requirements.

1. All new students are required to complete the OSU Health History and Immunization form. Oklahoma law requires that students report their compliance with certain required immunizations; specifically measles, mumps, rubella, hepatitis B, and meningitis. Information about the requirements for compliance are explained in detail on the OSU Health History form that is mailed to all new students and is available for download from the Internet at www.okstate.edu/UHS/. Failure to comply with these guidelines will prevent future enrollment.

2. Students meeting the following criteria must provide a record of having a negative tuberculosis skin test (PPD) within six months of arrival at OSU, or, if the TB skin test is positive, must provide a negative chest x-ray; students who:

- are visa holders,
- are U.S. citizens, who previously resided outside the U.S.,
- have a medical condition that suppresses the immune system,
- are known to have been exposed to tuberculosis.

Refer to the Immunization and Health History form for specific guidelines and information. Failure to comply with these guidelines may affect future enrollment.

For more information contact the University Health Services, 1202 West Farm Road, Oklahoma State University, Stillwater, Oklahoma, 74078, or download the form from the Internet at www.okstate.edu/UHS/.

Campus Life

Kent Sampson - *Director, Campus Life*
Ruth Loffi - *Campus Life Administrative Associate*
Joe Ray - *Coordinator, Allied Arts & Special Events*
Stephen Haseley - *Manager, Leadership Development*
Marie Basler - *Coordinator, Nontraditional Student Services*
Kathleen Kennedy - *Coordinator, Student Union Activities Board*
Joyce Montgomery - *Coordinator, Service-Learning Volunteer Center*
Ival Gregory - *Manager, Fraternity & Sorority Affairs*
Elizabeth Osborne - *Coordinator, Fraternity & Sorority Affairs*
Tim Huff - *Manager, International Students & Scholars (ISS)*
Regina Henry - *Coordinator of Immigration, ISS*
Linda Dunbar - *Coordinator, International Tax, ISS*
Karen Sebring - *Coordinator, Sponsored Students, ISS*
Elizabeth Scott - *International Student Specialist, ISS*
Fran Gragg - *Coordinator, Cowboy Parents, OSU's Parents Association*

The Department of Campus Life is in the forefront of co-curricular activities on campus. Enhancing a sense of "campus community" is a key thrust of this department. It is responsible for the facilitation and implementation of programming for students and student organizations at the University. Campus Life's commitment is to provide an environment that encourages interaction among students, faculty, staff and the community at large through organizations to provide the best quality of services with integrity and respect for a diverse population.

Services provided by the Campus Life Center, 060 Student Union, include Student Union display case scheduling, insurance for OSU sponsored trips, a calendar of events, scheduling of Bennett Chapel, notary public, registering posters, fliers and signs, scheduling use of campus grounds, student organization records in liaison with the Student Government Association, Motor Pool requests, campus work orders for student groups, scholarship and membership applications, and a resource center that offers a wide variety of brochures on various subjects.

Campus Life at OSU encompasses the following administrative and programming areas:

Allied Arts

Allied Arts is the oldest university performing arts series in Oklahoma. The program has brought thousands of outstanding performances to Stillwater, as part of its mission to enrich university life and provide the university community with a broad range of professional-level musical, dance and theatrical events. Allied Arts performers are selected by a committee composed of students, faculty and staff, and each year six or seven performances are scheduled for the series. Students, faculty and staff can purchase a subscription for all events, or individual tickets to specific shows. For ticket information and schedule, visit the Allied Arts Web site at <http://alliedarts.okstate.edu>.

Fraternity and Sorority Affairs

Oklahoma State University benefits from the presence of 20 North American Interfraternity Conference fraternities, 11 National Pan-Hellenic Conference sororities, five National Pan-Hellenic Council fraternities and sororities and three Multicultural Greek Council organizations, two fraternities and one sorority. The Greek experience stresses academic excellence, leadership growth, community involvement, professional development and athletic competition. Greek life has been a part of OSU since 1908. The system provides student leaders with the opportunity to participate in a wide variety of activities, including numerous philanthropies that Greek members support. The Office of Fraternity and Sorority Affairs, located in 050 Student Union, provides guidance and resources to all Greek organizations. The full-time staff consists of Greek alumni who have extensive background and knowledge of the Greek system.

Honor and Service Organizations

OSU offers opportunities for personal and professional development through many nationally-affiliated honor and service organizations. These organizations provide opportunities for leadership and program development, new friendships and recognition of achievement. University-wide organizations include:

Blue Key (junior and senior honor society)
Golden Key (junior and senior honor society)
Mortar Board (junior and senior honor society)
National Society of Collegiate Scholars
Order of Omega (honor society for sorority and fraternity members)
Phi Eta Sigma (freshman and sophomore honor society)
Phi Kappa Phi (national honor society for seniors and graduate students)
(See college sections for organizations within each college.)

International Students and Scholars

The Office of International Students and Scholars (ISS) provides assistance to more than 1500 nonimmigrant students and scholars from 120 countries around the world. The goals of ISS are to assist international students and scholars with education on U.S. immigration regulations, orientation to the OSU environment and the American culture, exposure to the University resources available, and familiarization with the campus and community.

ISS is responsible for advisement and support to students, faculty and staff on matters specifically related to international students and scholars. Additional international related services include employment and tax assistance, immigration consultation, liaison with embassies, consulates and sponsoring agencies, legal referrals, academic referrals, orientation programs, community involvement and logistical support for special and nonacademic short term programs.

ISS provides numerous services to newly admitted international students prior to and after their arrival in the U.S. Some of the services include pre-arrival information, ground transportation from the Oklahoma City airport to OSU, temporary housing, banking, orientation, enrollment assistance, employment clearances, and support as needed. ISS informs continuing students on events and immigration issues through its weekly ISS listserv and web page. ISS also provides various public presentations on internationally-related issues as needed.

ISS supports numerous events and activities that encourage American and international students, faculty and staff participation. ISS is located at 076 Student Union within the Department of Campus Life.

Lectures

Oklahoma State University, through its academic organizations and student groups, has a significant number of speakers each year, enriching the intellectual life on campus. Individuals, from both off-campus and on-campus, share their expertise with faculty, students, staff, and town's people on a wide variety of topics.

Many of the academic units, as well as student groups, invite speakers to their meetings in order to enhance the educational component of the University. These lectures are generally of interest to specific academic areas, rather than to the general campus.

The Student Government Association, through its Speaker's Board, brings major figures in politics, entertainment, and business to the campus. The Student Union Activities Board also has a speaker's program related to topics of general student interest. Other student organizations conduct active lecture programs concerning their interest areas.

Allied Arts conducts lecture demonstrations in conjunction with its performing arts presentations. In this manner, students can gain additional knowledge of the performing arts and its artists.

Non-Traditional Student Services

The primary goal is to assist non-traditional students, anyone with at least a two-year break in education, by providing support, information and referrals. The coordinator serves as a resource person for the entire campus community and seeks to raise the awareness of faculty, administrators and students with regard to the needs of this special group. All nontraditional students are encouraged to stop by the Campus Life Center, 060 Student Union to discuss their concerns or questions. The coordinator also advises students who have rent-related difficulties, such as landlord disputes, or who are looking for housing off-campus.

Office of Leadership Development

—Leadership Minor. The leadership minor is an 18 hour academic and experiential opportunity for all students to develop and enhance their abilities to lead. Each student must also complete at least 40 hours of documented service learning experience or specific community service related to the student's stated goals for admission. Upon completion of the academic and experiential requirements, students will be required to meet with their student affairs mentor to prepare, publish and discuss a reflective analysis of their experience. Admission into the program will be based on an overall assessment of an applicant's educational, career and social goals. Applicants must complete a written application and be interviewed prior to acceptance into the program.

—President's Leadership Council. A scholarship and leadership program for outstanding incoming freshmen that teaches the importance of leadership and service throughout life. Freshmen chosen to be in PLC complete a year-long class that consists of leadership seminars, volunteer service, and a creative component.

—Leadership Issues Forum. Effective management of important issues is a key component of good leadership ability. Join the Leadership Issues Forum to learn how to deliberate as well as work effectively in groups to reach common ground on highly critical and relevant issues.

—LEAD Program. In recognition of the importance of acknowledging the achievements of student leaders and to encourage emerging leaders at OSU, this program is open to all OSU students and consists of the following components in two levels.

Level One: L.E.A.D. Participation Certificate

- To complete this level you must attend and participate in each of six leadership series seminars.

Level Two: L.E.A.D. Program

Participation Recognition Medal and Certificate

- Attend each of the seminars mentioned earlier
- Become active in at least two campus organizations
- Complete a Student Development Transcript
- Implement a leadership project
- Record program experiences in a leadership journal
- Maintain an acceptable GPA

—Society for Leadership and Success. The National Society of Leadership and Success, or Sigma Alpha Pi, was created by a nationwide effort of professional motivation speakers who wanted to truly impact student's lives on a long-term continuous basis, rather than a one-time motivational speech. The mission is to help individuals create the lives they desire by helping them discover what they truly want to do and giving them the support, motivation, and tools to achieve their goals.

—Leadership Study Abroad. The Leadership Study Abroad Program is an opportunity for students to learn and experience Leadership in different cultural settings receiving academic credit at the same time. The Office of Leadership Development, in partnership with The College of Education, has developed this program to provide academic international experiences that enhance the students personal and professional leadership development. Trips vary each year with places such as New York City, Paris, Geneva, The British Isles, Rome, and Greece which have been undertaken and planned for future offerings.

Cowboy Parents, OSU's Parents Association

Cowboy Parents consists of OSU parents and family members whose goal is to support their students and the University by sponsoring events, activities and scholarships both on campus and in their home communities. Cowboy Parents sponsors scholarships for students, safety programs for students and the Parents' Handbook that is distributed during new student orientation. The Association sponsors an annual family weekend and dad's day during the fall of each year and mom's day during the spring. Members receive free publications, a membership card that entitles them to discounts at select Stillwater area merchants, a vehicle decal to display and electronic newsletters that remind them of campus events, important dates, and deadlines on campus.

The purpose of the Cowboy Parents is to:

- enhance communication between the University and the parents of Oklahoma State students.
- provide parents with a supporting role in the education of their students, while providing a forum for networking with other parents.
- take an active role in promoting the excellence of the University.

The objective of the Cowboy Parents is:

- encourage parents to support the programs and activities of the University.
- help parents and students in the transitional time when the student begins college.
- support the academic community at Oklahoma State University.
- cultivate and recruit new students and families to the University.
- support student affairs and student services that enhances the students out-of-class experience.

Membership dues are \$35.00 annually or a onetime payment of \$105.00 for lifetime membership. To join, visit the group's Web site at <http://parents.okstate.edu>.

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, other campus religious organizations and the University administration through the Interfaith Council.

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Service-Learning Volunteer Center

The focus of the Service-Learning Volunteer Center is to provide OSU students with opportunities that reflect academic needs and personal interests. Working with local, state and national non-profit agencies, students at Oklahoma State University are provided with opportunities to grow and excel through meaningful hands-on involvement in service, research and academic activities. The Center assists students with the desire to become leaders in culturally diverse and challenging societal settings. Through recruitment, interviewing and training, the SLVC staff identifies and places students in engaging and meaningful civic service while promoting academic and learning outcomes. Students are exposed to various issue ideas and community needs on a first-come, first serve basis through interviews with the SLVC staff.

Civic engagement is broadly defined as activities which reinvigorate the public purposes and civic mission of higher education. Civic engagement activities within higher education include objectives such as developing civic skills, inspiring engaged citizenship, promoting civil society and building the commonwealth.

Since 1984 countless numbers of OSU students have served hundreds of non-profit agencies through dedicated and thorough service activities, building a reputation of civic responsibility within higher education and other communities in Oklahoma. Working together toward a common goal, these diverse students, by sharing their cultures, ideas and talents, have influenced communities worldwide.

Through information sessions and an annual service-learning fair, a traditional fall event, the Service Learning Volunteer Center keeps students informed about upcoming events and needs in the local community.

With multiple service sites, located on and off the OSU campus, students learn more about themselves, their new community and other communities as they become a valued force for change. OSU's SLVC partnerships include a variety of programs that teach students, faculty and staff the importance of civic engagement. Those programs include:

—Campus Compact. A national coalition of 850 college and university presidents committed to the civic purposes of higher education. To support this civic mission, Campus Compact promotes community service that develops students' citizenship skills and values, encourages partnerships between campuses and communities, and assists faculty who seek to integrate public and community engagement into their teaching and research.

—Oklahoma Money Matters. An AmeriCorps initiative to identify, recruit, train and provide mentors in financial literacy to Oklahoma children, youth and adults in existing school and community programs. The programs aim is to reduce the lack of knowledge of personal financial skills and increase chances of success.

—Service-Learning. OSU offers a number of courses that enrich students' lives through service-learning. Through service-learning, students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs. Often the service learning is integrated into the students' academic curriculum and enhances what is taught in school by extending student learning beyond the classroom and into the community.

Further information is available on the Internet at <http://union.okstate.edu/Volunteer/index.htm>.

Student Development Transcript

The Student Development Transcript (SDT) gives OSU students the opportunity to record their co-curricular activities in a format similar to an academic transcript. Involvement in all campus organizations and volunteer service may be included. The transcript can be used

with applications for scholarships, honorary organizations and with resumes for job applications. Contact the Campus Life office at 060 Student Union for more information on this valuable tool.

Student Union Activities Board

Through the Student Union Activities Board (SUAB), OSU is enriched by cultural and recreational activities. Students coordinate events that are as diverse in nature as the students at OSU, such as FallFest, Bedlam Bonfire Bash, SpringFest, administrative discussion panels, live entertainment, Freshman Follies, Cowboy Showcase, internationally recognized speakers, weekend movies, independent movies, Bingo, TK's Casino, student art exhibits and slam poetry.

SUAB has six programming committees, a special promotions committee, and four executive chairs. It is one of the most active campus organizations at OSU. SUAB also hosts Union After Dark weekend line-up that is sure to entertain and provide great fun for all Cowboys.



University Police Services

Public Safety

Philosophy and Service

The Oklahoma State University Police Department is dedicated to enhancing the opportunity for students, faculty and staff to participate in the educational experience by providing a safe, protected and orderly environment. As a service organization, the department offers a full range of police resources, including area patrols, criminal investigations, crime prevention, facilities security analysis, event planning, and parking management and enforcement. In addition, members of the department serve on University and community committees, provide training and specialized presentations to campus organizations and living groups, participate in the design and installation of safety and traffic control devices, and act as special advisers to all campus departments and administration. The professional police men and women, full-time staff members, and part-time employees are all handpicked to meet the high standards and multidimensional mission of a public safety department.

The OSU Police Department was the first policing agency in the State of Oklahoma to receive accreditation from the Oklahoma Association of Chiefs of Police. The OSU Police Department gained accreditation in 1998 and continues its status after undergoing accreditation reviews in 2002 and 2005. The OSU Police Department is comprised of 31 sworn officers. The department employs a number of part-time employees (student employees) to perform low-threat duties such as entrance and motorist assists and selected assignments dealing with traffic and crowd control. Through efficient management of resources and success in gaining grant funding from State and Federal sources, the department continues to provide highly trained officers with appropriate communications and police equipment.

Policies and procedures have been adopted that stress conservation of equipment and supplies. Grants from the Department of Justice and other sources have allowed the complete computerization of the records keeping and data management functions, as well as the hiring of six additional police officers. A problem-solving grant has focused attention on larcenies and thefts on campus and has resulted in better methods of securing and protecting individual property. Overall, the department has gained more than four hundred thousand dollars in grant support to provide the OSU community with better protection and police services. All officers are trained in the principles of community oriented policing.

OSU police provide a positive image to visitors and members of the campus community, whether it is providing directions, motorist assistance, information, or just a friendly welcome. Officers represent the University as a group of caring and professional people, intent upon enhancing a friendly community atmosphere. Necessary enforcement includes using alternatives to arrest when reasonable, and cooperating fully with administrative services and functions that have an impact on student conduct. Enforcement efforts are geared toward providing a safe community.

OSU police participation in athletic and special event staging and planning ensures that all aspects of safety and security of participants are considered. OSU police provide professional crowd control and traffic

regulation before, during, and after such events. As first responders to emergency situations, OSU police are often cited by citizens for decisiveness and professionalism. Students and staff find the OSU police willing to share statistics, insights, and experiences as a basis for class reports or vocational interest. OSU police managers seek proactive means to avoid problems and situations, whether it is suggesting added security measures, providing insight on planned activities, or using investigative analysis to assign a deterrent force.

For the OSU police, "service" is not just a word or a part of a catchy slogan, but a way of life. People programs, such as motorist assistance, money escorts, and emergency notifications are a part of the department's efforts to be involved in the community. OSU's emergency phone system was recently updated and expanded, and there are currently 77 emergency phones strategically located on campus and ten emergency phones located in the Greek Life area. These phones, with immediate response from the police, have been in operation since 1979 and are still being copied by other universities.

Operating under a 1989 grant from the Oklahoma Highway Safety Office, the OSU police launched the program Campus Community Alcohol Safety Effort (C-CASE), aimed at promoting seat belt use and educating citizens, primarily students, about the effects and penalties of alcohol use and abuse. A second positive effect of the C-CASE effort was the strict enforcement of alcohol-related laws that has shown dramatic results in getting the drunk driver off campus streets and consequentially preventing alcohol-related accidents. This program continues with a combination of education and enforcement efforts and has served as a model for other policing agencies throughout the state of Oklahoma.

Thousands of visitors, campers, fishermen, and sightseers visit Lake Carl Blackwell and surrounding recreational areas. OSU police officers provide friendly and efficient police protection, including lake patrol and rescue operations on the water.

Overall, the OSU Police Department believes in providing proactive law enforcement and service to the University community.

Crime Awareness

Security, Prevention, Statistics, Intervention

Crime

It is an unfortunate fact that criminal incidents of all types occur on college campuses. Many campuses around the country investigate and make public the nature of crimes, the number, and how they are investigated. Oklahoma State University subscribes to that approach and further believes that the public should know how active the OSU Police is in crime prevention and detection.

The OSU police sponsor a number of special programs for faculty, staff and students designed to provide information about campus security practices and procedures. During freshman parents' orientation each summer and monthly new employee seminars, procedures, suggested practices, availability of pertinent information, and individual responsibilities are discussed. The OSU police crime prevention staff

UNIVERSITY POLICE SERVICES

provides additional safety and security programs as requested. (See also "Avoiding Victimization.")

The crime statistics for the past three years for OSU may be found on the Internet <http://osupd.okstate.edu>.

Reporting Crimes

Crime victims, regardless how seemingly insignificant the crime, are encouraged to promptly report the incident to the OSU Police or the appropriate police agency. To report a crime, a victim or witness need only call the police phone number, 311 (non-emergency) and 911 for emergencies, and a police officer will meet the person to gather the information. An official report is made with copies available to the victim. Each day the incidents from the previous day, excluding names, are summarized and made available to the OSU president, key OSU staff, other law enforcement agencies, the media, and published on the Public Safety Internet page. Each month the number of incidents in each category of crime are counted and reported to the Oklahoma State Bureau of Investigation, who in turn provides the information to the Federal Bureau of Investigation. Each year, the FBI publishes a book of crime statistics called Crime in the United States that includes accurate accounting of the criminal incidents that occurred on the OSU campus. OSU has reported crime statistics in this manner since the FBI began publishing campus crime statistics in 1971.

Students and others are encouraged to report crimes or incidents to persons on campus with significant counseling responsibilities. The OSU Public Safety Department has further developed procedures for collecting information on crimes and violations pertaining to liquor laws, drug-related violations, and weapons violations from such counseling personnel and persons referred for campus disciplinary actions on these offenses. Such violations are published along with other criminal statistics.

Should a student need assistance in reporting crimes or incidents on or off campus, university counselors or police will provide guidance, direction or assistance.

Crimes in Progress

To report a crime in progress, a person, victim or witness, can dial 911 or use one of the outside emergency telephones, or call one of the police phone numbers. Either reporting method will stimulate the response of police, fire, ambulance, or other first responders. In addition, the victim of serious crimes can request support personnel, such as ministers, rape crisis or domestic violence counseling, during or after reporting.

Additionally, crime victims may be eligible for funds through victim compensation laws administered by the Office of the District Attorney.

Actual Crime at OSU

When comparing crime at OSU to other institutions of similar size, OSU's crime statistics are among the lowest. While a part of the former Big Eight athletic conference, OSU boasted having fewer crimes than any of the other Big Eight universities. As members of the Big Twelve conference, OSU has been among the lowest in crime according to the UCR Part I crime statistics.

The crime and arrest statistics reported are those which occurred within the jurisdictional boundaries of campus. They do not include "off campus" organizations or "off campus" private housing; these are within the city's police jurisdiction. It is the responsibility of the Stillwater Police Department to monitor and record criminal activities at "off campus" organizations or "off campus" private housing. Crime statistics concerning these locations or areas are available at the Stillwater Police Department.

Crime Statistics

The OSU Public Safety Department collects and publishes crime statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings, or property and on public property adjacent to OSU, of the following offenses reported to the local police agencies or to the OSU Police: Criminal Homicide, Murder and Non-negligent Manslaughter, Negligent Manslaughter, Non-Forcible and Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Arrests for liquor law violations, drug law violations, and illegal weapons possessions. Crime statistics are also reported by category of prejudice for any Hate Crimes reported.

All of these statistics are published on the OSU Public Safety Internet site <http://osupd.okstate.edu> and are also available in paper form. A paper copy can be obtained by calling the Public Safety Office or by writing to OSU Public Safety, 104 USDA Building, OSU, Stillwater, OK 74078 or by requesting a copy electronically at the above Internet site.

Future

Although it is believed that the low incidence of crime will continue, this report is not intended to give a false sense of security. Crime will occur, but prevention efforts can be effective in reducing the opportunities for criminal activity. Citizens play a key role in crime prevention efforts by being cautious, careful, and alert to personal safety and protective of personal and University possessions. The crime prevention tips noted below should be followed.

Security and Access Control

It is OSU's policy to lock the doors of buildings that are not in use. However, when working or studying in buildings after normal working hours, it is suggested that individual offices be locked, based upon an assumption that unrestricted access to the building is possible. Some buildings on campus are rarely locked, at the department's request, since students study and work on projects all hours of the day and night. Again, individual offices should be locked by the user on a presumption that the building is accessible. Residence halls have open access between the hours of 6 a.m. to midnight, Sunday through Thursday, and 6 a.m. to 2 a.m. on Friday and Saturday. During non-open access hours, all residence hall doors are locked except the front desk entrance. Instances of propped open doors have occurred, and residents are encouraged to take security precautions in the halls and rooms. Individual rooms should be locked at all times for safety.

Crime Prevention

OSU has experienced success at reducing and preventing crime. Some of the more notable efforts are:

- Emergency telephone system
- Emergency 911 dialing
- 24-hour preventive patrols
- Campus foot patrol by uniformed officers
- Police officer bicycle patrol
- Burglar alarms in key areas
- 24-hour staff in Residence Halls
- Custodial staff in academic buildings after hours
- Crime prevention seminar presentations to groups
- Crime prevention pamphlets for students and employees
- Monitoring of some parking lots by surveillance cameras

Crime stopper telephone line - 744-TIPS (744-8477)

In addition to preventing crime, considerable effort is devoted to crime intervention. All reported crimes are investigated immediately. Follow-up investigation occurs to identify the offenders. Where multiple incidents occur, surveillance techniques are implemented to help apprehend violators. When caught, offenders are processed through the county court system and OSU when appropriate.

Police Protection

The OSU campus is protected by a campus police agency consisting of 31 sworn officers, 7 support persons, and 9 part-time persons. The agency is operated and available 24 hours a day, 365 days a year. Authority of the sworn officers is derived from state statutes; these allow for full police powers on OSU property. In addition the OSU Police Department has a multi-jurisdictional agreement with the City of Stillwater and Payne County Sheriff's Office. These agreements provide additional resources for all agencies involved and therefore the OSU Police enjoy an excellent working relationship with other agencies within the community. All campus police officers undergo an extensive selection process and meet state-mandated training requirements.

Community Policing

The department subscribes to the concepts of community policing. The officers have been practicing problem-solving concepts for years. A police officer bicycle patrol was established to provide an opportunity for the officers to have closer contact with students.

Avoiding Victimization

Tips for personal safety and property security:

- Be cautious of strangers.
- Avoid getting into vulnerable no-exit places.
- Do not hesitate to call police when confronted by unknown persons.
- Keep house or residence hall room locked.
- At night, walk in groups of at least two.
- Walk with confidence, and avoid walking near bushes and parked cars.
- Become familiar with the location of emergency telephones.
- When parking, remove valuables from plain view and lock the vehicle.
- Engrave valuables with driver's license number and record serial numbers.
- Make copies of credit cards and lists of other valuables carried on person.
- Write name and ID number in several places in textbooks.
- Lock bicycle in a bicycle rack.
- Report all incidents and losses to police immediately.

When serious crimes occur on or off campus that are considered to be a threat to the campus community, that information will be provided to faculty, staff and students. The medium for this information dissemination will be the campus newspaper, faculty/staff newsletters, or in special instances, specific notices to on-campus residences. Such notices may be posted on residence hall entrance doors, in residents' mail boxes, or placed on electronic voice mail. In addition, the OSU Department of Public Safety maintains an Internet page <http://osupd.okstate.edu>. This page allows access to the daily crime log, crime prevention tips, and links to other sites providing similar information pertinent to the OSU campus.

Persons may dial the campus phone number (405) 744-6063 and have voice mail access to crime tip information, crime update, crime prevention tips, and parking information.

Alcoholic Beverages and Other Drugs

As set forth in local, state and federal laws, and the rules and regulations of the University, Oklahoma State University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the University or as part of University activities.

Under OSU regulations, with limited exceptions, no low-point beer or other alcoholic beverage is allowed in OSU housing, including fraternities and sororities. Furthermore, under the same regulations, the possession/consumption of low-point beer or alcohol by those of legal age (over 21) is allowed only in certain designated, non-public places on the OSU campus, properties and facilities, including Lake Carl Blackwell. For further explanation, see the pamphlet "OSU Dangers of Drugs and Alcohol Abuse."

Drug and alcohol laws are vigorously enforced on the OSU campus. Violators are subject to criminal prosecution in the District Court of Payne County. The enforcement techniques range from plain view violation to long-term undercover investigations by local, state, or federal agents and agencies.

University Counseling Services and the Employee Assistance Program have counseling and rehabilitation programs for students and employees, respectively. Should these programs not meet an individual's needs, there are other programs in the community or nearby that may be better suited. A number of such programs are listed in the "OSU Dangers of Drugs and Alcohol Abuse" pamphlet.

Students should be aware that a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the table below (the Conference Report on the Higher Education Amendments of 1998 [H.R. 6], September 25, 1998, Suspension of Financial Aid for Drug Convictions, Sec. 483. Student Eligibility).

If convicted of an offense involving the possession of a controlled substance, ineligibility period is:

First offense	1 year
Second offense	2 years
Third offense	Indefinite

If convicted of an offense involving the sale of a controlled substance, ineligibility period is:

First offense	2 years
Second offense	Indefinite

Sexual Assault

What to do if Victimized

Oklahoma State University's prevention efforts in the area of sexual assault (including rape) involve the entire community. Many groups are involved in sexual assault prevention. These groups include the OSU Police Department, Residential Life, University Counseling, OSU faculty, Greek Life, University Conduct Office, OSU Student Health Center, OSU Mental Health, PaNOK (students who are peer educators), and OSU staff personnel. They provide training programs, presentations, and workshops to any interested individuals or groups.

Program topics generally include stranger rape, date and acquaintance rape, rapist characteristics, rape trauma syndrome, and victim recovery. An increasing number of presentations, explaining the male's role in sexual assaults, are directed to all male audiences, such as fraternities and athletic teams.

Procedures to Follow

A victim of sexual assault should follow certain procedures and consider several options. These procedures and options are clearly outlined in the rape avoidance seminars mentioned previously and "Rape Prevention" pamphlets made available to the OSU community. These educational programs and pamphlets also outline techniques and strategies that help people recognize and avoid sexual assault threats.

—Evidence. Preserving evidence is of paramount importance after a sexual assault. Victims should be careful not to bathe, douche, wash clothing, or tamper with other potential evidence after a sexual assault. The first inclination may be to do one or more of these; however, the temptation should be resisted. Evidence is critical in a criminal prosecution.

—Contacting the Police Department. When a sexual assault is reported to the OSU Police Department or to the Stillwater Police Department, an officer is dispatched. Determining the extent of physical and emotional trauma that the victim has suffered will be the officer's first concern. If the attack just occurred, the officer will want a brief review of the events, a description of the assailant, the direction of travel, and a description of the vehicle used by the assailant, if any. This information is necessary in order to apprehend the assailant as soon as possible. After the initial interview, the officer or whoever is designated by the victim, will assist in getting a complete change of clothes.

—Agreeing to have a Sexual Assault Examination. An officer or designee will take the victim to the Student Health Clinic or the Stillwater Medical Center to be examined by a physician. A complete physical examination will be given as well as treatment for any injuries. A friend or relative may be permitted to accompany the victim. In addition, the victim may be examined for the purpose of obtaining evidence that would be needed in court. Appropriate antibiotic therapy can be given to decrease the chances of developing venereal disease. After the examination at the hospital, the officer may bring the victim back to the police headquarters or another location to complete the interview. Again, a counselor is encouraged to be present.

The victim of a rape is not responsible for legal expenses related to the criminal prosecution. The case is prosecuted by the Office of the District Attorney. The victim only has to contribute time. The Stillwater Medical Center can provide initial medical services for rape victims. The Crime Victims Compensation Board can provide payment for medical services and counseling, even if charges are not filed. The victim need only file an application with the Office of the District Attorney.

—Police Investigation. Later, at police headquarters, the victim will be asked to be more specific about the events of the attack. A person of the victim's choosing may accompany the victim during this period. This questioning is done to help the investigation and to help arrange the events firmly in mind. The victim's comments will probably be tape recorded for future reference. This will make testifying in court much easier and less frightening. It will be handled considerately and courteously. Only the investigating officer will ask questions. Based on conversations with the officer, the victim can then decide whether or not to file charges. Threats or harassment of a rape victim after charges have been filed are rare. When finished at police headquarters, the victim can go to a place of their choice. OSU and Stillwater Police officers have been trained to deal with sexual assault victims. However, if the victim should feel uncomfortable speaking to a male officer, every effort will be made to notify a female officer, female counselor, or female volunteer.

A rape or sexual assault may be reported to the hall director, a university counselor, or health worker at the Student Health Center. Charges do not have to be filed against the attacker if a rape is reported. However, it is wise to give information to the police anyway. The information and suspect description may help locate a suspect in other offenses and

possibly prevent another person from becoming the victim of a rape. The police will not know that there is a rapist on campus unless they are told. The police will not pressure the victim to file charges. Victims of sexual assault can elect to have personal information eliminated from police reports.

Support Services

—University Conduct Office. If the victim does not want the case to be addressed through the criminal justice system, another alternative is available. Cases involving students who are accused of non-academic misconduct might be assigned to the Office of Student Conduct. Persons found guilty of sexual assault, forcible or non-forcible, could be placed on probation or suspended from OSU. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing, and both are entitled to be informed of the outcome of any disciplinary proceeding. Further information can be obtained by contacting the Office of Student Conduct at (405) 744-5470. Also, a copy of the "Student's Rights and Responsibilities" can be obtained at various locations on campus.

—Role of Housing. The hall directors and resident assistants who work in the residence halls continually attend sexual assault training programs, and they learn how to respond to a student who has been victimized by a sexual or physical attack. They have been informed about the resources available; in fact, some have been trained to conduct sexual assault presentations and workshops. A victim of a sexual assault may request assistance from the University administration in changing academic and/or living situations where a continued threat may be reasonably assumed.

—Role of Counseling Services. The OSU Student Health Center and University Counseling Services provide individual and group counseling services for those victimized by sexual or physical assault. Services are available to all Oklahoma State University students, regardless of gender, and their significant others.

The psychological and emotional trauma after a sexual assault can be painful. Possible symptoms include: eating disorders, sleep disturbances, lack of trust, guilt feelings, depression, mood swings, and relationship and communication problems. Sexual assault incidents can only be greatly reduced when men and women understand the dynamics involved in sexual assaults and are willing to participate in educational programming and ongoing communication.

Regents' Resolution on Disruption of the Educational Process

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

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

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

A. Definition of Disruptive Conduct

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

B. Responsibility of the Student

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

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

C. Responsibility of the President

When it appears that there is a violation of Section I-A or I-B, it shall be the duty of the president (and he or she 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 ensure 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 obligations 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 the duty of the president to exercise full authority in the regulation of student conduct and in matters of student discipline. In the discharge of 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 by the president be deemed necessary and expedient; provided, that in the discharge of this duty it shall be the duty of the president to secure to every student the right of due process.

III. The text of this resolution shall be printed in the "Student Regulations" section of the *Student Handbook* of the University and in the *University Catalog*.

Student Rights and Responsibilities

By enrolling at OSU, students become members of an academic community in which self-discipline and respect for the rights and privileges of others is essential to the educational process. Therefore, students take on the responsibility to observe and help maintain standards of personal behavior that are a positive contribution to the academic community. OSU expects students to accept responsibility for compliance with all University policies and contracts (including financial obligations to the University), to show respect for lawful authority, to represent themselves truthfully and accurately at all times, and take responsibility for their actions, and actions of their guests. Students may be held accountable for the violations of local, state and federal laws on campus and for law violations that occur off campus that affect the University community or the University's mission.

The purpose of the document Student Rights and Responsibilities Governing Student Behavior is to inform the student body of the standards of behavior expected of students in the OSU community, the processes in place for enforcing the rules, and the University's response to violations. The University makes this document available on the Internet www.okstate.edu/ucs/SCEA. Additionally, printed copies are available in the offices of the Provost and Senior Vice President for Academic Affairs, Vice President for Student Services, Student Council Office, student academic services offices of each college, Residential Life Office in each building, and Campus Life.

OSU Alumni Association

www.orangeconnection.org



The OSU Alumni Association (OSUAA) serves as the connection between alumni and the University. Its mission is to provide services to its members and alumni, and to support the needs of Oklahoma State University, its students, faculty, staff and friends.

Membership is open to all graduates, current students, former students and friends of Oklahoma State University. Members may join through an annual membership fee or a one-time life membership fee.

The OSUAA is the orange connection to OSU and to an array of benefits enjoyed by members of the association, including college publications, the STATE magazine, discounts from the online Orange Connection Alumni Store www.orangeconnection.com, alumni events, and hotel and car rentals.

—Communication. The OSU Alumni Association communicates with its members in a variety of ways, including its Web site, www.orangeconnection.org. Alumni Association members receive the award-winning STATE magazine three times yearly and receive Orange Bytes, a monthly e-mail newsletter.

—Chapters. OSUAA has about 60 alumni chapters across Oklahoma and additional chapters in such cities as Houston, Dallas, Atlanta, Austin, Washington, D.C., Chicago and Denver. Chapter activities include alumni networking, student scholarships, athletic event watch parties, and other programs that support OSU.

—Homecoming. OSU's award-winning Homecoming is one of the few homecoming celebrations in the country jointly coordinated by students and alumni. The OSUAA provides staff support to student committees selected each year. Homecoming includes a variety of events, including the Harvest Carnival for children; the popular WalkAround, where Homecoming decorations are viewed by thousands of spectators; a pep rally; a parade; and the crowning of Homecoming royalty at halftime of the football game.

—OSU Legacy Program. The OSUAA is securing the future of OSU by communicating with legacies from birth to ensure their future at Oklahoma State through the OSUAA Legacy Program. Gifts and communications begin at birth and continue through the legacy's enrollment at OSU. The highlight of the program is Grandparent University where legacies attend classes at OSU with their grandparents.

—Alumni Awards. The OSU Alumni Association administers and produces both alumni and student award programs each year. The awards are the Alumni Hall of Fame, Distinguished Alumni, Seniors of Significance, and Outstanding Seniors. The awards recognize personal and professional achievements and service to OSU and the Alumni Association.

—Cowboys for Higher Education. The OSU Alumni Association provides alumni the opportunity to be advocates for OSU at the legislative level by contacting legislators on behalf of issues supporting OSU.

OSU Foundation

www.osuf.org



The Oklahoma State University Foundation is a 501(c)(3) not-for-profit corporation. Gifts to the Foundation are deductible under Section 170 of the Internal Revenue Code. Established in 1961, the Foundation unites donor passions and university priorities to achieve excellence and manages donated resources efficiently and effectively.

The OSU Board of Regents, through a resolution passed in 1966, directed that gifts or donations made for the benefit of Oklahoma State University be made to the OSU Foundation.

Although it is a separate and distinct legal entity from the Oklahoma State University System, the OSU Foundation maintains a close and cooperative working relationship with the University to establish fundraising priorities and cultivate constituency relationships.



OSU-Oklahoma City

www.osuokc.edu

Jerry Carroll, EdD - *President of Oklahoma State University - Oklahoma City*

Larry Edwards, PhD - *Vice President for Academic Affairs*

Jerry Brooks, BS - *Vice President for Finance and Operations*

Jay Kinzer, PhD - *Vice President for Student Services*

Oklahoma State University-Oklahoma City (OSU-Oklahoma City) is a North Central Association accredited, state-assisted public technical college serving one of the fastest growing metropolitan cities in the country. Located in the heart of Oklahoma City, at the crossroads of Interstate 44 and Interstate 40, this campus enrolls approximately 9,700 full- and part-time students each semester. OSU-Oklahoma City has grown from a campus of one building with fewer than 100 students in 1961 to a campus that today consists of 110 acres, ten modern buildings, and 318 full-time faculty and staff.

Offering one bachelor in technology degree, 33 associate in applied science degree programs, seven associate of science programs, a variety of certificate programs, and developmental education courses, the Oklahoma City campus takes pride in its student-centered approach to collegiate education. Curriculum is designed in response to local employment needs and input from professionals who serve on OSU-Oklahoma City advisory committees. All energies are directed toward one goal—blending both academic and student support services to create a collegiate educational experience—that addresses the needs of the individual student. Degrees awarded at OSU-Oklahoma City are listed below.

—Bachelor of Technology. The bachelor of technology degree is a 124-credit hour technology-intensive application-focused baccalaureate degree. OSU-Oklahoma City offers one bachelor of technology degree.

—Human Services. Emergency Responder Administration

—Associate in Applied Science. The Associate in Applied Science degree signifies the completion of at least 60 semester credit hours of collegiate course work that will place the graduate on a career path. Oklahoma State University-Oklahoma City offers 31 Associate in Applied Science degree programs in six divisional areas.

Agriculture Technology
Horticulture Technology
Turfgrass Management
Veterinary Technology

Arts and Sciences
Applied Technology
Technical Spanish/Translation and Interpretation

Business Technology
Accounting
Business Technology
Computer Information Systems
Information Technology
Management
Restaurant Management
Technical Communications

Health Services

Echocardiography Technology
Nurse Science
Radiologic Technology
Vascular Technology

Human Services

Crime Victim/Survivor Services
Early Care Education
Emergency Management
Emergency Medical Services
Municipal Fire Protection
Police Science
Sign Language Interpretation

Science and Engineering Technology

Applied Technology
Architectural Technology
Civil/Surveying Technology
Construction Technology
Electronic Power Technology
Electronics Engineering Technology
General Engineering Technology
Industrial Drafting and Design Technology
Occupational and Environmental Safety
Power Transmission and Distribution Technology
Wind Turbine Technology

—Associate of Science. The Associate of Science degree is a program designed for transfer to an upper-division baccalaureate degree program. The Associate of Science degree is typically awarded to those who wish to major in subjects with heavy undergraduate requirements in mathematics and science, including, but not limited to, fields such as engineering and agriculture. It represents successful completion of a minimum of 60 credit hours, excluding any physical education courses. Oklahoma State University-Oklahoma City offers seven Associate of Science degree programs.

Agriculture Technology
Horticulture Technology

Arts and Sciences
Public Service

Business Technology
Health Care Administration

Human Services
Alcohol and Substance Abuse Counseling
American Sign Language
Police Science

Science and Engineering Technology
Fire Protection and Safety Technology

—Higher Education Cooperative Agreements. The purpose of these agreements is to serve students who choose to pursue unique OSU-Oklahoma City degree programs in their geographical areas. The following are our current higher education partners and programs:

- Alcohol and Substance Abuse Counseling
 - Murray State College
 - Ardmore Higher Education Center
 - Cameron University
- Nurse Science
 - Panhandle State University
- Police Science - Crime Scene Investigation
 - Murray State College
 - Ardmore Higher Education Center

—Career Technology Center Cooperative Agreements. The purpose of these cooperative agreements is to allow students of approved career technology center programs to obtain OSU-Oklahoma City college credit so they may attain their education or career goals.

- Computer Information Systems - Accounting Emphasis
 - Francis Tuttle Technology Center
 - Metro Technology Centers
- Computer Information Systems - Computer Technical Support
 - Metro Technology Centers
- Electronics Engineering Technology
 - Metro Technology Centers
- Emergency Medical Services - Municipal Fire Protection
 - Canadian Valley Technology Center
 - Eastern Oklahoma County Technology Center
 - Kiamichi Technology Center
 - Metro Technology Centers
 - Moore Norman Technology Center
- Industrial Drafting and Design
 - Metro Technology Centers
- Information Technology - Network Emphasis
 - Metro Technology Centers
- Information Technology - Network Security
 - Metro Technology Centers
- Management - General Business
 - Metro Technology Centers
- Municipal Fire Protection
 - Eastern Oklahoma County Technology Center
- Radiologic Technology
 - Metro Technology Centers
- Technical Communications - Illustration/Multimedia
 - Francis Tuttle Technology Center
 - Metro Technology Centers
- Technical Communications - Internet Administration/
Web Page Design
 - Metro Technology Centers

—Philosophy. Oklahoma State University-Oklahoma City operates in the belief that each person should be treated with dignity and respect, afforded equal opportunity to acquire a complete educational experience, given an opportunity to discover and develop their special aptitudes and insights, and provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

—The Mission. Oklahoma State University-Oklahoma City develops and delivers collegiate-level career and transfer educational programs, professional development and support services which prepares individuals to live and work in an increasingly technological and global community.

—Institutional Effectiveness. The Institutional Effectiveness effort provides for a long-term commitment to institutional change through assuring effective, on-going institutional self-study processes. These efforts are an integral part of institutional decision-making systems and the student learning and growth process. The purpose of the Institutional Effectiveness effort on campus is to ensure that systems are in place that: determine institutional effectiveness, are improvement oriented, maximize limited resources, provide meaningful and quality information to faculty, service providers and students to assist in decision-making, provide an effective guide for planning.

Institutional effectiveness is driven by a process of critical self-examination and is directly related to improving services, the curriculum and the quality of teaching and learning within the institution. A process for determining institutional effectiveness must be linked to the major functions of the mission of the institution.

OSU-Oklahoma City has developed a plan that calls for a continuous quality improvement process that engages faculty, staff and students in thinking about the purpose and mission of education. Programs that assess and document student growth and learning are an integral part of this plan.

—Functions of OSU-Oklahoma City. OSU-Oklahoma City maintains an open-door policy that provides access to higher education for all eligible individuals, and treats all students fairly and equally and with no discrimination, regardless of social, economic or academic background. It provides learning opportunities for students to complete a Bachelor of Technology degree, an Associate in Applied Science degree, an Associate of Science degree or Certificate Program primarily in technical education. It prepares students for upper-division academic study at various other types of institutions.

When appropriate, OSU-Oklahoma City participates in reciprocal and cooperative relationships with educational and various other types of institutions.

OSU-Oklahoma City provides students the opportunity to acquire the knowledge and skills that enable them to accomplish specified career or personal educational goals. It provides a developmental studies program to enable students to be successful at the college level. It provides a complete student services program, including academic advisement, career planning and placement, enrollment management, counseling services, campus judicial programs, admissions and records, minority student programs and services, veterans services, student activities, financial aid, assessment, student support services and child development services.

OSU-Oklahoma City conducts workshops, seminars and conferences to accommodate the needs of local business, industry and community groups on a noncredit basis. It engages in a broad campus-wide program of assessment and improvement, including regular and systematic review of program and funding sources, in order to conduct long- and short-range planning, and to provide and encourage faculty and staff development activities to meet stated goals and to improve efficiency and effectiveness. For further information visit the Web site at www.osuokc.edu.



OSU Institute of Technology

www.osuit.edu

Robert Klabenes, EdD - *Provost and President of OSU Institute of Technology*
Linda Avant, EdD - *Executive Vice President, Academic Affairs*
Deborah McIntyre, MBA - *Vice President, Business Affairs*
Ina Agnew, MS - *Vice President, Enrollment Management*
Anita Gordy-Watkins, MS - *Vice President, University and External Relations*

Oklahoma State University Institute of Technology is a residential branch campus of OSU that focuses upon offering quality education in advancing technological and academic programs. Graduates earn the associate in applied science, associate in science or Bachelor of Technology degree.

OSUIT's core curriculum is as diverse and innovative as its student body. Individuals receive the comprehensive education required to prepare them as competitive members of a world-class workforce and to be contributing members of society. Unique in Oklahoma, the Okmulgee campus blends the best of emerging technologies, enhanced computer applications and general education to prepare students for rewarding careers in business and industry. Each program curricula is carefully reviewed twice each year by a team of industry and business advisers to make certain course content and instructional aids remain relevant. Students enjoy the low faculty-student ratio, the emphasis upon hands-on learning, and industry-experienced faculty.

OSU Institute of Technology has established an extensive array of business and industry partnerships that enhance participating programs. Many national and international corporations have chosen to partner with OSUIT. These partnerships support the college with scholarships, training aids and equipment. Students benefit by having greater access to sponsoring partners and employers at graduation. Students in most programs of study also participate in internships, a closely monitored, authentic work experience in a business or industry within their career choice. Most interns receive pay during their internship.

OSU Institute of Technology continues to take the leadership role in a number of Cooperative Alliance Agreements which allow high school and adult students to receive college credit for course work while they are enrolled at a participating Technology Center, and apply that credit toward an Associate in Applied Science degree.

Several industry certifications and program accreditations also attest to the quality of instruction. The Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC) as well as the Oklahoma Board of Nursing. Orthotics and Prosthetics is accredited by the National Commission on Orthotic and Prosthetic Education (NCOPE). The Information Assurance and Forensics program (Bachelor of Technology) is ABET accredited by their Commission on Computing. Automotive Service Technology and Collision Repair Technology programs maintain Automotive Service Excellence (ASE) certification.

The combination of the college's high quality educational programs, business and industry partnerships, the internship program, and modern and well-equipped instructional facilities, ensures OSU Institute of Technology graduates are highly marketable in a competitive job-seeking environment. Job placement for OSU-Okmulgee graduates is among the highest in Oklahoma, with many often having several job offers prior to graduation.

The college's educational programs are divided into ten instructional divisions, each with several instructional programs.

They include:

- *Transportation* - automotive service, automotive collision repair, diesel and heavy equipment technologies, and Precision Agriculture Technology;
- *Information Technologies*
- *Construction Technologies* - air conditioning and refrigeration technology and construction technologies;
- *Engineering Technologies* - electrical-electronics technologies, instrumentation, civil, engineering graphics, manufacturing, nanotechnologies, and power plant technology;
- *Arts and Sciences* division includes transfer degrees in pre-education and business;
- *Culinary Arts*
- *Health and Environmental Technologies* division- orthotics and prosthetics, pedorthics;
- *Nursing*
- *Visual Communications* - graphic design, multimedia, and photography
- *Watchmaking*

Students may also pursue the Bachelor of Technology degrees in civil engineering technology, information assurance and forensics, and instrumentation engineering technology.

OSU Institute of Technology operates on a year-around, three-semester system. New semesters begin in late August, in early January and mid-April.

The college participates in both national and state financial aid programs. Deadline is March 1 for financial aid applications. Most scholarship deadlines also are March 1.

Oklahoma State University Institute of Technology is located at 1801 E. 4th Street, Okmulgee, Oklahoma 74447-3901. The toll free phone number at OSUIT is (800) 722-4471. Information can also be found on the web at www.osuit.edu. Visitors are always welcome.

OSU-Tulsa

www.osu-tulsa.okstate.edu

Gary L. Trennepohl, PhD - *President*
Raja Basu, PhD - *Vice President for Academic Affairs*



Oklahoma State University offers undergraduate and graduate courses at OSU-Tulsa. For undergraduate programs, lower-division courses (1000- and 2000-level) are available at Tulsa Community College. Upper-division (3000- and 4000-level) and graduate (5000- and 6000-level) are offered at OSU-Tulsa.

Each student wishing to attend OSU-Tulsa must be admitted to the academic degree program of choice. All students must comply with admission procedures of OSU. Once admitted, regulations published in the OSU *Catalog* govern the student's pursuit and completion of the degree program.

OSU provides admission, enrollment, financial aid and academic advising services at OSU-Tulsa. Scholarships are also available from OSU-Tulsa. Students may enroll in classes in Tulsa or Stillwater and pay tuition at either location. The students' official academic records and transcripts are maintained by OSU at the Stillwater campus. Faculty are hired by OSU and the college offering the degree program. Upon completion of an academic program, OSU grants the degree. Students are responsible for making certain each course taken will apply toward the chosen degree or certificate program. Courses taken from other participating universities are treated as transfer credit courses. Transfer credit hours are applied to a student's degree program in accordance with regulations of OSU.

OSU-Tulsa is administered by a Board of Trustees and under the governing authority of the OSU Board of Regents. Classes are held at 700 N. Greenwood Ave., Tulsa, OK 74106-0700. Semester class schedules are published by OSU-Tulsa and distributed on the Stillwater campus through the OSU Office of Admissions and the Graduate College. For more information, contact the OSU-Tulsa campus at (918) 594-8355 or visit the OSU-Tulsa Internet site www.osu-tulsa.okstate.edu.



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.