

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
OKMULGEE POLICY & PROCEDURES LETTER

Guidelines for Alternative Admission of Students

**2-004
ACADEMIC AFFAIRS
July 2009**

POLICY

1.01 Special Non-Degree Seeking Student

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine (9) credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of OSU Institute of Technology. Retention standards will be enforced. Once a student has completed the designated number of hours, the student is required to meet the OSU Institute of Technology formal admission or transfer criteria in order to enroll in additional course work.

The Vice President of Enrollment Management (the President's designee) may allow non-degree-seeking students to exceed this initial nine credit-hour limit on an individual student basis.* Such exceptions may be made for non-degree-seeking students, but only those who meet the retention standards. Exceptions must be appropriately documented and reported to the State Regents annually.

1.02 Adult Admission

A. Students 21 years of age or older or on active military duty may be admitted based on one or more of the following criteria:

1. Personal assessment of educational preparation for the intended educational objective;
2. Special job or work experience relative to the application;
3. Special licensing indicating personal progress;
4. Any available educational documents that may be useful in assessing probability of student success.

An annual report of those students admitted in this category will be submitted to the State Regents.

* For Cooperative Alliance Initiative students, see policy on *Guidelines for Enrollment of Cooperative Alliance Students, 2-015*.

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- B. Any student who (1) is not a high school graduate but whose high school class has graduated and (2) has participated in the American College Testing program or similar battery of tests is eligible for admission to OSU Institute of Technology. Students utilizing a test other than ACT will have their scores converted to ACT equivalents. A GED recipient's high school class must have graduated to be eligible for admission. The President's designee may allow exceptions on an individual student basis. Any exceptions will be reported to the State Regents on request.

1.03 Home Study or Non-Recognized Accredited or Unaccredited High Schools

An individual who is a graduate of a private, parochial, or other nonpublic high school that is not accredited by a recognized accrediting agency is eligible for admission to OSU Institute of Technology as follows:

- A. The student must have participated in the American College Testing or Scholastic Aptitude Test program and achieved the requisite composite score required by OSU Institute of Technology.
- B. The student's high school class of his or her peers must have graduated. (The Vice President of Enrollment Management [the President's designee] may allow exceptions for GED recipients on an individual student basis.) Any exception will be reported to the State Regents on request.
- C. The student must satisfy the high school curricular requirements for OSU Institute of Technology.

1.04 International Student Admission and Admission of Students for Whom English is a Second Language

International students are required to meet OSU Institute of Technology's academic performance standards or equivalent. Additionally, students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission. (See Oklahoma State Regents for Higher Education's *Policy Statement on Admission of Students for Whom English is a Second Language.*)

Effective: August 1996
Revised: November 2004
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