University Academic Regulations

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

1. ADMISSION, ACADEMIC STANDING AND WITHDRAWAL
   1.1 Admission of Freshmen. Policies and procedures governing the admission of new freshmen are detailed in another section of the Catalog. (See "Undergraduate Admissions.")
   Assessment/Course Placement. To help insure that students possess the skills necessary to be successful in college, the Oklahoma State Regents for Higher Education require students to obtain a 19 ACT subject area score(s) in science reasoning, mathematics, and English to enroll in course work in the respective subject area(s). Students must score 19 or higher in reading to enroll in courses that require extensive reading. Students scoring below 19 will be required to remediate in the discipline area (UNIV 0023, 0113, 0123, 0133, or 0143) or undergo additional testing to determine the level of readiness for college level work. Students must pass remedial courses within the first 24 hours attempted or have all subsequent enrollments restricted to remedial courses until the deficiencies are removed. If a student fails to remediate in a single subject within the 24 hour limit and is in good academic standing, the adviser and dean may recommend to the Provost that the student be allowed to continue to enroll in college level courses in addition to remedial courses.
   1.2 Admission of Transfer Students. Policies and procedures governing the admission of transfer students are detailed in another section of the Catalog. (See "Undergraduate Admissions.")
   1.3 Admission to Certain Professional Programs. Admission to certain programs as approved by the University may be restricted. (See "Undergraduate Admissions" and appropriate college sections in the Catalog.)
   1.4 English Proficiency Requirement. As a condition of admission to undergraduate study at OSU, all persons for whom English is a second language shall be required to present evidence of English proficiency. (See "Undergraduate Admissions.")
   1.5 Satisfactory Academic Progress. Students not under academic suspension from the University are judged to be making satisfactory progress toward their educational objectives. They are eligible to enroll in any of the undergraduate colleges except as may be restricted. (See Academic Regulation 1.3 Admission to Certain Professional Programs.)
   1.6 Good Academic Standing and Scholastic Requirements for Continuing Enrollment of a Student Under Academic Probation in an Undergraduate College. Undergraduate students must meet the GPA requirements below to be in good academic standing. Each college, department, or academic program within OSU may require higher standards for admission, retention, or good academic standing.

<table>
<thead>
<tr>
<th>Total retention/graduation</th>
<th>Minimum retention/graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>hours attempted</td>
<td>grade-point average required</td>
</tr>
<tr>
<td>0 through 30</td>
<td>1.70</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Any student not maintaining a retention/graduation GPA as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.00, not to include activity or remedial courses, or meet the minimum standard required above, in order to continue as a student.
First year students (30 or fewer credit hours, as defined by OSRHE policy) with a retention/graduation GPA of 1.70 to less than 2.00 will be placed on academic notice. These students should remain in contact with their student academic service offices regarding special academic support services and procedures.

All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes, excluding any courses repeated or reprinted, and excluding remedial courses and physical education activity courses. These calculations are made three times per year, to coincide with the conclusion of the fall and spring semesters, and the collective summer term. Graded courses are included in the calculation, and minimums are carried forward and must be met by the next calculation. (See also Academic Regulations 6.4 Grade-point Average Calculating and 6.13 Academic Forgiveness.)

A student enrolling on probation should seek help from an academic adviser and a counselor in the University Counseling Services when deciding on an academic load and extracurricular activities.

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

<table>
<thead>
<tr>
<th>Total retention/graduation hours attempted</th>
<th>Minimum retention/graduation grade-point average required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 30</td>
<td>1.70</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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 immediately appeal the suspension 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 summer semester may appeal the suspension by submitting an official transcript from the institution. Procedures and deadlines for appealing may be obtained from the Office of Academic Affairs.

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

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

A student suspended from OSU at the end of the spring semester may continue in the summer semester at OSU if this spring suspension was the student’s first suspension. The student must complete a minimum of six hours during the fall or spring semester and two hours during the summer semester to be eligible for full-time status. The student must achieve a 2.00 semester GPA or raise the retention/graduation GPA to the OSRHE standard, in order to continue in the subsequent fall semester. The student should contact his or her dean’s office for additional information and restrictions. (See also Academic Regulations 1.6 Academic Suspensions.)

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 Enrolment 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 a student 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. Expiration of 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 website (registrar.okstate.edu).

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

<table>
<thead>
<tr>
<th>Semester Time Period</th>
<th>Withdrawal Transcript Notation for the Semester</th>
<th>Course Grade</th>
<th>Course-Related Tuition/Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before term begins (cancellation)</td>
<td>No transcript record</td>
<td>No transcript records</td>
<td>100% refund</td>
</tr>
<tr>
<td>First 6 days</td>
<td>&quot;Withdrawn&quot;</td>
<td>No transcript record of individual courses</td>
<td>100% refund</td>
</tr>
<tr>
<td>Days 7-10</td>
<td>&quot;Withdrawn&quot;</td>
<td>&quot;W&quot;</td>
<td>Partial refund</td>
</tr>
<tr>
<td>Weeks 3-12</td>
<td>&quot;Withdrawn&quot;</td>
<td>&quot;W&quot;</td>
<td>No refund</td>
</tr>
<tr>
<td>Weeks 13-14</td>
<td>&quot;Withdrawn&quot;</td>
<td>&quot;W&quot; or &quot;F&quot; as assigned by instructor</td>
<td>No refund</td>
</tr>
<tr>
<td>Weeks 15-16</td>
<td>No withdrawal option</td>
<td>Final grade as assigned by instructor</td>
<td>No refund</td>
</tr>
</tbody>
</table>

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

2. STUDENT STATUS

2.1 Classification of Students. Undergraduate classification is determined by the criteria below:

- **Freshman:** fewer than 28 semester credit hours passed
- **Sophomore:** 28 to 59 semester credit hours passed
- **Junior:** 60 to 93 semester credit hours passed
- **Senior:** 94 or more semester credit hours passed

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

2.2 Full-Time Students. Undergraduate students who are enrolled in 12 or more semester credit hours (six or more for the summer session) are classified as "full-time" students. Graduate students enrolled in nine or more semester credit hours (four or more for the summer session) are classified as "full-time." Credit hours offered through correspondence study are not counted toward full-time status, unless the course is independent study taken through regular enrollment.

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

A student holding a 0.50 FTE Graduate Teaching/Research Associate/Assistant (GTA, or GRAs) appointment who is enrolled in a minimum of six hours during the fall or spring semester and two hours during the summer semester will be certified as a full-time graduate student. Any FTE appointment less than 0.50 requires nine hours of enrollment for the fall or spring semester and four hours of enrollment for the summer semester in order for the student to be classified as a full-time student. There is no reduction in credit hour requirements in the final semester of enrollment for GTAs or GRAs.

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

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

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

3. UNDERGRADUATE DEGREE REQUIREMENTS

3.1 Date of Matriculation. A student's matriculation date is associated with his or her first term after high school graduation as an admitted student in an accredited institution of higher education. That date will be used in calculating the time limit for the use of a given plan of study.

3.2 Changes in Degree Requirements. A student generally follows the degree requirements associated with his or her matriculation year. Although the curriculum may be revised before a student graduates, students will be held responsible for the degree requirements in effect at the time of matriculation and any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation. A student has the option...
of adopting the new degree requirements that have been established since matriculation. The time limit for following a given undergraduate degree program is six years. Time limits for graduate degrees are described under "Academic Regulations" in the "Graduate College" section of the Catalog.

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

3.4 General Education Requirements. Although the University has a general education program, each college determines and publishes the general education requirements for its degree programs. College requirements may exceed the minima for general education established by the University, which are 40 semester credit hours (exclusive of physical education activity courses by OSHRE policy).

a. six semester credit hours of English composition;
b. three semester credit hours of American history (HIST 1103 or equivalent), and three semester credit hours of American government (POLS 1113);
c. at least six semester credit hours in each of the approved general education designated areas of Analytical and Quantitative Thought (A), Humanities (H), Natural Sciences (N), and Social and Behavioral Sciences (S) (at least three hours of Analytical and Quantitative Thought must be earned in a general education Math course);
d. at least one course designated as International Dimension and one course in Scientific Investigation and, beginning in Fall 2008, one Diversity course.

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

Courses used to fulfill general education requirements are identified by code letters that appear preceding the course titles listed in the back of the Catalog and in the class schedule. The code letters designate the general education category for which the course may be used:
A  Analytical and Quantitative Thought
D  Diversity
H  Humanities
I  International Dimension
L  Scientific Investigation
N  Natural Sciences
S  Social and Behavioral Sciences

General education courses are also identified in the Student Information System (SIS) and on the Internet site maintained by the Office of the Registrar at registrar.okstate.edu.

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

a. successfully completing a high school computer science course that meets State Regents' high school curricular requirements;
b. satisfying an institution's computer proficiency assessment; or
c. successfully completing college-level course work that the institution designates.

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

3.5 English Composition Requirement. The University requires a minimum of six semester credit hours in English composition for a baccalaureate degree. The required sequence of courses is ENGL 1113 and ENGL 1213. For those who qualify, ENGL 1123 or 1313 may be substituted for ENGL 1113. Students who earn an "A" or "B" in ENGL 1113 (or ENGL 1123 or 1313) 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 degree requirements.

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

3.8 Changing Majors. Students are advised to select a specific major no later than the end of the sophomore year. Students on probation or not making satisfactory progress toward a degree, may change majors only with the approval of the dean of the college in which they wish to pursue a different degree. Students should contact the office of Student Academic Services of his or her college concerning procedures and forms to change majors and/or minors.

3.9 Deadline for Completion of Requirements. Degrees are conferred only on specific commencement dates. If a student completes requirements for a degree after a commencement date, the degree will be granted at the next scheduled commencement after the student files a diploma application. (See Academic Regulation 7.8 Diploma Application.) The student may request a certified statement of completion of graduation requirements from the Office of the Registrar.

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

3.11 Double Majors and Minors. A double major can be earned by satisfying the field of concentration requirements for the second major and any additional departmental requirements. If the general education courses are met from one college, they do not need to be met for the second major if it is in another college. The second major does not necessarily require 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 awarded while the student's transcript shows that he or she is in-progress. An additional minor must be earned in an academic field other than the student’s declared degree option. The minor may not duplicate the degree major or option (for example, a student who earns a BA in Art with an Art History option may earn a minor in Studio Art but not Art History).

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

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

Additional information may be obtained from the student services office of each college or the Office of Academic Affairs.

3.13 Final Exam Overload. In the event that a student has three or more final exams scheduled for a single day, that student is entitled to arrange with the faculty member instructing the highest numbered course (based on the 4-digit course number) to reschedule that examination at a time of mutual convenience during final exam week. (Common final exams are not among those to be rescheduled unless two common exams are scheduled at the same time.) The affected student should submit to the instructor a written request to take the additional exam at a different time or 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. 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.

a. credit earned by examination will not be placed on a student's transcript unless he or she is currently enrolled and has successfully completed 12 or more semester hours of academic credit at OSU;

b. credit will be recorded with a neutral grade of "P" (Pass) if the student earns the equivalent of a "C" or better on the examination. No grade is recorded if the student fails the exam;

c. 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).

d. 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:

a. be enrolled at OSU;

b. have taken an Advanced Standing exam over the course within the preceding six months;

c. receive the approval of the head of the department and the associate dean in which the course is offered;

d. present a valid student I.D. at the examination.

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

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

Students who wish to establish credit for military training should submit a copy of their DD214, Armed Forces of the United States Report of Transfer or Discharge, or their DD295, Application for the Evaluation of Educational Experiences During Military Service, to the Office of Undergraduate Admissions. Course Completion Certificates may be used to supplement other records or when service schools are not reflected on the DD214 or 295.

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

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

4.7 Graduate Credit Hours for a Senior. An OSU undergraduate senior may take a limited number of courses for graduate credit toward an OSU degree program. The credits may not be utilized for both a baccalaureate degree and a graduate degree. The courses that may be approved for graduate credit (denoted by an asterisk next to the course number as listed in the Catalog) are listed in the "Catalog of Graduate Programs." 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:

1. Students must have a minimum cumulative graduation/retention undergraduate GPA of 3.00.

2. The total enrollment must not exceed 18 credit hours for a regular semester or nine credit hours for a summer session.

3. 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.

4. Admission to courses taken for graduate credit must have approval of the course instructor, the director of the undergraduate student services office associated with the student's major, and the dean of the Graduate College.

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

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

4.9 Foreign Language Credit for Native Speakers. A native speaker of a foreign language cannot enroll in or earn credit toward graduation in lower-division (1000- or 2000-level) courses in that language. A native speaker of a foreign language is defined as a person whose high-school level instruction was conducted principally in that language. Native speakers may occasionally have valid reasons for establishing credit in a lower-division course. Requests for such consideration should be directed to the dean of the student's college for recommendation to the head of the Department of Foreign Languages and Literatures.

5. ENROLLMENT

5.1 Course Numbering System. All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive to student classification; the second and third digits identify the course within the field; and the last digit indicates the number of semester credit hours the course carries. For example, a course numbered 1123 should be interpreted as a freshman,
or beginning, level course carrying three hours of credit. A course number beginning with zero indicates that the course does not carry University credit. A course number ending in zero indicates that the course carries variable credit.

Graduate Sections of Mixed Credit 3000 or 4000-Level Courses (Undergraduate courses that are approved for graduate credit). Some courses have been approved to be offered for both undergraduate and graduate credit. These 3000 and 4000-level courses are identified by an asterisk next to the course number in the Catalog. A student must perform 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. Beginning fall 2010, mixed courses which are available for both undergraduate and graduate credit are identified as to which type of credit is being offered through the use of different section numbers for each type of credit.

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

5.2 Maximum Semester Credit Hour Load. Undergraduate students are allowed to enroll in the number of credit hours each semester that do not result in academic overload, which is defined as the number of semester-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-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, and are based on the length of the session.

5.3 Adding Courses. The sixth 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

<table>
<thead>
<tr>
<th>Semester Time Period</th>
<th>Course Grade</th>
<th>Course-Related Tuition/Fee Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before term begins</td>
<td>No transcript record</td>
<td>100% refund</td>
</tr>
<tr>
<td>Days 1-4</td>
<td>No transcript record of individual courses</td>
<td>100% refund</td>
</tr>
<tr>
<td>Weeks 1-7</td>
<td>“W”</td>
<td>Partial refund</td>
</tr>
<tr>
<td>Weeks 8-16</td>
<td>“W”</td>
<td>No refund</td>
</tr>
<tr>
<td>Weeks 13-16</td>
<td>No drop option - Final grade as assigned by instructor</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*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 of “F” for the assignment/ examination or “F” for the course. (See Policy and Procedures Letter 02-0822).

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

5.5 Concurrent Enrollment. A student who desires to earn credits concurrently at another institution or through correspondence, or DANTES (Defense Activity for Non-traditional Education Support) examinations while enrolled for residence credit at OSU, must secure approval in advance from his or her dean if he or she expects this institution to accept those credits. Armed Forces personnel will be granted 60 days from the date of their first enrollment to establish, through DANTES examinations, advanced standing in subject matter that they mastered while in the Armed Forces.

5.6 Course Prerequisites. Course prerequisites are listed in the course descriptions section of the University Catalog. When no prerequisites are listed for a course, a student is responsible for the violation, he or she should not enroll in the course. Students should contact the Student Information System (SIS) for any courses that are not listed.

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 dyslexically disabled students. The Office of Academic Affairs determines enrollment priorities, and enrollment schedules and priorities are posted in the enrollment guide located on the Registrar’s website at registrar.okstate.edu.

Full-time staff members may utilize priority enrollment to help ensure they are given the 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 courses, 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 each 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 alternative email address and authorized users may be registered by the student through the Student Information System (SIS) under “Payment Info” by clicking “Bursar Services” if someone other than the student should also receive billing notifications. 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 (regardless of charges) are considered delinquent if not paid by the 15th of the billing month. Late fees and holds can be avoided by paying
OSU Policy 2-0108

A student who is already enrolled for credit in a course may
The allowable time to change from audit to credit enrollment
A student who does not wish to receive credit in a
special course fees are not open for audit enrollment.
lessons, studio art courses, and other courses that require
obtains approval from the instructor of the course and his or her adviser. (Note:
5.11
previous actions.
account financial obligation which is past due. The University reserves the right
occur. This includes contact from its agents, representatives, and attorneys
including cell phones, provided to the University as a source of contact could
or loss of eligibility to retain financial aid for the semester occurs, the student
may be revoked. If the student's federal or institutional financial aid or third-
accounts are presented to the warrant intercept program (WIP) that captures
account information is disclosed to credit reporting agencies, which could
accrued a penalty at the rate of 1.5% monthly (19.56% APR). Any charges
processed on their account. If a payment is returned to the University by
account holder is responsible for all dishonored payments which have been
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 to 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 information 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
institutions. 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 rate of 1.5% monthly (19.56% APR). Any charge
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 national or regional level. Payment
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
in 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 financial services. Bursar accounts must remain current or charging
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 financial responsibility for any 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 in an audit, provided space is available and the student
obtains approval from the instructor of the course and his or her adviser. (Note:
Adviser permission is only required for currently enrolled students.) A student
who enrolls as an auditor must verify that he or she will not petition to receive
credit for the audited course by any method other than that described below
under “Audit to Credit.” Instructor discretion will determine the auditor’s level
of class participation, such as taking exams or turning in assignments.
Audited courses do not count in the determination of full-time student status and
do not apply toward Veterans Affairs benefits. Laboratory courses, private music
lessons, studio art courses, outreach courses, and other courses that require
special course fees are not open for audit enrollment.
The audit enrollment form is available on the Office of the Registrar website
(registrar.okstate.edu). Initial enrollment in a course as an auditor may be
completed only between the first and the tenth class day (inclusive) of a 16-week
semester and proportionate periods for shorter sessions.

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

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

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

Audit enrollments follow the same resident and non-resident tuition and fees 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 Tuition and Fee Schedule and fees are also available online. University security 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

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, a cumulative 3.00 GPA must be maintained. See the “Graduate College” section of the Catalog.

1. “A” Excellent
2. “B” Good
3. “C” Passing
4. “F” Failure

Grade “F” (pronounced F shiek). The “F” indicates that the student failed the course because of a violation of academic integrity. Students may remove the first “F” (though not the “F”) from their transcripts by completing an academic integrity educational program. The “F” will appear on the transcript for a minimum of one semester. (See also 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 in outline form in the course syllabus) and whose work averaged “D” or better, but who has been unavoidably prevented from completing the remaining work of the course. This grade is considered temporary. When the instructor specifies the conditions the student must fulfill in order to complete the course, he or she will also specify the grade the student would receive based on total course requirements and evaluation of completed work, and assign a composite incomplete grade. This temporary grade ("IB," "IC," "ID," "IE," or "IUR") will be recorded on the online grade form and on the unofficial transcript until the final grade is assigned. The official academic transcript will reflect an “I” grade for the course until the final grade is assigned.

The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. The Student (or Student’s College 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 take 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.

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

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

Grade "NP." This grade is given for unsatisfactory work (including that evaluated as "D") in courses on the pass-no pass grading system. Both credit hours and grade-points are ignored in calculating grade-point averages.

Grade "P." This grade is given for passing work in OSU courses approved for pass-no pass and pass-fail grading systems. Both credit hours and grade-points are ignored in calculating grade-point averages.

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

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

Grade "R." This grade is given to a student in a master's degree creative component course, and other courses as appropriate, when course work is still in progress. It is the responsibility of the instructor to initiate action to have a permanent letter grade entered as soon as possible after the student completes the course work.

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

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

Mark of "N." An "N" indicates that at the time grades were due in the Office of the Registrar, a final grade was not reported by the student's instructor. An "N" is not a grade and will be changed to the grade earned within a reasonable time. It is not used in calculating grade-point averages.

6.3 Grade-Point System. The following grade-point system is used in calculating the grade-point average. Grade "A" yields 4 grade points per semester credit hour. Grade "B" yields 3 grade points per semester credit hour. Grade "C" yields 2 grade points per semester credit hour. Grade "D" yields 1 grade point per semester credit hour. Grade "F" yields 0 grade points per semester credit hour.

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

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

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

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

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

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

a. have passed 28 or more semester credit hours;

b. have at least a 2.50 grade-point average in all hours attempted;

c. have met all of the prerequisites for enrollment in the course in question;

d. do not need the course in question for meeting any requirements for graduation or certification other than as a general (unrestricted) elective;

e. have approval of the academic adviser.

A student who chooses the pass-no pass option must do so by the last date on which a course may be added. Once the deadline has passed, a student may not change the choice of grading systems. The pass-no pass option is not identified on the official class roll and thus is not known to the instructor. The instructor assigns a normal grade based on the quality of the work performed. The grades of "A," "B," or "C" are recorded on the transcript as "P"; the grades of "D" and "F" are recorded as "NP." "W" and "I" grades are recorded without change. The pass-no pass grade will not affect the grade-point average. Graduate students should refer to the "Graduate College" section of the Catalog.

6.7 Pass-Fail Grading System. Some courses are taught only on a pass-fail basis. Such courses are so designated in the "Course Descriptions" section of the Catalog. Students who pass the course are awarded the grade of "P"; those who fail the course are awarded the grade of "F."

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

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

6.9 Correcting Grades Reported in Error. The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Academic Integrity Panel. Allowing 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 (12 or more semester credit hours in a regular semester or six or more in a summer session) who complete at least 12 enrolled hours (or six in a summer session) with a semester (not cumulative) grade-point average of 4.00 (i.e., all "A's") are placed on the President's List of Distinguished Students. The grade of "P," "S" or "W" 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 and with the same result as above, with a grade-point average of 3.50 or higher and no grade below "C," are placed on the Dean's List of Distinguished Students. (See also Academic Regulation 6.4 Grade-point Average Calculating.)

Part-time Students. Part-time undergraduate students (11 or fewer semester credit hours in a regular semester or five or fewer in a summer session) who have completed at least 12 enrolled credit hours of "A" during any one session (non-degree-seeking) students are not included in meeting the minimum enrollment required or grade-point average required for an honor roll. Dropping a course prohibits a part-time student from being listed on an honor roll. Special (non-degree-seeking) students are not included on an honor roll. Students who have completed their courses under the same requirements as outlined above, with a combined grade-point average of 3.50 or higher and no grade below "C," are placed on the Dean's List of Distinguished Students. (See also Academic Regulation 6.4 Grade-point Average Calculating.)

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

6.12 Violation of Academic Integrity. Oklahoma State University is committed to maintaining the highest level of academic integrity and ethical behavior. It is necessary to uphold all members of the University community and the four component 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 measure a high level of integrity among students, the University has a strict policy against students who violate academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized access advance 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 actions.
action including the following: receiving a failing grade on an assignment, examination, or course; receiving an “F” notation of a violation of academic integrity on the transcript; and suspension from the University. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), the instructor will assign an incomplete grade until the allegation is resolved. (See also academicintegrity.okstate.edu)

6.13 Academic Forgiveness (Undergraduates).

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

Academic Reprieve. A currently enrolled 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 were earned and the reprieve request; (b) the student must have earned a GPA of 2.00 or higher; (c) the student must have completed at least 90 semester credit hours at OSU; (d) the student must have completed at least 90 semester credit hours at OSU; (e) the student must have completed all other degree requirements for the major, including professional education programs and seek licensure in the state of Oklahoma. However, the value used to determine distinction is 3.69, which does not qualify for a level of distinction.

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; (c) the student must have earned a GPA of 2.00 or higher; (d) the student must have completed at least 120 semester credit hours (excluding credit hours from remedial courses and physical education activity courses) at OSU; (e) the student must have completed at least 120 semester credit hours (excluding credit hours from remedial courses and physical education activity courses) at OSU; (f) the student must have completed at least 120 semester credit hours (excluding credit hours from remedial courses and physical education activity courses) at OSU; (g) 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 120 hours are exclusive of physical education activity courses.)

Requests for Reprieve or Renewal. A student may request an academic reprieve or renewal by submitting an Academic Reprieve or Renewal Petition to the appropriate department (see Academic Affairs). A committee appointed by the department in the subject matter will review the request and approves or denies a request based on the conditions stated above. If the committee’s judgment concerning the extenuating circumstances reported by the student is not granted an academic reprieve or renewal, (a) there were extenuating circumstances which caused the student to perform poorly during the semester. Course work with a passing grade included in a reprieve 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. (b) there were extenuating circumstances which caused the student to perform poorly during the semester. Course work with a passing grade included in a reprieve 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.