

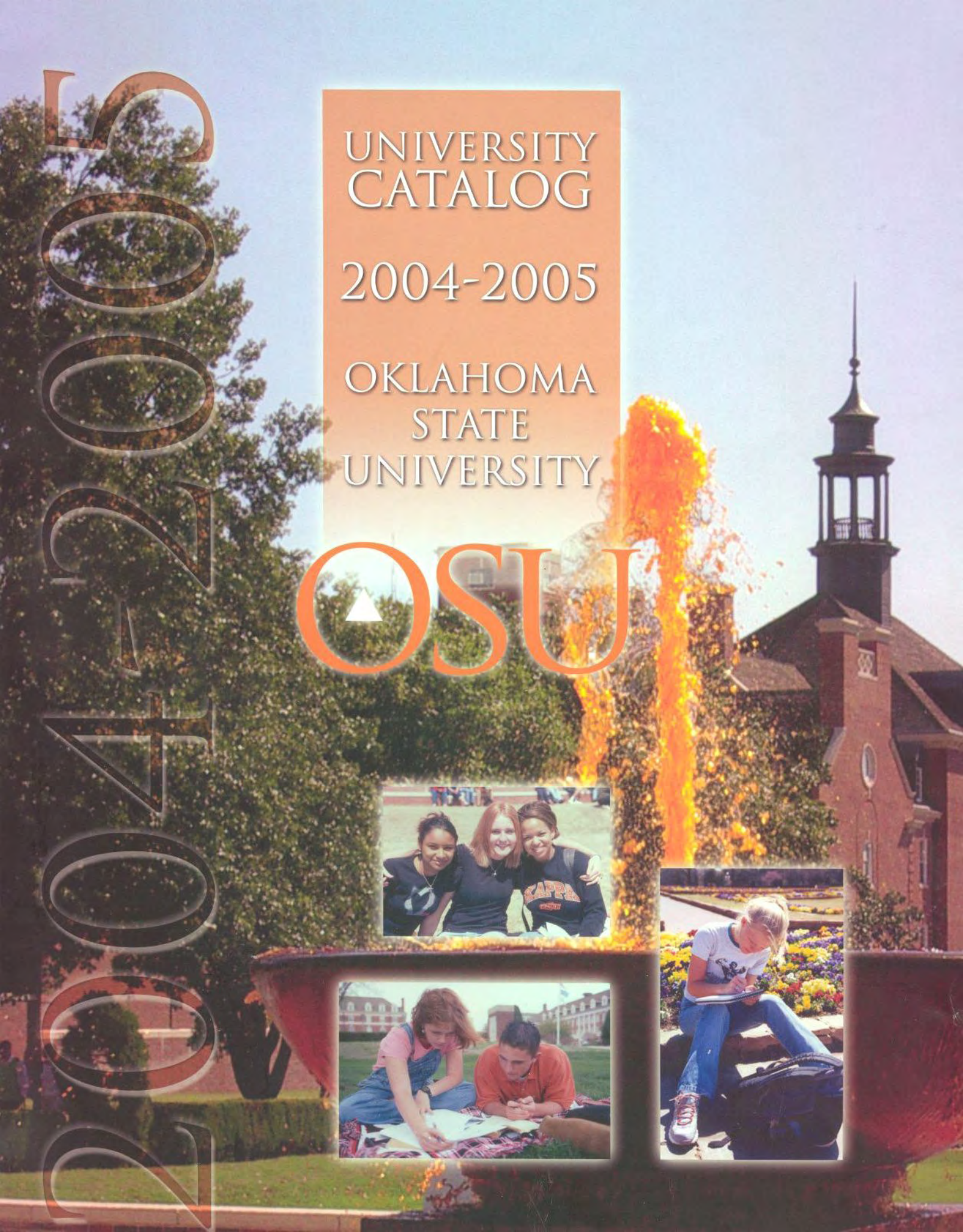
2004-2005

UNIVERSITY
CATALOG

2004-2005

OKLAHOMA
STATE
UNIVERSITY

OSU



OKLAHOMA STATE UNIVERSITY

C A T A L O G



2004-2005

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

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

OSU information is available via the Internet:

Admission: osu.okstate.edu/admissions

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

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

The summer and fall class schedule books are usually available in February, and the spring class schedule book in October, and may be obtained via the Internet.

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

The OSU *Catalog* may be obtained by new students, free of charge from their student academic services offices, at the beginning of their first semester at OSU. Other persons may purchase the *Catalog* through the Student Union Bookstore or through the mail. Reference copies are also available in many administrative offices and libraries, and Oklahoma high schools, junior and community colleges.

To purchase a copy of the OSU *Catalog* through the mail, send a check or money order for \$7.25 for Library (Media) rate or \$10.75 for First Class (Priority) rate, payable to Oklahoma State University, to University Mailing Services, Attn: Catalog Requests, 109 Printing Building, Oklahoma State University, Stillwater, OK 74078.

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

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

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University Calendar

First Semester 2004-2005, Fall 2004

August 11-15, Monday-Friday
Enrollment

August 15, Friday
Last day to cancel enrollment

August 23, Monday
Class work begins

August 30, Monday
Last day to add (nonrestrictive)

August 30, Monday
Last day to drop a course with no grade and no fees charged for course

August 30, Monday
Last day for 100% refund on withdrawal

September 3, Friday
Last day to enroll

September 3, Friday
Last day to add (restrictive)

September 3, Friday
Last day to file a diploma application

September 3, Friday
Last day to drop a course (grade of "W") and 50% fees refunded for course

September 3, Friday
Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)

September 6, Monday
University holiday

October 22, Friday
Enrollment for Spring begins

October 25, 26, Monday, Tuesday
Students' Fall break

October 27, Wednesday
"Monday" classes will meet

November 12, Friday
Last day to drop a course (grade of "W")

November 12, Friday
Last day to withdraw from all courses with automatic "W"

November 25, Thursday
University holiday begins

November 29, Monday
Class work resumes

December 3, Friday
Last day to withdraw from all courses with assigned "W" or "F"

December 6-10, Monday-Friday
Pre-finals week

December 13-17, Monday-Friday
Final examinations

December 17, Friday
Class work ends

December 18, Saturday
Commencement

December 21, Tuesday
Grades due from faculty

December 24-31, Friday through Friday
University holidays

Winter Intersession

December 6-10, Monday-Friday
Enrollment

December 20, Monday
Intersession begins

December 31, Friday
Intersession ends

Second Semester 2004- 2005, Spring 2005

January 3-7, Monday-Friday
Enrollment

January 7, Friday
Last day to cancel enrollment

January 10, Monday
Class work begins

January 17, Monday
University holiday

January 18, Tuesday
Last day to add (nonrestrictive)

January 18, Tuesday
Last day to drop a course with no grade and no fees charged for course

January 18, Tuesday
Last day for 100% refund on withdrawal

January 21, Friday
Last day to enroll

January 21, Friday
Last day to add (restrictive)

January 21, Friday
Last day to file a diploma application

January 21, Friday
Last day to drop a course (grade of "W") and 50% fees refunded for course

January 21, Friday
Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)

March 12, Saturday
Students' Spring break begins

March 21, Monday
Class work resumes

March 21, Monday
Enrollment for Summer and Fall begins

April 8, Friday
Last day to drop a course (grade of "W")

April 8, Friday
Last day to withdraw from all courses with automatic "W"

April 22, Friday
Last day to withdraw from all courses with assigned "W" or "F"

April 25-29, Monday-Friday
Pre-finals week

May 2-6, Monday-Friday
Final examinations

May 6, Friday
Class work ends

May 7, Saturday
Commencement

May 10, Tuesday
Grades due from faculty

Summer 2005, Regular 8-Week Summer Session

May 30, Monday
University holiday

June 2,3, Thursday, Friday
Enrollment

June 3, Friday
Last day to cancel enrollment

June 6, Monday
Class work begins

June 8, Wednesday
Last day to add (nonrestrictive)

June 8, Wednesday
Last day to drop a course with no grade and no fees charged for course

June 8, Wednesday
Last day for 100% refund on withdrawal

June 10, Friday
Last day to enroll

June 10, Friday
Last day to add (restrictive)

June 10, Friday
Last day to file a diploma application

June 10, Friday
Last day to drop a course (grade of "W") and 50% fees refunded for course

June 10, Friday
Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)

July 4, Monday
University holiday

July 15, Friday
Last day to drop a course (grade of "W")

July 15, Friday
Last day to withdraw from all courses with automatic "W"

July 22, Friday
Last day to withdraw from all courses with assigned "W" or "F"

July 29, Friday
Class work ends

August 2, Tuesday
Grades due from faculty

Short summer sessions are usually held for three weeks, May 16-June 3, for four weeks, June 6-July 1 for four weeks, July 5-July 29. Proportionate dates for fee refunds, dropping, and withdrawing apply to block and short courses.

First Semester 2005-2006, Fall 2005

August 15-19, Monday-Friday
Enrollment

August 19, Friday
Last day to cancel enrollment

August 22, Monday
Class work begins

August 29, Monday
Last day to add (nonrestrictive)

August 29, Monday
Last day to drop a course with no grade and no fees charged for course

August 29, Monday
Last day for 100% refund on withdrawal

September 2, Friday
Last day to enroll

September 2, Friday
Last day to add (restrictive)

September 2, Friday
Last day to file a diploma application

September 2, Friday
Last day to drop a course (grade of "W") and 50% fees refunded for course

September 2, Friday
Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)

September 5, Monday
University holiday

October 17, 18, Monday, Tuesday
Students' Fall break

October 19, Wednesday
"Monday" classes will meet

October 21, Friday
Enrollment for Spring begins

November 11, Friday
Last day to drop a course (grade of "W")

November 11, Friday
Last day to withdraw from all courses with automatic "W"

November 24, Thursday
University holiday begins

November 28, Monday
Class work resumes

December 2, Friday
Last day to withdraw from all courses with assigned "W" or "F"

December 5-9, Monday-Friday
Pre-finals week

December 12-16, Monday-Friday
Final examinations

December 16, Friday
Class work ends

December 17, Saturday
Commencement

December 20, Tuesday
Grades due from faculty

December 26-January 2, Monday through Monday
University holidays

Winter Intersession

December 5-9, Monday-Friday
Enrollment

December 19, Monday
Intersession begins

December 30, Friday
Intersession ends

Second Semester 2005- 2006, Spring 2006

January 3-6, Tuesday-Friday
Enrollment

January 6, Friday
Last day to cancel enrollment

January 9, Monday
Class work begins

January 16, Monday
University holiday

January 17, Tuesday
Last day to add (nonrestrictive)

January 17, Tuesday
Last day to drop a course with no grade and no fees charged for course

January 17, Tuesday
Last day for 100% refund on withdrawal

January 20, Friday
Last day to enroll

January 20, Friday
Last day to add (restrictive)

January 20, Friday
Last day to file a diploma application

January 20, Friday
Last day to drop a course (grade of "W") and 50% fees refunded for course

January 20, Friday
Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)

March 11, Saturday
Students' Spring break begins

March 20, Monday
Class work resumes

March 20, Monday
Enrollment for Summer and Fall begins

April 7, Friday
Last day to drop a course (grade of "W")

April 7, Friday
Last day to withdraw from all courses with automatic "W"

April 21, Friday
Last day to withdraw from all courses with assigned "W" or "F"

April 24-28, Monday-Friday
Pre-finals week

May 1-5, Monday-Friday
Final examinations

May 5, Friday
Class work ends

May 6, Saturday
Commencement

May 9, Tuesday
Grades due from faculty

Summer 2006 Regular 8-Week Summer Session

May 29, Monday
University holiday

June 1,2, Thursday, Friday
Enrollment

June 2, Friday
Last day to cancel enrollment

June 5, Monday
Class work begins

June 7, Wednesday
Last day to add (nonrestrictive)

June 7, Wednesday
Last day to drop a course with no grade and no fees charged for course

June 7, Wednesday
Last day for 100% refund on withdrawal

June 9, Friday
Last day to enroll

June 9, Friday
Last day to add (restrictive)

June 9, Friday
Last day to file a diploma application

June 9, Friday
Last day to drop a course (grade of "W") and 50% fees refunded for course

June 9, Friday
Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)

July 4, Tuesday
University holiday

July 14, Friday
Last day to drop a course (grade of "W")

July 14, Friday
Last day to withdraw from all courses with automatic "W"

July 21, Friday
Last day to withdraw from all courses with assigned "W" or "F"

July 28, Friday
Class work ends

August 1, Tuesday
Grades due from faculty

Short summer sessions are usually held for three weeks, May 15-June 2 for four weeks, June 5-30 for four weeks, July 3-28

Proportionate dates for fee refunds, dropping, and withdrawing apply to block and short courses.

The University

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.

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

On July 1, 1957, Oklahoma A&M College became Oklahoma State University. Technical branches were established in Okmulgee in 1946 and in Oklahoma City in 1961. (In 1990 their names were changed to OSU-Okmulgee and OSU-Oklahoma City.) OSU-Tulsa was formed from a consortium of universities that were originally established in 1982. In July of 1988, the Oklahoma College of Osteopathic Medicine and Surgery (in Tulsa) became the College of Osteopathic Medicine of OSU. In 2001, it became part of the OSU Center for Health Sciences.

OSU is located in Stillwater, a north-central Oklahoma community with a population of more than 38,000. Stillwater is approximately 60 miles from the Tulsa and Oklahoma City metropolitan areas and is readily accessible from other major population centers by interstate highway and air.

This coeducational University has an enrollment of over 32,000 students on four 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 student's many distinct advantages. It has 2 million volumes in the library, modern research laboratories and equipment, excellent physical education, recreation and student union facilities, nationally-recognized residence halls programs, outstanding cultural events, and 36 nationally-affiliated fraternities and sororities, that provide a stimulating educational and social environment.

The Mission

Oklahoma State University, a modern comprehensive land grant university, serves the state, national and international communities by providing its students with exceptional academic experiences and by conducting scholarly research and other creative activities that advance fundamental knowledge. New knowledge is disseminated to the people of Oklahoma and throughout the world.

Research

Research is one of the three parts of OSU's land-grant mission. It is essential to the fulfillment of the other parts, instruction and extension, since research results become a part of what is taught by faculty, both in the classroom and through outreach. Research findings not only improve the lives of individuals and society through new understandings, products, processes and medicines, but they become the engine for economic development.

One area of research focus that has become more prominent recently is homeland security. Long before the tragic events of September 11, 2001, OSU researchers were engaged in sensor-related research to help ensure the safety of food, environment, and of first responders. OSU was already in position to be a part of the overall research effort to enhance the safety and welfare of the nation. The 2002 Oklahoma Legislature passed legislation that will bring \$19 million to OSU over the next four years for research in this area. These funds will be used to renovate laboratories and to purchase equipment to augment the existing capabilities of OSU researchers in homeland security.

The *Office of Vice President for Research and External Relations* (<http://www.vpr.okstate.edu>) administers research at OSU, encompassing research in all colleges within the University, including the Center for Health Sciences at Tulsa. This office is responsible for a number of units and activities, as follows:

The *OSU Education and Research Foundation* (<http://www.okstate.edu/oavpc/erf/erfhome.htm>) manages large-scale and classified research contracts and grants, as it holds the security clearance for the University's classified research. It is the contracting unit of the University that participates in the Oklahoma Technology and Research Park.

The *Oklahoma Technology and Research Park* is a partnership of OSU, Meridian Technology Center, and the City of Stillwater. Covering 160 acres in a campus setting, it is designed to facilitate collaboration between tenants. It provides custom facilities for technology-based or knowledge driven firms in all stages of development. The Park's first tenant is already expanding its facilities, and construction of two additional buildings will begin soon, with occupancy expected in early 2004.

The *Office of Intellectual Property Management* (<http://www.vpr.okstate.edu/intproperty>) fosters the creation of innovative technologies and manages the technologies and other intellectual property for the benefit of the University and the public. Personnel work with faculty, staff, and students to protect OSU's intellectual property and license it to commercial firms.

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

The *Office of University Research Services* (<http://www.osu-ours.okstate.edu>) provides support to researchers (through information about funding opportunities, Community of Science, and training seminars), publishes a research magazine highlighting research at OSU, 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 *Environmental Institute* (<http://environ.okstate.edu>) promotes and coordinates interdisciplinary research and education related to the environment. It administers the activities of the University Center for Water Research, the University Center for Energy Research, and the Environmental Sciences graduate program. Both the water and energy research centers encourage interdisciplinary research through grant programs and fellowships.

The *OSU Center for Health Sciences* (<http://www.healthsciences.okstate.edu>), located in Tulsa, includes three comprehensive programs, both professional and graduate. The College of Osteopathic Medicine enrolls approximately 500 medical students and residents in primary and specialty-care medical programs. Two multidisciplinary graduate programs, biomedical sciences and forensic sciences, include about 40 graduate students. A neurosciences center is emerging, crossing four disciplines and involving six faculty members.

Research Centers. OSU has multiple research centers and facilities throughout the state. For detailed information, consult the Internet (<http://www.ours.okstate.edu/researchcenters>).

University Research Council. The purpose of the Council is to assure proper consideration of research projects that are multidisciplinary in nature and to provide a mechanism for discussion of administrative problems and policies. It serves as an advisory group on all research matters for the president of the University. The Council is composed of the vice president for research and external relations, associate deans for research of the colleges, and others responsible for the administration of research at OSU.

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 shall be in compliance with the highest recognized standards of the institution and the athletic governing bodies. Intercollegiate athletics will operate in harmony with the University's stated mission and be committed to the intellectual, cultural, physical and social development of the student-athletes as individuals. Opportunities for student-athletes shall be provided without discrimination.

Student Profile

OSU has a diverse student body. Students come not only from Oklahoma, but from across the nation and world. Of OSU's 32,129 students, approximately 23,537 are on the Stillwater campus, (including 1,947 students at OSU-Tulsa), 2,652 at Okmulgee and 5,549 at Oklahoma City, and 579 students at the College of Osteopathic Medicine in Tulsa. Eighty-two percent of the undergraduate enrollment is from Oklahoma; eight percent from other states; and 11 percent from more than 115 foreign countries. Of the undergraduate population, 51 percent are men and 49 percent are women. Minorities make up 20 percent of the undergraduate student body. The graduation rate of full-time, degree-seeking undergraduate students is 50 percent.

The graduate student enrollment totals 4,589. Of these students, approximately 775 enroll through OSU-Tulsa. Fifty-seven percent are from Oklahoma; 13 percent from other states; and 30 percent from foreign countries. Of the graduate population, 56 percent are men and 44 percent are women. Minorities make up 41 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.

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 a large Student Union, the Noble Research Center, the Bartlett Center for the Studio Arts and the Seretean Center for the Performing Arts.

In 1995, Willard Hall was completely renovated and rededicated as the new home for the College of Education. Willard Hall was a 1939 vintage women's dormitory that now celebrates the past and creates a vision for the future. For its efforts in the Willard Hall project, Oklahoma State University received an architectural award for this historic preservation of the building.

In 1996, the University dedicated the Oklahoma Food and Agricultural Products Research and Technology Center. This vital facility undergirds the essential

mission of the College of Agricultural Sciences and Natural Resources by allowing faculty and students the opportunity to investigate the ways and means of adding value to Oklahoma's raw foodstuffs.

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

In 1998, the University welcomed the complete renovation of the Classroom Building. 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.

In 1999, construction was completed to add space within the Student Union to incorporate a new area for the Center for Services to Students. This new space houses the offices of Admissions, Bursar, Financial Aid, High School and College Relations, Registrar and University Academic Services in one convenient location for a combined effort to better assist students.

In 2000, construction was completed on the new housing for students with the completion of the first of three phases of apartments and suites style accommodations. Fall 2001 saw the completion of Phase II, including family housing, apartments and suites.

In 2001, construction was completed on the newly remodeled Gallagher-Iba Athletic Center that seats approximately 13,000 people for athletic, academic and entertainment activities.

In 2002, the Colvin Recreation Center started to undergo a complete renovation scheduled to be finished in January 2004. Beginning in 2002, a four-year, \$19 million laboratory renovation program will position the University as a leader in sensor technology research. Phase III student housing was ready for student occupancy in Fall 2003. A fourth phase of Student Housing is currently underway, with a completion date slated for Fall 2006. Fall 2003 also inaugurated an expanded campus bus service. The new service not only serves the on-campus customers as before, but also reaches into the Stillwater community to aid our students, faculty and staff in their educationally related transportation needs. Finally, an aggressive plan to upgrade Boone Pickens Stadium (formerly Lewis Field) has already started with Phase I to be completed by September 2004.

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 exploding Internet community. It is OSU's belief that the "virtual laboratory" made possible by the nearly boundless domain of the Internet will be the research vehicle for the future researcher.

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

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

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. The breadth of general education requirements stimulates intellectual curiosity, original thought and expression, the capacity for critical analysis and problem solving, and the ability to make conscious value judgements consistent with personal needs and the public interest. General education assists graduates to function in and appreciate the human and natural environment.

Accreditation

Oklahoma State University is accredited by the Higher Learning Commission (HLC) (A Commission of the North Central Association of Colleges and Schools), and programs within the colleges are also accredited. (The HLC may be reached at 30 N. LaSalle Street, Suite



2400, Chicago, IL 60602, phone (800) 621-7440. The Internet address is www.ncahigherlearningcommission.org.)

In the *College of Agricultural Sciences and Natural Resources*, the forestry program is accredited by the Society of American Foresters. The landscape architecture program (Bachelor of Landscape Architecture) is accredited by the American Society of Landscape Architects. The landscape contracting program is certified by the Association of Landscape Contractors of America. In addition, the College's teacher education program in agricultural education is accredited by the Oklahoma State Department of Education, and the Oklahoma State Department of Vocational-Technical Education.

In the *College of Arts and Sciences*, the chemistry program is accredited by the American Chemical Society; the program in communication sciences and disorders is accredited by the American Speech-Language-Hearing Association; the School of Journalism and Broadcasting as well as the programs in advertising, broadcast journalism, news editorial, and public relations are accredited by the Accrediting Council on Education in Journalism and Mass Communications; the medical technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences; the music department is accredited by the National Association of Schools of Music; the program in clinical psychology is accredited by the American Psychological Association; and the theater program accredited by the National Association of Schools of Theater.

All programs in the *College of Business Administration* are fully accredited by AACSB International - The Association to Advance Collegiate Schools of Busi-

ness. The School of Accounting enjoys separate accreditation by this body.

In the *College of Education*, the aviation programs are accredited by the Federal Aviation Administration. OSU was the first university in Oklahoma with a program that received this designation. The counseling psychology program and the school psychology program are both accredited by the American Psychological Association. The leisure studies program is accredited by the National Recreation and Park Association and the American Association for Leisure and Recreation, with accredited options in leisure service management and therapeutic recreation. Athletic training is accredited by The Commission of Accrediting Allied Health Programs (CAAHEP). All professional education programs are accredited by the National Council for Accreditation of Teacher Education, the Oklahoma State Board of Education and the North Central Association of Colleges and Schools. Technical and industrial education is accredited by the Oklahoma State Department of Vocational-Technical Education.

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

Programs culminating in a B.S. in the *College of Human Environmental Sciences* are accredited by specialized accreditation organization. The Foundation for Interior Design Education Research (FIDER) has accredited the undergraduate interior design program. The pre-production and the production management apparel curricula has received

approval from the American Apparel and Footwear Association (AAFA), one of only 12 approved four-year programs in North America. The Child Development Laboratory is licensed by the state of Oklahoma Department of Human Services (DHS) and has received a Three Star Differential Quality Certification from DHS. The Child Development Lab is also accredited by the accrediting branch of the National Association for the Education of Young Children (NAEYC). Program approval has been granted to the early childhood education program by the Oklahoma State Board of Education. The early childhood certification program is accredited by the National Council for the Accreditation of Teacher Education (NCATE). The marriage and family therapy program is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The Didactic Program in Dietetics (DPD) and the dietetic internship program at OSU are both accredited by the Commission on Accreditation for Dietetics Education (CADE), The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago IL 60606-6995, 800-877-1600. The School of Hotel and Restaurant Administration is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA).

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

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

The *OSU College of Osteopathic Medicine* is accredited by the Bureau of Professional Education of the American Osteopathic Association.

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

OSU-Okmulgee is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In addition, programs in automotive service technology and automotive collision repair technology are nationally certified by the National Automotive Technicians Education Foundation, Inc. (NATEF). The dietetic technology program is accredited by the Commission on Accreditation of Dietetics Education (The NCA may be reached at 30 N. LaSalle Street, Suite 2400, Chicago, IL 60601, phone (800) 621-7440. The Internet address is www.hcahigherlearningcommission.org).

Programs at *OSU-Tulsa* are fully accredited by the Higher Learning Commission. In addition, individual programs in various colleges and schools are accredited or certified by their respective agencies. Programs on the Tulsa campus carry the same accreditation as programs on the Stillwater campus. Refer to individual colleges for the specific agencies.

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

Affirmative Action Program

Carolyn Hernandez, Director

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

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

tional benefits of the University for all the members of its community.

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

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

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

Title IX

Carolyn Hernandez, Coordinator

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. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with the OSU Title IX coordinator. For more information, contact the Office of Affirmative Action, 408 Whitehurst.

Americans with Disabilities Act (ADA) Compliance Program

Mike Shuttic, Director

Considerable progress has been made to enhance ADA access to OSU programs, services, facilities and grounds. Students with disabilities are encouraged to help with such efforts through the ADA Advisory Council for Individuals with Disabilities. In addition, students may exercise certain ADA

appeal "rights" if dissatisfied with student services or accommodations. OSU is committed to improving the full and nondiscriminatory participation in all aspects of campus life for individuals with disabilities. For more information, contact the Office of ADA Compliance, 315 Student Union.

Entering the University— Admissions

Gordon L. Reese, *Director*

Paulette Cundiff, *Coordinator,
Admissions Operations*

Linda Owens, *Coordinator,
Admissions Programs*

Karen Huff, *Coordinator,
International Admissions*

Karen R. Mott, *Coordinator, Transfer
Credit Evaluations*

Lori Beth McDonald, *Computer
Support Specialist*

Application Procedure

When to Apply

It is advisable to apply for admission several months in advance of the first semester in which enrollment is desired. Applications for admission are processed on a "rolling basis." Admission decisions are usually made and applicants notified within a week or two of receipt of all necessary admission documents.

How to Apply

Pending approval by the State Regents, OSU will increase its non-refundable application fee to \$40 for all applicants. The fee must accompany a student's Application for Admission.

Freshmen. All applicants seeking admission must complete and submit an Application for Admission. A student should request that his or her high school counselor send to the Office of Admissions a current official high school transcript that contains class rank and grade-point average (6th, 7th, or 8th semester). In addition, at the time of application a request should be made to have the results of the ACT or SAT sent to the Office of Admissions, unless such a request was made at the time of testing.

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

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

Residential Life

All freshmen are required to live on campus their first year. For exceptions, see the "Residential Life" section of the *Catalog*. The University offers a variety of living and food service arrangements to satisfy most students. A Residence Hall Application is included in the Application Packet and should be submitted early in the senior year of high school to ensure a first-choice assignment. Opportunities also abound for transfer students who desire to experience life on campus.

Freshman Admission

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

Admission Requirements (Residents and Nonresidents)

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. Admission standards to Oklahoma State University will be increasing over the next three years and are outlined briefly below.

Additional information may be obtained by contacting the Office of Admissions. To be admitted in good standing, students must satisfy at least one of the following performance standards listed for the year of entry and all of the curricular requirements listed below.

Performance Standards for 2004-2005

1. Achieve a four-year high school GPA of 3.00 or higher (on a 4.00 grading scale), *and* rank scholastically among the top one-third (33.3%) of their graduating class, or
2. Achieve a GPA of 3.00 or higher (on a 4.00 grading scale) in the required 15 core high school courses. (See "Curricular Requirements: listed below), or
3. Attain an ACT composite score of 22 or higher or a total SAT score of 1020 or higher.

Performance Standards for 2005-2006

1. Achieve a four-year high school GPA of 3.00 or higher (on a 4.00 grading scale), *and* rank scholastically among the top one-third (33.3%) of their graduating class, or
2. Achieve a GPA of 3.00 or higher (on a 4.00 grading scale) in the required 15 core high school courses *and* attain either an ACT composite score of 20 or higher or a total SAT score of 940 or higher. (See "Curricular Requirements: listed below), or
3. Attain an ACT composite score of 23 or higher or a total SAT score of 1060 or higher.

Performance Standards for 2006-2007

1. Achieve a four-year high school GPA of 3.00 or higher (on a 4.00 grading scale), *and* rank scholastically among the top one-third (33.3%) of their graduating class, or
2. Achieve a GPA of 3.00 or higher (on a 4.00 grading scale) in the required 15 core high school courses *and* attain either an ACT composite score of 21 or higher or a total SAT score of 980 or higher. (See "Curricular Requirements: listed below), or
3. Attain an ACT composite score of 24 or higher or a total SAT score of 1090 or higher.

Performance Standards for 2007-2008

1. Achieve a four-year high school GPA of 3.00 or higher (on a 4.00 grading scale), *and* rank scholastically among the top one-quarter (25%) of their graduating class, or
2. Achieve a GPA of 3.00 or higher (on a 4.00 grading scale) in the required 15 core high school courses *and* attain either an ACT composite score of 21 or higher or a total SAT score of 980 or higher. (See "Curricular Requirements: listed below), or



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

Curricular Requirements. All students beginning college work after July 1, 1997 must have completed the following curricular requirements for admission:

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

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

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

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

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

Special Freshman Admission Programs

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

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

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

Students must also "place" into college-level course work in the areas of English, Math, Reading and Science by earning a minimum ACT subscore of 19 in all areas or minimum SAT subscores of 470 verbal and 460 math or by passing required placement exams.

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

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

Home Study or Unaccredited High Schools. An individual who is a graduate

of a private, parochial, or other nonpublic 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 22 or higher, *or* a total SAT composite score of 1020 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 work. However, academic credit for correspondence work 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. for 2005 graduates, attain an ACT composite score of 23 or higher or a total SAT score of 1060 or higher, (for 2006 and 2007 graduates, attain an ACT composite score of 24 or a total SAT score of 1090), *or*
 - b. for 2005 and 2006 graduates, achieve a current cumulative high school grade-point average of 3.00 or higher on a 4.00 scale and rank scholastically among the top third of his or her graduating class. (for 2007 graduates, achieve a current cumulative high school grade point average of 3.00 or higher on a 4.00 scale and rank scholastically among the top quarter of his or her graduating class.)
 - 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. An eleventh grade student enrolled in an accredited Oklahoma high school may be admitted provisionally as a special student, if he or she meets requirement 1.c. above, and the additional requirements listed below.
 - a. attain an ACT composite score of 25 or higher or a total SAT score of 1130 or higher; *or*
 - b. achieve a current cumulative high school grade-point average of 3.50 or higher on a 4.00 scale.
3. A student receiving high-school-level instruction at home or from an unaccredited high school may be admitted provisionally as a special student if he or she meets requirement 1.c. above and the requirements below:
 - a. for 2005 graduates, 17 years of age or older and achieve an ACT composite score of 23 or higher or a total SAT score of 1060 or higher; (for 2006 and 2007 graduates, 17 years of age or older and achieve an ACT composite score of 24 or higher or a total SAT score of 1090 or higher), *or*
 - b. be 16 years of age and have achieved a composite score of 25 or higher on the ACT or a total SAT score of 1130 or higher.

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

Assessment/Course Placement. 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 at 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.

Transfer Admission

Pending approval by the State Regents OSU will increase its non-refundable application fee to \$40 for all applicants. The fee must accompany a student's Application for Admission.

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

Oklahoma Residents

For Fall 2004 and Spring 2005, students may transfer to Oklahoma State University from within the state system according to the following criteria:

1. Students who have earned between seven and 23 hours of college-level credit must satisfy both freshman admission requirements (see "Freshman Admission" section) and the retention standards listed below.
2. Students who have earned 24 or more hours of college-level credit must meet high school curricular requirements (see "Freshman Admission Requirements") and the retention standards listed below.

Retention Standards. The standards pertaining to the retention of students pursuing study in undergraduate programs at OSU are:

0 through 30 semester hours	1.70
31 or more semester hours	2.00

Nonresidents of Oklahoma

For Fall 2004 and Spring 2005, students may transfer to Oklahoma State University from outside the state according to the following criteria:

1. Transfer students seeking admission to OSU from colleges or universities accredited by the North Central Association or other regional associations will be given full recognition of their credits earned providing:
 - a. They are in good academic standing at the institution from which they are transferring;
 - b. They have a cumulative grade-point average of 2.00 or higher (on a 4.00 scale) for all college-level work attempted; and
 - c. They meet the curricular requirements listed in the "Freshman Admission" section, or have remediated any curricular deficiency.
2. Transfer students who have earned between seven and 23 hours of college-level credit must satisfy both freshman admission requirements (see "Freshman Admission" section) and the requirements listed in 1. above.
3. Transfer students seeking admission to OSU from colleges or universities not accredited by a regional association may be given full recognition for their credits earned when the credit is appropriate to the students' degree programs and after OSU has validated the courses through examination. To be admissible, applicants must meet the conditions above.

Pre-engineering (Nonresidents of Oklahoma). Engineering is a competitive program; therefore, enrollment preference is given to Oklahoma residents. In



addition to the above requirements, a nonresident of Oklahoma applying for admission to pre-engineering must meet requirements determined by the College of Engineering. These requirements may exceed those required for residents of Oklahoma. (See "Admission Requirements" in the "College of Engineering, Architecture and Technology" section.)

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

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. 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.

Future Transfer Admission Standards

For both Oklahoma residents and nonresidents; effective for Academic Year 2005-2006:

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.

International Admission

International students are required to meet academic performance standards which are equivalent to those established for all nonresident applicants.

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. All international students are considered nonresident students. The University will process the International Student Application and Financial Guarantee form for undergraduate admission (freshman and transfer) only after all the following items have been submitted:

1. Application for Admission and a fee of U.S. \$50.00 made payable to OSU.
2. One 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. Academic records may comprise one or more of the following:
 - a. Secondary school records (yearly mark sheets or transcripts).
 - b. Records from each college or university attended (yearly mark sheets or transcripts).
 - c. National examination results.
3. An official Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the paper-based examination or a 173 on the computer-based examination, or a minimum score of 6.0 on the International English Language Testing System (IELTS), taken within the last two years.
4. Documented evidence of financial support.

Freshman Admission (International Students). For the purpose of determining admission, a freshman student is one who has earned fewer than seven semester hours of college-level credit. Students completing their secondary level education outside of the U.S. are required to meet equivalent U.S. high school performance standards. Students who have not earned any college-level credit should refer to the "Freshman Admission" section for nonresidents of Oklahoma. Students who have earned one to six semester hours of college-level credit should refer to both the "Freshman Admission" and the "Transfer Admission" sections for nonresidents of Oklahoma.

Transfer Admission (International Students). For the purpose of determining admission, a transfer student is one who has earned seven or more semester hours of college-level credit. Students who have earned fewer than 24 semester hours of college-level credit should refer to both the "Freshman Admission" and "Transfer Admission" sections for nonresidents of Oklahoma. Students who have earned 24 or more semester hours of college-level credit should refer to the "Transfer Admission" section for nonresidents of Oklahoma.

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.

Readmission (International Students). An international student who has attended OSU but did not attend OSU the immediate past semester must file an updated Application for Admission and an updated Financial Guarantee. A student who has attended another college or university since last attending OSU must submit a transcript of all work attempted after leaving OSU. If the student's grade-point average meets minimum University and department standards, and his or her disciplinary record is satisfactory, he or she will be readmitted to OSU.

Engineering Program Admission (International Students). Engineering is a competitive program; therefore, enrollment preference is given to Oklahoma residents. In addition to the above requirements, an international student applying for admission to pre-engineering must meet requirements determined by the College of Engineering. These requirements may exceed those required for residents of Oklahoma. (See "Admission Requirements" in the "College of Engineering, Architecture and Technology" section.)

Immigration Issues. The U.S. Citizenship and Immigration Services (UCIS) requires 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 almost no financial assistance for international students.

Students should not plan to finance their education with employment. Students who are maintaining their immigration status, and making appropriate progress toward their degrees are 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 almost never permitted by UCIS to work outside of the University, and can be deported from the United States if they are found to be in violation of this regulation.

As of January 2003 electronic registration of immigration records into the UCIS Student Exchange and Visitor Information

System (SEVIS) became 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. ISS (076 Student Union) should be contacted with questions related to SEVIS or individual immigration status issues.

It is the responsibility of each international student to understand and abide by the UCIS regulations affecting his or her stay in the U.S.

Beginning the Enrollment Process

Enrollment Information. After admission is granted, all students will receive detailed enrollment information. 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.

Physical Examination. All new students are required to complete a physical examination. OSU Board of Regents policy allows two options to satisfy this requirement: the student may complete a Health Risk Assessment (HRA) furnished by OSU during the first semester; or the student may go to a physician of choice at his or her expense, have a physical exam, and submit the physical exam report to the Seretean Wellness Center.

New students will automatically be billed \$20.00 for the HRA during the first semester of enrollment. Students exercising the second option will have the fee waived upon receipt of their physical exam forms at the Seretean Wellness Center by the eighth week of the semester.

Immunizations. A record of immunizations must be submitted by each new

student by the sixth week of the semester. This requirement includes proof or documentation of vaccination for measles—two doses of measles vaccine, mumps, polio, rubella, and tetanus—diphtheria.

Students will receive the Medical History and Immunization Record at enrollment, or students may contact University Health Services.

Tuberculosis Testing. All new students at OSU are required to comply with a tuberculosis (TB) testing policy. This policy affects all students based on residency and health status. All students who meet the criteria below must provide evidence of having been tested for tuberculosis within the six months prior to coming to OSU *or* during the first semester of attendance:

- a. currently holding a visa from the U.S. Immigration Service;
- b. being a U.S. citizen presently or previously residing outside the U.S.;
- c. having a health or medical condition that suppresses the immune system;
- d. knowing of exposure to someone with active tuberculosis disease.

To comply with the testing requirement, the student must provide a medical record in English from a physician, clinic or hospital indicating having been tested for tuberculosis *or* provide documentation of a negative chest x-ray within the previous six months. These records must include the date of the test(s) and the results of the test(s). The student must:

- a. have the following procedure for the skin test using 1.1 ml of Purified Protein Derivative, (Mantoux), solution intradermally to the inner forearm. Results must be read within 48-72 hours of administration and must include measurement of redness and induration in mm.
or
- b. submit to a TB skin test at the OSU Student Health Center during the first semester at OSU.
or
- c. provide a medical record indicating successful treatment for TB disease.

The student should be aware that the BCG vaccination does *NOT* exempt the student from the testing requirement.



Residence Classification for Purposes of Admission and Fees

(See also "Admission-Withdrawal" section of the "Academic Regulations.")

The admission requirements to Oklahoma State University may vary for residents and for nonresidents of the state; therefore, prospective students should determine their residence status before examining the admission requirements. Administration of the state's residence policy as it applies to Oklahoma State University students is designated to the Office of Admissions. Questions concerning interpretation of the policy should be directed to the admissions director for a ruling.

Regulations governing the residence status of students are the responsibility of the Oklahoma State Regents for Higher Education and apply to all colleges and universities of the Oklahoma State System of Higher Education.

Basic Principles Governing Residence.

Article XIII-A of the Constitution of Oklahoma creates The Oklahoma State System of Higher Education and establishes the Oklahoma State Regents for Higher Education as the coordinating board of control for all public institutions supported by legislative appropriations. Title 70 O.S. 3218.9 authorizes the State Regents to establish the proposed fees to be charged at public institutions to Oklahoma residents and nonresidents alike. The policy statement set forth in the paragraphs to follow establishes principles, definitions, criteria, and guidelines

to assist institutional officials in the classification of students as residents or non-residents for fee and tuition-payment purposes. Also, the policy statement should be helpful to prospective students in the determination of their own residence status prior to enrollment or for those nonresident students seeking to be reclassified as residents of Oklahoma after having been classified originally as nonresidents. Determination of residence status for purposes of attendance at an institution in The Oklahoma State System of Higher Education is based primarily on the issue of domiciliary intent.

Section I. Philosophy

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

Section II. Principles

1. Attendance at an educational institution, albeit a continuous and long-term experience, is interpreted as temporary residence; therefore, a student neither gains nor loses residence status solely by such attendance.
2. Students attending an Oklahoma college or university may perform many objective acts, some of which are required by law (i.e. payment of taxes), and all of which are customarily done by some nonresidents who do not intend to remain in Oklahoma after graduation but are situationally necessary and/or convenient (i.e. registering to vote, obtaining a driver's license). Such acts and/or declarations alone are not sufficient evidence of intent to remain in Oklahoma beyond the college experience.
3. A nonresident student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.
4. An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual clas-

sified as a resident of Oklahoma shall not be reclassified as a nonresident until 12 months after having left Oklahoma to live in another state.

5. Unless he or she has established residency in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for resident tuition and scholarships or financial aid provided by the state, regardless of immigration status.
6. All married persons shall be treated as equal under this policy. Each spouse in a family shall establish his or her own residence status on a separate basis. Exceptions include: 1) when a nonresident marries an already established resident of Oklahoma, the nonresident may be considered a resident after documentation of the marriage and proof of domicile are satisfied, and 2) as provided in Sections VII and VIII.
7. The burden of proof of establishing Oklahoma residence or domicile, including providing any supporting documentation, shall be upon the applicant. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate institutional official(s) consistent with this policy. No definitive set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.
8. Initial classification as a nonresident student shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as an Oklahoma resident provided that he or she can establish proof of residence in accordance with criteria and procedures as set forth in this policy.

Section III. Definitions

1. Resident of Oklahoma—A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components—residence and the intention to remain. When these two occur, there is domicile.
2. Independent Person—An independent person is one enjoying majority privileges (or is legally emancipated from the parental domicile) and who is responsible for his or her own care, custody, and support.

3. Dependent Person—A dependent person is one who is under the care, custody, and support of a parent or legal guardian.
4. Full-time Student—a full-time undergraduate student is one enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in an academic year or a minimum of four credit hours in a summer session.

Section IV. Independent Persons

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

Section V. Dependent Persons

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

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

Section VI. Foreign Nationals

An individual who is not a United States national may become eligible for classification as an Oklahoma resident provided that he or she holds lawful permanent residence status as defined by U.S. Citizenship and Immigration

Services (USCIS), evidenced by whatever documents may be required under applicable federal law, who has resided in Oklahoma for at least 12 consecutive months, and who meets other applicable criteria for establishment of domicile as set forth in this policy or who has come to Oklahoma for the purpose described in Section VIII of this policy.

In accordance with Senate Bill 596 of the 2003 Oklahoma legislature (70 O.S., Section 3242), an individual who is not a United States national and has not obtained lawful permanent residence status with the USCIS but who has graduated from a public or private high school in Oklahoma or successfully completed the General Education Development (GED) exam may be eligible for enrollment, resident tuition, and state student financial aid if he or she meets the following criteria:

1. Resided in the state with a parent or legal guardian for at least the two years prior to graduation from high school or successful completion of the GED;
2. Satisfied admission standards for the institution; and
3. Either holds a valid temporary visa or has filed an affidavit with the institution stating that he or she has done one of the following with the USCIS toward legalizing their immigration status: a) filed an application; b) has a petition pending; or c) will file an application as soon as he or she is eligible to do so.

Section VII. Military Personnel

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

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

Dependent children of military personnel that establish residency as described in Section II of this policy shall maintain residence status if their parents are subsequently stationed out-of-state. Depen-

dents of military personnel who have not established residency according to policy may maintain nonresident waiver status if their parents are subsequently stationed out-of-state.

Section VIII. Full-time Professional Practitioner or Worker

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

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

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

Section IX. Reclassification

In addition to the aforementioned criteria, an independent person seeking to be reclassified as a resident of Oklahoma must meet the following criteria for the current and immediately preceding year.

1. The person must not have been claimed as an exemption for state and federal tax purposes by his or her nonresident parents.
2. The person must be self-supporting as evidenced by having provided the majority of funds for his or her own upkeep.
3. The person must have maintained a continuous residence in Oklahoma for the period set forth in Section IV above.

Section X. Administration of Policy Statement

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

Section XI. Tuition Waivers

Nothing in this policy precludes the waiving of fees or tuition for nonresidents by any institution upon authorization by the State Regents based on criteria other than residence status provided that the

residence status classification will not be affected by any such waiver alone.

Enrollment and Records

Joan M. Payne, *Interim University Registrar*

Ada Davis, *Assistant Registrar*

Lori Klimkowski, *Assistant Registrar*

Linda Testerman, *Administrative Associate*

Linda S. Gambill, *Coordinator, Enrollment Services*

Linda J. Bentley, *Coordinator, Publications*

Shirilyn Dehls, *Coordinator, Student Records*

Paula M. Barnes, *Coordinator, Veterans' Eligibility*

Linda Sanders, *Specialist, Degree Audits*

Carol Dobson, *Support Specialist*

Student Enrollment

Enrollment is the process whereby students are counseled by academic advisers regarding course selection and placement, and the subsequent scheduling of those courses. A student must be admitted to the University prior to the enrollment process. (See "Entering the University.")



First-time Students (Freshmen and Transfer)

The fall enrollment and orientation period for new freshmen takes place during the summer months, while enrollment for new transfer students begins in the spring. New students receive information about these programs after being admitted to the University. Enrollment and orientation activities include career counseling, academic advising and course selection, and an introduction to campus facilities and services. During the program, students meet with academic advisers who are available to assist in the planning of academic programs and the exploration of interest areas. Parents are encouraged to participate in these programs.

ALPHA Program

ALPHA is the orientation program for new freshmen at Oklahoma State University. The program is held the week before classes begin each fall semester. ALPHA is coordinated through the Office of the Vice President for Student Affairs, but is the combined effort of OSU staff, faculty and students. The mission of ALPHA is to help new freshmen make the transition from high school to OSU by providing resources for social and academic support, and by helping students establish connections to people and traditions. ALPHA begins on Thursday prior to the beginning of fall classes the following Monday. Information about ALPHA is available on the OSU website (www.okstate.edu). Printed information is also available during freshman enrollment sessions each summer.

Continuing Students

Students currently enrolled at OSU may enroll for the subsequent semester during specified periods of the current semester. Priority for these enrollment periods addresses the needs of students in relation to graduation proximity, with priority based on number of hours earned. Prior to the specific enrollment periods, students and academic advisers consult regarding course selections. Advisers clear all students for enrollment on the computer. Advisers may sign a Trial Schedule form for students wishing to enroll in the Sectioning Room of the Student Union, or students wishing to self-enroll may do so on the Internet. An overdue account with the University or other enrollment holds will prevent completion of the enrollment process.

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 preceding 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 in the Schedule of Classes each semester and on the OSU Internet web site.

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 employed at less than one hundred percent are not eligible for priority enrollment.

Late Enrollment

A student is permitted to enroll during the first two weeks of a semester or through the fifth day of a summer session or on the first day of a summer short course. A student enrolling late will pay a late enrollment fee. The late enrollment fee will not be charged on or prior to the first day of a summer short course.

Identification Cards

As part of the enrollment process, each new student is issued a photo identification card. This card, along with the current fee receipt, establishes the student's identity as an OSU student and authorizes access to certain University facilities. Lost or stolen identification cards will be replaced at a nominal fee with proper photo identification from the student.

Change of Schedule

Adding Courses. Approval of the student's adviser is required for adding a course. The sixth day of a regular semester or the third class day of a summer session is the last day a course may be added (nonrestrictive). A short course may be added no later than the first day of the short course. 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 a summer session (restrictive).

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.

Beginning with the Fall 2002 semester, at anytime through the sixth day of a regular semester or through the third day of the eight-week summer session, or during the proportionate period for block or short courses, a student may drop a course, and no record of the course will appear on the student's academic record.

Beginning with the Fall 1998 semester, after the deadline for dropping with no record, but prior to the end of the 12th week of a regular semester or the sixth week of a summer session, or proportionate periods for block or short courses, a student may drop a course and the grade of "W" (dropped) will be recorded on the student's academic record.

After the 12th week of a regular semester, or the sixth week of a summer session, or proportionate periods for block or short courses, a student may not drop a course and will be assigned only the grade of "A," "B," "C," "D" or "F," or, when appropriate "I," "NP," "P," "S," "U," or "R" by the instructor at the end of the semester. (Exceptions to this policy may be allowed by petition due to verifiable extraordinary circumstances. The petition process is initiated in the student's dean's office. A petition requires the signatures of the student's instructor, adviser and dean with the grade of "W" or "F" assigned by the instructor.)

A student may not drop any course in which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, 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 guilty, the instructor may take appropriate disciplinary action, including assigning the grade "F" for the assignment or the course.

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

Withdrawing from the University

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

in person, request an official withdrawal, and hand carry the form to the appropriate offices to complete the process. If the student is unable to appear in person, the request for withdrawal may be initiated through the mail or by fax to the student's dean's office. Beginning with the Fall 1998 semester, a student who withdraws prior to the end of the 12th week of a regular semester or the sixth week of a summer session, or proportionate periods for block or short courses, will receive a grade of "W" (withdrawn) on the student's academic record. A student who withdraws after the 12th week of a regular semester or the sixth week of a summer session but prior to "Pre-finals Week," will receive a grade of "W" (withdrawn) or "F" (failing) as assigned by the instructor of each course. The grade of "W" or "F" will be recorded on the student's academic record and the grade of "F" will be calculated in the grade-point average.

After the beginning of "Pre-finals Week" a student may not withdraw from the University and will be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," or "R" by the instructor of each course at the end of the semester or summer session.

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

Vehicle Registration and Parking Regulations

Any vehicle driven on the campus of the University by an OSU student should be currently registered with the Department of Public Safety. When a vehicle is registered, the student will be given an OSU vehicle registration decal at no cost. The decal is solely for the purpose of registration and does not afford the student on-campus parking privileges.

Each student is allowed one paid parking permit. The parking permit fee is charged to a student's OSU account. In order to obtain a parking permit, the following items should be presented to the OSU Police Department: a completed Vehicle Registration form, student I.D., and, if living in a residence hall, a Residence Hall contract.

Parking permits for motorcycles, motor-propelled bicycles and scooters may be purchased, and such permit holders will be provided special parking areas.

Bicycle registration may be obtained without charge, an advantage in the event the bicycle is stolen or lost. When bicycles are recovered by the OSU Police, they are checked against bicycle serial numbers maintained in the registration files for return to the rightful owners.

A copy of the OSU Parking Rules and Regulations is available from the Parking Office, 104 USDA Building, located at Farm Road and Orchard Street. (Internet address is www.osupd.okstate.edu.)

Tulsa-Stillwater Transit. The OSU Transit provides an intra-city shuttle from Stillwater to Tulsa. The cost for students is \$5 one way, for staff and faculty, \$10 one way. Reservations may be made by calling 405-744-7100, the Student Union Hub, or in Tulsa by calling 918-594-8332.

On-campus Transit. In the Fall of 2003, an expanded transit system will begin operation. Route and time information will be available from Parking Services at 104 USDA Building, located at Farm Road and Orchard Street.

Veteran Services

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

Faculty and Staff Enrollment in University Courses

Employees may audit courses after securing an audit form and paying one-half the general fee. Any individual 65 years or older may audit a class at no charge.

Faculty. Permanent (tenure track), full-time (100%) members of the faculty may enroll for credit in one course per semester or a maximum of five hours during normally scheduled working hours and pay one-half the general and activity fees in effect at that time. Exceptions may be permitted only with approvals of the department head, dean and appropriate vice-president. If enrollment does not exceed one course, only the department head's approval is needed to receive a fee waiver. If the employee is enrolled in more than one course, the employee's

dean and vice-president must also give approval for a fee waiver. Some courses taught through extension and correspondence study are excluded. For more information, refer to the *Policy and Procedures Letters*.

Administrative/Professional and Classified Staff. Permanent, full-time (100%) active status staff members who meet the academic requirements of the University may enroll for credit and pay one-half the general and activity fees in effect at that time. Enrollment in University courses which meet during the staff member's normal working hours will be limited to one course or a maximum of five hours. There is no limit on the number of courses a staff member may enroll in after normal working hours. If enrollment does not exceed one course, only the department head's approval is needed to receive a fee waiver. If the staff member is enrolled in more than one course, his or her dean and vice-president must also give approval for a fee waiver. Some courses taught through extension and correspondence study are excluded. For more information, refer to the *Policy and Procedures Letters*.

Official Records

Mid-term Progress Reports

Beginning Fall 2004, faculty will report grades for all students (regardless of classification) enrolled in 1000- and 2000-level classes. This will normally occur during the sixth week of classes. Student athletes will have all grades reported, not just 1000- and 2000-level. Progress reports are made available to students and to the students' advisers through the Internet (SIS).

Grade Reports

Reports of the grades of all students are compiled and released shortly after the end of each semester by the Office of the Registrar. These reports are made available electronically to the students, the students' advisers and the students' deans.

Official Transcripts

All official transcripts of students' academic records at OSU are prepared and released by the Office of the Registrar. The official transcript includes the academic record, both undergraduate and graduate. It contains the signature of a University official and the official, imprinted seal of the University. Primary usage of the official transcript is for appli-

cation for transfer to other academic institutions and for employment purposes.

Transcripts of academic records at the University may be ordered in person, by mail from the Office of the Registrar, or by signed fax at 405-744-8426, Transcripts Section, 322 Student Union, Oklahoma State University, Stillwater, Oklahoma 74078-1013. Official transcripts will not be available until approximately one week after final examinations. Requests should include the following:

1. Student's full name (include maiden or other name if applicable).
2. Student I.D. number.
3. Birthdate.
4. The last semester the student attended.
5. Whether the current semester grades and degree are to be included when a transcript is ordered near the end of a semester.
6. Full names of the recipients of the transcripts, whether they are agencies, colleges, or individuals. Complete mailing addresses should also be included.
7. Student's signature. (This is the student's authorization to release the records to the designee.)

A student having delinquent financial obligations to the University will not be granted a transcript.

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 re-



view their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OSU student has the right to:

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

Withholding Disclosure of Information. Currently enrolled students may withhold disclosure of directory information. A student may file with the Office of the Registrar a written request not to release directory information. 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. No other information regarding students' educational records may be disclosed to anyone without written consent of students, except to "school officials" who have a "legitimate educational interest" in the student.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Students, or parents of dependent students, may inspect and review their educational records. Some form of photo identification must be displayed before access to educational records will be allowed. Parents of a dependent student may challenge denial of access 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 addresses; electronic mail addresses assigned or provided by the institution or provided to the University by the student; telephone number; date and place of birth; major field of study; weight and height of students participating in officially recognized sports; dates of attendance at Oklahoma State University;

degrees, honors, and awards granted or received; academic classification such as freshman, sophomore, junior, senior, etc.; sex; educational institutions previously attended; degree(s) held, date(s) granted, and institution(s) granting such degree(s); dissertation or thesis title; adviser or thesis adviser; participation in officially recognized organizations, activities, and sports.

"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. "Legitimate educational interest" is defined as an interest which results from the duties officially assigned to a school official and which are related to such a school official's responsibility for facilitating the student's development.

Costs

Fees and Tuition

It is extremely important that students carefully consider the total financing of their education, from the entering term to the completion of the 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, 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 Obligations" elsewhere in the *Catalog*.)

The required fees and nonresident tuition for Oklahoma State University are listed below. General fees and nonresident tuition are based on level of course. All course offerings are listed by four-digit numbers with the first digit indicating level of course. Lower-division courses are all courses with the first digit 0 through 2. Upper-division courses are all courses with the first digit 3 or 4. Graduate-division courses are all courses with the first digit 5 or above.

The figures that follow are for the 2003-2004 academic year. These fees are subject to change without notice, as provided by University, Board of Regents, and OSRHE policies.

Consult the colleges of Osteopathic Medicine and Veterinary Medicine for current fees and tuition.

Oklahoma Residents

Lower-division courses

\$83.75	Resident tuition
\$6.18	Activity fee
\$1.00	Assessment fee
\$2.00	Career services fee***
\$7.30	Facility fee
\$5.25	Library resources and automation fee
\$3.00	Technology fee*
<u>\$108.48</u>	Total per credit hour
\$25.00	Academic service fee per semester
\$2.00	<i>The Daily O'Collegian</i> fee per semester
\$54.00	Health services fee per semester**
\$7.00	Records maintenance fee per semester
\$27.00	Transit fee per semester

Upper-division courses

\$89.30	Resident tuition
\$6.18	Activity fee
\$1.00	Assessment fee
\$2.00	Career services fee***
\$7.30	Facility fee
\$5.25	Library resources and automation fee
\$3.00	Technology fee*
<u>\$114.03</u>	Total per credit hour
\$25.00	Academic service fee per semester
\$2.00	<i>The Daily O'Collegian</i> fee per semester
\$54.00	Health services fee per semester**
\$7.00	Records maintenance fee per semester
\$27.00	Transit fee per semester

Graduate-division courses

\$118.10	Resident tuition
\$6.18	Activity fee
\$2.00	Career services fee***
\$7.30	Facility fee
\$5.25	Library resources and automation fee
\$3.00	Technology fee*
<u>\$141.83</u>	Total per credit hour
\$25.00	Academic service fee per semester
\$2.00	<i>The Daily O'Collegian</i> fee per semester
\$54.00	Health services fee per semester**
\$7.00	Records maintenance fee per semester
\$27.00	Transit fee per semester

Nonresidents of Oklahoma

Lower-division courses

\$83.75	Resident tuition
\$6.18	Activity fee
\$ 1.00	Assessment fee
\$2.00	Career services fee***
\$7.30	Facility fee
\$5.25	Library resources and automation fee
\$3.00	Technology fee*
<u>\$198.20</u>	Nonresident tuition
\$306.68	Total per credit hour
\$25.00	Academic service fee per semester
\$2.00	<i>The Daily O'Collegian</i> fee per semester
\$54.00	Health services fee per semester**
\$7.00	Records maintenance fee per semester
\$27.00	Transit fee per semester

Upper-division courses

\$89.30	Resident tuition
\$6.18	Activity fee
\$1.00	Assessment fee
\$2.00	Career services fee***
\$7.30	Facility fee
\$5.25	Library resources and automation fee
\$3.00	Technology fee*
<u>\$223.00</u>	Nonresident tuition
\$337.03	Total per credit hour
\$25.00	Academic service fee per semester
\$2.00	<i>The Daily O'Collegian</i> fee per semester
\$54.00	Health services fee per semester**
\$7.00	Records maintenance fee per semester
\$27.00	Transit fee per semester

Graduate-division courses

\$118.10	Resident tuition
\$6.18	Activity fee
\$2.00	Career services fee***
\$7.30	Facility fee
\$5.25	Library resources and automation fee
\$3.00	Technology fee*
<u>\$274.75</u>	Nonresident tuition
\$416.58	Total per credit hour
\$25.00	Academic service fee per semester
\$2.00	<i>The Daily O'Collegian</i> fee per semester
\$54.00	Health services fee per semester**
\$7.00	Records maintenance fee per semester
\$27.00	Transit fee per semester

*Each college has an additional technology fee. The CBA and CEAT have additional infrastructure and facilities/equipment fees.

**Students enrolled in six or fewer hours pay \$7.00, without use of medical services.

***M.B.A. and VM students are excluded.

College of Osteopathic Medicine (2003-04 acad.yr.)

Oklahoma Residents

\$13,774.00	Resident tuition per year
\$84.00	Activity fee per year
\$100.00	Computer laboratory fee per year
\$330.00	Curriculum materials and laboratory fee (first year) (\$220.00 second year)
\$108.00	Health service fee per year
\$90.00	Hepatitis vaccine (first year, optional)
Direct cost	Liability insurance fee per year (maximum)
\$2.25	Library technical fee per semester credit hour

Nonresidents of Oklahoma

\$30,144.30	Nonresident tuition per year
\$84.00	Activity fee per year
\$100.00	Computer laboratory fee per year
\$330.00	Curriculum materials and laboratory fee (first year) (\$220.00 second year)
\$108.00	Health service fee per year
\$90.00	Hepatitis vaccine (first year, optional)
Direct cost	Liability insurance fee per year (maximum)
\$2.25	Library technical fee per semester credit hour

College of Veterinary Medicine (2003-04 acad.yr.)

Oklahoma Residents

\$4,141.68	Resident tuition per semester
\$54.00	Activity fee per semester (athletic)
\$2.15	Activity fee per credit hour
\$12.50	Cultural and recreational services fee per semester
\$.25	Student senate speakers fee per credit hour
\$68.80	Facility fee per semester
\$3.00	Facility fee/recreation per credit hour
\$2.25	Library resources fee per credit hour
\$15.00	Technology fee per credit hour
\$2.00	<i>The Daily O'Collegian</i> fee per semester
\$54.00	Health services fee per semester**
\$7.00	Records maintenance fee per semester
\$217.99	Resident fee per credit hour (less than 15 hours)

Nonresidents of Oklahoma

\$4,141.68	Resident tuition per semester
\$54.00	Activity fee per semester (athletic)
\$2.15	Activity fee per credit hour
\$12.50	Cultural and recreational services fee per semester
\$.25	Student senate speakers fee per credit hour
\$68.80	Facility fee per semester
\$3.00	Facility fee/recreation per credit hour
\$2.25	Library resources fee per credit hour
\$15.00	Technology fee per credit hour
\$8,072.57	Nonresident tuition per semester
\$2.00	<i>The Daily O'Collegian</i> fee per semester
\$54.00	Health services fee per semester**
\$7.00	Records maintenance fee per semester
\$642.86	Nonresident fee per credit hour (less than 15 hours)

**Students enrolled in six or fewer hours pay \$7.00, without use of medical services.

College of Veterinary Medicine students who repeat course work will be charged an amount per credit hour for Oklahoma residents and nonresidents. Nonresidents will also be charged non-resident tuition per credit hour.

Fees for Special Services

All students pay special fees each semester to contribute to the betterment and general welfare of the campus community. The activity fee provides 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. User's fees, other fund-raising activities, and, in some cases, membership dues provide the remaining support to make these positive, constructive, and meaningful programs and services available to all students.

The *career services* fee provides development, employment and internships, and interview opportunities.

The *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.

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. 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 off-campus for the entire semester. Such students will not be charged health and activity 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 off the campus for the entire semester or summer session (medical technology, geology and forestry summer camps). Such courses typically are offered at unusual times and presented in a concentrated curriculum format. Other extenuating circumstances may be cause to consider denying use of and charge for these facilities or participation in activities sponsored by these fees.

The *library resource and automation* fees defray the cost of equipment, software, and other aspects related to operating the on-line computerized library service.

The *technology* fee provides for the maintenance of existing facilities, and the expansion and development of central and collegiate facilities, software, and multimedia capabilities. This fee is apportioned between a central (University) fee and a college fee; all courses are



charged the central fee (per semester credit hour) and the college fee (per semester credit hour) based on the rate approved for the college that teaches the specific course.

The *academic service* fee maintains and enhances advising services, technology, student/adviser ratio, and graduation rate.

Students enrolled in seven or more hours per semester will be assessed a *health services* fee that includes a fee for comprehensive health and pharmacy services. Health and pharmacy services are available to students enrolled in six or fewer hours if the student chooses to pay the full fee.

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

The *transit* fee provides bus service to the Stillwater campus and community.

Special Class Charges

In certain courses, special services, supplies or equipment may be used. Costs for these are not normally covered by fees, tuition or departmental operating budgets, and, therefore, the cost is incurred by the student. Special charges are listed in each semester's class schedule book and Internet schedule book.

Special Fees

Advanced standing examination fee	
Locally developed (no charge)	
Nationally developed national agency rate	
Application fee for all undergraduate, osteopathic medicine, and graduate students	\$25.00
Audit without credit same as Oklahoma resident tuition	
Automobile parking permit (per year):	
Campus residents	\$44.00
Off-campus residents	\$54.00
Classroom renovation fee per credit hour (freshmen only)	\$5.00
Graduation fees:	
Fourth-year osteopathic medicine	\$15.00
Master's thesis binding fee each	\$40.00
Doctoral dissertation binding fee each	\$60.00
Dissertation microfilming fee each	\$50.00
Health risk assessment fee for first-time students	\$20.00

International student status maintenance fee:	
per semester	\$50.00
Late enrollment fee:	
after classes begin	\$50.00
Remedial	
Supplementary fee	\$24.00
(per credit hour, in addition to the general fee)	

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 need extra assistance or whose sponsors have indicated a requirement for supplementary assistance beyond that of the regular university program. The customary sponsored student fee is \$300 per semester. Sponsored programs may also include items such as special training, research costs, equipment, enrichment, required travel and transportation 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 sponsored and special education and training. Sponsoring agencies should direct all matters to the University's Office of International Students and Scholars, 076 Student Union. Electronic mail may be sent to thuff@okstate.edu. The fax number is (405) 744-8120.

Fee Policy for Faculty and Staff

The facility fee, the transit fee, the *Daily O'Collegian* fee and the student health center fee are waived for permanent, full-time faculty and staff. These employees are eligible to enroll for credit or audit courses and be charged fees at the rate of one-half the amount charged other students under the University fee waiver policy (one-half the general fee, for auditing only, and one-half the activity fee). To be eligible under this fee policy, an employee-student 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.

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

Refunds

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

Drop Fee Policy

Beginning with the Fall 2002 semester, 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 fees. A student dropping a course after the sixth day of a regular semester but prior to the end of the second week, or after the third day of the eight week summer session through the fifth day, or during the proportionate period for block or short courses, will receive a 50 percent refund of fees. No refund of fees will be given for courses dropped after the second week of a regular semester or the first week of the eight week summer session.

Withdrawal Fee Policy

A student withdrawing from the University during the first six days of a regular semester or during the three days of an eight-week summer session will receive a refund of fees. The percentage of fees to be refunded:

Prior to the end of the sixth day of a regular semester or the fourth day of an eight-week summer session—
100 percent

After the sixth day of a regular semester or the third day of the eight-week summer session—
50 percent

After the second week of a semester or the first week of a summer session—
0 percent

A student withdrawing from a short session will receive a refund during the first one-eighth of the session. Title IV recipients follow federal refund guidelines.

Repayment Policy

Financial aid is considered to be used first for direct educational costs (tuition and fees) and, if the student is in University housing, for room and board. Therefore, if a student financial aid recipient

withdraws and is eligible for a refund of tuition and fees and/or room and board, all or part of this refund will be used to reimburse the Title IV financial aid program(s) up to the amount of assistance that the student received from the program(s).

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

When there are multiple disbursements of aid, the assumption is made that the first disbursement(s) is used to pay institutional charges. Therefore, if cash is disbursed, the cash is derived from the last disbursement(s) prior to the disbursement of cash.

A detailed policy can be obtained from the Office of Scholarships and Financial Aid.

Fee Refund Policy for Students Entering Military Service

If a student enters military service during the term in which he or she is enrolled and has not completed sufficient work for receiving grades, but is in good standing academically, the University will waive enrollment fees for the student during the term in which he or she re-enrolls after military service has been completed. The amount of the fee waiver is equal to the amount of fees paid for the semester during which withdrawal occurred. If the University finds that it is not feasible to waive the enrollment fees, it will make a refund to the student of the full amount of fees paid.

If a student enters military service during the term and is not in good academic standing at the time, the regular fee refund policy of the University applies.

Residential Life Rates

All rates are approved by the OSU Board of Regents and are subject to change. The rates listed below were effective for the academic year 2003-2004. All rates include room rent and all utilities including electricity, water, local phone, cable television, and Internet connection. All halls are open continuously throughout the academic year. Year round housing (12-month contract) is available in each type of housing offered. Some halls house only non-freshman students. See the Residential Life website for the latest information (www.reslife.okstate.edu).

Residence Halls

Traditional. Iba, Parker, Willham South, and Wentz Halls offer rooms for men and women. Drummond Hall offers rooms for women and Kerr Hall offers rooms for men. Most students are housed in double occupancy rooms, but single rooms can be requested.

Per Person	Monthly Rate
Single Room	\$418.00
Double Room	\$274.00

Stout Honors Hall offers three floors of double occupancy rooms, and one floor of smaller-designed single rooms. See the Residential Life website for the latest rate information.

Per Person Academic Yr.	Monthly Rate
Single Room	\$437.00
Double Room	\$285.00

12 month	Monthly Rate
Single Room	\$402.00
Double Room	\$262.00

Deluxe Suites. Allen, Jones, Patchin, Zink Halls and Suite Buildings A and B offer deluxe suites for men and women. The suites are either two or four bedrooms with living rooms and a small kitchenette. All units house four people.

Per Person Academic Yr.	Monthly Rate
1 Per Bdr/4 Bdr, 2 Bth	\$423.00
1 Per Bdr/2 Bdr, 1 Bth	\$524.00
2 Per Bdr/2 Bdr, 2 Bth	\$319.00
1 Per Bdr/1 Bdr, 1 Bth (without living room)	\$500.00
2 Per Bdr/1 Bdr, 1 Bth	\$357.00

12 month	Monthly Rate
1 Per Bdr/4 Bdr, 2 Bth	\$390.00
1 Per Bdr/2 Bdr, 1 Bth	\$482.00
2 Per Bdr/2 Bdr, 2 Bth	\$294.00
1 Per Bdr/1 Bdr, 1 Bth (without living room)	\$460.00
2 Per Bdr/1 Bdr, 1 Bth	\$328.00

Bennett deluxe suites are available for men and women. Bennett Hall offers a wide variety of room layouts and configurations.

Per Person Academic Yr.	Monthly Rate
3 or 4 person units (with living room and a bath)	
2 per Bdr	\$303.00
1 per Bdr	\$407.00
2 persons units (without living room, with bath)	
1 per Bdr	\$418.00
1 person unit (without living room, with bath)	

Private Bedroom 1 person unit (with bath)	\$441.00/475.00
Private Bedroom/1 bath	\$510.00

Apartments. Bost, Davis, Kamm, Morsani-Smith, Peterson-Friend, Sitlington and Young Halls are available for men and women. Both furnished and unfurnished options are available. All apartments come with a fully furnished kitchen including a full-size washer and dryer.

Per Person Academic Yr.	Monthly Rate
1 Per Bdr/4 Bdr, 2 Bth	\$465.00
1 Per Bdr/4 Bdr, 2 Bth (unfurn)	\$428.00
1 Per Bdr/2 Bdr, 2 Bth	\$549.00
1 Per Bdr/2 Bdr, 2 Bth (unfurn)	\$524.00
12 month	
1 Per Bdr/4 Bdr, 2 Bth	\$428.00
1 Per Bdr/4 Bdr, 2 Bth (unfurn)	\$394.00
1 Per Bdr/2 Bdr, 2 Bth	\$505.00
1 Per Bdr/2 Bdr, 2 Bth (unfurn)	\$482.00

University Apartments

The University operates apartments to house married and single parents, and a limited number of single graduate and upperclass students. Priority is given to families and graduate students. Individuals should apply eight to 10 months in advance to assure choice of apartments.

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

The following 2003-2004 rates include all utilities (gas, water, electricity, local phone service, cable TV, and Internet connection).

(unfurnished) Monthly Rate	
Williams 12-15, Prossor neighborhoods	\$480.00
West, Stevens Neighborhoods	\$490.00
Demaree Neighborhood	\$490.00
Williams 101-105	\$585.00
Brumley Neighborhood	\$585.00
Morrison (2 bedroom)	\$805.00
Morrison (3 bedroom)	\$1010.00

(furnished) Monthly Rate	
Williams 12-15, Prossor neighborhoods	\$514.00
West, Stevens Neighborhoods	\$524.00
Demaree Neighborhood	\$524.00
Williams 101-105	\$619.00
Brumley Neighborhood	\$619.00
Morrison (2 bedroom)	\$839.00
Morrison (3 bedroom)	\$1044.00

Estimated Total Expenses for Students

An estimated budget (based on 2003-2004 figures) for an undergraduate student at OSU is as follows:

Resident

Tuition and Fees (Based on 14 credit hours)	\$1,760.00
University Housing and Board (Based on average, freshman, residence hall charges)	\$2,404.00
Textbooks and Supplies	\$480.00
Ave. Misc. Personal Expenses	\$1,490.00
Total Per Semester	\$6,134.00

Nonresident

Tuition and Fees (Based on 14 credit hours)	\$4,710.00
University Housing and Board (Based on average, freshman, residence hall charges)	\$2,404.00
Textbooks and Supplies	\$480.00
Ave. Misc. Personal Expenses	\$1,490.00
Total Per Semester	\$9,084.00

Financial Obligation

Laurie Beets, Interim Bursar

Kim Miller, Assistant Director

Joy Meyer, Ph.D., Financial Counselor

Danny Jurgens, Manager of Student Loans

Margene Payne-Pearce, Manager of Teller Operations

Beckie Cooper, Senior Accountant

Enrollment at Oklahoma State University incurs certain obligations and commitments on the part of an individual student, one of which is the student's responsibility to pay in a timely manner all financial amounts owed to the University.

In order to remain in good financial standing with the University, and thereby continue to participate in its educational programs, services and benefits, a student must meet all financial obligations incurred at the University on or before the due dates. Students with financial difficulty should immediately contact the Office of the Bursar for assistance and guidance.

A billing statement is either mailed monthly to the local address or specified billing address and/or sent to the student's University e-mail address to be viewed online. The billing statement summarizes semester tuition/fees, grants, scholarships, and/or loans that have

been applied to the bursar account. Students are responsible for ensuring the university maintains accurate addresses. Address updates may be accomplished via the Inter-net address (<http://prodosu.okstate.edu/>) or at the Office of the Bursar. Failure to receive a bill does not relieve the student from the financial obligation, any finance charges, and other penalties that may occur if the account is not paid by the monthly due date.

All tuition and fees (required and optional) associated with the student's enrollment are due in the Office of the Bursar no later than 4:30 p.m. on the 15th day of each month following billing. Fall semester charges are due by September 15, spring semester charges are due by February 15, and summer session charges due dates vary depending on the session.

All delinquent accounts will accrue an interest penalty at the rate of 1.5 percent monthly (19.56 APR). Any charges incurred by the University in an effort to collect on delinquent accounts will be assessed to and will be the responsibility of the account holder. Delinquent account information is disclosed to credit reporting agencies, which could endanger the student's credit rating on a local or national level.

Accounts must be cleared before the student can obtain the release of any records, obtain a transcript, receive a diploma, or enroll at Oklahoma State University for subsequent semesters. Students having difficulty in meeting their financial obligations should contact the Office of the Bursar for assistance.

It is the policy of the University to apply all financial aid to the student's account, withhold an amount equal to all charges showing on the student's account for the semester (fees, tuition, housing, etc.) and then refund the balance. Your refund may be issued through electronic direct deposit upon request. OSU complies with the U.S. Department of Education, rules and regulations in accordance with *The Federal Student Financial Aid Handbook* instructions.

Many students are sponsored through various scholarships from organizations or foundations other than Oklahoma State University. Typically the sponsoring organization sends scholarship funds directly to Oklahoma State University in the name of the student. These funds are deposited to the student's account and used to pay any costs associated with attending Oklahoma State University. Unless specifically designated by the organization, one half of the scholarship will be held as a payment toward fall semester charges, and one half will be designated to the spring term.

If an organization sends scholarship funds directly to the student, it is recommended that the student deposit those scholarships at the Oklahoma State University Office of the Bursar. These funds will be used to pay any costs associated with attendance at the University or so designated by the organization issuing the scholarship.

Some organizations require a billing invoice from Oklahoma State University before a scholarship is issued on behalf of the student. If this is the case, the Office of the Bursar must be notified before the first day of the semester with the name and address of the organization, expected scholarship amount, and any required information that the organization may need in order to issue payment.

The Office of the Bursar may be contacted at:

113 Student Union
(405) 744-5993
(<http://bursar.okstate.edu>)
email: Bursar@okstate.edu



Scholarships and Financial Aid

Charles W. Bruce, *Senior Director*

Lori Wieder, *Director, Talent Search*

Patrick Smith, *Director, Upward Bound*

Patrick Kennedy, *Associate Director, Administrative Services*

Julie Berg-Mattson, *Associate Director, Programs*

Derwin Simpson, *Assistant Director, Client Services*

Cathy Bird, *Assistant Director, Loan Processing and Records Management*

Kevin Gerfen, *Assistant Director, Scholarships*

Margaret Betts, *Assistant Director, Special Programs*

Karen Rogers, *Assistant Director, Upward Bound*

Chad Blew, *Coordinator, Community Service Work-Study*

Sandra Dearing, *Coordinator, Scholarships*

Tonya Chapman-Jones, *Counselor*

Karen Finley, *Counselor*

Linda Good, *Counselor*

Rhonda McCubbin, *Counselor*

Linda Millis, *Counselor*

Diane Tipling, *Systems Manager*

Wilma White, *Reports Manager*

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

Scholarship Programs

Oklahoma State University annually offers more than \$20 million in tuition waiver scholarships and more than \$15 million in other scholarships to qualifying freshmen, transfer, continuing and graduate students.

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

Tuition Waiver Scholarships

Tuition waiver scholarships for Oklahoma residents range from approximately \$800 to \$2,000 in value, and vary in length from one year to four years. One-year and multiple-year tuition waiver scholarships are awarded to incoming freshman students who have attained high scholastic standing in high school. Transfer tuition waiver scholarships are offered to outstanding students transferring to OSU from two-year and four-year colleges.

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

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

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

All current undergraduate students at OSU are encouraged to complete the Scholarship Application for Continuing and Readmitted Undergraduates each year, available on the Internet (www.okstate.edu/finaid). Applications are due March 1. Scholarships for continuing students may be in the form of cash or tuition waivers, and are awarded based on academic performance, financial need, or both.

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

Cash Scholarships

President's Distinguished Scholarship (PDS). The OSU Foundation offers this prestigious \$8,800 per-year cash award. It is available to students who have exhibited outstanding academic ability and involvement as a leader in school and community activities. PDS scholarships are very limited in number (about 70 each year) and the competition for them is highly competitive. Awards are usually made in March after committee selections.

President's Leadership Council (PLC).

This one-year, \$1,500 cash scholarship is awarded to a limited number of incoming freshmen (200 annually) based on leadership potential, school and community service, and academic achievement. The PLC is both an honorary and a working organization. The selection process is highly competitive. Awards are usually made in March after committee selections.

College and Departmental Cash Scholarships.

Some colleges and departments award cash scholarships to freshman, continuing, and graduate students who have excelled academically. The number of awards, stipends, and requirements vary, depending on the scholarship's requirements. For more information, contact the college or department should be contacted. The college or department will notify the student of an award.

Oklahoma State Regents for Higher Education (OSRHE) Academic Scholars.

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

Other Scholarships. The OSU Office of Scholarships and Financial Aid frequently has applications for scholarships sponsored by various local, state and national organizations available in its office in 213 Student Union. Students should visit the office periodically (or the office's Internet site at www.okstate.edu/finaid) to see if there are scholarships with qualifications of interest.

Residual ACT Test. Incoming students at OSU should consider taking the "Residual" ACT test at OSU. Incoming students who have raised their standardized test scores may submit those scores to the Office of Scholarships and Financial Aid to be considered for a higher value scholarship, but must do so by August 1. The Residual ACT is offered on the Stillwater campus five days per week (telephone 405-744-5958). (Some programs, such as the OSRHE Academic Scholars Program, accept only national ACT or SAT test scores.)

Special Notes

1. While a student may receive multiple cash scholarships at any one time, a student may have only one tuition waiver scholarship in effect at any one time.
2. It is essential that the student knows if the scholarship is renewable and, if it is, its renewal criteria. Contact the Office of Scholarships and Financial Aid at 405-744-7541 to verify the criteria.
3. Tuition waiver scholarships awarded by OSU's main campus in Stillwater are good only for classes taken at the main campus in Stillwater and will pay only if enrolled in at least 12 credit hours at the main campus in Stillwater.
4. Tuition waiver scholarships do not pay for summer classes.
5. Tuition waiver scholarship offers will be made only as long as funds remain.
6. The student must accept any scholarship offered within the time designated in the award letter or the offer may be rescinded.
7. 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.
8. Final awards may be made only to OSU applicants who are fully admissible and in good standing.
9. If the student plans to participate on or try out for an OSU varsity intercollegiate athletic team (including walk-ons), the student should contact OSU's Athletic Compliance Office at 405-744-9583 to inquire how a non-athletic scholarship could be affected.

Federal Aid Programs

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

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

An analysis of the FAFSA is used to determine demonstrated need for federal, state, and institutional programs

such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Oklahoma Tuition Aid Grants (OTAG), Federal Perkins Loans, William D. Ford Federal Direct Loans, Federal Work-Study (FWS), and tuition waivers.

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

To be considered for financial aid, a student must:

1. Demonstrate financial need, except for some loan and scholarship programs.
2. Be a U.S. citizen or eligible non-citizen.
3. Be enrolled as a degree or certificate-seeking candidate, including a program of study abroad.
4. Meet minimum satisfactory academic progress standards.
5. Have a high school diploma or GED.
6. Not be in default on any federal loan, not have borrowed in excess of the allowable limits and not owe a refund to any federal grant program (including the Oklahoma Tuition Aid Grant program).
7. Be prompt in responding to any requests for additional information made by the Office of Scholarships and Financial Aid.

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

Grants

Undergraduate students who have not completed their first undergraduate degree are eligible to apply for the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant. Undergraduate students who are Oklahoma residents are eligible to apply for the state grant program, the Oklahoma Tuition Aid Grant.

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

Federal Supplemental Education Opportunity Grants 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.

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

Federal Work-Study

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

Eligible students may be employed by any participating office or department at OSU or at an off-campus, non-profit agency. The community service agencies must meet federal and OSU regulations, including being nonprofit or governmental agencies whose services are available to everyone, regardless of ability to pay. While working in positions directly related to their curricula, students form strong links with the community.

Loans

OSU has several loan funds for students who need financial assistance. These funds are available to students who meet the eligibility requirements of the various programs and are making satisfactory progress in their college work.

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 which are not charged to a student's University account. Students are billed for the loan through the Office of the Bursar on the billing statement of the month in which they apply. Applications must be made in person at the Office of Scholarships and Financial Aid.

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

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

The rate of interest on the William D. Ford Loan varies for first-time borrowers, but cannot exceed 8.25 percent. The rate of interest on a Federal Direct Parent Loan is variable but cannot exceed 9 percent.

Enrollment Requirements

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

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

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

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



Academic Progress

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

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

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

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

Teacher Education Certification

To receive financial assistance, students who are classified by the Graduate College as special students and who are also pursuing Teacher Education certi-

fication must be enrolled in a required program for elementary or secondary teacher certification or recertification in Oklahoma (must be required to teach); *and* be enrolled in at least six hours in the fall or spring semesters or three hours in the summer term.

Teacher education students are eligible to apply for consideration in Federal Work-Study, Oklahoma Tuition Aid Grant (OTAG), Federal Perkins Loan, and Direct Loans (Subsidized and Unsubsidized). The maximum Direct Loan eligibility for teacher education students is \$5,500 in the Subsidized Loan. Independent students may have an additional \$5,000 of eligibility in the Unsubsidized Loan. At no time may the student borrow more than the cost of attendance minus any other financial aid.

Due to the unique nature of the Teacher Education program, students are encouraged to schedule an appointment with a financial aid counselor to discuss the required documentation needed for financial aid eligibility.

Prerequisite Course Work for Admission to a Graduate Program

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

Students are only eligible for Ford Federal Direct Loan consideration. Federal law sets the maximum Subsidized Loan eligibility at \$5,500 for course work necessary to enter a graduate program; independent students may also qualify for an additional \$5,000 in Unsubsidized Loan. At no time may the student borrow more than the cost of attendance minus any other financial aid.

Preparatory students who wish to be considered for assistance should schedule an appointment with a financial aid counselor to discuss their particular circumstances.

TRIO Programs

The TRIO Programs at Oklahoma State University are funded through the U.S. Department of Education. The programs are designed to provide support and motivation to youth and adults who have the potential for academic success and

who meet government income requirements and/or whose parents have not graduated from college.

While the Upward Bound and Educational Talent Search programs each serve different groups of students, both programs provide the following services:

academic advisement; career counseling; college financial planning; college selection and admission; parent/guardian services; personal and life skills development; technology skills; test preparation and score analysis; tutoring.

Scholar Development and Recognition

Bob Graalman, Director

Gail Gillilan, Senior Unit Assistant

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

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

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

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

Finally, along with the Office of High School and College Relations, this office now manages OSU's Freshman Research Program. Contact this office for further information.

Student Services

Residential Life

Bob Huss, Director of Residential Life

Eddie Denman, Assistant Director of Residential Life—Administrative and Business Services

Carol Hackerott, Assistant Director of Residential Life

Leonard Edmond, Assistant Director of Residential Life

Dave Stoddart, Assistant Director of Residential Life

The Department of Residential Life's vision is to change lives. To that end the department offers 22 residence halls, seven family-first neighborhoods, six special interest housing options, over 28 dining options, and countless leadership activities for students. Students who live on campus graduate sooner and maintain higher grades than their off-campus counterparts. More than 500 students are involved in planning and leading educational, recreational and social activities within the halls.

All freshmen are required to live on campus. Exceptions can be made for one of the following reasons: being married; being 21 years of age or older; living with parents in Stillwater or the surrounding area; being a veteran; living in a fraternity or sorority house (sorority pledges generally live in residence halls due to limited sorority house space); or having completed 27 credit hours. Exceptions must be requested in writing, and approved by the Department of Residential Life.

All accommodations are rented on a contract date priority basis. Prospective students' applications and contracts are encouraged to be sent in nine months before the desired occupancy in order to improve the chances of receiving the preferred on-campus housing location.

Traditional Halls, Deluxe Suites, and Apartments

OSU traditional halls, deluxe suites, and apartments offer a variety of living accommodations. Traditional residence halls include Iba, Kerr-Drummond,

Parker, Stout, Wentz, and William North and South halls. Deluxe suites are offered in Allen, Bennett, Jones, Patchin, Zink, and Suite Buildings A and B. Apartments can be found in Bost, Davis, Kamm, Morsani-Smith, Peterson-Friend, Sitlington, and Young halls. All halls are open continuously throughout the academic year. Year round housing (12-month contract) is available in each type of housing offered. Some halls house only non-freshmen students. Further information may be found on the Internet (www.reslife.okstate.edu).

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

Students are offered several lifestyle options. Kerr Hall houses men only, while Drummond Hall houses women only. All other halls are co-ed. Parker Hall is open to students who are active participants in the Honors Program. Zink Hall houses participants in the FIT (Freshmen in Transition) program through the College of Agriculture. Allen Hall is home to the Ketchum House Native American floor, as well as housing students interested in engineering. Engineering floors can also be found in Kerr, Drummond, and Bost Halls. Men that are computer science majors may choose to live on the special interest floor in Kerr Hall. Jones Hall is home to the Uhuru House, the African Centered Cultural House. Students interested in developing leadership skills may be interested in the Kamm Hall Leadership House.

In every residence hall there is a well-trained professional staff to coordinate the day-to-day operations of the building, as well as student staff whose primary function is to see that students benefit educationally from their residential living experience. Each floor or wing has a live-in student staff member (resident assistant or community facilitators) responsible for assisting and guiding the residents. Resident assistants and community facilitators 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.

University Dining Services

University Dining Services offers over 30 dining options to choose from on campus including all of the Residential

Life dining options, the Student Union Food Court, the Starlight Terrace, The Dairy Bar, Java Dave's @ the Library, West Side Café, Taylor's Dining, and The State Room. A variety of all-you-care-to-eat cafeterias, specialty restaurants, convenience stores, and a la carte options provide food service from early morning to late night.

By providing some of the most flexible meal plans in the country, University Dining Dollars (UD\$) make it easy and convenient to eat anytime and anywhere on campus. Students may choose from several different meal plans, depending on their individual needs. Freshmen who are living on-campus required to have a minimum meal plan. (Contact Residential Life for more information.)

Anyone can purchase a UD\$ plan including on-campus residents, off-campus students, and faculty and staff members, and all plan holders receive a 3% discount in the a la carte options.

For more information, contact the Office of Residential Life, Oklahoma State University, Iba Hall, Stillwater, Oklahoma 74078, or the Internet (www.reslife.okstate.edu).

Mobility Impaired Student Housing

All residence halls and many university apartments offer some housing for students who have impaired mobility. Upon notification, the Department of Residential Life routinely modifies rooms and apartments to meet an individual's special needs. This modification may take several months, so advance notification is critical.

University Apartments

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

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

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

The Family Resource Center, located in the University Apartments area, offers

a variety of programs to meet the needs of University Apartment residents. These programs vary depending upon the needs of the clientele. Typical programs include: English as a Language class (ESL), after-school programs, car seat loans, toy library, child care information, and pot luck dinners. The Family Resource Center (FRC) also has the World Cup, a small convenience store.

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

For more information contact the University Apartments Office, 120 Brumley, Oklahoma State University, Stillwater, Oklahoma 74078, or the Internet (www.reslife.okstate.edu/hfamily).

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

Nontraditional Student Services — 060 Student Union, Marie Basler, *Coordinator* (744-5488)

Non-Traditional Student Organization — 045 Student Union (744-7508)

University Counseling Services

Suzanne M. Burks, *Director*

Baiba Ercum, *M.D.*

Joni Hays, *Coordinator, Career Resource Center*

Deborah Bransford, *Career and Outreach Specialist*

Jack Davis, *Coordinator, Counseling*

Tim Mulligan, *Senior Clinical Counselor*

Julia Shcherbakova, *Senior Clinical Counselor*

Chris Spera, *Senior Clinical Counselor*

Rebecca Walls, *Senior Clinical Counselor*

Jason White, *Senior Clinical Counselor*

Cindy Washington, *Clinical Counselor*

The University Counseling Services provides confidential professional personal and career counseling for OSU students. Both individual and group counseling is available.

Assistance is offered for emotional problems, as they affect personal and academic goals, intellectual functioning or relationships with others. Among the variety of concerns dealt with in counseling are stress, anxiety, depression, eating disorders, substance use/abuse, interpersonal relationships, and career indecision. Psychiatric consultation is available as needed.

University Counseling Services also assists students with problems, concerns, and experiences relating to educational difficulties; i.e. study habits, test-taking stress, lack of motivation, or attitudes related to school. University Counseling Services also offers comprehensive assessment for diagnosis of learning disabilities and attention deficit disorder.

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

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

Minimal fees are assessed for individual and group counseling, for certain tests, for specific programs or workshops and for some career assessments. De-

pending upon the need, tests and other University services may be used in conjunction with counseling.

All information regarding appointments and content of counseling is strictly confidential.

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

Student Disability Services

Mike Shuttic, Coordinator

Student Disability Services (SDS) offers academic support services to students with disabilities. SDS is committed to providing assistance to students that will facilitate academic access and independence of each individual student. Appropriate services are determined on an individualized basis and may include academic advisement, specialized testing, recorded textbooks, classroom access, assistive tech, and other services based on disability-related need. Students must initiate a request for services by contacting Student Disability Services.

University Health Services

**Steve Rogers, C.H.E., M.B.A.,
Director**

**Michael W. Strange, M.D., Medical
Director**

Oklahoma State University is as interested in the student's physical and emotional well-being as it is in his or her intellectual and cultural development.



Good health will not guarantee academic success, but it will help; while poor health, either physical or emotional, can impair both the academic and the extracurricular career.

University Health Services maintains a staff of full-time physicians, mental health professionals, nurses, laboratory, pharmacists and 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. Along with this full-time help, there are part-time specialists in psychiatry and radiology.

University Health Services is an ambulatory primary care facility, designed to provide cost-effective, physician-directed health care to students. A fee is charged to cover direct costs on laboratory, x-ray, pharmacy and elective services. 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.

Health Requirements. All new students are required to complete the OSU Health History and Immunization form. Effective for the Fall Semester 2004, Oklahoma law requires that students report their compliance with certain required immunizations. These include measles, mumps, rubella, and hepatitis B, and testing for tuberculosis. Information and the requirements for compliance are explained in detail on the OSU Health History form that is mailed to all new students. Failure to comply with these guidelines will prevent future enrollment.

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

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

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

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

Multicultural Student Center

Howard Shipp, Director

Pete G. Coser, Coordinator

Edwina Kersten, Coordinator

Catherine Vijayakumar, Coordinator

Tiffany Williams, Coordinator

The Multicultural Student Center (MSC) is a comprehensive support service for African-American, Hispanic, Native American and Vietnamese-American students. The program provides educational and personal growth opportunities to enhance the university experience for minority students matriculating at Oklahoma State University. Support services are provided through one-to-one counseling, group counseling, outreach programs, academic skill development programs, and tutoring. The following areas of student development are emphasized: academic development, personal adjustment/development, motivation, and career goals.

The MSC staff work closely with other offices of the University. These efforts include direct and indirect assistance in the following areas: recruitment and retention; financial assistance; and career development and employment opportunities.

To enhance the social and cultural opportunities for minority students, MSC staff members serve as a resource to various minority student groups and organizations in an advisory or consultative capacity. These organizations include: Hispanic Student Association, African-American Student Association, Minority Women's Association, Native American Student Association, Vietnamese-American Student Association, American Indian Science and Engineering Society, Burnin' Black Choir, NAACP, Society of Black Engineers, Technology and Architecture, the Black Greek organizations, the Society of Hispanic Professional Engineers, and the Omega Delta Phi Fraternity.

Special Programs, Services and Facilities

Special Programs

The Honors College

Robert L. Spurrier, Jr., *Director*

K. Celeste Campbell, *Assistant Director*

Terisa Cunha, *Honors Academic Counselor*

Theodore Peeper, *Honors Academic Counselor*

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

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

Additional advantages for active participants in The Honors College (minimum of six honors credit hours per semester and 12 honors credit hours for each two consecutive semesters for freshmen and sophomores and three honors credit hours per semester for juniors and seniors) include use of The

Honors College Study Lounge in the Edmon Low Library (with a computer lab), extended check-out privileges for library materials, priority enrollment for the following semester, and an honors housing option in the residence halls.

Admission of new freshmen to The Honors College is based on an ACT composite score of 27 or higher (or comparable SAT score) with a high school grade-point average of 3.75 or higher. Application forms are included in the OSU Application for Admission. Students other than new freshmen may be admitted to the program on the basis of their OSU and cumulative grade-point averages (7-59 hours earned: 3.25, 60-93 hours earned: 3.37, 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.

For additional information about The Honors College, interested students should consult the director of The Honors College, 509 Edmon Low Library.

Pre-law, Premedicine and Other Preprofessional 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 preprofessional programs is available in such areas as dental hygiene, dentistry, law, library science, medical technology, medicine, nursing, occupational therapy, optometry, osteopathic medicine, pharmacy, physical therapy, physician's associate, radiologic technology, social work, and veterinary medicine. For more information, students should consult their advisers or the director of student academic services of the appropriate college.

Bachelor of University Studies

Individualization and flexibility are the features of the program leading to the degree of Bachelor of University Studies. This program is designed for students who find that the present degree programs (majors) at the University will not enable them to attain their educational

objectives; it is not intended for students whose educational objectives are undetermined. The Bachelor of University Studies degree permits a student to utilize the total resources of the University to accomplish unique educational objectives. The program may not prepare a student for a particular occupation or entry into a professional school.

Students who believe that their educational objectives can best be fulfilled through a Bachelor of University Studies degree can obtain information on the program from his or her College office of student academic services, or in the Office of the Provost and Senior Vice President (Academic Affairs).

All Bachelor of University Studies students must enroll in one of the colleges of the University. The Bachelor of University Studies degree program must meet requirements stated in the "University Academic Regulations" in the *Catalog*.

Credit By Exam

Oklahoma State University Testing and Evaluation Service is a national test site for the College Board's College Level Examination Program (CLEP). National CLEP testing centers offer two kinds of examinations: general examinations and subject examinations. OSU only grants college credit for subject examinations. Credit earned through these examinations are normally recognized by other colleges and universities throughout the nation.

OSU grants credit for acceptable scores in the Advanced Placement Program (AP) as administered by the College Entrance Examination Board in Princeton, New Jersey. AP tests are taken by high school students while in high school. High school counselors can be of assistance in making testing arrangements.

OSU awards credit for a limited number of Excelsior College Examinations (ECE). OSU is not a test site for ECE. Contact the Office of Admissions for additional information regarding ECE.

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

Military personnel and veterans who wish to establish credit for military training should submit to the Office of Admissions a copy of their DD214, (Armed

Forces of the United States Report of Transfer or Discharge) or their DD295 (Application for the Evaluation of Educational Experiences During Military Service), and any certificates of completion for military schools attended. OSU also accepts credits earned through the DANTES Subject Standardized tests for active military personnel.

Academic departments on campus at OSU may offer advanced standing examinations in subject areas not offered by the CLEP or AP. Any currently enrolled student whose travel, employment, extensive readings or educational experience appear to have given the student proficiency in a subject that is offered at OSU, equivalent to the proficiency ordinarily expected of those students who take the subject in a regular class, may apply for an examination on the subject.

A student may apply to take a validation examination for a course taken at an institution that OSU does not recognize as accredited. The dean of the college in which the course is offered appoints a committee of three to construct, administer and evaluate the examination.

Information pertaining to these examinations may be obtained from the Office of Admissions. See also the "Academic Regulations" section of the *Catalog*.

Gerontology Institute

Janette L. Bowman, Director

The Gerontology Institute is housed in the College of Human Environmental Sciences. The Gerontology Institute sponsors a multidisciplinary gerontology program committed to promoting academic excellence in the study of aging throughout the life course, through scientific research, education and service. It functions as a multidisciplinary program allowing students an opportunity to study in the field of aging. The Institute provides a university-wide focus in coordinating a curriculum in gerontology.

The Gerontology Institute was created in response to a widespread interest in course offerings in gerontology. Students can receive an M.S. in gerontology through natural and applied sciences or they can pursue a graduate certificate in gerontology. There is also a bachelor's program in gerontology through the departments of Sociology and Human Development and Family Science. Doctoral students can include gerontology as an area of specialization in their programs.

The Institute sponsors an annual Ethics and Aging Conference in the Tulsa area for professionals and students in the



field of aging. Many other programs are conducted with groups and agencies through university extension in CHES.

The headquarters for the Partnerships For Aging, the largest regional professional gerontological association in the U.S., is located at the Institute. This partnership allows students an opportunity to network with professionals in the field of aging.

The Gerontology Institute serves as a link between the University and the community in the field of aging, and sponsors student internships in community agencies.

Independent and Correspondence Study

Charles E. Feasley, Director

Independent and Correspondence Study (I&CS) provides individual study opportunities to learners whose work, family responsibilities, physical isolation, or medical condition may preclude participation in regularly scheduled class meetings. I&CS offers over 150 courses for college credit and continuing education units.

Students may enroll in correspondence study courses at any time without being admitted to OSU and take up to a year to complete course work. Some courses are also offered as video-assisted telecourses or standardized independent study. For these courses, students must be admitted to OSU, enroll through regular campus registration, and complete these courses during one campus semester.

For more information or enrollment, contact OSU Independent and Correspondence Study, 001 Classroom Building or electronic mail to ICS-INF@okstate.edu.

National Student Exchange

The National Student Exchange (NSE) enables OSU students to spend a semester or a year at one of over 170 colleges and universities. Students may select from institutions in 47 states of the U.S., the District of Columbia, and three US territories. Four Canadian universities in British Columbia, Newfoundland and Quebec have also been added to the NSE site offerings. Students pay tuition and fees to OSU or resident tuition and fees to the host institution, depending on the plan through which they participate.

Through the NSE, students have access to designated study abroad programs offered by participating institutions at resident program fees. 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, contact the Study Abroad/NSE Office, 060-G Student Union, or electronic mail to: abroad@okstate.edu.

Oklahoma Scholar Leadership Enrichment Program

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

Semester at Sea

Semester at Sea is an opportunity for OSU undergraduates in good academic standing to earn a semester of credit in a wide range of academic areas while traveling around the world on the *S.S. Universe*. Approximately 50 percent of the semester is spent at sea and 50 percent in various ports allowing stu-

dents to travel and relate experiences directly to the academic program aboard ship. Specific information may be obtained by contacting the Campus Life director, 060 Student Union, or the Study Abroad/NSE Office, 060-G Student Union.

Study Abroad

OSU students can add an international dimension to their education through study abroad. Students may earn OSU credit through reciprocal exchanges in many European countries, as well as in Asia and Latin America. While participating in reciprocal exchange, students pay tuition and fees to OSU.

Students may also earn OSU credit by enrolling in summer and short-term international courses offered by OSU departments and extension units in countries such as Australia, England, France, Greece, Italy, Japan, Mexico, and Turkey.

Students may earn transfer credit through participation in pre-approved study abroad programs offered by other U.S. universities or study abroad providers such as AIFS, CIEE, and ISA. Some students choose to enroll directly in universities abroad. They may also participate in non-credit work, internship and volunteer opportunities.

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

Financial assistance is available through scholarships and federal grants and loans. Outstanding OSU undergraduates and graduates may apply for the Baily Memorial Trust Scholarship for study abroad in the Liberal Arts. The scholarship is budget based. Information and applications are available at the College of Arts and Sciences Student Academic Services Office, 202 Life Sciences East. The Department of Foreign Languages and Literatures, 303 Gunderson Hall offers several scholarships for language study abroad. Information on national and regional scholarships for study abroad is available in the Study Abroad Office. In many cases students may often use federal financial aid to offset the cost of an academic program abroad.

Information on studying, working or volunteering abroad is available from the Study Abroad NSE Office, 060-G Student Union, or by electronic mail to: abroad@okstate.edu.

Special Services

Academic Advising

Academic advising is a major function within the University and serves the student first and foremost and not a particular discipline, department or college. Advising assists students in developing their intellectual potential through effective use of all resources available at the University—academic, cultural and social. The role of the student's academic adviser is to (1) assist in educational planning, including clarification of career and educational goals, curriculum planning, and short-term course selection, (2) become aware of and make appropriate referrals to campus support services, (3) provide information to prospective majors, and (4) prepare degree plans for graduating seniors and submit these to the respective college graduation certification office.

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

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—202 Life Science East
Business—201L Business Building
Education—325 Willard
Engineering, Architecture and Technology—101 Engineering North
Human Environmental Sciences—101 Human Environmental Sciences
University Academic Services—214 Student Union

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

University Academic Services

The Office of University Academic Services (UAS) provides advising and enrollment services to the following student groups: (1) students admitted to OSU through the Alternative Admission Program; (2) students admitted to OSU through the Adult Admission Program; (3) probationary students enrolled through the University Academic Assessment Program, including transfers admitted on academic probation; and (4) transfer students unsure about their majors. The overall goal of UAS is to provide personal attention and assistance to students as they develop successful study habits and explore the various academic options available at OSU.

Alternative Admission. The Alternative Admission Program allows approximately eight percent of OSU's entering freshman class to be admitted without meeting all of the normal criteria. UAS provides Alternative Admission students with orientation classes suited to their particular needs, clarification of University policies, assistance in exploring career goals and various degree programs and help in remediating curricular deficiencies. Through intrusive advising, UAS strives to create a setting of academic success for the students to carry throughout their years at OSU. After remediating any deficiencies they might have and completing at least 24 semester hours of satisfactory work, students may generally transfer to their college or major of choice.

Adult Admission. The Adult Admission Program allows select students who are 21 or older and those on active military duty an opportunity to gain admission to OSU, provided they have not completed more than six hours of college work. As with Alternative Admission students, Adult Admission students benefit from intensive academic advising and a special orientation course to meet their particular needs. After completing 12 hours with a 2.00 GPA or above in college-level work, these students are considered remediated and are generally eligible for transfer to their college or major after 24 semester hours.

University Academic Assessment. The University Academic Assessment Program (UAAP) is designed for students

who have experienced academic difficulty at the college level. These students include:

- those who are placed on academic probation while in UAS;
- those probationary students who are referred by the colleges;
- those in good academic standing, according to State Regents' policy, but are ineligible for admission to their desired college;
- those suspended by OSU and have stayed out of college for a minimum of one regular semester and show a potential for success; and
- those select transfer students on academic probation who are admitted due to special circumstances.

UAS helps these students evaluate their career and educational goals in an attempt to develop a realistic and successful educational plan. Besides the intrusive academic advising offered to Alternative and Adult Admissions, UAS assists students in the development of their plans of study through graduation. UAS also keeps UAAP students aware of requirements to continue, specifically the minimum grade-point averages required by the Oklahoma State Regents for Higher Education, and the repeat and reprove options. In an effort to assist students in exploring various career and educational opportunities, UAAP students are required to enroll in and complete UNIV 2001, the Academic Assessment and Evaluation course. This course is designed to help students identify their reasons for experiencing academic difficulty and determine ways to overcome their academic weaknesses. Once UAAP students complete at least one or two semesters with a 2.00 GPA or above, they generally transfer to the college or major of choice.

Undecided Transfer Students. Transfer students undecided on their major, or any student in the above groups who is undecided on a major, may work with a UAS adviser to develop several plans of study that capitalize on their strengths and interests while pursuing possible majors. During one-on-one meetings with the student, the UAS adviser explains differences between majors and their requirements, so that a college degree remains the main goal of course selection. After taking chosen courses, and maintaining at least a 2.00 GPA for the previous full-time semester, the student declares a specific major and moves to the advising office of the corresponding college.

Campus-wide Assistance. UAS offers extra assistance to students campus-wide through three unique services: the SAM program, Referrals and Tutors.



Student Academic Mentor Program.

The Student Academic Mentor (SAM) Program is a campus-wide service that pairs new freshmen, transfers, and adult students with upper class students in effort to ease the transition to OSU. These "SAMs" are carefully selected among continuing students at OSU to work with new students individually and in small groups during ALPHA, the week prior to the beginning of the fall semester. Their goals are to help students feel welcome and to assimilate them into campus life.

UAS Tutoring Program. The UAS Tutoring Program is a service offering free one-on-one tutoring to any student needing assistance. Qualified tutors have been approved by both UAS and their academic department at OSU. This program is funded as a gift from an OSU graduate who is dedicated to helping students succeed. Interested students need only to call or come by the UAS office to arrange for this individualized personal tutoring.

University Assessment Program

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

of the institution's commitment to sustain and enhance academic quality and the student educational experience.

The OSU Assessment Council guides the Assessment Program. The Council membership consists of faculty from each college and representatives from the offices of Student Affairs, Institutional Research and student government. The Council's mission is to serve as a liaison to the Provost and Senior Vice President, the OSU Long-Range Planning Committee (of the Faculty Council), and Student Affairs. It supports academic units by providing funding and information to (1) measure the effectiveness of academic and student programs, (2) utilize the results of strategies developed 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, is divided into four primary initiatives:

1. Entry-Level Assessment is conducted to assist advisers and faculty in making placement decisions that will give first-time OSU students the best chance of academic success.
2. General Education Assessment is aimed at evaluating student achievement of institutionally recognized general education competencies, including communication, analytical and critical thinking skills.
3. Program Outcome Assessment is an evaluation of student achievement of the educational objectives in the major.
4. Student and Alumni Satisfaction Assessment evaluates student perceptions of academic and campus programs and services. Results of these assessments provide feedback for improvement of programs and services.

The Office of University Assessment and Testing submits yearly reports to the Oklahoma State Regents for Higher Education that summarize the assessments in the above areas. The objectives, 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.

Career Services

Career Services assists OSU students and alumni with job search activities related to internships and part-time employment while attending college, and full-time professional employment following graduation.

On-campus interviewing is an easy and convenient way to obtain interviews without leaving campus. On-campus interviews can be an important source of opportunities but should be only one of the 10 suggested strategies for a total job search. Registering with "7 of 10," Career Services' on-campus interviewing program, can help students looking for internship and full-time employment opportunities. Last year over 300 companies conducted 4000 interviews on campus.

Resume Referral. Registering and uploading a resume on 7 of 10 allows a student's resume to be sent out to employers when they request resumes in a particular major.

Posting of Job Vacancies. Job postings can be accessed on the Internet (www.osucareerservices.com). Entries are posted on a daily basis. Job listings include part-time on-campus, part-time off-campus, work study, education jobs, business, industry, and government jobs and internships. Last year more than 1,950 job opportunities were posted.

Career Fairs. Career fairs are held on campus each year to provide opportunities for interaction between students and employers. Employers have information booths and distribute literature about their companies and various job opportunities. Current career fairs include College of Engineering, Architecture and Technology Career Fair; OSU Career Fair; OSU Business Career Fair; Information and Telecommunications Technologies Career Fair; OSU Hospitality Days; Agricultural, Food, Environmental, and Natural Sciences Career Fair; Education and Teacher Job Fair, Summer Camp Fair.

Career Consultants are located in each college. Services provided by the career consultants include individual advising, mock interviews, internship and co-op information, cover letter assistance, resume development, job search strategies, interviewing preparation, graduate and professional school assistance, career exploration and information on specific majors. For the names and contact information of these professionals, refer to Career Services on the Internet (www.osucareerservices.com).

Career Services is located in 350, 360, and 370 Student Union.

Computing and Information Services

Computing and Information Services (CIS) is the central provider of computing, data networking, and telephone services for Oklahoma State University. CIS also provides a variety of other important services to the campus including com-

puter training, publications, programming support for institutional information systems, desktop computing support on site, and a comprehensive Help Desk.

The CIS Help Desk, serving more than 4,000 customers each month, provides diagnostic support and remedial assistance by phone, by electronic mail at helpdesk@okstate.edu, or in person at 113 Math Sciences.

All OSU students are given computer access and electronic mail upon enrollment. Students can also access some CIS computers from their homes via dial-up modem facilities. OSU's extensive data communications network provides interfaces to OneNet, MIDnet, the Internet, and the World Wide Web.

CIS supports five computing facilities in various locations around campus with more than 400 microcomputers.

The central mainframe computer at OSU is an IBM Multiprise 3000-H70 Enterprise server operating OS/390 w/ TSO (Time Sharing Option).

Additional information about CIS and computing at Oklahoma State University can be found on the Internet (home.okstate.edu/). The site is updated frequently with timely announcements.

The Center for Family Services

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

The Center's dual mission is to provide high-quality, low cost marital and family therapy services to the public and to provide a training environment for master's degree students specializing in marriage and family therapy. Because the Center for Family Services is a training facility, advanced graduate students in marriage and family therapy conduct the majority of the therapy. While conducting therapy, therapists-in-training are under the direct supervision of clinical faculty members who are licensed marriage and family therapists. The Center's facility allows for observation of sessions by clinical supervisors and videotaping of sessions.

The Center for Family Services is open to any individual, couple or family that desires help with personal or relationship issues. Issues may include marital concerns, family violence, adjustment to divorce or other life changing events, child behavior and school problems, parenting concerns, anxiety and depression, and family reunification. Fees are determined on a sliding fee scale based

on income and family size, ranging from \$5 to \$50. No one will be denied services because of inability to pay.

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

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

Child Development Laboratories

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

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

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

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

Mathematics Learning Resource Center

The Mathematics Learning Resource Center (MLRC) is intended to be the hub of undergraduate mathematics instruction at OSU. The MLRC is located in the basement of South Murray Hall and is open to students on a walk-in basis. The MLRC consists of a 40-station networked microcomputer lab, a 10-station video lab, and a tutoring room. Instructional software and several programming languages are available, as is a library of video cassettes that contain lessons on almost all levels of mathematics courses through calculus and differential equations.

Undergraduate students majoring in mathematics are available in the Center to tutor students and to assist students in the use of the equipment.

Psychological Services Center

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

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

The Center's staff includes doctoral and postdoctoral students in the clinical psychology training program, that 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 ranging from \$10 to \$80 per session, depending on one's financial situation.

The Center is open from 8:00 a.m. until 9:00 p.m. Monday, Tuesday and Thursday. On Wednesday and Friday, it is open from 8:00 a.m. until 5:00 p.m. Appointments can be made by contacting the Center.

Special Facilities

Bartlett Center for the Studio Arts and the Gardiner Art Gallery

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

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

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

Colvin Recreation Center

The Colvin Recreation Center will begin a \$20 million renovation in June 2002. The new addition and remodeled space should be completed for use beginning March 2004. The new facility will truly provide OSU students with an incredible experience socially as well as physically. The future will see a new four-lane track, over 30,000 square feet dedicated to cardiovascular and strength conditioning, a new outdoor pool, five new gyms and a golf practice area. When all is finished there will be more than 230,000 square feet of recreation space. While enduring the inconvenience of the 18-month construction, all scheduled activities and open recreation play will be hosted in the Colvin Recreation Center Annex. Students can go to the temporary offices in the Annex and pick up program files.

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

Oklahoma Museum of Higher Education-Old Central

Historic Old Central, dedicated June 15, 1894, was the first permanent building on campus. Classes began in the new "ultra-modern" structure September 12, 1894. Originally referred to as "The College," this building housed both academics and administration for six years. In 1900, the Department of Chemistry moved from the basement of the College to a new building; in 1906 administration moved into the new Morrill Hall.



The Friends of the Oklahoma Museum of Higher Education (OMHE) is a group composed of influential Oklahomans interested in raising funds to complete development of the museum. In 1994 the Oklahoma Higher Education Hall of Fame, created by the Friends, inducted the first members. The Hall of Fame currently displays prominent educators, administrators and supporters from all areas of Oklahoma. Inductions occur annually in October from nominations made by alumni, colleagues, friends and family; nomination forms are available at the museum.

When fully developed, OMHE will represent all higher education institutions in Oklahoma. Current exhibits center on OAMC/OSU's well documented history. One room contains an exhibit on Bacone College, at Muskogee, the oldest continuously operating school in the state (1880). Rotating exhibits feature selected educational institutions in Oklahoma.

Major structural restoration has been completed to present Old Central as it was in 1894. Interior photos published in the 1894-95 *Catalog* are being used as guides for re-creating five period rooms.

Tour groups, orientation classes and group use of Old Central can be arranged at the museum office, or by calling (405) 744-2828. (Classes are not charged and education-related groups are given preferential rates. OSU groups are not charged for use during regular museum hours; they are charged for usage for other times.) Museum hours are 9:00 a.m. to 5:00 p.m. Wednesday through Friday, (Tuesday's by appointment), and 10:00 a.m. to 4:00 p.m. Saturday; closed Sunday, Monday, and state holidays. (Home football game day hours are adjusted according to game time.) Donations of \$1.00 per adult and 50 cents per child are requested, but not mandatory; any amount helps keep the museum open. Larger donations are always appreciated; tax verification provided on request.

OSU Libraries

The OSU Library is a premier electronic library, with three branch libraries and a combined collection of over two million volumes, 17,500 serials, more than 3.7 million microforms and 420,000 maps and aerial photographs. Its primary mission is to serve as the "intellectual commons" of the University, providing high-quality resources, services, and gateways to information to meet the needs of OSU's diverse instructional, research and outreach programs. To fulfill this continuing role effectively, the Library strives to be flexible and responsive to the needs of its constituents, to

emphasize cooperative arrangements with other libraries, and to maximize the application of state-of-the-art technology to facilitate speedier and ever wider access to needed information.

The OSU Library subscribes to more than 200 specialized databases to assist students, faculty and staff in their research. A growing number of these databases provide access to the full text of documents. Members of the OSU community can access dozens of these resources (including online, full-text journals with more than 15,000 titles), regardless of their location, from any computer with Internet access and a Web browser. Library users can submit interlibrary loan requests and book renewal requests electronically using forms on the Library's Web pages. Many users are taking advantage of the Library's Electronic Reserves to provide access to supplemental course materials. OSU students may check out laptop computers for two-hour periods. There are 48 laptops available. They are paid for by the Student Technology Fee and have the same software used in campus computer labs. The library building is also equipped for wireless Internet connections. Library laptops or personal laptops can access the network. The Library offers a variety of free training sessions throughout the year, including sessions on using the Library's Online Catalog and other databases, searching the Web, creating Web pages, and using the student electronic mail system.

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

M. B. Seretean Center for the Performing Arts

The M.B. Seretean Center for the Performing Arts provides a modern and well-equipped home for the departments of Music and Theatre. Constructed in 1970 at a cost of three million dollars and named in honor of its principal benefac-

tor, M.B. "Bud" Seretean, a 1947 OSU graduate, the Center is the focal point of all major dramatic and musical events on the OSU campus. The center's 75,000 square feet include the 800-seat Concert Hall and the 600-seat Vivia Locke Theatre which attract a myriad of fine arts activities such as ballet, concerts, mime, opera, plays, faculty and student recitals, and a host of summer conventions.

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

Student Union

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

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

In the Student Union is a full Campus Life facility housing a computer lab and the University's more than 370 campus organizations. Many activities such as movies, late night events and speakers are provided for students by the Union's student programming organization, the Student Union Activities Board also located in the Union.

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

Although the OSU Student Union's annual budget exceeds \$16.65 million,

less than ten percent of the total cost of operating the Union is funded from student fees. More than 85 percent of the Student Union budget is derived from self-generated sales of goods and services offered within the Union such as the Bookstore and the Student Store.

More information about the Student Union and its offerings, can be found on the Internet (<http://osunet.okstate.edu>).

Telecommunications Center

The Telecommunications Center is a visible commitment to the University's desire to keep pace with the communications revolution. Educational Television Services (ETS) occupies the facility and is equipped with two independent, fully operational studios with a capacity of eight cameras. A third studio is a self-contained, instructor-controlled, classroom-style studio for videotaping courses and live two-way presentations via compressed video fiber optic lines. There are two off-line and one on-line editing suites and two remote camera units.

ETS has the ability to transmit or receive on either the C-band or Ku-band satellite format, including using a Ku-band satellite truck from remote locations. ETS produces over 1400 live and taped programs per year consisting of video teleconferences, educational programs, documentaries, OSU classes, video training tapes, and public service announcements for the University, state agencies and for state and federal grants.

ETS employs a full-time staff of 35 in the areas of production, engineering and art. Each of these areas is also staffed with students working to earn practical experience under the guidance of professionals. For those students who meet the prerequisites, who are conscientious and who are willing to work, there are three methods of entry into employment at ETS. One method is through an internship which allows the student to earn college credit. Another method is through part-time employment at ETS, usually reserved for those students who have completed an internship, and the third is through the University's work-study program.

Seretean Wellness Center

The Seretean Wellness Center offers a variety of health-related programs for all OSU students. These programs include free wellness screening (cholesterol, blood pressure, body composition, and computerized health risk appraisal),

nutrition counseling, wellness education classes, certification of aerobics and weight training instructors, and campus-wide health promotion activities.

The Seretean Wellness Center offers opportunities to undergraduate and graduate students to participate in practicum and internship programs in the disciplines of computer science, counseling and psychology, exercise science, health education, marketing, nutrition, pre-physical therapy, and wellness.

The Seretean Wellness Center houses a 130-seat theater, demonstration kitchen and dining room, aerobics area, weight room, computer lab, a full-service wellness laboratory, and physical therapy clinic. Meeting rooms are available to OSU student groups for OSU-sponsored events, in cooperation with the Wellness Center.

Campus Life

Kent Sampson, *Director, Campus Life*

Bonnie Dudley-Schroeder,
Administrative Assistant, Campus Life

Molly Green, *Unit Assistant, Campus Life*

Joe Ray, *Coordinator, Allied Arts & Special Events*

Ival Gregory, *Manager, Greek Life*

Angie Batchelder, *Coordinator, Greek Life*

Regina Henry, *Coordinator, Immigrations, ISS*

Muhrizah Brunken, *Specialist, International Programs, ISS*

Tim Huff, *Manager, International Students and Scholars*

Linda Dunbar, *Coordinator, International Tax, ISS*

Amy Fair, *Specialist, International Students*

Stephen Haseley, *Manager, Leadership Development*

Marie Basler, *Coordinator, Nontraditional Student Services*

Randy Beckloff, *Specialist, Sponsored Student, ISS*

Bridget Jones, *Coordinator, Student Union Programs/SUAB*

Joyce Montgomery, *Coordinator, Volunteer Center*

The Department of Campus Life is in the forefront of co-curricular activities on campus. It is responsible for the facilitation and implementation of programming for students and student organizations at the University. Campus Life's commit-

ment is to provide an environment that encourages interaction among students, faculty, staff and the community at large through organizations to provide the best quality of services with integrity and respect for a diverse population.

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

Campus Life at OSU encompasses these administrative and programming areas:

Allied Arts

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

Greek Life

Oklahoma State University benefits from the presence of 20 North American Interfraternity Conference fraternities, 11 National Panhellenic Council sororities, six National Panhellenic Council fraternities and sororities and two Multicultural Greek Council organizations, one fraternity and one sorority. The Greek experience stresses academic excellence, leadership growth, community involvement, professional development and athletic competition. Greek life has been a part of OSU since 1917. The system provides student leaders with the opportunity to participate in a wide variety of activities, including numerous philanthropies that Greek members support. The Office of Greek Life, located in 050 Student Union, provides guidance and

resources to all Greek organizations. The full-time staff consists of Greek alumni who have extensive background and knowledge of the Greek system.

Honor and Service Organizations

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

Blue Key (junior and senior honor society)

Golden Key (junior and senior honor society)

Iota Kappa (honor society for sophomores)

Mortar Board (junior and senior honor society)

National Society of Collegiate Scholars

Orange and Black Quill (honor society for juniors)

Order of Omega (honor society for sorority and fraternity members)

Phi Eta Sigma (freshman and sophomore honor society)

Phi Kappi Phi (national honor society for seniors and graduate students)

(See college sections for organizations within each college.)

International Students and Scholars

The Office of International Students and Scholars (ISS) provides assistance to more than 2100 nonimmigrant students and scholars from 120 countries around the world. The goals of ISS are to assist international students and scholars with education on U.S. immigration regulations, orientation to the OSU environment, exposure to the University resources available, and familiarization with the campus and community.

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

munity involvement and logistical support for special and nonacademic short term programs.

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

ISS supports numerous events and activities and encourages American and international students, faculty and staff to participate in international programs. ISS is located at 076 Student Union within the Department of Campus Life.

Lectures

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

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

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

Allied Arts conducts lecture-demonstrations in conjunction with its classical arts performances. In this manner, students can gain additional knowledge of classical arts and artists.

Nontraditional Student Services

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

Campus Recreation

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

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

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

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

Active sports clubs are Crew, Cricket, Cycling, Karate, Lacrosse, Polo, Rugby, Sailing, Scuba, Soccer, Snow Skiing, Volleyball, Waterskiing, Weightlifting, Adaptive Sports and Wilderness Pursuits.

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

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

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

The Adaptive Sports Program. The Adaptive Sports Program is designed for students with disabilities to their upper or lower extremities or confined to a power or manual wheelchair. The program offers various wheelchair-sporting events, such as wheelchair basketball, weight lifting, tennis, and track and field.

The Campus Recreation center offers diverse activities and programs for students and students with disabilities. The campus recreation center facility can mainstream students with disabilities into various activities including intramural sports programs, Outdoor Adventure programs, Sports Clubs and anaerobic and aerobic workout programs. A student

with any disability can have fun with other students while exercising body and mind.

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 and the University administration through the Interfaith Council.

Residential Area 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.

Student Development Transcript

The Student Development Transcript (SDT) gives OSU students the opportunity to record their co-curricular activities in a format similar to an academic transcript.

Involvement in all campus organizations and volunteer service may be included. The transcript can be used with applications for scholarships, honorary organizations and with resumes for job applications. Contact the Campus Life office at 060 Student Union for more information on this valuable tool.

Student Union Programs and Activities Board

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

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

Theater

Live theater productions are an important part of the cultural life of the campus. OSU Theatre produces six to eight plays each academic year from a wide variety of dramatic and musical theater literature. Two separate productions series are offered. Each year, four fully-mounted large-scale productions are presented in the 600-seat Vivian Locke Theatre. Four student-directed, designed and performed studio productions are presented in the 100-seat Gundersen Studio Theatre. Each production's cast and crews are made up of theater majors and minors as well as nonmajors from across the campus. Auditions are open to all students on campus regardless of major.

Volunteer Center

The focus of the Volunteer Center is to provide each student with opportunities that reflect the student's 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 activities. The Volunteer Center assists students with the desire to become leaders in culturally diverse and challenging societal settings. Through recruitment, interviewing and training, the Volunteer Center staff identifies and places students in engaging and meaningful civic service while promoting academic and learning outcomes. Students are exposed to various issue ideas and community needs on a first-come, first serve basis through interviews with the Volunteer Center staff.

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

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

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

With multiple service sites, located both on and off the OSU campus, students learn more about themselves, their new community in which they live and other communities as they become a valuable force. OSU's Volunteer Center partners with a variety of programs that teach students, faculty and staff the importance of civic engagement. Those programs include:

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

Smart Start. An Oklahoma State Regents for Higher Education initiative to identify, recruit, train and place 3,600

mentors and tutors with Oklahoma children, youth and adults in existing school and community programs aimed at reducing educational failure and increasing chances for success.

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

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

Alumni Programs and Services

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

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

The OSUAA is the orange connection to OSU and to an array of benefits enjoyed by members of the association, including college publications, the *Spirit* magazine, discounts from the on-line Alumni Store (www.orangeconnection.com), alumni events, hotel and car rentals.

Communication. The OSU Alumni Association communicates with its members in a variety of ways, including the Internet (www.orangeconnection.org) and via electronic mail. Alumni Association members receive the award-winning *OSU Magazine* and the *OSU Spirit*.

Chapters. OSUAA has about 60 alumni chapters across Oklahoma, and additional chapters in such cities as Houston, Dallas, Atlanta, Austin, Washington, D.C., Chicago and Denver. Chapter activities include alumni networking, student scholarships, athletic event watch parties, and other programs that support OSU.

Homecoming. OSU's award-winning Homecoming is one of the few homecoming celebrations in the country jointly coordinated by students and alumni. The OSUAA provides staff support to student committees selected each year. Homecoming includes a variety of events, including the Harvest Carnival for children; the popular WalkAround, where Homecoming decorations are viewed by thousands of spectators; a pep rally; a parade; and the crowning of Homecoming royalty at halftime of the football game.

OSU Legacy Program. The OSUAA is securing the future of OSU by communicating with legacies from birth to ensure their future at Oklahoma State through the OSUAA Legacy Program. Gifts and communications begin at birth and continue through the legacy's enrollment at OSU.

Alumni Awards. The OSU Alumni Association administers and produces three award programs each year. The awards are the Alumni Hall of Fame, Distinguished Alumni and Distinguished International Alumni, and Outstanding Seniors. The awards recognize personal and professional achievements and service to OSU and the Alumni Association.

Travel. The OSU Alumni Association offers educational and fun travel packages to locations around the world.

Cowboys for Higher Education. The OSU Alumni Association provides alumni the opportunity to be advocates for OSU at the legislative level.

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 encourages the commitment of personal and financial resources from the private sector toward the priority objectives established by the University, balancing the interest of the donor with the needs of the University, and managing those resources efficiently and effectively.

The OSU Board of Regents through a resolution passed in 1966 recommended 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.

OSU-Oklahoma City

Jerry Carroll, *President of Oklahoma State University-Oklahoma City*

Larry Edwards, *Vice-President for Academic Affairs*

Jerry Brooks, *Vice-President for Finance and Operations*

Phillip Birdine, *Vice-President for Student Services*

Oklahoma State University-Oklahoma City (OSU-Oklahoma City) is a North Central Association accredited, state-assisted public two-year college serving one of the fastest growing metropolitan cities in the country. Located in the heart of Oklahoma City at the crossroads of Interstate 44 and Interstate 40, this campus enrolls approximately 4,500 full- and part-time students each semester. OSU-Oklahoma City has grown from a campus of one building with fewer than 100 students in 1961 to a campus that today consists of 80 acres, nine modern buildings, 227 faculty members, and a staff of 157 caring and committed people.

Offering 23 associate in applied science degree programs, eight associate of science programs, a variety of certificate programs, and developmental education courses, the Oklahoma City campus takes pride in its student-centered approach to collegiate education. Curriculum is designed in response to local employment needs and input from professionals who serve on OSU-Oklahoma City advisory committees. All energies are directed toward one goal—blending both academic and student support services to create a collegiate educational experience—that addresses the needs of the individual student. Degrees awarded at OSU-Oklahoma City are listed below.

Associate In Applied Science. The Associate in Applied Science degree signifies the completion of at least 60 semester credit hours of collegiate course work that will place the graduate on a career path. Oklahoma State University-Oklahoma City offers 23 Associate in Applied Science degree programs in five divisional areas.

Agriculture Technology
Horticulture Technology
Veterinary Technology (A.A.S.)
Business Technology
Accounting
Computer Information Systems Management
Quality Management
Technical Communications
Engineering Technology
Applied Technology
Architectural Technology
Civil Engineering Technology
Construction Technology
Electronics Engineering Technology
Fire Protection Technology
General Engineering Technology
Heating, Ventilation and Air Conditioning Technology (HVAC)
Industrial Drafting and Design Technology
Occupational and Environmental Safety
Surveying Technology
Health Services
Nurse Science
Human Services
Crime Victim/Survivor Services
Early Care
Education Administration
Interpreter Training
Municipal Fire Protection
Police Science
Cooperative Programs
Crime Victim/Survivor Services, with Northern Oklahoma College
Nurse Science, with Panhandle State University

Associate of Science. The Associate of Science degree is a program designed for transfer to an upper-division baccalaureate degree program. The Associate of Science degree is typically awarded to those who wish to major in subjects with heavy undergraduate requirements in mathematics and science, including, but not limited to, fields such as engineering and agriculture. It represents successful completion of a minimum of 60 credit hours, excluding any physical education courses. Oklahoma State University-Oklahoma City offers eight Associate of Science degree programs.

Agriculture Technology
Horticulture Technology
Arts and Sciences
Industrial Laboratory Technology
Public Service
Business Technology
Health Care Management
Engineering Technology
Fire Protection Technology

Human Services
Alcohol and Substance Abuse Counseling
American Sign Language
Police Science
General Education
Division of Arts and Sciences
English and Language Arts
Humanities
Life Science
Mathematics
Natural Sciences
Physical Sciences
Social Sciences

Philosophy. Oklahoma State University-Oklahoma City operates in the belief that each person should be treated with dignity and respect; afforded equal opportunity to acquire a complete educational experience; given an opportunity to discover and develop special aptitudes and insights; and provided an opportunity to be equipped for a fulfilling life and responsible citizenship in a world characterized by change.

The Mission. The mission of Oklahoma State University-Oklahoma City is to provide collegiate level career and transfer educational programs and supportive services, that will prepare individuals to live and work in an increasingly technological and global community.

Institutional Effectiveness. The Institutional Effectiveness effort provides for a long-term commitment to institutional change through assuring effective, ongoing institutional self-study processes. These efforts are an integral part of institutional decision-making system and the student learning and growth process. The purpose of the Institutional Effectiveness effort on campus is to ensure that systems are in place that: determine institutional effectiveness, are improvement oriented, maximize limited resources, provides meaningful and quality information to faculty, service providers and students to assist in decision making, provide an effective guide for future planning.

The process for determining institutional effectiveness is linked to the major functions of the mission—to provide collegiate-level career and transfer educational programs and supportive services, developmental education, continuing education, and access that will prepare individuals to live and work in an increasingly technological and global community. It is driven by a process of critical self-examination and is directly related to improving curriculum and the quality of teaching and learning within the institution. OSU-Oklahoma City's plan calls

for a continuous quality improvement process across the campus that engages faculty in thinking about the purpose and mission of education; and ultimately develops a program that will assess and document student academic achievement.

Functions of OSU-Oklahoma City.

OSU-Oklahoma City maintains an open-door policy that provides access to higher education for all eligible individuals, and treats all students fairly and equally and with no discrimination, regardless of social, economic or academic background. It provides learning opportunities for students to complete an Associate in Applied Science degree, an Associate of Science degree or Certificate Program primarily in technical education. It prepares students for upper-division academic study at a four-year college or university.

When appropriate, OSU-Oklahoma City participates in reciprocal and cooperative relationships with educational and various other types of institutions.

OSU-Oklahoma City provides students the opportunity to acquire the knowledge and skills that enable them to accomplish specified career or personal educational goals. It provides a developmental studies program to enable students to be successful at the college level. It provides a complete student services program, including academic advisement, career planning and placement, enrollment management, counseling services, campus judicial programs, admissions and records, minority student programs and services, veterans services, student activities, financial aid, assessment, student support services and child development services.

OSU-Oklahoma City conducts workshops, seminars and conferences to accommodate the needs of local business, industry and community groups on a noncredit basis. It engages in a broad campus-wide program of assessment and improvement, including regular and systematic review of program and funding sources, in order to conduct long- and short-range planning, and to provide and encourage faculty and staff development activities to meet stated goals and to improve efficiency and effectiveness.

OSU-Okmulgee

Robert Klabenes, Provost and President of Oklahoma State University-Okmulgee

Linda Avant, Executive Vice President, Academic Affairs

Ken Morris, Vice President, Business Affairs

Oklahoma State University - Okmulgee is a residential branch campus of OSU that focuses upon offering quality education in advancing technological and academic programs. Graduates earn either the associate in applied science or associate in science degree.

OSU-Okmulgee's core curriculum is as diverse and innovative as its student body. Individuals receive the comprehensive education required to prepare them as competitive members of a world-class workforce and to be contributing members of society.

OSU-Okmulgee's college credit courses are unique in Oklahoma. The Okmulgee campus blends the best of emerging technologies, enhanced computer applications and general education to prepare students for rewarding careers in business and industry. Each program curricula is carefully reviewed twice each year by a team of industry and business advisers to make certain course content and instructional aids remain relevant. Students enjoy the low faculty-student ratio, the emphasis upon hands-on learning, and industry-experienced faculty.

OSU-Okmulgee has established an extensive array of business and industry partnerships that enhance participating programs. Many national and international corporations have chosen to partner with OSU-Okmulgee. These partnerships support the college with scholarships, training aids and equipment. Students benefit by having greater access to sponsoring partners and employers at graduation.

Students in most programs of study also participate in internships, closely monitored, authentic work experience in a business or industry within their career choice. Most interns receive pay during their internship.

The combination of the college's high quality educational programs, business and industry partnerships, the internship program, and modern and well-equipped instructional facilities, ensures OSU-Okmulgee graduates are highly marketable in a competitive job-

seeking environment. Job placement for OSU-Okmulgee graduates is among the highest in Oklahoma. Graduates from many OSU-Okmulgee programs often have several job offers prior to graduation.

The college's educational programs are divided into eight instructional divisions, each with several instructional programs. They include: *transportation* - automotive service, automotive collision repair, diesel and heavy equipment technologies; *information technologies*; *construction technologies* - air conditioning and refrigeration technology and construction technologies; *engineering technologies* - electrical-electronics technologies, engineering graphics, watchmaking and manufacturing technologies; *Arts and Sciences* division; *hospitality services* - culinary; *Health and Environmental Technologies* division, shoe, boot and saddle, orthotics and prosthetics, pedorthics; and registered nurse; and *visual communications* - graphic design, multimedia, photography, and jewelry technology. Students enrolled in the associate in science degrees typically transfer to four-year colleges after first earning their associate degree at OSU-Okmulgee.

OSU-Okmulgee operates on a year-around, three-semester system. New semesters begin in late August, in early January and mid-April.

The college participates in both national and state financial aid programs. Deadline is March 1 for financial aid applications. Most scholarship deadlines also are March 1.

Oklahoma State University-Okmulgee is located at 1801 E. 4th Street, Okmulgee, Oklahoma 74447-3901. The toll-free phone number at OSU-Okmulgee is 1-800-722-4471. Information can also be found on the Internet (www.osu-okmulgee.edu). Visitors are always welcome.

OSU-Tulsa

Gary L. Trennepohl, *President*

Raja Basu, *Vice-President for Academic Affairs*

Oklahoma State University offers undergraduate and graduate courses at OSU-Tulsa. For undergraduate programs, lower-division courses (1000-and 2000-level) are available at Tulsa Community College. Upper-division courses (3000-and 4000-level) are offered at OSU-Tulsa. Both master and doctoral level graduate degrees are available.

Each student wishing to attend OSU-Tulsa must be admitted to the academic degree program of choice. All students must comply with admission procedures of OSU. Once admitted, regulations published in the OSU *Catalog* govern the student's pursuit and completion of the degree program.

OSU provides admission, enrollment, financial aid and academic advising services at OSU-Tulsa. Financial aid for students is available through OSU. Scholarships are also available from OSU-Tulsa. Students may enroll in classes in Tulsa or Stillwater and pay tuition at either location. The students' official academic records and transcripts are maintained by OSU at the Stillwater campus. Faculty are hired by OSU and the college offering the degree program. Upon completion of an academic program, OSU grants the degree. Students are responsible for making certain each course taken will apply toward the chosen degree or certificate program. Courses taken from other participating universities are treated as transfer credit courses. Transfer credit hours are applied to a student's degree program in accordance with regulations of OSU.

OSU-Tulsa is administered by a Board of Trustees and under the governing authority of the OSU Board of Regents. Classes are held at 700 N. Greenwood Ave., Tulsa, OK 74106-0700. Semester class schedules are published by OSU-Tulsa and distributed on the Stillwater campus through the OSU Office of Admissions and the Graduate College. For more information, contact the OSU-Tulsa campus at 918-594-8270 or visit the OSU-Tulsa Internet site (www.osu-tulsa.okstate.edu).

Regents' Resolution on Disruption of the Educational Process

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

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

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

A. Definition of Disruptive Conduct

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

B. Responsibility of the Student

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

The following, while not intended to be exclusive, illustrates the offenses encompassed herein: occupation of any University building or part thereof with intent to deprive others of its use; blocking the entrance or exit of any University building or corridor or room therein; setting fire to or by any other means substantially damaging any University building or property, or the property of others on University premises; any possession or display of or attempt or threat to use or use of firearms, explosives, other weapons or destructive means or devices, except as necessary for law enforcement, in any University building or on the University campus; prevention of the convening, continuation or orderly conduct of any University class or activity or

of any lawful meeting or assembly in any University building or on the University campus; inciting or organizing attempts to prevent student attendance at classes; and, interfering with or blocking normal pedestrian or vehicular traffic on the University campus.

C. Responsibility of the President

When it appears that there is a violation of Section I-A or I-B, it shall be the duty of the president (and he or she is fully authorized to act) to take all steps which the president deems advisable to protect the assumed and designated interests of Oklahoma State University and to see that its rules, regulations and policies are enforced. The president shall ensure that any person or persons found guilty after proper hearing shall be disciplined in accordance with the existing Oklahoma State University student disciplinary regulations.

In carrying out these duties, the president may call upon any member of the University administration, or any member of the faculty, and the president may call upon any agency of the University created to deal with cases arising under Section A. Action by any state or federal court shall not preclude the University from exercising its disciplinary authority.

D. Responsibility of the Board of Regents

The Board of Regents recognizes that by the Constitution and Statutes it has the power to make such rules and regulations for the management of the University as it may deem necessary and expedient, not inconsistent with the Constitution and laws of the state. While the Regents fully appreciate their obligations in this respect, they further recognize that in dealing with those offenses against the University defined in Section A hereof, they must impose the duty and authority of enforcing the policies set forth herein in the principal executive officer of the University—the president. It will be the responsibility of the Board of Regents to furnish all possible assistance to the president when requested by the president.

II. Subject to the provisions of Sections I-A through I-D, it shall be the duty of the president to exercise full authority in the regulation of student conduct and in matters of student discipline. In the discharge of this duty, delegation of such authority may be made by the president to administrative or other officers of the institution, in such manner and to such extent as may be deemed necessary and expedient; provided, that in the discharge of this duty it shall be the duty of the president to secure to every student the right of due process.

III. The text of this resolution shall be

printed in the "Student Regulations" section of the *Student Handbook* of the University and in the *University Catalog*.

Student Rights and Responsibilities

By enrolling at OSU, students accept the responsibility for complying with all applicable laws and University policies, while retaining the rights guaranteed under the Constitution of the United States. OSU expects students to show respect for the rights of others and for lawful authority, to represent themselves truthfully and accurately at all times, to respect private and public property, to fulfill contractual obligations including those that are financially made with the University, and to take responsibility for their own actions and the actions of their guests. Disciplinary action may also be taken for any violation of local ordinances, state or federal law, on or off campus that adversely affects the University community or the pursuit of the University's lawful educational mission, process or function.

In order to help ensure that students understand their rights and responsibilities, the OSU "Student Rights and Responsibilities Governing Student Behavior" policy statement codifies and clarifies major areas of student rights and responsibilities. The University makes this document available on the OSU homepage on the Internet. Additionally, printed copies may be obtained by students on request in the offices of the Executive Vice-President, the Vice-President for Student Affairs, the Associate Vice-President for Multicultural Affairs, Director of Affirmative Action, student academic services office of each college, Student Conduct Office, University Residential Life, Student Activities, the Student Union Information Desk and the Edmon Low Library Reserve Desk.

University Police Services

Public Safety

Philosophy and Service

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

The OSU Police Department was recently the recipient of Community Policing grants allowing for an increase of sworn officers to a total of 32. The department employs a number of part-time employees (student employees) to perform low-threat duties such as parking enforcement, entrance and motorist assists, and selected assignments dealing with traffic and crowd control. Through efficient management of resources and success in gaining grant funding, the department continues to provide highly trained officers with appropriate communications and police equipment.

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

in grant support to provide the OSU community with better protection and police services. All officers are trained in the principles of Community Oriented Policing.

OSU Police and cadet officers provide a positive image to visitors and members of the campus community, whether it is providing directions, parking 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 full cooperation 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 officers provide professional crowd control and traffic regulation before, during, and after such events. As first responders to emergency situations, OSU Police are often cited by citizens for decisiveness and professionalism.

Students and staff find the OSU Police willing to share statistics, insights, and experiences as a basis for class reports or vocational interest. OSU Police managers seek proactive means to avoid problems and situations, whether it is suggesting added security measures, providing insight on planned activities, or using investigative analysis to assign a deterrent force.

For the OSU Police, "service" is not just a word or a part of a catchy slogan, but a way of life. People programs, such as motorist assistance, money escorts, and emergency notifications are a part of the department's efforts to be involved in the community. OSU's emergency phone system was recently updated and expanded, and there are currently 46 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. The department employs 16 cadet officers for largely parking enforcement, but campus organizations needing reliable and professional-appearing drivers often arrange to use members of the cadet corps.

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 seatbelt use and educating citizens, primarily students, about the effects and penalties

of alcohol use and abuse. A second positive effect of the C-CASE effort was the strict enforcement of alcohol-related laws, that has shown dramatic results in getting the drunk driver off campus streets and consequentially preventing alcohol-related accidents. This program continues with a combination of education and enforcement efforts.

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 are 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 provide 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 (www.osupd.okstate.edu.)

Reporting Crimes

Crime victims, regardless how seemingly insignificant the crime, are encouraged to promptly report the incident to the OSU Police or the appropriate police agency. To report a crime, a victim or witness need only call the police phone

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

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

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

Crimes in Progress

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

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

Actual Crime at OSU

When comparing crime at OSU to other institutions of similar size, OSU's crime statistics are among the lowest. While a part of the former Big Eight ath-

letic conference, OSU boasted having fewer crimes than any of the other Big Eight universities. As members of the Big Twelve conference, OSU had the lowest crime rate according to the UCR Part I crime statistics for 1999, 2000 and 2001.

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, Sex Offenses, Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Arrests for liquor law violations, drug law violations, and illegal weapons possessions. Crime statistics are also reported by category of prejudice for any Hate Crimes reported.

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

Future

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

Security and Access Control

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

Crime Prevention

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

- Emergency telephone system
- Emergency 911 dialing
- 24-hour preventive patrols
- Campus foot patrol by uniformed officers
- Police officer bicycle patrol
- Burglar alarms in key areas
- 24-hour staff in Residence Halls
- Custodial staff in academic buildings after hours
- Crime prevention seminar presentations to groups
- Crime prevention pamphlets for students and employees
- Monitoring of some parking lots by surveillance cameras
- Crime stopper telephone line - 744-TIPS (744-8477)

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

Police Protection

The OSU campus is protected by a campus police agency consisting of 32 sworn officers, 10 support persons, and 14 part-time persons. The agency is operated and available 24 hours a day, 365 days a year. Authority of the sworn officers is derived from state statutes; these allow for full police powers on OSU property. In addition by agreement with the City of Stillwater, campus police and city police enjoy an excellent working relationship. 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. The department now employs six officers through federal funding for community policing. A police officer bicycle patrol was established to provide an opportunity for the officers to have closer contact with students.

Avoiding Victimization

Tips for personal safety and property security:

Be cautious of strangers.

Avoid getting into vulnerable no-exit places.

Do not hesitate to call police when confronted by unknown persons.

Keep house or residence hall room locked.

At night, walk in groups of at least two.

Walk with confidence, and avoid walking near bushes and parked cars.

Become familiar with the location of emergency telephones.

When parking, remove valuables from plain view and lock the vehicle.

Engrave valuables with driver's license number and record serial numbers.

Make copies of credit cards and lists of other valuables carried on person.

Write name and ID number in several places in textbooks.

Lock bicycle in a bicycle rack.

Report all incidents and losses to police immediately.

When serious crimes occur on or off campus that are considered to be a threat to the campus community, that information will be provided to faculty, staff and students. The medium for this information dissemination will be the campus newspaper, faculty/staff newslet-

ters, 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 (www.osupd.okstate.edu). This page allows access to the daily crime log, crime prevention tips, and links to other sites providing similar information pertinent to the OSU campus.

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

Alcoholic Beverages and Other Drugs

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

Under OSU regulations, no low-point beer or other alcoholic beverage is allowed in OSU housing, including fraternities and sororities, except for married student housing, regardless of age. 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. 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 whomever 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 considerably 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 744-5470. Also, a copy of the "Student's Rights and Responsibilities" can be obtained at various locations on campus.

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

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

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

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—Withdrawal

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

1.2 Admission of Transfer Students.

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

1.3 Admission to Certain Professional Programs.

Admission to certain programs as approved by the University may be restricted. (See "Admission" section and college sections in the *Catalog*.)

1.4 International Student 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 a minimum paper-based score of 500 or a minimum computer-based score of 173 on the *Test of English as a Foreign Language* (TOEFL) or a minimum score of 6.0 on the International English Language Testing System (IELTS) taken within the last two years. (See "Admission" section of the *Catalog*.)

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 "Admission to Certain Professional Programs.")

1.6 Scholastic Requirements for Continuing Enrollment of a Student under Academic Probation in an Undergraduate College.

For continued enrollment in an undergraduate program, a student must have earned a retention grade-point average as follows:

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

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.

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.

All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes excluding any courses repeated or reprieved, and

excluding remedial courses and physical education activity courses. These calculations are made three times per year, to coincide with the conclusion of the fall and spring semesters, and the collective summer term. Grades submitted after these calculations are carried forward to the next calculation. (See also "Grade-point Average Calculating" and "Academic Forgiveness.")

A senior, with 90 or more hours in a specified degree program, who has failed to meet the retention grade-point average of 2.00 or the semester GPA of 2.00, may enroll, at the discretion of the institution, in an additional 15 semester hours in a further attempt to achieve the requirements for retention. Such students will be afforded this extension one time only.

Seniors must achieve a 2.00 GPA or above for each semester of course work comprising this one-time exception. To continue beyond the 15-hour exception, the senior must raise the retention/graduation GPA to 2.00. A part-time senior would be permitted to take up to 15 additional hours if the student achieves a minimum 2.00 GPA each semester.

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. A student whose poor grades may have been caused by health problems should seek the help of a physician.

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

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

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 reprimed and excluding remedial courses and physical education activity courses. These calculations are made three times per year, to coincide with the conclusion of the fall

and spring semesters, and the collective summer term. Grades submitted after these calculations are carried forward to the next calculation. (See also "Grade-point Average Calculating" and "Academic Forgiveness.")

A senior, with 90 or more hours in a specified degree program, who has failed to meet the retention grade-point average of 2.00 or the semester GPA of 2.00, may enroll, at the discretion of the institution, in an additional 15 semester hours in a further attempt to achieve the requirements for retention. Such students will be afforded this extension one time only.

Seniors must achieve a 2.00 GPA or above for each semester of course work comprising this one-time exception. To continue beyond the 15-hour exception, the senior must raise the retention/graduation GPA to 2.00. A part-time senior would be permitted to take up to 15 additional hours if the student achieves a minimum 2.00 GPA each semester.

1.8 Reinstatement after Academic Suspension. A student who has been suspended from the University for academic reasons may not be readmitted until one regular semester (fall or spring) has elapsed (unless the faculty appeals committee grants immediate reinstatement). Students who wish to appeal suspension status should inquire about procedures and deadlines from the Office of the Executive Vice President.

Readmission after one regular semester 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.

Beginning with the Spring and Summer semesters of 1998, a student suspended from OSU at the end of the spring semester may continue in the summer semester at OSU if this spring suspension was the student's first suspension. The student must complete a minimum of six hours and must achieve a 2.00 summer semester GPA, or raise the retention/graduation GPA to the OSRHE standard, in order to continue in the subsequent fall semester. The student should contact his or her dean's office for additional information and restrictions. (See also "Academic Suspension.")

1.9 Readmission. A student who has attended OSU but was not enrolled during the immediate past semester (except the summer session) must submit an updated Application for Admission and current application fee. A student who has enrolled in another college or uni-

versity since last attending OSU, must submit a transcript from each school. Admission status will be determined after an evaluation of the previous work has been made.

1.10 Withdrawing from the University.

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

Beginning with the Fall 1998 semester a student who withdraws prior to the end of the 12th week of a regular semester or the sixth week of a summer session, or proportionate periods for block or short courses, will receive a grade of "W" (withdrawn) on the student's academic record. A student who withdraws after the 12th week of a regular semester or the sixth week of a summer session but prior to "Pre-finals Week," will receive a grade of "W" (withdrawn) or "F" (failing) as assigned by the instructor of each course. The grade of "W" or "F" will be recorded on the student's academic record and the grade of "F" will be calculated in the grade-point average.

After the beginning of "Pre-finals Week" a student may not withdraw from the University and will be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," or "R" by the instructor of each course at the end of the semester or summer session.

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

2. Student Status

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

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

These hours are calculated on graduation/retention hours earned.

2.2 Full-time Students. Regular semesters: undergraduate students who are enrolled in 12 or more semester credit hours are classified as "full-time" students. Graduate students enrolled in nine or more semester credit hours are classified as "full-time." Summer session:

undergraduate students who are enrolled in six or more semester credit hours, or graduate students who are enrolled in four or more semester credit hours, are classified as "full-time." Credit hours enrolled in through correspondence study are not counted toward full-time status, unless the course is independent study taken through regular enrollment.

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

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

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

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

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

3. Requirements

3.1 Date of Matriculation. Matriculation occurs when a student first enrolls 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. When a student first enrolls at OSU, the degree requirements are made available. Although the curriculum may be

revised before a student graduates, a student who makes normal progress toward graduation (completing a four-year degree in not more than six years) 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 requirements that have been established since matriculation.

3.3 Honors Programs. (See "Honors Programs" in the *Catalog*.)

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

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

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

Courses used to fulfill general education requirements are identified by code letters that appear preceding the course titles listed in the back of the *Catalog* and in the class schedule book. The code letters designate the general education category for which the course may be used:

- A Analytical and Quantitative Thought
- 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, maintained by the Office of Academic Affairs.

In 1998 the Oklahoma State Regents for Higher Education enacted requirements for computer science proficiency prior to graduation. This requirement could be met by:

- successfully completing a high school computer science course that meets State Regent's high school curricular requirements;
- satisfying an institution's computer proficiency assessment; or
- 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 1013 or 1313 may be substituted for ENGL 1113. Students who earn an "A" or "B" in ENGL 1113 (or ENGL 1013 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 1033 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 English Proficiency Examination.

Effective October, 1993, the English Proficiency Examination was waived for students who had matriculated since Fall 1988 through Spring 1994.

3.7 Substitution of Required Courses.

In meeting degree requirements a lower-division course may not be substituted for an upper-division course requirement. Substitution policy is governed by the individual colleges.

3.8 Waiving of Required Courses. A maximum of six semester credit hours

may be waived. Required courses in English, American history and American government cannot be waived, and the total number of semester credit hours required for the degree cannot be reduced. Waive cards must be signed by the student's adviser, the head of the student's major department and the dean of the college.

3.9 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.

3.10 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 "Diploma Application.") The student may request a certified statement of completion of graduation requirements at the Office of the Registrar.

3.11 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. The Bachelor of University Studies degree has separate requirements.

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 (4-digit course num-

ber) to reschedule that examination at a time of mutual convenience during final exam week. (Common final exams are not among those to be rescheduled.) The affected student should submit this request in writing two weeks prior to the beginning of final exam week. In seeking to provide the relief to the student, the faculty member may request that the student provide a copy of his or her schedule to confirm the difficulty. The faculty member has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam, after which the student may take the request to the Office of the Executive Vice President. This policy took effect Spring 2001.

3.14 Double Majors and Minors. A double major can be earned by satisfying the field of concentration requirements for the second major and any additional requirements that the department may require. 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 several departments. A student should check with the department to find out what the requirements are to obtain a minor in that area.

If a student majoring in one field also completes the specified requirements for a major or minor in other fields, the additional major or minor may be noted on the student's transcript. This is the only place that it is noted that a student completed either a minor or a double major. 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.

4. Credits

4.1 Residence Credit. Residence credit is awarded for work taken on campus (not through correspondence or credit earned by examination) or at a location officially designated as a residence center by the governing board of the institution (e.g., in-state military bases and OSU courses at OSU-Tulsa.)

4.2 Courses offered through Extension and Correspondence. Academic credit is awarded for courses offered through the extension offices of the six colleges, by the Independent and Correspondence Study Center of OSU, or by trans-

fer of work certified as extension or correspondence credit by another fully accredited institution.

Extension Credit. OSU will accept, toward a degree, a maximum of eight semester credit hours earned through extension at another institution if that institution is fully accredited.

Correspondence Credit. OSU will accept, toward a degree, a maximum of eight semester credit hours earned through correspondence at another institution if that institution is fully accredited. Credits earned through correspondence cannot exceed one-fourth of the credits required for a baccalaureate degree. (See also "Full-time Status.")

4.3 Transfer Credit from Other Accredited Four-year Institutions. Except as excluded in the section on "Transfer of Credits from Junior Colleges" and "Residence 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 Junior Colleges. Credits will be accepted by transfer from a junior 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 Students with Less than a "C" Grade-point Average. Students who are accepted as transfer students with GPAs below OSU's retention standards will be placed on academic probation.

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

- credit earned by examination will not be placed on a student's transcript unless he or she is currently enrolled and has successfully completed 12 or more semester credit hours of academic work at OSU;
- credit will be recorded with a neutral grade of "P" (Pass) if the student earns the equivalent of a "C" or better on the examination. No grade is recorded if the student fails the exam;

- c. credit earned by examination does not count toward the minimum of 30 hours that must be earned in residence (see "Residence 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 "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:

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

Information and application forms pertaining to OSU Advanced Standing Examinations may be obtained from the Office of 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 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 ser-

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

Training Programs. OSU awards credit as recommended by the American Council on Education (ACE) in the "National Guide to Educational Credit for Training Programs." Students may present certificates of completion or a transcript from the ACE Registry of Credit Recommendations to the Office of 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 Validation Examination Credit. Effective Spring semester 2003, this option was no longer provided.

4.8 Graduate Credit Hours for a Senior. A senior who is graduating from OSU at the end of a semester or summer session may take a limited number of courses for graduate credit during the last two semesters or summer sessions. The written request to receive graduate credit must be made before the end of the second week of class instruction of a regular semester or the first week of a regular summer session. Such credit may be earned under the following conditions:

- a. the student must meet the same admission requirements and be subject to the same possible probationary or provisional restrictions as students admitted in graduate status. The student must achieve an overall 3.00 grade-point average in all courses and make no less than a "B" in those courses for which he or she wants graduate credit;
- b. the credits must not be required or needed for the baccalaureate degree;
- c. the total registration must not exceed 18 credit hours for a semester or nine credit hours for a summer session;
- d. the student must either complete the requirements for the baccalaureate degree at the end of the semester or summer session or be within 12 semester credit hours of completing such requirements at the beginning of the semester or summer session in which graduate credit is requested;
- e. admission to courses taken for graduate credit must have the approval of the course instructor, the head of the department in which the courses are offered and the dean of the Graduate College;

- f. not more than 15 semester credit hours taken while a senior may be approved for graduate credit, and a minimum of 15 semester credit hours must be completed in residence after the student registers in the Graduate College. Courses taken for graduate credit during the senior year may not be accepted for graduate credit at institutions other than OSU;
- g. the use to be made of the graduate courses will be determined by the adviser when the student registers in the Graduate College and submits a plan of study for an advanced degree.

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

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

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

5. Enrollment

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

5.2 Maximum Semester Credit Hour Load. Excessive hours will be limited to the number of semester credit hours 50

percent greater than the number of weeks in the applicable academic semester or summer session.

5.3 Adding Courses. The sixth class day of a regular semester or the third class day of a summer session is the last day a course may be added (nonrestrictive). A short course may be added no later than the first day of the short course. With instructor and academic adviser approval, a course may be added during the second week of classes (seventh through 10th class days) of a regular semester or the fourth or fifth class day of a summer session (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.

Beginning with the Fall 2002 semester, at anytime through the sixth day of a regular semester or through the third day of the eight-week summer session, or during the proportionate period for block or short courses, a student may drop a course, and no record of the course will appear on the student's academic record.

Beginning with the Fall 1998 semester, after the deadline for dropping with no record, but prior to the end of the 12th week of a regular semester or the sixth week of a summer session, or proportionate periods for block or short courses, a student may drop a course and the grade of "W" (dropped) will be recorded on the student's academic record.

After the 12th week of a regular semester, or the sixth week of a summer session, or proportionate periods for block or short courses, a student may not drop a course and will be assigned only the grade of "A," "B," "C," "D" or "F," or (when appropriate) "I," "NP," "P," "S," "U," or "R" by the instructor at the end of the semester. (Exceptions to this policy may be allowed by petition due to verifiable extraordinary circumstances. A petition requires the signatures of the student's instructor, adviser and dean with the grade of "W" or "F" assigned by the instructor.)

A student may not drop any course in which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, 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 guilty, the instructor may take appropriate disciplinary action, including assigning the grade "F" for the assignment or the course.

International students need to consult with International Students and Scholars

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

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

5.6 Prerequisites to Upper-division and Graduate-division Courses.

When no prerequisites are listed for courses numbered 3000 or 4000, it is understood that the prerequisite is approval of the student's adviser. The prerequisite for courses at the 5000 or 6000 level is graduate standing in addition to any other prerequisites listed. Instructors may waive prerequisites when the student's background justifies this action. Prior approval of the instructor may be required in problems courses, independent study, internships, thesis and dissertation courses, and courses taught in a professional school.

5.7 Class Enrollment Maxima. The maximum number of students permitted to be enrolled in each section of a course is determined by the department head and can be increased or decreased only by the department head or dean.

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 in the Schedule of Classes each semester and on the OSU Internet web site.

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 employed at less than one hundred percent are not eligible for priority enrollment.

5.9 Late Enrollment. A student is permitted to enroll during the first two weeks of a semester or through the fifth day of a summer session or on the first day of a summer short course. A student enrolling late will pay a late enrollment fee. The late enrollment fee will not be charged on or prior to the first day of a summer short course.

5.10 Payment of Tuition and Fees. Each student may request an estimate of their tuition and fees from the Office of the Bursar. All tuition and fees (required and optional) associated with the student's enrollment are due in the Office of the Bursar no later than 4:30 p.m. on the 15th day of each month following billing. Failure to receive a bill, does not relieve the student from the financial obligation, any finance charges, and other penalties that may occur if the account is not paid by the monthly due date. Fall semester charges are due by September 15, spring semester charges are due by February 15, and summer session charges due dates vary depending on the session. All accounts not paid in full by the due date will accrue an interest penalty at the rate of 1.5 percent monthly (19.56 APR). Any charges incurred by the University in an effort to collect on delinquent accounts will be assessed to and will be the responsibility of the account holder. Delinquent account information is disclosed to credit reporting agencies, which could endanger the student's credit rating on a local or national level. Accounts must be cleared before the student can obtain the release of any records, obtain a transcript, receive a diploma, or enroll at OSU for subsequent semesters.

5.11 Audit. A student who does not wish to receive credit in a course may, with the approvals of the student's adviser and the instructor of the course concerned, attend the class strictly as a visitor. A student who applies to audit a course promises that he or she will not use the audit to avoid the rule against excessive hours, and that he or she will not petition or ask in any way for the privilege of taking an examination to obtain credit after he or she has audited the course. The audit form is available in the Office of the Registrar. (Laboratory courses, private music lessons and art courses are not open for audit.)

If a student is already enrolled for credit in a course, but wishes to change to auditing that course, the student must

officially drop the course (or, if appropriate, withdraw,) at the time the student changes to audit.

A student who has established a permanent record at OSU may have the audited course recorded on his or her transcript with "AU" appearing in place of the grade. Not later than one week after the close of that semester, the student must present to the Office of the Registrar the instructor's copy of the audit form with a signed statement from the instructor, on the reverse side, that it is appropriate for the course to be recorded on the student's transcript.

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

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," "I," "NP," "P," "S," "U," "W," or "R." Descriptions of the grades are:

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

Grade "I." This grade is given to a student who satisfactorily completed the majority of the course work and whose work averaged "D" or better, but who has been unavoidably prevented from completing the remaining work of the course. A condition that the student must repeat the course in order to remove the "I" is not permitted. The maximum time allowed for a student to remove an "I" is one calendar year. The dean of the student's college may recommend to the Office of the Registrar the adjustment of this period in exceptional circumstances. It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the "I" is assigned; it is the responsibility of the instructor to initiate action to have the new grade entered as soon as possible after the student fulfills the requirement. Prior to Fall 1999, the new grade does not result in the deletion of the "I" symbol from the transcript. Upon completion of the course requirements, a

second entry is posted beside the original "I" on the transcript to show the final grade for the course. The incomplete grade which is not removed within the allotted period becomes a permanent incomplete.

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. Effective Fall 1995, these courses were CIED 0123, ENGL 0003, 0123, MATH 0123, and UNIV 0111.

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

Grade "R." This grade is given to a student in a thesis or dissertation course (5000 or 6000) or a master's degree creative component course, when course work is still in progress. It is the responsibility of the instructor to initiate action to have the grade entered as soon as possible after the student completes the course work. The new grade does not result in the deletion of the "R" symbol from the transcript, but a second entry is posted beside the original "R" on the transcript to show the final grade.

Mark of "AU." An "AU" indicates that the student audited the course, and requested that it be recorded on the academic record. 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" 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 and remedial courses are excluded from the calculation. These courses remain on the transcript with a notation that they are excluded from the GPA.

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

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

6.5 Mid-term Progress Reports. Beginning Fall 2004, the faculty will report grades for all students (regardless of classification) enrolled in 1000- and 2000-level classes. This will normally occur during the sixth week of classes. Student athletes will have *all* 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. (The Spring Semester 1999 was the last production of Freshman Progress Reports in its previous form.)

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

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

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 Listings" 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 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.

6.9 Correcting Grades Reported in Error. An instructor who reports an incorrect grade to the Office of the Registrar may request that office to correct the grade. The request must be in writing and must have both the department head's and the dean's approvals. In no case will a grade be lowered after the student has been graduated.

6.10 Grade Appeals. A student may appeal a grade given by an instructor in cases in which he or she believes the grade awarded is inconsistent with announced grading policy. (See "Student Rights and Responsibilities" or contact the Office of the Executive Vice-President.)

6.11 Honor Rolls. Full-time Students. Full-time undergraduate students (12 or more semester credit hours in a regular semester or six or more in a summer session) who complete all enrolled hours with a semester (not cumulative) grade-point average of 4.00 (i.e., all "A's") and with no grade of "I" in any course are placed on the President's List of Distinguished Students. The grade of "P," "S" or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or

grade-point average required for an honor roll. Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.50 or higher and no grade below "C," are placed on the Dean's List of Distinguished Students. (See also "Grade-point Average Calculating.")

Part-time Students. Part-time undergraduate students (11 or fewer semester credit hours in a regular semester or five or fewer in a summer session) who have accumulated at least 12 semester credit hours of "A" during the most recent consecutive enrollments at OSU, and who complete all enrolled hours with a combined grade-point average of 4.00 (i.e., all "A's") and with no grade of "I" in any course, are placed on the President's List of Distinguished Students. The grade of "P" or "S," or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll. Dropping a course prohibits a part-time student from being listed on an honor roll. Special (non-degree-seeking) students are not included on an honor roll. Students who have completed their courses under the same requirements as outlined above, with a combined grade-point average of 3.50 or higher and no grade below "C," are placed on the Dean's List of Distinguished Students. (See also "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.

(Beginning Spring 1995, and retroactive to include Fall 1994, the Dean's List grade-point average was 3.50.)

6.12 Academic Dishonesty or Misconduct. Academic dishonesty or misconduct is neither condoned nor tolerated at Oklahoma State University. Academic *dishonesty* is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic *misconduct* is behavior that results in intellectual advantage obtained by violating specific directions, rules, or accepted academic standards, but without deliberate intent or use of fraudulent means. (See also *Policy and Procedure Letters*.)

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

The request for an academic reprieve must be submitted on the appropriate form to the Office of the Executive Vice-President. A faculty committee appointed by that office reviews each request and either approves or denies a request based on whether or not the student meets the conditions stated above and the committee's judgement concerning the extenuating circumstances reported by the student. The courses for a semester that is reprieved are excluded from the retention and graduation grade-point averages and identified with a statement under the course "Reprieved (excluded from GPA)".

Renewal Policy. A student may request an academic renewal for all courses if the following conditions are met: (a) at least five years must have elapsed between the last semester being renewed and the renewal request; (b) prior to requesting academic renewal, the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses; (c) the request will be for all courses completed before the date specified in the request for renewal; (d) the student has not been granted a

reprieve after December 5, 2003; (e) neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

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 Requirements. Students must earn at least 30 semester credit hours at OSU. Effective Spring 2004, at least 15 of the final 30 hours applied toward the degree or at least fifty percent of the upper-division hours required by OSU in the major field must be satisfactorily completed at OSU. Prior approval by the academic dean is required.

7.3 College Enrollment Requirement. A candidate for graduation must be enrolled in the college from which he or she wishes to receive the degree for at least two semesters, or one semester and one summer session, or three summer sessions immediately preceding graduation. For the award of a second baccalaureate degree, this requirement may be waived by the dean of the college awarding the second degree. (See "Residence Requirements" and "Second Baccalaureate Degree.")

7.4 Residence Waiver for Certain Pre-medical Students. Students who complete at least 94 semester credit hours in a recognized premedical science program and then transfer to a professional program leading to the doctoral degree at an accredited professional school of medicine, osteopathic medicine, veterinary medicine, dentistry or optometry will be awarded the appropriate baccalaureate degree upon the successful completion of 30 semester credit hours in basic medical science courses applicable to the OSU major. This option is available only to students who have completed all other degree requirements for the major and have taken at least the last 30 semester credit hours of work at OSU prior to transferring to a professional school. (See "Residence Requirements.")

7.5 Minimum Hours for Graduation. Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the *Catalog*. No degree program shall require fewer than 120 semester credit hours for graduation. (By OSRHE policy, these 120 hours are exclusive of physical education activity courses.) No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree. At

least 40 hours of upper-division course work shall be required in every baccalaureate degree program. (By OSRHE policy, these 40 hours are exclusive of physical education activity courses.) A minimum of 30 hours is required in the major field. Of these 30 hours, fifty percent must be upper division. Hours of "S" or "U" earned in remedial courses may not count toward total hours.

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

7.7 Payment of Graduation Fees. Beginning Fall 1996, the basic graduation cost is included in the records maintenance fee. Information on procedures and deadlines is given to students at the time they complete their enrollment.

7.8 Requirements for Honors Degrees. The individual colleges have specific requirements for degrees with honors. Students should consult the office of their academic dean for information. (See "Honors Programs" in the *Catalog*.)

7.9 Diploma Application. Each candidate for graduation shall file a diploma application in the Office of the Registrar within two weeks following enrollment in a regular semester or one week in a summer session in which the student wishes to be graduated.

To stay in compliance with BCIS, international students must file their diploma applications no later than these deadlines.

7.10 Presence at Commencement Exercises. The University will hold one Commencement exercise at the close of the fall semester and one 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. Students who plan to meet requirements during the summer session (whether they are currently enrolled or not) should contact the Office of the Registrar to participate in Commencement.

The University encourages all candidates for degrees to be present at the Commencement exercises. Attendance is not compulsory. However, candidates who cannot be present should notify the Office of the Registrar of the addresses to which diplomas can be mailed.

7.11 Graduation with Distinction. Beginning with the Fall 1997 semester, students who earn an OSU undergraduate degree can also earn a level of distinction based upon the final retention/graduation grade-point average. (See also "Grade-point Average Calculating.") The level of distinction added to the diploma and transcript is:

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

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

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

Degree Programs Offered

The type of degree offered in each major is listed along with an indication of the college(s) in which each may be earned. (Some majors are offered with more than one type of degree, e.g., Bachelor of Arts *and* Bachelor of Science. Many have options within the major. See the department narrative for details.)

B Bachelor's
M Master's
S Specialist
D Doctor's

Ag Agricultural Sciences and Natural Resources
A&S Arts and Sciences
Bus Business Administration
Ed Education
En Engineering
HES Human Environmental Sciences
Gr Graduate College
OM Osteopathic Medicine
T Technology
VM Veterinary Medicine

Accounting (B,M) Bus/Gr
Aerospace Engineering (B) En
Agribusiness (B) Ag
Agricultural Communications (B,M) Ag/Gr
Agricultural Economics (B,M,D) Ag/Gr
Agricultural Education (B,M,D) Ag/Gr
Agriculture (M) Gr
American Studies (B) A&S
Animal Science (B,M) Ag/Gr
Animal Breeding and Reproduction (D) Gr
Animal Nutrition (D) Gr
Applied Educational Studies (D) Gr
Architectural Engineering (B,M) En/Gr
Architecture (B,M) En/Gr
Art (B) A&S
Athletic Training (B) Ed
Aviation Sciences (B) Ed
Biochemistry (B) A&S
Biochemistry and Molecular Biology (B,M,D) Ag/Gr
Biological Science (B) A&S
Biomedical Sciences (B,M,D) A&S/Gr
Biosystems Engineering (B,M,D) En/Gr
Botany (B,M) A&S/Gr
Business Administration (M,D) Gr
Cell and Molecular Biology (B) A&S
Chemical Engineering (B,M,D) En/Gr
Chemistry (B,M,D) A&S/Gr
Civil Engineering (B,M,D) En/Gr
Communication Sciences and Disorders (B,M) A&S/Gr

Computer Science (B,M,D) A&S/Gr
Construction Management Technology (B) T
Control Systems Engineering (M) Gr
Counseling (M) Gr
Design, Housing and Merchandising (B,M) HES/Gr
Economics (B,M,D) A&S/Bus/Gr
Quantitative Financial Economics (M) Gr
Education (B,S,D) Ed/Gr
Elementary Education (B) Ed
Secondary Education (B) Ed
Educational Leadership Studies (M) Gr
Educational Psychology (M,D) Gr
Electrical Engineering (B,M,D) En/Gr
Electrical Engineering Technology (B) T
Engineering and Technology Management (M) Gr
English (B,M,D) A&S/Gr
Entomology (B,M,D) Ag/Gr
Environmental Engineering (M) Gr
Environmental Science (B,M,D) Ag/Gr
Finance (B) Bus
Fire and Emergency Management Administration (M) Gr
Fire Protection and Safety Technology (B) T
Food Science (M,D) Gr
Foreign Language
French (B) A&S
German (B) A&S
Russian Language and Literature (B) A&S
Spanish (B) A&S
Forensic Science (M) Gr
Forensic Science Administration (M) Gr
Forest Resources (M) Gr
Forestry (B) Ag
General Business (B) Bus
Geography (B,M,D) A&S/Gr
Geology (B,M) A&S/Gr
Health Promotion (B) Ed
Health, Leisure and Human Performance (D) Gr
Health and Human Performance (M) Gr
Higher Education (D) Gr
History (B,M,D) A&S/Gr
Horticulture (B,M) Ag/Gr
Hospitality Administration (M) Gr
Hotel and Restaurant Administration (B) HES
Human Development and Family Science (B,M) HES/Gr
Human Environmental Sciences (B, M, D) HES/Gr
Human Resources and Adult Education (M,D) Gr
Industrial Engineering and Management (B,M,D) En/Gr
International Business (B) Bus
International Studies (M) Gr
Journalism and Broadcasting (B) A&S
Mass Communications (M) Gr

Landscape Architecture (B) Ag
Landscape Contracting (B) Ag
Leisure Studies (B,M) Ed/Gr
Liberal Studies (B) A&S
Management (B) Bus
Management Information Systems (B) Bus
Management Information Systems /Accounting Information Systems (M) Gr
Management Science and Computer Systems (B) Bus
Marketing (B) Bus
Mathematics (B,M,D) A&S/Gr
Mechanical Engineering (B,M,D) En/Gr
Mechanical Engineering Technology (B) T
Medical Technology (B) A&S
Microbiology (B) A&S
Microbiology, Cell and Molecular Biology (M,D) Gr
Music (B) A&S
Music Education (B) A&S
Natural and Applied Sciences (M) Gr
Nutritional Sciences (B,M) HES/Gr
Osteopathic Medicine (DO) OM
Pedagogy and Performance (M) Gr
Philosophy (B,M) A&S/Gr
Photonics (D) Gr
Physical Education (B) Ed
Physics (B,M,D) A&S/Gr
Physiology (B) A&S
Plant Pathology (M,D) Gr
Plant and Soil Sciences (B,M) Ag/Gr
Crop Science (D) Gr
Soil Science (D) Gr
Plant Science (D) Gr
Political Science (B,M) A&S/Gr
Pre-veterinary Science (B) Ag
Psychology (B,M,D) A&S/Gr
School Administration (D) Gr
Sociology (B,M,D) A&S/Gr
Statistics (B,M,D) A&S/Gr
Teaching, Learning and Leadership (M) Gr
Technical and Industrial Education (B) Ed
Telecommunications Management (M) Gr
Theater (B,M) A&S/Gr
University Studies (B) All colleges
Veterinary Medicine (DVM) VM
Veterinary Biomedical Sciences (M,D) Gr
Wildlife and Fisheries Ecology (B,M,D) A&S/Gr
Zoology (B,M,D) A&S/Gr

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