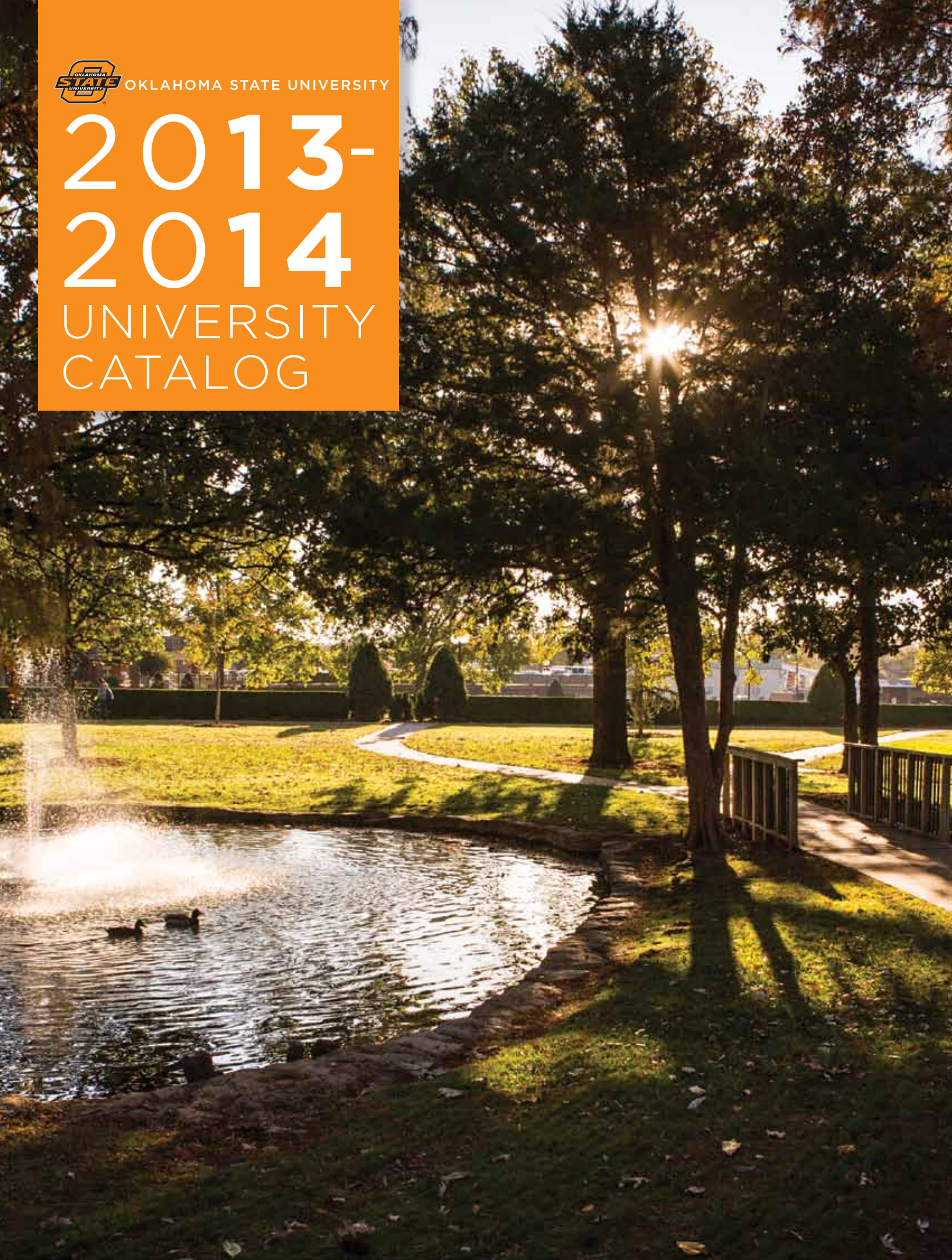




OKLAHOMA STATE UNIVERSITY

2013- 2014 UNIVERSITY CATALOG



2013-2014 University Catalog

An Oklahoma State University education is about providing choices and value. It's about people gathering together to investigate and discover, uncover opportunities and take on challenges. With more than 200 undergraduate and graduate degree programs, OSU is a premier land-grant institution 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 experts, scientists, artists and intellectuals on cutting-edge research that is changing the way we live.

OSU has been recognized for its educational value by *U.S. News & World Report*, *Forbes*, *Princeton Review*, and *Kiplinger*. The *Wall Street Journal* listed OSU among the nation's top schools for best preparing graduates for success, as determined by corporate recruiters.

OSU also is home to nearly 1,400 valedictorians, multiple Rhodes, Truman, Marshall, Udall, Goldwater, Gates and Phi Kappa Phi Scholars. OSU allows students to stretch their learning with its nationally recognized Honors College, unique opportunities for undergraduate research and its LASSO (Learning and Academic Success Opportunity) Center.

With more choices, top faculty and cutting-edge resources all at a great value, Oklahoma State University is the place for 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



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: go.okstate.edu

Admission: admissions.okstate.edu

Catalog and Class Schedule: registrar.okstate.edu

The summer and fall class schedules are available in March 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 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 for the *Catalog* is \$9.27 plus postage. The international rate is USD (\$9.27 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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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 website at registrar.okstate.edu for more information.

2013-2014 and 2014-2015**						
	FALL 2013	SPRING 2014	SUMMER 2014 (8 wk session #2)	FALL 2014	SPRING 2015	SUMMER 2015 (8 wk session #2)
Late enrollment fee assessed after this date	Aug. 16	Jan. 10	June 6	Aug. 15	Jan. 9	June 5
Class work begins	Aug. 19	Jan. 13	June 9	Aug. 18	Jan. 12	June 8
University Holiday (spring)		Jan. 20			Jan. 19	
100% Refund, Nonrestrictive Drop/Add Deadline*	Aug. 26	Jan. 21	June 11	Aug. 25	Jan. 20	June 10
50% Refund, Restrictive Drop/Add Deadline*	Aug. 30	Jan. 24	June 13	Aug. 29	Jan. 23	June 12
University Holiday (fall)	Sep. 2			Sep. 1		
Six week grades due from faculty	Oct. 1	Feb. 25		Sep. 30	Feb. 24	
Students' Fall Break**	Oct. 11			to be determined		
Students' Spring Break		Mar. 17-21			Mar. 16-20	
Deadline to file diploma application (for name to appear in fall commencement program)	Nov. 1			Nov. 3		
Deadline to file diploma application (for name to appear in spring commencement program)		April 1	April 1 (2014)		April 1	April 1 (2015)
University Holiday (summer)			July 4			July 3
W Drop/Withdraw Deadline*	Nov. 8	April 11	July 18	Nov. 7	April 10	July 17
W/F Withdraw Deadline*	Nov. 22	April 25	July 25	Nov. 21	April 24	July 24
Students' Thanksgiving break	Nov. 27-29			Nov. 26-28		
University Holiday (fall)	Nov. 28-29			Nov. 27-28		
Pre-Finals Week	Dec. 2-6	April 28-May 2		Dec. 1-5	Apr. 27-May 1	
Class work ends	Dec. 6	May 2	Aug. 1	Dec. 5	May 1	Jul. 31
Final examinations	Dec. 9-13	May 5-9		Dec. 8-12	May 4-8	
Commencement weekend	Dec. 13-14	May 9-10		Dec. 12-13	May 8-9	
Grades due electronically from faculty	Dec. 17	May 13	Aug. 5	Dec. 16	May 12	Aug. 4
University Holiday (fall)	Dec. 23-Jan. 1			Dec. 24-Jan. 2		
Intersessions and Pre-Sessions						
Fall Pre-Session	Aug. 5-16			Aug. 4-15		
Winter Intersession		Dec. 16-Jan. 10			Dec. 15-Jan. 9	
Summer Pre-Session (summer session #1)			May 19-June 6			May 18-June 5
Summer 4-Week Sessions						
4-week session (summer session #3)			June 9-July 3			June 8-July 2
4-week session (summer session #4)			July 7-Aug 1			July 6-31

**tentative

*DROP/ADD AND WITHDRAW DEADLINE DETAILS:

100% Refund, Nonrestrictive Drop/Add Deadline:

- add a course (nonrestrictive)
- drop a course with 100% refund and no grade

50% Refund, Restrictive Drop/Add Deadline:

- add a course (requires instructor and adviser signatures)
- drop a course with 50% refund and grade of "W" (requires adviser signature)

W Drop/Withdraw Deadline:

- drop a course with automatic grade of "W" (requires adviser signature)
- withdraw from all courses with automatic grades of "W" (requires completed Withdrawal Form)

W/F Withdraw Deadline:

- withdraw from all courses with assigned grades of "W" or "F" (requires completed Withdrawal form)

The Administration

Oklahoma State Regents for Higher Education

James D. "Jimmy" Harrel—Chair, Leedey
 Michael C. Turpen—Vice Chair, Oklahoma City
 John Massey—Secretary, Durant
 Gen. Toney Stricklin—Assistant Secretary, Lawton
 Marlin "Ike" Glass, Jr.—Member, Newkirk
 Jay Helm—Member, Tulsa
 Ann Holloway—Member, Ardmore
 Joseph L. Parker, Jr.—Member, Tulsa
 Dr. Ronald H. White—Member, Oklahoma City
 Dr. Glen D. Johnson—Chancellor

Board of Regents for Oklahoma State University/A&M Colleges

Tucker Link—Chair, Finley
 Rick Davis—Vice Chair, Guthrie
 Calvin J. Anthony—Member, Stillwater
 Douglas E. Burns—Member, Norman
 Joe D. Hall—Member, Elk City
 Andy W. Lester—Member, Edmond
 Trudy Milner—Member, Tulsa
 Jim Reese—Member, Nardin
 Lou Watkins—Member, Stillwater

OSU Executive Team

V. Burns Hargis, JD—President
 Pamela Martin Fry, EdD—Interim Provost and Senior Vice President, Academic Affairs
 Vacant—President, Center for Innovation and Economic Development
 Lee E. Bird, PhD—Vice President for Student Affairs
 Gary C. Clark, JD—General Counsel and Vice President
 Mike Holder, MBA—Vice President for Athletic Programs and Director, Intercollegiate Athletics
 Kirk Jewell, PhD—President and CEO, OSU Foundation
 Jason Kirksey, PhD—Associate Vice President of Institutional Diversity
 Stephen W.S. McKeever, PhD—Vice President for Research and Technology Transfer
 Larry Shell, MS—President, OSU Alumni Association
 Gary Shutt, BS—Director of Communications
 Joe Weaver, MS—Vice President for Administration and Finance
 Mike Woods, PhD—Interim Vice President for Agricultural Programs and Dean of the Division of Agricultural Sciences and Natural Resources
 Kyle Wray, MA—Vice President for Enrollment Management and Marketing

Academic Deans

Pamela S. Carroll, EdD—Dean of the College of Education
 Ken Eastman, PhD—Interim Dean of the Spears School of Business
 Bret S. Danilowicz, PhD—Dean of the College of Arts and Sciences
 Sheila G. Johnson, MLS—Dean of Libraries
 Jean E. Sander, DVM—Dean of the Center for Veterinary Health Sciences
 Paul J. Tikalsky, PhD—Dean of the College of Engineering, Architecture and Technology
 Sheryl Tucker, PhD—Dean of the Graduate College
 Mike Woods, PhD—Interim Dean of the Division of Agricultural Sciences and Natural Resources and Vice President of Agricultural Programs
 Stephan M. Wilson, PhD—Dean of the College of Human 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
 Christine Crenshaw, MBA—Director of Undergraduate Admissions
 Joshua Ward, PhD—Director of Scholar Development and Recognition
 Robert L. Spurrier, PhD—Director of The Honors College

Message from the President



Welcome to Oklahoma State University!

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

This catalog shows the incredible breadth of academic offerings available to you at OSU. With more than 300 undergraduate and graduate degree programs 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 leading land-grant universities and remains fully committed to the land-grant mission of teaching, research and outreach. We provide a creative, innovative, collaborative learning environment that prepares students to use their knowledge to become active citizens and positive leaders who will make the world a better place.

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



V. Burns Hargis



The University

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, which is still located on the southeast corner of campus and today houses the OSU Honors College. 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; and in 2008 OSU-Okmulgee was renamed OSU Institute of Technology. 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 around 50,000. 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 more than 36,000 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 hall programs, outstanding cultural events, and nearly 40 nationally-affiliated fraternities and sororities that provide a stimulating educational and social environment.

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.

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 37,000 students, nearly 70 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 in Okmulgee, OSU-Tulsa and the OSU Center for Health Sciences in Tulsa. Seventy-four percent of the undergraduate enrollment is from Oklahoma; 23 percent from other states; and three percent from 128 foreign countries. Of the undergraduate population, 52 percent are men and 48 percent are women. Minorities make up approximately 24 percent of the undergraduate student body. The graduation rate of full-time, degree-seeking undergraduate students is 62 percent.

There are more than 5,800 graduate students throughout the OSU System. Of those, 49 percent are from Oklahoma; 29 percent from other states; and 22 percent from foreign countries. Fifty-five percent of graduate students are men and 45 percent are women. Minorities make up 38 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.

OSU's researchers are engaged in research across the full spectrum of human endeavor and inquiry, including areas of state and national priority. Research in plant and animal science places OSU at the forefront of agricultural biotechnology research. OSU researchers also participate in initiatives to understand and advance the role of sustainability in all aspects of our lives. This includes the development of biofuels and many other projects to increase energy efficiency. OSU's energy research is focused on providing solutions for the current and future needs of the nation as our scientists work in collaboration with private, state and federal sectors to enable the nation's transition to a sustainable energy future. OSU's sensor-related researchers investigate more effective ways to protect our nation's food, our environment and our first responders. Research into many aspects of aerospace, from control engineering to human space flight, enables OSU to support the growing aerospace economy of the state. OSU is a national leader in the design of unmanned aerial systems. The university is the first in the world to offer a graduate degree option for UAS. 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 the Vice President for Research and Technology Transfer (www.research.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 *Technology Development Center* (www.tdc.okstate.edu) 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* (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.urs.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 *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, Combat Systems, Intelligence, Surveillance and Reconnaissance (C5ISR)
- 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. In 2010, OSU-Stillwater completed its first campus building dedicated exclusively to research, the Henry Bellmon Research Center. The HBRC is a state-of-the-art facility that houses six of OSU's leading interdisciplinary research programs: synthetic chemistry, biodiversity, biophysics, photonics, bioferensics, and biogeophysics. The facility is the single largest project from the 2005 Oklahoma Higher Education Capital Bond Program, and is expected to aid in the recruitment of additional high-quality faculty and vault OSU's research programs to even higher levels. For more detailed information about the HBRC and OSU's other research centers, visit research.okstate.edu/research-facilities/research-centers-and-facilities.

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, or by calling the contact 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:
Monnie E. Champion,
ORAU Corporate Secretary
(865.576.3306); or visit the ORAU home page at www.orau.org

Outreach

International Studies and Outreach (IS&O) – iso.okstate.edu – Oklahoma State University's long and proud tradition of excellence in International Studies and Outreach has its roots in the post-World War II era when US President Harry S. Truman appointed OSU President Henry G. Bennett as the first Chief Executive Officer of the Point Four Program. This program is known today as the United States Agency for International Development (USAID). Over the past half-century, hundreds of faculty members have served abroad on numerous projects sponsored by the United States Government and private foundations. Faculty members are increasingly engaged in research and outreach dealing with international trade and development and have contributed extensively to scholarships on global issues. Dr. Henry G. Bennett's international legacy and OSU's long-standing dedication to international relations and outreach is evident in the university's continued international endeavors and significant international student population. The current OSU student body represents more than 100 countries in 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 Studies and Outreach, formerly International Education and Outreach. IS&O serves as a catalyst for the internationalization of OSU and actively promotes the university's engagement with state, national and international communities by fulfilling compelling educational needs and advancing the development of Oklahoma. IS&O is responsible for the following units and activities:

The *School of International Studies* (SIS) – sois.okstate.edu – was dedicated April 1, 1999, to meet the challenge of preparing tomorrow's educated persons

for life in the global community. SIS is an interdisciplinary and multifaceted unit that draws resources from OSU Stillwater's eight academic units. The rich multicultural and multidisciplinary expertise at OSU is reflected in the diversity of professional experience and academic disciplines of more than 150 faculty members who contribute to SIS. SIS is comprised of the following units:

The SIS Academic Programs

Graduate Program in International Studies offers three options in its multidisciplinary graduate program, including the Master of Science in International Studies, the Graduate Certificate in Global Issues and the Master's International Program. Students select courses from a rich variety of subjects taught by the aforementioned nationally and internationally-recognized SIS faculty. Native English speakers must complete at least five hours of intermediate or advanced foreign language study with a grade of at least "C," or attain intermediate rating on the ACTFL Oral Proficiency Interview prior to program completion. Students in the program come from across the nation and around the globe.

Master of Science in International Studies — Students complete 33 credit hours that include four core courses, four to five courses in a designated Focus Area (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) and two to three elective courses. Students are also required to participate in an international experience. Students complete their degree with either a thesis or a creative component. The SIS graduate program also offers a dual degree option with two universities in Mexico: Universidad Popular Autónoma del Estado de Puebla (UPAEP) and Universidad de las Americas (UDLA).

Master's International Program (MIP) — This program provides the opportunity to incorporate Peace Corps service into the MS in International Studies degree plan. Candidates complete 24 credit hours before entering the Peace Corps. After completion of their service, students return and enroll in an additional nine hours to finish their degree. These final hours involve preparing reports related to their activities in the Peace Corps.

Graduate Certificate of Global Issues — After completion of a bachelor's degree, students can receive a Certificate in Global Issues by taking 15 credit hours in International Studies. Certificate students complete three of the core courses and two courses selected from a focus area.

Undergraduate Minor in International Studies — All undergraduate students at Oklahoma State University (OSU) may obtain an international studies minor, regardless of their primary academic major. Courses within the minor encourage students to understand social, political, economic and cultural contrasts throughout the world. The minor in international studies will encourage students to develop their foreign language skills by participating in study abroad or service learning experiences abroad prior to graduating. Furthermore, this will provide formal evidence of international study on one's transcript and resume that otherwise may not be evident. The minor in international studies will also increase demand for OSU's international-related courses resulting in an increase in course development and offerings. Students will structure their minor from three clusters of courses and learning experiences encompassing International Decision Making (6 credit hours), International Environment (9 credit hours) and International Experience (3 credit hours). In addition, each student must complete 10 credit hours of a foreign language or demonstrate proficiency through examination. International students will be exempt from the International Experience.

The **Study Abroad Office** coordinates reciprocal exchange agreements with 83 institutions in over 35 countries, as well as affiliated programs and the National Student Exchange. The office provides personalized advising on study abroad, pre-approval of courses to be taken abroad, and support both during and after the international sojourn. Study abroad programs offer students the opportunity to experience different peoples, languages and customs and to gain essential global competence. OSU set a goal to provide every undergraduate student with a meaningful international experience prior to graduation, which study abroad can fulfill. Two one-credit courses are offered by the study abroad staff to help students maximize their experience abroad. The office also administers two International Studies & Outreach scholarships that serve as incentives for study abroad participation - the Provost's Study Abroad Scholarship and the Don and Cathy Humphreys Scholarship.

The **English Language Institute** is an intensive program designed to help non-native English speakers attain the proficiency necessary to enroll in a U.S. institution of higher education. 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 **International Outreach Unit** (IO) promotes special international partnerships and programming on behalf of Oklahoma State University. IO houses the following components:

The **OSU-Mexico Liaison Offices** are housed in the Wes Watkins Center and supported by the Division of International Studies & Outreach. The OSU-Mexico Liaison Offices promote bilateral exchanges between the United

States and Mexico, increases in the number of OSU students studying abroad in Mexico and increases the number of Mexican students enrolled at OSU. The OSU-Mexico Liaison Offices also aid in preparation of exchanges with Mexican universities, provides professional contacts and serves as a local expert resource about Mexico. Two OSU university partners currently house on-site offices and staff at OSU; the Universidad Popular Autónoma del Estado de Puebla (UPAEP) and Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM). Mainly during the summer, the Outreach Unit offers three (3) short-term programs. The main goal of each program is to maintain a global mind-set in each participant combined with an academic and cultural experience at OSU. These three (3) programs are: Experience Oklahoma, Faculty Led and High School Summer Academy.

The *Fulbright Resource Center* assists students, recent graduates, faculty members, developing professionals and artists in pursuit of Fulbright Grants for international opportunities in research, study, teaching or creative activities abroad. The Fulbright Grant is a highly competitive national award established in 1946 by Arkansas Senator J. William Fulbright to increase international understanding through educational exchange.

Peace Corps Support is provided by IS&O as needed for a regional Peace Corps recruiter who visits OSU to recruit students and provide Peace Corps information at various learning and career fairs. Oklahoma State University has produced over 450 Peace Corps volunteers.

Phi Beta Delta is an international honor society dedicated to recognizing scholarly achievement in international education. The Phi Beta Delta Epsilon Upsilon chapter was founded at OSU in December 2003. Students, faculty and staff with international experience and service are encouraged to apply for this prestigious honor society for international scholars.

OSU Correspondence Education – ce.okstate.edu/ – In order to provide higher education opportunities to underserved or restricted populations, OSU provides a variety of courses via correspondence education (CE) to individuals across the state, nation and world using various media and partnerships with academic units at OSU. Individuals enrolled in correspondence education courses would often otherwise be unable to access higher education due to work, family responsibilities, physical isolation or medical conditions that may preclude participation in regularly schedule class meetings. OSU offers approximately 100 CE courses for college credit and continuing education units (CEUs). For most CE courses, students may enroll at any time without being admitted to OSU and are allowed up to one year to complete course work. Courses may be print-based (traditional correspondence), web or DVD/video-assisted telecourses or online courses. For more information on correspondence or other distance learning courses at OSU, contact the O-Campus help line at 405.744.6786, email to ocampus@okstate.edu or visit ocampus.okstate.edu

Wes Watkins Center Conference and Meeting Services – www.okstate.edu – provides office space and meeting facilities to serve the needs of International Studies & Outreach, OSU and Oklahoma. The Wes Watkins Center is home to OSU International Studies & Outreach and serves as a central location for international events, business meetings, social events and conferences at OSU as well as for Stillwater, the State of Oklahoma and region. In addition to the center's international agenda, it offers over 42,000 square feet of meeting space, on-site conference management, event logistics consultation, in-house catering and several off-site caterers to choose from for catered events, in-house decorative services and technological equipment to accommodate any meeting or event need.

Wes Watkins Center for International Trade and Development – citd.okstate.edu – The Wes Watkins Center for International Trade and Development (CITD) focuses on both international trade and international development on the behalf of OSU and the state of Oklahoma. In the area of international trade, the CITD is part of the Oklahoma Small Business Development network and provides Oklahoma businesses with hands-on assistance to help expand the export of product and services. In the area of international development, the CITD provides informational resources or special project development to assist communities overseas with meeting basic needs for food, water, education and health. Service projects are running in several countries, including Latin America, Africa, Eastern Europe, and Southeast Asia. In addition, the CITD is involved in international development projects providing technical assistance on international trade and customs policy matters. These development projects are chosen to provide assistance to non-governmental organizations and as an opportunity for service projects and experiential learning for OSU students.

OSU Outreach Administration – Educational activities offered by OSU Academic Unit Outreach Offices and IS&O, enable students on and off campus to enroll in Distance Learning Master Programs, a number of online undergraduate courses, study abroad opportunities, and a diverse array of noncredit training opportunities that are also open to community members. Outreach Programs and services flow primarily from decentralized program units and are delivered by college faculty, adjunct faculty and staff. Outreach support is provided by International Studies and Outreach to all OSU Academic Unit Outreach Programs through committee support, credit course coordination, data system support and report coordination.

For more information about IS&O, contact:

International Studies & Outreach, 405.744.6606, iso.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, 1.800.621.7440, 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 (ASLA). The landscape contracting program is accredited by the Professional Landcare Network (PLANET). 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 Engineering Accreditation Commission (EAC) of 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 certified by the American Chemical Society; the program in communication sciences and disorders is accredited by the American Speech-Language-Hearing Association; the School of Media and Strategic Communications, which offers programs in multimedia journalism, sports media, and strategic communication, 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 (NAST).

In the *College of Education*, the aviation programs are accredited by the Aviation Accreditation Board International (AABI). 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 Council for the Accreditation of Educator Preparation (CAEP) formerly named the National Council for Accreditation of Teacher Education (NCATE). 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 at <http://www.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., <http://www.abet.org>. 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, 202.783.2007.

Programs culminating in a baccalaureate degree in the *College of Human 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 is endorsed by the American Apparel and Footwear Association (AAFA) Education Foundation, making it one of only 13 approved programs in North America. The Child Development Laboratory/Rise School is licensed by the 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 at OSU are both currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312.899.0040 ext 5400.

The *Spears School of Business* is 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. All Spears programs are AACSB accredited with the exception of the M.S. in Economics and the PhD in Economics which do not come under the AACSB's scope of review. The School of Accounting is evaluated separately, and is fully accredited by AACSB.

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, Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404.975.5000, Oklahoma Board of Nursing, American Veterinary Medical Association and Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, 727.210.2350.

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 Technologies 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 newly renovated and nation's largest Student Union, Old Central, the Henry Bellmon Research Center, Noble Research Center, Donald W. Reynolds Architecture Building, 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.

The impressive Henry Bellmon Research Center opened in 2010. The \$70 million building, which is the largest project in the state's Capitol Bond Program, provides state-of-the-art laboratory space for a wide-range of disciplines and encourages collaborative research.

OSU opened several renovated buildings in 2009. Thanks to a gift from the Donald W. Reynolds Foundation, OSU doubled the size of its School of Architecture building. Historic Old Central, built in 1894 and the first campus building, was renovated and remodeled to house the Honors College; the renovations have won numerous architectural awards. Murray Hall, which was built as a women's dormitory in 1933, was renovated to house seven departments from the College of Arts and Sciences.

A \$63 million facelift to OSU's prestigious Student Union has greatly enhanced facilities and services to students. Campus Life is now prominently located on the second floor of the union and dining options have been enhanced and expanded. The Center for Services to Students area continues to house the Bursar, Registrar, Scholarship and Financial Aid, Undergraduate Admissions and the Learning and Student Success Opportunity Center in one convenient location to better serve students. Near-term projects in the Master Plan 2025 include new buildings for the Spears School of Business and the College of Human Sciences, a new performing arts center, a new academic center for the veterinary college and a downtown facility to showcase OSU art.

The renovation of the west end of Boone Pickens Stadium 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. To reduce energy costs and emissions, OSU converted its entire fleet of campus busses to compressed natural gas in 2010.

In 2001, Gallagher-Iba Athletic Center was renovated to expand seating to approximately 13,000 for athletic, academic and entertainment activities. OSU's basketball locker rooms were upgraded in 2010 for both men and women. 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, and a landscape architecture plan developed in 2010 will guide those efforts. Major east-west streets Hall of Fame and University have been greatly updated, and in 2012 the university launched a major overhaul to Monroe Street, which runs north-south through the heart of the campus. A series of landscape projects near student residential facilities have 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. 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

Division of Institutional Diversity

Jason F. Kirksey, PhD—Associate Vice President for Institutional Diversity

Vacant—Director, Office of Equal Opportunity

Precious Elmore, PhD—Director, Office of Multicultural Affairs

Jovette Dew, PhD—Director, Diversity Academic Support and TRIO Department

Campus Address and Phone:

408 Whitehurst, Stillwater, OK 74078-1035 – 405.744.9154

Website: diversity.okstate.edu **E-mail:** diversity@okstate.edu

The Division 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 goal is to maintain campus communities throughout the University system that are socially, culturally, and globally competent.

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 graduate undergraduate and graduate students who actively promote the importance of an inclusively diverse community of learners and the world.
- Provide internships and service learning opportunities for students to gain knowledge and understanding of an inclusive diverse community.
- 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.

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 website at diversity.okstate.edu for updates as our work continues to support the mission of this great University.

Office of Equal Opportunity

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.

Please contact the Office of Equal Opportunity, 408 Whitehurst, at **405.744.9153** for information concerning unlawful discrimination and inquiries regarding OSU compliance with equal opportunity or affirmative action, or visit the Office of Equal Opportunity website at eeo.okstate.edu.

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 Director of Equal Opportunity, 408 Whitehurst at 405.744.9154.

For more information refer to the OSU Gender Discrimination/Sexual Harassment Policy & Title IX Grievance Procedure 1-0702 visit www.okstate.edu/osu_per/policy_proced.htm.

Office of Multicultural Affairs

The Office of Multicultural Affairs (OMA) is a place for students of different cultures, backgrounds, and experiences to come together in an effort to learn more about each other and about themselves. OMA 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. We aim to assist students in achieving academic excellence, developing their personal and professional character, and engaging in the campus and greater community.

OMA achieves these goals by offering scholarships, leadership development programs, mentoring opportunities and cultural education programs. We are also home to several of Oklahoma State's cultural affinity groups, including the African-American Student Association, Asian-American Student Association, Hispanic Students Association, Native American Student Association, Vietnamese Student Association, and house the office of Women's and LGBT affairs. OMA is here to serve all students. By connecting students with opportunities and resources for academic, personal and professional development, we prepare students to live and thrive in a culturally diverse world.

For more information on OMA programs and services, visit our website at oma.okstate.edu, contact the Office of Multicultural Affairs at 240 Student Union Building or e-mail at oma@okstate.edu.

Diversity Academic Support

Diversity Academic Support (DAS) is a unit in the Division of Institutional Diversity with a mission to provide resources and opportunities for academic, social, and emotional growth. This unit is engaged in 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 **405.744.5335** or contact by e-mail at diversityacadsupport@okstate.edu.

ILP Program

The Inclusion Leadership Program (ILP) at OSU consists of a series of connected activities that will help OSU students 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 OSU sophomores and students selected from high schools in Oklahoma City, 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 at **405.744.4725**.

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 at **405.744.2920**.

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 **405.744.2920**.

Student Support Services Program

The Student Services Support Program at Oklahoma State University is funded through the U.S. Department of Education. The program is designed to provide support and motivation to low-income, first-generation, and/or students with disabilities from matriculation through graduation.

The Student Support Services program provides the following services: academic advisement, financial aid advisement, mentoring, cultural programming, and service learning preparation. Students enrolled in the program may also be awarded financial assistance in the form of scholarships or stipends. For more information on this program, contact OSU-SSS at **866.748.7979**.

Upward Bound

Upward Bound is a college preparatory program designed to provide academic skills and motivation for students who are interested in pursuing an educational program beyond high school. Students generally enter the program in the 9th or 10th grade and remain through graduation from high school and entry into college.

During the summer, Upward Bound (UB) students live on the Oklahoma State University campus for six weeks and participate in a variety of academic, social, and cultural activities. During the regular school year, UB students are in contact with UB staff members and tutors through activities, counseling sessions and tutorials. For more information about the OSU Upward Bound Program, contact the Upward Bound Office at **405.744.5455**.

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). Phase IV of the program began in Fall 2009 and will continue for five years. The Oklahoma Alliance is comprised of eleven partner institutions with OSU serving as the lead institution. Alliance institutions include: The 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 additional information visit www.ok-lsamp.okstate.edu, e-mail okamp@okstate.edu, call **405.744.6710** or **405.744.7820**.

Undergraduate Admissions

Office of Undergraduate Admissions

Campus Address and Phone:

219 Student Union, Stillwater, OK 74078-1035
405.744.5358 or 1.800.233.5019 ext. 1

Website: admissions.okstate.edu **E-mail:** admissions@okstate.edu

Application Procedure

- **When to Apply.** Incoming freshmen may begin the application process at Oklahoma State University as soon as they have completed their junior year in high school and have an official six-semester transcript. Concurrent students must submit all concurrent application documents at least two business days before each semester they plan to enroll. Oklahoma State University's priority scholarship deadline for students who plan to enroll in the summer or fall semester is **February 1**. The priority scholarship deadline for students planning to enroll in the spring semester is **October 15**.
- **How to Apply.** Students can apply online via the Undergraduate Admissions website or apply in person at the Office of Undergraduate Admissions. OSU requires a non-refundable application fee of \$40 or application fee waiver for domestic students. Official transcripts and test scores are also required before an admission decision can be determined.
- **Freshman.** For the purpose of determining 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).
- **Concurrent.** For the purpose of determining admission, a concurrent student is one who is currently enrolled as a high school junior or senior and is interested in earning college coursework during their junior or senior year of high school.
- **Transfer.** For the purpose of determining admission, a transfer student is one who has earned seven or more semester hours of college-level credit after graduation from high school.
- **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/Scholarship and a current application fee or waiver. A student who has enrolled in another college or university since last attending OSU must submit a transcript from each institution, an updated Application for Admission/Scholarship and a current application fee or waiver. A returning service member whose enrollment was interrupted due to service obligations must submit an updated Application for Admission/Scholarship. Returning service members must submit confirmation of military service orders that necessitated absence from the university in order to receive an application fee waiver. Admission status will be determined after an evaluation of all previous work has occurred.

Freshman Admission Requirements

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)

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, a student 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 unweighted GPA of 3.00 or higher (on an unweighted 4.00 grading scale; GPA is an unweighted average of all grades "A" equating to 4.00 and "D" equating to 1.00 taken 9th through 12th grades), 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 standard weighting (1.0) to The College Board's Advanced Placement courses and the International Baccalaureate higher-level courses) in the required 15 core high school courses (see Curricular Requirements listed below) and attain either an ACT composite score of 21 or higher or a total SAT score of 980 or higher, 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 (on a 4.00 grading scale standard weighting (1.0) to The College Board's Advanced Placement courses and

the International Baccalaureate higher-level courses) 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.

SAT total score is the combination of Critical Reading and Math sections only.

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	3
Other (from any of the above or foreign language or computer science)	2

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

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).

Curricular Deficiencies and Remediation. Students must 'place' into college-level course work in the areas of English, math, reading, and science through appropriate placement testing. The appropriate ACT or SAT scores may be used for placement in science courses. The predicted grade index, which is a regression equation that uses items from students' high school transcripts, may also be used to place students into English, reading or science courses. The OSU Math Placement exam is used for placement in math courses. Secondary testing for placement purposes is available through the ACT COMPASS exams. For additional information visit placement.okstate.edu or contact University Assessment and Testing at 405.744.5958.

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 show proficiency by achieving the following minimum scores on either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exams. Scores over two years old by the beginning of the term students wish to enter are not acceptable unless they have been attending school in the U.S. since the test date

- 500 for a paper-based TOEFL or
- 61 for Internet-based TOEFL or
- 6.0 for an IELTS exam

When requesting ETS send official score reports to Oklahoma State University, please use the ETS institution code, 6546, for OSU and department code, 00.

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, but admissions decisions will not be determined until students submit an official high school transcript which reflects first semester senior grades.

Adult Admission. Adults 21 years of age or older or individuals on active military duty may be admitted after careful consideration is given to determine

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. To be eligible for adult admission consideration, individuals must participate in either the ACT Assessment or the SAT admission test.

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. See Curricular Deficiencies and Remediation on previous page.

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.

Correspondence Study Enrollment. Admission to the University is not required for enrollment in correspondence 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 unweighted grade-point average of 3.00 or higher (on an unweighted 4.00 grading scale; GPA is an unweighted average of all grades "A" equating to 4.00 and "D" equating to 1.00 taken 9th through 12th grades) and rank scholastically among the top third of his or her graduating class, or
 - b. Earn an ACT composite score of 24 or SAT of 1090, and.
 - c. 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. A Junior student enrolled in an accredited Oklahoma high school may be admitted provisionally as a special student if he or she meets requirement 1c. above and the additional requirements listed below.
 - a. Achieve a current cumulative high school grade-point average of 3.50 or higher (on an unweighted 4.00 grading scale; GPA is an unweighted average of all grades "A" equating to 4.00 and "D" equating to 1.00 taken 9th through 12th grades) or
 - b. Attain an ACT composite score of 25 or higher or a total SAT score of 1130 or higher.
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 the requirements below:
 - a. Is 17 years of age and meets requirements 1b and 1c above, or
 - b. Is 16 years of age and meets requirements 1c and 2b above.

SAT total score is the combination of Critical Reading and Math sections only.

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. To continue concurrent enrollment, the student must submit an updated Concurrent Application Form to the Office of Undergraduate Admissions.

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). Credits earned through these examinations are normally recognized throughout the nation. Some exceptions apply to examinations that contain an essay component. National CLEP testing centers offer two kinds of examinations: general examinations and subject examinations. OSU only grants college credit for certain subject examinations. A brochure of the CLEP examinations and corresponding scores accepted by OSU can be found on the Undergraduate Admissions website.

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 website. See also the "University Academic Regulations" section of this *Catalog*.

Transfer 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. OSU does not use incomplete, GPA-neutral passing grades (ex: "P" or "S"), remedial/developmental, repeated/forgiven credit and activity courses when determining attempted hours for transfer admission.

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. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when the Office of Undergraduate Admissions has had an opportunity to validate the courses or programs. 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.

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 or waiver. A student who has enrolled in another college or university since last attending OSU must submit a transcript from each institution. Admission status will be determined after an evaluation of the previous work has occurred.

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. Students are required to submit a final high school transcript which includes confirmation of high school graduation to complete their admission record.

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. Any student who meets any of the criteria below is required to provide evidence of having been tested for Tuberculosis within the six months prior to coming to OSU, OR by the fourth week of classes:

- 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.

In-State/Out-of-State Status of Enrolled Students

In-state/Out-of-state 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 In-State/Out-of-State classification is determined by the Office of Undergraduate Admissions when the Application for Admission/Scholarship is received.

Petition for In-State Status. Students classified as out-of-state for tuition purposes may petition for in-state status if the student believes he/she has been incorrectly classified as out-of-state. A Petition for In-State Status 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.

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

In-state 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 reclassification may affect your aid.

Regulations governing the in-state/out-of-state 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.

Section I. Purpose

Oklahoma statute 70 O.S., Supp. 2003, §3218.2 authorizes the State Regents to establish tuition and fees charged at public institutions to instate/out-of-state postsecondary students. This policy statement establishes definitions, principles, criteria, and guidelines to assist institutional officials in the classification of postsecondary students as instate/out-of-state students. Also, the policy statement should be helpful to prospective students in the determination of their in-state/out-of-state status prior to enrollment or for those out-of-state students seeking to be reclassified as in-state. Determination of in-state status for purposes of attendance at an institution in the state is based primarily on domicile as defined below. Since 1890, it has been public policy in Oklahoma to provide comprehensive, public higher education opportunities for citizens make to improve themselves, to 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 portion of their educational costs at state colleges and universities. Out-of-state students are also provided educational subsidies, although at lower levels than those provided for permanent instate students. Out-of-state tuition waivers provide Oklahoma institutions the ability to attract and graduate out-of-state students with academic abilities and talents who contribute to the economic development, vitality and diversity of the state's campuses. Additionally, Oklahoma institutions located near the state's borders are especially sensitive to serving demographic areas where population, tax dollars, property ownership, etc., cross state borders frequently. Out-of-state tuition waivers allow institutions to serve the community and surrounding area to the benefit of the institution and its students without detriment to Oklahoma residents.

Section II. Definitions

1. Dependent Person - is one who is under the care, custody, and support of a parent or legal guardian.
2. Domicile - is a person's 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 intent to remain. When these two occur, there is domicile.
3. Documented foreign national - is a person who was born outside the jurisdiction of the United States (U.S.), is a citizen of a foreign country, and has not become a naturalized U.S. citizen under U.S. law, but has entered the U.S. by way of legal documentation such as a visa.
4. Full-Time Active Duty Military Personnel - for the purposes of this policy, are members of the armed forces who are on active duty for a period of more than 30 days (means active duty under a call or order that does not specify a period of 30 days or less). Personnel and their spouse and dependent children may be classified upon admission as in-state as long as they are continuously enrolled. "Armed Forces" means Army, Navy, Air Force, Marine Corps and Coast Guard. Such term does not include full-time National Guard duty.
5. Full-time Professional Practitioner or Worker - is a U.S. Citizen or Lawful Permanent Resident who has come to Oklahoma to practice a profession on a full-time basis, conduct a business full-time, or work on a full-time basis.
6. Full-Time Student - is an undergraduate student 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 or as required by the institution.
7. Independent person - is one who is responsible for his or her own care, custody and support.
8. In-state status - is a classification for a post-secondary student who has lived continuously in Oklahoma for at least 12 months not primarily as a post-secondary student, has established domicile in Oklahoma, and meets requirements associated with in-state status including sections IV, VII and VIII. Students classified upon admission as in-state are eligible to apply for state scholarship and financial aid programs.
9. Lawful permanent resident - is a naturalized alien who has been granted official immigration status as a lawful permanent resident of the U.S. This is evidenced by a lawful permanent resident card (also called a "green card").
10. Out-of-state status - means an individual does not meet in-state requirements defined in this policy unless otherwise allowed by exceptions or provisions in policy.
11. Out-of-state tuition waiver - is the portion of tuition that is waived in excess of that paid by students classified as in-state.
12. Undocumented student - is a person who was born outside the jurisdiction of the U.S., is a citizen of a foreign country, and has not become a naturalized U.S. citizen under U.S. law and has entered the U.S. without documentation.
13. U.S. Citizen - is a person born in the United States, a U.S. Territory or former U.S. Territory or who has been granted citizenship by the U.S. Government.

Section III. Principles

As part of the admissions process, institutions are responsible for determining students' in-state/out-of-state status consistent with this policy. Administrators interview students, review documentation and are in the best position to determine whether the student may be classified as in-state. Each institution must designate an appropriate administrative official (most often the Admissions Officer) as responsible for administration of this policy. The burden of proof to establish in-state status shall be upon the student. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate administrative official(s) consistent with this policy. Mere assertion by a student such as checking "In-State" on the application for admission is insufficient. The appropriate administrative official must review relevant documents, consider the policy principles and procedures, circumstances, and documentation to determine in-state status. While no set criteria, documentation, or set of circumstances can be used for this purpose, the principles outlined below guide the process.

1. Attendance at a post-secondary educational institution, albeit a continuous and long-term experience, does not establish in-state status. Therefore, a student neither gains or loses in-state 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 out-of-state students who do not intend to remain in Oklahoma after graduation, but are situational and necessary and/or voluntary (i.e., registering to vote, obtaining a driver's license). Such acts and/or declarations alone are insufficient evidence of intent to remain in Oklahoma beyond the college experience.
3. An out-of-state student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.
4. An individual is not deemed to have acquired in-state status until he or she has been in the state for at least a year primarily as a permanent resident and not primarily as a student. Likewise, an individual classified as in-state shall not be reclassified as out-of-state until 12 months after leaving Oklahoma to live in another state.
5. Unless residency has been established in another state, an individual 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 two years prior to graduation from high school will be eligible for in-state status as allowed in Sections VI, VII and VIII.
6. Each spouse in a family shall establish his or her own status on a separate basis. Exceptions include the following: when an out-of-state status individual marries a person with in-state status, the out-of-state individual may be considered in-state after documentation of the marriage and proof of domicile are satisfied without the 12 month domiciliary waiting period, and as provided in sections VII and VIII.
7. Initial classification as out-of-state shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as in-state provided that he or she establish domicile as defined in this policy. Institutions must establish procedures for students to appeal out-of-state status classification.
8. Institutions may, but are not required, to waive out-of-state tuition (also known as Nonresident Tuition Waiver) in accordance with current State Regents' Tuition and Fees Policy 4.18.5.B that allows any institution in the State System to waive a portion of the out-of-state tuition which amount shall not exceed the difference between out-of-state tuition and the amount paid by in-state students.
9. When a student transfers from one institution to another, the institution to which the student transfers is not bound by the in-state/out-of-state classification previously determined and may request documentation to determine the student's in-state/out-of-state status.

Section IV. Dependent and Independent Persons

The legal residence of a dependent person is the postsecondary student's parents or the residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care of those other than the parents, the legal residence is that of the student's legal guardian. In-state/out-of-state classifications of postsecondary students with extenuating circumstances (e.g., divorced parents with joint custody when one parent or legal guardian lives out-of-state and/or claimed as a dependent on a tax return, etc.) may be considered on a case-by-case basis. Guidance for administrative officers charged with classifying students will be provided in the procedures manual. A dependent person may establish independent person status through circumstances including, marriage, formal court action, abandonment by parents, etc. To qualify, a dependent person must have completely separated from the parental or guardian domicile and prove that such separation is complete and permanent. Additionally, the individual must provide evidence that they are responsible for their housing and living expenses. Mere absence from the parental or guardian domicile is not proof of its complete abandonment. If an applicant can provide adequate and satisfactory evidence of independent status and domicile, they may be granted in-state status. If an independent person can provide evidence of coming to Oklahoma to establish domicile, the applicant may be granted in-state status at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

Section V. Documented Foreign Nationals

Documented foreign nationals may attend as postsecondary students if they have appropriate educational visas. These individuals are eligible for in-state classification if they become lawful permanent residents, have resided in Oklahoma for at least 12 consecutive months, and meet domicile requirements as set forth in this policy. Documented foreign nationals who are present in the U.S. with visas that allow full-time employment for extraordinary ability in sciences, arts, education, business, athletics, as an executive, manager, or specialist of a treaty nation company operating in the U.S. are eligible for out-of-state tuition waivers as long as they remain in full-time working status. Dependents of these documented foreign nationals who are lawfully present in Oklahoma based on the documented foreign national's visa are also eligible for out-of-state tuition waivers.

Section VI. Undocumented Students

In accordance with Title 70, O.S., Section 3242 (2007) (also known as HB1804 of the First Regular Session of the 51st Legislature), an individual who cannot present to the institution valid documentation of United States nationality or an immigration status permitting study at a postsecondary institution but who:

1. Graduated from a public or private Oklahoma high school
2. Resided in this state with a parent or legal guardian while attending classes at an Oklahoma public or private high school in this state for at least two (2) years prior to graduation; and
3. Satisfies admission standards for the institution.

Individuals who meet the above requirements are eligible for enrollment and/or out-of-state tuition waivers if that individual:

- A. Provides the institution with a copy of a true and correct application or petition filed with the United States Citizenship and Immigration Service (USCIS) to legalize the student's immigration status, or
- B. Files an affidavit with the institution stating that the student will file an application to legalize his or her immigration status at the earliest opportunity the student is eligible to do so, but in no case later than:
 - i. One (1) year after the date on which the student enrolls for study at the institution, or
 - ii. 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 (1) year after the date the USCIS provides such a formal process, and
- C. If the student files an affidavit pursuant to subsection 2. above, presents to the institution a copy of a true and correct application or petition filed with the USCIS no later than:
 - i. One (1) year after the date on which the student enrolls for study at the institution, or
 - ii. 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 (1) year after the date the USCIS provides such a formal process, which copy shall be maintained in the institution's records of that student.
- D. Any student who completes and provides the institution with a copy of a true and correct application or petition filed with USCIS to legalize the student's immigration status shall not be disqualified on the basis of the student's immigration status from any scholarships or financial aid provided by this state as long as the student meets the following:
 - i. Graduated from a public or private Oklahoma high school;
 - ii. Resided in this state with a parent or legal guardian while attending classes at an Oklahoma public or private high school in this state for at least two (2) years prior to graduation; and
 - iii. Satisfies admission standards for the institution.

Section VII. Military Personnel

Members of the armed forces who provide evidence that they are fulltime active duty in the armed forces stationed in Oklahoma or temporarily present through military orders shall be immediately classified upon admission as in-state status along with their spouse and dependent children. Further, when members of the armed services are transferred out-of-state, the member, their spouses and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled. Former full-time active military personnel who remain in Oklahoma after their service may retain their in-state status without the 12 month requirement if they establish domicile as defined in this policy.

Section VIII. Full-time Professional Practitioner or Worker

A U.S. citizen or Lawful Permanent Resident who provide evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be immediately classified as in-state status along with the individual's spouse and dependents without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they independently establish in-state status as described in Section III of this policy. A full-time professional practitioner or worker who is temporarily assigned to another location but maintains domicile in Oklahoma shall be considered to have in-state status along with the practitioner's spouse and dependent children.

International Undergraduate Admissions

Office of International Students and Scholars

Campus Address and Phone:

250 Student Union, Stillwater, OK 74078-7013
405.744.5459

Website: union.okstate.edu/iss/index.htm

International students are required to meet academic performance standards which are equivalent to those established for all domestic applicants; however, freshman students educated outside the United States are not required to participate in the ACT or SAT. Participation in such tests for students educated outside the U.S. is only necessary for students wishing to qualify for scholarship opportunities. (See "Undergraduate Admissions" 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 of 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 are encouraged to submit materials by 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, 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.
5. Freshman applicants educated within the United States must provide their official ACT or SAT score reports to OSU.

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 and 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 001 Classroom Building, should be contacted with questions related to SEVIS or individual immigration status issues at su-iss@okstate.edu.

Mandatory Health Insurance for Non-immigrant Students

The Oklahoma State University Board of Regents requires that nonimmigrant students be covered by health insurance.

The OSU Student Insurance Policy is the recommended health insurance and will be billed to your student account automatically.

In the following cases a waiver from this policy may be granted:

1. The insurance premium will be waived for nonimmigrant students sponsored by the United States Government, a foreign government recognized by the United States of America, or certain international, government sponsored or non-governmental organizations. Such waivers will be based on the government or organization guaranteeing payment of all health care expenses including evacuation and repatriation.
2. The insurance premium will also be waived for students who provide documented evidence of health insurance coverage by an employer. Nonimmigrant students employed by OSU and eligible for both employer-provided insurance and international student health insurance may select between the two, as long as the insurance selected includes evacuation and repatriation coverage.
3. Students covered by a recognized private medical insurance plan with benefits equal to or better than those outlined below, may request a waiver from OSU's international student health insurance requirement. Coverage must be in effect from the first day of fall classes for a 12 month period. An alternate medical insurance plan must meet or exceed the following minimum requirements:
 - Medical benefits of at least \$50,000 per accident or illness
 - Evacuation benefits of at least \$7,500
 - Deductible does not exceed \$500 per accident or illness
 - Repatriation of remains benefit in the amount of \$10,000

To use alternate insurance, students must complete and submit a waiver request no later than the tenth day of classes. Once the waiver has been approved, a refund credit will be posted to the student's account. Please check your student account to confirm your waiver processing status. If your waiver has been denied, you will receive an e-mail with an explanation for the denial.

If you have an appointment as an OSU Graduate, Teaching or Research Assistant or Associate, OSU provides the student health insurance policy for you. You will not be required to submit a request for waiver.

Waivers are required to be submitted by the end of the tenth day of classes. Waiver forms can be found at: union.okstate.edu/iss/ProspectiveStudents/General.htm.

Degree Programs

The type of degree offered in each major is listed 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	HS	College of Human 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	BHS	Bachelor of Science in Human 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	EdS	Specialist in Education
BSCV	Bachelor of Science in Civil Engineering	EdD	Doctor of Education
BSCP	Bachelor of Science in Computer Engineering	PhD	Doctor of Philosophy
BSEE	Bachelor of Science in Electrical Engineering		

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES UNDERGRADUATE DEGREE PROGRAMS				
Agribusiness	AG	BSAG	AGBU	
Agricultural Communications Double Major	AG	BSAG	AGBU	AGCM
Crop and Soil Science	AG	BSAG	AGBU	CASS
Farm and Ranch Management	AG	BSAG	AGBU	FARM
Finance	AG	BSAG	AGBU	FIN
International	AG	BSAG	AGBU	INTL
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	
Agribusiness Double Major	AG	BSAG	AGCM	AGBU
Animal Science Double Major	AG	BSAG	AGCM	ANSI
Agricultural Economics	AG	BSAG	AGEC	
Accounting Double Major	AG	BSAG	AGEC	ACCT
Agricultural Education				
Agricultural Communication	AG	BSAG	AGED	AGCM
Horticulture Double Major	AG	BSAG	AGED	HORT
Teaching	AG	BSAG	AGED	TCHG
Agricultural Leadership				
Extension Education	AG	BSAG	AGLE	EXTE
General	AG	BSAG	AGLE	GEN
International Studies	AG	BSAG	AGLE	INTS
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

Major / Option	College	Degree	Major Code	Option Code
Biochemistry and Molecular Biology Pre-Medical or Pre-Veterinary Science	AG AG	BSAG BSAG	BIMB BIMB	 PMPV
Entomology Bioforensics, Pre-Veterinary and Pre-Medical Sciences Insect Biology and Ecology	AG AG	BSAG BSAG	ENTO ENTO	BPPS IBAE
Environmental Science Environmental Policy Natural Resources Water Resources	AG AG AG	BSAG BSAG BSAG	ENVR ENVR ENVR	ENVP NATR WATR
Food Science Industry Meat Science Science	AG AG AG	BSAG BSAG BSAG	FDSC FDSC FDSC	IND MTS SCI
Horticulture Horticultural Business Horticultural Science Public Horticulture Turf Management	AG AG AG AG	BSAG BSAG BSAG BSAG	HORT HORT HORT HORT	HRTB HRTS PHRT TURF
Landscape Architecture	AG	BLA	LA	
Landscape Management	AG	BSAG	LM	
Natural Resource Ecology and Management Fire Ecology and Management Fisheries and Aquatic Ecology Forest Ecology and Management Natural History and Conservation Rangeland Ecology and Management Wildlife Biology and Pre-Veterinary Science Wildlife Ecology and Management	AG AG AG AG AG AG AG	BSAG BSAG BSAG BSAG BSAG BSAG BSAG	NREM NREM NREM NREM NREM NREM NREM	FEAM FAEC FOEM NHC REM WBPV WLEM
Plant and Soil Sciences Agronomic Business Crop Production and Management Plant Biotechnology and Improvement Soil and Water Resources	AG AG AG AG	BSAG BSAG BSAG BSAG	PASS PASS PASS PASS	AGB CPM PBI SAWR
University Studies Multidisciplinary Studies	AG AG	BUS BUS	UNST UNST	 MLTI
COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES GRADUATE DEGREE PROGRAMS				
Agricultural Communications	AG	MS	AGCM	
Agricultural Economics	AG	MS/PhD	AGEC	
Agricultural Education	AG	MS/PhD	AGED	
Animal Science	AG	MS/PhD	ANSI	
Biochemistry and Molecular Biology	AG	MS/PhD	BIMB	
Crop Science	AG	PhD	CPSI	
Entomology	AG	PhD	ENTO	
Entomology and Plant Pathology Entomology Plant Pathology	AG AG	MS MS	ENPP ENPP	ENTO PLP
Food Science	AG	MS/PhD	FDSC	
General Agriculture Agribusiness Agricultural Economics Agricultural Education Agricultural Leadership Animal Science Entomology Horticulture International Agriculture Natural Resource Ecology and Management Plant Pathology Plant Science Soil Science	AG AG AG AG AG AG AG AG AG AG AG AG	MAG MAG MAG MAG MAG MAG MAG MAG MAG MAG MAG MAG	AG AG AG AG AG AG AG AG AG AG AG AG	AGBU AGEC AGED AGLE ANSI ENTO HORT INAG NREM PLP PLNT SOIL

Major / Option	College	Degree	Major Code	Option Code
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				
Art History	AS	BA	ART	ARTH
Studio Art	AS	BA	ART	STDA
Graphic Design	AS	BFA	ART	GRPH
Studio	AS	BFA	ART	STU
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
French	AS	BA	FREN	
Geography	AS	BA/BS	GEOG	
Geology	AS	BS	GEOL	
German	AS	BA	GRMN	
History	AS	BA	HIST	
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
Multimedia Journalism	AS	BA/BS	MMJ	
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

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
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	
Sports Media	AS	BA/BS	SPM	
Statistics	AS	BS	STAT	
Strategic Communication	AS	BA/BS	SC	
Theatre	AS	BA	TH	
Zoology	AS	BS	ZOOL	
University Studies	AS	BUS	UNST	
Multidisciplinary Studies	AS	BUS	UNST	MLTI
COLLEGE OF ARTS AND SCIENCES GRADUATE DEGREE PROGRAMS				
Art History	AS	MA	ARTH	
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	
English	AS	PhD	ENGL	
Teaching English as a Second Language (TESL)	AS	MA	ENGL	TESL
Professional Writing	AS	MA	ENGL	PRWR
Fire and Emergency Management Administration	AS	MS/PhD	FEMA	
Geography	AS	MS/PhD	GEOG	
Geology	AS	MS/PhD	GEOL	
History	AS	PhD	HIST	
Public History	AS	MA	HIST	PHIS
Mass Communication	AS	MS	MSCM	
Mathematics	AS	MS/PhD	MATH	
Applied Mathematics	AS	MS	MATH	AMTH
Microbiology/Cell and Molecular Biology	AS	MS/PhD	MCMB	
Music				
Applied Music	AS	MM	MUSC	APMU
Conducting	AS	MM	MUSC	COND
Philosophy	AS	MA	PHIL	
Physics	AS	MS/PhD	PHYS	
Medical Physics	AS	MS	PHYS	MEDP
Optics and Photonics	AS	MS	PHYS	OPHO
Political Science				
Public Policy and Administration	AS	MA	POLS	PPAD
Psychology	AS	MS	PSYC	
Clinical	AS	PhD	PSYC	CLIN
Lifespan Developmental Psychology	AS	PhD	PSYC	LSDP
Sociology	AS	MS/PhD	SOC	
Statistics	AS	MS/PhD	STAT	
Theatre	AS	MA	TH	
Zoology	AS	MS/PhD	ZOOL	

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
COLLEGE OF EDUCATION UNDERGRADUATE DEGREE PROGRAMS				
Aerospace Administration and Operations				
Aerospace Logistics	ED	BS	AADO	ARLG
Aerospace Security	ED	BS	AADO	ARSC
Aviation Management	ED	BS	AADO	AVMG
Professional Pilot	ED	BS	AADO	PRPL
Technical Services Management	ED	BS	AADO	TSM
Career and Technical Education				
Business and Information Technology Education	ED	BS	CTED	BIFT
Health Occupations Education	ED	BS	CTED	HOCE
Marketing Education	ED	BS	CTED	MKED
Certification	ED	BS	CTED	CERT
Non-Certification	ED	BS	CTED	NON
Technology Education	ED	BS	CTED	TEED
Education				
Non-Certification	ED	BS	EDUC	NCRT
Elementary Education	ED	BS	ELEM	
Health Education and Promotion				
Community Health Education	ED	BS	HEPR	CMHE
Exercise and Health	ED	BS	HEPR	EAHL
Physical Education				
Teacher Education	ED	BS	PHED	TCHE
Recreation Management and Therapeutic Recreation				
Recreation Management	ED	BS	RMTR	RM
Therapeutic Recreation	ED	BS	RMTR	TR
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				
Multidisciplinary Studies	ED	BUS	UNST	MLTI
	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
Aviation and Space Education	ED	MS	AVSP	AVSE
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
Educational Technology	ED	PhD	EDUC	EDTC
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

Major / Option	College	Degree	Major Code	Option Code
Educational Psychology				
Educational Psychology	ED	MS/PhD	EPSY	EPSY
Educational Research and Evaluation	ED	MS	EPSY	EDRE
School Psychometrics	ED	MS	EPSY	SCPM
Counseling Psychology	ED	PhD	EPSY	CPSY
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
Athletic Training	ED	MS	HHP	ATRN
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	
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
Mathematics/Science Education	ED	MS	TLL	MMSE
Occupational Educational Studies	ED	MS	TLL	OCED
Reading and Literacy	ED	MS	TLL	REAL
Secondary Education for Teachers Non-Traditionally Cert	ED	MS	TLL	SCNT
Special Education	ED	MS	TLL	SPED
COLLEGE OF ENGINEERING, ARCHITECTURE AND 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
Environment and Natural Resources	EN	BSBE	BAE	ENTR
Food Processing	EN	BSBE	BAE	FDPR
Chemical Engineering				
Biomedical/Biochemical	EN	BSCH	CHEN	BMBC
Environmental	EN	BSCH	CHEN	ENVR
Pre-Medical	EN	BSCH	CHEN	PMED
Civil Engineering				
Environmental	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	COMP
Fire Protection and Safety Technology	EN	BSET	FPST	
Industrial Engineering and Management	EN	BSIE	IEM	
Mechanical Engineering				
Biomedical Engineering	EN	BSME	MEEN	BMEN
Pre-Medical	EN	BSME	MEEN	PMED
Mechanical Engineering Technology	EN	BSET	MET	
University Studies				
Multidisciplinary Studies	EN	BUS	UNST	MLTI
	EN	BUS	UNST	

<u>Major / Option</u>	<u>College</u>	<u>Degree</u>	<u>Major Code</u>	<u>Option Code</u>
COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY GRADUATE DEGREE PROGRAMS				
Biosystems Engineering	EN	MS/PhD	BAE	
Chemical Engineering	EN	MS/PhD	CHEN	
Civil Engineering	EN	MS/PhD	CIVE	
Electrical Engineering	EN	MS/PhD	ELEN	
Optics and Photonics	EN	MS	ELEN	OPHO
Control Systems	EN	MS	ELEN	CTLS
Engineering and Technology Management	EN	MS	ETM	
Environmental Engineering	EN	MS	EVEN	
Industrial Engineering and Management	EN	MS/PhD	IEM	
Mechanical and Aerospace Engineering	EN	MS/PhD	MAEN	
Unmanned Aerial Systems	EN	MS/PhD	MAEN	UMAS
COLLEGE OF HUMAN SCIENCES UNDERGRADUATE DEGREE PROGRAMS				
Design, Housing and Merchandising				
Apparel Design and Production	HS	BHS	DHM	ADP
Interior Design	HS	BHS	DHM	ID
Merchandising	HS	BHS	DHM	MERC
Hotel & Restaurant Administration	HS	BHS	HRAD	
Human Development and Family Science				
Child and Family Services	HS	BHS	HDFS	CHFS
Early Childhood Education	HS	BHS	HDFS	ECE
Family and Consumer Sciences Education	HS	BHS	HDFS	FACS
Nutritional Sciences				
Allied Health	HS	BHS	NSCI	ALHT
Community Nutrition	HS	BHS	NSCI	CONU
Dietetics	HS	BHS	NSCI	DIET
Dietetics and Exercise	HS	BHS	NSCI	DIEX
Human Nutrition/Pre-Medical Sciences	HS	BHS	NSCI	HNPS
Nutrition and Exercise	HS	BHS	NSCI	NUEX
University Studies	HS	BUS	UNST	
Multidisciplinary Studies	HS	BUS	UNST	MLTI
COLLEGE OF HUMAN SCIENCES GRADUATE DEGREE PROGRAMS				
Design, Housing and Merchandising				
Apparel Design and Production	HS	MS	DHM	ADP
Interior Design	HS	MS	DHM	ID
Merchandising	HS	MS	DHM	MERC
Hospitality Administration	HS	MS	HSPA	
Human Development and Family Science				
Child and Family Services	HS	MS	HDFS	CHFS
Developmental and Family Science	HS	MS	HDFS	DVFS
Early Childhood Education	HS	MS	HDFS	ECE
Gerontology (on-campus program)	HS	MS	HDFS	GERO
Gerontology (Internet-based program)	HS	MS	HDFS	GERI
Marriage and Family Therapy	HS	MS	HDFS	MFTH
Human Sciences				
Family Financial Planning	HS	MS	HS	FFP
Design, Housing and Merchandising	HS	PhD	HS	DHM
Hospitality Administration	HS	PhD	HS	HSPA
Human Development and Family Science	HS	PhD	HS	HDFS
Nutritional Sciences	HS	PhD	HS	NSCI
Nutritional Sciences				
Dietetics	HS	MS	NSCI	DIET
Nutrition	HS	MS	NSCI	NUTR

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
SPEARS SCHOOL OF BUSINESS UNDERGRADUATE DEGREE PROGRAMS				
Accounting	BU	BSBA	ACCT	
Economics	BU	BSBA	ECON	
Business Economics and Quantitative Studies	BU	BSBA	ECON	BEQS
Pre-Law	BU	BSBA	ECON	PLAW
Entrepreneurship	BU	BSBA	EEE	
Finance	BU	BSBA	FIN	
Commercial Bank Management	BU	BSBA	FIN	CBM
General Business	BU	BSBA	GNBU	
Pre-Law	BU	BSBA	GNBU	PLAW
International Business	BU	BSBA	INBU	
Management	BU	BSBA	MGMT	
Business Sustainability	BU	BSBA	MGMT	BUSS
Human Resource Management	BU	BSBA	MGMT	HRM
Sports Management	BU	BSBA	MGMT	SPMG
Management Information Systems	BU	BSBA	MIS	
Information Assurance	BU	BSBA	MIS	IA
Management Science and Computer Systems	BU	BSBA	MIS	MSCS
Marketing	BU	BSBA	MKTG	
University Studies	BU	BUS	UNST	
Multidisciplinary Studies	BU	BUS	UNST	MLTI
SPEARS SCHOOL OF BUSINESS GRADUATE DEGREE PROGRAMS				
Accounting	BU	MS	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 Management	BU	MBA	BADM	TCMG
Entrepreneurship	BU	PhD	BADM	EEE
Executive Research	BU	PhD	BADM	EXRS
Finance	BU	PhD	BADM	FIN
Management	BU	PhD	BADM	MGMT
Management Science and Information Systems	BU	PhD	BADM	MSIS
Marketing	BU	PhD	BADM	MKTG
Economics	BU	MS/PhD	ECON	
Entrepreneurship	BU	MS	EEE	
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	

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
GRADUATE COLLEGE INTERDISCIPLINARY DEGREE PROGRAMS				
Environmental Science Environmental Mgmt Professional Science Masters	GR GR	MS/PhD MS	ENSI ENSI	PSM
Interdisciplinary Science Aviation and Space Science Health Care Administration	GR GR	MS MS	IDS IDS	AVSS HCA
International Studies	GR	MS	IS	
Photonics	GR	PhD	PHOT	
Plant Science	GR	PhD	PLS	
Telecommunications Management	GR	MS	TCOM	
Veterinary Biomedical Science	GR	MS/PhD	VBSC	
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 International Competency	AS BU	UCRT UCRT	EVST INTC	
Graduate Certificates: Aerospace Security Bioenergy and Sustainable Technology Bioinformatics Business Data Mining Business Sustainability Engineering and Technology Management Entrepreneurship Global Issues Grassland Management Information Assurance Interdisciplinary Toxicology Non-profit Management Online Teaching Teaching English to Speakers of Other Languages University Faculty Preparation	GR GR GR GR GR GR GR GR GR GR GR GR GR GR GR	GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT GCRT	ASPS BAST BIOI BDM BUSS ETM EEE GLI GRMT IA ITOX NPM OLT TESL UFP	

CENTER FOR HEALTH SCIENCES DOCTOR OF OSTEOPATHIC MEDICINE DEGREE PROGRAM				
Doctor of Osteopathic Medicine	COM	DO	OM	
OSU GRADUATE PROGRAMS OFFERED THROUGH THE CENTER FOR HEALTH SCIENCES				
Biomedical Sciences	CGR	MS/PhD	BMED	
Forensic Science Forensic Science Administration Forensic Document Examination	CGR CGR CGR	MS MS MS	FOSC FOSC FOSC	FSA FDE
Health Care Administration Administration Leadership and Entrepreneurship	CGR CGR	MS MS	HCA HCA	ADMN LAE
GRADUATE CERTIFICATE PROGRAM OFFERED THROUGH THE CENTER FOR HEALTH SCIENCES				
Forensic Examination of Questioned Documents	CGR	GCRT	CRFT	

Minors

UNDERGRADUATE MINORS	College	Minor Code	UNDERGRADUATE MINORS	College	Minor Code
Agricultural Economics and Agribusiness	AG	AEAB	Middle East Studies	AS	MES
Agronomy	AG	AGRN	Military Science	AS	MLSC
Animal Science	AG	ANSI	Music	AS	MUSC
Biochemistry	AG	BIOC	Philosophy	AS	PHIL
Entomology	AG	ENTO	Physics	AS	PHYS
Environmental Economics, Politics, and Policy	AG/AS	EEPP	Political Information and Security Analysis	AS	PISA
Fisheries and Aquatic Ecology	AG	FAEC	Political Science	AS	POLS
Food Science	AG	FDSC	Psychology	AS	PSYC
Forestry	AG	FOR	Religious Studies	AS	REL
Horticulture	AG	HORT	Russian and East European Studies	AS	REES
Leadership Education	AG	LDED	Sociology	AS	SOC
Natural Resource Ecology and Management	AG	NREM	Statistics	AS	STAT
Pest Management	AG	PEST	Studio Art	AS	STDA
Rangeland Ecology and Management	AG	REM	Theatre	AS	TH
Soil Science	AG	SLSI	Zoology	AS	ZOOL
Wildlife Ecology	AG	WLEC	Accounting	BU	ACCT
Aerospace	AS	AERO	Creativity Studies	BU/ED	CRST
Africana Studies	AS	AFAM	Economics (Business)	BU	ECBU
American Indian Studies	AS	AMIS	Entrepreneurship	BU	ENTP
American Studies	AS	AMSD	Finance	BU	FIN
Ancient and Medieval Studies	AS	AAMS	General Business Administration	BU	GNBU
Anthropology	AS	ANTH	Human Resource Management	BU	HRM
Applied Politics	AS	PSAP	Information Assurance	BU	IA
Art History	AS	ARTH	International Business	BU	INBU
Asian Studies	AS	ASTD	Management	BU	MGMT
Biochemistry	AS	BIOC	Management Information Systems	BU	MIS
Biology	AS	BIOL	Management Science and Computer Systems	BU	MSCS
Botany	AS	BOT	Marketing	BU	MKTG
Central Asian Studies	AS	CAST	Sports Management	BU	SPMG
Chemistry	AS	CHEM	Aerospace Administration & Operations		
Classical Studies	AS	CLST	Aerospace Security	ED	AAAS
Cognitive Science	AS	CSCI	Aviation Management	ED	AAAM
Computer Science	AS	CS	Professional Pilot	ED	AAPP
Economics (Arts and Sciences)	AS	ECAS	Creativity Studies	ED/BU	CRST
Emergency Management	AS	EM	Coaching Science	ED	COAS
English	AS	ENGL	Educational Psychology	ED	EPSY
Environmental Economics, Politics and Policy	AS/AG	EEPP	Health Education and Promotion	ED	HEPR
European Studies	AS	EUST	Leadership	ED	LDRS
Foreign Language	AS	CHIN/FREN/ GRMN/GREK/ JPN/LATN/ RUSS/SPAN	Recreation Management and Therapeutic Rec	ED	RMTR
Gender and Women's Studies	AS	GWST	Architectural Studies: History and Theory	EN	ASHT
Geography	AS	GEOG	Fire Protection Systems	EN	FPS
Geology	AS	GEOL	Homeland Security Science and Technology	EN	HSST
Hispanic and Latin American Studies	AS	HLAS	Nuclear Engineering	EN	NENG
History	AS	HIST	Petroleum Engineering	EN	PETE
International Studies	AS	INTS	Safety and Exposure Sciences	EN	SAES
Legal Studies	AS	LEGL	Apparel Design and Production	HS	ADP
Mathematics	AS	MATH	Child Development	HS	CHDV
Microbiology	AS	MICR	Gerontology	HS	GERO
			Individual, Family and Community Services	HS	IFCS
			Merchandising	HS	MERC
			Nutritional Sciences	HS	NSCI
GRADUATE MINORS	College	Minor Code			
Agribusiness	GR	AGBU			
Agricultural Economics	GR	AGEC			
Entomology	GR	ENTO			
Plant Pathology	GR	PLP			
Statistics	GR	STAT			

New Student Orientation and Enrollment

Office of New Student Orientation and Enrollment

Missy Wikle, MA—Director

Campus Address and Phone:

321 Student Union, Stillwater, OK 74078
405.744.3636

Website: newstudents.okstate.edu **E-mail:** newstudents@okstate.edu

Orientation and Enrollment

New Student Orientation is a required program for all incoming freshman and transfer students. Developed to assist in the transition to Oklahoma State University, the 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.
- Define potential majors, careers, minors, and secondary areas of study
- 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, full 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 organize their orientation and enrollment through the New Student Orientation office. An abbreviated orientation meeting will work around your current class schedule as you make plans to enroll at OSU. Concurrent students planning to attend OSU as a first time, full time freshman following high school graduation will enroll through one of the New Freshman Orientation and Enrollment programs described above.

Pride in OSU is a huge part of being a student and campus traditions are what connect you to the campus and to students and alumni across the world. Your transition to OSU includes two additional parts.

Camp Cowboy

Each summer, a group of OSU student leaders coordinate special weekend programs called Camp Cowboy. This optional fun-filled three day experience offers an opportunity to discover new friends, new experiences and new ideas. Camp Cowboy includes small group activities, a ropes course, camp fires and much more. For students who can only travel to Stillwater once in the summer, most Camp Cowboy weekends fall immediately prior to or following New Student Orientation and Enrollment programs. Visit union.okstate.edu/CampCowboy/ for more information.

Welcome Week

In August of every year, the Office of Student Affairs sponsors a new student welcome event called Welcome Week. 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. Designed to help students transition to OSU before classes begin, opens with

the OSU Convocation Ceremony and includes campus tours, academic advising meetings, motivational presentations, and social events.

Visit welcomeweek.okstate.edu for more information.

Student Self Service (SIS)

Student Self Service (SIS) provides online access which allows students to view 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 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 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, and tickets to a variety of campus events and 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 UAT.okstate.edu or call 405.744.5958 to set up an appointment.

Math Placement: Beginning with enrollment for Fall 2012, all incoming OSU students must complete the OSU Math Placement Exam before enrollment in any college level mathematics course. The OSU Math Placement exam is an online instrument. For testing instructions and additional information, visit placement.okstate.edu/math/ or contact the Office of New Student Orientation & Enrollment at 405.744.3636.

Foreign Language Placement: Students who wish to continue in a foreign language for which they have taken two or more years in high school, may take a free placement test through the Office of Foreign Languages and Literature. This exam identifies the best college level starting point. If the student completes the identified course with a minimum grade of "B," additional credits may be awarded for up to ten hours in the language. Contact the Arts and Sciences Student Success Center at 405.744.5658 for additional information.

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

Registrar

Office of the Registrar

K. Celeste Campbell, PhD—University Registrar
 Rita Gearhart Peaster, MS—Associate Registrar
 Paula Barnes, MS—Assistant Registrar, Certifications
 Shirilyn Dehls—Assistant Registrar, Academic Records
 Amber Todd—Assistant Registrar, Student Services

Campus Address and Phone:

322 Student Union, Stillwater, OK 74078-1013
 405.744.6876 Fax 405.744.8426

Website: 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 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 website 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. Enrollment changes, such as dropping courses, are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute dropping a course.

General drop periods are provided in the table below. The Academic Calendar provides specific dates for each term. Exceptions to these deadlines may be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees are available on the Registrar website.

Periods for Dropping Full-Semester (16-week) Courses

Semester Time Period*	Course Grade	Course-Related Tuition/Fee Refund
Before term begins	No transcript record	100% refund
First 6 days	No transcript record of individual courses	100% refund
Days 7-10	"W"	50% refund
Weeks 3-12	"W"	No refund
Weeks 13-16	No drop option - Final grade as assigned by instructor	No refund

*Summer courses, intersession courses, and other courses that do not extend through the entire 16-week semester follow proportionate drop/refund periods.

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 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.

Cancelling Enrollment and Withdrawing from the University. Enrollment cancellation occurs when a student drops all classes before classes begin, that is, before the applicable semester or session begins. Student requests to cancel enrollment must be received by the Office of the Registrar before the first day of classes for the term. Enrollment changes, such as cancelling enrollment or withdrawing from the University are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute notice of cancellation.

Withdrawing from the University occurs when a student drops all classes after classes begin, that is, after the applicable semester or session begins. The withdrawal process is initiated with the student's academic adviser or in the student's academic student services office. International students must also consult with International Students and Scholars (ISS) before dropping courses or withdrawing for the semester. Under 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.

General cancellation and withdrawal periods are provided in the table below. The Academic Calendar provides specific dates for each term. Exceptions to these deadlines may be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar website (registrar.okstate.edu).

Cancellation/Withdrawal Periods for Full-Semester (16-week) Courses

Semester Time Period*	Withdrawal Transcript Notation for the Semester	Course Grade	Course-Related Tuition/Fee Refund
Before term begins (cancellation)	No transcript record	No transcript record	100% refund
First 6 days	"Withdrawn"	No transcript record of individual courses	100% refund
Days 7-10	"Withdrawn"	"W"	50% refund
Weeks 3-12	"Withdrawn"	"W"	No refund
Weeks 13-14	"Withdrawn"	"W" or "F" as assigned by instructor	No refund
Weeks 15-16	No withdrawal option	Final grade as assigned by instructor	No refund

*Summer courses, intercession courses, and other courses that do not extend through the entire 16-week semester follow proportionate cancellation/withdrawal/refund periods.

Veteran Benefit Services

Oklahoma State University maintains a full-time office of veteran benefit 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 veteran's representative in the Office of the Registrar, 322 Student Union.

Faculty and 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:

- Student activity fees
- Student activity fee - Athletic fee
- Health Services fee
- Transit/Parking Services fee
- Student Development fee
- 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:

- Student Activity fees
- Student Activity fee - Athletic fee
- Health Services fee

- Transit/Parking Services fee
- Student Development fee
- 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:

- Online via the Student Information System (SIS).
- Mail or fax a completed, signed Transcript Request form to the Office of the Registrar (forms can be downloaded from registrar.okstate.edu).
- 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 an official 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:

- Inspect and review information contained in his or her educational records within 45 days of the day that the University receives a written request from the student.
- Challenge the contents of the educational record.
- Have a hearing if the outcome of a challenge is unsatisfactory.
- Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
- Secure a copy of the institutional policy, which includes the location of all educational records.
- Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.
- File a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

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 personally identifiable information, including 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 by making a written request to the office that maintains the records (see Location of Records below). 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:

1. To "school officials" who have a "legitimate educational interest" in the student.
2. Upon request to another institution to which a student seeks or intends to enroll or is already enrolled if the disclosure is related to the student's enrollment or transfer.
3. In response to a lawfully issued court order or subpoena.
4. In connection with financial aid if the information is necessary to determine aid eligibility or to enforce the conditions of the aid.
5. To accrediting organizations to carry out their accrediting functions.
6. To organizations conducting studies for or on behalf of the school in order to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
7. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, and to State and local educational authorities in connection with an audit or evaluation of an education program or for compliance with Federal legal requirements related to those programs.
8. To appropriate officials in connection with a health or safety emergency.
9. Final results of certain disciplinary proceedings related to an alleged perpetrator of a crime of violence or a non-forcible sex offense.
10. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

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.; institutional electronic mail address; most recent educational institution previously attended; dissertation or thesis title; adviser or thesis/dissertation adviser; 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" A school official has a "legitimate educational interest" if a review of a student's record is necessary to fulfill the official's professional responsibilities to the University. School officials may have legitimate educational interests both in students who are currently enrolled and in those no longer enrolled.

Location of Records. Several offices share responsibility for maintaining and releasing information pertaining to student education records. These include, but are not restricted to: a) the Office of the Registrar for academic records, b) the Office of Student Judicial Affairs for disciplinary records, c) the Office of the Bursar for billing and payment records, d) the Office of Scholarships and Financial Aid for scholarship and financial aid records, e) the Human Resources office and Career Services office for employment/placement records, and f) the Communications Service office for directory information.

Scholarships and Financial Aid

Office of Scholarships and Financial Aid

Charles W. Bruce, PhD—Senior Director
 Julie Berg—Associate Director
 Matt Short—Associate Director
 Cathy Bird—Assistant Director, Loan Processing and Records Management
 Chad Blew—Assistant Director, Scholarships
 Linda Good—Assistant Director, Client Services
 Margaret Betts—Assistant Director, Special Programs

Campus Address and Phone:

119 Student Union, Stillwater, OK 74078-5061
 405.744.6604

Website: financialaid.okstate.edu **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. More than 80 percent of all OSU students receive some type of financial assistance to fund their education.

Scholarship Programs

Oklahoma State University annually offers more than \$45 million in tuition scholarships and more than \$30 million in other scholarships to qualifying freshman, transfer, continuing and graduate students.

OSU's scholarships are awarded on the basis of academic achievement, academic potential, leadership activities, or community service, and many consider financial need. Scholarships are funded 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.

Selected state programs, such as the OSRHE Academic Scholars Program, accept scores recorded on national test dates only. The OSU scholarship program accepts both national test scores and residual tests taken at OSU. 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. The Undergraduate Application for Admission and Scholarships serves as the scholarship application for all new undergraduate students. Scholarships for continuing undergraduate students are awarded based on academic performance, financial need, or both. Continuing undergraduate students should also check with their academic college and departments regarding application procedures and deadlines.

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

Tuition Scholarships

Tuition scholarships are awarded to both in-state and out-of-state students, and they vary in value and length. Tuition scholarships for Oklahoma residents are awarded to incoming freshman students who have attained high scholastic standing in high school. Tuition scholarships for nonresident students are awarded based on several criteria, including academic accomplishments or being a child or grandchild of an OSU alumnus. Students receiving a nonresident tuition scholarship have some or all of their nonresident tuition charges waived and pay in-state tuition rates and the remainder of any nonresident tuition not covered by this scholarship.

Transfer tuition scholarships are offered to outstanding student transferring to OSU from two-year and four-year colleges.

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

A student may receive only one tuition scholarship at a time. However, students may receive multiple cash awards such as PDS, PLC, or college and departmental awards. 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).

Cash Scholarships

A variety of cash scholarships are offered to OSU students at all levels of study. Funding for these awards comes from several sources, including the OSU Foundation, the Oklahoma State Regents for Higher Education, OSU academic colleges and departments, and private sources. Undergraduate students can find more information about OSU and non-OSU cash scholarships in the Office of Scholarships and Financial Aid, 119 Student Union, or online at financialaid.okstate.edu. Graduate students can find more information by contacting the OSU Graduate College.

Federal/State 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 submit the Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible to receive aid for the succeeding academic year. Early application is encouraged since OSU receives limited funding for the Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS) and Perkins Loan programs. Funding for state grants, including the Oklahoma Tuition Aid Grant (OTAG), is limited and earliest applicants receive priority for funds.

Students can apply for assistance by submitting the FAFSA electronically at www.fafsa.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), 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 (PLUS) Loan Program, the Federal Direct Unsubsidized Loan Program, and the Federal Direct Graduate PLUS Loan allow students and 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-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 financialaid.okstate.edu.

Grants

Undergraduate students who have not completed their first bachelor's degree are eligible to be considered for the Federal Pell Grant and the Federal Supplemental Education Opportunity Grant. Undergraduate students who are Oklahoma residents are considered for the Oklahoma Tuition Aid Grant (OTAG).

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.

Undergraduate, post-baccalaureate, and graduate students who are or who will be taking course work necessary to become elementary or secondary teachers may be eligible for the federal Teacher Education Assistance for College and Higher Education (TEACH) Grant. A recipient must sign the Agreement to Serve

saying he or she will teach full-time in a designated teacher shortage area for four complete years (within eight years of completing the academic program) at an elementary or secondary school serving children from low income families. If the student fails to carry out the service obligation, the TEACH Grant must be repaid as a Direct Unsubsidized Loan with interest accrued from the date the grant was first disbursed.

The Oklahoma Tuition Aid Grant (OTAG) is 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.

Federal Work-Study

The Federal Work-Study program is designed to help students meet their educational expenses through part-time employment. The Office of Scholarships and Financial Aid determines 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.

Loans

OSU has several loan programs 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.

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, Federal Direct Subsidized and Unsubsidized Loans, Federal Direct Graduate PLUS Loan, and the Federal Direct Parent (PLUS) Loan.

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.

The Federal Direct Subsidized and Unsubsidized Loans carry fixed interest rates of 6.8 percent. The Federal Direct Graduate PLUS and Parent PLUS Loans carry fixed interest rates of 7.9 percent.

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 OSU hours to receive the award for the fall or spring semester; tuition scholarships are not available for the summer. Scholarship recipients should review their award information to determine whether additional hours of enrollment are required to retain the scholarship for the following year.

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.

Return to Title IV Funds Policy

The OSU Office of Scholarships and Financial Aid, in accordance with federal regulations, calculates the return of Title IV Funds for any student who receives Title IV aid and subsequently withdraws before the end of the enrollment period/term. The full policy, including official and unofficial withdrawals, aid considered in the calculation, institutional charges, attendance and earned/unearned percentage, unearned aid by the institution, unearned aid by the student, post-withdrawal disbursement, and notification of the results of the calculation, can be found on the web at financialaid.okstate.edu.

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 67% 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 financialaid.okstate.edu.

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, 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.

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" in the "Bursar" section of this *Catalog*.)

The required tuition and mandatory fees for resident and nonresident students at Oklahoma State University are listed to the right. 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 included in the undergraduate tuition and mandatory fees grid and detailed information is provided on the New Student Orientation and Enrollment website at newstudents.okstate.edu.

For the most recent student costs refer to the Office of the Bursar website at 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 2013-2014 figures) for an undergraduate student at OSU is as follows:

<u>Resident</u>	
Tuition and Fees (based on 15 credit hours)	\$4,095
University Housing and Board (based on average freshman residence hall charges)	\$4,175
Textbooks and Supplies	\$550
Average Miscellaneous Personal Expenses	\$2,410
Total per Semester	\$11,230
<u>Non-Resident</u>	
Tuition and Fees (based on 15 credit hours)	\$10,388
University Housing and Board (based on average freshman residence hall charges)	\$4,175
Textbooks and Supplies	\$550
Average Miscellaneous Personal Expenses	\$2,410
Total per Semester	\$17,523

Undergraduate Tuition and Mandatory Fees (per credit hour)		
Resident	Non Resident	
\$147.50	\$567.00	Tuition
\$169.60	NA	Resident Lock 2013-2014 Tuition
\$14.50	\$14.50	Academic facility fee
\$4.35	\$4.35	Academic Records and Maintenance fee
\$7.90	\$7.90	Advising/Assessment fee
\$0.30	\$0.30	Daily O'Collegian fee
\$4.70	\$4.70	Student Facility fee, General
\$3.00	\$3.00	Student Facility fee, Campus Rec
\$5.00	\$5.00	Health Services fee
\$13.75	\$13.75	Library Automation and Technology fee
\$3.50	\$3.50	Life Safety and Security fee
\$2.50	\$2.50	Student Activity fee
\$4.75	\$4.75	Student Activity fee - Athletic fee
\$2.00	\$2.00	Student Development fee
\$2.30	\$2.30	Transit/Parking Services fee
\$10.15	\$10.15	University Technology and Infrastructure Maintenance fee
\$17.50	\$17.50	Academic Excellence fee
\$4.35	\$4.35	Student Union Renovation Fee

Graduate Tuition and Mandatory Fees (per credit hour)		
Resident	Non Resident	
\$178.00	\$728.00	Tuition
\$14.50	\$14.50	Academic facility fee
\$4.35	\$4.35	Academic Records and Maintenance fee
\$7.90	\$7.90	Advising/Assessment fee
\$0.30	\$0.30	Daily O'Collegian fee
\$4.70	\$4.70	Student Facility fee, General
\$3.00	\$3.00	Student Facility fee, Campus Rec
\$5.00	\$5.00	Health Services fee
\$13.75	\$13.75	Library Automation and Technology fee
\$3.50	\$3.50	Life Safety and Security fee
\$2.50	\$2.50	Student Activity fee
\$4.75	\$4.75	Student Activity fee - Athletic fee
\$2.00	\$2.00	Student Development fee
\$2.30	\$2.30	Transit/Parking Services fee
\$10.15	\$10.15	University Technology and Infrastructure Maintenance fee
\$17.50	\$17.50	Academic Excellence fee
\$4.35	\$4.35	Student Union Renovation Fee

Center for Health Sciences Professional Programs (2013-2014 academic year)

Oklahoma Residents

\$22,127.00	Resident tuition per year
\$185.22	Activity fee per year
\$108.00	Health Service fee per year
\$161.26	Technology fee per year
\$125.00	Malpractice Insurance
\$120.00	Library Automation & Materials fee

Non-Residents of Oklahoma

\$43,571.50	Non-Resident tuition per year
\$185.22	Activity fee per year
\$108.00	Health Service fee per year
\$161.26	Technology fee per year
\$125.00	Malpractice Insurance
\$120.00	Library Automation & Materials fee

Center for Veterinary Health Sciences (2013-2014 academic year)

Oklahoma Residents (per credit hour)

\$7,524.00	Resident tuition per semester
\$4.35	Academic Records and Maintenance fee
\$0.30	Daily O'Collegian fee
\$4.70	Student Facility fee, General
\$3.00	Student Facility fee, Campus Rec
\$5.00	Health Service fee
\$7.80	Library Automation and Technology fee
\$2.50	Student Activity fee
\$4.75	Student Activity fee - Athletic fee
\$1.90	Student Development fee
\$2.30	Transit/Parking Services fee
\$5.00	University Technology & Infrastructure Maintenance fee
\$12.00	CVHS Technology fee
\$7.90	Advising & Assessment fee

Non-Residents of Oklahoma (per credit hour)

\$18,160.50	Non-Resident tuition per semester
\$4.35	Academic Records and Maintenance fee
\$0.30	Daily O'Collegian fee
\$4.70	Student Facility fee, General
\$3.00	Student Facility fee, Campus Rec
\$5.00	Health Service fee
\$7.80	Library Automation and Technology fee
\$2.50	Student Activity fee
\$4.75	Student Activity fee - Athletic fee
\$1.90	Student Development fee
\$2.30	Transit/Parking Services fee
\$5.00	University Technology & Infrastructure Maintenance fee
\$12.00	CVHS Technology fee
\$7.90	Advising & Assessment fee

Center for Veterinary Health Sciences students who repeat course work will be charged an amount per credit hour for Oklahoma residents and nonresidents. Nonresidents will also be charged nonresident tuition per credit hour.

Mandatory 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, operations, 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 and 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 adviser/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 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. It also helps fund positions within the OSU Police Department.

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

The transit and parking 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 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 (In Addition to Mandatory Fees)

Application fee:

Undergraduate International students	\$75.00
Undergraduate Domestic students	\$40.00
Graduate Domestic Degree Seeking students	\$50.00
Graduate Domestic Nondegree Seeking students	\$25.00
Graduate International students	\$75.00

Audit without credit: tuition and fees are the same as credit enrollments

Automobile parking permit (per year):

Residential Life/Family Housing permit	\$100.00
Commuter Student permit (Silver & Green zones)	\$120.00
Student Commuter Monroe St. Garage permit	\$180.00
Student SW Parking Garage permit	\$300.00
Student Commuter (Park & Ride) permit	\$60.00

Electronically delivered transcript (per transcript; optional service)

	\$10.00
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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
Human Sciences Technology fee	\$11.50
Engineering Technology fee	\$21.50
SSB Instruction Infrastructure	\$4.50
Engineering Facilities/Equipment	\$21.50
Arts & Sciences Program fee	\$23.00
SSB Program fee	\$20.50
Education Program fee	\$20.50
Human Sciences Program fee	\$25.50
HORT & LA Facilities/Equipment/Lab	\$12.00
CASNR Facilities/Equipment	\$22.50

Outreach Course Fees

Standard Outreach Credit Courses

Standard outreach credit courses (course sections in the 500 range) adhere to the same tuition and fee schedule as other courses and incur the following supplemental fees that vary by the College offering the course. These courses are internet courses, video courses, Correspondence Education courses and other distance format courses that do not include student travel.

Agriculture Outreach Fee	\$75.00 per credit hour
Arts & Sciences Outreach Fee	\$85.00 per credit hour
Education Outreach Fee	\$75.00 per credit hour
Engineering Outreach Fee	\$90.00 per credit hour
Human Sciences Outreach Fee	\$90.00 per credit hour
International Studies & Outreach Fee	\$75.00 per credit hour
Spears School of Business Outreach Fee (undergraduate courses)	\$90.00 per credit hour
Spears School of Business Outreach Fee (graduate courses)	\$95.00 per credit hour

Non-Standard Outreach Credit Courses

Tuition and fees for non-standard outreach credit courses (course sections in the 600 range) vary. These courses typically are student travel courses and other special approved programs such as classes within a consortium agreement with an external institution. Both tuition and fees for these courses vary depending on the cost to maintain the course, consortium or related agreements, current travel fees, etc. Tuition and fees for a 600 section are final when the course is proposed by the related academic unit and approved by Academic Affairs prior to the first day of the course. Students may contact the College Outreach Office within the academic unit offering the course or contact the Division of International Studies and Outreach (405-744-6606) to determine tuition and fees for a specific 600-section course.

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 and 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 Services fee
- d. Transit/Parking Services fee
- e. Student Development fee
- f. *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.

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.)

The institution may be required to return Federal Title IV aid for students who received Title IV aid disbursements and subsequently drop/withdraw. If the institution is required to return Title IV funds, the student will be required to pay for the institutional charges originally paid by the aid returned. Please visit the Return to Title IV policy at financialaid.okstate.edu/consumer-information/149-policies-return-to-title-iv.

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. 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 Title IV federal financial aid program(s); state programs which apply to tuition (i.e. OKPromise); or institutional tuition and fee waiver programs.

If a student receives Title IV federal aid in excess of institutional charges and subsequently withdraws, he/she may be required to return a portion of the aid. The student is ineligible for further aid until the required repayment has been made. The aid is returned on the student's behalf and a charge is placed on the student Bursar account for the repayment. For additional information, please visit the Return to Title IV policy at financialaid.okstate.edu/consumer-information/149-policies-return-to-title-iv.

Refund Policy for Students Entering Military Service

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 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.

Housing and Residential Life Rates

All rates are approved by the OSU Board of Regents and are subject to change. The rates listed below are effective for the academic year 2013-2014. All rates include room rent and all utilities, including electricity, water, digital cable television, and Internet connection. All halls are open continuously throughout the academic year. Year round housing (9-month academic contract plus a summer contract) is available in each type of housing offered. See the Residential Life website for the most current information, including rates: www.reslife.okstate.edu. All rates are quoted per person.

Residence Halls

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

Per Person - Academic Year (Kerr-Drummond, Iba, Parker) or 12 month contract (Wentz only)	Monthly Rate
Single Room	\$603.00
Double Room	\$394.00

Stout Honors Hall offers three floors of double occupancy rooms. The fourth floor provides smaller designed - single rooms for non-freshman, non-honors students. Stout Hall offers 9-month housing only.

Per Person - Academic Year	Monthly Rate
Single Room	\$631.00
Double Room	\$412.00

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.

Per Person - Academic Year	Monthly Rate
4 Bdrm/2 Bath-private bedroom (Patchin-Jones, Zink-Allen)	\$600.00
2 Bdrm/1 Bath-private bedroom (Booker, Stinchcomb)	\$700.00
2 Bdrm/2 Bath-shared bedroom (Patchin-Jones, Zink-Allen)	\$452.00
1 Bdrm/1 Bath-shared bedroom (Booker, Stinchcomb)	\$506.00
- private bedroom (Booker, Stinchcomb)	\$753.00
2 or 3 Bed/2 Bath-shared bedroom (Bennett)	\$430.00
2 Bd/1 Bath or 3/4 Bd/2 Bath-private bdrm (lg) (Bennett)	\$638.00
2 Bd/1 Bath or 3/4 Bd/2 Bath-private bdrm (med) (Bennett)	\$591.00
2 Bd/1 Bath or 3/4 Bd/2 Bath-private bdrm (sm) (Bennett)	\$560.00
1 Bdrm/1 Bath-private bedroom (large) (Bennett)	\$724.00

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.

Per Person - Academic Year (12 month contracts available in Village D)	Monthly Rate
2 Bdrm-private bedrooms (CASNR, HS, Village C-F)	\$658.00
1 Bdrm-private bedroom (CASNR, HS, Village C-F)	\$692.00
1 Bdrm/1 Bath-private bedroom (Booker, Stinchcomb)	\$673.00
2 Bdrm/1 Bath-private bedroom (medium) (Bennett)	\$591.00
1 Bdrm/1 Bath-private bedroom (large) (Bennett)	\$673.00
1 Bdrm/1 Bath-private bedroom (medium) (Bennett)	\$624.00
1 Bdrm/1 Bath-shared bedroom (Bennett)	\$430.00

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. Davis, Morsani-Smith, Sitlington, and Young offer year-round housing.

Per Person - Academic Year (12 month contract available in Davis, Morsani-Smith, Sitlington and Young)	Monthly Rate
1 Per Bedroom/4 Bedrooms, 2 Bath	\$645.00
1 Per Bedroom/4 Bedrooms, 2 Bath (unfurn)	\$603.00
1 Per Bedroom/2 Bedrooms, 2 Bath	\$779.00
1 Per Bedroom/2 Bedrooms, 2 Bath (unfurn)	\$738.00

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 and unfurnished apartments are available. For a complete listing of available furniture, please see the Family and Graduate Student Handbook at www.reslife.okstate.edu.

The following 2013-2014 rates include all utilities (gas, water, electricity, digital cable television, and Internet connection). Please visit the Housing and Residential Life website at www.reslife.okstate.edu for the most up-to-date rates and information. All rates are quoted by the apartment unit (roommates can share the expenses).

Unfurnished	Monthly Rate
*Williams 12-15, *Prosser Neighborhoods	\$610.00
*West, *Stevens Neighborhoods	\$620.00
*Demaree Neighborhood	\$620.00
Williams 101-105	\$740.00
Brumley Neighborhood	\$740.00
Morrison (2 bedroom)	\$990.00
Morrison (3 bedroom)	\$1235.00
Furnished	Monthly Rate
*Williams 12-15, *Prosser Neighborhoods	\$650.00
*West, *Stevens Neighborhoods	\$660.00
*Demaree Neighborhood	\$660.00
Williams 101-105	\$780.00
Brumley Neighborhood	\$780.00
Morrison (2 bedroom)	\$1,030.00
Morrison (3 bedroom)	\$1,275.00

*Air Conditioning optional for \$101/mo

University Dining Services Meal Plans

University Dining Services (UDS) offers more than 32 dining options at the Oklahoma State University campus. UDS makes every effort to provide options to satisfy the hungriest student, the most selective eater, and those who prefer vegetarian options or have limited diets. The choices are endless, with something available from early morning to late night. From national franchises and specialty restaurants to convenience stores with freshly-made grab and go options, UDS provides students with the very best offerings. As UDS meal plan holders, students can use their meal plans in any of these 32 locations. Of course, other methods of payment can be used, including bursar charge, cash, and credit cards.

Freshmen who are living on-campus are required to have a minimum meal plan of the Bronze level, but can choose a higher level.

Meal Plan Charges:

- Meal plans are based on a declining dollars system. It works just like a debit card. Each time a student eats at a UDS dining outlet, the dollar amount spent is deducted from their balance. In the table below, "cost per semester" is equal to the starting balance of dollars available in the student's meal plan account.

- A maximum amount may be carried over from semester to semester. To receive the carry-over, the meal plan holder must have a contracted meal plan (not the G plan) for the following semester.
- Meal plan holders can eat in any of the dining outlets 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.

Current 2013-2014 Plans			
Meal Plan Description	Cost per semester	Maximum Carryover with Meal Plan Contract	Amount charged in All You Care to Eat
Platinum contract	\$2,000	\$300	\$7.75
Gold contract	\$1,650	\$280	\$8.00
Silver contract	\$1,400	\$220	\$8.25
*Bronze contract	\$1,150	\$190	\$8.75
Copper contract	\$950	\$160	\$9.00

**Non-contracted G plan	dining dollars available in increments of \$100	Remaining balance	\$9.15
Cash price			\$9.25

*Freshmen living on campus must choose from the Bronze meal plan or higher.

**Non-contracted G plan is for students (except freshmen living on campus) who want occasional meals. Start with a minimum of \$100 and balance will carry over from semester to semester.

Anyone can purchase a UDS plan, including on-campus residents, off-campus students, and faculty and staff members. For more information, contact the Dining Services Office at 405.744.4424 or see the website at dining.okstate.edu.

Bursar

Office of the Bursar

Laurie Beets, MS—Director
 Kim Miller—Assistant Director
 Wilma White—Assistant Bursar
 Joy Meyer—Manager of Student Loans/Debt Management
 Tonya Jones—Financial Counselor
 Steven Prudhomme—Senior Accountant
 Cindy Buford—Manager of Teller Operations
 Melissa Valley—Accountant II

Campus Address and Phone:

113 Student Union, Stillwater, OK 74078-1014
 405.744.5993

Website: 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 billing due dates. By enrolling/registering in classes, you are accepting the responsibility of the costs associated with the courses unless you drop/withdraw by the published dates to receive credit. Consent is assumed that contact via a cell phone might occur if provided to the University as a source of contact.

Federal law limits the information the University may provide to parents of OSU students. School officials may not disclose personally identifiable information about students or permit inspection of their records without written permission from the student, unless the Registrar's Office has a Student Consent of Parental Access form on file.

Oklahoma State University combines enrollment costs and charges from different areas on campus into one consolidated student account. The Bursar Office generates a monthly electronic billing statement (e-bill) on the last business day of every month detailing charges, credits, and payments that occurred during the month. A billing notification is e-mailed to the student's University e-mail address at the beginning of each month. An additional e-mail address may be designated to receive e-bill notification through SIS at prodosu.okstate.edu.

Payment is due no later than the 15th of each month. Late fees and holds can be avoided by paying by the published deadline. Accounts must be paid in full before student is eligible to enroll for future semesters or receive any records from the University. A late payment penalty of 1.5% will be assessed monthly (19.56% APR) for any past due charges. All tuition and fees (required and optional) and other charges (including housing/meal plans) are due no later than the 15th of the billing month.

It is the student's responsibility to check his/her individual bursar account to verify that University-administered scholarships and waivers, as well as external scholarships, have been credited. Failure to view a bill does not relieve the student of his/her financial obligation, any late charges, and other penalties that may occur if the account is not paid by billing due dates. A student must have an active University e-mail address to receive his/her e-bill notification. It is the student's responsibility to maintain accurate addresses in SIS. Students may use their O-Key credentials to view online real-time account activity through SIS at prodosu.okstate.edu. Monthly billing statements may be viewed and guest access may be managed at bursar.okstate.edu.

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers a semester based 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 payments. No finance charges are associated with the payment option plan or enrollment holds if payments are made as promised. Authorized users (parents) may be designated with their own login access when the student signs up for the plan. There is a \$25 non-refundable application fee due at the time of application each semester. The student logs into SIS (prodosu.okstate.edu) to enroll in the plan and may also authorize users.

A paper check as payment authorizes Oklahoma State University to clear that check electronically. Bank accounts may be debited the same day payment is received. Electronically cleared transactions appear on bank statements even though paper checks are not presented to the financial institution. Any resubmission due to insufficient funds may also occur electronically. All transactions are secure and payment by check constitutes acceptance of these terms. Returned items are assessed a \$25 fee and the accountholder is

responsible for all dishonored payments which have been processed on their account. If a payment is returned to the University by the bank and the payment was made to get enrolled, the Bursar may cancel enrollment and referral to student conduct is a possibility.

A student experiencing financial difficulties should immediately contact the Office of the Bursar for assistance and guidance. All delinquent accounts 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 are assessed to and become 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 are presented to the warrant intercept program (WIP) that captures state income tax refunds to pay outstanding OSU debt. Oklahoma law has jurisdiction and any disputes arising shall be determined in accordance with the law of this jurisdiction. Accounts must be cleared before a 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. Bursar accounts must remain current or charging privileges may be revoked. Unresolved past due bursar account obligations can automatically terminate future term enrollment. The University reserves the right to request prepayment before allowing registration for future terms based upon previous actions.

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 aid disbursements to pay only current semester qualified educational expenses, complete the TIV form at bursar.okstate.edu/forms.html. If my federal or institutional financial aid is either not received by Oklahoma State University or loss of eligibility to retain financial aid for the semester occurs, the student still has the responsibility for paying their bursar account obligations.

The direct deposit refund program was developed to provide quicker access to refunds when bursar accounts have semester credit balances. By participating in direct deposit, a refund electronically transfers to a designated bank account within 48 hours after the credit balance becomes effective. Financial institutions have individualized policies when posting electronic transfers to accounts; so deposit of funds should be confirmed prior to use. Direct deposit authorization may be completed online at bursar.okstate.edu/BursarLogin/login.aspx. Refunds will be issued by paper check for students not participating in direct deposit. Checks are mailed to the local address listed in the student's bursar account approximately ten business days after the credit balance becomes effective. OSU complies with the U.S. Department of Education rules and regulations in accordance with The Federal Student Financial Aid Handbook instructions. Direct deposit refunds routinely occur daily and early in the semester, often before bookstore and other miscellaneous charges are processed. Students are responsible for paying these subsequent charges as they appear on monthly bursar billing statements. If the student is participating in a semester or year-long payment plan, and has also been awarded financial aid, our office will be unable to refund any resulting student account credit balance until the student's payment plan has been completely paid off. In the event that a student's financial aid award exceeds the remaining amount owed for his/her payment plan, it is the student's responsibility to contact our office and reduce the (original) amount of the plan if he/she so chooses.

Many students receive various scholarships from sponsors external to OSU. Typically, the sponsoring organization sends funds directly to the University to be applied to the student's account for payment of costs associated with attending OSU. Funds are equally split between fall and spring semesters (\$1000 = \$500 for fall and \$500 for spring) unless otherwise directed by the sponsor's documentation. Scholarship funds received directly by the student should be brought to the Bursar Office for deposit to his/her bursar account to facilitate the necessary governmental reporting. Notify the Bursar Office prior to the semester's due date when a sponsor requires a billing invoice from OSU in order to process payment.

Academic Enrichment Programs

The Honors College

Robert L. Spurrier Jr., PhD—Director
 Jessica Roark—Assistant Director
 Ebonie Hill-Williamson—Honors Academic Counselor
 Brent Ladd—Honors Academic Counselor
 McKenzie Mohler—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 Old Central (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 submit an optional essay in response to one of the questions posted on the Honors College website. 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 regular 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, 101 Old Central or visit www.okstate.edu/honors.

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, 101 Old Central.

Henry Bellmon Office of Scholar Development and Recognition

Joshua Ward, PhD—Director
 Gail Gillilan—Office Manager
 Tim O'Neil—Graduate Assistant, Director of Freshman Research, and Editor, *OSU Journal of Undergraduate Research*

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 and generous donors provide 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 \$1,500).
4. Freshman Research Program, whereby top entering students can begin their careers with a small scholarship for orientation to research (\$1,000 each).
5. Scholar Development 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 (scholarships around half total costs and up).
6. A new opportunity for students to share their academic accomplishments, the *OSU Journal of Undergraduate Research*, whereby articles by students are reviewed by a faculty editorial board for selective print and digital publication.
7. The OSU Undergraduate Research Network, an online resource that allows faculty to invite undergraduate collaborators and affords students the opportunity to identify research experiences that fit their interests and abilities for valuable interactions over long and short-term projects.
8. Thanks to opportunities in undergraduate research at OSU, those receiving degrees can qualify for 'undergraduate research scholar designation' on the transcript, a valuable designation to achieve. To be considered, the student must:
 - a. For a minimum of two semesters, be engaged in and contribute substantively to research or creative inquiry with a faculty mentor and/or faculty-led team;
 - b. Present his or her research or creativity project at a state, regional, or national conference or juried artistic venues such as art exhibitions, concerts, or festivals;
 - c. Publish his or her work or a manuscript related to the creativity product in a refereed research or professional journal (or have it accepted for publication). Applicants should apply through the Henry Bellmon Office of Scholar Development and Recognition at least six weeks before the end of their studies at OSU, and a committee appointed by the Faculty Council will examine the materials and determine whether or not the candidate will be approved and recognized.

For further information contact the office at 405.744.7313 or visit scholardevelopment.okstate.edu.

Special Academic Services, Programs and Facilities

Learning and Student Success Opportunity Center

Cheryl S. DeVuyst, PhD—Assistant Provost and Director

The Learning and Student Success Opportunity (LASSO) Center provides academic advising and a variety of enrollment services to any student needing assistance and to various groups of students, including those admitted to OSU through the Alternative Admission Program, students regularly admitted by the Academic Review Committee, probationary students and those unable to declare their major, undecided students, students who wish to explore a Bachelor of University Studies degree, and concurrent high school students. The LASSO Center also provides free tutoring and success facilitators to all students across campus. The overall goal of the LASSO Center is to retain students by providing personal attention and assistance as they adjust to OSU and explore their academic options. Students may contact the LASSO Center office at 405.744.5333 in 214 Student Union, or visit the website at lasso.okstate.edu for more information.

The following programs are offered at the LASSO Center:

Freshman Programs.

- Students who are undecided, including those with interests spanning more than one academic college, are advised through the LASSO Center.
- The Academic Review Committee (ARC) looks holistically at freshman applicants and bases full admission on their accomplishments, experiences, and special talents, as well as their GPAs, test scores, and class rank. Information is gathered from each student's admission application, which also includes a series of questions used to determine their creativity and innovative spirit.
- The Alternative Admission Program, outlined by State Regents' Policy, allows approximately eight percent of OSU's entering freshman class to be admitted without meeting all of the initial admission requirements.

The LASSO Center freshmen enroll in a first semester freshman orientation class (UNIV 1111) to help them adjust to the demands of college life, learn how to become academically successful, explore various major options, and to make them aware of university rules and regulations. This class is taught by LASSO Center advisers and select members of the University community in conjunction with the LASSO Center's Student Academic Mentor Program. The LASSO Center also strives to promote retention and 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 and success facilitators available through the office. Academic advisers in the LASSO Center enforce the required remediation of academic skills deficiencies, based on ACT area scores below a 19. 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 and department's individual GPA requirements.

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

- students who are placed on academic probation;
- freshmen on academic notice;
- transfer students admitted on probation;
- students who are in good academic standing, according to State Regents' policy, but are ineligible for admission to their desired college or major; and
- students who left OSU while on probation or suspension and have stayed out of college for a minimum of one regular semester, and who are readmitted to OSU based on a demonstrated potential for success.

Transfer Probation. A select group of transfer students are admitted to OSU with below the minimum hour/gpa requirements by a joint decision of their college of choice and the LASSO Center. These students are on probation and will be allowed to continue at OSU only if their semester gpa is a 2.0 or greater or they maintain a graduation/retention gpa above the minimum standards. These students include:

- students admitted with 0-60 hours attempted with less than a 2.25 GPA;
- students admitted with more than 61 hours attempted with below a 2.0 GPA; and
- students who have earned less than 24 credit hours and were not admissible from high school.

In conjunction with hands-on academic advising, the LASSO Center advisers also assist both Academic Assessment and Transfer Probation 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 LASSO Center free tutoring program available to all OSU students.

Transfer Student Resource Center. The LASSO Center 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, in addition to providing information about the resources available at OSU. The Tau Sigma National Honor Society recognizes academic excellence and is available to those transfer students with 12 hours of 3.5 GPA or higher, earned in regularly graded course work during their first semester at OSU. A formal initiation is held each spring for eligible students. For more information visit lasso.okstate.edu.

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 may be developed to meet State Regents' and OSU's degree requirements, including general education requirements. Additionally, departmental concentrations or minors must also be met. Academic advisers in the LASSO Center 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 who meet the State Regents' 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. High school seniors who participate in concurrent enrollment will have their tuition waived for up to six hours per semester, 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 meet the minimum ACT area score of 19 or above in those areas in which they wish to enroll, in accordance with State Regents' requirements. LASSO Center academic advisers strive to actively communicate with these students to maintain their college GPA and 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 LASSO Center freshmen with experienced OSU students in an effort to ease their transition to college, specifically through assisting in their UNIV 1111 Freshman Orientation course. "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. For more information visit lasso.okstate.edu.

Success Facilitators. The Success Facilitator Program offers individualized attention to help students adjust to their new surroundings and develop skills necessary for academic success. Students may self-request a facilitator or be identified by adviser recommendations. Facilitators will help students develop time management and other skills relating to effective study methods and test preparation. Additional guidance may be provided to assist with developing relationships with professors, staff and other members of the OSU community.

LASSO Center Paul Milburn Tutoring Program. The LASSO Center Paul Milburn Tutoring Program is a free service offered for students campus-wide. Qualified tutors are available to students for individualized, one-on-one tutoring. This program is funded in part by OSU alum, Mr. Paul Milburn, who is dedicated to helping students succeed. Tutoring is available by appointment Monday through Friday, 8am to 5pm and variable weekend hours. Students may contact the LASSO Center tutoring office at 405.744.3309 in 019 Classroom Building to sign up and schedule appointments. Students may also sign up online at tutor.okstate.edu 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 LASSO Center. 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 Sciences, 101 Human Sciences
Spears School of Business, 103 Business Building
The LASSO Center, 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

Jeremy Penn, PhD—Director

The assessment program at OSU supports institutional, college, and program improvement efforts and provides public assurance of program quality and accountability by documenting progress toward meeting educational goals. Assessment involves collecting, reviewing and using information about students' learning and development for the purpose of improving student achievement and educational programs. Assessment is an integral part of the institution's commitment to sustain and enhance academic quality and students' educational experiences.

The OSU Assessment and Academic Improvement Council (AAIC) guides the institution's assessment plan. Membership of the AAIC consists of faculty from each college and representatives from the offices of Student Affairs, Institutional Research, Libraries, and student government. The AAIC supports assessment by providing funding and other resources to (1) measure the effectiveness of academic and student programs, (2) use the information provided by assessment 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 to give students the best chance of academic success.
2. General Education Assessment evaluates student achievement of institutionally recognized general education competencies, including communication, problem solving, diversity, and critical thinking skills.
3. Program Outcome Assessment evaluates achievement of learning goals in the major.
4. Student and Alumni Satisfaction Assessment evaluates students' and alumni's perceptions of academic and campus programs and services.

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

In addition to the above assessment activities, the Office of University Assessment and Testing periodically administers national measures of student engagement and learning. Results from national measures of student engagement and learning are used for program and institutional improvement and for participation in accountability initiatives.

Many assessments within academic programs and the institution are conducted by evaluating samples of student work selected from course assignments. These assessments are conducted for institutional or program purposes 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. Results from placement testing will be periodically reviewed for accuracy of placement decisions and shared to inform placement practices at other institutions. Results will be kept strictly confidential and shared only in aggregate form.

The Office of University Assessment and Testing submits annual reports to the Oklahoma State Regents for Higher Education that summarize 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 online OSU Math Placement Exam and COMPASS test packages are 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 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 visit the website at 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 English speakers attain the proficiency necessary to enroll in a U.S. institution of higher education. 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. 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 of instruction 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, e-mail to osu-eli@okstate.edu or visit eli.okstate.edu.

Correspondence Education

In order to provide higher education opportunities to underserved or restricted populations, OSU provides a variety of courses via correspondence education (CE) to individuals across the state, nation and world using various media and partnerships with academic units at OSU. Individuals enrolled in correspondence education courses would often otherwise be unable to access higher education due to work, family responsibilities, physical isolation or medical conditions that may preclude participation in regularly scheduled class meetings.

OSU offers approximately 100 CE courses for college credit and continuing education units (CEUs). For most CE courses, students may enroll at any time without being admitted to OSU and are allowed up to one year to complete course work. Courses may be print-based (traditional correspondence), web or DVD/video-assisted telecourses or online courses.

For more information on correspondence or other distance learning courses at OSU, contact the O-Campus help line at 405.744.6786, email to ocampus@okstate.edu or visit ocampus.okstate.edu

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

Students planning to enter a professional school should visit with their advisers 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 advisers or the Office of Life Sciences and Pre-health Advising, 213 Life Sciences East, or the pre-law adviser, 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, its territories of Puerto Rico and Guam, as well as in Canada. Depending on the host university chosen, students pay tuition and fees to OSU or resident tuition and fees to the host institution.

Through the National Student Exchange, students have access to designated study abroad programs offered by participating institutions across a wide range of disciplines. The National Student Exchange is an ideal opportunity for students in highly structured programs to study away for a semester and still make progress towards graduation. It also provides students with meaningful cultural learning opportunities within the US.

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 studyabroad.okstate.edu, contact the Study Abroad/NSE Office, 242 Student Union or e-mail 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 over 35 countries in Europe, Asia and Latin America and other regions. While participating in reciprocal exchange, students pay tuition and fees to OSU.
- **OSU Faculty-led Programs.** Students may also earn OSU credit by enrolling in short-term international courses offered by OSU college outreach units in countries such as Australia, England, France, Italy, Japan, Kenya, Mexico, Morocco, Brazil, and China.
- **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 program providers. Students may also enroll directly in universities abroad or participate in non-credit work, internships and service learning opportunities. One of OSU's longest standing affiliated/approved offerings is the Semester at Sea Program. Approximately 50 percent of the semester is spent at sea and 50 percent in various ports enabling students to travel and relate experiences directly to the academic program aboard ship.

Most exchanges and longer term study abroad programs require successful completion of at least 45 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 long-term spring study abroad programs are usually in early summer.

Financial assistance is available through scholarships as well as federal grants and loans. In many cases students may use federal financial aid to offset the cost of an academic program abroad. Students may apply for International Studies and Outreach Scholarships such as the Provost's Study Abroad Scholarship or the Humphreys Study Abroad Scholarship through the Study Abroad Office to support their credit-bearing activities abroad. There are two application cycles. IS&O Awards are based on financial need and award amounts vary. Other scholarships for study abroad are also available. Information on these national and local scholarships is available at studyabroad.okstate.edu or through the Study Abroad/NSE office, 242 Student Union, 405.744.8569. OSU colleges also offer numerous scholarships for study abroad. For example, outstanding OSU undergraduates and graduates may apply for the Bailey Family Memorial Trust Scholarship for study abroad in the humanities. 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 Gundersen Hall, offers several scholarships for language study abroad. Individual colleges offer scholarships for their short-term faculty led programs.

For more information on studying, working, teaching or volunteering abroad contact the Study Abroad/NSE office, 242 Student Union, e-mail abroad@okstate.edu or visit the website studyabroad.okstate.edu.

Early Childhood Education

Julia Atilas, PhD—Associate Professor and Early Childhood Education Program Coordinator

Dianna Ross, MS—ECE Specialist and Director of the CECTL Laboratories
The Department of Human Development and Family Science has a rich tradition of excellence in early childhood education.

There are two components that support the professional education of early childhood educators - the children's program and the teacher preparation program.

The 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 program provides the highest quality of early childhood education services to children with developmental disabilities and their families by providing exemplary services based on recommended practices to young children with diverse abilities. The CDL program provides family-centered services designed to meet the individualized needs of all children and families; offers a blend of educational and therapy services within the context of a developmentally appropriate curriculum; and prepares children for their next educational environment.

The teacher preparation program offers undergraduate and graduate degrees with emphasis on Early Childhood Education. Students participate in a variety of field experiences at the Child Development Laboratory and partner public schools in surrounding rural, suburban and urban areas, where they are provided with the opportunity to make meaningful connections between course content and practical application.

The Center for Family Resilience (CFR)

Joseph G. Grzywacz, PhD— Professor, George Kaiser Family Foundation Endowed Chair in Family Resilience Director

The Center for Family Resilience (CFR) is an initiative of Oklahoma State University's College of Human Sciences, Cooperative Extension Services, and the OSU-Tulsa campus. The vision of the CFR is that every family be fully equipped to support members in achieving their full personal and social potential.

Located on the Tulsa Campus, the mission of the CFR is to create and disseminate scientific knowledge that builds programmatic and policy solutions that promote individual and family resilience. The CFR's mission is implemented through three main programs. The community engagement program builds bridges among community agencies, family and social service providers, and CFR affiliate researchers. The research program coordinates the activities of affiliate researchers to create knowledge of individual and family resilience, and the factors shaping resilience. The translation and education program emphasizes dissemination of acquired knowledge and the transfer of that knowledge to everyday professional practice.

The Center for Family Services

Matt Brosi, PhD—Assistant Professor and Center for Family Services Director

Glade Topham, PhD—Associate Professor and Marriage and Family Therapy Program Coordinator

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

The Center's dual mission is to provide high-quality, low-cost marital and family therapy services to the public and to provide a high-quality 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. The Center allows for video recording of sessions and for observation of sessions by clinical supervisors.

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

Appointments are available on request. While appointments are available during daytime and evening hours, most appointments are scheduled on Wednesday and Thursday evenings.

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 OSU 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 Tourism and Recreation Department and hospitality 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 humansciences.okstate.edu/chtr/.

Ethics Center

Scott Gelfand, PhD—Associate Professor and Director

The Ethics Center at Oklahoma State University 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

Alex Bishop, PhD—Associate Professor and Gerontology Program Coordinator
The Gerontology Institute is housed in the Department of Human Development and Family Science. The Gerontology Institute operates in conjunction with an interdisciplinary gerontology program committed to promoting excellence in the study and understanding of aging across the life course through scientific research, education and service.

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 a career specialization in gerontology in the child and family services option. 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 Distance Education Alliance online gerontology program (Great Plains IDEA) at OSU. For more information on the online gerontology program see humansciences.okstate.edu/gpidea.

The Gerontology Institute serves as a link between the University and the community in the field of aging. For more information, visit humansciences.okstate.edu/gi or e-mail humansciences.hdfs@okstate.edu.

Mathematics Learning Success Center

The Mathematics Learning Success Center (MLSC) is a support facility for undergraduate mathematics instruction at OSU. The MLSC offers free tutoring and computer-aided learning support for all lower-division math classes through Linear Algebra. These support services are integrated with mathematics course instruction to enhance student learning and success in lower-division mathematics courses. The Center also partners with the Stillwater Public Schools and the LASSO Center (visit uas.okstate.edu) to provide outreach tutoring services. The MLSC is located on the 5th floor of the Edmon Low Library and is open to all students enrolled in math classes on a walk-in basis. For more information, visit math.okstate.edu/mlsc or call 405.744.5818.

Psychological Services Center

Matt Alderson, PhD—Assistant Professor and Director, PSC

John M. Chaney, PhD—Professor and Director, Marriage and 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 8:00 a.m. until 9:00 p.m. Monday through Thursday. On Friday it is open from 8:00 a.m. until 5:00 p.m. Appointments can be made by contacting the Center at 405.744.5975. More information can be found at psychology.okstate.edu/psc/.

Speech-Language Hearing Clinic

Cheryl L. Giddens, PhD—Associate 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 and therapy services including early intervention. 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
- Dialectal variations
- Hearing impairment
- Reading and writing disorders

The OSU Speech-Language-Hearing Clinic is located in 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 for speech and language services insures that individuals are served regardless of their ability to pay. To schedule an appointment please call 405.744.6021.

The Institute for Teaching and Learning Excellence (ITLE)

Christine K. Ormsbee, PhD—Assistant Provost and Director, A.J. and Susan Jacques Endowed Professor in Special Education

The *Institute for Teaching and Learning Excellence* (ITLE) is responsible for supporting faculty, instructors, and graduate teaching assistants in the design and delivery of high quality instruction using the most up-to-date and effective teaching tools including state-of-the-art instructional technologies. ITLE provides workshops for faculty at their varied career points on innovative pedagogies and technology integration and cooperates with various departments on research projects and learning communities. Professional development in the use of various instructional technologies is also provided, as well as web design support for faculty and departments. ITLE provides OSU colleges with marketing services and faculty with graphic designs, illustrations, 2-D & 3-D animations for a small fee, and presentation material development as a free service to enhance any OSU course. ITLE also produces the 360° Virtual Panorama Tour for OSU (see <http://360.okstate.edu/VRTour/STWCampusCore/STWCampus.html>), which showcases the campus and various departments throughout the university. A large presentation room and a smaller flexible classroom are available for both scheduled classes and faculty research/training. Also, faculty can record presentations in a broadcast-quality studio or in a more relaxed office-like setting in a Camtasia/Webcam studio. ITLE provides a wide array of equipment for portable and/or classroom use where that technology may not be available.

To support OSU distance education offerings ITLE provides equipment and staffing, including training and technical assistance, for the Desire2Learn "Online Classroom" Courseware Management System. ITLE also produces video-based educational content from recording and editing classroom presentations for delivery via multiple media formats, to distributing live, interactive classes world-wide from high-tech classrooms all over the campus. ITLE houses a high definition, 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 presentations, and public service announcements for the University and for both government and commercial agencies. OSU is connected to the world from ITLE via a wide variety of media, including Internet and Satellite capabilities. ITLE also manages the Campus Cable TV system, working with the cable company to provide educational and entertainment programming of interest to the OSU community.

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 itle.okstate.edu.

Writing Center

Rebecca Damron, PhD—Assistant Professor and Director

Since 1976, members of the Oklahoma State University community—students, faculty and staff—have found writing support from the consultants at the Oklahoma State University Writing Center. The OSU Writing Center aims to create well-developed and effective communicators regardless of skill level or background. Writing Center consultants help writers understand and practice many useful strategies—from brainstorming to drafting to editing techniques.

Appointments for the OSU Writing Center are made online at osuwritingcenter.okstate.edu. The Writing Center provides drop-in consultations at the Edmon Low Library, the Spears School of Business Student Success Center, and the CASNR Student Success Center in Agricultural Hall. Check the Writing Center website for appointment times and availability. Writers may also ask quick writing questions by calling the Writer's Hotline at 405.744.6671, chatting with Pencil Pete on the Writing Center website, or directing questions to writingcenter@okstate.edu.

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 Gallery, a significant part of the Bartlett Center serving both instructional and outreach needs of the Department of Art. The Gardiner Gallery is managed by the staff of the Oklahoma State University Museum of Art on behalf of the Department of Art. Gallery programming provides exhibitions of regional and national importance to OSU and the community and opportunities for students to learn about installation and display of their work. 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. For current information about the Gardiner Gallery exhibitions and hours visit museum.okstate.edu

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.

Department of Wellness

As Oklahoma State University is "Striving to be America's HEALTHIEST Campus", the Department of Wellness is committed to creating a healthy campus culture for students, faculty and staff. The department seeks to promote healthy lifestyles and lifelong learning through the highest quality programs, services and facilities.

Department of Wellness Programs

- **Group Fitness** - offers a variety of fitness programs and classes with multiple formats at every skill level. There are more than 160 classes offered each week including yoga, Zumba, dance, spin, water aerobics, kickboxing, martial arts, TRX, abs, boot camp and more. Remember classes are FREE! All you need to do is sign the fitness waiver at the front desk of the Colvin Recreation Center or Seretean Wellness Center.
- **Intramural Sports** - serves more than 3,500 participants weekly in more than 50 sporting activities yearly. Intramural Sports at OSU promotes its rich tradition of friendly, competitive activities and serves as a rally point for socialization, exercise and competition.
- **Outdoor Adventure** - provides opportunities for fun, adventure, education and excitement. Through trip and workshop programs Outdoor Adventure emphasizes environmental awareness, personal development, safety training, wilderness travel and fun. With a variety of regional and national trips as well as workshops at all skill levels, staff members strive to provide opportunities for the whole community. In conjunction with trips and workshops, Outdoor Adventure offers an extensive low and high elements challenge course at Camp Redlands and a state-of-the-art indoor climbing facility at the Colvin Recreation Center. To support courses and the local community, the outdoor equipment rental shop, next to the climbing wall, provides access to everything from tug-of-war ropes to sleeping bags. Whether it is exploring the Grand Canyon over spring break, spending a day at the challenge course or participating in a climbing competition, the common elements at Outdoor Adventure are quality leadership and fun.
- **Sport Clubs** – recognized OSU student organizations designed to promote a non-varsity sport or recreational activity. Generally, a sport club program provides three basic opportunities to its clientele: instruction, recreation and competition. Clubs differ in scope and purpose as some are very social. Others compete throughout the region or country.
- **Sponsored Programs** - consist of federal, state and privately funded grants and contracts that serve the OSU community as well as fulfill the community

outreach and extension components of Oklahoma State University's land-grant mission. Oklahoma ABLE Tech is the statewide Assistive Technology Act Program, which connects Oklahomans with disabilities to assistive technology, or AT, through a variety of programs and services. ABLE Tech provides access to AT through a short-term equipment loan program, AT demonstration centers, re-utilization of AT through the Oklahoma Equipment Exchange, and low interest bank loans for AT. The Oklahoma Durable Medical Equipment Reuse Program is a partnership between the Oklahoma Health Care Authority and Oklahoma ABLE Tech to reuse and re-distribute valuable durable medical equipment to Oklahomans. The Special Education Resolution Center program, through a contract with the Oklahoma State Department of Education, manages the federal special education due process hearing system and alternative dispute resolution programs for Oklahoma. Oklahoma AgrAbility Project is a USDA-funded program providing support, assistance and education to farmers, ranchers and their families with disabilities to minimize obstacles that inhibit success in agricultural production. The Department of Wellness Prevention Programs consists of seven grant-funded programs which include: regional prevention coordinators, Strategic Prevention Framework State Incentive Grants, Communities of Excellence in Tobacco Control programs and a federally funded Drug-Free Communities grant.

Wellness Services

- **Personal Training** - exercise programs tailored by trainers to fit clients' needs. Trainers teach clients proper technique to perform exercises correctly and effectively.
- **Massage Therapy** - uses relaxing techniques to help the body transcend into an overall sense of well-being.
- **Nutrition Counseling** – examines individual eating habits and their relationships to health and disease. Nutrition counseling is available to OSU students, faculty and staff. A registered and licensed dietitian will assist in the development of a practical meal plan to meet individual dietary needs.
- **Cooking Classes** - teaches heart-healthy cooking classes. Cowboy Cooking School is a series of cooking demonstration classes offered each semester at the Seretean Wellness Center.
- **Health Risk Assessments** - screenings that provide an individualized health risk assessment designed for early detection of health problems.
- **Employee Assistance Program** – is a confidential resource for faculty, staff and their families who are experiencing personal difficulties. Developed to improve well-being, the service is provided free to employees (75% FTE and above) and their dependents.

Wellness Facilities

- **Colvin Recreation Center** - offers 250,000 square feet of recreation options including: 10 basketball courts, 8 racquetball courts, rock climbing wall, indoor track, 2 cardio theater areas, a multipurpose gym, indoor pool, outdoor pool, 2 dance studios, 3 multipurpose fitness rooms, a personal training area, spin studio, selectorized weights, free weights, putting green and 2 golf simulators.
- **The Seretean Wellness Center** - features a newly renovated fitness center including a cardio/weight room, 2 group exercise studios, multipurpose room, personal training area, massage therapy, Pilates Reformer's, health risk assessment room, demonstration kitchen, nutrition counseling, a lecture hall and Sponsored Program testing and training center.
- **The Colvin Annex** - another great attribute to the Department of Wellness featuring 4 basketball/volleyball courts. With the inclusion of natural light and air conditioning, it serves as the perfect location for small conferences and workshops.
- **Camp Redlands** - available through Outdoor Adventure. It is located 10.5 miles from the OSU campus featuring 12 cabins, a lodge, pavilion, swimming dock, picnic area, and a challenge course. This facility offers trainings and team building workshops to students, faculty, staff and general public.

The Department of Wellness aims to provide exciting and rewarding programs and services for OSU students, faculty and staff. For more information visit our website at <http://wellness.okstate.edu/>, like us on facebook at [facebook.com/OKSTATEWELLNESS](https://www.facebook.com/OKSTATEWELLNESS) and follow us on Twitter @OSUWELL.

The Cleo L. Craig Child Development Laboratory

The Department of Human Development and Family Science has a rich tradition of excellence in early childhood education. The Child Development Lab-Rise Program was established in 1924. The laboratory presently resides in a facility opened in 1983 and renovated in 2010. The program serves as a field placement for early childhood education majors. Equipped with observation booths, the Child Development Laboratory is also used as a site for observation and interpretation of human growth and development by students in courses throughout the university. Research on developmentally appropriate practice, children's learning and development, and the preparation of teachers is conducted in the facility. The Child Development Laboratory 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 and designed to model best developmental practices; frequent and positive interactions between children and students; nutritious meals and snacks; regular communication with parents; positive

guidance techniques; high teacher-child ratios; experienced Early Childhood Education degreed staff and on-going, systematic program.

The program provides the highest quality of early childhood education to children with and without developmental disabilities by providing exemplary services based on recommended practices to young children with diverse abilities and their families. The Child Development Laboratory provides family-centered services designed to meet the individualized needs of all children and families; offers a blend of educational and therapy services within the context of a developmentally appropriate curriculum; and prepares children for their next educational environment.

Subject to availability, families have the opportunity to enroll in this model early childhood program. Children enrolled in the program range in age from 12 months through six years of age.

Collection of Vertebrates

The OSU Collection of Vertebrates (COV) is housed in Life Science 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, are 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.

Ecotoxicology and Water Quality Research Laboratory (EWQRL)

The Ecotoxicology and Water Quality Research Laboratory (EWQRL) is located in Life Sciences West and is part of the Zoology Department 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.

Engagement Skills Trainer (EST 2000)

The EST provides initial and sustainment marksmanship training, static unit collective gunnery and tactical training, and shoot/don't shoot training. It supports the following three modes of training: marksmanship, squad/fire team collective and judgmental use of force. The system models 11 small arms and is deployable with its own system shelter. All EST training scenarios are U.S. Army Training and Doctrine Command (TRADOC) validated. Cadets at OSU will spend up to six to nine hours per semester using the EST, focused on grouping, zeroing, basic qualification, and advanced marksmanship techniques. The system represents the cutting edge of technology in marksmanship training across the globe.

Functional Design Research Laboratory

The Department of Design, Housing and Merchandising has a long history and national reputation for designing functional apparel and protective clothing. Equipment available in the Human Sciences building includes the following: AccuMark pattern design system (PDS), Gerber Technology – automated cutter, pattern input digitizer, AccuMark V-Stitcher 3-D pattern visualization software, a laminating heat press oven, Infinity plotter, and various other sewn product production and care equipment.

Herbarium

The OSU Herbarium houses the university's collection of plant specimens. It is located in Life Sciences East, Room 012, and is maintained by the Department of Botany. The collection consists primarily of 150,000 specimens of vascular and non-vascular plants that are dried, mounted on archival

paper or placed in packets, and stored in cabinets. There are nearly 50,000 specimens that document the flora of the state of Oklahoma, the second largest such collection in the world; data on these collections can be accessed on the internet through the Oklahoma Vascular Plant Database (OVDP: www.oklahomaplantdatabase.org). The remaining 100,000 specimens were collected throughout the world, with strong representation of the Great Plains region and Texas. A particularly significant collection of specimens was made throughout Mexico in the 1960s and 1970s by former curator, Dr. U.T. Waterfall. Other large collections represent the countries of Canada, Colombia, and Ethiopia. Over 200 specimens are taxonomic "types" that document the basis for scientific names for these plant species. The Herbarium is known by its Index Herbarium code, OKLA. The collection is used extensively by OSU researchers, students, land managers, government agencies, and members of the general public interested in plant identification, plant distributions, and ecology. The Herbarium also provides specimen loans to researchers at accredited institutions around the world.

OSU Libraries

The OSU Library system consists of the Edmon Low Library at the heart of campus and three specialized branch libraries (the Curriculum Material Library in Willard, the Architecture Library in the Architecture Building, and the Veterinary Medicine Library in McElroy Hall). The Edmon Low Library is open 121 hours per week and 24 hours a day during dead week and finals. The Library's six floors offer individual study spaces designated as either silent (no talking) or quiet (talking softly permitted) as well as for groups to work together. There are 12 private group study rooms that can be reserved at the Circulation Desk. Desktop computers located on the first and fifth floors provide access to the Internet, MS Office, BOSS (a search system of all Library resources) and other electronic library resources. The Library also provides more than 150 laptops, 50 Macbooks and 30 ipads for check out; the entire Edmon Low Library has wireless Internet access.

Many Library resources are available remotely 24/7 via the Library's website (www.library.okstate.edu). Here you may renew books you have checked out or determine whether a book you need is checked out by another person; search the A to Z listing of more than 200 specialized online databases; connect to more than 60,000 online full-text journals; and access online course reserves. If there is an article or book chapter the Library owns only in paper, use the Document Delivery Service to request a link to a digitize copy. If you need an item not owned by the OSU Library, the Interlibrary Loan Service can secure it for you.

Librarians or Library Graduate Assistants are available at the Information Desk on the first floor to answer questions and give hands-on instruction. The Library offers assistance in person, by phone 405.744.9775 or text message 405-301-8102, via e-mail lib-dls@okstate.edu or via chat on the Library's website. Throughout the semester, the Library offers free 30 minute **tours and training sessions**. Students can enroll in **LBSC 1011**, a one hour credit course on using Library resources.

For the latest Library news, events and service updates, find "Edmon Low Library" on Facebook or follow @OkStateLibrary on Twitter.

Government Documents. The OSU Library has an outstanding collection of current and historic government publications, as well as publications of the state of Oklahoma, foreign governments, and international organizations providing information relevant to all majors.

Oklahoma Oral History Research Program. The Oklahoma Oral History Research Program promotes and facilitates the collection, preservation and analysis of interview-based research and related audio projects by educating students, faculty and community members in the methods, protocols and professional and ethical standards of oral history.

Special Collections University Archives. OSU's special collections focus is on the history of OSU, its employees and graduates. Rare books, manuscripts, photographs and research material related to Oklahoma women, history, politics, business and natural resources have also been acquired. The University Archives is the depository for all academic and administrative documents, official records and other materials related to the management, operations and mission of Oklahoma State University.

The Product Design and Testing Laboratory

The Department of Design, Housing and Merchandising Product Design and Testing Laboratory (located off campus at the Venture I Research Park) offers specialized equipment to facilitate product development and testing in four broad areas: thermal testing; textile testing, anthropometric and biomechanical testing, and human physiology testing. This university resource attracts a broad set of collaborators and users (both on and off campus). Established in 2007, the laboratory is the culmination of award-winning protective apparel research on body armor and micro-climate cooling systems.

Lab equipment includes: perspiring thermal manikin, sweating guarded hot plate, Kawabata Evaluation System (KES), thickness gauges, FrazierTM FAP-F2, spectrophotometer, 3-D body scanner, 3-D motion capture system, surface electromyography devices, 2 environmental chambers, a wireless sensor system, and more.

The School of Hotel and Restaurant Administration Experiential Learning Laboratories

Taylor's Dining Room is an experiential laboratory that emphasizes quality food service utilizing a thoughtfully prepared menu featuring seasonal ingredients. Students develop skills in food preparation, service techniques, dining room management and profitability. Focus is on professionalism, quality management and guest satisfaction.

Westside Café is a quick service cyber café concept with an upbeat and dynamic atmosphere. Students progress through staged learning in this lab developing the skills to assume management responsibility.

The Atherton Hotel, built in 1950 as the Student Union Hotel, has been an historical place for alumni, families, and visitors to gather. The 81 room boutique hotel is well known for its cozy down bedding and strong customer service. In 2001 the hotel became The Atherton Hotel at OSU, part of the College of Human Sciences and the School of Hotel and Restaurant Administration, serving as a "living laboratory" for the education and experience of future hospitality professionals. The Atherton was selected for membership in Historic Hotels of America in 2004.

M. B. Seretean Center for the Performing Arts

The M.B. Seretean Center for the Performing Arts provides a 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 theatrical 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 and camps.

In addition to the auditorium and theatre, the Seretean Center houses teaching studios for music and theatre, 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. The OSU Theatre Department 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, three to 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.

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 more than 630,000 square feet, it stands as the largest and most comprehensive union in the world. It provides the university with such services as the University Store (textbooks, OSU merchandise and technology center), retail shops, banking services, 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 the university's more than 425 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 University Store at the Student Union.

Now is an exciting time for the OSU Student Union as it recently completed a \$63 million major renovation. The project, which was officially endorsed by the students through their increased student fee gift, allowed the university 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 at union.okstate.edu.

Student Services

Career Services

Pamela Ehlers, EdD—Director

Career Services offers career-related assistance to all OSU students and alumni through individual and collective services.

Staff members assist students in exploring careers and academic majors, learning how to obtain part-time jobs through résumé assistance, part-time online job listings, and specialized annual career fairs, including the Part-Time and Volunteer Fair and the Summer Camp Fair. Additionally, students receive support with other options, including service learning, job shadowing, leadership, and volunteer experiences to build the skills necessary for future employment.

Career developmental activities, including help in finding an academic major, are facilitated by Career Consultants available in each academic college as well as in the Student Union. Career Consultants assist students through the use of career assessments, one-on-one appointments to discuss assessment results, and career and academic major research. Students can also explore internships, full-time employment, and graduate education experiences. Staff members can 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 website HireOSUgrads.com. This site allows students and alumni to access the Hire System, where employers interested in OSU students and graduates post opportunities 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 and preparation tools such as Interview Stream, The Big Guide to Living and Working Overseas, myvisajobs.com, and many other job search resources and assessments are available on HireOSUgrads.com.

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

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 at a discount for student use at the Career Services office located at 360 Student Union.

Information Technology

Darlene Hightower—Chief Information Officer

Information Technology 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, publications, desktop computing support, and a comprehensive Helpdesk.

IT Helpdesk and Hours. The IT Helpdesk provides diagnostic support and assistance by phone, e-mail, or in person. The Helpdesk office is located in 113 Math Sciences and can be reached at helpdesk@okstate.edu or 405.744.HELP (4357). Visit 4help.okstate.edu for more Helpdesk information.

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

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 IT services, including a life-long e-mail address. Visit it.okstate.edu/services/okey/ for information on how to activate your O-Key account. 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 Card Production office in 113 Math Sciences, 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. Visit www.okstate.edu/email for details on student email accounts. Each student will receive services with Microsoft and Google for data storage, electronic mail, and calendaring.

An extensive data communications network provides interfaces via OneNet to 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 40,000 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. Visit www.it.okstate.edu/students/wireless for more information about WIFI coverage.

Campus Computer Labs. The OSU campus has four IT-managed computer labs; they are located in Classroom Building 4th Floor, Bennett Hall B19, Kerr-Drummond Mezzanine, 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. Visit the "Campus Computer Labs" section of the IT Resource Center, 4help.okstate.edu for a complete listing of available software in the campus computer labs. While the majority of the computers in these labs are Intel, each lab includes Macintosh computers as well as numerous printers and 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 websites. All labs have wheelchair access and feature adaptive technology software.

Students also have access to virtual computer labs created for students to access while off campus or in their residence halls. Students can login to these virtual labs from any computer with an Internet connection using their O-Key username and password. Please visit the "virtual computer labs" section of the IT Resource Center, 4help.okstate.edu for instructions on how to login to the virtual lab using Windows, Mac, or Linux operating systems. Remote print stations are located in Residential Life, IT managed computer labs and the Student Union. For a complete list of the locations and instructions, please visit 4help.okstate.edu.

Student Technology Products. Students are eligible for discounts on selected products and services through OSU. Please visit it.okstate.edu/students/ for information on how to obtain the OSU discount on hardware and software, as well as information on discounted cellular plans. Microsoft Security Essentials is the recommended virus protection software for Windows. Please visit windows.microsoft.com/en-US/windows/products/security-essentials for a copy of this software. Additional software is available to download at the Software Distribution Center website, app.it.okstate.edu/sdc/ through OSU's Microsoft Campus Agreement. Directions for software pick-up or delivery also are available on the software distribution center website.

Additional Information. Please visit 4help.okstate.edu for a complete listing of IT resources and for additional information about IT at OSU.

Parking and Transportation Services

Steve Spradling—Director of Parking and Transportation Services

Jan Hernandez—Manager, Parking

Tom Duncan—Manager, Transportation

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 Transportation 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.

OrangeRide –Bicycle Rental Program. OrangeRide is a bicycle rental program being offered to promote affordable and convenient transportation to the campus and Stillwater community. The shop, which is located on the west end of the Multi-Modal Terminal, will be open Monday-Friday 8am-5pm offering rentals on a daily, weekly, or by semester basis. In addition to bicycle rental, the shop will also provide basic bicycle repair for personally owned bicycles. Call (405) 744-BIKE or www.facebook.com/OSUorangeride.

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, retired, 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 Services office, 1006 West Hall of Fame on the corner of Monroe and Hall of Fame; or view online at www.parking.okstate.edu/.

Hertz on Demand, an hourly car rental program, is available to students or employees. Vehicles can be rented on an hourly or daily basis. For more information and to sign up for the service, visit www.hertzondemand.com.

Transportation Services. The BUS is the campus and community transit service operated by the Department of Parking and Transportation 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.

THE BUS also offers an online bus tracking system at www.thebus.okstate.edu where you can select a route and identify where the buses are on route in relation to your location, available on your desktop and mobile device (Android and iPhone apps).

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 and is now open to the public. The cost is \$7 one way for students; and \$13 one way for faculty/staff and public. 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 www.parking.okstate.edu/bob_schedules.aspx.

Jefferson Lines connects to thousands of destinations in the USA, Canada and Mexico. Tickets may be purchased at the Multimodal Transportation Terminal at 1006 West Hall of Fame, by phone at 405.744.7100 or online at www.jeffersonlines.com.

Housing and Residential Life

Matthew S. Brown—Director of Residential Life

Shannon Baughman—Assistant Director, Marketing & Conferences

Delton Gordon—Assistant Director, Residential Life

Jon Hunt—Assistant Director, Administrative & Business Services

Tanya Massey—Assistant Director, Programs and Development

Nathan Roberts—Assistant Director, Residential Life

Sarah Wilkey—Assistant Director, Family and Graduate Student Housing

The Department of Housing and Residential Life offers 26 residence halls, seven family-first neighborhoods, several special interest housing 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 in campus approved housing. Students are expected to comply with this University policy. Students who are required to live on campus will automatically be billed and assigned if they fail to submit a housing contract. Subject to verification and authorization by the university, students will be given permission to live off campus provided any one of the exemption categories listed is satisfied:

- A student is residing and continues to reside in the established primary residence of her/his parents (or legal guardian) if it is within a 30-mile radius of OSU. The parents must have established their primary residency at least six months prior to the request for an exemption. Legal guardianship must have been established by the court of law at least one year prior to a request for an exemption in order to be considered. Click here to download a copy of the **Sworn Statement of Commuter Status Form**;
- A student is married or has dependent children living with the student;
- A student is 21 years of age or older on or before the first day of classes of the initial semester of enrollment;
- A student has successfully completed 28 or more hours of academic credit prior to the student's enrollment or re-enrollment. Credit earned by exam (Advanced Placement, CLEP, ACT, SAT) and hours received from concurrent high school credit are not considered.
- A student has served in active military service, as verified by a discharge certificate (DD214);
- A student presents sufficient evidence of an extreme medical condition, as documented by her/his treating physician for which on-campus accommodations cannot be made. Click here to download a copy of the **Medical Hardship form**.
- A student presents sufficient evidence of an extreme financial hardship condition based on similar guidelines as for Financial Aid. Click here to download a copy of the **Financial Hardship form**.
- A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls.

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, Iba, Parker, Stout, and Wentz Halls. Six suite buildings make up the area referred to as The Village. Suite units are also offered in Bennett, 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 (9-month academic contract plus a summer contract) is available in each type of housing offered.

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 Living Learning Communities for students to consider when choosing their housing options. The LLCs are developed as partnerships and provide housing, programming, and faculty interactions based on major or area of interest. A complete list of all Living Learning Communities may be found at www.reslife.okstate.edu.

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, the Resident Assistant, who is 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 adviser for student governments and programs.

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 is given to those single students 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 community 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 Second Language class (ESL), after-school programs, children's programs, as well as cultural and social gatherings.

Family and Graduate Student Housing provide 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 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.

To read more about the types of housing offered, compare options and rental rates, and take a 360 degree virtual tour, please visit the website at www.reslife.okstate.edu. For further information or questions, please contact the OSU Housing and Residential Life Office, Iba Hall, Stillwater, OK 74078, 405.744.5592.

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 Housing 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.

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.

The Residential Leadership College is a program designed to provide incoming students the opportunity to learn about leadership opportunities in the residence halls. To date over 500 students have participated in this leadership development program.

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
 Non-Traditional Student Services
 036 Classroom Building, 405.744.5488, Marie Basler, coordinator
 Non-Traditional Student Organization, 250 Student Union, 405.744.7508

University Dining Services

University Dining Services (UDS) offers more than 32 dining options at the Oklahoma State University campus. UDS makes every effort to provide options to satisfy the hungriest student, the most selective eater, and those who prefer vegetarian options or have limited diets. The choices are endless, with something available from early morning to late night. From national franchises and specialty restaurants to convenience stores with freshly-made grab and go options, UDS provides students with the very best offerings.

UDS also realizes how important it is to provide healthy options for its customers. These options include vegetarian and vegan choices, organic options, and farm fresh produce. UDS is also proud to be a partner with the Seretean Wellness Center in the Choose Orange program, which follows the U.S. Dietary Guidelines for Americans. The Choose Orange logo on an item signifies that it's a healthy choice. Look for it at UDS outlets across campus.

All freshmen living on campus are required to have a meal plan. Meal plans can be used at any UDS outlet on campus. To learn more about everything UDS has to offer, please visit dining.okstate.edu.

University Counseling Services

Suzanne M. Burks, PhD—Director
 Thomas Berry, PhD—Senior Clinical Counselor
 Dylan Burns, PhD—Senior Clinical Counselor
 Carol Challenger, PhD—Senior Clinical Counselor
 Joseph Dunigan, PhD—Senior Clinical Counselor
 Hope Dilling, APRN, CNS —Psychiatric Nurse Practitioner
 Baiba Ercum, MD—Psychiatrist
 Joni Hays, PhD—Coordinator, Academic and Career Development Center
 Kara Niccum, MS—Substance Abuse Counselor
 Kim Poslick, MHR—Coordinator, Alcohol and Substance Abuse Center
 Tamara Richardson, PhD—Senior Clinical Counselor
 Trevor Richardson, PhD—Coordinator, Student Counseling Center
 Veronica Sutton, MS—Outreach Specialist
 Cindy Washington, MS—Clinical Counselor
 Jason White, PhD—Senior Clinical Counselor

The University Counseling Services provides, through the Student Counseling Center—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 Reboot Center. The Reboot Center offers free services to help students manage stress. An inviting space to relax, re-charge and re-focus. Computer software platforms with video games and visualization help to facilitate stress management skills. Individual consultation about managing stress and improving performance is available.

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.

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 Campus Committee on Access. 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

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.

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 is explained in detail on the OSU Health History form that is available for download from the Internet at www.okstate.edu/UHS/. Failure to comply with these guidelines may prevent future enrollment.

Tuberculosis Testing International Students. All international students are required to be tested for tuberculosis prior to being allowed to complete initial enrollment. This testing must be completed at University Health Services. The student is responsible for the cost of testing. No tests from outside the US will be accepted. A chest x-ray film from outside the US does NOT satisfy this requirement.

Tuberculosis Testing Domestic Students. Domestic students who meet any of the following criteria need to be tested for tuberculosis:

- Students who have resided outside the U.S. for more than eight weeks continuously or
- Students with a health/medical condition that suppresses the immune system or
- Students with known exposure to someone with active tuberculosis disease.

Tuberculosis Testing Procedure. Students who are required to be tested for TB should report to University Health Services, 1202 Farm Road. If you have been treated for tuberculosis disease in the past, provide a medical record indicating successful treatment for TB disease. Please note: Having received BCG vaccination does NOT exempt you from the testing requirement.

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 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/.

Mandatory Health Insurance for Non-Immigrant Students

The Oklahoma State University Board of Regents requires that non-immigrant students be covered by health insurance. Because of the complexity of the

U.S. health care system, OSU strongly suggests that you do not purchase any health insurance plan outside of the U.S. or prior to verifying its equivalency to the stated minimum requirements defined below and as specified in the Patient Protection and Affordable Care Act, PPACA. Purchase of a non-compliant plan does not constitute grounds for approval of a waiver request.

The OSU Student Insurance Policy is the recommended health insurance and will be billed to your student account automatically.

In the following cases a waiver from this policy may be granted:

1. The insurance premium will be waived for nonimmigrant student sponsored by the United States government, a foreign government recognized by the United States of America, or certain international, government sponsored or non-governmental organizations. Such waivers will be based on the government or organization guaranteeing payment of all health care expenses including evacuation and repatriation.
2. The insurance premium will also be waived for students who provide documented evidence of health insurance coverage by an employer in the U.S. Nonimmigrant students employed by OSU and eligible for both employer-provided insurance and international student health insurance may select between the two, as long as the insurance selected includes evacuation and repatriation coverage specified below.
3. Students covered by a recognized, U.S. based private medical insurance plan with benefits equal to or better than those outlined below, may request a waiver of OSU's international student health insurance requirement. The waiver request must include documentation from the insurance vendor of the coverage stated below and/or compliance with the Patient Protection and Affordable Care Act, (PPACA). Insurance coverage must be in effect from the first day of fall classes for a 12 month period. Any plan other than the OSU Student Insurance plan must provide features and coverage equal or better than the OSU Plan. Specifically, an alternate medical insurance plan must meet or exceed the all of following minimum requirements for Fall 2013:

- Medical benefits of at least \$500,000 per accident or illness
- Evacuation benefits of at least \$10,000
- \$7,500 medical repatriation
- Deductible does not exceed \$500 per policy year
- The term of the policy should be one year (12 months) or equivalent to the duration of the individual student's academic program
- Must have coverage for pregnancy as any other illness or injury
- Consistent with the Patient Protection and Affordable Care Act, (PPACA), there are no limits of coverage less than the total medical benefits offered by the plan.
- Insurance provider must have phone number within the U.S.
- Preventive health and wellness services covered as defined by the PPACA
- Must not exclude pre-existing conditions for students under 19 years of age
- Prescription medication coverage
- Mental health benefits must be included
- Must have coverage for illness or injury as per PPACA guidelines
- Proof of insurance provided in English and U.S. currency only

Upon arrival and registration at OSU all international students will be automatically enrolled in the OSU health insurance plan and their respective bursar accounts will be billed accordingly. Those students who wish to use alternate insurance, must complete and submit a waiver request no later than the fifth day of classes. If the waiver is approved, a refund credit will be posted to the student's bursar account. Please check that account to confirm your waiver processing status. If your waiver has been denied, you will receive an e-mail from UHS with an explanation for the denial.

If you have an appointment as an OSU Graduate Teaching or Research Assistant, OSU provides the student health insurance policy for you. You will not be required to submit a request for waiver.

Waivers are required to be submitted by the end of the fifth day of classes. Waiver forms can be found at: union.okstate.edu/iss/ProspectiveStudents/General.htm.

Campus Life

Kent Sampson—Director, Campus Life
 Ruth Loffi—Campus Life Administrative Associate
 Brandon Mitts—Coordinator, Allied Arts and Special Events
 Stephen Haseley—Manager, Leadership Development
 Marie Basler—Coordinator, Non-Traditional Student Services
 Larry Putman—Coordinator, Student Union Programs
 Joyce Montgomery—Coordinator, Service-Learning Volunteer Center
 Ival Gregory—Manager, Fraternity & Sorority Affairs
 Liz Osborne—Coordinator, Fraternity & Sorority Affairs
 Fran Gragg—Coordinator, Office of Parent and Family Relations
 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
 Anne Mahoney—Coordinator of International Undergraduate Admission, ISS
 Vivian Wang—Manager of Recruitment and Development in China, ISS
 Trisha Chaparala—International Student Specialist, ISS

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, 211 Student Union, insurance for OSU sponsored trips, 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

OSU Allied Arts was established in 1922 and is the longest running university performing arts series in the state. Our priority is to broaden students' horizons by presenting artistically rich and culturally diverse performing arts events. This series gives many students their first taste of opera, ballet, jazz, Shakespeare, or even the Golden Dragon Acrobats from China! Students, faculty and staff can purchase a subscription for all events, or individual tickets to specific shows. To find out more, "Like" OSU Allied Arts & Special Events on Facebook. Also, ticket information and the performance schedule are available at alliedarts.okstate.edu.

CampusLink

Campus Link is OSU's student organization database offering information about over 400 student groups at OSU, student development transcript and volunteer service recording. Every student should login to Campus Link and set up their profiles since this is also where all campuswide elections are held. To login, go to campuslink.okstate.edu and use your okstate.edu email and password.

Fraternity & Sorority Affairs

Oklahoma State University's fraternity and sorority community is comprised of members of four governing councils: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council. While the fraternal community at Oklahoma State University began more than one hundred years ago, its impact continues to flourish on campus. Today, more than 3,000 students are strong and vital members of the OSU fraternity and sorority community. We are proud to have a thriving system on campus with numerous, diverse nationally recognized fraternities and sororities represented.

Our fraternity and sorority community offers students a unique opportunity to have a balanced college life with a focus on academic excellence, brotherhood/sisterhood, community service and responsible social interaction. Greek affiliation also allows students to make lasting friendships with individuals with similar ideals and common purposes. For more information, visit our website at gogreek.okstate.edu.

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) provide assistance to more than 1800 nonimmigrant students and scholars from 110 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 admission of international undergraduate students, 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 250 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 nontraditional 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, 211 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.

The Center for Ethical Leadership

To meet the leadership challenges of the 21st Century, Oklahoma State University's Center for Ethical Leadership develops and prepares students to be creative, ethical, inclusive, and effective leaders. Through the collaborative efforts of a variety of academic and student affairs' programs and staff, the mission of the Center for Ethical Leadership is to create, administer, and facilitate the following leadership development activities for OSU students:

- Multidisciplinary instruction and scholarship in leadership and ethics
- Opportunities to experience, meet, and interact with a variety of significant leadership speakers
- Co-curricular and service-learning field experiences
- International leadership study abroad opportunities

The Center's Programs are divided into Curricular, Co-Curricular, and Recognition Programs. In the Curricular Programs we administer President's Leadership Council, McKnight Leader/Scholar Program, The Leadership Study Abroad Program and The Leadership Minor Program. In the Co-Curricular Program we offer The Emerging Leaders Program (LEAD), The Leadership-in-Residence Speaker Series, and The Women in Lifelong Leadership Program (WILL). Every spring semester as part of our recognition programs we acknowledge and celebrate leaders through the Oklahoma State University's President Leadership Recognition Reception.

Office of Parent and Family Relations

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 to:

- 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 website at 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.

Service Learning Volunteer Center

The focus of the Service-Learning Volunteer Center is to provide OSU student's 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.

- **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.
- **CORD.** An honor cord worn at graduation signifying completion of 400 hours of community service served during the five years as an undergraduate at OSU. Students are required to register and serve 40 hours through Service-Learning Volunteer Center's programs to receive the award recognition. Graduate students serving 300 hours within three years at OSU may also be eligible for the honor cord recognition.

Further information is available on the Internet at 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 may be included. The transcript can be used with applications for scholarships, honorary organizations and with resumes for job applications. Students login to CampusLink at campuslink.okstate.edu to begin their transcript. You may contact Campus Life at campuslink@okstate.edu for more information.

Student Union Activities Board

Through the Student Union Activities Board (SUAB), OSU is enriched by cultural, entertainment, and recreational activities. Students coordinate events that are as diverse in nature as the students at OSU, such as Bedlam Bonfire Bash, Cowboy Forums, live entertainment, Cowboy Showcase, movies, Bingo, student art exhibits and a Coffee House/Open Mic program.

SUAB has five programming committees and six executive chairs. It is one of the most active campus organizations at OSU.

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, and event planning. 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 police 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, 2005, 2009 and 2012. 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. Other grants have provided funding necessary for the installation of video camera systems and other protective measures in high target areas of the campus. 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. Service 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 10 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 grant from the Oklahoma Highway Safety Office, the OSU police have the program Campus Community Alcohol Safety Effort (C-CASE), aimed at promoting traffic safety by educating citizens, primarily students, about the importance of good driving behaviors and 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 directed toward traffic safety and have 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 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 at 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. For those individuals preferring to use personal cell phones, the caller should dial 744-6523 for non-emergency situations, or 911 for emergencies. 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. Although both OSU and the Stillwater Community enjoy a relatively safe environment, it is important to realize that crimes do occur and that everyone should take reasonable precautions to protect themselves and their property.

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 weapon violations. 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 at osupd.okstate.edu and are available for printing if individuals desire a printed version of the publication. 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, seven support persons, and nine 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 at 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.

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.

Student Code of Conduct

Office of Student Conduct Education and Administration

Campus Address and Phone:

328 Student Union, Stillwater, OK 74078

405.744.5470

Website: studentconduct.okstate.edu

Oklahoma State University is committed to creating and maintaining a productive living and learning community which fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship. Attendance at Oklahoma State University is optional and voluntary. When students enroll here, they voluntarily accept obligations of performance and behavior that are consistent with Oklahoma State University's lawful mission, processes, and functions; and accept responsibility for compliance with all University policies and contracts, including the Student Code of Conduct. In general, these obligations are considered much higher than the obligations imposed by civil and criminal law for all citizens. Students voluntarily accept their responsibilities as members of the academic community, as well as any educational sanctions imposed against them should their behavior violate their responsibilities.

The purpose of the Student Code of Conduct 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. Each student is responsible for reading the Student Code of Conduct in its entirety. It is available online at studentconduct.okstate.edu/code and in print from the Office of Student Conduct Education and Administration.

Cowboy Community Standards

The Code of Conduct specifies the following behavioral standards that OSU students aspire to follow and promote:

- **Citizenship:** Be civically responsible and engaged to improve our campus and community;
- **Academics:** Respect Oklahoma State University's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community;
- **Responsibility:** Accept responsibility for your learning, personal behavior, and future success, appropriately challenging others to do the same;
- **Diversity:** Behave in a manner that recognizes and respects individual differences, supporting both pluralism and inclusiveness;
- **Safety:** Do no harm and help maintain the safety and welfare of the campus community by immediately reporting unusual or dangerous behavior.

Students and other interested individuals may contact the Office of Student Conduct Education and Administration at 405.744.5470 to report concerning behavior or discuss their responsibilities as a member of the community.

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*.

OSU Alumni Association

The OSU Alumni Association (OSUAA) serves as the primary 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.

The OSUAA also provides numerous programs for current students to educate them on OSU history and traditions, engage them in OSU programs and events, and prepare them to be productive graduates of the university. Information about all of the OSUAA's student programs is available at orangeconnection.org.

Membership. Students Today, Alumni Tomorrow (STAT) is the student membership program of the OSUAA. Life memberships are available at a discounted rate of \$600 (\$400 savings) to students who opt in to a \$75/semester bursar charge. After eight semesters, the student is a life member connected for life through membership to OSU. Students may opt in to the program at any time, and post-graduation payment plans are available for non-freshmen who graduate before making eight payments. Annual STAT memberships are also available.

Members receive many exclusive benefits both as students and alumni including discounts at more than 40 Stillwater merchants and 800 online retailers, a monthly e-newsletter and more. Sign up at orangeconnection.org/stat.

Scholarships. Many OSUAA Chapters offer scholarships to incoming OSU freshmen from their area. Applications are due by Feb. 1.

Homecoming. OSU boasts "America's Greatest Homecoming Celebration," which is one of the few Homecomings in the country jointly coordinated by students and alumni. More than 300 students serve on one of three OSUAA-sponsored committees in addition to the thousands who participate via their living group or campus organization.

Student Alumni Board. SAB is a leadership development organization sponsored by the OSUAA. SAB responsibilities include passing along OSU traditions to students, serving as ambassadors at alumni and campus events, speaking at high school scholar banquets on behalf of OSU and planning the annual OSU Legacy Weekend.

Class Rings. Students with 60 or more credit hours are eligible to purchase an Official OSU Class Ring. The OSUAA sponsors the only ring program officially recognized by the university and hosts two ceremonies each year to present recipients with their rings.

Student Awards. The OSUAA recognizes students for their scholarship, campus leadership and service to campus and community with the Seniors of Significance and Outstanding Seniors awards.

OSU Foundation

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

Natalie Shirley—President

Bill Pink, PhD—Vice President for Academic Affairs

Bradford Williams, MS—Vice President of Student Services

Robin Roberts Krieger - Business and Industry Training & Economics

Ronda L. Reece, MS—Vice President for Finance and Operations

Oklahoma State University-Oklahoma City (OSU-Oklahoma City) is a North Central Association accredited, public campus that develops and delivers collegiate level career and transfer educational programs. OSU-Oklahoma City serves one of the fastest growing metropolitan cities in the country. It is located in the heart of Oklahoma City, at the crossroads of Interstate 44 and Interstate 40, and enrolls approximately 7,800 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, 14 buildings, and 585 full-time faculty and staff.

Offering one bachelor of technology degree, 32 associate of applied science degree programs, eight associate of science degree programs, a variety of certificates, and non-credit education courses, the Oklahoma City campus takes pride in its student-centered approach to collegiate education. Curricula patterns are 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.

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 33 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

Graphic Design

Information Technology

Management

Restaurant Management

Health Services

Cardiovascular Ultrasound

Dietetic Technology

Nurse Science

Radiologic Technology

Human Services

Crime Victim/Survivor Services

Early Care Education

Emergency Medical Services

Municipal Fire Protection

Police Science

Sign Language Interpretation

Science and Engineering Technology

Applied Technology

Architectural Technology

Construction Technology

Electrical Power Technology

Electronics Engineering Technology

General Engineering Technology

Power Transmission and Distribution Technology

Renewable/Sustainable Energy

Surveying Technology Wind Turbine Technology

Wind Turbine Technology

Associate in Science.

The associate in science degree is a program designed for transfer to an upper-division baccalaureate degree program. The associate in 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 eight associate in science degree programs.

Agriculture Technology

Horticulture Technology

Arts and Sciences

Enterprise Development (Reach Higher) - General Studies

Public Service

Business Technology

Enterprise Development (Reach Higher) - Business Administration

Health Care Administration

Human Services

Alcohol and Substance Abuse Counseling

American Sign Language

Police Science

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

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.

- Accounting
 - Metro Technology Centers
- Computer Information Systems - Accounting Option
 - Francis Tuttle Technology Center
- Computer Information Systems
 - Metro Technology Center
- Early Childhood Education
 - Metro Technology Center
- Electronics Engineering Technology
 - Metro Technology Center
- Emergency Medical Services - Municipal Fire Protection
 - Canadian Valley Technology Center
 - Eastern Oklahoma County Technology Center
 - Kiamichi Technology Center
 - Moore Norman Technology Center
- Graphic Design - Graphic Game Development
 - Metro Technology Centers
- Graphic Design - Illustration / Multimedia Option
 - Metro Technology Centers
- Horticulture Technology
 - Metro Technology Centers
- Information Technology - Network Option
 - Metro Technology Centers
- Municipal Fire Protection
 - Eastern Oklahoma County Technology Center
- Radiologic Technology
 - Metro Technology Centers
- Restaurant Management
 - Metro Technology Centers
- Wind Turbine Technology
 - 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/Academic Effectiveness. Institutional and academic effectiveness efforts 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/academic effectiveness effort on campus is to ensure that systems are in place that: determine effectiveness, are improvement oriented, maximize limited resources, provide meaningful and quality information for faculty, service providers, students and staff to assist in decision-making, and provide an effective guide for planning.

Institutional/academic effectiveness is driven by a process of critical self-examination and is directly related to improving processes and 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 and the OSU-Oklahoma City campus. Programs that assess and document student growth, learning and the associated processes are an integral part of this plan.

Institutional Grants and Research. This office develops and implements processes that provide the campus with data, information, and analysis concerning the effectiveness and efficiency of classes, degree and certificate programs, and academic support services.

Program and student learning outcomes are continually assessed, analyzed, and reported to ensure the continued excellence of all programs. Timely and accurate data reporting to state and federal agencies as well as institutional

and departmental accrediting agencies is a major function since continued accreditation is crucial to the mission of OSU-Oklahoma City.

Institutional Grants and Research is the focal point for campus wide process improvement. Ensuring that all offices are operating in the most efficient and effective way possible helps the college to continue excelling at preparing its students to live and work in an increasingly global and technological society. In pursuit of this academic mission, the office also devotes time and effort in support of special projects, especially related to research and grant development and funding.

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 collegiate level career and transfer educational programs. Students can receive a bachelor of technology degree, an associate in applied science degree, and associate in science degree or a certificate.

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 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 campus-wide assessment and improvement process, including regular and systematic review of programs and funding sources. For further information visit www.osuokc.edu or take a virtual tour of the campus at www.insideosuoakc.com.

OSU Institute of Technology

Bill R. Path, EdD—President

Linda Avant, EdD—Executive Vice President

Greg Mosier, EdD—Vice President, Academic Affairs

Jim Smith, MS, DIV—Vice President, Fiscal Services

Ina Agnew, MS—Vice President, Student Services

Anita Gordy-Watkins, MS—Vice President, Institutional Advancement

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 aides 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 Technologies 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 OSUIT 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:

- Automotive Technologies - automotive service, automotive collision repair;
- Heavy Equipment and Vehicle Technologies- Caterpillar, Komatsu, Aggreko, Kenworth, SW Association, and Natural Gas Compression;
- Information Technologies;
- Construction Technologies - air conditioning and refrigeration technology and construction technologies;
- Engineering Technologies - electrical-electronics technologies, instrumentation, civil, engineering graphics, manufacturing, surveying, pipeline integrity and power plant technology;
- Arts and Sciences division includes transfer degrees in pre-education, business, enterprise development and allied health sciences;
- Culinary Arts;
- Allied Health Services division- nursing, orthotics and prosthetics;
- Visual Communications - graphic design, multimedia, and photography;
- Watchmaking.

Students may also pursue the Bachelor of Technology degrees in civil engineering technology, information technology, 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 1.800.722.4471. Information can also be found on the web at www.osuit.edu. Visitors are always welcome.

OSU Tulsa

Howard G. Barnett—President

Raja Basu, PhD—Vice President for Academic Affairs

Oklahoma State University offers undergraduate and graduate programs 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 in 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 student's 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 is 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 for OSU-Tulsa are available online at <http://www.osu-tulsa.okstate.edu/schedule/index/php>. For additional information on undergraduate programs, contact the OSU-Tulsa campus at 918.594.8355. For additional information on graduate programs, contact the OSU-Tulsa Graduate Student Services Center at 918.594.8455. Or, visit the website at 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, 0113, 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 their adviser or 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. An undergraduate 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 Cancelling Enrollment and Withdrawing from the University. Enrollment cancellation occurs when a student drops all classes before classes begin, that is, before the applicable semester or session begins. Student requests to cancel enrollment must be received by the Office of the Registrar before the first day of classes for the term. Enrollment changes, such as cancelling enrollment or withdrawing from the University are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute notice of cancellation.

Withdrawing from the University occurs when a student drops all classes after classes begin, that is, after the applicable semester or session begins. The withdrawal process is initiated with the student's academic adviser or in the student's academic student services office. International students must also consult with International Students and Scholars (ISS) before dropping courses or withdrawing for the semester. Under 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.

General cancellation and withdrawal periods are provided in the table below. The Academic Calendar provides specific dates for each term. Exceptions to these deadlines may be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition

and the Petition for a Refund of Tuition and Fees are available on the Registrar website (registrar.okstate.edu).

Cancellation/Withdrawal Periods for Full-Semester (16-week) Courses

Semester Time Period*	Withdrawal Transcript Notation for the Semester	Course Grade	Course-Related Tuition/Fee Refund
Before term begins (cancellation)	No transcript record	No transcript record	100% refund
First 6 days	"Withdrawn"	No transcript record of individual courses	100% refund
Days 7-10	"Withdrawn"	"W"	50% refund
Weeks 3-12	"Withdrawn"	"W"	No refund
Weeks 13-14	"Withdrawn"	"W" or "F" as assigned by instructor	No refund
Weeks 15-16	No withdrawal option	Final grade as assigned by instructor	No refund

*Summer courses, intersession courses, and other courses that do not extend through the entire 16-week semester follow proportionate cancellation/withdrawal/refund periods.

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 Teaching/Research Associate/Assistant (GTA or GRA) appointment who is enrolled in a minimum of six hours during the fall or spring semester and two 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 GTAs or GRAs.

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):

- a. six semester credit hours of English composition;
- b. three semester credit hours of American history (HIST 1103 or equivalent), and three semester credit hours of American government (POLS 1113);
- c. at least six semester credit hours in each of the approved general education designated areas of Analytical and Quantitative Thought (A), Humanities (H), Natural Sciences (N), and Social and Behavioral Sciences (S) (at least three hours of Analytical and Quantitative Thought must be earned in a general education Math course);
- d. 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 Academic Affairs.

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 the Registrar at registrar.okstate.edu.

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

- a. successfully completing a high school computer science course that meets State Regents' high school curricular requirements;
- b. 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. A *course substitution* is a specific course that takes the place of a required course on a degree plan because it meets the content and/or spirit of the requirement. Individual colleges have the authority to approve substitutions for required courses on degree plans with two exceptions: (1) Substitutions related to university general education requirements require approval from Academic Affairs (see Academic Regulation 3.4), with the exception of the English composition substitutions described in Academic Regulation 3.5; (2) A lower-division course may not be substituted for an upper-division course to meet degree requirements.

3.7 Waiving of Required Courses. A *course waiver* excuses a student from completing a required course on a degree plan because the student has fulfilled the content requirement of the course by completing other courses or academic

experiences. A course waiver does not result in awarding credit hours and consequently does not reduce the number of semester credit hours required for the degree or for any other degree-related requirements. A maximum of six semester credit hours may be waived, and waiver approval is granted only in special circumstances. Required courses in English, American history and American government cannot be waived. Waivers must be approved by the student's adviser, the head of the student's major department and the dean of the college. Waivers involving university general education requirements must in addition be approved by Academic Affairs.

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 7.8 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 Sociology with an option in Anthropology and a BS degree in Sociology with an option in Applied Sociology. 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. An undergraduate minor must be earned in an academic field other than the student's declared degree option. The minor may not duplicate the degree major or option (for example, a student who earns a BA in Art with an Art History option may earn a minor in Studio Art but not Art History).

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 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 Credit Earned Through Outreach and Correspondence.

Outreach Credit. Outreach credit is earned by OSU-admitted students who complete credit courses offered during normal academic terms through OSU academic outreach programs. Outreach courses are also referred to as "electronically delivered" and "traditional off-campus courses and programs" in State Regents' policy. OSU accepts transfer outreach credit from other accredited institutions. Outreach credit is fully applicable toward the satisfaction of requirements for academic degrees and certificates consistent with State Regents' and institutional residence and degree requirements.

Correspondence Credit. Correspondence credit is earned by students who complete year-long correspondence study courses offered through OSU Correspondence Education. Admission to OSU is not required to earn correspondence credit unless the student intends to apply the credits toward an OSU degree. OSU will accept, toward a degree, a maximum of eight transfer semester credit hours earned through correspondence study from other accredited institutions. Credits earned through correspondence study cannot exceed one-fourth of the credits required for a baccalaureate degree. (See also Academic Regulations 2.2, 4.1, 5.5, and 6.11.)

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.

Graduate Sections of Mixed Credit 3000 or 4000-level Courses (Undergraduate courses that are approved for graduate credit). Some courses have been approved to be offered for both undergraduate and graduate credit. These 3000 and 4000-level courses are identified by an asterisk next to the course number in the *Catalog*. A student must perform extra work as specified in the course syllabus to earn graduate credit for such a class. The instructor for any course for which graduate credit is received must be a member of the Graduate Faculty. Beginning fall 2010, mixed courses which are available for both undergraduate and graduate credit are identified as to which type of credit is being offered through the use of different section numbers for each type of credit.

Undergraduate sections are denoted by section numbers that are wholly numeric and graduate sections contain the letter 'G' in the section number, usually in the last digit. For example, any semester in which PHYS 4513* (Introductory Quantum Mechanics) is offered for graduate credit at least two sections may be open. PHYS 4513-001 is for students seeking undergraduate credit and PHYS 4513-01G is for students seeking graduate credit. Both sections meet at the same time, on the same days, in the same classroom, with the same instructor.

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. See the "Graduate College" section of the *Catalog* for graduate student enrollment information.

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. Enrollment changes, such as dropping courses, are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute dropping a course.

General drop periods are provided in the table below. The Academic Calendar provides specific dates for each term. Exceptions to these deadlines may be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar website.

Periods for Dropping Full-Semester (16-week) Courses

Semester Time Period*	Course Grade	Course-Related Tuition/Fee Refund
Before term begins	No transcript record	100% refund
First 6 days	No transcript record of individual courses	100% refund
Days 7-10	"W"	50% refund
Weeks 3-12	"W"	No refund
Weeks 13-16	No drop option - Final grade as assigned by instructor	No refund

*Summer courses, intersession courses, and other courses that do not extend through the entire 16-week semester follow proportionate drop/refund periods.

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 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 Course Prerequisites. Course prerequisites are listed in the course descriptions section of the *University Catalog*. 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. Prerequisites for lower-division courses may also be waived by a student's academic adviser if examination of the student's academic record warrants such a waiver. 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 website at 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 enrollment costs and charges from different areas on campus into one consolidated student account. By enrolling/registering in classes, you are accepting the responsibility of the costs associated with the courses unless you drop/withdraw by the published dates to receive credit. The Bursar Office generates a monthly electronic billing statement (e-bill) on the last business day of every month detailing charges, credits, and payments that occurred during the month. E-bill notification is e-mailed to the student's University e-mail address at the beginning of each month. Payment is due no later than the 15th of each month. All tuition and fees (required and optional) and other charges are considered past due if not paid by the 15th of the billing month. Late fees and holds can be avoided by paying by the published deadline. Students may use their O-Key credentials to view online real-time account activity through SIS at prodosu.okstate.edu. Monthly billing statements may be viewed and guest access may be managed at bursar.okstate.edu. Failure to view a bill does not relieve the student of his/her financial obligation, any late charges, and other penalties that may occur daily and early in the semester, often before bookstore and other miscellaneous charges are processed. Students are responsible for paying these subsequent charges as they appear on monthly bursar billing

statements. In efforts to assist students in meeting financial obligations, Oklahoma State University offers a semester based payment 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 payments. No finance charges are associated with the payment option plan or enrollment holds if payments are made as promised. Authorized users (parents) may be designated with their own login access when the student signs up for the plan. There is a \$25 non-refundable application fee due at the time of application each semester. The student logs into SIS to enroll in the plan and may also authorize users. If the student is participating in a semester or year-long payment plan, and has also been awarded financial aid, our office will be unable to refund any resulting student account credit balance until the student's payment plan has been completely paid off. In the event that a student's financial aid award exceeds the remaining amount owed for his/her payment plan, it is the student's responsibility to contact our office and reduce the (original) amount of the plan if he/she so chooses.

Providing a paper check as payment authorizes Oklahoma State University to clear that check electronically. Bank accounts may be debited the same day payment is received. Electronically cleared transactions appear on bank statements even though paper checks are not presented to the financial institution. Any resubmission due to insufficient funds may also occur electronically. All transactions are secure and payment by check constitutes acceptance of these terms. Returned items are assessed a \$25 fee and the account holder is responsible for all dishonored payments which have been processed on their account. If a payment is returned to the University by the bank and the payment was made to get enrolled, the Bursar may cancel enrollment and referral to student conduct is a possibility. All delinquent accounts 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 are assessed to and become 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 are presented to the warrant intercept program (WIP) that captures state income tax refunds to pay outstanding OSU debt. Oklahoma law has jurisdiction and any disputes arising shall be determined in accordance with the law of this jurisdiction. Accounts must be cleared before a student can obtain the release of any academic records such as 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. Bursar accounts must remain current or charging privileges may be revoked. If my federal or institutional financial aid is either not received by Oklahoma State University or loss of eligibility to retain financial aid for the semester occurs, the student still has the responsibility for paying their bursar account obligations. Consent is assumed that contact via a cell phone might occur if provided to the University as a source of contact.

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 (registrar.okstate.edu). 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 provided below. For graduate students, a grade of "D" or "F" is considered a failing grade. See the "Graduate College" section of the *Catalog*.

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

Grade "FI" (pronounced F shriek). The "I" indicates that the student failed the course because of a violation of academic integrity. Students may remove the first "I" (though not the "F") from their transcripts by completing an academic integrity educational program. The "FI" will appear on the transcript for a minimum of one semester. (See also 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," "IF," or "IUR") 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," "ISR," nor a condition that the student must repeat the course, is permitted.

The "composite incomplete" grade ("IB," "IC," "ID," "IF" or "IUR") 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.

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 reprinted 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) website.

6.6 Pass-No Pass Grading System. An undergraduate student may elect to take no more than four courses or 15 hours (whichever is greater) during his or her academic career with the pass-no pass grading option. The option is restricted to those students who:

- a. have passed 28 or more semester credit hours;
- b. have at least a 2.50 grade-point average in all hours attempted;
- c. have met all of the prerequisites for enrollment in the course in question;
- d. do not need the course in question for meeting any requirements for graduation or certification other than as a general (unrestricted) elective;
- e. have approval of the academic adviser.

A student who chooses the pass-no pass option must do so by the last date on which a course may be added. Once the deadline has passed, a student may not change the choice of grading systems. The pass-no pass option is not identified on the official class roll and thus is not known to the instructor. The instructor assigns a normal grade based on the quality of the work performed. The grades of "A," "B" and "C" are recorded on the transcript as "P"; the grades of "D" and "F" are recorded as "NP." "W" and "I" grades 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 Academic Affairs.)

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 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. 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 Residence Waiver for Certain Premedical Students. Students who complete at least 90 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, including medicine, osteopathic medicine, chiropractic medicine, veterinary medicine, dentistry, optometry, pharmacy, physical therapy, and podiatry, 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, 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), and have completed at least 60 semester credit hours at a baccalaureate degree granting institution (See Academic Regulation 4.4 Transfer Credit from Community Colleges). Credits from accredited professional schools that are part of baccalaureate degree-granting institutions will satisfy the 60 semester credit hour requirement.

7.4 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 (leisure 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, at least 15 hours must be upper division. Hours of "S" or "U" earned in remedial courses may not count toward total hours.

7.5 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.

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

7.7 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*.)

7.8 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.

7.9 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.

7.10 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:

Graduation/retention grade-point average	Distinction
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.

7.11 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.