



OKLAHOMA STATE UNIVERSITY

# 2016- 2017 UNIVERSITY CATALOG



# 2016-2017 University Catalog

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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 300 undergraduate and graduate degree programs and options, 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 non-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, and a long list of Rhodes, Truman, Marshall, Udall, Goldwater, Gates, Phi Kappa Phi and other national scholars. OSU allows students to stretch their learning with its nationally recognized Honors College, offers unique opportunities for undergraduate research and provides advising and academic support services through its University College.

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](http://www.ncahigherlearningcommission.org)



[okstate.edu](http://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 the entire 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](mailto: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](http://go.okstate.edu)

Admissions: [admissions.okstate.edu](http://admissions.okstate.edu)

Catalog and undergraduate degree programs: [registrar.okstate.edu](http://registrar.okstate.edu)

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 \$5.75 plus postage. The international rate is USD (\$5.75 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, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid and educational services. The Director of Equal Opportunity, 408 Whitehurst, OSU, Stillwater, OK 74078-1035; Phone 405-744-5371; email: [eeo@okstate.edu](mailto:eeo@okstate.edu) has been designated to handle inquiries regarding non-discrimination policies. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OSU's Title IX Coordinator, (405) 744-9154.

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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 'Course/Schedule Information' page of the Registrar website at [registrar.okstate.edu](http://registrar.okstate.edu) for more information.

2016-2017 and 2017-2018**						
	FALL 2016	SPRING 2017	SUMMER 2017 (8 wk session #2)	FALL 2017	SPRING 2018	SUMMER 2018 (8 wk session #2)
Late enrollment fee assessed after this date	Aug. 12	Jan. 13	June 9	Aug. 18	Jan. 12	June 8
University Holiday (spring)		Jan. 16			Jan. 15	
Class work begins	Aug. 15	Jan. 17	June 12	Aug. 21	Jan. 16	June 11
100% Refund, Nonrestrictive Drop/Add Deadline*	Aug. 22	Jan. 24	June 14	Aug. 28	Jan. 23	June 13
Partial Refund, Restrictive Drop/Add Deadline*	Aug. 26	Jan. 27	June 16	Sept. 1	Jan. 26	June 15
University Holiday (fall)	Sept. 5			Sept. 4		
Six week grades due from faculty	Sept. 27	Feb. 28		Oct. 3	Feb. 27	
Students' Fall Break	Oct. 14			to be determined		
Students' Spring Break		Mar. 13-17			Mar. 19-23	
Deadline to file diploma application (for name to appear in fall commencement program)	Nov. 1			Nov. 1		
Deadline to file diploma application (for name to appear in spring commencement program)		April 3	April 3 (2017)		April 2	April 2 (2018)
University Holiday (summer)			July 4			July 4
W Drop/Withdraw Deadline*	Nov. 4	April 14	July 21	Nov. 10	April 13	July 20
W/F Withdraw Deadline*	Nov. 18	April 28	July 28	Dec. 1	April 27	July 27
Students' Thanksgiving break	Nov. 23-25			Nov. 22-24		
University Holiday (fall)	Nov. 24-25			Nov. 23-24		
Pre-Finals Week	Nov. 28-Dec. 2	May 1-5		Dec. 4-8	Apr. 30-May 4	
Class work ends	Dec. 2	May 5	Aug. 4	Dec. 8	May 4	Aug. 3
Final examinations	Dec. 5-9	May 8-12		Dec. 11-15	May 7-11	
Commencement weekend	Dec. 9-10	May 12-13		Dec. 15-16	May 11-12	
Grades due electronically from faculty	Dec. 13	May 16	Aug. 8	Dec. 19	May 15	Aug. 7
University Holiday (fall)	Dec. 23-Jan. 2			Dec. 22-Jan. 1		
<b>Intersessions and Pre-Sessions</b>						
Fall Pre-Session	Aug. 1-12			Aug. 7-18		
Winter Intersession		Dec. 19-Jan. 13			Dec. 18-Jan. 12	
Summer Pre-Session (summer session #1)			May 22-June 9			May 21-June 8
<b>Summer 4-Week Sessions</b>						
4-week session (summer session #3)			June 12-July 7			June 11-July 6
4-week session (summer session #4)			July 10-Aug 4			July 9-Aug. 3

\*\*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

Partial Refund, Restrictive Drop/Add Deadline:

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

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

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## Oklahoma State Regents for Higher Education

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

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

Lou Watkins—Chair, Stillwater  
 Douglas E. Burns—Vice-Chair, Norman  
 Calvin J. Anthony—Member, Stillwater  
 Jarold Callahan—Member, Yukon  
 Rick Davis—Member, Guthrie  
 Joe D. Hall—Member, Elk City  
 Tucker Link—Member, Finley  
 Dr. Trudy Milner—Member, Tulsa  
 Jim Reese—Member, Nardin  
 Jason Ramsey—Chief Executive Officer, Edmond

## OSU Executive Team

V. Burns Hargis, JD—President  
 Gary Sandefur, PhD—Provost and Senior Vice President for Academic Affairs  
 Chris Batchelder, BS—President, OSU Alumni Association  
 Lee E. Bird, PhD—Vice President for Student Affairs  
 Gary C. Clark, JD—Senior Vice President and General Counsel  
 Thomas Coon, PhD—Vice President for Agricultural Programs and Dean of the Division of Agricultural Sciences and Natural Resources  
 Mike Holder, MBA—Vice President for Athletic Programs and Director, Intercollegiate Athletics  
 Kirk Jewell, BS—President and Chief Executive Officer, OSU Foundation  
 Jason Kirksey, PhD—Vice President of Institutional Diversity  
 Kenneth Sewell, PhD—Vice President for Research  
 Gary Shutt, BS—Director, Communication Services  
 Joseph Weaver, MS—Senior Vice President for Administration and Finance  
 Kyle Wray, MA—Vice President for Enrollment Management and Marketing

## Academic Deans

Thomas Coon, PhD—Dean of the Division of Agricultural Sciences and Natural Resources and Vice President of Agricultural Programs  
 Bret S. Danilowicz, PhD—Dean of the College of Arts and Sciences  
 John Romans, PhD—Dean of the College of Education  
 Kenneth Eastman, PhD—Dean of the Spears School of Business  
 Keith Garbutt, PhD—Dean of the Honors College  
 Sheila G. Johnson, MLS—Dean of Libraries  
 Chris Ross, DVM, PhD—Interim 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  
 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  
 Chad Blew, BS—Director of Scholarships and Financial Aid  
 Christine Crenshaw, MBA—Director of Undergraduate Admissions  
 Pamela Fry, EdD—Associate Provost, Undergraduate Education  
 Jessica Roark, MA—Director of Scholar Development and Undergraduate Research  
 K. Celeste Taber, PhD—University Registrar  
 Missy Wikle, MA—Director of First Year Experience

# Message from the President

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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 in 1999 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 daily air service from Stillwater, as well as Tulsa and Oklahoma City.

This coeducational University has an enrollment of more than 35,000 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 nearly four million volumes in the library's collection; modern research laboratories and equipment; excellent physical education; recreation and student union facilities; nearly 500 student organizations; nationally-recognized residence hall programs; outstanding cultural and Big 12 Conference athletic 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 35,000 students, approximately 70 percent are on the Stillwater campus, (including students at the Center for Veterinary Health Sciences). The remaining student population is spread over the OSU System's four other campuses: OSU-Oklahoma City, OSU Institute of Technology in Okmulgee, OSU-Tulsa and the OSU Center for Health Sciences in Tulsa. Seventy percent of the undergraduates enrolled are Oklahoma residents; 26 percent are out of state residents; and four percent from 119 foreign countries. Of the undergraduate population, 51 percent are men and 49 percent are women. Domestic minorities make up approximately 27 percent of the undergraduate student body. The six-year graduation rate of first-time full-time, degree-seeking undergraduate students is 62 percent.

There are more than 5,700 graduate students throughout the OSU System. Over 4,300 of those students are on the Stillwater campus. Of those, 47 percent are Oklahoma residents; 28 percent are out of state residents; and 25 percent from foreign countries. Fifty-four percent of graduate students are men and 46 percent are women. Domestic minorities make up 16 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, depth, and broader impact to the other mission components of teaching and outreach. In the sciences and engineering, basic research advances the frontiers of disciplinary knowledge, whereas applied research improves quality of life and economic prosperity by bringing new products, processes and medicines to the marketplace. Research and creative innovations, the arts and humanities enhance how human beings view and understand the world we live in.

OSU's faculty and student researchers are engaged in research across the full spectrum of human endeavor and inquiry, including areas of state and national priority. In addition to disciplinary research in virtually all academic units on campus, OSU is strong in several areas of interdisciplinary research. Researchers in the food-energy-water nexus span agricultural innovation, nutrition, engineering, toxicology, geosciences, economics, and the social/behavioral sciences. OneHealth, an interdisciplinary framework that recognizes the interconnections between human health, animal health, and a healthy planet, likewise includes research as diverse as veterinary medicine, ecology, psychology, exercise science, and bioengineering...as well as basic research in the bench sciences. Unmanned systems research (including unmanned aircraft) brings researchers from several engineering disciplines together with experts in production agriculture, computer science, information systems, and aviation education to create platforms, sensors, data management tools, and new applications for this burgeoning field. Such interdisciplinary research strengths are enhanced by big data solutions, including OSU's high performance computing facilities and advanced analytical expertise.

The Division of the Vice President for Research administers research across the OSU System. The division is comprised of the following units:

*Research Administration* ([research.okstate.edu](http://research.okstate.edu)) is responsible for research governance, operations and special programs including OSU Research Week, the Regents Distinguished Research Awards, and the Niblack Research Scholars program. Other areas administered by the office include conflict of interest, complaints of scientific misconduct, core facilities and facilities renovation/development programs, and the University cost-share and University start-up programs.

The *University Center for Proposal Development* ([ucpd.okstate.edu](http://ucpd.okstate.edu)) works closely with faculty, staff and administration across colleges and campuses at OSU to develop strong and competitive external funding proposals. An experienced grant writer is available to provide a wide range of pre-award services, advice and information to strengthen and enhance proposal quality.

The *Office of University Research Compliance* ([compliance.okstate.edu](http://compliance.okstate.edu)) ensures OSU follows federal, state and University regulations that set forth requirements for certain kinds 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* ([urs.okstate.edu](http://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 expenditures and abstracts; 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 *High Performance Computing Center* ([hpc.it.okstate.edu](http://hpc.it.okstate.edu)) provides supercomputing services and computational science expertise that enables faculty, staff, and students to conduct a wide range of focused research, development, and test activities. Its main objective is to facilitate research and aid in educational advancement by integrating state-of-the-art high performance computing technology for multidisciplinary units across the OSU campus and throughout Oklahoma.

The *National Energy Solutions Institute* ([nesi.okstate.edu](http://nesi.okstate.edu)) fuses the needs of private industry in energy production, distribution and conservation with practical and impactful academic research. NESI research provides energy 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.

The *Oklahoma State University Research Foundation* (*OSURF*) ([osurf.org](http://osurf.org)) handles technology development, transfer and commercialization on behalf of OSU. OSURF also manages the OSU Research Park and other strategic resources that can connect OSU researchers to industry and other partners. OSURF is comprised of the following units:

The *Technology Development Center* ([tdc.okstate.edu](http://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.

*Cowboy Technologies* ([cowboytechllc.com](http://cowboytechllc.com)) is a for-profit, limited-liability company with a mission to be a catalyst for commercializing university

inventions. The company goals run parallel with that of OSU's land-grant mission of taking University research from "Campus to Community".

The *University Multispectral Laboratories* (UML) is a "trusted agent" Research, Development, Test, and Evaluation (RDT&E) entity certifying a wide variety of fully tested and reliable sensor and security systems for government, industry, and academia. The UML fuses academic, technical, and tactical perspectives for RDT&E systems integration to better advance transitional technology from bench top to the end user.

**Research Centers and Facilities.** OSU has multiple research centers and facilities throughout the state. The *Advanced Technology Research Center* houses programs from the College of Engineering, Architecture and Technology. The *Robert M. Kerr Food & Agricultural Products Center* provides large and small businesses, producers and entrepreneurs access to faculty and staff with expertise in business and technical disciplines. The FAPC seeks to develop successful value-added enterprises in Oklahoma. The *Noble Research Center* houses programs from OSU's geology, entomology & plant pathology and biochemistry & molecular biology departments. The *OSU Microscopy Laboratory* is a multi-user, shared instrumentation facility for materials research spanning from nanotechnology to biology and medicine. The lab offers microscopy support for research projects by OSU students, faculty and staff as well as outside entities on a fee basis. The *Helmerich Advanced Technology Research Center* is a state-of-the-art research, development, testing and education center located on the OSU-Tulsa campus. Faculty from mechanical engineering, electrical engineering and materials science and engineering work collaboratively there on research and graduate education. The *Henry Bellmon Research Center* houses six of OSU's leading interdisciplinary research programs: synthetic chemistry, biodiversity, biophysics, photonics, bioforensics, and biogeophysics. Completed in 2010, the HBRC is the first Stillwater campus building dedicated exclusively to research. The *OSU Research Park* is a 160-acre site uniquely designed for collaboration among tenants while providing custom facilities for technology-based or industry-driven companies in all stages of development. The Venture I building consists of OSU and private-sector labs while the Michael S. Morgan Business Accelerator Building is designed to support and serve as an incubator for technology-based start-ups. For more detailed information about OSU's research centers, institutes or core facilities, visit [research.okstate.edu/centers-institutes](http://research.okstate.edu/centers-institutes), or [research.okstate.edu/core-facilities](http://research.okstate.edu/core-facilities).

## Outreach

International Studies & Outreach (IS&O) – [iso.okstate.edu](http://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 scholarship 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](http://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 four options in its multidisciplinary graduate program, including the Master of Science in International Studies, the Graduate Certificate in Global Issues, the Master's International Program and Emergency Management. 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 a "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 Américas (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.

Graduate Certificate in International Disaster and Emergency Management -- Offered in collaboration with OSU's Fire and Emergency Management graduate program, this interdisciplinary graduate certificate combines 18 hours of coursework in International Studies and Fire and Emergency Management Administration. It is suitable for those seeking expertise in dealing with natural and man-made disasters and subsequent relief efforts.

*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 with a resulting 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 over 80 institutions in 35 countries, as well as affiliated programs and the National Student Exchange. The office provides personalized advising on long-term study, research, internships, teaching and service programs abroad. Academic support and pre-approval of courses to be taken abroad, along with support both during and after the international sojourn, are provided for all interested students. 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 three International Studies & Outreach scholarships that serve as incentives for study abroad participation - the Provost's Study Abroad Scholarship, the Don and Cathey Humphreys Scholarship, and the Gerry Auel First Passport Grant.

The English Language Institute (ELI) was established in 1970. ELI's mission is to equip its students with the English proficiency, academic skills, and cultural knowledge necessary to gain entrance to and achieve success at Oklahoma State University, or any American institution of higher education. In addition, 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 a minimum of 20 hours per week in class. The ELI has three semesters: spring, summer and fall and offers mid-semester arrival in spring and fall. Classes offered include listening/speaking, reading, composition, grammar, and optional electives.

For more information, contact the English Language Institute, 307 Wes Watkins Center, 405.744.7519, e-mail to [osu-eli@okstate.edu](mailto:osu-eli@okstate.edu) or visit [eli.okstate.edu](http://eli.okstate.edu).

The *International Outreach Unit* (IO) promotes international research, education and development on behalf of the Oklahoma State University and the state of Oklahoma through building worldwide linkages; pursuing and coordinating collaborative projects; and reaching out to state, national and international audiences. During Spring, Summer and Winter, the IO Unit serves and provides high quality short-term academic programs for foreign individuals in order to achieve and maintain a global mindset in the participants. The three (3) programs are: Experience Oklahoma, Faculty Led and High School Summer Academy.

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. One OSU university partner currently houses an on-site office and staff at OSU; The Universidad Popular Autónoma del Estado de Puebla (UPAEP)

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. Awards are offered annually for international travel, short- and long-term assignments in over 140 countries around the world.

*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 and currently has over 288 members. Students, faculty and staff with international experience and service are encouraged to apply for this prestigious honor society for international scholars.

**OSU 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 education go to <http://ce.okstate.edu> or call 405.744.6390. For other distance learning courses at OSU, contact the O-Campus help line at 405.744.6786, email to [ocampus@okstate.edu](mailto:ocampus@okstate.edu) or visit [ocampus.okstate.edu](http://ocampus.okstate.edu).

**Wes Watkins Center Conference and Meeting Services – [meetings@okstate.edu](mailto:meetings@okstate.edu)** – Provides meeting spaces and services for the needs of Oklahoma State University, the Stillwater Community, the State of Oklahoma, and off campus constituents. The department acts as administrator of the facility which is home to the Center for International Trade and Development, International Studies & Outreach, the English Language Institute, and Correspondence Education and Testing Center.

Wes Watkins Meeting & Conference Services offers over 42,000 square feet of meeting space, including the largest meeting venue on campus. The department works with event planners to coordinate on-site conference management, event logistics consultation, in-house catering and several off-site caterers to choose from for catered events, and parking details.

The Wes Watkins Center, in conjunction with the Student Union, serves as a central location for international events, business meetings, social functions, and conferences at OSU.

**Wes Watkins Center for International Trade and Development - [citd.okstate.edu](http://citd.okstate.edu)** – The Wes Watkins Center for International Trade and Development (CITD)/International Trade Center - Small Business Development Center (ITC-SNDC) focuses on both international trade and international development on behalf of OSU and the state of Oklahoma. In the area of international trade, the CITD is part of the Oklahoma Small Business Development (OKSBDC) network and provides Oklahoma's small and medium sized businesses with hands-on high quality and confidential one-on-one counseling to help begin exporting or to expand the export of goods 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 have taken place in many parts of the world, including Latin America, Africa, Eastern Europe, and Southeast Asia. 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. In addition, the CITD undertakes international development projects providing technical assistance and trade capacity building on international trade and customs policy matters in areas such as: SME export capacity building Customs Reform and Modernization, Free Trade Agreement negotiation and implementation, and Trade Facilitation.

**OSU Outreach Administration** – Outreach programs and courses aim to support the land-grant mission of OSU by making education more accessible and by responding to industry, government, educator, individual, and community educational needs. The academic college-based Outreach Offices provide support services for credit Distance Learning programs that may include: undergraduate online courses/degrees, online master degrees, undergraduate print correspondence courses, and global learning experiences. Non-credit educational opportunities may include: alternative credentials, professional development through seminars and conferences, applied research and assistance/ technology transfer, publications, community development, and high-impact educational learning activities. The courses/programs are offered by college faculty, adjunct faculty/speakers, and staff. The Office of International Studies & Outreach (IS&O) provides support of these outreach programs at the university level through committee work, 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](http://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) and programs within the colleges are also accredited. (The HLC may be reached at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, Phone: 800.621.7440/312.263.0456 | Fax: 312.263.7462 | info@hlcommission.org.)

In the *College of Agricultural Sciences and Natural Resources*, the undergraduate program in biochemistry and molecular biology is accredited by the American Society for Biochemistry and Molecular Biology. 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 management program is accredited by the National Association of Landscape Professionals (NALP). The professional education program in agricultural education is accredited by the Council for the Accreditation of Educator Preparation (CAEP) formerly known as the National Council for Accreditation of Teacher Education (NCATE). In addition, the undergraduate 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 Council on Academic Accreditation in Audiology and Speech-Language Pathology; 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 Department of Music is accredited by the National Association of Schools of Music; the program in clinical psychology is accredited by the American Psychological Association; and the Department of Theatre is accredited by the National Association of Schools of Theatre (NAST).

In the *College of Education*, the Aviation Management and Professional Pilot options 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 Recreational Therapy Program is accredited by the Committee on Accreditation of Recreational Therapy Education (CARTE) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) which is accredited by the Council on Higher Education Accreditation (CHEA). The Recreation Management program is accredited by the Council on Accreditation of Parks, Recreation, Tourism, and Related Professions (COAPRT); COAPRT which is accredited by the Council on Higher Education Accreditation (CHEA). All Professional Education programs are accredited through the Council for the Accreditation of Educator Preparation (CAEP) formerly named the National Council for Accreditation of Teacher Education (NCATE).

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. 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).

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 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/Rise School 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 Council for Accreditation of Educator Preparation (CAEP). The Family and Consumer Sciences Education program has been accredited by the Oklahoma Commission for Teacher Preparation in cooperation with the Council for Accreditation of Educator Preparation (CAEP). 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 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, ph. 312.899.0040 ext 5400.

The *Spears School of Business* is accredited by AACSB International - The Association to Advance Collegiate Schools of Business, which is 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. There are only 182 schools worldwide that have attained this status for both business and accounting programs.

The *Center for Veterinary Health Sciences* is fully accredited by the American Veterinary Medical Association's Council on Education. 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.

The animal care programs of the Center for Veterinary Health Sciences, the College of Human Sciences, and the College of Engineering, Architecture and Technology are accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC). AAALAC International is a private, nonprofit organization that promotes the humane treatment of animals in science through voluntary accreditation and assessment programs. AAALAC International accreditation shows that an institution is serious about setting, achieving and maintaining high standards for animal care and use and is committed to animal welfare in science. AAALAC International offers the only international accreditation for animal care and use programs, and it has become recognized around the world as a sign of quality science.

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. 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, Council of Accreditation for Emergency Medical Personnel (CoAEMSP). Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404.975.5000, Oklahoma Board of Nursing (OBN), American Veterinary Medical Association Committee on Veterinary Technician Education and Activities, Accreditation Council for Education in Nutrition & Dietetics (ACEND), Joint Review Committee on Education in Diagnostic Medical Sonography (JRCEDMS), through the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, 727.210.2350. The International Fire Service Accreditation Congress (IFSAC), 1812 Tyler Avenue, Stillwater, OK 74078, 405.744.8308

*OSU Institute of Technology*, Okmulgee is accredited by the Higher Learning Commission. Programs in Automotive Service Technologies and Automotive

Collision Repair Technology are certified by the National Automotive Technicians Education Foundation, (NATEF), 101 Blue Seal Drive, SE Suite 101, Leesburg, VA 20175, 703.669.6650, [www.natef.org](http://www.natef.org). The Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404.975.5000, [www.acenursing.org](http://www.acenursing.org) and the Oklahoma Board of Nursing (OBN), 2915 North Classen Boulevard, Suite 524, Oklahoma City, OK 73106, 405.962.1800, [nursing.ok.gov](http://nursing.ok.gov). The Orthotics & Prosthetics program is accredited by the National Commission on Orthotic and Prosthetic Education (NCOPE), 330 John Carlyle Street, Suite 200, Alexandria, VA 22314, 703.836.7114, [www.ncope.org](http://www.ncope.org). The Bachelor of Technology in Civil Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET), 415 North Charles Street, Baltimore, MD 21201. 401.347.7700, <http://www.abet.org>.

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 the nation's largest and newly renovated Student Union, Old Central (the University's original, first permanent structure on campus), the Henry Bellmon Research Center, Noble Research Center, Donald W. Reynolds School of Architecture, 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 Monroe Street Garage opened in the fall of 2009. The facilities provide a central point of contact for various modes of transportation serving OSU-Stillwater and the OSU 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. A second parking garage on the southwest corner of campus opened in the spring of 2013, and yet another multi-level parking garage is now under construction on the south side of University Avenue.

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 the building housing its School of Architecture. Historic Old Central, built in 1894, was renovated and remodeled to house the Honors College. The renovations to Old Central have won numerous architectural awards. Murray Hall, 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.

OSU has completed a renovation of the downtown Stillwater Postal Plaza into a gallery to showcase OSU art. On the northwest side of campus, OSU completed a new information technology building in late 2014 to centralize IT employees and in early 2015 OSU opened a new library auxiliary building to house printed volumes and free space in the Edmon Low Library to better meet the study and online research needs of today's students. A new Veterinary Medicine Academic

Center was recently completed and a remodel and expansion of the Student Union's Atherton Hotel is well under way. University Commons, which includes three new residence halls located on the north side of Hall of Fame Avenue, opened in the fall of 2015. The Commons houses nearly 1,000 students in a hybrid-style residence hall. Construction has begun on a new building for the Spears School of Business and, a major expansion of the Human Sciences building is nearly complete. OSU is moving forward with plans for a new performing arts center south of campus, and the construction of a new central plant north of campus is underway.

The renovation of the west end of Boone Pickens Stadium expanded spectator seating to 60,000 and created one of the premier collegiate football facilities in the country. The University recently completed several athletic projects north of Boone Pickens Stadium. OSU opened the Sherman E. Smith Training Facility (an indoor training center) and a new outdoor track in 2013. The Michael and Anne Greenwood Tennis Center opened in early 2014. The new tennis center features six indoor and 12 outdoor courts and is one of the leading collegiate tennis facilities in the country. Athletics also is pursuing funds for a new baseball facility and moving forward with plans for a new soccer field.

Prior to the launch of 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 was a 1939 vintage women's dormitory. For its efforts in the Willard 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, supports 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 College of Engineering, Architecture and Technology opened its \$31 million Advanced Technology Research Center in 1997. This multidisciplinary building enhances the University's role as 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, completed in the fall of 2001, included family housing, apartments and suites. Phase III student housing opened in fall 2003, and the fourth phase of on-campus student housing was completed and opened in 2006. OSU has 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. Additionally to reduce energy costs and emissions, OSU converted its entire fleet of campus buses to compressed natural gas in 2010.

In 2001, OSU constructed the new Athletic Center. The Athletic Center was built on the site of Gallagher-Iba Arena. The top of the original building was removed, and the Athletic Center was built completely over and around Gallagher-Iba Arena resulting in the expansion of its seating to approximately 13,000 for athletic, academic and entertainment activities. Historic Gallagher-Iba now continues to exist as the arena within the Athletic Center. OSU's basketball locker rooms within the Athletic Center were upgraded in 2010 for both men and women. In 2004, a state-of-the-art academic center also 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 architectural master plan developed in 2010 guiding those efforts. Major east-west streets, Hall of Fame Avenue and University Avenue have been greatly updated, and the university has completed a complete redesign and reconstruction of 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. Completed in 2013, Legacy Walk provides a scenic east-west pedestrian thoroughfare in front of the library, connecting to Hester and Monroe streets.

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.

Lake Carl Blackwell, located eight miles west of Stillwater, is also owned by OSU along with land surrounding the lake. The area includes approximately 3,350 acres, including the 3,000-acre lake 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 of 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**—Vice President for Institutional Diversity  
**Precious Elmore-Sanders, PhD**—Assistant Vice President for Institutional Diversity and Director for the Office of Multicultural Affairs  
**Jovette Dew, PhD**—Director, Diversity Academic Support and TRIO Department  
**Rosalyn V. Green, PhD**—Director, Office of Equal Opportunity  
**Tanya Lowery, PhD**—Title IX Officer, Office of Equal Opportunity

### Campus Address and Phone:

408 Whitehurst, Stillwater, OK 74078-1035 – 405.744.9154

**Website:** [diversity.okstate.edu](http://diversity.okstate.edu) **E-mail:** [diversity@okstate.edu](mailto:diversity@okstate.edu)

## OSU Diversity Statement

Oklahoma State University is a land-grant institution committed to excellence in diversity and inclusion. We strive to maintain a welcoming and inclusive environment that appreciates and values all members of the University community. We define diversity as engagement in meaningful actions, behaviors, and conversations that reflect a commitment to recognizing, understanding, and respecting the differences among students, faculty, staff, and visitors throughout the OSU system. We do not condone acts, behavior, language, or symbols that represent or reflect intolerance or discrimination. OSU is dedicated to cultivating and enriching the competitive advantages that diversity and inclusion provides all members of the University community. We identify diversity as a quality of life issue, as well as an important economic driver for the prosperity and well-being of the state, nation, and world.

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 community.
- Recruit and retain staff and faculty who actively promote the importance of an inclusive community of learners.
- Promote and reward student academic excellence.
- Serve the surrounding communities in ways that actively promote the importance of an inclusive 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 was established in 2005, and begins its eleventh year with an expanded team dedicated to serving as a resource across the University system. Each department or unit promotes and facilitates a more inclusive community at Oklahoma State University.

Please visit our website at [diversity.okstate.edu](http://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 age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category. 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 [eoo.okstate.edu](http://eoo.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, at 408 Whitehurst or online at [eoo.okstate.edu](http://eoo.okstate.edu).

For more information refer to the OSU Gender Discrimination/Sexual Harassment Policy & Title IX Grievance Procedure 1-0702 at [www.okstate.edu/osu\\_per/policy\\_proced.htm](http://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. We prepare students to live and thrive in a culturally diverse world by connecting students with opportunities and resources for academic, personal and professional development.

OMA achieves these goals by offering scholarships, leadership development, cultural education opportunities and mentorship programs. We are also home to Oklahoma State's cultural affinity groups, including the African-American Student Association, Asian-American Student Association, Hispanic Students Association, Minority Women's Association, National Association for the Advancement of Colored People, Oklahoma State Queers and Allies, Vietnamese Student Association, and Women's Programming Advisory Council. The OSU Native American Student Association is housed within the Center for Sovereign Nations, however, OMA also works to support the programs and activities of this student organization. OMA includes over 20 umbrella

organizations. Additional opportunities for involvement include academic seminars, cultural experiences, service learning, and social programs.

For more information on OMA programs and services, visit our website at [oma.okstate.edu](http://oma.okstate.edu), contact the Office of Multicultural Affairs at 240 Student Union or e-mail at [oma@okstate.edu](mailto: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](mailto: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, personal and professional development preparation, 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 3.2 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 and beyond. 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 students 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 **405.744.5198**.

### 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 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, Upward Bound students are in contact with Upward Bound 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 in 1994. The program was established to address the paucity of underrepresented minority students at state higher education institutions earning degrees in science, technology, engineering and mathematics (STEM). Phase V of the program began in Fall 2014 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](http://www.ok-lsamp.okstate.edu), e-mail [okamp@okstate.edu](mailto: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

Phone: 405.744.5358 or 1.800.233.5019 ext. 1

Fax: 405.744.7092

Website: [admissions.okstate.edu](http://admissions.okstate.edu) E-mail: [admissions@okstate.edu](mailto: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 are:
  - **November 1:** Early Opportunity Scholarship Deadline
  - **February 1:** Priority Scholarship Deadline
  - **July 1:** Final Scholarship Deadline

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 SAT-R score 1060, or
3. Attain an ACT composite score of 24 or higher or a total SAT score of 1090 or higher or a total SAT-R 1160 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 or a total SAT-R of 1100 and answers to the application questions.

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

*SAT-R scores indicated here represent tests taken on or after the National March 2016 test.*

**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 ACCUPLACER exams. For additional information visit [placement.okstate.edu](http://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
- 5.5 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 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.

**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, or a total SAT-R composite score of 1160 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 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 or a total SAT-R score of 1160 or higher.
  - 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 or a total SAT-R score of 1200 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. SAT-R scores indicated here represent tests taken on or after the National March 2016 test.*

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.**

**CLEP credit:** 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.

**AP Credit:** 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.

**IB Credit:** 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.

A brochure of the CLEP, AP and IB examinations and corresponding scores accepted by OSU can be found on the Undergraduate Admissions website.

**Advanced standing credit:** 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.

**Military credit:** OSU accepts 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 DSST exams (DANTES Subject Standardized Tests) for active, veteran and dependent military personnel.

Students who wish to establish credit for military training should request and submit a JST (Joint Services Transcript) and/or a DSST Transcript to the Office of Undergraduate Admissions for evaluation.

Additional 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/](http://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.** A student 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. The student 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 nor 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 nationals 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. Discharged or Released from Active Uniformed Service (Regardless of Home of Record)

In compliance with the Veterans' Access, Choice, and Accountability Act of 2014 and Title 70, O.S. Section 3247, a student who files with the institution within the State System at which the student intends to register a letter of intent to establish residence in the state and who resides in the state while enrolled in the institution shall be eligible for in-state status, regardless of the residency of the student or home of record, if the student:

1. Is a person who:
  - a. was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed service, less than five (5) years before the date of enrollment in the course(s) concerned, and
  - b. is pursuing a course of education with educational assistance under Chapters 30 or 33 of Title 38 of the United States Code while living in Oklahoma; or
2. Is a person who:
  - a. is entitled to assistance under Section 3311(b)(9) or 3319 of Title 38 of the United States Code by virtue of a relationship to a person who was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed services, and
  - b. enrolls in the course(s) concerned within five (5) years of the date the related person was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed services.

#### Section IX. Reserve Officer Training Corps (ROTC)

A person who is participating in or has received a full or partial scholarship from the Air Force, Army, or the Navy/Marines ROTC shall be eligible for in-state status.

#### Section X. 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 Undergraduate Admissions

### Campus Address and Phone:

219 Student Union, Stillwater, OK 74078-1035

Phone: 405.744.5358 or 1.800.233.5019 ext. 1

Fax: 405.744.7092

**Website:** [admissions.okstate.edu](http://admissions.okstate.edu) **E-mail:** [admissions@okstate.edu](mailto:admissions@okstate.edu)

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. \$90.00 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 5.5 on the International English Language Testing System (IELTS), taken within the last two years.
5. Completed OSU financial guarantee form.
6. 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](mailto:su-iss@okstate.edu).

## Mandatory Health Insurance for Non-immigrant Students

### Office of International Students and Scholars

#### Campus Address and Phone:

250 Student Union, Stillwater, OK 74078-1035

Phone: 405.744.5459

**Website:** [union.okstate.edu/iss/index.htm](http://union.okstate.edu/iss/index.htm)

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](http://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
AS	College of Arts and Sciences
BU	Spears School of Business
ED	College of Education
EN	College of Engineering, Architecture and Technology
HS	Human Sciences

CHG	Center for Health Sciences Graduate Programs
COM	Center for Health Sciences College of Osteopathic Medicine
GR	Graduate College
VM	Center for Veterinary Health Sciences

## Degree Abbreviations:

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

<u>Major / Option</u>	<u>College</u>	<u>Degree</u>	<u>Major Code</u>	<u>Option Code</u>
<b>COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES UNDERGRADUATE DEGREE PROGRAMS</b>				
<b>Agribusiness</b>	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
International	AG	BSAG	AGBU	INTL
Pre-Law	AG	BSAG	AGBU	PLAW
Pre-Veterinary Business Management	AG	BSAG	AGBU	PVBM
<b>Agricultural Communications</b>	AG	BSAG	AGCM	
Agribusiness Double Major	AG	BSAG	AGCM/AGBU	
Animal Science Double Major	AG	BSAG	AGCM/ANSI	
<b>Agricultural Economics</b>	AG	BSAG	AGEC	
Accounting Double Major	AG	BSAG	AGEC/ACCT	
<b>Agricultural Education</b>	AG	BSAG	AGED	AGBE
Agricultural Business and Economics	AG	BSAG	AGED	AGCM
Agricultural Communication	AG	BSAG	AGED	ANAG
Animal Agriculture	AG	BSAG	AGED	HOSC
Horticultural Sciences	AG	BSAG	AGED	NRES
Natural Resources	AG	BSAG	AGED	TCHG
Teaching	AG	BSAG	AGED	
<b>Agricultural Leadership</b>	AG	BSAG	AGLE	EXTE
Extension Education	AG	BSAG	AGLE	GEN
General	AG	BSAG	AGLE	INTS
International Studies	AG	BSAG	AGLE	
<b>Animal Science</b>	AG	BSAG	ANSI/AGCM	
Agricultural Communications Double Major	AG	BSAG	ANSI/AGED	
Agricultural Education Double Major	AG	BSAG	ANSI	ABIO
Animal Biotechnology	AG	BSAG	ANSI	BUS
Business	AG	BSAG	ANSI	LSMR
Livestock Merchandising	AG	BSAG	ANSI	PVAS
Pre-Veterinary Animal Science	AG	BSAG	ANSI	PROD
Production	AG	BSAG	ANSI	RNCH
Ranch Operations	AG	BSAG	ANSI	

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

<b><i>Major / Option</i></b>	<b><i>College</i></b>	<b><i>Degree</i></b>	<b><i>Major Code</i></b>	<b><i>Option Code</i></b>
<b>Natural Resource Ecology and Management</b>				
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
<b>Plant and Soil Sciences</b>	AG	MS	PASS	
<b>Plant Pathology</b>	AG	PhD	PLP	
<b>Soil Science</b>	AG	PhD	SLSI	
<b>COLLEGE OF ARTS AND SCIENCES UNDERGRADUATE DEGREE PROGRAMS</b>				
<b>American Studies</b>	AS	BA	AMSD	
<b>Art</b>				
Art History	AS	BA	ART	ARTH
Studio Art	AS	BA	ART	STDA
Graphic Design	AS	BFA	ART	GRPH
Studio	AS	BFA	ART	STU
<b>Biochemistry</b>	AS	BS	BIOC	
<b>Biological Science</b>	AS	BS	BIOL	
Environmental Biology	AS	BS	BIOL	EB
Pre-Health Care	AS	BS	BIOL	PHC
Secondary Teacher Certification	AS	BS	BIOL	STCH
<b>Chemistry</b>				
ACS Approved	AS	BS	CHEM	ACS
Departmental Degree	AS	BS	CHEM	DEPT
Pre-Health/Pre-Law	AS	BS	CHEM	PHPL
Secondary Teacher Certification	AS	BS	CHEM	STCH
<b>Communication Sciences and Disorders</b>	AS	BS	CDIS	
<b>Computer Science</b>	AS	BS	CS	
<b>Economics</b>	AS	BS	ECON	
General	AS	BA	ECON	GEN
International Economic Relations	AS	BA	ECON	IECR
<b>English</b>	AS	BA	ENGL	
Creative Writing	AS	BA	ENGL	CRWR
Screen Studies	AS	BA	ENGL	SCST
Professional Writing	AS	BA	ENGL	PRWR
<b>French</b>	AS	BA	FREN	
<b>Geography</b>	AS	BA/BS	GEOG	
<b>Geology</b>	AS	BS	GEOL	
Secondary Teacher Certification	AS	BS	GEOL	STCH
<b>Geospatial Information Science</b>	AS	BA	GSIS	
<b>German</b>	AS	BA	GRMN	
<b>History</b>	AS	BA	HIST	
<b>Liberal Studies</b>	AS	BA/BS	LBST	
<b>Mathematics</b>	AS	BA/BS	MATH	
Actuarial and Financial Mathematics	AS	BS	MATH	ACFM
Applied Mathematics	AS	BS	MATH	AMTH
Secondary Teacher Certification	AS	BS	MATH	STCH
<b>Microbiology/Cell and Molecular Biology</b>	AS	BS	MCMB	
Medical Laboratory Science	AS	BS	MCMB	MDLS
<b>Multimedia Journalism</b>	AS	BA/BS	MMJ	
<b>Music</b>	AS	BA	MUSC	
Elective Studies in Business	AS	BM	MUSC	ESBU
Performance	AS	BM	MUSC	PERF
<b>Music Education</b>				
Instrumental/Vocal Certification	AS	BM	MSED	IVCT
<b>Philosophy</b>	AS	BA	PHIL	
<b>Physics</b>	AS	BS	PHYS	
Applied Physics	AS	BS	PHYS	APPH
Secondary Teacher Certification	AS	BS	PHYS	STCH
<b>Physiology</b>	AS	BS	PHSL	
Pre-Medical Sciences	AS	BS	PHSL	PMDS

<b><i>Major / Option</i></b>	<b><i>College</i></b>	<b><i>Degree</i></b>	<b><i>Major Code</i></b>	<b><i>Option Code</i></b>
<b>Plant Biology</b>	AS	BS	PLB	
Cell Biology and Molecular Genetics	AS	BS	PLB	CBMG
Ecology and Evolutionary Biology	AS	BS	PLB	EEB
<b>Political Science</b>	AS	BA/BS	POLS	
<b>Psychology</b>	AS	BA/BS	PSYC	
<b>Sociology</b>	AS	BA/BS	SOC	
Anthropology	AS	BA/BS	SOC	ANTH
Applied Sociology	AS	BA/BS	SOC	APSO
<b>Spanish</b>	AS	BA	SPAN	
<b>Sports Media</b>	AS	BA/BS	SPM	
<b>Statistics</b>	AS	BS	STAT	
<b>Strategic Communication</b>	AS	BA/BS	SC	
<b>Theatre</b>	AS	BA	TH	
<b>Zoology</b>	AS	BS	ZOOL	
Ecology and Conservation Biology	AS	BS	ZOOL	ECB
Pre-Medical Sciences	AS	BS	ZOOL	PMDS
Pre-Veterinary Science	AS	BS	ZOOL	PVT
<b>University Studies</b>	AS	BUS	UNST	
Multidisciplinary Studies	AS	BUS	UNST	MLTI
<b>COLLEGE OF ARTS AND SCIENCES GRADUATE DEGREE PROGRAMS</b>				
<b>Applied Statistics</b>	AS	MS	APST	
<b>Art History</b>	AS	MA	ARTH	
<b>Botany</b>	AS	MS	BOT	
<b>Chemistry</b>	AS	MS/PhD	CHEM	
<b>Communication Sciences and Disorders</b>	AS	MS	CDIS	
<b>Computer Science</b>	AS	MS/PhD	CS	
<b>Creative Writing</b>	AS	MFA	CRWR	
<b>English</b>	AS	PhD	ENGL	
Teaching English as a Second Language (TESL)	AS	MA	ENGL	TESL
Professional Writing	AS	MA	ENGL	PRWR
<b>Fire and Emergency Management Administration</b>	AS	MS/PhD	FEMA	
<b>Geography</b>	AS	MS/PhD	GEOG	
<b>Geology</b>	AS	MS/PhD	GEOL	
<b>Graphic Design</b>	AS	MFA	GRPH	
<b>History</b>	AS	PhD	HIST	
Public History	AS	MA	HIST	PHIS
<b>Integrative Biology</b>	AS	MS/PhD	IB	
<b>Mass Communication</b>	AS	MS	MSCM	
<b>Mathematics</b>	AS	MS/PhD	MATH	
Applied Mathematics	AS	MS	MATH	AMTH
<b>Microbiology/Cell and Molecular Biology</b>	AS	MS/PhD	MCMB	
<b>Music</b>				
Applied Music	AS	MM	MUSC	APMU
Conducting	AS	MM	MUSC	COND
<b>Philosophy</b>	AS	MA	PHIL	
<b>Physics</b>	AS	MS/PhD	PHYS	
Medical Physics	AS	MS	PHYS	MEDP
Optics and Photonics	AS	MS	PHYS	OPHO
<b>Political Science</b>				
Public Policy and Administration	AS	MA	POLS	PPAD
<b>Psychology</b>	AS	MS	PSYC	
Clinical	AS	PhD	PSYC	CLIN
Experimental Psychology	AS	PhD	PSYC	EXPS
<b>Sociology</b>	AS	MS/PhD	SOC	
<b>Statistics</b>	AS	MS/PhD	STAT	
<b>Theatre</b>	AS	MA	TH	



<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
<b>COLLEGE OF EDUCATION UNDERGRADUATE DEGREE PROGRAMS</b>				
<b>Aerospace Administration and Operations</b>				
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
<b>Applied Exercise Science</b>				
Pre-Professional	ED	BS	AES	PPRO
Strength and Conditioning	ED	BS	AES	SCON
<b>Career and Technical Education</b>				
Certification	ED	BS	CTED	CERT
Non-Certification	ED	BS	CTED	NON
<b>Elementary Education</b>	ED	BS	ELEM	
<b>Health Education and Promotion</b>				
Public Health	ED	BS	HEPR	PH
Exercise and Health	ED	BS	HEPR	EAHL
<b>Physical Education</b>				
Teacher Education	ED	BS	PHED	TCHE
<b>Recreation Management and Recreational Therapy</b>				
Recreation Management	ED	BS	RMRT	RM
Recreational Therapy	ED	BS	RMRT	RT
<b>Secondary Education</b>				
English	ED	BS	SCED	ENGL
Foreign Language	ED	BS	SCED	LANG
Social Studies	ED	BS	SCED	SSTD
<b>University Studies</b>				
Multidisciplinary Studies	ED	BUS	UNST	MLTI
	ED	BUS	UNST	
<b>COLLEGE OF EDUCATION GRADUATE DEGREE PROGRAMS</b>				
<b>Applied Educational Studies</b>				
Aviation and Space Education	ED	EdD	AEST	AVSE
College Interdisciplinary	ED	EdD	AEST	CINT
<b>Aviation and Space</b>	ED	MS	AVSP	
<b>Counseling</b>				
Mental Health Counseling	ED	MS	COUN	MHC
School Counseling	ED	MS	COUN	SCHC
<b>Education</b>				
School Psychology	ED	EdS	EDUC	SCHP
Curriculum Studies	ED	PhD	EDUC	CRST
Educational Technology	ED	PhD	EDUC	EDTC
Professional Education Studies	ED	PhD	EDUC	PRED
Social Foundations of Education	ED	PhD	EDUC	SFED
Workforce and Adult Education	ED	PhD	EDUC	WAED
<b>Educational Leadership and Policy Studies</b>				
Educational Administration	ED	PhD	ELPS	EADM
Higher Education	ED	PhD	ELPS	HIED
<b>Educational Leadership Studies</b>				
College Student Development	ED	MS	ELS	CSDV
Higher Education	ED	MS	ELS	HIED
School Administration	ED	MS	ELS	SCAD
<b>Educational Psychology</b>				
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

<b>Major / Option</b>	<b>College</b>	<b>Degree</b>	<b>Major Code</b>	<b>Option Code</b>
<b>Educational Technology</b>				
Educational Technology	ED	MS	EDTC	EDTC
School Library Media	ED	MS	EDTC	SCLM
<b>Health and Human Performance</b>				
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
<b>Health, Leisure and Human Performance</b>				
Health and Human Performance	ED	PhD	HLHP	HHP
Leisure Studies	ED	PhD	HLHP	LEIS
<b>Higher Education</b>	ED	EdD	HIED	
<b>Leisure Studies</b>	ED	MS	LEIS	
<b>School Administration</b>	ED	EdD	SA	
<b>Teaching</b>				
Art	ED	MA	TCHG	ART
Elementary	ED	MA	TCHG	EL
Foreign Language	ED	MA	TCHG	FLAN
Secondary English	ED	MA	TCHG	SENG
Secondary Mathematics	ED	MA	TCHG	SMTH
Secondary Science	ED	MA	TCHG	SSCI
Secondary Social Studies	ED	MA	TCHG	SSST
<b>Teaching, Learning and Leadership</b>				
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
Reading and Literacy	ED	MS	TLL	REAL
Secondary Education for Teachers Non-Traditionally Cert	ED	MS	TLL	SCNT
Special Education	ED	MS	TLL	SPED
Workforce and Adult Education	ED	MS	TLL	WAED
<b>COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY UNDERGRADUATE DEGREE PROGRAMS</b>				
<b>Aerospace Engineering</b>	EN	BSAE	AERS	
<b>Architectural Engineering</b>				
Structures	EN	BEN	ARCE	STR
<b>Architecture</b>	EN	BAR	ARCH	
<b>Biosystems Engineering</b>				
Biomechanical	EN	BSBE	BAE	BIOM
Bioprocessing and Food Processing	EN	BSBE	BAE	BPFP
Environmental and Natural Resources	EN	BSBE	BAE	ENTR
<b>Chemical Engineering</b>				
Biomedical/Biochemical	EN	BSCH	CHEN	BMBC
Pre-Medical	EN	BSCH	CHEN	PMED
<b>Civil Engineering</b>				
Environmental	EN	BSCV	CIVE	ENVR
<b>Computer Engineering</b>	EN	BSCP	CPE	
<b>Construction Management Technology</b>				
Building	EN	BSET	CMT	BLDG
Heavy	EN	BSET	CMT	HVY
<b>Electrical Engineering</b>	EN	BSEE	ELEN	
<b>Electrical Engineering Technology</b>				
Computer	EN	BSET	EETE	COMP
<b>Fire Protection and Safety Engineering Technology</b>	EN	BSET	FPSE	
<b>Industrial Engineering and Management</b>	EN	BSIE	IEM	
<b>Mechanical Engineering</b>				
Pre-Medical	EN	BSME	MEEN	PMED
<b>Mechanical Engineering Technology</b>	EN	BSET	MET	
<b>University Studies</b>				
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>
<b>COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY GRADUATE DEGREE PROGRAMS</b>				
<b>Biosystems Engineering</b>	EN	MS/PhD	BAE	
<b>Chemical Engineering</b>	EN	MS/PhD	CHEN	
<b>Civil Engineering</b>	EN	MS/PhD	CIVE	
<b>Electrical Engineering</b>	EN	MS/PhD	ELEN	
Control Systems	EN	MS	ELEN	CTLS
Optics and Photonics	EN	MS	ELEN	OPHO
<b>Engineering and Technology Management</b>	EN	MS	ETM	
<b>Environmental Engineering</b>	EN	MS	EVEN	
<b>Industrial Engineering and Management</b>	EN	MS/PhD	IEM	
<b>Materials Science and Engineering</b>	EN	MS/PhD	MSE	
<b>Mechanical and Aerospace Engineering</b>	EN	MS/PhD	MAEN	
Unmanned Aerial Systems	EN	MS/PhD	MAEN	UMAS
<b>Petroleum Engineering</b>	EN	MS	PETE	
<b>COLLEGE OF HUMAN SCIENCES UNDERGRADUATE DEGREE PROGRAMS</b>				
<b>Design, Housing and Merchandising</b>				
Apparel Design and Production	HS	BHS	DHM	ADP
Interior Design	HS	BHS	DHM	ID
Merchandising	HS	BHS	DHM	MERC
<b>Hotel &amp; Restaurant Administration</b>	HS	BHS	HRAD	
<b>Human Development and Family Science</b>				
Child and Family Services	HS	BHS	HDFS	CHFS
Early Childhood Education	HS	BHS	HDFS	ECE
Family and Consumer Sciences Education	HS	BHS	HDFS	FACS
<b>Nutritional Sciences</b>				
Allied Health	HS	BHS	NSCI	ALHT
Community Nutrition	HS	BHS	NSCI	CONU
Dietetics	HS	BHS	NSCI	DIET
Human Nutrition/Pre-Medical Sciences	HS	BHS	NSCI	HNPS
<b>University Studies</b>				
Multidisciplinary Studies	HS	BUS	UNST	
	HS	BUS	UNST	MLTI
<b>COLLEGE OF HUMAN SCIENCES GRADUATE DEGREE PROGRAMS</b>				
<b>Design, Housing and Merchandising</b>				
Apparel Design and Production	HS	MS	DHM	ADP
Interior Design	HS	MS	DHM	ID
Merchandising	HS	MS	DHM	MERC
Retail Merchandising Leadership	HS	MS	DHM	RML
<b>Family Financial Planning</b>	HS	MS	FFP	
<b>Hospitality Administration</b>	HS	MS	HSPA	
<b>Human Development and Family Science</b>				
Applied Human Services	HS	MS	HDFS	AHS
Developmental and Family Science	HS	MS	HDFS	DVFS
Early Childhood Education	HS	MS	HDFS	ECE
Family and Community Sciences	HS	MS	HDFS	FCS
Gerontology (on-campus program)	HS	MS	HDFS	GERO
Marriage and Family Therapy	HS	MS	HDFS	MFTH
<b>Human Sciences</b>				
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
<b>Nutritional Sciences</b>				
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>
<b>SPEARS SCHOOL OF BUSINESS UNDERGRADUATE DEGREE PROGRAMS</b>				
<b>Accounting</b>	BU	BSBA	ACCT	
<b>Economics</b>	BU	BSBA	ECON	
Business Economics and Quantitative Studies	BU	BSBA	ECON	BEQS
Pre-Law	BU	BSBA	ECON	PLAW
<b>Entrepreneurship</b>	BU	BSBA	EEE	
<b>Finance</b>	BU	BSBA	FIN	
Commercial Bank Management	BU	BSBA	FIN	CBM
<b>General Business</b>	BU	BSBA	GNBU	
Pre-Law	BU	BSBA	GNBU	PLAW
<b>International Business</b>	BU	BSBA	INBU	
<b>Management</b>	BU	BSBA	MGMT	
Business Sustainability	BU	BSBA	MGMT	BUSS
Human Resource Management	BU	BSBA	MGMT	HRM
Non-Profit Management	BU	BSBA	MGMT	NPM
Sports Management	BU	BSBA	MGMT	SPMG
<b>Management Information Systems</b>	BU	BSBA	MIS	
Information Assurance	BU	BSBA	MIS	IA
Management Science and Computer Systems	BU	BSBA	MIS	MSCS
<b>Marketing</b>	BU	BSBA	MKTG	
<b>University Studies</b>	BU	BUS	UNST	
Multidisciplinary Studies	BU	BUS	UNST	MLTI
<b>SPEARS SCHOOL OF BUSINESS GRADUATE DEGREE PROGRAMS</b>				
<b>Accounting</b>	BU	MS	ACCT	
<b>Business Administration</b>				
Accounting	BU	MBA/PhD	BADM	ACCT
Business Sustainability	BU	MBA	BADM	BUSS
Data Science	BU	MBA	BADM	DS
Economics	BU	MBA	BADM	ECON
Energy Business	BU	MBA	BADM	ENBU
Entrepreneurship	BU	MBA/PhD	BADM	EEE
Global Marketing	BU	MBA	BADM	GLMK
Human Resource Management	BU	MBA	BADM	HRM
Information Assurance	BU	MBA	BADM	IA
Marketing Analytics	BU	MBA	BADM	MKTA
Non-Profit Management	BU	MBA	BADM	NPM
Risk Management	BU	MBA	BADM	RSKM
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
<b>Business Analytics</b>	BU	MS	BAN	
<b>Economics</b>	BU	MS/PhD	ECON	
<b>Entrepreneurship</b>	BU	MS	EEE	
<b>Information Assurance</b>	BU	MS	IA	
<b>Management Information Systems</b>				
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
<b>Quantitative Financial Economics</b>	BU	MS	QFE	

<i>Major / Option</i>	<i>College</i>	<i>Degree</i>	<i>Major Code</i>	<i>Option Code</i>
<b>GRADUATE COLLEGE INTERDISCIPLINARY DEGREE PROGRAMS</b>				
<b>Environmental Science</b> Environmental Mgmt Professional Science Masters	GR GR	MS/PhD MS	ENSI ENSI	PSM
<b>Interdisciplinary Science</b> Aviation and Space Science	GR	MS	IDS	AVSS
<b>International Studies</b>	GR	MS	IS	
<b>Photonics</b>	GR	PhD	PHOT	
<b>Plant Science</b>	GR	PhD	PLS	
<b>Public Health</b> Rural and Underserved Populations	GR GR	MPH MPH	PH PH	RUP
<b>Veterinary Biomedical Science</b>	GR	MS/PhD	VBSC	
<b>CENTER FOR VETERINARY HEALTH SCIENCES DOCTOR OF VETERINARY MEDICINE DEGREE PROGRAM</b>				
<b>Doctor of Veterinary Medicine</b>	VM	DVM	VM	
<b>CERTIFICATE PROGRAMS</b>				
<b>Certificate:</b> Geographic Information Systems	AS	CERT	GIS	
<b>Undergraduate Certificates:</b> Customer Interface Excellence Environmental Studies International Competency Sustainable Business Management	BU AS BU BU	UCRT UCRT UCRT UCRT	CIE EVST INTC SBM	
<b>Graduate Certificates:</b> Aerospace Security Big Data Analytics Bioenergy and Sustainable Technology Bioinformatics Business Data Mining Business Sustainability College Teaching Engineering and Technology Management Entrepreneurship Family Financial Planning Gerontology Global Issues Grassland Management Information Assurance Interdisciplinary Toxicology International Disaster and Emergency Management Marketing Analytics Non-profit Management Online Teaching Public Health Rural and Underserved Populations Teaching English to Speakers of Other Languages	GR GR	GCRT GCRT	ASPS BDA BAST BIOI BDM BUSS CTCH ETM EEE FFP GERO GLI GRMT IA ITOX IDEM MKTA NPM OLT PH PH TESL	RUP
<b>CENTER FOR HEALTH SCIENCES DOCTOR OF OSTEOPATHIC MEDICINE DEGREE PROGRAM</b>				
<b>Doctor of Osteopathic Medicine</b>	COM	DO	OM	
<b>OSU GRADUATE PROGRAMS OFFERED THROUGH THE CENTER FOR HEALTH SCIENCES</b>				
<b>Athletic Training</b>	CHG	MAT	ATRN	
<b>Biomedical Sciences</b>	CHG	MS/PhD	BMED	
<b>Forensic Sciences</b> Arson and Explosives Investigation Forensic Document Examination Forensic Science Administration	CHG CHG CHG CHG	MS MS MS MS	FOSC FOSC FOSC FOSC	AEI FDE FSA
<b>Health Care Administration</b> Administration Leadership and Entrepreneurship	CHG CHG	MS MS	HCA HCA	ADMN LAE

## Minors

<b>UNDERGRADUATE MINORS</b>	<b>College</b>	<b>Minor Code</b>	<b>UNDERGRADUATE MINORS</b>	<b>College</b>	<b>Minor Code</b>
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
Environmental Science	AG	ENVR	Political Science	AS	POLS
Fisheries and Aquatic Ecology	AG	FAEC	Psychology	AS	PSYC
Food Science	AG	FDSC	Religious Studies	AS	REL
Forestry	AG	FOR	Russian and East European Studies	AS	REES
Horticulture	AG	HORT	Sociology	AS	SOC
Leadership Education	AG	LDED	Statistics	AS	STAT
Natural Resource Ecology and Management	AG	NREM	Studio Art	AS	STDA
Pest Management	AG	PEST	Theatre	AS	TH
Rangeland Ecology and Management	AG	REM	Zoology	AS	ZOOL
Soil Science	AG	SLSI	Accounting	BU	ACCT
Wildlife Ecology	AG	WLEC	Business Sustainability	BU	BUSS
Aerospace	AS	AERO	Creativity Studies	BU/ED	CRST
Africana Studies	AS	AFAM	Economics (Business)	BU	ECBU
American Indian Studies	AS	AMIS	Entrepreneurship	BU	EEE
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
Biological Science	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
Dance	AS	DANC	Creativity Studies	ED/BU	CRST
Economics (Arts and Sciences)	AS	ECAS	Coaching Science	ED	COAS
Emergency Management	AS	EM	Educational Psychology	ED	EPSY
English	AS/AG	ENGL	Health Education and Promotion	ED	HEPR
Environmental Economics, Politics and Policy	AS	EEPP	Leadership	ED	LDRS
European Studies	AS	EUST	Recreation Management and Therapeutic Rec	ED	RMTR
Foreign Language	AS	ASL/CHIN/FREN/ GRMN/GREK/ JPN/LATN/ RUSS/SPAN	Unmanned Aircraft Pilot	ED	UAP
			Architectural Studies: History and Theory	EN	ASHT
			Fire Protection Systems	EN	FPS
			Homeland Security Science and Technology	EN	HSST
Gender and Women's Studies	AS	GWST	Nuclear Engineering	EN	NENG
Geography	AS	GEOG	Petroleum Engineering	EN	PETE
Geology	AS	GEOL	Safety and Exposure Sciences	EN	SAES
Hispanic and Latin American Studies	AS	HLAS	Apparel Design and Production	HS	ADP
History	AS	HIST	Child Development	HS	CHDV
International Studies	AS	INTS	Gerontology	HS	GERO
Legal Studies	AS	LEGL	Human Sciences	HS	HSVC
Linguistics	AS	LING	Merchandising	HS	MERC
Mathematics	AS	MATH	Nutritional Sciences	HS	NSCI
Microbiology	AS	MICR			
			<b>GRADUATE MINORS</b>	<b>College</b>	<b>Minor Code</b>
			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](http://newstudents.okstate.edu) **E-mail:** [newstudents@okstate.edu](mailto:newstudents@okstate.edu)

## Orientation and Enrollment

New Student Orientation & Enrollment 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 & enrollment students:

- Work with academic advisers to learn about degree program choices and discover initial tools for success at OSU.
- Enroll in classes.
- Prepare for academic transition from high school or another institution to OSU.
- Learn about life outside of the classroom and what is expected of OSU students.
- Define potential majors, careers, minors, and secondary areas of study.
- Work with an Orientation Leader and mentor who provides information from a student perspective.

**New Freshmen.** For freshman attending the fall semester, orientation & enrollment occurs during the months of May, June, and July. 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 is available for students who have attended multiple academic campus events, are certain of their degree choice and can make decisions quickly. For those attending the spring semester, orientation & enrollment occurs in December and January.

**Transfer Students.** Transfer students have several options for Enrollment. For transfers attending in the fall, enrollment occurs in April, May, June, and July and for those attending the spring, enrollment is November and December. Enrollment dates for transfer students are based on the number of hours completed and posted to transcript (s) prior to any current course enrollment.

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

Camp Cowboy is a fun experience, filled with connections to other new students and OSU student leaders. Participants engage in team-building activities, small-group discussions, meet OSU athletes and coaches at the spirit session, participate in recreational activities such as swimming and volleyball, and enjoy camp fires while learning personal strengths. 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 [campcowboy.okstate.edu](http://campcowboy.okstate.edu) for more information.

## Welcome Week

The Office of New Student Orientation, working in collaboration with numerous campus departments and volunteers, brings you Welcome Week, a week of programs designed to help students transition to OSU before classes begin. Students connect with other students, faculty, and staff as well as learn the OSU traditions, expectations, and resources available. Welcome Week opens with President's Convocation, Class Photo, Traditions Night, and social activities. . . Visit [welcomeweek.okstate.edu](http://welcomeweek.okstate.edu) for more information.

## Banner

Banner provides online access which allows students to view and update their academic and personal information in a self-service system. The majority of Banner use comes during descriptions, search open sections of specific courses, and drop and add classes from their schedule.

Banner also connects students to their class schedule, grades and unofficial academic transcript, Desire2Learn online classroom, personal information housed on the system, official academic transcript requests, Student Rights and Responsibilities document, official OKSTATE e-mail account, Bursar account, financial aid connections and credit card payment options.

## Orange Key Account (O-KEY)

Every OSU student creates a personal O-Key account they will use to choose an okstate.edu e-mail account and access campus network and computing resources. It is very important to access and set up the O-Key account after applying for admission. To activate visit [okey.okstate.edu](http://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](http://uat.okstate.edu) or call 405.744.5958 to set up an appointment.

**Math Placement:** 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](http://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 Taber, PhD—University Registrar  
 Rita Gearhart Peaster, MS—Associate Registrar  
 Keila Whitaker, MS—Associate Registrar  
 Paula Barnes, MS—Assistant Registrar, Certifications  
 Nicole Singleton, MEd—Assistant Registrar, Student Services  
 Amber Todd, BS—Assistant Registrar, Academic Records  
**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 enroll online via Self Service at <http://my.okstate.edu>. 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](http://registrar.okstate.edu) each semester.

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

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

## Adding or Dropping Courses

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

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

**Dropping Courses.** Dropping refers to the dropping of one or more courses while remaining enrolled in at least one other OSU course for a given semester. Academic advisor approval may be required to drop courses. 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/Withdrawal Petition and the Petition for a Refund of Tuition and Fees are available on the Registrar's website ([registrar.okstate.edu](http://registrar.okstate.edu)).

### 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	100% refund
Days 7-10	"W"	Partial 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 follow the standard 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/Withdrawal Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's website ([registrar.okstate.edu](http://registrar.okstate.edu)).



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

Semester Time Period*	Course Grade	Course-Related Tuition/ Fee Refund
Before term begins (cancellation)	No transcript record	100% refund
First 6 days	No transcript record	100% refund
Days 7-10	"W"	Partial refund
Weeks 3-12	"W"	No refund
Weeks 13-14	"W" or "F" as assigned by instructor	No refund
Weeks 15-16	Final grade as assigned by instructor	No refund

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

### Leave of Absence for Active Military Duty

Per Oklahoma State law (SB 1830), OSU offers a military leave of absence (MLOA) to students who are members of the active uniformed military services of the United States who are called to active duty. An MLOA allows a student to be absent from the University for active duty without penalty to admission status or grade point average and without loss of institutional financial aid. It also allows the student to be eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes for which he/she has successfully completed at least 50% of the coursework at the time of leave, if the student intends to complete the classes upon return from active duty. MLOAs shall not exceed a cumulative five years. Graduate student LOAs are for a period of one year with annual extensions possible up to the five-year cumulative limit. Students apply for MLOA by submitting the appropriate form and supporting documentation. See OSU Military Leave of Absence FAQs on the Registrar website ([registrar.okstate.edu](http://registrar.okstate.edu)) for more information.

### Veteran Benefit Services

Oklahoma State University maintains a full-time office of veteran benefit services for the convenience of veterans and their dependents. OSU offers courses which are approved 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, for more information.

### 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 Faculty - Staff Tuition and Fee Waiver Request form to the Office of the Registrar prior to the beginning of classes. If enrollment does not exceed one course or five credit hours, only the department head's approval is needed to receive the fee waiver. If the employee is enrolled in more than one course or five credit hours, 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 Faculty-Staff Tuition and Fee Waiver Request 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 or five credit hours, only the department head's approval is needed to receive a fee waiver. If the staff member is enrolled in more than one course or five credit hours, 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 Self Service.

#### Grade Reports

Final grades for all students are compiled and released shortly after the end of each semester by the Office of the Registrar. Final grades are made available electronically to students, students' advisers and students' deans through Self Service.

#### 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 (undergraduate, graduate and professional) 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 Self Service.
- Mail or fax a completed, signed Transcript Request form to the Office of the Registrar (forms can be downloaded from [registrar.okstate.edu](http://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.

5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.
7. 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 providing access using the Proxy feature in Self Service or 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

Chad Blew—Director  
 Julie Berg—Associate Director  
 Matt Short—Associate Director  
 Cathy Bird—Assistant Director, Loan Processing and Records Management  
 Rob Lofton—Assistant Director, Scholarships  
 Linda Good—Assistant Director, Client Services  
 Margaret Betts—Assistant Director, Special Programs  
 Nathan Scoles—Assistant Director, Fiscal Operations

### Campus Address and Phone:

119 Student Union, Stillwater, OK 74078-5061  
 405.744.6604 FAX 405.744.6438

**Website:** [financialaid.okstate.edu](http://financialaid.okstate.edu) **E-mail:** [finaid@okstate.edu](mailto: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 \$70 million in tuition scholarships and more than \$39 million in other scholarships to qualifying freshman, transfer, continuing and graduate students. In addition to the scholarships discussed here, students are encouraged to contact community and/or tribal agencies, as appropriate, to inquire about non-OSU scholarships.

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 (OSRHE) 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 students 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 the Friday before the spring semester begins.

A student may receive only one tuition scholarship at a time. However, students may receive multiple cash awards such as the President's Distinguished Scholarship (PDS), President's Leadership Council (PLC) scholarship, 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](http://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.ed.gov](http://www.fafsa.ed.gov).

An analysis of the FAFSA is used to determine demonstrated need for federal, state, and institutional programs such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Oklahoma Tuition Aid Grants (OTAG), Federal Perkins Loans, 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 or be pursuing a graduate certificate approved for financial aid eligibility by the U.S. Department of Education.
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 encouraged 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](http://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 (FWS) 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 approved 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. Interest rates for the Federal Direct Loan programs are set annually by the federal government.

### 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](http://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) maintain a satisfactory pace toward program completion, defined as successful completion of 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](http://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 non-degree students and who are 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 each term of enrollment.

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.

### Approved Graduate Certificates

Students who are pursuing a graduate certificate approved for financial aid eligibility by the U.S. Department of Education are eligible for the same aid programs as graduate students pursuing master's, doctorate, or professional degrees at OSU. A listing of approved Graduate Certificates can be found at <http://gradcollege.okstate.edu/content/graduate-certificates>.

### 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 Office of the Bursar website at [bursar.okstate.edu/lock-tuition-program](http://bursar.okstate.edu/lock-tuition-program).

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

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

Starting fall 2014, OSU implemented a new block rate that includes tuition and University-wide fees for undergraduate students taking 12 to 18 credit hours. The "block" rate is one of OSU's strategies to help students stay on target to finish college in 4 years. University-wide fees (also called mandatory fees) include: student activity fees, student facility fees, library automation and technology fee, health services fee, student development fee, Daily O'Collegian fee, academic records and maintenance fee, academic excellence fee, transit/parking services fee, advising/assessment fee, university technology infrastructure maintenance fee, academic facilities, life safety and security fee and student union renovation fee. Academic Service Fees such as specific course fees and/or college based fees are not included in the block rate and continue to be charged on a per-credit-hour basis. Additional block rate information is available at: [blockrate.okstate.edu](http://blockrate.okstate.edu).

## Estimated Total Expenses for Students

An estimated semester budget (based on 2016-2017 figures) for an undergraduate student at OSU is as follows:

### Resident

Tuition and Fees (based on 15 credit hours)	\$4,760
University Housing and Meals	\$4,420
Textbooks and Supplies	\$630
Average Miscellaneous Personal Expenses	\$2,325
<b>Total per Semester</b>	<b>\$12,135</b>

### Non-Resident

Tuition and Fees (based on 15 credit hours)	\$11,825
University Housing and Meals	\$4,420
Textbooks and Supplies	\$630
Average Miscellaneous Personal Expenses	\$2,325
<b>Total per Semester</b>	<b>\$19,200</b>

Undergraduate Block Rate Tuition and University-Wide (Mandatory) Fees (12-18 credit hours per fall or spring semester) See below for additional special, college, and outreach fees		
Resident	Non Resident	
\$4,160.25	\$11,221.50	Tuition and University-Wide (Mandatory) Fees
Undergraduate Tuition and University-Wide (Mandatory) Fees (per credit hour rate for 1-11 hours or other non-block enrollment) See below for additional special, college, and outreach fees		
Resident	Non Resident	
\$164.75	\$635.50	Tuition
\$189.41	NA	Resident Lock 2016-2017 Tuition
\$20.15	\$20.15	Academic facility fee
\$4.35	\$4.35	Academic Records and Maintenance fee
\$8.90	\$8.90	Advising/Assessment fee
\$0.30	\$0.30	Daily O'Collegian fee
\$5.45	\$5.45	Student Facility fee, General
\$3.00	\$3.00	Student Facility fee, Campus Rec
\$5.00	\$5.00	Health Services fee
\$17.00	\$17.00	Library Automation and Technology fee
\$5.55	\$5.55	Life Safety and Security fee
\$2.50	\$2.50	Student Activity fee
\$5.50	\$5.50	Student Activity fee - Athletic fee
\$2.05	\$2.05	Student Development fee
\$2.50	\$2.50	Transit/Parking Services fee
\$10.15	\$10.15	University Technology and Infrastructure Maintenance fee
\$15.50	\$15.50	Academic Excellence fee
\$4.70	\$4.70	Student Union Renovation fee
Graduate Tuition and University-Wide (Mandatory) Fees (per credit hour) See below for additional special, college, and outreach fees		
Resident	Non Resident	
\$209.70	\$825.05	Tuition
\$20.15	\$20.15	Academic facility fee
\$4.35	\$4.35	Academic Records and Maintenance fee
\$8.90	\$8.90	Advising/Assessment fee
\$0.30	\$0.30	Daily O'Collegian fee
\$5.45	\$5.45	Student Facility fee, General
\$3.00	\$3.00	Student Facility fee, Campus Rec
\$5.00	\$5.00	Health Services fee
\$17.00	\$17.00	Library Automation and Technology fee
\$5.55	\$5.55	Life Safety and Security fee
\$2.50	\$2.50	Student Activity fee
\$5.50	\$5.50	Student Activity fee - Athletic fee
\$2.05	\$2.05	Student Development fee
\$2.50	\$2.50	Transit/Parking Services fee
\$10.15	\$10.15	University Technology and Infrastructure Maintenance fee
\$15.50	\$15.50	Academic Excellence fee
\$4.70	\$4.70	Student Union Renovation fee

### Center for Health Sciences Professional Programs (2016-2017 academic year)

#### Oklahoma Residents

\$23,976.75	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
\$250.00	Clinical Skills Equipment Fee

#### Non-Residents of Oklahoma

\$47,767.58	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
\$250.00	Clinical Skills Equipment Fee

### Center for Veterinary Health Sciences (2016-2017 academic year)

#### Oklahoma Residents (per credit hour)

\$8,745.00	Resident tuition per semester
\$4.35	Academic Records and Maintenance fee
\$0.30	<i>Daily O'Collegian</i> fee
\$5.45	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
\$5.50	Student Activity fee - Athletic fee
\$1.90	Student Development fee
\$2.50	Transit/Parking Services fee
\$5.00	University Technology & Infrastructure Maintenance fee
\$15.00	CVHS Technology fee
\$8.90	Advising & Assessment fee
\$8.00	Academic Facilities Fee - CVHS

#### Non-Residents of Oklahoma (per credit hour)

\$21,298.00	Non-Resident tuition per semester
\$4.35	Academic Records and Maintenance fee
\$0.30	<i>Daily O'Collegian</i> fee
\$5.45	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
\$5.50	Student Activity fee - Athletic fee
\$1.90	Student Development fee
\$2.50	Transit/Parking Services fee
\$5.00	University Technology & Infrastructure Maintenance fee
\$15.00	CVHS Technology fee
\$8.90	Advising & Assessment fee
\$8.00	Academic Facilities Fee - CVHS

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	\$107.00
Commuter Student permit (Silver & Green zones)	\$129.00
Student Commuter Silver Monroe St. Garage permit	\$192.00
Student SW (Wentz Lane Garage) permit	\$321.00
Student Commuter (Park & Ride) permit	\$62.00

Electronically delivered transcript  
(per transcript; optional service)

\$8.00

#### Graduation fees:

Fourth-year osteopathic medicine	\$40.00
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
New Student Orientation & Enrollment fee (freshmen & transfer students - one time only)	\$75.00
Reinstatement Fee for Doctoral Candidates (Resident)	\$830.00
(Nonresident)	\$2,060.00
Remedial courses: Supplementary fee (per credit hour, in addition to the general fee)	\$24.00

**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	\$12.00
Engineering Technology fee	\$21.50
SSB Instruction Infrastructure	\$4.50
Engineering Facilities/Equipment	\$37.55
Arts & Sciences Program fee	\$27.90
Business Program fee	\$25.05
Education Program fee	\$28.50
Human Sciences Program fee	\$31.60
HORT & LA Facilities/Equipment/Lab	\$12.00
ASNR Facilities/Equipment	\$37.50

**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	\$85.00 per credit hour
Arts & Sciences Outreach Fee	\$85.00 per credit hour
Education Outreach Fee	\$85.00 per credit hour
Engineering Outreach Fee	\$95.00 per credit hour
Human Sciences Outreach Fee	\$90.00 per credit hour
International Studies & Outreach Fee (undergraduate courses)	\$75.00 per credit hour
International Studies & Outreach Fee (graduate courses)	\$85.00 per credit hour
Spears School of Business Outreach Fee (undergraduate courses)	\$95.00 per credit hour
Spears School of Business Outreach Fee (graduate courses)	\$100.00 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 \$350 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, 250 Student Union. E-mail may be sent to [karen.sebring@okstate.edu](mailto: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 partial 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](http://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](http://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, 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.

### 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 2016-2017. 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 some halls. See the Residential Life website for the most current information, including rates: [www.reslife.okstate.edu](http://www.reslife.okstate.edu). All single student housing rates are quoted per person and by the month for those who wish to purchase their contract to move off campus and for late cancellation charges. Family and Graduate Student Housing rates are quoted by the apartment and by the month.

#### Residence Halls

**Traditional.** Drummond, Iba, Parker and Wentz Halls offer rooms for men and women by floor. Students are housed in double occupancy rooms. Iba Hall offers year-round housing.

Per Person - Academic Year (Drummond, Parker & Wentz) or 12 month contract (Iba only)	Monthly Rate
Double Room	\$445.00

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
Private Room	\$710.00
Double Room	\$480.00

#### University Commons

University Commons offers 9-month housing in a modified traditional layout. Students live in double occupancy rooms, and share a common bathroom with 8-10 other students. University Commons North offers housing for women only; University Commons West and South offer co-ed housing by floor.

Per Person - Academic Year	Monthly Rate
Double Room	\$675.00

**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)	\$720.00
2 Bdrm/1 Bath-private bedroom (Booker, Stinchcomb)	\$780.00
2 Bdrm/2 Bath-shared bedroom (Patchin-Jones, Zink-Allen)	\$550.00
1 Bdrm/1 Bath-shared bedroom (Booker, Stinchcomb)	\$565.00
2 or 3 Bed/2 Bath-shared bedroom (Bennett)	\$490.00
2 Bd/1 Bath or 3/4 Bd/2 Bath-private bdrm (lg) (Bennett)	\$720.00
2 Bd/1 Bath or 3/4 Bd/2 Bath-private bdrm (med) (Bennett)	\$670.00
2 Bd/1 Bath or 3/4 Bd/2 Bath-private bdrm (sm) (Bennett)	\$635.00
1 Bdrm/1 Bath-private bedroom (large) (Bennett)	\$820.00

**Furnished Suites - No Living Room in the Unit:** Village CASNR, Village HS, 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, Villages C, D, E and F)	\$745.00
1 Bdrm-private bedroom (CASNR, HS, Villages C, D, E, and F)	\$785.00
2 Bdrm/1 Bath-private bedroom (medium) (Bennett)	\$670.00
1 Bdrm/1 Bath-private bedroom (large) (Bennett)	\$765.00
1 Bdrm/1 Bath-private bedroom (medium) (Bennett)	\$710.00
1 Bdrm/1 Bath-shared bedroom (Bennett)	\$490.00

**Apartments.** Bost, Carreker East, Carreker West, Davis, Kamm, McPherson, Morsani-Smith, Payne-Ellis, 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	Monthly Rate
4 Bedroom/2 Bath (Morsani-Smith, Bost, Peterson-Friend, Kamm, and Davis)	\$735.00
2 Bedroom/2 Bath (Morsani-Smith, Peterson-Friend, Sitlington, Davis and Young)	\$890.00
2 Bedroom/1 Bath - shared bedroom (Payne-Ellis, Carreker, McPherson)	\$660.00
2 Bedroom/1 Bath - private bedroom (Payne-Ellis, Carreker, McPherson)	\$735.00

**Unfurnished Apartments.** Bost, Davis, Sitlington, Kamm

Per Person - Academic Year	Monthly Rate
4 Bedroom/2 Bath (Bost, Davis, Kamm)	\$690.00
2 Bedroom/2 Bath (Davis, Sitlington)	\$845.00

**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](http://www.reslife.okstate.edu).

The following 2016-2017 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](http://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	\$695.00
West, Stevens Neighborhoods	\$705.00
Demaree Neighborhood	\$705.00
Williams 101-105	\$810.00
Brumley Neighborhood	\$810.00

Furnished	Monthly Rate
Williams 12-15, Prosser Neighborhoods	\$735.00
West, Stevens Neighborhoods	\$745.00
Demaree Neighborhood	\$745.00
Williams 101-105	\$850.00
Brumley Neighborhood	\$850.00

### University Dining Services Meal Plans

University Dining Services (UDS) offers more than 30 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 30 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.

The table below describes the University Dining meal plans available:

2016-2017 Meal Plans		
Contracted Meal Plan	2016-17 Cost per semester	Maximum Carryover with Meal Plan Contract
Platinum contract	\$2,125	\$300
Gold contract	\$1,850	\$280
Silver contract	\$1,580	\$220
Bronze contract*	\$1,340	\$190
Copper contract	\$1,050	\$160
*Minimum meal plan for freshmen living on campus		
Plan G (non-contract) Dining dollars in increments of \$100		

\*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](http://dining.okstate.edu).

# Bursar

## Office of the Bursar

Laurie Beets—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  
 Jonny Rogers—Senior Accountant

### Campus Address and Phone:

113 Student Union, Stillwater, OK 74078-1014  
 405.744.5993

**Website:** [www.bursar.okstate.edu](http://www.bursar.okstate.edu) **E-mail:** [bursar@okstate.edu](mailto: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.

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 and authorized users at the beginning of each month. 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 Student Self Service. An alternative email address and authorized user may be set up through the OSU Student Self Service system at [my.okstate.edu](http://my.okstate.edu) by clicking on the bursar section if someone other than the student should receive billing notifications. Students can view their billing statement, semester account activity, set up authorized users, and pay online via Student Self Service at [my.okstate.edu](http://my.okstate.edu) by clicking on the bursar section. Authorized user login is located through the bursar website at <http://bursar.okstate.edu>.

Payment is due prior to 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 a 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 prior to 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.

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers a semester based payment plan as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families (authorized users) and students to pay University-billed expenses in regular monthly payments. No finance charges are associated with the payment plan or enrollment holds if payments are made as promised. The payment plan is available online each semester. The student can sign-up online via Student self service at [my.okstate.edu](http://my.okstate.edu) by clicking on the bursar section. It is important to designate a parent under the authorized user tab by entering their email address for access to the payment plan enrollment. September 15th is the deadline to enroll in the Fall plan and February 15th is the deadline to enroll for the Spring plan. Summer enrollment is not eligible for the plan. There is a \$25 non-refundable application fee due at the time of application each semester. Payment plan participants receive installment payment due

notifications in separate emails from the monthly billing notification. The monthly billing notification informs payment plan participants of the total monthly billing statement amount for informational purposes

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). A student may be contacted on all phone numbers, including cell phones, provided to the University as a source of contact. This includes contact from its agents, representatives, and attorneys (including collection agencies) for purposes of collecting any portion of the account financial obligation which is past due. Any charges incurred by the University in an effort to collect on delinquent accounts will be assessed to and will be the responsibility of the account holder. A student will reimburse the University the fees of any collection agency which may be based on a percentage of the debt (at a maximum of 33.3%). All costs and expenses including reasonable attorney's fees the University incurs in such collection efforts will also be owed the University. These costs will be assessed to the student's bursar account and included in the balance due. 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 <http://bursar.okstate.edu/forms>. If a student's 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.

## Refunds

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 through Student Self Service at [my.okstate.edu](http://my.okstate.edu) by clicking on the bursar section. 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 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. Cancellation of the payment plan must be submitted in writing or email.

### Title IV Authorization

Title IV financial aid federally funded aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Subsidized and Unsubsidized Direct Loans. The US Department of Education requires OSU to obtain authorization to pay all charges on your bursar account for the current semester with Title IV financial aid with question #1 on your online financial aid tab. If you declined or do not accept (question #1), then Title IV aid will only pay current tuition, related fees, room and board (if contracted with the OSU). Other current semester charges such as your parking permit, library fines, athletic all sports ticket, and health center charges will remain unpaid which could result in having an enrollment hold if not paid by the due date, even if you have a credit balance on your account after authorized charges have been paid. If you choose not to provide authorization to pay non-institutional charges with your federal financial aid, you could receive a refund check and still owe a balance on your student account for non-institutional charges.

Accept question #2, if you desire to allow OSU to apply Title IV financial aid to previous year institutional charges for all charges on your student account for the previous, as well as the current semester charges. Beginning July 1, 2008, the amount of Title IV financial aid that can be used to pay prior academic year charges is limited to a total of not more than \$200. If you decline, Title IV aid will only pay current academic year charges. Summer term charges are considered prior academic year charges in the Fall term. Even if you have a balance on your account after your current year charges are paid, you will have to pay any previous academic year charges with other funds or risk having enrollment hold. You do not have to authorize again once you are a student at OSU. It is recommended all students who have applied for financial aid accept or decline, so at some point in the future, if you do receive Title IV financial aid, this authorization will already have been given.

### Third-Party (Non-OSU) Scholarships

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 (example: \$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.

### 1098-T-Form

OSU is required annually to furnish you with a Form 1098-T, Tuition Statement, which reports qualified tuition and related expenses associated with your enrollment at OSU. This information assists you in determining whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. For more information, see IRS Pub. 970, Tax Benefits for Education. Log into [my.okstate.edu](http://my.okstate.edu) by clicking on the bursar section under the Payment Info heading and your 1098T statement is located on the welcome screen just below Statements. In order for us to prepare the forms accurately, Federal law requires you to furnish us with your correct taxpayer identification number (TIN). Generally, this number is your Social Security Number (SSN) or, if you are not eligible to obtain an SSN, you must obtain from the Internal Revenue Service (IRS) an individual taxpayer identification number (ITIN) and provide that number to us. Bring the Form W-9S ([www.irs.gov](http://www.irs.gov)) to provide your correct SSN or TIN to the Bursar Office or take your Social Security card to the Registrar's Office. Failure to furnish a correct TIN (SSN) may result in the IRS assessing you a \$50 penalty

### Leave of Absence for Active Military Duty

Per Oklahoma State law (SB 1830), OSU offers a military leave of absence (MLOA) to students who are members of the active uniformed military services of the United States who are called to active duty. An MLOA allows a student to be absent from the University for active duty without penalty to admission status or grade point average and without loss of institutional financial aid. It also allows the student to be eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes for which he/she has successfully completed at least 50% of the coursework at the time of leave, if the student intends to complete the classes upon return from active duty. MLOAs shall not exceed a cumulative five years. Graduate student LOAs are for a period of one year with annual extensions possible up to the five-year cumulative limit. Students apply for MLOA by submitting the appropriate form and supporting documentation. See OSU Military Leave of Absence FAQs on the Registrar website ([registrar.okstate.edu](http://registrar.okstate.edu)) for more information.

# Academic Enrichment Programs

## The Honors College

Keith Garbutt, PhD—Dean  
 Ebonie Hill-Williamson—Interim Assistant Director  
 Amanda Booth—Honors Academic Counselor  
 O'donna Dean—Honors Academic Counselor  
 Cynthia Lane—Honors Academic Counselor  
 Shelley Schauer—Administrative Assistant

Oklahoma State University is an active member of the National Collegiate Honors Council and the Great Plains Honors Council. The Honors College Degree 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 36 honors credit hours and complete the Departmental or College Honors Award, with a 3.50 retention/graduation grade-point average at graduation, receive the Honors College Degree including a special entry on their transcripts and special honors diploma.

Additional advantages for active participants in The Honors College (minimum of three honors credit hours per semester and nine 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 honors housing option in Stout or Bennett 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 weighted or unweighted grade-point average of 3.75 or higher. Application for admittance to the Honors College is integrated into the OSU Application for Admission. Entering freshmen who fall just short of these criteria may request a petition form from The Honors College. Students other than new freshmen may be admitted to The Honors College on the basis of their graduation/retention grade-point average (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 Dean or Interim Assistant Director of The Honors College, 101 Old Central or visit <http://honors.okstate.edu>.

## Oklahoma Scholar Leadership Enrichment Program

The Oklahoma Scholar-Leadership Enrichment Program (OSLEP) is a statewide academic program designed to develop scholarship and leadership abilities of outstanding students. Students study in intensive, multi-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 1-3 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, Dr. Keith Garbutt, The Honors College, 101 Old Central.

## Henry Bellmon Office of Scholar Development and Undergraduate Research

Jessica Roark—Director  
 Tim O'Neil—Program Coordinator and Editor-in-Chief, *Oklahoma Journal of Undergraduate Research*  
 Cathy Lopez—Administrative Assistant

OSU has long been a national leader and innovator in scholar development and, more recently, undergraduate research. For over 25 years, this office has prepared students for the future, whether in competition for prestigious national/international fellowships, admission to top graduate schools, securing highly competitive jobs, or attaining the skills required to grow as a leader. We offer

diverse programs, targeted to a wide range of majors, year classifications, and interests in order to elevate a large number of students' undergraduate experience. This office enhances undergraduate opportunity, encourages student-faculty mentoring, and promotes retention through five primary areas:

### 1. Scholarship/Fellowship Success

Outstanding students can compete for a wide range of prestigious national and international scholarships as sophomores, juniors and seniors at OSU, 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.

### 2. Burns and Ann Hargis Writers' Workshop

All successful applicants who are awarded with an OSU institutional nomination for the Truman, Goldwater, and Udall scholarships receive an invitation to participate in the annual Burns and Ann Hargis Writers' Workshop at the OSU Doel Reed Center for the Arts in Taos, New Mexico. Significant scholarship support is provided for each nominee to participate in the workshop, which is held during the last week of students' winter break (early January). OSU faculty and staff from the office join forces to mentor student nominees and to provide feedback on their national application materials.

### 3. Undergraduate Research

An incentive for the kinds of students who are considered OSU's best and brightest, the Lew Wentz Foundation, Robberson Trust, and generous donors provide substantial private funding to OSU for several scholarship programs that are managed in this office. The programs include:

Wentz Research Grant - an opportunity for undergraduates to plan and perform high-level research under the direction of a faculty mentor (\$4,500 each);

Freshman Research Scholars Program - whereby top entering students can begin their careers with a scholarship for an orientation to research (\$1,000 each).

*Oklahoma Journal of Undergraduate Research* - a new opportunity for students to share their academic accomplishments, whereby articles by students are reviewed by a faculty editorial board for selective digital publication.

Undergraduate Research Scholar Transcript Designation - Thanks to opportunities in undergraduate research at OSU, those receiving degrees can qualify for 'undergraduate research scholar designation' on the transcript, a valuable achievement. To be considered, the student must:

- 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;
- 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;
- 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 Undergraduate Research 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.

### 4. Cambridge Scholars Program

This two-week summer program brings up to 22 of OSU's top students to the University of Cambridge, UK for a special short course taught by OSU faculty or distinguished OSU graduate. The program also provides substantial scholarship support for students.

The benefits of participating in the Cambridge Scholars Program are numerous, especially if the course topic in a given year is of substantial interest to the student. Some of the less known benefits include gaining a better understanding of British education in general and the education system at Cambridge in particular. Many program alumni have gone on to later apply for graduate school at the University and many have been successful.

### 5. Individual and Institutional Recognition

This office strives to promote scholarship and undergraduate research at the highest level at OSU through the formal recognition of both individual students and faculty, as well as through the promotion of the University as a whole. Visit the Halligan Hall of Scholars in the Student Union atrium for more information. For further information on all programs, please contact the office at 405.744.7313 or visit [www.okstate.edu/scholars](http://www.okstate.edu/scholars).

# Special Academic Services, Programs and Facilities

## University College Advising

Missy Wikle—Director of First Year Experience

University College Advising provides academic advising and assistance to a variety of diverse student populations. Students advised by University College Advising (UCA) include, but are not limited to, undecided students and those admitted through the alternative admission and holistic admission programs. UCA is also the advising home for undecided transfer students, some students on academic probation and students needing help in developing/determining individualized degree plans. The overall goal of UCA is to retain students by providing personal attention and assistance as they adjust to OSU and explore their academic options. Students may contact University College Advising at 405.744.5333 in 214 Student Union, or visit the website at [uca.okstate.edu](http://uca.okstate.edu) for more information.

The following programs are offered through University College Advising:

### Freshman Programs.

- Students who are undecided with interests spanning more than one academic college, are advised through University College Advising.
- Freshman applicants who do not meet OSU's assured admission criteria are reviewed by the Admissions Review Committee, which is composed of Undergraduate Admissions staff members. Students reviewed by this committee are eligible for two admission categories: holistic admission or alternative admission. Students admitted under either program are fully admitted to OSU and are advised through University College Advising.

**Holistic Admission:** Applicants whose records demonstrate a 3.0 high school GPA in their 15- unit core OR 22 ACT OR 1020 SAT may qualify for further review by the Admissions Review Committee for holistic admission. This committee completes a holistic review of the applicant's file, including a review of responses to the application essay questions, high school GPA, class rank, test scores and letters of recommendation.

**Alternative Admission:** The Alternative Admissions Program allows a certain percentage of incoming freshmen (currently 8% of the previous year's freshman class) to attend OSU without meeting all of the regular or holistic admissions requirements, but who meet minimum criteria and show potential for success as demonstrated by responses to the application essay questions, high school GPA, class rank, test scores and letters of recommendation.

In addition to academic advising, UCA provides students with a First-Year Seminar (UNIV 1111) designed to help freshmen adjust to the demands of college life; learn how to become academically successful; explore various major and career options; and make students aware of university rules and regulations. This class is taught by UCA advisers in conjunction with UCA's Student Academic Mentor Program. Academic advisers in UCA also enforce any required remediation of academic skills deficiencies, based on ACT area scores below a 19. After remediating any 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 and course requirements.

**University Academic Assessment Program.** The University Academic Assessment Program 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, who 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 academic college of choice and University College Advising. These students are on probation and will be allowed to continue at OSU only if their first 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, University College advisers

assist Academic Assessment and Transfer Probation students in developing realistic plans 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.

**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. Academic advisers in UCA can be instrumental in helping draft the initial stages of such plans, which are then forwarded to the academic colleges for approval.

**Student Academic Mentor Program.** The Student Academic Mentor (SAM) Program is a free service that connects new UCA freshmen with experienced OSU students in an effort to ease their transition to college, specifically through assisting in their First-Year Seminar course (UNIV 1111). "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 [uca.okstate.edu](http://uca.okstate.edu).

## 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 University College Advising. 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  
University College Advising, 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.

## LASSO Center

Monty Stallings—Program Coordinator

The LASSO Center provides academic support through a variety of programs. In addition to free tutoring for undergraduate courses, we also provide supplemental instruction for select courses and academic success coaching to all students, both of which are also free. The LASSO Center is located in 021 Classroom Building. The administrative offices are open Monday - Friday 8 a.m. to 5 p.m., but the tutoring center has extended hours during the fall and spring semesters. For more information please visit [lasso.okstate.edu](http://lasso.okstate.edu).

**Academic Success Coaches.** The academic success coaching program at Oklahoma State University offers individualized attention to help students adjust personally and academically both as they transition from high school to college and as they progress through their college experience. Coaches assist students with refining academic skills such as time management, effective study methods, identifying personal strengths, and developing school/life balance. Coaches also aid students in identifying and connecting with people, organizations, and programs appropriate to their needs and interests. To request a coach or find more information on the program, please visit [lasso.okstate.edu](http://lasso.okstate.edu) or call 405.744.3309.

LASSO Center Paul Milburn Tutoring Program. The LASSO Center Paul Milburn Tutoring Program is a free service offered for students campus-wide. Highly trained and 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 Sunday through Friday. Walk-in tutoring is also available to students at four days per week in partnership with the Academic Development Center in Residential Life. Students may sign up online at [tutor.okstate.edu](http://tutor.okstate.edu). Please visit [lasso.okstate.edu](http://lasso.okstate.edu) or contact the LASSO Center tutoring office at 405.744.3309 for more information.

Supplemental Instruction. Supplemental Instruction (SI) is a free academic program that provides peer-facilitated study sessions for targeted courses. Sessions are led by SI leaders who are undergraduate students that have previously performed well in the course. SI leaders provide multiple weekly study sessions where they facilitate discussions and study activities that allow students to master course materials by working together in a cooperative learning environment. Students may find more information about SI and a list of current courses offering SI at [lasso.okstate.edu](http://lasso.okstate.edu).

## University Assessment and Testing

James Knecht—Interim 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, 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 ACCUPLACER 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](http://UAT.okstate.edu).

## Special Programs

### 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, DVD/video-assisted telecourses or online courses.

For more information on correspondence education go to <http://ce.okstate.edu> or call 405.744.6390. For other distance learning courses at OSU, contact the O-Campus help line at 405.744.6786, email to [ocampus@okstate.edu](mailto:ocampus@okstate.edu) or visit [ocampus.okstate.edu](http://ocampus.okstate.edu).

### English Language Institute

The English Language Institute (ELI) was established in 1970. ELI's mission is to equip its students with the English proficiency, academic skills, and cultural knowledge necessary to gain entrance to and achieve success at Oklahoma State University, or any American institution of higher education. In addition, 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 a minimum of 20 hours per week in class. The ELI has 3 semesters: spring, summer, and fall and offers mid-semester arrival in spring and fall. Classes offered include listening/speaking, reading, composition, grammar, and optional electives.

For more information, contact the English Language Institute, 307 Wes Watkins Center, 405.744.7519, e-mail to [osu-eli@okstate.edu](mailto:osu-eli@okstate.edu) or visit [eli.okstate.edu](http://eli.okstate.edu).

### 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 a gerontology masters 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 professional track in aging services with 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. Students may also seek a graduate certificate in gerontology through the on-campus program in HDFs. For more information on the online gerontology program see [gpidea.okstate.edu](http://gpidea.okstate.edu).

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](http://humansciences.okstate.edu/gi) or e-mail [humansciences.hdfs@okstate.edu](mailto:humansciences.hdfs@okstate.edu).

### 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) provides an array of multi-media services to support the development and delivery of high quality instruction using a variety of class formats. Employing the most up-to-date and effective teaching tools, ITLE is responsible for supporting faculty, instructors, and graduate teaching assistants in the design and delivery of high quality instruction. ITLE provides a variety of professional development opportunities on innovative pedagogies and technology integration such as ITLE Live, a 30-minute livestream event each Friday morning; two six-week courses titled, "Preparing Online Instructors" and "Scholarship of Teaching and Learning," "OSU Faculty Reads," a monthly book reading program and monthly face-to-face faculty development sessions. In addition, ITLE cooperates with campus departments on teaching and learning-related research projects to provide the professional development requested. 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 across the campus. ITLE houses a high definition, broadcast-quality television production, editing, and transmission facility, which is used for everything from recording classroom presentations and producing high-quality animation/simulation segments to the production of teleconferences, documentaries, video training presentations, and public service announcements for the University and for both government and commercial agencies. Also, faculty can record presentations in a broadcast-quality studio or in a more relaxed office-like setting in a Camtasia/Webcam studio. The ITLE building has a large multi-media conference room and a smaller flexible classroom available for professional development events and other campus activities. A wide array of equipment may be checked out by faculty members for portable and/or classroom use where that technology may not be available.

ITLE provides equipment and staffing to support web-based courses as well as technical assistance, for the Desire2Learn "Online Classroom" Courseware Management System. 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 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](http://itle.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 [lasso.okstate.edu](http://lasso.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](http://math.okstate.edu/mlsc) or call 405.744.5818.

### National Student Exchange

The National Student Exchange enables OSU students to spend a semester or year at one of over 170 colleges in the United States, its territories of Puerto Rico, Guam, and the U.S. Virgin Islands, 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 USA.

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 <https://abroad.okstate.edu/outgoing/programs/nse>, contact the Study Abroad/NSE Office, 242 Student Union or e-mail [abroad@okstate.edu](mailto:abroad@okstate.edu).

### OSU Teach

The OSU Teach program is designed to increase career options for majors in science and mathematics by preparing students as secondary teachers. OSU Teach offers four-year STEM degree options in biological science, chemistry, geology, mathematics, and physics, which lead to a B.S. in the selected discipline and teacher certification at the secondary level. OSU Teach is a collaboration between the College of Education and the College of Arts and Sciences. OSU Teach students begin supervised teaching in K-12 classrooms during their first semester in the program and continue these field experiences throughout their coursework, which culminates with apprentice teaching.

### Pre-Law, Pre-Medicine and Other Pre-Professional Health 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, medicine, nursing, occupational therapy, optometry, osteopathic medicine, pharmacy, physical therapy, physicians associate, medical imaging and radiation sciences, and veterinary medicine. Some OSU degrees allow students to transfer back up to 30 hours of doctoral professional school coursework to complete the undergraduate degree. For more information, students should consult the pre-professional advisers in the Arts & Sciences Student Success Center, 213 Life Sciences East.

### Psychological Services Center

Matt Alderson, PhD—Associate Professor and Director, PSC

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 disruptive childhood behaviors, phobias and anxiety disorders; relaxation training; assertiveness training; stress management; depression; intellectual and personality assessment; assessment of attention deficit and learning disorders; assessment of autism spectrum 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 schedules appointments from 8:00 a.m. until 7:00 p.m. Monday through Thursday. On Friday, appointments are scheduled 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 <http://psychology.okstate.edu/psychology-services>.

### Speech-Language Hearing Clinic

Maureen Sullivan, PhD—Associate Professor and Interim Head

The OSU Speech-Language-Hearing Clinic provides comprehensive clinical services to the OSU/Stillwater and the Tulsa communities. 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
- Language, cognitive, and speech disorders resulting from stroke, head injury, dementia, and other neurological impairments

- Dialectal variations
- Hearing impairment, including early intervention
- 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 services insures that individuals are served regardless of their ability to pay. To schedule an appointment please call 405.744.6021.

### 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 China, Ecuador, France, Greece, Italy, Mexico, Peru and South Africa.
- **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 on affiliated programs pay fees directly to the provider.
- **Internship and Volunteer/Service Programs.** Students may also participate in non-credit work, internships and volunteer/service learning opportunities abroad. These programs are offered as short-term experiences or semester-long immersion, often combined with academic study in the host country.

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 for many programs 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 & 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 each year. 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 <https://abroad.okstate.edu/outgoing/funding> 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](mailto:abroad@okstate.edu) or visit the website <https://abroadprograms.okstate.edu>.

### The Center for Family Resilience (CFR)

Michael Merten, PhD—Associate Professor, 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 build family resilience in Tulsa, Oklahoma and across the nation through innovative research on everyday issues affecting families, and by translating research results into effective programmatic or policy solutions. 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—Associate Professor and Center for Family Services Director  
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/](http://humansciences.okstate.edu/chtr/).

### Writing Center

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 in 440 Student Union are made online at [osuwritingcenter.okstate.edu](http://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](mailto:writingcenter@okstate.edu).

### Special Facilities

#### Bartlett Center for the Visual Arts and the Gardiner 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. 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, Jody Servon, Lucas Samaras, and traveling exhibitions such as "Across the Divide: A Collection of Eighteen Chinese-American Artists" and "Watercolor USA." Faculty and student work is also exhibited on a regular basis with an annual juried exhibition for students held each Spring. For current information about the Gardiner Gallery exhibitions and hours visit the gallery on the following social media platforms: [art.okstate.edu](http://art.okstate.edu), [facebook.com/gardinerartgallery](https://www.facebook.com/gardinerartgallery).

### 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 Integrative Biology.

### Collection of Vertebrates

The OSU Collection of Vertebrates (COV) is housed in Life Science West and maintained by the Department of Integrative Biology. 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.

### Department of Design, Housing and Merchandising Teaching and Research Laboratories

Design, Housing and Merchandising has a long tradition of incorporating laboratories that realistically simulate industry environments into teaching. Teaching labs include the Sewn Products Production Lab, the Sewn Products Cutting Lab and the Textile Product Evaluation Lab. Equipment in these labs include: Twining-Alberts tensile testing machine; pilling tester machine; air vapor hood; wear testing equipment; heavy-duty industrial sewing machines; ultrasonic welder; sweating guarded hot plate; Kawabata Evaluation System (KES); thickness gauges; and spectrophotometer, cutting tables, pressing stations, industrial sewing machines, and an ultrasonic welder. Product development is enhanced with current digital industry technologies including AccuMark pattern design system (PDS), Gerber Technology – automated cutter, pattern 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.

Design, Housing and Merchandising also employs laboratories for the conduct of research. A mixed reality immersive design environment area incorporates technologies such as virtual reality (VR), augmented reality (AR), and 3D digital prototyping. Equipment includes: a Passive 3D visualization system, Mirametrix S2 passive eye tracking system, Oculus Rift devices, software and hardware for AR visualization, the Vuzix Star XLD 1200 system, multiple mobile tablet devices, a mobile 3D scanning system, an Ultimaker 3D printer and Emotive Neuroimaging Devices.

An ergonomics area focuses on understanding the physical and cognitive capabilities and limitations of different populations under various conditions. Equipment in this area includes: Vitus SMART 3-D body scanner, Polyworks (V10) software, 8-camera Motion Capture System (BTS Bioengineering), surface electromyography equipment, Treadmill, Tekscan pressure sensors, anthropometers, skin & core temperature measurement devices, heart rate monitors, Philip's Actigraph Spectrum watches and related equipment.

The XRF lab is a controlled space where x-ray fluorescence (XRF) is used as a non-destructive means of testing objects' chemical composition. The XRF analyzer is used to evaluate hidden heavy metals in consumer goods and address deficiencies through best practices. Assessing items and data collection are possible only after adequate training and protocol compliance.

For more information on DHM laboratories and equipment, contact the Department of Design, Housing and Merchandising, 449 Human Sciences.

### Department of Wellness : Building America's Healthiest Campus® one Cowboy at a time

The Department of Wellness is committed to creating a healthy campus culture for students and employees. The Department thrives on the motto "Discover Wellness" with a mission to provide education, engagement, and excellence through programs, services, and facilities

#### Department of Wellness Programs

- Group Fitness - offers a variety of fitness programs and classes in three locations with multiple formats at every skill level. There are more than 100 classes offered each week including yoga, Zumba, dance, spin, water aerobics, kickboxing, martial arts, TRX, abs, boot camp and more. Classes are offered at the Colvin Recreation Center, Seretean Wellness Center and Student Union.
- 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. 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 student health risk assessment designed for early detection of health problems.
- Pilates Reformer Training – low impact workout that develops core strength, improves performance and prevents injuries.
- 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, 5 racquetball courts, 1 squash court, rock

- climbing wall, indoor track, 2 cardio theater areas, a multipurpose gym, indoor pool, outdoor pool, 2 dance studios, 3 multipurpose fitness rooms, a performance studio, a personal training area, performance studio, 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 and employees. For more information visit our website at <http://wellness.okstate.edu/>, like us on Facebook at [facebook.com/OSUWELL](https://www.facebook.com/OSUWELL) and follow us on Twitter, Instagram and Snapchat @OSUWELL.

### 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 Integrative Biology 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 midgets) 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 M4/M16A2 rifles 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.

### OSU Herbarium

Dr. Mark Fishbein, Director

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 Plant Biology, Ecology and Evolution. The collection consists primarily of over 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. The remaining 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. Data on these collections can be accessed on the internet through the Oklahoma Vascular Plant Database (OVPD: [www.oklahomaplantdatabase.org](http://www.oklahomaplantdatabase.org)); Global Plants ([plants.jstor.org](http://plants.jstor.org)); and other repositories and aggregators. Over 225 specimens are taxonomic "types" that are the reference material that form the basis for scientific names of these plant species. The Herbarium is known by its Index Herbariorum 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. Herbarium staff assist with identifications and on specimen based information upon request; requests from for-profit interests may be charged for this service.

### 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 at OSU. 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 Seretean Center includes the 800-seat Concert Hall and the 600-seat Vivian 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 faculty, a variety of classrooms, a specially-designed choral room, a rehearsal hall for band and orchestra, a scene shop for the theatre, computer labs, and a well-equipped audio center, all designed to provide an excellent atmosphere for the teaching of the fine arts at OSU.

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 Vivian 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.

### OSU Libraries

The OSU Library system consists of the Edmon Low Library at the heart of campus and three specialized branch libraries (the Education and Teaching Library in Willard, the Architecture Library in the Architecture Building, and the Veterinary Health Sciences Library in McElroy Hall). The Edmon Low Library is open 24 hours/5 days per week during the fall and spring semesters with limited hours on Saturday and Sunday. The Library's six floors offer individual study spaces designated as either silent (no talking) or quiet (talking softly permitted) or groups. There are 12 private group study rooms that can be reserved online. 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 laptops, MacBook Pros and Microsoft Surfaces as well as audio recorder, digital video and still cameras and phone chargers for check out.

Many Library resources are available remotely 24/7 via the Library's website ([www.library.okstate.edu](http://www.library.okstate.edu)). Here you may renew books you have checked out or determine whether a book you need is available for checkout; 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.

The Library offers assistance in person, by phone 405-744-9775 or text message 405-592-4128, via e-mail [lib-dls@okstate.edu](mailto:lib-dls@okstate.edu) or via chat on the Library's website. Throughout the semester, the Library offers free tours and training sessions. Students can also enroll in LBSC 1011, a one hour credit course on using Library resources.

For the latest Library news, events and service updates, find OkStateLibrary on Facebook, Twitter, Instagram or OState.TV.

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

**Government Documents.** The OSU Library has an extensive collection of current and historical government publications, as well as publications of the state of Oklahoma, foreign governments, and international organizations providing information relevant to all majors. Publications include statistical, legislative, and legal materials. Government Documents also includes the Patent and Trademark Resource Center.

**Oklahoma Oral History Research Program.** The OOHRP 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. The OOHRP's extensive interview collections focusing on Oklahoma history and culture are available online for research use.

**Research and Learning Services.** RLS helps you find and use information better, faster and easier. The department partners user experience, like workshops, tours, awards and instruction support, with traditional academic services, such as data management support, copyright and citation education and research instruction. Services are open to everyone and are free, convenient and customizable.

### 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 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, restaurants, lounges, meeting rooms and a 67-room hotel.

The primary purpose of the OSU Student Union is to be a comprehensive system of diverse people, services, programs and facilities that enrich the intellectual, cultural and social well-being of the OSU student and campus community.

Located in the Student Union is the Department of Leadership and Campus Life, which houses the university’s more than 500 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 events 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.

The University Store generates \$17 million of the Student Union’s almost \$22 million operating budget. This money supports the Union’s operations, as well as many Leadership and Campus Life programs and services, like Camp Cowboy and Late Night Cafe, which have impacted thousands of OSU students throughout the years.

The Student Union’s recent \$63 million renovation 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. The Union was also recently named the “No. 1 Most Amazing Student Union” by bestcollegereviews.org and ranked second by Best College Values in its most amazing college unions and campus centers in the United States rankings.

More information about the Student Union and its offerings can be found at [union.okstate.edu](http://union.okstate.edu).

### The Cleo L. Craig Child Development Laboratory-RISE

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 with the inclusion of RISE School of Stillwater in 2010. 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-RISE 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-RISE 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 degree staff; and on-going systematic programming.

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-RISE 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.

### The OSU Museum of Art

The OSU Museum of Art in downtown Stillwater serves as a home to Oklahoma State University’s permanent art collection and as a teaching museum for students, providing hands on opportunities to learn while connecting students with a broader arts community beyond the OSU campus. The museum offers a variety of diverse exhibitions and programs year-round, all available at no cost to visitors.

Located in the former Stillwater Post Office, this renovated 1933 WPA building provides a creative and symbolic setting for transformative and engaging art experiences. Admission is free for everyone and the museum is open from Tuesday through Saturday from 11 am to 4 pm.

### The School of Hotel and Restaurant Administration Experiential Learning Laboratories

Taylor’s Teaching Restaurant 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.

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

The Hirst Center for Beverage Education promotes a curriculum at the fore-front of beverage education featuring a variety of formats including coffees, teas and other beverages.

Experiential and connectional learning opportunities are facilitated in these learning laboratories through student-led events: the Distinguished Chef Scholarship Benefit Series, Hospitality Days Career Fair, Craft Beer Forum and the Wine Forum of Oklahoma. All students are encouraged to participate in these service learning activities.

# Student Services

## Career Services

Pamela Ehlers, EdD—Director

Career Services offers career-related assistance and educational programming to OSU students and alumni through a network of career services offices located in the academic colleges as well as in the Student Union and OSU Alumni Association.

Staff members assist students one-on-one in exploring academic majors, and careers offer insight into obtaining part-time jobs through online job listings and other search strategies, host nearly a dozen specialized career fairs each year, and organize employer information sessions. Through campus recruiting students have connection opportunities with thousands of employers annually. Additionally, students receive support with other options, including campus involvement, job shadowing, leadership, and volunteer experiences to build the skills necessary for future employment.

Career developmental activities, including help in identifying a major well suited to a student's interests, skills, abilities, and values are facilitated by Career Consultants available in each career services office. Career Consultants assist students through the use of various career assessments, followed by one-on-one appointments to further discuss the results of the assessment, and offer career and academic major research. Students work with a Career Consultant throughout their collegiate career to build professional application materials as they explore internships, graduate educational experiences and full-time employment. In addition to individual consultations, Career Consultants offer mock interviews, career development workshops, and other specialized programming for students. All of these services continue and build as students graduate and become members of the OSU Alumni Association.

Job search assistance is primarily 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, co-ops, federal work-study positions, and part-time jobs. Additional job search and preparation tools such as Interview Steam, My World Abroad, **myvisajobs.com**, and other job search resources and assessments are accessible through **HireOSUgrads.com**.

Career Services offers a number of free and discounted job search supplies to enhance students' professional image. Examples of these include ready references that address nearly every frequently asked question pertaining to success in the job search, as well as free resume, paper and thank you notes to use at career fairs and during the application process. Products like portfolios and business cards are also available at a discount for student use from the OSU Career Services office located in 360 Student Union.

## Information Technology

Darlene Hightower—Chief Information Officer

Information Technology (IT) creates and manages OSU's technology infrastructure. IT provides technology services such as email systems, software, network, course management system, identity and access management (ID cards and O-Key), information security, technology support, and others. IT develops and maintains the background data systems between and among the campuses in the OSU A&M system.

**Service Access.** O-Key, the identity and access management system, coordinates identity properties and university roles to create unique access to technology services. O-Key is also used for setting up email preferences, emergency contacts, manage IT system passwords, and emergency alert preferences.

**My.Okstate.edu Portal.** The My.Okstate.edu Banner portal is a "one stop" location for accessing many university systems such as announcements, communications, financial aid, payroll, enrollment, housing, departmental information, human resources, transcripts, the Online Classroom, and more.

**ID Cards.** The OSU identification card is provided to each person with a formal affiliation with OSU. Card-holders use the ID card to make on-campus purchases, meal plan transactions, library checkouts, get free off-campus bus transportation, access certain events, gain access to authorized doors, and the Colvin Recreation Center.

**Email.** The "@okstate.edu" email address is the address used by the university for official business. Through O-Key, students select either Cowboy Mail (Microsoft Office 365) or Orange Mail (Google Mail) as their email delivery service. OSU employees use Microsoft Office 365.

**Cloud Storage.** Storage for digital files and documents is handled through the storage provided by Microsoft 365 (Cowboy Mail), or Google (Orange Mail). Storage on both systems is available to students even though email is delivered through just one system. OSU employees may have additional storage through their departments through the common group drives.

**Network.** Network services include the wired and wireless network and telephone services on campus. Wireless coverage of the Stillwater campus can

be found at [wireless.okstate.edu](http://wireless.okstate.edu). Signing into the OSUSTUDENT or OSUSTAFF requires active O-Key credentials. Access is based on enrollment status for students or confirmation of employment for staff.

**Remote Network Access.** Authorized persons can use the Virtual Private Network (VPN) to get a secure encrypted connection to OSU's internal network. VPN provides secure connections to any authorized on-campus resource over the Internet from off campus.

**Software Distribution.** Information Technology contracts with several companies to provide a variety of software to the OSU community. Availability is dependent up on the contract and an individual's roles with the university. The full Microsoft Office is available to students, faculty, and staff. Other offerings may include math and statistical software, assistive technology, design software, and more. Access to the software is at the Software Distribution Center at [sdc.okstate.edu](http://sdc.okstate.edu)

**Computer Labs (IT).** The four IT computer labs include desktop computers, printers, scanners, standard software suites, and specialized software. Instructors can reserve selected labs for classroom use. Printing is available at no charge. Lab locations and hours can be found at [labs.okstate.edu](http://labs.okstate.edu). Students can use the Virtual Labs - an online version of the IT labs.

**Remote Printing.** Remote printing is a service that allows users to send electronic documents to a server that holds the file(s) for up to six hours. The user can pick up the document by going to the selected print station. Print stations are located in the Student Union, all IT computer labs, and various sites in Residential Life.

**Learning Technologies.** OSU's course management system, BrightSpace by D2L, is the cloud version of Desire2Learn (D2L). As of the fall of 2016, users will get to the Online Classroom by going through the Banner portal at [my.okstate.edu](http://my.okstate.edu). Most instructors use this online software to post course materials. In the Online Classroom, instructors may use other tools such as Respondus Lockdown Browser to restrict students' access to other sites and chats while taking tests. Turnitin is a tool that reviews electronic documents for plagiarism. Clickers, or Audience Response Solutions, is a technology for enhancing active learning in the classroom.

**IT Helpdesk.** The OSU-IT Helpdesk provides free tech support to the OSU community. Helpdesk staff troubleshoot computer-related issues and gives desk-side support to many offices on campus. They are available by phone (405-744-4357), email ([helpdesk@okstate.edu](mailto:helpdesk@okstate.edu)), or face-to-face service (113 Math Sciences during regular business hours). Find more information visit us at [help.okstate.edu](http://help.okstate.edu)

## Parking and Transportation Services

Steve Spradling—Director of Parking and Transportation Services

Jan Hernandez—Manager, Parking and OrangeRide Bicycle Rental and Repair

Tom Duncan—Manager, Transportation Services

**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.

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](http://www.parking.okstate.edu); new faculty or staff, vendor, handicap, university vehicle, carpooling, retiree, construction, registration or special permits must be purchased in person at the Parking and Transportation Services 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](http://www.parking.okstate.edu).

**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. Permits are free of charge and can be obtained in-house or online (shipping fees will apply). Prior to obtaining a permit you are required to review safety guidelines before registering your bicycle. You can view the tutorial, and take the quiz online at <http://stillwater.sharepoint.okstate.edu/Training/BicycleSafety/default.aspx>.

**OrangeRide Bicycle Rental and Repair.** 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. (405) 744-BIKE [www.facebook.com/OSUorangeride](https://www.facebook.com/OSUorangeride).

**Transit 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](http://www.transit.okstate.edu).

THE BUS also offers an online bus tracking system at [www.thebus.okstate.edu](http://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 \$7.50 one way for students; and \$13 one way for faculty/staff and public. Reservations can be made online at [shuttle.okstate.edu](http://shuttle.okstate.edu) by logging in with your OKEY account or stop by the Shuttle office in Stillwater at 1006 West Hall of Fame, at the corner of Hall of Fame and Monroe, Monday - Friday 8:00 am to 5:00 pm, or 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 or in Tulsa call 918.594.8332 or visit [shuttle.okstate.edu/Schedules/index](http://shuttle.okstate.edu/Schedules/index) for the shuttle schedule.

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](http://www.jeffersonlines.com).

## Housing and Residential Life

Leon McClinton, Jr., Ph.D.—Director of Residential Life

Shannon Baughman—Associate Director of Operations: Conferences, Facilities, and Marketing

Elizabeth Carver-Cyr—Assistant Director, Family and Graduate Student Housing

Delton Gordon—Assistant Director, Residential Life

Jon Hunt—Assistant Director, Administrative & Business Services

Marcy Louis—Assistant Director, Residential Life

Tanya Massey—Assistant Director, Programs and Development

The Department of Housing and Residential Life offers 32 residence halls, six 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 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 four living styles to choose from when picking a place to live: traditional halls, modified traditional halls, suites, and apartments offer a variety of living accommodations. Traditional residence halls include Drummond, Iba, Parker, Stout, and Wentz Halls. The newest addition to campus is University Commons- three modified traditional buildings offering housing for women in University Commons North, and co-ed housing in University Commons South and University Commons West. 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, Carreker East, Carreker West, Davis, Kamm, Morsani-Smith, Payne-Ellis, 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 as well.

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. University Commons North houses women only. All other halls are co-ed. Residential Life offers numerous Living Learning Programs for students to consider when choosing their housing options. The LLPs 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 Programs may be found at [www.reslife.okstate.edu](http://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 Community Mentor, 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

Almost 600 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.

Apartments are two-bedroom units with optional furnishings. The apartments have sidewalks, off-street parking, play areas, and two community laundry facilities.

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 (AA), who is readily available to the residents. Each AA has responsibility for about 90 apartments. The AA'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 AA 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](http://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 types of 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 Activate! Leadership Program is designed to provide incoming students the opportunity to learn about leadership opportunities in the residence halls. To date over 700 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 30 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](http://dining.okstate.edu).

### University Counseling Services

- Trevor Richardson, PhD—Interim Director
- Dylan Burns, PhD—Senior Clinical Counselor
- Carol Challenger, PhD—Senior Clinical Counselor
- Joseph Dunnigan, PhD—Senior Clinical Counselor
- Joni Hays, PhD—Coordinator, Reboot Center
- Avina Khatani, PhD—Senior Clinical Counselor
- E. David Kuekes, MD—Psychiatrist
- Diana Littlefield, MS—Substance Abuse Counselor
- Kara Niccum, MS—Substance Abuse Counselor
- Tamara Richardson, PhD—Senior Clinical Counselor/Training Director
- Veronica Sutton, MS—Outreach Specialist
- Cindy Washington, MS—Clinical Counselor
- Anne Weese, 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

Office of Equal Opportunity

OSU is committed to improving the full and nondiscriminatory participation in all aspects of campus life for individuals with disabilities. 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 by identifying and reporting barriers and other access issues encountered throughout the University Community to the Office of Equal Opportunity. Any student who believes they have experienced discrimination on the basis of a disability can seek resolution through the Equal Opportunity Officer. For more information, contact the Office of Equal Opportunity, 408 Whitehurst, 405-744-9153, email address [eeo@okstate.edu](mailto:eeo@okstate.edu).

### Student Disability Services

Isabel Medina Keiser—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. In addition, students may exercise certain ADA appeal "rights" if dissatisfied with student services and or their academic accommodations (forms and procedures will be made available as requested).

### University Health Services

Chris Barlow, MHA—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 <http://uhs.okstate.edu/>. Failure to comply with these guidelines may prevent future enrollment.

**Tuberculosis Testing International Students.** All international students are required to be screened for tuberculosis prior to being allowed to complete initial enrollment. This screening must be completed at University Health Services. If screening indicates that TB testing be performed, the student will be 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 screened 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.

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 [uhs.okstate.edu](http://uhs.okstate.edu).

### Mandatory Health Insurance for Non-Immigrant Students

The Oklahoma State University Board of Regents requires that non-immigrant students maintain health insurance as a condition of enrollment. The premium for the Student Health Insurance Plan will be included with tuition and fees for all non-immigrant Oklahoma State University Students. Please note that Oklahoma State University Human Resources no longer accepts insurance waivers (even for those who have already purchased their own health insurance). All international students will be enrolled in the university's insurance. Questions regarding plan details and pricing should be directed towards Oklahoma State University Human Resources.

The insurance premium will be waived for students who provide documented evidence of health insurance coverage, including medical evacuation and repatriation, by an employer whose plan meets the standards of the Patient Protection and Affordable Care Act. Nonimmigrant students employed by OSU and eligible for the OSU employee insurance plan will not be covered by the student plan. Documentation of health insurance through OSU as an employee of OSU must be presented to Oklahoma State University Human Resources.

Students employed by OSU as either Graduate Teaching Assistants or Graduate Research Assistants may receive the Student Insurance Plan as part of their assistantship. Please inquire about that with the academic department in which the assistantship is located.

If you have an appointment as an OSU Graduate Teaching or Research Assistant, OSU provides the student health insurance policy for you. You will 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: <http://iss.okstate.edu/>.

### Department of Leadership and Campus Life

John Mark Day—Director, Department of Leadership and Campus Life  
 Ruth Loffi—Department of Leadership and Campus Life Administrative Associate  
 Brandon Mitts—Manager, Allied Arts and Special Events  
 Stephen Haseley—Manager, Center for Ethical Leadership  
 Dawson Metcalf – Coordinator, Camp Cowboy/Leadership Programming  
 Marie Basler—Coordinator, Non-Traditional Student Services  
 Kayla Loper—Coordinator, Student Union Programs  
 Haley Kurtz—Administrative Support, Allied Arts/SUAB  
 Joyce Montgomery—Coordinator, Service-Learning Volunteer Center  
 Ival Gregory—Assistant Director, Fraternity & Sorority Affairs  
 Ann Reightler—Coordinator, Fraternity & Sorority Affairs  
 Melisa Echols—Administrative Support, Fraternity & Sorority Affairs  
 Fran Gragg—Assistant Director, Campus Life  
 Tim Huff—Assistant Director, 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 Leadership and 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. The Department of Leadership and 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 Department of Leadership and Campus Life Center, 211 Student Union, insurance for OSU sponsored trips, notary public, registering posters, fliers and signs, 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.

Additional information about all our services is found at <http://campuslife.okstate.edu/>. The Department of Leadership and 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 <http://alliedarts.okstate.edu>.

### CampusLink

CampusLink is OSU's student organization database offering information about over 450 student groups at OSU, student development transcript and volunteer service recording. Every student should login to CampusLink and set up their profiles since this is also where all campuswide elections are held. To login, go to <https://campuslink.okstate.edu> and use your okstate.edu email and password.

### Fraternity & Sorority Affairs

Oklahoma State University's award winning 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 5,000 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 <http://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.) Also on campuslink at <https://campuslink.okstate.edu/organizations>

### International Students and Scholars

The Office of International Students and Scholars (ISS) provide assistance to more than 2,000 nonimmigrant students and scholars from more than 100 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, logistical support for special and nonacademic short term programs and development in China.

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, 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 requested.

ISS supports numerous events and activities through the sponsorship of the International Student Organization (ISO) that encourage American and international student integration as well as faculty and staff participation. ISS is located at 250 Student Union within the Department of Leadership and Campus Life. Find us at <http://iss.okstate.edu/>. ISO can be found at this link <http://orgs.okstate.edu/iso/>.

### 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 Department of Leadership and 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. Find us at <http://campuslife.okstate.edu/non-traditional-student-services/>

### 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), and the Leadership-in-Residence Speaker Series. Every spring semester as part of our recognition programs we acknowledge and celebrate leaders through the Oklahoma State University's President Leadership Recognition Reception. Find us at <http://leadership.okstate.edu/>.

### 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 <http://parents.okstate.edu>.

### Religious Life

Campus religious centers, supported by state and national church bodies specifically to serve the University community, provide opportunity for worship in both traditional and contemporary services; religious education commensurate with higher learning for the development of the whole person; counseling that maintains a spiritual basis for the cohesion and meaning of life; and social activities which allow relationships and life views to deepen. The 18 religious centers have strategic locations close to campus and, in addition to their own ministry, coordinate many of their efforts with each other, other campus religious organizations and the University administration through the Interfaith Council.

### Service Learning Volunteer Center

Since the Service-Learning Volunteer Center's inception in 1984, Oklahoma State University students have served at hundreds of non-profit agencies, building a reputation of civic responsibility within higher education and other communities in Oklahoma. Working together toward a common goal, the Service-Learning Volunteer Center has had an impact on communities worldwide. The focus of the Service-Learning Volunteer Center is to provide OSU students with opportunities that reflect academic needs and personal interests. Working with local, state and national non-profit agencies, students at Oklahoma State University are provided with opportunities to grow and excel through meaningful hands-on involvement in service, research and academic activities. 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. Through service-learning, students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs. The Service-Learning Volunteer Center continues to enrich lives of our community members through intergenerational and interpretive service projects. It is only through the exceptional spirit of volunteerism at Oklahoma State University that the SLVC records immense success in its programs and activities. With more than 230,000 hours of community service recorded, we continue to set and reach new goals.

Further information is available on the Internet at <http://volunteer.okstate.edu/>.

### 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 <https://campuslink.okstate.edu> to begin their transcript. You may contact the Department of Leadership and Campus Life at [campuslink@okstate.edu](mailto:campuslink@okstate.edu) for more information.

### Student Union Activities Board

SUAB is the premier programming board at Oklahoma State, enriching OSU through cultural, entertainment, and recreational activities. Students in SUAB coordinate events that are as diverse in nature as the students at OSU, such as major concerts, comedians, speakers, Cowboy Showcase, movies, Bingo, a Coffee House/Open Mic series and Pride Week, featuring Stillwater's only drag show and many other events. SUAB has five programming committees and five administrative chairs. It is one of the most active campus organizations at OSU. Find us at <http://suab.okstate.edu>.



# 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 recently implemented a SafeWalk program. Established on November 1, 2013, and staffed with trained Public Service Officers, the SafeWalk program promotes personal safety by offering free walking escorts to members of the OSU community to destinations within the campus grounds or within the Greek Neighborhood. A person can call the OSU Police Department's non-emergency number (405-744-6523) and request assistance or make a request directly to any Public Service Officer on duty. The SafeWalk program operates between the hours of 7:00 p.m. and 3:00 a.m. daily. In addition to the SafeWalk program, these Public Service Officers perform security checks of campus buildings and surrounding grounds, watching for criminal behavior or suspicious activity, and have direct radio contact with the law enforcement officers of the OSU 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 reviews in 1998 and continues its status after undergoing accreditation reviews in 2002, 2005, 2009, 2012 and 2015. The OSU Police Department is comprised of 34 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 98 emergency phones strategically located on campus. These phones, with immediate response from the police, have been in operation since 1979 and are still being copied by other universities.

Operating under a 1989 grant from the Oklahoma Highway Safety Office, the OSU police launched the program Campus Community Alcohol Safety Effort (C-CASE), aimed at promoting 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 [police.okstate.edu](http://police.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) 911 for emergencies, and the Orange Shield Safety App for both emergency and non-emergency, 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 situation, or 911 for emergencies if they do not have the Orange Shield Safety App. The Orange Shield Safety App directs emergency calls to the OSU Police Department when the user is on campus, and connects with the normal 911 center serving the location the caller is in, if the user is off campus. 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, call one of the police phone numbers, or use the Orange Shield Safety App. Either reporting method will stimulate the response of police, fire, ambulance, or other first responders. The Orange Shield Safety App also allows texting of pertinent information along with video or still images of crimes in progress or suspicious activity. The Orange Shield Safety App directs emergency calls to the OSU Police Department when the user is on campus, and connects with the normal 911 center serving the location the caller is in if the user is off campus. Crimes

in progress or suspicious activity can be reported anonymously through the Orange Shield Safety App. 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 [police.okstate.edu](http://police.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
- Orange Shield Safety App
- SafeWalk Program
- 24-hour preventive patrols
- Campus foot patrol by uniformed officers
- Police officer bicycle patrol
- Police officer Segway 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 34 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 property owned or operated by OSU. 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 and Segway 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 [police.okstate.edu](http://police.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 University Housing and Residential Life.** 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 University 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

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## Office of Student Conduct Education and Administration

### Campus Address and Phone:

328 Student Union, Stillwater, OK 74078

405.744.5470

**Website:** [studentconduct.okstate.edu](http://studentconduct.okstate.edu)

Oklahoma State University is committed to creating and maintaining a productive living and learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and valuing for the rights of others are essential to the educational process and to good citizenship. Attendance at Oklahoma State University is a privilege and students are expected to meet or exceed the University standards of conduct both on and off campus.

The purpose of the Student Code of Conduct is to educate students about their civic and social responsibilities as members of the University community. The Student Code of Conduct outlines University policies and procedures that all students are expected to adhere to during their time at OSU. Each student is responsible for reading the Student Code of Conduct in its entirety. It is available online at <http://studentconduct.okstate.edu/code> and in print from the Office of Student Conduct Education and Administration.

## Cowboy Community Standards

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

- **Integrity:** Oklahoma State University students are expected to exemplify honest, honor, and respect for the truth in all of their actions.
- **Community:** Oklahoma State University students build and enhance their community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community.
- **Social Justice:** Oklahoma State University students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.
- **Respect:** Oklahoma State University students must show positive regard for each other and for the community.
- **Responsibility:** Oklahoma State University students are expected to accept responsibility for their learning, personal behavior and future success, and students should appropriately challenge others to do the same. Students should use judgment, be trustworthy, and take personal responsibility for their actions.

## 1 is 2 Many

Oklahoma State University (OSU) takes acts of sexual harassment, which includes sexual violence, extremely seriously and believes that 1 victim is 2 many. Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at OSU. The university strongly encourages victims to report all acts of gender discrimination. Anyone can report instances of sexual harassment and sexual violence to Student Conduct in 328 Student Union or at 405-744-5470. For more information on sexual harassment or sexual violence visit: <http://1is2many.okstate.edu>.

All incoming students are required to complete sexual harassment and sexual violence training before enrolling in future semesters. Training can be complete online at <http://1is2many.okstate.edu>.

## OSU Alumni Association

The OSU Alumni Association engages alumni, students and friends to experience lifelong connections to the Alumni Association, Cowboy Family and Oklahoma State University.

The organization offers 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.

**Membership.** The OSU Student Alumni Association is the student membership program of the Alumni Association. With more than 3,000 members, SAA is the largest student group on campus. 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, exclusive T-shirts, networking opportunities and more.

Life memberships are available at a discounted rate of \$600 (\$400 savings) to students who opt in to a \$75/semester bursar charge for eight semesters. 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 memberships are also available for \$30 per year. Join as a life or annual member at [orangeconnection.org/saa](http://orangeconnection.org/saa).

**Student Alumni Board.** SAB is a leadership development organization sponsored by the Alumni Association. SAB serves as the governing body for the Student Alumni Association and acts as a liaison between the Alumni Association and the student body. SAB is responsible for planning SAA events, 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. Students interested may apply for SAB in January 2017 at [orangeconnection.org/sab](http://orangeconnection.org/sab).

**Tradition Keepers Program.** The Tradition Keepers Program is designed to educate students on the history and traditions of OSU. The program includes the Cowboy Legend book and mobile app with more than 80 traditions to complete and become a "True Cowboy." Printed Cowboy Legend books are available during New Student Orientation and at the OSU Alumni Center. Download the app to start your journey to becoming a True Cowboy at [OKStateTradition.com](http://OKStateTradition.com).

**Homecoming.** "America's Greatest Homecoming Celebration" has been presented each year by the OSU Alumni Association since 1920. It is run completely by more than 150 Homecoming student members with the collaboration of thousands in the Greek, residential life and student organization communities. Students interested in serving on a committee may apply for the Big Committee in September 2016 and the Steering Committee in January 2017 at [orangeconnection.org/homecoming](http://orangeconnection.org/homecoming).

**Class Rings.** Students with 60 or more credit hours are eligible to purchase an Official OSU Class Ring. The Alumni Association sponsors the ring program officially recognized by the university and hosts two ceremonies each year to present recipients with their rings. Visit [orangeconnection.org/ring](http://orangeconnection.org/ring) or call 405.744.3600 for more information.

**Student Awards.** The Alumni Association recognizes students for their scholarship, campus leadership and service to campus and community with the Seniors of Significance and Outstanding Seniors awards. Seniors are encouraged to apply in September 2016 at [orangeconnection.org/studentawards](http://orangeconnection.org/studentawards).

## 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

Joey Fronheiser, PhD—Vice President of Academic Affairs

Bradford Williams, MS—Vice President of Student Services

Robin Roberts Krieger, MS—Vice President of Business and Industry Training & Economic Development

Ronda Reece, MS—Vice President of Budget and Finance

Mike Widell, MBA—Vice President of Operations

Oklahoma State University-Oklahoma City (OSU-Oklahoma City) is a North Central Association accredited, state-assisted public college serving the technical education and training needs of Oklahoma. Located in the heart of

Oklahoma City, at the crossroads of Interstate 44 and Interstate 40, this campus enrolls approximately 6,000 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 today consisting of 110 acres, 14 buildings, a multistory parking facility and 307 full-time faculty and staff.

Taking pride in its student-centered approach to collegiate education and training, OSU-Oklahoma City offers:

- a bachelor of technology degree program,
- 28 associate in applied science degree programs with numerous areas of option,
- nine associate in science degree programs,
- nine certificate programs,
- ten embedded certificate programs,
- developmental education courses, and
- business and industry training.

Curriculum is designed in response to current business and industry needs, and with input from professionals who serve on advisory committees. All energies are directed toward one goal: blending academic and student support services to create a collegiate educational experience that addresses individual student goals and work-force needs.

### 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 (excluding any physical education courses), which will place the graduate on a career path. OSU-Oklahoma City offers 28 associate in applied science degree programs in six divisional areas:

#### Agriculture Technologies

Horticulture Technology  
Veterinary Technology

#### Business Administration

Accounting  
Management

#### Health Sciences

Cardiovascular Sonography  
Nurse Science  
Nutritional Sciences

#### Human Services

Crime Victim/Survivor Services  
Early Care Education  
Emergency Medical Services-Municipal Fire Protection  
Municipal Fire Protection  
Police Science  
Sign Language Interpretation

#### Liberal Arts

Applied Technology  
Graphic Design  
Technical Spanish/Translation and Interpretation

#### Science, Technology, Engineering & Mathematics (STEM)

Architectural Technology  
Computer Information Systems  
Construction Technology  
Electrical Power Technology  
Electronics Engineering Technology  
General Engineering Technology  
Information Technology  
Management Information System  
Power Transmission and Distribution Technology  
Renewable/Sustainable Energy  
Surveying Technology  
Wind Turbine Technology

### Associate in Science

The associate in science degree is a program designed for transfer to an upper-division bachelor's degree program. It 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.

This degree represents successful completion of a minimum of 60 credit hours (excluding any physical education courses). OSU-Oklahoma City offers nine associate in science degree programs:

- Agriculture Technologies
  - Horticulture Technology
- Business Administration
  - Enterprise Development- Reach Higher
- Health Sciences
  - Health Care Administration
- Human Services
  - Alcohol and Substance Abuse Counseling
  - American Sign Language
  - Police Science
- Liberal Arts
  - Enterprise Development - Reach Higher
  - Public Service
- Science, Technology, Engineering & Mathematics
  - Fire Protection & Safety Technology

**Philosophy.** OSU-Oklahoma City operates on 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,
- provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

**Mission.** Oklahoma State University – Oklahoma City develops and delivers collegiate -level career and transfer educational programs, professional development and support services that prepare individuals to live and work in an increasingly technological and global community.

#### **Institutional Effectiveness and Institutional Grants.**

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 support services. 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 Effectiveness 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 increasing global and technological society. In pursuit of this academic mission, the office also devotes time and effort in support of special projects related to research and funding.

Institutional Grants is dedicated to procuring grant funding to advance the university's strategic initiatives. This department supports faculty and staff members' efforts to develop, compose, and submit grant applications. Grant proposals are monitored through this office to ensure compliance with funding guidelines and reporting requirements.

#### **Functions of OSU-Oklahoma City.**

- Maintain an open-door policy, which will provide access to higher education for all eligible individuals, treating all students fairly and equally and with no discrimination, regardless of social, economic or academic background.
- Provide learning opportunities for students to complete a bachelor of technology degree, an associate in applied science degree, an associate in science degree or a certificate program primarily in technical education.
- Prepare students for upper-division academic study; when appropriate, participating in reciprocal and cooperative relationships with educational and various other types of institutions.
- Provide students the opportunity to acquire the knowledge and skills that will enable them to accomplish specified career or personal education goals.
- Provide a developmental studies program to enable students to be successful at the college level.
- Provide a complete student services program, including academic advisement, career planning and placement, enrollment management, counseling services, judicial programs and services, admissions and records, minority student programs and services, veteran services, disability services, student life, financial aid, assessment, student support services, job placement, family resource center and wellness services.
- Conduct classes, workshops, seminars and conferences to accommodate the needs of local business, industry and community groups on a non-credit basis.
- Engage in a continual campus-wide program of assessment and improvement, including regular systematic review of program and funding sources, conduct long- and short-range planning, and provide and encourage faculty and staff development activities to meet stated goals and improve

efficiency and effectiveness.

For further information, visit [www.osuokc.edu](http://www.osuokc.edu).

## **OSU Institute of Technology**

Bill R. Path, EdD—President

Scott Newman, EdD—Vice President, Academic Affairs

Jim Smith, MS—Vice President, Fiscal Services

Ina Agnew, PhD—Vice President, Student Services

Oklahoma State University Institute of Technology (OSUIT) 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 and/or Bachelor of Technology degrees.

The institution's core curriculum is as diverse and innovative as its student body. Through OSUIT, individuals receive the comprehensive education required to prepare them as competitive members of a world-class workforce and contributing members of society. Unique in Oklahoma, the Okmulgee campus blends the best of emerging technologies, and general education coursework to prepare students for rewarding careers in business and industry. Each program is carefully reviewed twice each year by teams of industry and business advisors to ensure course content and instruction remain current and relevant. Students enjoy a low student-to-faculty ratio, an emphasis on hands-on learning, and instruction by industry-experienced faculty.

Significantly contributing to OSU Institute of Technology's uniqueness and success is its extensive array of business and industry partnerships. Many national and international corporations have chosen to partner with OSUIT and support the University and its students through scholarships, training aids and equipment. Students benefit by having greater access to these sponsoring partners and employers at graduation and students in most programs of study also participate in internships. These closely monitored, authentic work experiences in business and industry are directly related to students' disciplines and offer students the opportunity to apply their new knowledge and skills in a real world setting. In addition, most OSUIT interns receive pay during their internships.

OSU Institute of Technology also works collaboratively with a broad range of educational partners—including K-12 systems and career technology centers, as well as other colleges and universities—in the development and facilitation of robust career and educational pathways to and from OSUIT

Several industry certifications and program accreditations attest to the quality of instruction at OSUIT. The Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) as well as the Oklahoma Board of Nursing (OBN). The Orthotics & Prosthetics program is accredited by the National Commission on Orthotic and Prosthetic Education (NCOPE), which serves in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Bachelor of Technology in Civil Engineering Technology program is accredited by the Accreditation Board for Engineering and Technology (ABET) Engineering Technology Accreditation Commission. The Automotive Service Technologies and Collision Repair Technology programs are certified by the National Automotive Technicians Education Foundation (NATEF) and maintain Automotive Service Excellence (ASE) certifications.

The combination of the University's high-quality educational programs, business and industry partnerships, internship programs, and modern, well-equipped instructional facilities, ensure OSU Institute of Technology graduates are highly marketable and competitive. Job placement for OSUIT graduates is among the highest in Oklahoma, with many receiving several job offers prior to graduation.

The University's educational programs are divided into ten academic schools, most with multiple instructional programs. Programs offered include:

- School of Arts & Sciences: Associate in Science degrees in Allied Health Sciences, Business, Enterprise Development, and Pre-Education;
- School of Automotive Technologies: Associate in Applied Science degrees in Automotive Collision Repair Technology and Automotive Service Technologies (a general technician degree and multiple manufacturer-specific degrees are available);
- School of Construction Technologies: Associate in Applied Science degrees in Air Conditioning & Refrigeration Technology, Construction Technologies (with options in Construction Management and Electrical Construction), and High Voltage Lineman;
- School of Culinary Arts: Associate in Applied Science degree in Culinary Arts;
- School of Diesel & Heavy Equipment: an Associate in Applied Science degrees in Diesel & Heavy Equipment (a general technician degree and multiple manufacturer-specific degrees are available);
- School of Energy Technologies: Associate in Applied Science degrees in Natural Gas Compression, Pipeline Integrity Technology, and Power Plant Technology;
- School of Engineering Technologies: Associate in Applied Science degrees in Civil Engineering/Surveying Technologies, Engineering Graphics &

Design Drafting Technologies, Engineering Technologies (with options in Electrical/Electronics Technologies, Electromechanical Technologies and Instrumentation Technology), Manufacturing Technologies, and Watchmaking & Microtechnology, as well as Bachelor of Technology degrees in Civil Engineering Technology and Instrumentation Engineering Technology;

- School of Information Technologies: Associate in Science, Associate in Applied Science, and Bachelor of Technology degrees in Information Technologies;
- School of Nursing & Health Sciences: Associate in Applied Science degrees in Nursing, and Orthotics & Prosthetic Technologies;
- School of Visual Communications Technologies: Associate in Applied Science degrees in 3D Modeling & Animation, Graphic Design Technology and Photography Technology.

OSU Institute of Technology operates on a year-around, academic calendar, with classes offered during three full semester terms each year. New academic terms typically begin in early September, early January and late April. The college participates in both national and state financial aid programs. The deadline for financial aid applications, and most University scholarship application, is March 1.

Oklahoma State University Institute of Technology is located at 1801 East Fourth Street, Okmulgee, Oklahoma 74447-3901. The toll free phone number at OSUIT is 800.722.4471. Further information is available at [go.osuit.edu](http://go.osuit.edu).

## 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 or other area two-year colleges. Students should consult an OSU-Tulsa academic advisor for a list of transferable courses. 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 either the academic degree program of choice or as a non-degree seeking student. 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](http://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 courses with course numbers beginning with 0) or undergo additional testing to determine the level of readiness for college level work. Students must pass developmental courses within the first 24 hours attempted or have all subsequent enrollments restricted to developmental 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 developmental 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.

Overall Hours Attempted (total retention/graduation hours attempted)	Minimum Overall Grade-Point Average Required (retention/graduation GPA)
0 through 30	1.70
31 or more	2.00

Any student not maintaining an overall GPA as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a current term (semester) GPA of 2.00, not to include physical education activity (leisure) or developmental 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



an overall 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.

See Academic Regulation 6.4: Grade-Point Average Calculations for a description of overall and current term GPA calculations. 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 Regulation 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 current term (semester) GPA of less than a 2.00 in regularly-graded course work not including physical education activity (leisure) or developmental courses, and the overall grade-point average falls below the following. See Academic Regulation 6.4: Grade-Point Average Calculations for a description of overall and term GPA calculations.

Total Overall Hours Attempted (total retention/graduation hours attempted)	Minimum Overall Grade-Point Average Required (retention/graduation GPA)
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 overall (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 current term (semester) GPA at the end of each term or must raise the overall (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 current term (summer semester) GPA, or raise the overall (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](http://registrar.okstate.edu)).

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

Semester Time Period*	Course Grade	Course-Related Tuition/Fee Refund
Before term begins (cancellation)	No transcript record	100% refund
First 6 days	No transcript record	100% refund
Days 7-10	"W"	Partial refund
Weeks 3-12	"W"	No refund
Weeks 13-14	"W" or "F" as assigned by instructor	No refund
Weeks 15-16	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 earned
Sophomore	28 to 59 semester credit hours earned
Junior	60 to 93 semester credit hours earned
Senior	94 or more semester credit hours earned

These hours are calculated based on overall (retention/graduation) 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.

**Doctoral Candidacy Enrollment Requirements.** Doctoral students who have completed the requirements for admission to doctoral candidacy and had their "Admission to Doctoral Candidacy" form approved by the Graduate College may enroll for a minimum of at least two credit hours during any term and be considered full-time. This post-candidacy reduced enrollment option applies to all qualified graduate students, including GTAs, GRAs, international students and veterans receiving VA benefits. A student is normally expected to enroll primarily in research hours or in program-approved courses after being admitted to doctoral candidacy.

**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.** In keeping with State Regents policy, every OSU undergraduate degree includes a 40-credit-hour general education core that meets the requirements specified in the following table. Degree requirements may exceed the minimum criteria stated below. Courses that carry general education designations are identified in student information system and the Course Descriptions section of the *Catalog*. Physical education/leisure activity courses may not be used to meet general education requirements.

General Education Area	General Education Designation	Required Minimum (at least 40 credit hours total)	Courses and Notes (See degree plans for details)	Specific Required General Education Courses on Degree Plans
English Composition	--	6 credit hours	See Academic Regulation 3.5	Courses are specified on all degree plans as required by OSRHE and OSU policy
American History	--	3 credit hours	HIST 1103, 1483, or 1493	
American Government	--	3 credit hours	POLS 1113	
Analytical and Quantitative thought	A	3 credit hours of mathematics	MATH or STAT prefix with A designation	Course may be specified on degree plans
Humanities	H	6 credit hours	Courses with H designation	Generally degree plans do not require specific courses (see exception below); Students are allowed to choose any courses that meet the area requirements for these 15 credit hours
Social and Behavioral Sciences	S	3 credit hours	Course with S designation	
Natural Sciences	N	6 credit hours	Courses with N designation; One course must also carry the L designation	
Scientific Investigation (Laboratory Science)	L	1 course	See Natural Sciences	
Diversity	D	1 course	Course with D designation; No minimum credit hour requirement; Institutional policy, not required by the State Regents; Unless the D course also carries an A, H, S, or N, it is not included in the minimum 40-credit-hour general education total.	
International Dimension	I	1 course	Course with I designation; No minimum credit hour requirement; Institutional policy, not required by the State Regents; Unless the I course also carries an A, H, S, or N, it is not included in the minimum 40-credit-hour general education total.	
Additional General Education Courses	A, H, S, or N	10 credit hours to reach total of 40		Degree plans may specify courses for these 10 hours

OSU degree plans are designed to allow maximum flexibility within general education areas H, S, N, L, D, and I, so students may select the courses they take to fulfill these requirements. No more than 10 general education credit hours should be specific required courses on a degree plan, as indicated in the last row of the table above. Departments/Colleges may request an exception from the Office of Academic Affairs to specify more than 10 hours, but such exceptions would generally be approved only in the case of formal written external accreditation or certification requirements.

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. (See also Academic Regulation 3.6.)

For students who earn an Associate of Arts or Associate of Science degree from another college or university within the Oklahoma State System, the lower-division general education requirement of the baccalaureate degree shall be the responsibility of the institution awarding the associate degree, providing the general education requirements specified by the State Regents are met. OSU may, with the approval of the State Regents, require that transferring students complete additional general education work for the degree if such additional work is programmed as a part of the upper division requirements of the degree program.

The Oklahoma State Regents for Higher Education require computer proficiency prior to graduation. The use of computers is an integral part of every OSU 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 graduation application. (See Academic Regulation 7.8 Graduation 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/concentration is different. For example, it is not possible to earn both a BS degree in Sociology with concentration in Anthropology and a BS degree in Sociology with concentration in Applied Sociology. Completion of requirements for more than one concentration may be noted on the official transcript, but a second degree will not be awarded.

**Second Graduate Degrees.** The Oklahoma State Regents for Higher Education (OSRHE) do not allow students to obtain a second degree in the same "major" as the first degree, even if the options/concentrations are different. For example, it is not possible to earn both an MS degree in Physics with a concentration in Medical Physics and an MS degree in Physics with a concentration in Optics and Photonics. Completion of requirements for more than one concentration may be noted on the official transcript, but a second degree will not be awarded. Additionally, because of the OSRHE requirement for a coursework common core within a master's degree options, it should not be assumed that obtaining an additional option/concentration within the same degree program and level will be possible. Careful discussions and planning with the Graduate Program Coordinator prior to admission is imperative, if such study is desired.

**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/concentration. The minor may not duplicate the degree major or concentration (for example, a student who earns a BA in Art with an Art History concentration 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 to the instructor a written request to take the affected exam at a different time at least two weeks prior to the beginning of final exam week. In seeking to provide relief to the student, the instructor may request that the student provide a copy of his or her schedule to confirm the difficulty. The instructor 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 instructor's department head.

#### 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 be recorded on a student's OSU transcript with a neutral grade of "CBE-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 accepts 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 DSST exams (DANTES Subject Standardized Tests) for active veteran and dependent military personnel.

Students who wish to establish credit for military training should request and submit a copy of their JST (Joint Services Transcript) and/or a DSST transcript to the Office of Undergraduate Admissions for evaluation.

**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 NCCRS (National College Credit Recommendation Service, formerly National PONS).

**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 as listed in the Course 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 overall (cumulative retention/graduation) 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. 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 in the Course Catalog. A student must perform additional assignments at an intellectual level commensurate with graduate level 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. Separate class sections are offered for undergraduate and graduate credit, but the sections may be crosslisted (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	100% refund
Days 7-10	"W"	Partial 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 "F1" 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 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](http://registrar.okstate.edu).

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

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

**5.10 Payment of Tuition and Fees.** Oklahoma State University (OSU) combines enrollment costs and charges from different areas on campus into one consolidated student account. By enrolling/registering in classes, students accept the responsibility of the costs associated with the courses unless dropping/withdrawal occurs 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. A billing email notification is sent to the student's OSU email address at the beginning of each month when the billing statement is available to view online. An alternate email address can be added via O-Key. Your alternate email should be a private, reliable, non-OSU email address. Your OSU email is still considered to be the primary source for receiving electronic communications from the University; providing an alternate email allows an additional way to receive private communication from the University. If someone other than the student should also receive billing notifications, an authorized user email address may be set up by the student through Student Self Service at <http://my.okstate.edu> by clicking on the bursar section. You may also set up an alternate email in the bursar account center module. Authorized user login access is located through the bursar website at <http://bursar.okstate.edu>.

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 Student Self Service at <http://my.okstate.edu/>. Failure to view a bill does not relieve the student of his/her financial obligation. It is the student's responsibility to update addresses and phone numbers at the University. Miscellaneous charges (such as books/supplies) may occur throughout the semester, often after financial aid has 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 as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families (authorized users) 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. The Payment Plan is available online each semester. The student can sign-up online via Student Self Service at <http://my.okstate.edu/> by clicking on the bursar section. It is important to designate a parent under the authorized user tab by entering their email address for access to the payment plan enrollment. September 15th is the deadline to enroll in the Fall plan and February 15th is the deadline to enroll for the Spring plan. Summer enrollment is not eligible for the plan. There is a \$25 non-refundable application fee due at the time of application each semester. If the student is participating in the 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. Payment plan participants receive installment payment due notifications in separate emails from the monthly billing notification. The monthly billing notification informs payment plan participants of the total monthly billing statement amount for informational purposes.

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. 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 the student's federal or institutional financial aid or third-party sponsor payment 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 by the set due date. Consent is assumed that communication via all phone numbers, including cell phones, provided to the University as a source of contact could occur. This includes contact from its agents, representatives, and attorneys (including collection agencies) for purposes of collecting any portion of your account financial obligation which is past due. The University reserves the right to request prepayment before allowing registration for future terms based upon previous actions.

**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](http://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. Additional consequences and/or requirements for graduate students receiving "C," "D," and "F" grades also exist in most graduate programs. Irrespective of letter grades received, an overall 3.00 GPA must be maintained. See the "Graduate College" section of the *Catalog*.

Undergraduate	Graduate
Grade "A" Excellent	Grade "A" Excellent
Grade "B" Good	Grade "B" Good
Grade "C" Average	Grade "C" Passing
Grade "D" Below average	Grade "D" No Graduate Degree Credit
Grade "F" Failure	Grade "F" No Graduate Degree Credit

**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](http://academicintegrity.okstate.edu))

**"Incomplete" Grade.** This grade is given to a student who satisfactorily completes the majority of course work (i.e., material amounting to more than 50% of the course grade as outlined in the course syllabus) and whose work averaged "D" or better, but who has been unavoidably prevented from completing the remaining work of the course. This grade is considered temporary. The instructor should convey to the student the conditions the student must fulfill in order to complete the course. The instructor will submit a final grade of "I" along with an incomplete final/default grade. The default is the projected grade the student would earn if he or she received a zero for the remaining course work. Grades of "A," and "SR" are not permitted for the default grade, and an instructor may not require the student to repeat the course to remove the incomplete.

The 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 incomplete grade on the transcript is changed to reflect the final grade for the course. Any course in which none of the remaining requirements are fulfilled will, after one year, have the incomplete grade changed to the default grade. 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 incomplete final 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 developmental courses in English, mathematics, reading, and science. On the transcript, developmental courses are designated by "DEV" preceding the grade, such as "DEV-S." These grades count in attempted hours, but not in earned hours. They are not included in GPA calculations and do not satisfy degree requirements.

**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 "CBE" preceding a grade.** Grades for credit by exam (P or S) are designated on the transcript by "CBE" preceding the grade, such as "CBE-P." These grades count in attempted and earned hours, but they are not included in GPA calculations.

**Mark of "PA" preceding a grade.** Grades for performance/activity (leisure) courses are designated on the transcript by "PA" preceding the grade, such as "PA-B." These grades count in attempted hours, but not in earned hours, and they are not included in GPA calculations. Limitations exist on applying these courses toward 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 Calculations.** 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. In addition, the following courses are excluded from GPA calculations: developmental courses, physical education activity (leisure) courses, and courses repeated (with an original grade of "D" or "F") or relieved/renewed based on State Regents policy. (See Academic Regulation 6.13 Academic Forgiveness.)

*Effective Fall 2016, GPA terminology changed with the transition to a new student information system. Both the new and old terminology are included below to assist with the transition.*

**Overall (formerly Retention and Graduation) Grade-Point Average.** All OSU and transfer courses in which a student has a recorded grade are included in the calculation, excluding the courses described in the introductory paragraph.

**Total Institution Grade-Point Average.** This GPA is calculated in the same manner as the Overall GPA but includes only OSU (institutional) courses.

**Total Transfer Grade-Point Average.** This GPA is calculated in the same manner as the Overall GPA but includes only transfer (non-OSU) courses.

**Current Term (formerly Semester) Grade-Point Average.** This GPA is calculated in the same manner as the Overall GPA but includes only the courses for a single term (spring, summer, or fall). Transcripts for students with enrollment from OSU and another institution during the same term will display two current term GPAs—one for each institution.

**[Effective Fall 2016] Cumulative Grade-Point Average.** This GPA displays on the transcript after each OSU term and is calculated in the same manner as the Total Institution GPA but is based only on OSU courses for that term and all previous OSU terms.

**[Prior to Fall 2016] Cumulative Grade-Point Average.** All courses in which a student had a recorded grade were included in the calculation, including physical education activity (leisure) courses and forgiven courses.

**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 on Self Service to students and their academic advisers.

**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 earned 28 or more semester credit hours;
- b. have at least a 2.50 overall grade-point average;
- 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 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 Self Service.

**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 undergraduate students who complete at least 12 earned OSU credit hours during a fall or spring semester with a current term semester (not overall) grade-point average of 4.00 (i.e., all "A"s) are placed on the President's List of Distinguished Students. 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 Calculations.)

**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](http://academicintegrity.okstate.edu))

**6.13 Academic Forgiveness (Undergraduates).**

**Repeated Courses.** A student shall have the prerogative to repeat a course and have only the second grade, even if it is lower than the first grade, included in the calculation of the overall (retention/graduation) grade-point average 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 along with a notation indicating whether the course is included in or excluded from the 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.

**Academic Reprieve.** A currently enrolled or former OSU 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 (A, B, C, D, F) course work (a minimum of 12 hours) excluding physical education activity or performance courses since the semester requested to be reprieved; (c) the student has not previously been granted an academic reprieve or renewal; (d) there were extenuating circumstances which caused the student to perform poorly during the semester. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour degree requirements.

**Academic Renewal.** A currently enrolled or former OSU student may request an academic renewal for all courses taken prior to a specified date 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 (A, B, C, D, F) course work (a minimum of 12 hours) excluding physical education 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 previously been granted an academic reprieve or renewal. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

**Requests for Reprieve or Renewal.** A student may request an academic reprieve or renewal by submitting an Academic Reprieve or Renewal Petition to Academic Affairs. A committee appointed by Academic Affairs reviews each request and approves or denies a request based on the conditions stated above and the committee's judgment concerning the extenuating circumstances reported by the student. Courses that are reprieved or renewed remain on the student's transcript but are excluded from the overall (retention and graduation) grade-point average and identified as such on the transcript. See also OSU Policy 2-0820, Academic Forgiveness for Undergraduate Students.

**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 and Pre-law Students.** Students who complete at least 90 semester credit hours in a recognized premedical science or pre-law preparatory program and are admitted 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,

podiatry, and law, will be awarded the appropriate baccalaureate degree upon the successful completion of 30 semester credit hours in professional school 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 developmental courses may not count toward total hours.

**7.5 Grade-Point Average for Graduation.** An overall (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 developmental 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 Graduation Application.** All degree candidates must submit a graduation application (online via Self Service) before or during their final semester to be eligible for graduation. Undergraduates must be classified as a senior before they can submit a graduation application, and graduate students must have filed an approved Graduate Clearance Form with the Graduate College before they are eligible to submit a graduation application.

Students must submit their graduation 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 graduation application for the summer term, but are invited to participate in the spring commencement ceremony.

Students whose graduation application has become inactive (due to not meeting degree requirements, changing a component of their degree program, or other factors) will be required to submit a new graduation application via Self Service. Graduation applications do not automatically roll to the next term if degree requirements are not met. Contact the Registrar's Office if assistance is needed.

**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 overall (retention/graduation) grade-point average. (See also Academic Regulation 6.4 Grade-Point Average Calculations) The level of distinction added to the diploma and transcript is:

Overall (retention/graduation) 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.