



# OSU INSTITUTE OF TECHNOLOGY

A GUIDE TO ACADEMIC AND UNIVERSITY POLICIES, SERVICES AND  
FACILITIES

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# Advisement Handbook

Revised Fall 2011

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# ADVISEMENT

## PURPOSE OF ADVISEMENT

The purpose of advisement is to link students with a knowledgeable, interested individual who can provide them with the direction and information needed to enjoy a successful and valuable educational experience at Oklahoma State University Institute of Technology.

## ROLE OF THE ADVISOR

- **Provide students with the information and direction** needed to make good educational decisions; e.g., course load, course selection, course content, transferability of courses, etc.
- **Refer students with special needs to appropriate support services;** e.g., Counseling, Access Services, College Readiness Center, Student Financial Services, Library, Assessment Center, etc.
- **Assist students in development of an educational plan,** which outlines a realistic plan of study while at OSU Institute of Technology, and, if appropriate, is compatible with transfer options.
- **Provide career information** to students.
- **Serve as a motivator, mentor, and, at times, problem solver** in order to help students achieve their educational objectives at OSU Institute of Technology.

In our quest for quality at OSU Institute of Technology we continually analyze every aspect of our college and its operation. Among the numerous activities that are currently under study are academic advisement, recruitment and retention, and efforts to better assess student academic achievement. Clearly, all of these are interrelated and are factors that affect our students and their chance for a successful college experience.

**Our philosophy regarding advisement is based on the assumption that a student who has been appropriately advised will make wiser academic decisions.** We do know that advisement can greatly affect a student's ability to achieve his/her educational goals.

Academic advisement, effectively delivered, can be a powerful influence on student development and learning and as such, can be a potent retention force on the campus. The literature in recent years is replete with references to the relationship between advising and student retention. The importance of academic advising in increasing student persistence is well documented. Habley (1981) presents a particularly convincing case for an advisement-retention model, which underscores the critical link between academic advisement and student retention. Based on the assumption that retention programs should focus on services, which enable students to clarify their educational and career goals and relate those goals to academic offerings, quality advising provides the most significant mechanism through which this can be accomplished. Habley concludes that **the advisor is the key in assisting students to explore goals** and choose appropriate educational offerings consistent with those goals.

The Advisor serves as a mentor for students in the pursuit of his or her educational program. Through the assistance of an advisor, students can gain a better understanding of their abilities, potentials, limitations and opportunities. They should be able to better evaluate progress, develop decision-making skills, and make wise use of institutional support services. Ultimate responsibility for decisions about goals, plans and programs rests with the student.

The effective advisor must be knowledgeable about the institution's mission, resources, programs, policies and procedures. The Advisor's role is to interpret these to advisees and to use them to expedite a student's progress in their program of study. Ideally, the effective advisor has three key characteristics:

1. **willingness to suspend judgment** which includes active listening and a genuine interest in the student's growth,
2. **willingness to ask questions** of the student and the institutional offices,
3. **willingness to take risks** for the student.

The Advisor recognizes that students differ in values, interests, abilities and motivation as well as in experiences, cultural background and support from significant others (emotional as well as financial). Keeping these individual differences in mind, the advisors assist the advisees in clarifying and modifying goals.



## **ABOUT OSUIT**

### **PHILOSOPHY**

OSU Institute of Technology believes the opportunity to participate in education should be readily available and accessible to every person without regard to race, ethnic origin, religion, gender, handicap or level of income; they should not be impediments to an individual's academic and social growth and development. The institution believes learning is a lifelong process that helps individuals develop their potential and increase their awareness of and capabilities for making reasoned choices. Differences among persons, particularly in goals, learning styles and attitudes, require a variety of means to satisfy the educational needs of individuals. The institutional environment should be responsive to the varied needs of the students and the other constituencies that the institution serves. To this end, the institution is committed to providing educational opportunities through close collaboration with other educational institutions, the private and public sector, government entities, and the various business and industry-based organizations that serve the residents of Oklahoma.

### **MISSION**

OSU Institute of Technology's mission is to serve as the lead institution of higher education in Oklahoma and the region providing comprehensive, high-quality, advancing technology programs and services to prepare and sustain a diverse student body as competitive members of a world-class workforce and contributing members of society.

### **GOALS**

1. To expand the institution's role in Oklahoma's economic development.
2. To strengthen collaboration and working partnerships with other educational service providers, employers and trade associations.
3. To ensure excellence in all areas of institutional performance.
4. To ensure institutional development, which attracts and retains, quality students and faculty.
5. To provide a supporting and challenging environment that enables and motivates individual members of a diverse student body to achieve their educational goals.
6. To heighten the students' awareness of their individual responsibilities as employees.
7. To strengthen the students' commitment to individual lifelong learning and career development.
8. To assure professional mastery and technological currency by all faculty and staff.
9. To demonstrate accountability to multiple customer groups.

### **VALUES**

We value excellence and integrity in people, technology, jobs and learning.

### **PHILOSOPHY OF GENERAL EDUCATION**

General Education at OSU Institute of Technology employs current technology and diverse learning methods to engage students in interactive learning processes. Students are introduced to broad based knowledge, skills,

and analytical and evaluative tools needed to lead productive and fulfilling lives in leadership and service to the community. This latitude in learning complements each program to enhance students' flexibility and, consequently, provide them with more options in the work place.

### **PHILOSOPHY OF ASSESSMENT OF STUDENT LEARNING**

Assessment of student learning at OSU Institute of Technology is an essential part of the enduring process of enhancing and improving curricular and co-curricular student learning. It is driven by the College's mission and

vision statements. Academic divisions determine student learning objectives and then systematically gather, document, analyze, and interpret evidence of student learning. Assessment is one way that departments and programs affirm their strengths and plan improvements that contribute to the College's overall effectiveness.

## **INSTITUTIONAL CORE OBJECTIVES**

Core objectives are essential, broad-based workplace skills that cut across occupational and academic titles. They are distinguished from program-specific requirements needed for specialization in professional-technical programs and/or academic-transfer plans. The assessment of student learning is held in high regard at OSU Institute of Technology and, in alignment with requirements of The Higher Learning Commission, faculty have developed six core objectives that are wholly integrated in the curriculum. These Core Objectives are:

1. Effectively communicate electronically, verbally, and in writing
2. Demonstrate logical, systematic problem-solving techniques
3. Develop and display a sense of personal, social and professional ethics
4. Explain the cultural heritage and primary elements of the history and government of the U.S. people, especially as it impacts one's industry or field of study
5. Access and use technology appropriate to one's industry or field of study
6. Provide opportunities for students to effectively utilize learned technologies and processes to aid various constituencies in the community.

## **ACCREDITATION**

OSU Institute of Technology's programs of study are approved by the Board of Regents for Oklahoma State University and the A&M Colleges, the Oklahoma State Regents for Higher Education and the Oklahoma State Accrediting Agency. OSU Institute of Technology is accredited by The Higher Learning Commission (HLC), a Commission of the North Central Association (230 South LaSalle St., Suite 7-500, Chicago, IL 60604-2504; 1-800-621-7440; <http://www.ncahlc.org>.)

## **NURSING ACCREDITATION**

The OSUIT Nursing program meets the requirements of the Oklahoma Board of Nursing and is entitled to be known as an approved associate degree nursing education program in the State of Oklahoma. The program has been awarded accreditation by the National League for Nursing Accrediting Commission (NLNAC) for achievement of Quality and Excellence in Nursing Education.

The OSUIT Orthotics and Prosthetics program meets the requirements of and is accredited by the National Commission on Orthotic and Prosthetic Education (NCOPE).

## **ROLE**

- To accelerate the development of academic, technical and leadership skills of students seeking associate degrees in advancing technology fields.
- To instill in every graduate an appreciation for his or her individual responsibility for citizenship in a multi-cultural society.
- To provide lifelong educational experiences for individuals.
- To provide lifelong educational experiences for individuals.
- To provide out-of-class learning experiences in the environment of quality campus community.
- To develop strategic alliances and partnerships with government, business and industry that lead to enhanced economic development of the state and region.

## SCOPE

OSU Institute of Technology's scope is college level, advancing technology curricula and services, co-curricular student life and public service. Emphasis is placed on:

- Associate and bachelor degree programs in advancing technologies that fulfill a critical work force need for technical/professionals;
- General education course work that contributes to the development of critical-thinking lifelong learners, whose interpersonal and communication skills, problem-solving abilities and knowledge of ethics prepare them to be productive employees and citizens;
- Programs and services which aid in the development and retention of students;
- Continuing education and public service programs that meet the needs of Oklahoma citizens;
- Technologically-advanced learning resource facilities and educational infrastructure which meet the needs for academic excellence;
- Student experiences which foster leadership, participation and maturity;
- Recruitment and sustenance of a diverse, qualified faculty and staff;
- Institutional planning program review processes that focus on academic excellence and continuous improvement of support services;
- Strategic alliances partnerships with government, business and industry that serve to enhance the economic development;
- External resources that are required to provide program excellence;
- Accountability through assessment of student learning, competency, satisfaction, exit placement and career success.

## **STUDENT PRIVACY RIGHTS**

### **POLICY**

- 1.01 Current and former students and parents of students, where appropriate, have the right to review educational records maintained about them by the institution, except for material to which the student has waived right to access or for material specifically determined to be confidential by law. Students shall be informed of their rights each year.
- 1.02 Information contained in educational records is confidential but may be reviewed by "school officials" who have a "legitimate educational interest" in the student without prior consent of the student. "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 staff. "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. School officials may have legitimate educational interests both in students who are currently enrolled and in those no longer enrolled.
- 1.03 Directory information may be released without prior consent of the student unless the student formally requests that such information be kept confidential. It should be noted that examination and/or quiz grades are not included as "directory information." Such requests for confidentiality of directory information remain in effect only for one year at a time, i.e., the request must be renewed each year and applies to all categories of directory information, i.e., students may not specify that only some of the items be kept confidential.
- 1.04 A student may be provided with copies of all or a part of his or her own educational record, although the University reserves the right both to charge for this service and to suspend such rights to copies in those cases in which the student has an outstanding obligation to the institution. Such a "hold" on the records will be removed when the obligation is legally satisfied.
- 1.05 Requests from off-campus parties for information from educational records shall be handled through the appropriate offices:
  - A. the Office of the Registrar for academic records;
  - B. the Office of Student Conduct for disciplinary records; and
  - C. the Bursar's Office for financial records.
- 1.06 A record of non-routine disclosure of personally identifiable information--i.e., disclosure to persons other than school officials who have a legitimate educational interest in the student (see 1.02)--shall be maintained in each student's file, and such a record may be reviewed by the student.
- 1.07 A student may challenge the content of the educational record if such records are believed to be inaccurate, misleading, or in violation of the privacy or other rights of the student.

## PROCEDURES

2.01 Each year, the Registrar shall publicly notify students of their right to review their own educational records, and students seeking access to their own educational records should present themselves to the appropriate office (see Section 1.05 above) and make their request to a member of the office staff. Positive identification will be expected.

- A. The staff member will verify that the student is the student to whom the records pertain.
  - B. The staff member will review the educational record file and remove any material to which the student does not have the right of access.
- Or
- C. The staff member may request that the student make an appointment to review the record, with such appointment being within the legal maximum period of forty-five (45) days. No reason for the delay needs to be given.
  - D. The student shall review the record in the office under the supervision of the office staff, and under no circumstances shall the student remove or alter any part of the record.

2.02 "Directory information" consists of the following information and is subject to change provided the change is effective only at the subsequent year (i.e., fall term) and provided the change(s) is/are appropriately publicized.

- A. student's name, local and permanent address
- B. student's telephone number and electronic (e-mail) address assigned/provided by the institution or provided to the University by the student
- C. student's date and place of birth
- D. program(s) of study
- E. dates of attendance at Oklahoma State University Institute of Technology
- F. degrees, honors, and awards granted or received
- G. academic classification such as 1<sup>st</sup> year, 2<sup>nd</sup> year, etc.
- H. class schedule
- I. educational institutions previously attended
- J. degree(s) held, date(s) granted, and institution(s) granting such degree(s)
- K. advisor
- L. participation in official organizations and activities
- M. gender
- N. parents' names and addresses
- O. student picture

Students who want directory information kept confidential shall complete the form designated for that action, doing so in the Office of the Registrar on or before the date established by and publicized by that office.

2.03 A student who wants a copy of information contained in the educational record shall make such a request in writing to the official responsible for maintaining the record. The request shall clearly identify what material is to be copied. Fees for copies are as follows: Copies of transcripts shall be provided at the rate established by the Registrar for all such requests; copies of other records shall be provided at a per page rate equal to that established for photocopy machines housed in the Library.

- 2.04 When personally identifiable information is released from the educational record to individuals or parties (other than those for whom recordkeeping requirements are not mandated), a record shall be kept of who requested the material, why the request was made, and what material, if any, was made available. In those cases where a student or a former student requests a school official (see Section 1.05) to release personally identifiable information, the student shall provide written authorization or appropriate forms.
- 2.05 When a student challenges the content of the educational record, the following steps will be used:
- A. The student will submit a written request to the Vice President of Enrollment Management, with such a request specifying the content being challenged, the grounds for the challenge, and the exact action being sought.
  - B. Within one month (i.e., 22 working days) of the request, the official shall provide a written response. If the official grants the request, the change(s) will be made. If the request is denied, the letter will explain why and will inform the student that he or she may add an explanation to the record and/or appeal the official's decision. If the student adds an explanation to the record, that explanation will accompany the part of the record to which the explanation pertains, whenever that part of the record is released.
  - C. An appeal may be filed with the Office of Academic Affairs by submitting a written request to the Executive Vice President, with a copy of the original letter and the official's response being attached. The Executive Vice President will arrange a hearing with the student within one month at a mutually agreeable time and place. In the event that the student is accompanied by legal counsel, the Office of the Executive Vice President must be notified of the fact at least three working days prior to the hearing. After the Committee hears the evidence and deliberates, it will decide and communicate its recommendation in writing, including reasons, to both the student and the official involved in the case.

## **GENERAL POLICIES**

The admission policies of OSU Institute of Technology are those approved by the Oklahoma State Regents for Higher Education on Admission to and Transfer among Oklahoma Colleges and Universities of the State System.

### **IMMUNIZATION RECORDS**

All new students are required by Oklahoma law to provide evidence of having been immunized against measles, mumps, and rubella, (two shots), and against Hepatitis B, (three shot series). If this information is not received during the student's first semester, a hold will be placed on future enrollment until the requirement is met. Students may sign a waiver if shot records cannot be provided.

### **ADMISSION POLICIES & REQUIREMENTS**

All students must meet the criteria for both the high school curricular requirements and the high school performance requirements as defined by OSRHE. The following high school curricular requirements have been established for students seeking admission to Oklahoma colleges and universities:

The 15 units of high school course work required for college admission to public colleges and universities in the State System. The following high school curricular requirements have been established for students seeking admission to Oklahoma colleges and universities. These include:

- 4 units of English (Grammar, Composition, Literature)
- 3 units of Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics)
- 3 units of Laboratory Science (Biology, Chemistry, Physics, or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.)
- 3 units of History and Citizenship Skills (including 1 unit of American History and 2 additional units for subjects of History, Economics, Geography, Government, Non-Western Culture)
- 2 additional units of courses that fit into one of the categories above or foreign language or computer science

The admission policies of OSU Institute of Technology are those approved by the Oklahoma State Regents for Higher Education on Admission to and Transfer among Oklahoma Colleges and Universities of the State System.

Students will be admitted in one of the following admission categories:

#### **Admission of First-Time College Students**

##### **1. Students Seeking Admission to AS, or Baccalaureate Degree Programs**

Any individual who:

- a. is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED;
- b. has met the curricular requirements as set forth by the OSRHE policy; and
- c. has participated in the ACT test is eligible for admission to OSUIT.

## 2. Students Seeking Admission to AAS Degree Programs

Any individual who:

- a. is a graduate of high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED; and
- b. has participated in the ACT test is eligible for admission to OSUIT.

### **First Time College Students Requirements:**

- A. Graduates from an accredited high school are eligible for admission provided they:
  - a. Submit an Application for Admission
  - b. Participate in ACT testing or SAT testing
  - c. Submit an official High School transcript, and;
  - d. Participate in COMPASS assessment as explained under Academic Profiling.
- B. Non-High School Graduates are eligible for admission provided they are 18 years of age or older and their high school class has graduated and they:
  - a. Submit an Application for Admission
  - b. Participate in ACT testing or SAT testing
  - c. Submit official transcripts of previous academic history including GED certificate if taken, and;
  - d. Participate in COMPASS assessment as explained under Academic Profiling.

### **Admission of Transfer Students**

A Transfer Student is any undergraduate student with greater than six attempted credit hours, excluding remedial/developmental (zero-level courses) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.

#### **A. Admission by Transfer within the State System**

Undergraduate students entering OSUIT by transfer from another State System institution must meet both the high school curricular requirements and academic performance standards of OSUIT and must have a GPA high enough to meet the institution's retention standards based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D, F) college work.

#### **B. Admission by Transfer from Non-State System Institutions**

Undergraduate students wishing to transfer from non-State System institutions to OSUIT may do so by meeting the entrance requirements of OSUIT; and also meet the following:

- a. Transcripts of record from colleges and universities accredited by the HLC or other regional associations will be given full value.
- b. Each nonresident applicant must be in good standing in the institution from which the applicant plans to transfer.
- c. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when the receiving institution has had an opportunity to validate the courses or programs.

### **Transfer Student Requirements:**

Individuals who have enrolled in one or more colleges prior to enrollments at OSUIT must provide the following documentation depending upon the number of hours completed at previous colleges.



- A. Students with fewer than 24 credit hours:
  - a. Submit an Application for Admission
  - b. Participate in ACT testing or SAT testing
  - c. Submit an official High School transcript, and;
  - d. Submit an official college transcript from each college attended;
  - e. Participate in COMPASS assessment as explained under Academic Profiling.
- B. Students with 24 or more credit hours:
  - a. Submit an Application
  - b. Participate in ACT testing or SAT testing, and;
  - c. Submit an official college transcript from each college attended;
  - d. Participate in COMPASS assessment as explained under Academic Profiling.

### **Special Admission**

Under certain circumstances the institution is allowed to admit students under a special admission category. The OSRHE allow each institution to determine if the student meets one of the following criteria for special admission to the university:

#### **A. Special Non-Degree Seeking Student**

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. Retention standards will be enforced. Once a student has completed the designated number of hours, the student is required to meet the formal admission or transfer criteria for the institution of desired entry in order to enroll in additional course work.

#### **B. Adult Admission**

1. Students who are 21 years of age or older or on active military duty may be admitted based on criteria established at the campus level. Related to the curricular requirements, students admitted under the adult admission category must demonstrate proficiency to the satisfaction of the entering institution in the curricular area the student desires to pursue.
2. Non High School Graduate

Any student who:

- a. is not a high school graduate but whose high school class has graduated; and
- b. has participated in the ACT test is eligible for admission to OSUIT.
- c. is a GED recipient, the recipient's high school class must have graduated to be eligible for admission.

#### **C. 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 which is not accredited by a recognized accrediting agency is eligible for admission as follows:

1. The student must have participated in the ACT or SAT test
2. The student's high school class of his or her peers must have graduated.
3. The student must satisfy the high school curricular requirements for the institution to which the student is applying, as certified by the school or for home study, the parent.

## **Concurrent Enrollment of High School Juniors or Seniors**

A high school junior or senior may be enrolled in collegiate level courses provided he or she meets both the admissions and the curricular requirements set by OSRHE. Concurrent students must be able to satisfy all curricular requirements for graduation from high school (including curricular requirements for college admission) no later than the spring semester of their senior year. All concurrent students are required to submit an official High School Transcript and ACT scores along with the signed Concurrent Application.

### **Seniors:**

Minimum composite score of 19 ACT or 900 SAT **OR** have a 3.0 GPA on a 4.0 scale **AND** ACT subject test must be a 19 or higher for the area(s) in which they want to enroll.

### **Juniors:**

Minimum composite score of 21 ACT or 980 SAT **OR** have a 3.5 GPA on a 4.0 scale **AND** ACT subject test must be a 19 or higher for the area(s) in which they want to enroll.

## **Admission Requirements of Concurrent High School Students**

### **1. High School Senior:**

A twelfth grade student enrolled in an accredited high school may, if the student meets the requirements set forth by OSRHE, be admitted provisionally as a special student. The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing component. Minimum standards for OSUIT are ACT/SAT at 42nd percentile **OR** High School GPA 3.0. Classification of Senior begins the summer after the junior year is completed.

### **2. High School Junior:**

An eleventh grade student enrolled in an accredited high school may, if the student meets the requirements set forth by OSRHE, be admitted provisionally as a special student. The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing component. Minimum standards for OSUIT are ACT/SAT at 58th percentile **OR** High School GPA 3.5. Classification of Junior begins the summer after the sophomore year is completed.

### **3. Home Study or Unaccredited High School Students:**

Concurrent students who are receiving instruction at home or from an unaccredited high school must be 17 years of age and meet the requirements for high school seniors as listed above or be 16 years of age and meet the requirements for high school juniors as listed above.

## **Curricular Requirement of Concurrent High School Students**

All concurrent students must submit an ACT score. ACT subject scores are used to determine eligibility for enrollment. To be enrolled as a concurrent student at Oklahoma State University Institute of Technology the student must earn a score of 19 or higher on the ACT subject test for the area(s) in which they want to enroll. Subject tests include English, reading, mathematics and science reasoning. An ACT subject score of 19 in reading is required for enrollment in any subject area other than English, mathematics and science reasoning. Institutional secondary testing may not be used for placement.

Also, concurrent students may not enroll in remedial (zero-level) coursework offered by colleges and universities and designed to remove high school deficiencies.

## Course Workload

A high school student may enroll in a combined number of high school and college level courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work. A student may enroll in a maximum of nine semester credit hours during a summer semester without being enrolled in high school classes during the summer term.

## Resident Classification

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. When these two occur there is domicile. The burden of proof of residence status or domicile shall be upon the applicant. Students filing an appeal for re-classification of their residence status shall do so on forms provided in Admissions and Records.

## CREDIT FOR EXTRAINSTITUTIONAL LEARNING

Extracurricular Learning, also known as Prior Learning Assessment (PLA), is attained outside the sponsorship of legally authorized and accredited postsecondary institutions. The term applies to learning acquired from work and life experiences, independent reading and study, the mass media and participation in formal courses sponsored by associations, business, government, industry, the military and unions. An individual who is currently enrolled can request advanced standing credit through one of the following means:

### 1) Standardized test

- a. The College Board Advanced Placement (AP) Program.
- b. College Level Examination Program (CLEP)
- c. DANTES Subject Standardized Tests (DSST)
- d. Excelsior College Examinations (ECE)

### 2) Challenge exam

Proficiency tests are developed and administered by the department responsible for the course offering. Exams may be technical in scope or a nationally normed instrument such as COMPASS. These institutionally prepared examinations over the subject area are given in a supervised setting following institutional guidelines.

### 3) Evaluation of non-college training

Military Experience-Advanced standing credit for military experience is based on criteria and recommendations contained in publications of the American Council on Education (ACE).

1. Army/ACE Registry Transcript System (AARTS)
2. Sailor/Marine ACE Registry Transcript (SMART)
3. Community College of the Air Force (CCAF)
4. Coast Guard Institute (CGI)
5. The Defense Activity for Non-Traditional Education Support (DANTES)

### 4) Individual student portfolio

Individual portfolios using Council for Adult and Experiential Learning (CAEL) or other standardized guidelines.

### 5) Transcribed credit

Degree-relevant extracurricular learning credit awarded and transcribed by other accredited institutions.

## **Advanced Standing Credit**

Advance standing credit awarded to a student must be validated by successful completion of twelve or more semester hours of academic work at OSUIT. All credit earned through advanced standing shall be so designated the neutral grades of pass (P) on the transcript following the course entry. All advanced standing credit evaluated institutions awarding credit for Extracurricular learning must validate credit on a course-by-course basis. Neither the ACT nor the SAT shall be utilized by State System institutions for awarding credit.

Credit awarded for extracurricular learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree. Credit awards for extracurricular learning shall not exceed the recommendations of ACE.

## **Waiving of Required Courses**

Required courses in English, History and Government cannot be waived (may be substituted) and the total number of semester credit hours required for the degree cannot be reduced. Waives and or substitutions must be approved by the Advisor, Division Head and the Registrar and are requested via a memo to the Registrar. Approved waives and substitutions are noted on the Program of Study, which is sent to the Registrar for the final graduation check.

## **SPECIAL PROGRAM REQUIREMENTS**

Certain programs have restricted admission and enrollment procedures. Admission to OSU Institute of Technology does not guarantee acceptance into any specific program of study. Additional requirements for admission to restricted programs may be obtained by contacting the respective division office.

## **COMPUTER PROFICIENCY REQUIREMENT**

OSU Institute of Technology recognizes that many business, industrial, educational, and personal activities involve the use of computers. Therefore, all OSU Institute of Technology graduates will demonstrate competency in the use of a computer to perform one or more of the following functions:

Word Processing  
Database Management  
Programming  
Spreadsheet Use  
Multimedia/Graphic Design  
Presentations

A student may satisfy the computer proficiency requirement by completing the course CS 1013 "Computer Literacy and Applications" or any other course designated by the academic division as satisfying this requirement.

The following policy applies to all students interested in seeking Advanced Standing credit for CS 1013 Computer Literacy & Applications:

1. All examinations will take place in the OSU Institute of Technology Assessment Center and will cover the following areas: Windows, Basic Word, Basic Excel, and Power Point. Students may take one or more components per visit to the Assessment Center. However, all components of the exam must be completed within a two-week period.
2. Students will be allowed to take the exam (or each component) once. Note: students who have previously taken Computer Literacy & Applications will not be permitted to seek Advanced Standing in the course.
3. Testing must be completed within the first week of the semester.

***For assistance or additional information please contact the Assessment Center at 918-293-5248.***

## **RESIDENCY REQUIREMENTS FOR A DEGREE**

Certain residency hours are required for a student to earn a degree from OSU Institute of Technology. At least 15 of the final 30 hours applied toward the degree, or at least 50 percent of the hours required by the institution in the major field, must be satisfactorily completed at OSU Institute of Technology.

## **ACADEMIC PROFILING**

### **ACADEMIC PROFICIENCY**

All students at OSU Institute of Technology are required to prove academic proficiency. Academic proficiency determines one's eligibility to enroll in certain programs of study, or placement in remedial classes during a student's first semester of enrollment. Students must prove academic proficiency one of three ways:

- 1) Transferring in credits that prove academic proficiency in a subject area.
- 2) Submitting ACT test scores that prove academic proficiency with a score of 19 or better in subtest areas.
- 3) By taking the Compass Assessment and scoring at or above the test area on each component as listed below:

Reading Comprehension 81  
English (Sentence Skills) 74  
Arithmetic (Pre-algebra) 46  
Elementary Algebra 68  
College Algebra 45

Students that do not meet the above requirements will be required to take remedial courses to remove their deficiencies.

### **COMPASS ASSESSMENT**

COMPASS is a self-paced computerized assessment of Reading, Math, and Writing skills (English). The COMPASS assessment determines one's academic proficiency. The assessment can be taken on campus in the OSU Institute of Technology Assessment Center, weekdays between 7:30 a.m. and 1:30 p.m. No appointment is required. Please contact the Assessment Center at 1-800-722-4471 ext. 5248 or ext. 5254 for more information.

The following policy applies to all students taking the COMPASS assessment:

1. All examinations will be coordinated through OSU Institute of Technology Assessment Center and will cover the following areas: Reading, Math, and Writing (English) skills.
2. Students will be allowed to take the exam (or each component) up to three times. If certain testing, such as ATB testing, is required as noted under Student Financial Services, students may be limited on testing times.
3. Initial testing must be completed prior to enrollment and retesting must be completed within the first week of the semester. Any changes in students schedule due to retesting must be processed during the first week of the semester. No retesting will be allowed after the fifth day of the semester.
4. Retesting will not be allowed in a subject area after a student has enrolled in a course, earned a grade for the course or withdrawn from the course.

### **REMOVAL OF DEFICIENCIES**

Unless otherwise specified by program requirements, students must remove curricular deficiencies within the first 24 semester credit hours attempted. Transfer students are required to remove curricular deficiencies within the first 12 semester credit hours attempted. Students may enroll in collegiate level courses within the deficiency's discipline area only after the deficiency is satisfied.

## **ACT RESIDUAL TESTING**

ACT Assessment for Residual Testing on the OSU Institute of Technology campus is available at various times during the year. Check the Assessment Center web page for schedule of test dates.

- Students must submit an OSU Institute of Technology Application for Admission prior to testing.
- Students, who have not taken the Residual ACT Test within the past 60 days and will be attending OSU Institute of Technology, may take the ACT Residual on the OSU Institute of Technology campus.
- Students should register for the ACT by calling 918.293.5254 or 918.293.5248.
- Due to limited seating, students should call ahead to schedule for a test date. Students should arrive at 8:00 a.m. and pay the \$35.00 fee at the cashier's window before taking the test.
- The test begins promptly at 8:30 a.m. Absolutely no one will be admitted to the testing room after the time portion of the test has begun.
- A picture ID is required for admission to the test. Examples of picture ID's are current driver license, military ID, etc. We cannot accept picture ID's faxed from other institutions etc.
- ACT permits the use of calculators on the Mathematics Test. Acceptable calculators include: basic four function, scientific, or graphing calculators. Programmable calculators are not permitted. We do not provide calculators.
- No books or other materials will be allowed in the testing area. No food or drink allowed.

Results will be available the same day, to get scores call 918-293-5248 or 1-800-722-4471 ext. 5248. For additional information or ADA accommodations, call the Assessment Center at 918-293-5254 or email: [chris.ballard@okstate.edu](mailto:chris.ballard@okstate.edu). \*Fees are subject to change without prior notice.

## **ENROLLMENT**

Enrollment times are shown on the official school calendar of operation found on the OSUIT website. Additional information can be obtained through the Admissions and Records office. The enrollment process for all new students starts with the Admissions office. The staff provides students with initial career information and academic advisement. Students who are undecided regarding a career choice are referred to the Assessment Center for career exploration services. After enrollment, an advisor works with the student outlining a plan of study and identifying course requirements. Students are urged to review their academic progress each semester with an advisor from their department. Currently enrolled students may pre-enroll for the subsequent semester during the final weeks of each semester.

## **LATE ENROLLMENT**

Initial enrollment for a semester will not be permitted after the first three days of classes of that semester. A late fee will be assessed for those students enrolling during the first three days of class.

## **ENROLLMENT DEPOSIT**

All new students are required to pay a one-time \$50 enrollment deposit that will be credited to their account. The deposit must be received prior to enrollment into classes.

## **STUDENT FINANCIAL SERVICES**

Student financial aid awards depend upon two major factors: financial need and the availability of funds. To determine need, an evaluation must be made of the financial circumstances of both the applicant and the applicant's family.

### **HOW TO APPLY**

The first step in obtaining financial assistance at OSU Institute of Technology is to file a Free Application for Federal Student Aid (FAFSA). Applications are available on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). By completing the Free Application for Federal Student Aid, an applicant may apply for the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal Work-Study Program, the Federal Perkins Loan, the Federal Direct Loans and the Oklahoma Tuition Aid Grant. The Free Application for Federal Student Aid can be filed electronically over the internet ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Students can obtain more information about various financial aid programs and services by contacting Student Financial Services at 918-293-4684.

### **STUDENT ELIGIBILITY**

To be eligible for consideration for student financial aid through any program, an applicant must meet the following requirements:

- A. The applicant must be enrolled as a regular student in an eligible program of study leading to a degree or certificate.
- B. The applicant must meet one of the following criteria:
  1. A U.S. Citizen or U.S. National. (This includes citizens of American Samoa, Swains Island and Northern Mariana Islands.)
  2. A U.S. Permanent Resident. (Documentation of the Form I-151 or Form I-551 from the U.S. Immigration and Naturalization Services may be requested to prove eligibility for financial assistance.)
  3. A citizen of certain Pacific Islands. (Otherwise eligible citizens of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau may receive assistance through Federal Pell Grants, Federal SEOG and Federal Work-Study.)
  4. An Eligible Non-Citizen. (Documentation of eligible non-citizen status from the U.S. Immigration and Naturalization Services will be requested to prove eligibility for financial assistance.)
- C. The applicant must maintain satisfactory academic progress in an eligible program of study.
- D. The applicant must have a high school diploma or a General Education Development (GED) certificate, or must pass an independently administered test approved by the U.S. Department of Education which shows "ability to benefit", or provided documentation of completion of six (6) college credit hours toward your degree at OSU Institute of Technology (not remedial hours).

Any student who makes application for financial aid and has not attained either a high school diploma, GED, or documentation of completion of six (6) college credit hours toward your degree at OSU Institute of Technology (not remedial hours), will be required to take the COMPASS assessment test. This assessment documents the student's ability in Reading Comprehension, Sentence Skills, Arithmetic and Algebra.

The student will be required to attain the following minimum scores on COMPASS in order to demonstrate "ability to benefit" at OSU Institute of Technology. The scores must be obtained in the same test.



**Reading** - Minimum Score of 62  
**Written Skills** - Minimum Score of 32  
**Numeric Skills** - Minimum Score of 25

Students may test two times to attain the minimum score. Students who do not attain the minimum score required on each section of COMPASS will be deemed ineligible for student financial assistance unless documentation is provided for completion of six (6) credit hours toward your degree.

The COMPASS Test is administered through the OSU Institute of Technology Assessment Center.

- E. Applicant must have a social security number.
- F. Applicant must sign a statement of educational purpose/certification statement of refunds and default in order to receive federal student aid. A signature warrants that a refund is not owed on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant, a Federal Perkins Loan, Federal Stafford Loan and that the amount borrowed under those loan programs does not exceed the allowable limits. The student also agrees to use student aid only for educational related expenses.
- G. Applicant must register, or arrange to register, with the Selective Service. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18 years of age, are citizens or eligible non-citizens and are not currently on active duty in the armed services. (Citizens of the Federated States of Micronesia, the Marshall Islands, or Palau are exempt from registering.)
- H. Applicant must demonstrate financial need. Exceptions are eligibility for PLUS and Federal Unsubsidized Stafford loans.

## **FINANCIAL AID ELIGIBILITY**

A student may receive financial assistance for an approved degree program for no longer than the maximum of 150% of the required credit hours or a maximum of 150% of the approved terms required for completing that program, whichever is completed first. Should the maximum number of hours allowed for a degree be exceeded, a student with extenuating circumstances may appeal to the Office of Student Financial Services to obtain permission to exceed the maximum hours limit.

Additionally, students enrolled in a bachelor degree program must maintain academic progress as outlined in the Satisfactory Academic Progress policy, previously stated in this catalog.

Students can apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). This should be done before March 1st for best results. All federal and state funded financial aid programs previously listed in this catalog are available to students enrolled in a bachelor degree program.

## **UNDOCUMENTED IMMIGRANT STUDENTS**

Effective November 1, 2007, HB 1804 provides that an individual who is not lawfully present in the United States shall not be eligible on the basis of residence within Oklahoma for any postsecondary education benefit, including but not limited to, scholarships or financial aid, or for resident tuition, except as provided under new law set forth in other provisions of HB 1804 and under the revised State Regents' policy (3.18.9) which conforms with that new law.

The new legislation identifies three categories of undocumented immigrant students:

## **Category I**

Students enrolled in a degree program during the 2006-07 year or any prior school year who received a resident tuition benefit pursuant to the pre-HB 1804 statute and pre-HB 1804 State Regent's policy. (Students are "grandfathered" and remain eligible for resident tuition and state financial aid under the pre-HB 1804 law and pre-HB 1804 policy).

## **Category II**

Students enrolling in a postsecondary education institution in 2007-08 and thereafter. These students are subject to the new restrictions under HB 1804 and the State Regents' policy that became effective November 1, 2007.

## **Oklahoma's Promise**

While students participating in Oklahoma's Promise also fall into either Category I or Category II, SB 820 provides unique treatment of these students with respect to their eligibility to receive the Oklahoma's Promise award.

Should you have questions regarding your status, please contact OSU Institute of Technology.

## **FINANCIAL AID PROGRAMS AVAILABLE**

### **Federal Pell Grant**

Federal Pell Grants are available to help undergraduate students pay for their education after high school. For Federal Pell Grant purposes, an undergraduate is one who has not earned a bachelor's or professional degree. Federal Pell Grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Federal Pell Grants do not have to be repaid.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

Federal Supplemental Educational Opportunity Grants are available to undergraduate students with exceptional financial need as determined by the Student Financial Services Office. Priority must be given to Federal Pell Grant recipients. Federal SEOG does not have to be repaid.

### **Federal Work-Study Program**

The Federal Work-Study program provides part-time employment for students with financial need who want to earn a part of their educational expenses. As a participant in the Federal Work-Study program, OSU Institute of Technology's Student Financial Services Office arranges part-time employment for eligible students on campus.

### **Federal Perkins Loans**

The Federal Perkins Loan Program is available to eligible OSU Institute of Technology students who need a loan to help meet educational expenses. Federal Perkins Loans must be repaid beginning nine months after graduation, leaving school, or dropping below half-time (six semester credit hours) status. A separate Federal Perkins Loan Application must be completed.

### **Federal Direct Loans**

Federal Direct Loans are low-interest loans made to students attending OSU Institute of Technology at least halftime. These loans are made by the federal government.

Federal Direct Loans must be repaid beginning six months after graduation, leaving school, or when dropping below half-time (six semester credit hours) status.

The Federal Subsidized Direct Loan is based on financial need. The loan amount will depend on financial need, which the college's financial aid office will determine.

The Federal Unsubsidized Loan is a student loan that is not based on financial need. The loan amount will depend on the cost of attendance at OSU Institute of Technology and the amount of other aid the student is receiving. The student is responsible for paying the interest on an Unsubsidized Direct Loan while in school; however the student has the option to defer payment of the interest while they are enrolled at least half time.

A separate loan application is required to apply for the Federal Subsidized or Federal Unsubsidized Direct Loan. Instructions for applying for the loan will be in your award letter.

## **Scholarships**

Various types of scholarships may be offered to graduating high school seniors, transfer and adult students interested in attending OSU Institute of Technology and to current OSU Institute of Technology students. Several on and off-campus organizations and individuals also offer scholarships to OSU Institute of Technology students. Students who would like to search for scholarships on the Internet may do so by accessing the Fast-Web site at [www.fastweb.com](http://www.fastweb.com). For further scholarship information, visit our scholarship website at [osuit.edu/scholarships](http://osuit.edu/scholarships).

## **Federal Plus Loans**

Federal Plus loans are for parents who want to borrow to help pay for their children's education. These loans provide additional funds for educational expenses and, like Federal Direct Loans, are made by the Federal Government. Parent PLUS loans are credit-based. Should a parent be denied based on their credit, the student may increase the loan eligibility for the student. For further information on Federal Plus loans contact OSU Institute of Technology's Student Financial Services Office.

## **Oklahoma Tuition Aid Grant Program**

OSU Institute of Technology participates in the Oklahoma Tuition Aid Grant program (OTAG) that is sponsored by the Oklahoma State Regents for Higher Education. Applicants must be residents of the state of Oklahoma. Tuition aid grants are made based on demonstrated financial need and are funded with a combination of state and federal funds.

## **Other Financial Assistance**

Veterans and students eligible to receive financial benefits under any federal or state rehabilitation programs may receive assistance from the coordinator of agency students. Oklahoma sponsored rehabilitation students are served through the Student Financial Services office.

For further information about student financial aid, contact the Student Financial Services Office, 918-293-4684 or 1-800-722-4471.

## **SATISFACTORY ACADEMIC PROGRESS**

All students attending OSU Institute of Technology are required to maintain satisfactory academic progress toward successful completion of degree requirements. In order to remain eligible for financial assistance, a student must meet the requirements listed below:

1. Not exceed a maximum number of hours to complete the degree program (150% of the total credits required for degree completion) AND
2. Maintain a cumulative Graduation/Retention Grade Point Average as listed below AND
3. Successfully complete at least 75% of the total cumulative hours attempted as listed below. (This includes all courses attempted at any college or university.)

<b>TOTAL Hours Attempted from All Institutions</b>	<b>1 -30 Credit Hours</b>	<b>31 or more Credit Hours</b>
Minimum Graduation/Retention GPA	1.7	2.0
Percentage of Total Cumulative Hours attempted	75%	75%

Satisfactory academic progress is monitored at the end of each semester. Students are responsible for knowing their eligibility status at the end of each semester. If you have questions regarding your status, contact Student Financial Services.

**Failure to Maintain Satisfactory Academic Progress**

A student who exceeds the maximum number of hours allowed for degree completion will be suspended from future financial aid until the reason for the excessive hours can be adequately documented.

A student who either fails to achieve the required cumulative Graduation/Retention GPA or to complete at least 75% of the total hours attempted, will be placed on financial aid warning for the following semester of enrollment at OSUIT. A student may receive financial aid while on warning, but must meet specific minimum requirements each semester to continue to be eligible.

**Continued Eligibility while on Warning**

To continue to receive aid after being placed on warning, a student must:

1. Not exceed a maximum number of hours to complete the degree program (150% of the total credits required for degree completion) AND
2. Achieve the required cumulative Graduation/Retention GPA or the required Semester GPA AND
3. Successfully complete at least 75% of the total cumulative hours attempted or 75% of the hours attempted that semester.

A student on warning who meets these criteria each semester will continue to receive aid on a semester by semester basis until the student meets the standards in the “Satisfactory Academic Progress Requirements” section to clear the warning.

Satisfactory academic progress is monitored at the end of each semester. Students are responsible for knowing their eligibility status at the end of each semester. If you have questions regarding your status, contact Student Financial Services.

**FINANCIAL AID SUSPENSION**

A student denied assistance based on the Satisfactory Academic Progress Policy can submit a written appeal to the Student Financial Aid Appeals Committee. An appeal form is included in the suspension notification letter and is also available in the Grady Clack Center. The appeal should speak in detail to mitigating or extenuating circumstances that affected the student’s academic performance, ie., severe physical injury, mental trauma,

etc. The appeal should include information as to why satisfactory academic progress failed to be met and what has changed that will allow satisfactory academic progress to be met if the appeal is approved.

A student suspended for exceeding the maximum number of hours allowed for a degree completion should also have the academic advisor complete the "Remaining Hours Required for Degree Completion" form if extenuating circumstances require the student to exceed the maximum hours limit. The form is included in the suspension notification letter and is also available in the Grady Clack Center.

The decision of the Student Financial Aid Appeals Committee is final and is communicated to the student in writing. Depending on the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student chooses to withdraw from classes. A student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the schedule in the Fee/Tuition Refund Policy in the OSUIT catalog.

A student suspended for reasons other than exceeding the maximum number of hours for degree completion who does not appeal, or whose appeal is denied, may be reinstated on a probationary basis by meeting BOTH of the following criteria:

1. Achieve the required Graduation/Retention GPA or the required Semester GPA AND
2. Successfully complete 75% of the total cumulative hours attempted or 75% of the hours attempted for that semester.

These requirements may be met while either attending OSUIT for the semester without financial aid or by transferring work meeting the requirements to OSUIT from an accredited institution. Transfer work must be reflected on the OSUIT Transcript to be considered for purposes of financial aid eligibility.

## **FINANCIAL AID POLICY ON REPEAT COURSES**

OSU Institute of Technology has a Repeat Course Policy that allows a student to repeat a course and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the grade point average.

A student may repeat a previously passed course one time and count it in the enrollment status for financial aid. A student may repeat any failed course until it is passed and it be counted toward enrollment status for financial aid.

## **DURATION OF FINANCIAL AID ELIGIBILITY**

A student may receive financial assistance for an approved degree program for no longer than the maximum of 150% of the required credit hours or a maximum of 150% of the approved terms required for completing that program, whichever is completed first. Should the maximum number of hours allowed for a degree be exceeded, a student with extenuating circumstances may appeal to the Office of Student Financial Services to obtain permission to exceed the maximum hours limit.

Students are eligible to obtain three degrees at OSU Institute of Technology with financial aid eligibility. Only one of these degrees may be a Bachelor's degree. A student's financial aid eligibility will terminate after the third degree is received.

## **UNDECLARED, DEGREE SEEKING STUDENTS**

In order to allow students to explore their options and still receive a degree within the maximum time frame of 150% of the credit hours required to obtain a degree, a student may receive financial aid for a maximum of three semesters in an undeclared, degree-seeking status. Academic counseling is available to assist the student with declaring an appropriate major within that timeframe.

## **IMPORTANT DATES**

Many financial aid programs have limited funding and funds are awarded to the earliest applicants. The ideal time for students to apply for financial aid is as soon as possible after January 1 and before March 1 each year. Applications received after March 1 are subject to the availability of funds.

## **HOW WITHDRAWING (OFFICIALLY AND/OR UNOFFICIALLY) EFFECTS YOUR FINANCIAL AID**

In accordance with 34CFR Sec.668.22, any student at OSU Institute of Technology who completely withdraws from all classes or fails all classes will be subject to the Return of Title IV funds policy.

A student earns financial aid based solely on the length of time he or she has attended the College. Until a student has passed the 60% point of the current trimester, only a portion of the student's disbursable aid has been earned. The amount of earned aid has no relationship to institutional charges or other incurred costs of attendance. A student who officially withdraws before the 60% point of the enrollment period may, but not necessarily, be required to repay funds to a specific financial aid program. This could leave the student with an unpaid balance.

A student who leaves school and does not notify the school of his or her withdrawal is considered to be "unofficially withdrawn", because official notification is not provided to the school. As OSUIT is not required to take attendance, the withdrawal date will be calculated at the midpoint of the payment period or period of enrollment, as applicable, or the last date of an academically related activity in which the student participated.

A payment owed but not paid by the student to the financial aid program may result in the inability to receive a transcript or reenroll in classes until the debt is satisfactorily repaid. Examples are available in the Financial Aid Office.

Students are encouraged to visit with a financial aid counselor prior to withdrawing to see how the withdrawal will affect their aid. If the student received less Federal Student Aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. If the student received more Federal Student Aid than the amount earned, the school, the student, or both, must return the unearned funds in a specified order.

Refunds to financial aid recipients who withdraw or cease attendance from school, during the refund period, must be returned to the appropriate financial aid accounts. Reimbursement will be made to financial aid accounts, and the student notified by mail, within 30 days from the day the school determines the student withdrew, in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other Institutional or Private Aid Programs
8. The Student

## **FEE/TUITION REFUND POLICY**

Fee/tuition refunds are made to those students who withdraw completely from OSU Institute of Technology in accordance with Oklahoma State Regent's policy.

TOTAL FEES/TUITION will be reduced by: 100% if PROPER WITHDRAWAL is made during the first (two) 2 weeks; NO REDUCTION after the 2nd week of the semester.

Fee/Tuition refunds also may be made for individual courses dropped within the first (two) 2 weeks of the semester for full semester courses. The above refund schedules apply to 15-week courses. For courses of shorter duration, check with Admissions for refund schedule.

Students who enroll in a course(s) and do not attend/participate by the conclusion of the refund period for that course will be billed for the course. Students must drop within the first two (2) weeks of the semester in order to receive a refund and not be charged for the course.

NONCREDIT COURSES dropped prior to the first class meeting will be fully refunded. No refund will be given after the first class meeting.

Students with courses scheduled to meet less than the full fifteen-week semester will have adjusted refund periods based on the beginning date and length of the individual course(s).

The Bursar office hours are Monday through Thursday, 7:30 AM to 5:00 PM and Friday, 7:30 AM to 4:30 PM. The Bursar staff may be reached by telephone at 918-293-4681.

Information regarding tuition and fee costs may be found online at [http://www.osuit.edu/admissions/tuition\\_and\\_fees.php](http://www.osuit.edu/admissions/tuition_and_fees.php). Room and board costs are online at [http://www.osuit.edu/campus\\_community/residential\\_life/costs.php](http://www.osuit.edu/campus_community/residential_life/costs.php).

## **GENERAL POLICIES**

Account balances are due on the first day of class each semester. A 1% monthly service charge will be assessed to any unpaid balance beginning the 15th of the second month of each semester. Accounts must be paid in full to enroll in subsequent semesters. Transcript and enrollment holds will be placed on all student accounts with outstanding balances. Non-payment of any charges could result in litigation or collection procedures. Delinquent account information is reported to credit reporting agencies which could endanger credit ratings. In addition, accounts which are delinquent can be offset by future State of Oklahoma income tax refunds.

Payments may be mailed to OSU Institute of Technology-Bursar's Office, Grady W. Clack Student Center, 1801 E. 4th Street, Okmulgee, OK 74447. Mailed payments should include the student's ID number. Visa and MasterCard payments may be made in person, by phone 918-293-4681, or online at <http://prodokm.okstate.edu/>

Payments by check that are returned as insufficient will be charged back to the student account. A \$20 insufficient check fee will be assessed on all returned checks.

## **SERVICES**

Students with agency sponsorships must provide the Bursar Office with the proper documentation/forms each semester of enrollment to ensure proper credit to the student's account. This is the responsibility of the student, not the Bursar Office nor the agency. If the agency does not pay the charges that were billed to them, the charges will be transferred back to the student. The student will then be responsible to pay the balance. Work study pay checks are available at the Bursar Office every other Friday. Refund checks resulting from financial aid disbursements are available each Thursday. A valid OSUIT ID is required to pick up work study checks and refund checks.

All students are encouraged to enroll in direct deposit. Students may enroll for work study direct deposit through Human Resources located across from the Bursar Office. Students may enroll for financial aid refund direct deposit through the Bursar Office.

## **E-BILLING OF BURSAR STATEMENTS**

The Bursar's Office no longer mails paper bills to students, so it is essential that students maintain currency with their OKEY and email accounts.



# **ACADEMIC REGULATIONS**

## **RETENTION STANDARDS**

The Oklahoma State Regents for Higher Education (OSRHE) have adopted a progressive policy concerning satisfactory academic performance. Students failing to maintain an appropriate grade average will be placed on either academic notice or academic probation as a condition of continued enrollment.

## **ACADEMIC NOTICE**

Students attempting 30 or fewer credit hours and having a cumulative grade point average of 1.7 to less than 2.0 will be placed on academic notice. Academic notice is a warning designed to alert a student to the possibility of future academic progress difficulties. Academic notice does not lead to academic suspension.

## **ACADEMIC PROBATION**

Any student whose cumulative grade point average falls below the designated level for a given semester is on academic probation. Academic probation can lead to academic suspension.

Students will be placed on academic probation if they fail to meet the following requirements:

<b>Credit Hours Attempted</b>	<b>Cumulative GPA Requirement</b>
0-30 sem. hours	1.7
31+ sem. hours	2.0

Freshman students with 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0, will be placed on academic notice.

All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes. Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly graded course work or meet the minimum cumulative GPA standard required above, in order to continue as a student. Students not meeting either of these criterion will be immediately suspended and may not be reinstated until one regular semester has elapsed.

## **ACADEMIC SUSPENSION**

Any student who was on academic probation the previous semester and who fails to raise his or her GPA to the required cumulative level or to achieve a 2.0 semester GPA will be suspended from the institution.

## **ACADEMIC SUSPENSION APPEALS**

The Policy Statement on Admission To, Retention In and Transfer Among Colleges and Universities of the State System, set forth by the Oklahoma State Regents for Higher Education, authorizes the establishment of an academic suspension appeals process (Part II, section D.2).

The OSRHE policy for academic suspension appeals is as follows: Institutions have the discretion to establish an academic suspension appeals procedure. Such procedures should allow appropriate discretion in deserving cases. Academic suspension appeal procedures require that the suspended student document any extraordinary personal circumstances that contributed to his or her academic deficiencies. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct,

significant work conflicts; unexpected, substantial family obligations; or personal crisis. Appeals decisions shall be made only following the thoughtful deliberation of an appropriate committee which may include faculty, students and administrators.

## **Policy**

Those students who are academically suspended from the institution will be ineligible to enroll for a minimum of one regular semester. However, the human equation involved in such actions dictates that an appeals procedure be afforded suspended students. If students win such an appeal, they will be immediately eligible for readmission. This process is not designed to circumvent Oklahoma State Regents for Higher Education policy on student retention, but rather to allow appropriate discretion in deserving cases.

## **Procedure**

The procedures for a student to appeal an academic suspension decision are as follows:

- A. The suspended student must present a petition describing the extraordinary personal circumstances that contributed to his or her academic deficiencies. Such events must be highly unusual such as the death of an immediate relative, a serious illness, severe financial distress, or personal crisis. The student must provide appropriate documentation of such circumstances. The appealing student must provide evidence showing how this circumstance was a factor in his or her academic performance. The student petition should be received in the Office of Executive Vice President, Academic Affairs no later than three working days prior to the beginning of the desired semester of entry. The Executive Vice President of Academic Affairs and the Director of Admissions will make an administrative ruling relative to the request or refer the request to the Appeals Committee.
- B. The Academic Appeals Board consists of seven faculty members who are appointed by the President of the University, and three students who are appointed by the President of the Student Government Association. A quorum for the Board shall consist of three voting members, two of whom are faculty, and a chair. Each individual wishing to appeal an academic suspension is required to submit a petition outlining the reasons for the applicant's previous academic problems and how the applicant plans to correct the problems. Each petition must be accompanied by appropriate documentation relative to the need for additional consideration and/or substantiating the extenuating circumstances related to the appeal.
- C. Should the committee determine that indeed an extraordinary personal event contributed significantly to the student's academic deficiencies, the committee will recommend that the student be reinstated on academic probation. The student must maintain a minimum 2.0 grade point average or reach the retention standards each semester he or she remains in this status. The decision of the committee is final.

The Office of Academic Affairs is the administrative unit responsible for the academic suspension appeals process. This unit is responsible for coordinating the appeals process, maintaining the official records and producing annual reports.

## **READMISSION OF SUSPENDED STUDENTS**

Students who are academically suspended by OSU Institute of Technology will not be allowed to reenter the institution for at least one regular semester except as noted above. A student who is readmitted on probationary status must maintain a 2.0 GPA each semester attempted while on probation or raise his or her cumulative GPA to the designated level. Should a reinstated student be suspended a second time from the institution, he or she cannot be readmitted to the institution until such time as he or she has demonstrated by attending another institution, the ability to succeed academically by raising his or her cumulative GPA to the retention standards.

## **REINSTATEMENT OF SUSPENDED TRANSFER STUDENTS**

The intent of OSU Institute of Technology is that opportunities be provided for all individuals with the ability and desire to pursue their educational goals. Research indicates that many times students suspended from one institution may succeed in a new academic environment if given the opportunity. Therefore, students who are suspended from other state system institutions may be admitted to OSU Institute of Technology by petitioning the Enrollment Management office and providing rationale and documentation supporting the request to be admitted without a regular semester lapse. Such admission would be probationary and a minimum 2.0 grade point average must be maintained or retention standards met as outlined in the Oklahoma State Regents for Higher Education policy on Admission To, Retention In and Transfer Among Colleges and Universities of the State System, for each semester the student(s) remain on probation. Appropriate academic services, advisement, counseling and tutorial assistance will be available to facilitate student success.

## GRADING SYSTEM

### GRADING SYSTEM

Grades are recorded with the letters A, B, C, D, F, I, AU, W, AW, P-NP, P-F or N. The various letter grades and the method of including them in the calculation of grade point averages are shown below. Grade reports are issued for each student at the closing of each semester.

Grade	Grade Note	Comment	Grade Point per Hour
90 - 100	A	Excellent	4
80 - 89	B	Good	3
70 - 79	C	Average	2
60 - 69	D	Below Average	1
0 - 59	F	Failure	0

### OTHER SYMBOLS

I - An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. When reporting an "I", the instructor will record in detail the conditions for removal of the "I," with time limitations not to exceed two semesters. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the specified time limit will remain as a permanent "I" and not contribute to the student's GPA.

AU - Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to gain course information. The allowable time to change an enrollment status from audit to credit is the last day of the add period for each semester. Students changing their enrollment status from audit to credit must meet institutional admission/retention standards as set by the State Regents. The allowable time to change an enrollment status from credit to audit is the last day of the drop period for each semester. AU will not contribute to a student's GPA.

W - An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic "W" begins the eleventh day of classes (approximately one-eighth of the session) for classes meeting the full length of regular sessions. The withdrawal period for classes of shorter duration begins the day following approximately one-eighth of the length of the class. The last day for an automatic "W" is the last day of the eleventh week (approximately seventy-five percent of the class length) for classes meeting the full length of regular sessions. For classes of shorter duration, the last day for an automatic "W" corresponds to the day that coincides with seventy-five percent of the class. For any drop or withdrawal accepted after this deadline, a "W" or "F" will be assigned depending upon the student's standing in the class. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

AW - Administrative withdrawal may be assigned by the Admissions office to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons, or for inadequate attendance or otherwise demonstrated lack of appropriate concern for satisfactory academic progress toward program objectives. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

P-NP - An institution may elect to use the grades “P” and “NP” for specified courses or may allow students to elect a “P-NP” option under circumstances specified by the institution. The “P” grade is neutral indicating minimal course requirements have been met and credit has been earned. The “P” grade may also be used to indicate credit earned through advanced standing examinations. The grade of “NP” indicates that a student did not meet minimum requirements in a course designated for “P-NP” grading. While both grades “P” and “NP” are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

P-F - An institution may elect to use pass-fail as an option for students in specified courses. The pass grade indicates hours earned but does not contribute to the GPA. The fail grade is an “F” and is calculated into the GPA.

N - An “N” grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The “N” grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The “N” grade is GPA neutral.

## **GRADE POINT AVERAGE**

Grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. For example, a total of 32 quality points earned in a semester by a student officially enrolled in 16 semester hours of classes gives a grade point average of 2.00 for that semester. Cumulative grade point average is calculated similarly using the sum total from all semesters of all collegiate-level courses attempted at all accredited institutions of higher education. In both cases, the grades “P, W, I, N, AU and AW” will not be used to calculate the grade point average.

## **GRADE CHANGES**

An instructor who reports an incorrect grade to the Registrar may request correction of the error. The request must be in writing on the approved form and must have the approval of the division chair. In no case will the Registrar lower a grade after the student has graduated.

## **ACADEMIC FORGIVENESS PROVISION**

Circumstances may justify a student being able to recover from academic problems in ways that do not forever jeopardize his/her academic standing. The student’s academic transcript, however, should be a full and accurate reflection of the facts of the student’s academic life. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention and graduation grade point average is calculated. Specifically, for those students receiving academic forgiveness by repeating courses or through academic reprieve or renewal, the transcript will reflect the retention/graduation grade point average excluding forgiven course(s)/semester(s). The transcript will also note the cumulative GPA, which includes all attempted regularly, graded course work.

Academic forgiveness may be warranted for the currently enrollment undergraduate students in three specific circumstances:

### **1. Repeat**

A student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention/graduation GPA under the prescribed circumstances listed below.

### **2. Reprieve**

There may be extraordinary situations in which a student has done poorly in up to two consecutive semesters due to extenuating circumstances which, in the judgment of the appropriate institutional officials, warrants excluding grades from those semesters in the calculation of the student’s retention/graduation GPA.

### 3. **Renewal**

A student may be returning to college after an extended absence and/or under circumstances that warrant a fresh academic start.

#### a. **Repeated Courses**

A student may repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation grade point average. A maximum of four (4) courses, not to exceed 18 hours, may be repeated in the courses in which the original grade earned was a "D" or "F". Both grades shall be recorded on the transcript with the earned grade for each listed in the semester earned. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA. Grades of any courses repeated after the first four, or 18 hours, will be averaged with original grades.

#### b. **Academic Reprieve**

Academic reprieve is a provision allowing a student who has experienced extraordinary circumstances to disregard up to two semesters in the calculation of his or her retention/graduation grade point average. A student may request an academic reprieve from OSU Institute of Technology using the following guidelines:

1. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request
2. Prior to requesting the academic reprieve, the student must have earned at least 12 semester credit hours with a GPA of 2.0 or higher with no grade lower than a "C" in all courses
3. The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.
4. The student must petition for consideration of an academic reprieve according to institutional policy.
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirement.
6. Students who have been granted academic renewal are not eligible for academic reprieve.

#### c. **Academic Renewal**

Academic renewal is a provision allowing a student who has not been academically successful previously and who has been out of higher education for a number of years to reenter college without penalty. Under academic renewal, course work taken prior to a date specified by OSU Institute of Technology is not counted in the student's graduation/retention GPA.

A student may request academic renewal from OSUIT using the following guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request
2. Prior to requesting academic renewal, and after the elapsed five years, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (totaling a minimum of 12 hours) excluding activity or performance courses
3. The request will be for all courses completed before the date specified in the request for renewal
4. The student must complete the Academic Forgiveness form (available in the Office of the Registrar)
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirement
6. Students who have been granted academic reprieve are not eligible for academic renewal.

## **STUDENT APPEAL OF THE FINAL GRADE**

Upon the completion of a course in which a student is officially enrolled and in receipt of the final grade, a student who feels their grade was incorrectly reported may appeal the receipt of said grade.

- The student will first attempt to resolve the difference of opinion relating to the grade with the faculty person.
- If resolution cannot be obtained through the faculty person, the student should then consult the division chair of the department in which the course is being taught.
- If resolution cannot be obtained through the division chair, a formal appeal hearing may be requested through the Executive Vice President. A request for an academic appeal hearing must be submitted in writing, documenting previous attempts for resolution and the rationale for the appeal.
- If justifiable rationale exists for the appeal and proper procedures were followed in requesting the appeal, the Executive Vice President will then convene an appeal hearing.
- The academic appeal process must be formally initiated within four months after the grade was assigned or six weeks after a student begins a new semester, whichever comes first, or the grade awarded will be assumed to be correct and an appeal will not be granted.

## **ADDING OR DROPPING A COURSE**

Students may, subject to maximum enrollment limitations, add courses during the first week of the semester with the approval of their advisor or division chair.

Students may drop a course with the approval of their advisor or the division chair. A course change form must be processed through the Office of Admissions for the process to be complete.

For typical 15-week courses, any course dropped during the first ten days of classes will have no transcript record. Any course dropped after the first ten days of classes and prior to the end of the eleventh week will result in a grade of "W" being recorded on the student's transcript. After the beginning of the twelfth week of a semester, a student may withdraw from a course. A grade of "W" or "F" will be assigned (see definition of grading terms "W").

For courses of shorter duration, the above dates may vary. A short course may not be dropped after a grade is assigned at the end of the course.

## **WITHDRAWING FROM COLLEGE**

To completely withdraw from OSU Institute of Technology, a student must initiate the process in Admissions. However, to complete the withdrawal process, contact must be made with the Bursar's Office, Student Financial Services, Residential Life, Library, and the student's academic division office. Failure to completely withdraw as required under this policy will result in permanent grades being awarded in all classes in which the student has enrolled. This process ensures that the student is making an informed decision. The last dates to withdraw without academic penalties are listed in the catalog calendar for each semester.

## **AUDITING COURSES**

Students auditing a class must obtain approval from the division chair and schedule the class as an audit through the Admissions office. Fees for auditing are the same as fees for credit courses. No credit will be given for courses audited.

Procedures for auditing a course are administered by the Office of Admissions. No examinations or any other evaluation measures will be required or provided.

Persons auditing courses may not change their enrollment to credit after the add period. Students enrolled in courses for credit may change to audit status only during the period approved for dropping courses.

## **STUDENT CLASSIFICATION**

Undergraduate students\* will be classified according to the following number of credit hours earned:

0 – 30	Freshman
31 – 60	Sophomore
61 – 90	Junior
91 – N	Senior

\* Students enrolled in Associate in Applied Science and Associate in Science degrees are limited to Freshman and Sophomore classification.

## **COURSE LOAD**

Students who enroll in 12 or more semester credit hours are considered full-time students. Normally, students may not enroll in more than 19 credit hours in a semester. In special cases, students may be permitted to enroll in a maximum of 22 credit hours. Enrollment in over 19 credit hours must be approved by the Executive Vice President. A typical enrollment at OSU Institute of Technology is between 12 and 18 semester credit hours.

## **CHANGES IN DEGREE REQUIREMENTS**

Changes in degree requirements at any time, unless otherwise specifically provided, are applicable in full to students entering OSU Institute of Technology thereafter, and applicable to a maximum practicable extent to students having entered previously.

As a general rule, a student may “stop out” for one semester without penalty, as long as that program is active. Students who do not return for two or more semesters will be required to re-enter under the new degree plan.

From time to time, degree programs are deleted. When this happens, active students are given a deadline to complete the program. After the final deletion date for the program, the program is no longer viable. Any student (active or inactive) who fails to finish the requirements by the deadline will have to convert to an active degree program.

## **TRANSFER OF CREDIT FROM DOMESTIC AND INTERNATIONAL INSTITUTIONS**

Acceptable transfer credit is evaluated on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the recognized six U.S. regional associations. The evaluation is based on course content, as described in the catalog of the institution.

International transcripts, submitted for transfer, must be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES, <http://www.naces.org/members.htm> ). Students must submit both the official college transcript and the evaluation summary prepared by the Evaluation Services Committee to the Registrar’s Office.

Evaluation of transfer credit may require documentation such as program requirements and course syllabi to determine acceptable transfer credit courses.



## GENERAL EDUCATION REQUIREMENTS

**ENGLISH COMPOSITION** – 6 hours (ENGL 1113 and 1213 or approved substitutes)

**AMERICAN HISTORY AND GOVERNMENT** – 6 hours satisfied by HIST 1483, HIST 1493, and POLS 113.

Courses used to fulfill general education requirements are identified by code letters that appear preceding the course title listed in the back of the Catalog. The code letters designate the general education category for which the course may be used.

- **Analytical and Quantitative Thought (A)**  
The study of systems of logic and the mathematical sciences.
- **Humanities (H)**  
These courses concentrate on the ideas, beliefs, and arts and literatures that bring cultures to life.
- **Natural Sciences (N)**  
A systematic study of natural processes and the mechanisms and consequences of human intervention in those processes.
- **Social and Behavioral Sciences (S)**  
Human behavior in relation to the social and physical environment.
- **Diversity (D)**  
These courses emphasize socially constructed groups in the United States.
- **International Dimension (I)**  
These courses emphasize contemporary cultures outside the United States.
- **Scientific Investigation (L)**  
Laboratory experience aimed at interpreting scientific hypotheses.

Some degree plans require specific general education courses. If no specific course is listed, any general education course with that designation may be used.

Occasionally students transfer a course that appears to fulfill the **criteria & goals** for a general education course but the transcript does not indicate a general education designation. The advisor may submit a “Substitution” form along with a course syllabus or course description to the Division Chair of Arts & Sciences along with a copy to the Registrar’s Office.

General education courses are also identified in the Student Information System (SIS).

## **GRADUATION REQUIREMENTS**

To be eligible to graduate and receive a degree, a student must complete all required courses in their major(s) as listed in the catalog. At least 15 of the final 30 credit hours applied toward the degree must be satisfactorily completed in residence at OSU Institute of Technology, or 50 percent of the major.

The minimum requirements for graduation are as follows:

AAS – 2.0 overall grade point average in all courses listed in the Plan of Study for the major. Some programs may require a higher grade point average.

AS – Overall 2.0 graduation/retention grade point average as shown on the transcript. Some programs may require a higher grade point average.

BT – Overall 2.5 graduation/retention grade point average as shown on the transcript. At least 15 of the final 30 credit hours applied toward the degree must be satisfactorily completed at OSU Institute of Technology. A minimum of 30 hours of resident credit applied toward the bachelor's degree shall be taken at OSU Institute of Technology. A minimum of 60 credit hours, excluding physical education activity courses, at a baccalaureate degree-granting institution, 40 hours of which must be upper-division course work excluding physical education activity courses.

### **DISCLOSURE OF GRADUATION RATES**

OSU Institute of Technology, in compliance with the Student Right-to-Know Act, makes available to any enrolled or prospective student its completion or graduation rate. This information is available upon request in the Office of Academic Affairs.

### **DEGREES AWARDED**

OSU Institute of Technology awards the Associate in Science degree or an Associate in Applied Science degree and Bachelor of Technology degrees in specific disciplines in recognition of successful completion of programs of study.

### **HONOR ROLLS**

The President's Honor Roll consists of all students who, upon graduation, have achieved a graduation grade point average of 3.5 or higher. The Registrar's Honor Roll recognizes all students who have achieved a graduation grade point average of at least 3.0 but less than 3.5.

### **TRANSCRIPTS OF CREDIT**

The Registrar's Office will provide up to 10 copies of the student's transcript upon the student's request. Transcripts will be withheld if the student has outstanding financial obligations to the institution.

### **CLASS ATTENDANCE**

Students are expected to attend all class sessions. Students receiving support from government agencies or other sponsors must adhere to policies stipulated by the specific sponsor.

Students who fail to attend classes regularly or otherwise demonstrate a lack of appropriate concern for satisfactory academic progress toward program objectives may be withdrawn from the institution.

## COOPERATIVE ALLIANCE AGREEMENTS

OSU Institute of Technology is a participant in a number of Cooperative Alliance Agreements which allow high school and adult students to receive college credit for coursework while they are enrolled at a participating Technology Center, and apply that credit toward an Associate in Applied Science (AAS) degree. Designated within this catalog will be courses and/or programs of study developed specifically for the Alliances. Students do not pay tuition for these courses but are charged a fee of \$8 per credit hour.

Institutions of higher education across the state of Oklahoma have committed to providing student services and career advisement to Technology Center students as a part of this program. The overall goal of the program is to improve student access to higher education and increase the number of students completing college degrees within the state. This will result in a better educated workforce and, ultimately, an improved economic climate in Oklahoma.

More details may be found at: [http://www.osuit.edu/academics/cooperative\\_alliance](http://www.osuit.edu/academics/cooperative_alliance).

## **REGENTS' RESOLUTION ON DISRUPTIVE CONDUCT**

Be it resolved by the Board of Regents of the Oklahoma State University 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, peaceful demonstration and 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 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 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 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 of 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 A or B, it shall be the duty of the President, (and he is fully authorized to act) to take all steps which he deems advisable to protect the assumed and designated interests of the Oklahoma State University and to see that its Rules, Regulations and Policies are enforced. He shall insure 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 he 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**

1. 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 obligation 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 Regents to furnish all possible assistance to the President when requested by him.

2. Subject to the provisions of Sections A through 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 extents as may by the President be deemed necessary and expedient; provided, that on the discharge of his duty it shall be the duty of the President to secure to every student the right of due process.
3. The text of this resolution shall be printed in the Student Regulations sections of the Student Handbook of the University and in the Institutional Catalog. The Student Handbook may be accessed at [http://www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf).

## **ACADEMIC SERVICES**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

By enrolling at OSUIT, students become members of an academic community in which self-discipline and respect for the rights and privileges of others is essential to the educational process. Therefore, students take on the responsibility to observe and help maintain standards of personal behavior that are a positive contribution to the academic community. OSU expects students to accept responsibility for compliance with all University policies and contracts (including financial obligations to the University), to show respect for lawful authority, to represent themselves truthfully and accurately at all times, and take responsibility for their actions, and actions of their guests. Students may be held accountable for the violations of local, state, and federal laws on campus and for law violations that occur off campus that affect the University community or the University's mission.

The purpose of the document, Student Rights and Responsibilities Governing Student Behavior, is to inform the student body of the standards of behavior expected of students in the OSU community, the processes in place for enforcing the rules, and the University's response to violations. The University makes this document available on the website at [http://www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf) . Additionally, printed copies are available in the following offices: the Academic Affairs Office, Residential Life, Student Conduct, and the Residential Life Office in each Residence Hall.

### **LIBRARY**

The Library offers both a virtual and physical place for students to locate information by providing access to a collection of electronic and print materials. Students may find information from books, periodicals, electronic resources, videos and the Internet. One may use the Library as a place to study, read, locate information, receive instruction and complete class assignments.

Reference service is provided both online and physically to assist students with locating information.

Interlibrary Loan is offered as a service by the Library to obtain materials not readily available on campus. Other services available include photocopy, fax, scanning, lamination, wireless access, color printer, and Jah Jah's Coffee Café.

### **SERVICE LEARNING**

Service learning is a special form of community service designed to promote student learning and development. Optional service learning opportunities stimulate academic performance, increase students' understanding of the responsibilities of living in a democratic society and encourage students to become involved in the social problems facing their communities. Whether students "learn to serve" or "serve to learn", the service learning component is a valuable tool for academic growth and success.

### **GRADUATE PLACEMENT**

OSU Institute of Technology takes pride in its highly successful graduates. During the last academic year, overall positive placement in related employment was 84% for OSU Institute of Technology graduates at the time of graduation. Each academic division takes responsibility for working with employers to foster positive employment. Employer information on file reflects positive placement at graduation of up to 99% in individual academic divisions.

## **DISTANCE LEARNING**

OSU Institute of Technology is a hub site on OneNet, the statewide fiber optics backbone administered by the Oklahoma State Regents for Higher Education. This advanced broadband infrastructure allows the institution to send and receive courses through ITV format as well as provide courses in an internet-based format.

## **ONLINE COURSES**

OSU Institute of Technology offers online courses in a variety of subjects. These courses are delivered over the Internet, with little or no on-campus participation required. Some courses require students to complete an orientation prior to enrolling. The instructor will notify the students if the orientation is required. A \$25 per credit hour Electronic Media Fee will be assessed students enrolled in any designated Distance Learning and/or online course. To learn more about online courses; including enrollment, instructions for access, and a current list of courses, visit <http://www.osuit.edu/academics/online>.

## **COMPUTER LABORATORIES**

OSU Institute of Technology has a variety of computer labs available across campus. The Library has an open access computer lab for all students. Both PC and Mac platforms are available with a variety of software including specific program-related applications. Hours may vary according to semester. Call 918-293-5384 or 918-293-5080 for more information. Additional computer labs are located in the Wilson Commons, Donald W. Reynolds Technology Center, and Noble Center for Advancing Technology, as well as in most of the academic instructional areas. Hours of availability may vary due to scheduled classes. Contact the appropriate academic division office or an instructor for more information regarding use of these facilities. For more information, visit [https://www.osuit.edu/campus\\_community/cis/labs.php](https://www.osuit.edu/campus_community/cis/labs.php).

## **COLLEGE READINESS CENTER**

The College Readiness Center uses a hands-on, applied approach to instruction in college preparatory classes. Included in instruction are hands-on materials, large and small group activities, and continuous discussion of topics. Every effort is made to present each skill using the three learning styles: visual, auditory, and kinesthetic. Contained within this learning community, is the Tutorial Learning Center. The "TLC" provides students special tutoring assistance for most OSU Institute of Technology courses and Compass test preparation. The "TLC" also provides preliminary ACT and compass tutoring and summer services camps in an effort to eliminate the student's need to enroll in college preparatory courses.

## **ACADEMIC ADVISORS**

Each student is assigned a faculty advisor who can help make decisions concerning course load and course selection. The advisor also helps with plans of study, career goals and transfer options. The advisor must sign enrollment forms, drop-and-adds and withdrawals. Students are urged to meet with their advisor each semester. Advisors are assigned by academic division chairs.

## **SERVICES TO STUDENTS WITH ACADEMIC/PHYSICAL ACCOMMODATION**

Director for College Readiness and Academic Accommodations  
918-293-4622  
College Readiness Center/Library Building

OSU Institute of Technology is committed to providing equal access to otherwise qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Equal access is most commonly provided through reasonable academic accommodations/adjustments in the classroom or physical modifications to make classrooms and other learning environments accessible.

## **Definition**

A student may be eligible to receive reasonable accommodations if they have a disability and are otherwise qualified to enroll or participate in an OSUIT course or program. Current disability legislation defines an individual with a disability as someone who:

- Has a physical or mental impairment which substantially limits one or more major life activities,
- Has a record of such impairment, or
- Is regarded as having such impairment.

Additionally, students may be considered “otherwise qualified” and covered under current disability legislation if, with or without reasonable accommodations, they meet the same academic, professional, technical and behavioral standards as those without disabilities.

## **Policies and Procedures**

It is the responsibility of each student who desires reasonable accommodation at OSUIT to identify themselves as an individual with a disability and to make a request for accommodation through the Director for College Readiness and Academic Accommodations. The Director will then meet with the student to discuss the requirements of a student’s selected course or degree program and appropriate accommodations. Students must also provide documentation of their disability before accommodations are approved. (Documentations must originate from a medical or licensed professional.)

Once accommodations are approved, the Director will work with the student to develop an access plan, a document certifying (but not specifically disclosing) the student’s disability and the reasonable accommodations to be provided for each course. It is the student’s responsibility to then deliver the Accommodation Letter to each of their instructors as official notification of accommodations. The Director will then coordinate with faculty members or other departments as needed to implement the accommodations. It should be noted that students remain responsible for fulfilling all other university academic conduct requirements despite receiving accommodations, and students must visit with the Director to develop new Access plans for each semester they would like accommodations.

While there are many options for reasonably accommodating a student, OSUIT strives to preserve essential course/degree requirements and to maintain a safe learning environment for the benefit of all students. As such, reasonable accommodations are considered those that provide equal access to disabled students without:

- Making a substantial change to essential course/degree requirements
- Posting a direct threat to the health or safety of others
- Posing an undue financial or administrative burden on the University

## **SERVICE MEMBERS OPPORTUNITY COLLEGES**

The SOC is a consortium of over 1300 institutions pledged to working with service members and veterans earning degrees while pursuing demanding, transient careers. As a member, OSU Institute of Technology is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and work experiences. SOC is sponsored by fifteen national higher education associations. The military services, the National Guard Bureau and the Office of the Secretary of Defense serve as cooperative agencies.

## **CAREER PROFILING**

Comprehensive Career Profiling is available as a free service to help students and prospective students make informed career decisions. Skilled professionals guide the individual through activities to determine values, interests, abilities, aptitudes and personality traits.



After these characteristics are aligned with career areas, the salary, current demand, future outlook of specific jobs can be examined. Also, the educational requirements for a specific job and the colleges in Oklahoma and surrounding states that offer those requirements are delineated.

First-time college students, students transferring from another college and persons changing careers will get valuable insights to assist in making career choices. All results are confidential. Call the Assessment Center at 918-293-5248 for more information.

## **OKEY ACCOUNT INFORMATION**

The OKEY system is the key to all the various OSU online student services. It gives students the login information they need to access OSU's online systems, including email, the Desire2Learn Online Classroom, Web for Students, and the free Microsoft Software website. To set up an OKEY account, visit <http://okey.okstate.edu>.

## **DESIRE2LEARN ONLINE CLASSROOM**

The Desire2Learn Online Classroom is OSU Institute of Technology's online course management system. Many instructors will use the Desire2Learn Online Classroom to post assignments, conduct group discussions, administer tests, and post grades. To log into Desire2Learn, students must first set up their OKEY account at <http://okey.okstate.edu> and then they will be able to log in with their OKEY email address and password. The Desire2Learn Online Classroom is accessible at <http://oc.okstate.edu>.

## **MICROSOFT CAMPUS AGREEMENT**

OSU has an agreement with Microsoft that allows currently enrolled OSU students to receive free software ranging from the latest version of Microsoft Office to the Windows operating system. To log into the free software website, students should first set up their OKEY account at <http://okey.okstate.edu> and then log in with their OKEY email address and password. To access the free software website, go to <http://it.okstate.edu/mca>.

## **ONLINE BOOKSTORE**

Students can order books, supplies, and many other items online and have them delivered at home, or pick them up from the OSU Institute of Technology bookstore. The online bookstore is accessible at <http://www.osuit.edu/bookstore>.

## **STUDENT EMAIL**

All currently enrolled OSU Institute of Technology students are given an OSU email address. To select an email address, students should first set up their OKEY account at <http://okey.okstate.edu>. To check email, go to <http://mail.okstate.edu>.

## **WEB FOR STUDENTS**

Web for Students is the OSU Institute of Technology online student information system. The system allows students to access their grades, enroll for classes, view transcript information, print class schedules, pay tuition online, view and update personal information, view financial aid information, and much more. The system is available at <http://prodokm.okstate.edu>.

## **WEB FOR FACULTY**

This online system is available to faculty who are currently teaching courses at OSU Institute of Technology. The system allows faculty to review their class schedule, including student contact information and email addresses, view class lists, and enter midterm and/or final grades.

## CAMPUS SERVICES/FACILITIES

### CHILD CARE CENTER

The OSU Institute of Technology Child Care Center is located on the Southwest corner of campus and open Monday through Friday from 6:30 a.m. to 5:30 p.m. Students may enroll their children (ages 6 weeks to 12 years) in the campus Child Care Center. The OSU Institute of Technology Child Care Center is in compliance with fire, health and licensing standards required by the Oklahoma State Department of Human Services, and participates in the Oklahoma State Department of Education Child Nutrition Program.

#### Weekly Fee Rates

Age of Child	Full-Time: 4 Hours (+)	Part-Time: 4 Hours (-)
0 to 24 mos	\$85.00/wk	\$65.00/wk
25 to 48 mos	\$75.00/wk	\$55.00/wk
49 mos to 12 yrs	\$65.00/wk	\$45.00/wk

Before and after school care is available for up to 1-1/2 hours before school and up to 1-1/2 hours after school at a rate of \$40.00 per week.

Drop in Child Care is offered, if space is available, on an occasional basis at the following rate:

Age of Child	Full-Time: 4 Hours (+)
0 to 24 mos	\$20.00/day
25 to 48 mos	\$17.00/day
49 mos to 12 yrs	\$12.50/day

If you have any questions concerning the OSU Institute of Technology Child Care Center, please contact the center manager at 918-293-4934.

### CAMPUS LAUNDRY

Coin-operated laundry facilities are located in the small building between the Student Union and Hannigan Hall, and on the first floor of the campus residence halls (Building 218 North and 218 South). Campus laundry facilities are open 24 hours a day, 7 days a week.

### COPY CENTER

The Copy Center, located in the Student Union, offers duplicating, collating and binding services to the campus. A black and white copier or a color copier is available for your copy needs. The Center has a wide selection of paper from which to choose for projects ranging from resumes and reports to formal presentations. All services must be paid for when orders are placed. Phone: 918-293-4619.

### COUNSELING SERVICES

Faculty may encounter students in their classes in need of counseling. A licensed professional counselor (LPC) is available for individual and group mental health counseling, advocacy education and other related serves to students. Referrals may be made to the Counselor for students to receive assistance in areas such as personal crisis involving physical, emotional, or financial problems. These counseling services are free to all current OSU Institute of Technology students and their immediate families.

Although every effort will be made to accommodate an individual's schedule, appointments are usually necessary for counseling sessions. Counseling sessions are confidential with a few exceptions which include a court order, health and safety emergencies, imminent danger to oneself or others, mandated sanctions and child or elder abuse.

In addition, the Counselor also takes responsibility for the advisement of career opportunities as it relates to student recruitment and retention, and may be available to deliver classroom workshops on these and similar topics. The counselor may be reached at 918-293-4988.

## **MAIL SERVICE**

OSU Institute of Technology operates a contract postal station located on the southwest end of the Student Union next to the Student Union Bookstore. Window service hours are Monday through Friday from 9:30 a.m. to 4:15 p.m. and Saturday from 9:00 a.m. to 10:00 a.m. except on University or U.S. holidays. The lobby remains open during building hours. Normal post office services are available except for C.O.D. and money orders. Students receive mail on campus either through a campus post office box, general delivery or a residence hall box. Boxes can be rented for a small charge per semester with the charge being based on box size. Box assignments and rental payments are made at the Campus Post Office. General Delivery mail must be picked up at the post office window. Students living in the residence halls receive their mail in their residence hall. Students living in England and Hannigan Hall are encouraged to obtain a post office box. Questions concerning campus postal services should be directed to the Campus Post Office at 918-293-4980.

## **RECREATION/ATHLETIC FACILITIES**

Covelle Hall houses a gymnasium with a regulation size basketball court, volleyball court, two racquetball/handball courts, a weight room, an aerobic area, auditorium, men's and women's locker rooms and a coed sauna. Students with a current student ID and/or spouse and children (under the age of 21) are eligible to use the facilities and to check out the equipment. Children under the age of 16 must be accompanied and supervised by a parent.

Outdoor facilities include a softball field, a flag football field, three basketball courts, and the Recreational Trails System which includes a 1.5 mile exercise trail and a 1/4-mile observation garden trail.

## **RESIDENTIAL LIFE AND FOOD SERVICES**

Full time (minimum 12 hours) freshmen students are required to live on campus for two semesters unless they have dependents, are 21 years of age or over, married, or live within a 50-mile commuting radius. Residing on campus is considered a fundamental part of a student's educational experience. On-campus single student housing and apartments are safe, convenient and affordable. OSU Institute of Technology offers students a living-learning environment that complements each student's academic goals.

Students making application for campus housing are encouraged to apply early. To reserve space in campus housing students must make a deposit of \$150 (\$500 for family apartments). The housing contract is for two semesters. All of the housing facilities are complete with free Internet access, cable access, and local phone service. Students living on campus participate in one of four on campus meal plans, depending on individual needs. Students select a 10-meal, 15-meal, 20-meal or a declining balance meal plan for use at campus food services, which include the Student Union cafeteria and the University Market convenience store.

For complete information concerning living on campus and to receive a contract or arrange a tour, contact the Residential Life Office at 918-293-5280 or 918-293-4928 and via email at [missy.morland@okstate.edu](mailto:missy.morland@okstate.edu) or [devin.debock@okstate.edu](mailto:devin.debock@okstate.edu).

## STUDENT UNION

Located in the center of campus, the Student Union houses a Cafeteria, Bookstore, Post Office, Copy Center, and Student Health Services. In addition, the Student Union has two lounges available for use. The PSO Lounge has an attached solarium and both indoor and outdoor seating. Students use the PSO Lounge as a meeting place in between classes or as an alternative eating location. The Viersen Lounge, more removed from activity, is quiet and perfect for studying or quiet conversation.

**The Campus Bookstore:** The Bookstore maintains a stock of OSU Spirit items, small gift items and OSU clothing in addition to tools and supplies needed for classes. The Bookstore is open Monday through Friday, 7:30 a.m. to 4:30 p.m., with extended hours at the beginning of each semester.

**Food:** The Student Union Cafeteria includes a soup and salad bar, hot entrees, fresh vegetables and accompaniments, desserts, a grill for cooked-to-order hamburgers, a sub style sandwich bar, convenience foods and a wide variety of beverages.

The State Room restaurant and The Tech Room dining room, located in the Culinary Arts building north of the Student Union, offers a unique dining experience. Cuisine is prepared by Culinary Arts Students. Please call the message line, 293-5010 and someone will call back regarding reservations. Individuals may also email [okm-dining@okstate.edu](mailto:okm-dining@okstate.edu).

## STUDENT HEALTH SERVICES

Students may obtain medical advice without charge from the college physician. Students who need hospitalization, x-rays or lab work are referred to the Okmulgee Memorial Hospital and must pay for the cost of the services received. The college physician can write a prescription to the pharmacy of the student's choice but the student is responsible for payment. The OSU Institute of Technology Infirmary, located in the Student Union, is open Monday through Friday when school is in session, from 11:30 a.m. until the doctor has seen all patients who are waiting.

Students are advised to carry health insurance while in school. Several national insurance companies offer low-cost group medical insurance coverage for college students. More information concerning student health insurance plans is available through the Student Health Services.

## STUDENT ID CARDS

As part of the enrollment process, each new student is issued a photo identification card. This card is used to establish the student's identity at OSU Institute of Technology and authorizes access to certain campus facilities and services. The card should be carried by the student at all times for identification. There is no charge for the first card. A fee of \$15 is charged for replacement cards.

## STUDENT LIFE

The Student Life Department plans, promotes and implements quality programs and activities that serve student's interests. The Department provides a wide range of social, recreational, cultural and civic activities to students at no cost. Student Life also works closely with student organizations and serves as advisor to these organizations by providing information concerning their constitution and by-laws, membership and issues concerning college policy.

OSU Institute of Technology students may request an official OSU Institute of Technology Activities Transcript their last semester through the Student Life office. The Activities Transcript is an official record of the out-of-class, extracurricular activities and accomplishments of students. Student Life, "Friends, Fitness and Fun!"

## **BREATHE EASY**

### **OSU Institute of Technology is a Tobacco-Free campus (effective July 1, 2010).**

The health and safety of faculty, staff, students and visitors is a top priority for OSUIT. The Surgeon General of the United States has determined that tobacco use is the nation's leading preventable cause of premature death and disability, and as such, OSUIT made the decision to become a Tobacco-Free campus on July 1, 2010.

Educational programs will be provided throughout the year and cessation assistance is available.

## **STUDENT ORGANIZATIONS**

More than twenty organizations on campus give students the opportunity to develop leadership skills. Ranging in purpose from departmental to service and social organizations, club memberships are open to all students. For a complete listing of OSU Institute of Technology's clubs and organizations, go to:

[http://www.osuit.edu/campus\\_community/student\\_life/clubs.php](http://www.osuit.edu/campus_community/student_life/clubs.php).

### **PHI THETA KAPPA**

Phi Theta Kappa has recognized academic excellence in the two-year college since 1918 and has become the largest and the most prestigious honor society serving two-year colleges around the world. Membership is based primarily upon academic achievement. Invitation to membership may be extended by OSU Institute of Technology's President after one has completed 12 hours and earned a GPA of 3.5 or greater. Membership in Phi Theta Kappa Honor Society will open new doors for one's academic journey. The organization offers a myriad of opportunities such as \$35 Million in Transfer Scholarships, intellectual enrichment and personal development through programs based on Phi Theta Kappa's three hallmarks of Scholarship, Leadership, and Service.

### **STUDENT AMBASSADORS**

The Student Ambassador program works closely with the Okmulgee Chamber of Commerce and provides OSU Institute of Technology students the opportunity to become actively involved with campus activities as well as the Okmulgee community. On campus, the Student Ambassadors act as official greeters to industrial and business representatives who visit the campus. These students also participate in numerous educational, governmental and social functions throughout Okmulgee County.

### **STUDENT SENATE**

The Student Senate is made up of representatives from each academic department, selected residence hall groups and commuter students. Membership in the Senate is open to any full-time student enrolled at OSU Institute of Technology subject to the requirements indicated in the constitution. Four officers are elected by the student body at large: a president, vice-president, secretary and treasurer. The Student Senate promotes activities and programs, which contribute to the betterment of the student body.

## **SPECIAL PROJECTS CLASSES (2090)**

Special Projects classes are to be used to address special problems that may arise in a student's progression through the plan of study. Special Projects are individual studies under the supervision of an instructor with credit hours to be arranged. Generally, *nine credit hours of zero-ending courses of a prefix or Program of Study are the maximum that can be applied to a Program of Study.* (See Addendum A "Course Prefixes by Division and Major")

## **CHANGING PROGRAMS OF STUDY**

Changing programs from one division to another is initiated in the division transferring to, approved by division leaving and completed in the Admissions Office. The old Program of Study should be forwarded to the new division for student's file so that any noted documentation can be compared to SCT. Changes within the division must follow the procedures of that division and the institution.

## **COURSE IDENTIFICATION AND NUMBERING SYSTEM**

All courses are identified by a division code consisting of the prefix (i.e., MMT, CNS, CUA) and a number composed of four digits (Example: DIET 1113). \* The first digit following the prefix designates the general course level (Example: 1 - freshman; 2 - sophomore; and 0 – designates a nontransferable course that does not apply to program requirements). The last digit indicates the number of semester credit hours for which the course is offered. Course numbers ending with 0 indicate that the course carries variable credit.

## **COMPUTER PROFICIENCY REQUIREMENT**

OSU Institute of Technology recognizes that many business, industrial, educational, and personal activities involve the use of computers. Therefore, all OSU Institute of Technology graduates will demonstrate competency in the use of a computer to perform one or more of the following functions:

Word Processing  
Database Management  
Programming  
Spreadsheet Use  
Multimedia/Graphic Design  
Presentations

A student may satisfy the computer proficiency requirement by completing the course CS 1013 "Computer Literacy and Applications" or any other course designated by the academic division as satisfying this requirement.

The following policy applies to all students interested in seeking Advanced Standing credit for CS 1013 Computer Literacy & Applications:

1. All examinations will take place in the OSU Institute of Technology Assessment Center and will cover the following areas: Windows, Basic Word, Basic Excel, and Power Point. Students may take one or more components per visit to the Assessment Center. However, all components of the exam must be completed within a two-week period.
2. Students will be allowed to take the exam (or each component) once. Note: students who have previously taken Computer Literacy & Applications will not be permitted to seek Advanced Standing in the course.
3. Testing must be completed within the first week of the semester.

***For assistance or additional information please contact the Assessment Center at 918-293-5248.***

## **RESIDENCY REQUIREMENTS FOR A DEGREE**

Certain residency hours are required for a student to earn a degree from OSU Institute of Technology. At least 15 of the final 30 hours applied toward the degree, or at least 50 percent of the hours required by the institution in the major field, must be satisfactorily completed at OSU Institute of Technology.

## **BACHELOR OF TECHNOLOGY REQUIREMENTS**

Specific academic requirements are in effect for students wishing to enroll in OSU Institute of Technology's Bachelor of Technology degrees.

### **ADMISSIONS STANDARDS 2011-2012**

Students wishing to undertake a Bachelor of Technology degree are required to meet or exceed the following admissions standards in addition to specific program requirements.

- ACT score of 19 or higher in all subcomponents, or
- COMPASS scores of 81 in Reading, 74 in English, 42 in College Algebra and a combined Reading and College Algebra score of 123 or have removed any identified deficiencies through appropriate remediation.

Students may be admitted to a Bachelor of Technology program contingent upon completion of an Associate in Applied Science or higher, and submission of a completed Bachelor of Technology application.

### **INFORMATION TECHNOLOGIES ADMISSIONS REQUIREMENTS**

Individuals who wish to gain admittance to the Bachelor of Technology in Information Technologies Information Assurance and Forensics option are required to obtain clear background reviews. For further program information, please contact the Information Technologies office at 918-293-5440 or [infotech@okstate.edu](mailto:infotech@okstate.edu).



## **ACADEMIC DISHONESTY AND MISCONDUCT**

Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions:

- A. **Plagiarism:** The representation of previously written, published or creative work as one's own. Wherever the wording, arguments, data, design, etc., belonging to someone else are used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references or sources. The reference wording must fully indicate the extent to which any part or parts of the project are attributed to others. Paraphrased materials must be acknowledged in the same manner as material that is used verbatim.
- B. **Unauthorized Collaboration on Projects:** The representation of work as solely one's own when in fact it is the result of an unauthorized joint effort.
- C. **Cheating on Examinations:** The covert gathering of information before or during an examination from other students or use of unauthorized notes or other unapproved aids. It is the responsibility of the instructor to indicate what testing aids, if any, are authorized for use during an examination.
- D. **Unauthorized Advance Access to Exams:** The submission of materials prepared at leisure, as a result of authorized advance access to an examination or examination materials, as if the materials were prepared under the rigors of the exam setting.
- E. **Fraudulent Alteration of Academic Materials:** The alteration of graded papers, research data, computer materials/records, course withdrawal slips and trial schedules, or the falsification of any academic documents in order to receive undeserved credit or advantage. This includes forging instructor's or advisor's signatures and altering transcripts.
- F. **Knowing Cooperation with Another Person in an Academically Dishonest Undertaking:** Failure by a student to prevent misuse of his/her work by others. A student must actively protect his/her own work. Reasonable care must be taken that exam answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. Even passive cooperation in such an act is unacceptable.
- G. **Examples of Academic Misconduct:**

Failure to observe the rules governing the conduct of examinations through ignorance, carelessness, preoccupation, or psychological stress. (Specific examples: bringing study notes into a closed-book examination, but without the intent or act of consulting them during the examination, failure to stop when time is called at the end of an examination.)

  - 1. Failure to observe strict requirements for the proper identification and citation of sources and supporting ideas in reports and essays. (Specific example: inadvertently incomplete or erroneous attribution of ideas to bibliographically identifiable sources.)
  - 2. Excessive reliance upon and borrowing of the ideas and work of others in a group effort. (Specific example: uncritical acceptance of calculations - perhaps erroneous - in joint laboratory reports in which it is understood that the reports will be prepared jointly.)
  - 3. Faculty members have the authority to set reasonable standards in their classes within the definitions provided. Clearly communicated and consistently enforced standards regarding academic dishonesty and misconduct will be upheld by the Academic Appeals Board.

## EVIDENTIARY STANDARDS FOR ACADEMIC DISHONESTY

In the case of academic dishonesty, the burden of proof rests with the faculty member to demonstrate by "clear and convincing evidence" that the alleged act(s) occurred. "Clear and convincing evidence" requires a level of proof greater than a "preponderance of the evidence" but less than "proof beyond a reasonable doubt".

Experience of the Academic Appeals Board has indicated that the standard of proof requires more than a mere assertion that a student has been involved in dishonesty. Academic dishonesty requires intent to deceive. However, even this represents a state of mind. A person's behavior in context can provide clear and convincing evidence of intent.

In most circumstances, evidence supporting the faculty member's assertion of academic dishonesty should be presented in the form of (1) documentary evidence, or (2) corroborating testimony from University faculty or staff, or other witnesses. Only in instances in which no other supporting evidence is available should faculty members use other students as witnesses in support of an allegation of academic dishonesty. Because the student accused of academic dishonesty has the right to cross-examine the witnesses against him or her, written statements by persons not present at the Academic Appeals Board hearing normally will not be considered by the Board.

## ALLEGED ACADEMIC DISHONESTY PROCEDURE

- A. **Instructor of Record:** The instructor of record is the individual responsible for the grade assignment. Other faculty members who are participating in a course (such as in team-taught courses) are also expected to participate in any appropriate way in assessing any penalties for misconduct or dishonesty and in any appeal.
- B. **Instructor Procedures:** In instances where the instructor of record has clear and convincing evidence that a student has engaged in dishonest academic behavior, the following procedures will be used:
  1. Notify the Division Chair or Program Chair of the alleged dishonesty.
  2. The instructor of record shall notify the student by letter or conference within ten (10) working/school days of the discovery of an illegal act and explain the allegation, the reasons for it, and the disciplinary action(s) being considered, and shall give the student the opportunity to respond to the allegation. In cases where the instructor is unable to contact a student i.e. at the end of a semester, the instructor shall turn in an "I" grade until such time as the instructor and student can meet and resolve the matter. The student should be notified by letter of the "I" grade and the reasons for the grade.
  3. If after consultation with the student the instructor of record decides to initiate disciplinary action, he/she may do one or more of the following.
    - a. Require the student to complete a substitute assignment or examination.
    - b. Award a reduced grade for the examination, assignment or course.
    - c. Award a grade of "zero" or "F" for the assignment or examination.
    - d. Award a grade of "F" for the course.
    - e. Recommend to the Office of Student Conduct that action be initiated for more stringent disciplinary action (e.g., conduct probation, suspension or expulsion) by the University. If such a recommendation is made, the division chair involved will write a memorandum to the Registrar requesting that the student's transcript/diploma be withheld until a decision can be made concerning the recommendation for more stringent University action.

4. After the conference with the student, if any disciplinary action(s) is taken, the instructor of record must communicate in writing, within ten (10) working/school days, the actions taken, and the reasons for them to the (1) student, (2) student's advisor, (3) instructor of record's division chair, (4) Office of the Executive Vice President, and (5) Office of Student Conduct.

C. **Student Appeal of Alleged Academic Dishonesty:** A student alleged to have engaged in academic dishonesty shall have the right of due process and review as delineated herein, should he/she believe the instructor's action was unfair. If the student decides to challenge any disciplinary actions not involving a recommendation of suspension or expulsion, he/she may file an appeal with the Academic Appeals Board within ten (10) school days of receiving the written notice of action taken by the instructor of record. For an incident which occurs at the very end of the semester, the student must file an appeal within (10) school days of the beginning of the next scheduled semester. No disciplinary action may be carried out while a case is being appealed; nor may the student who has been accused of academic dishonesty withdraw from the course while the accusation is pending. If the student is absolved of alleged academic dishonesty, withdrawal from the course with no record appearing on the transcript is allowed. Conversely, should the Academic Appeals Board sustain the action of the instructor the student will not be permitted to drop the class. The student will use the following appeal procedure:

The student obtains and completes an appeal form. Appeal forms are available from the Office of the Executive Vice President and the office of Student Conduct. In completing an appeal form, the student must discuss the situation with (1) his/her advisor, (2) the instructor of record, and (3) the instructor of record's division chair or designated representative. The completion of this form insures that appropriate parties have an opportunity to consider the allegation and appeal.

In cases of alleged academic dishonesty where the instructor of record recommends that the student be suspended or expelled from the University, the Office of Student Conduct shall be responsible for implementing disciplinary action. Since students are guaranteed the right of due process and appeal no action is required of the student to appeal the initial recommendation of suspension or expulsion. In cases where suspension or expulsion are possible the Student Conduct Officer will examine the merits of the charges and where substantial evidence exists the Office of Student Conduct shall immediately request that the Academic Appeals Board review and issue a ruling on the student's alleged academic dishonesty. If the Academic Appeals Board finds that an instance of academic dishonesty has occurred, a decision about suspension or expulsion will be made by the Student Conduct Officer.

The faculty person involved and the Academic Appeals Board may not be aware of previous dishonesty offenses. If the Division Chair or Office of Student Conduct, after reviewing the case, believes in light of previous dishonesty offenses that more stringent disciplinary action is warranted (i.e. conduct probation, suspension, or expulsion from the University), such action may be initiated through the Office of Student Conduct. When such additional disciplinary action is contemplated, the student will be afforded the right of due process and appeal.

When a student is officially notified of a charge of academic dishonesty with a recommendation for more stringent disciplinary action, and if the Division Chair involved agrees that the alleged offense merits such a measure, he/she will write a memorandum to the Registrar requesting that the student's transcript/diploma be withheld until a decision can be made concerning that recommendation.

## **ALLEGED ACADEMIC MISCONDUCT PROCEDURES**

The factor distinguishing academic misconduct from academic dishonesty is the lack of intent to obtain intellectual advantage by fraudulently violating specific rules and accepted academic standards.

- A. **Instructor Procedure(s):** If after consultation with the student the instructor of record decides to take academic disciplinary action, he/she may do one or both of the following:
1. Require the student to complete a substitute assignment or examination.
  2. Award a reduced grade, a “zero” or an “F” for the assignment or examination.

The student must be clearly notified in writing of any penalty within ten (10) working/school days of the discovery of the alleged act of misconduct. These penalties can be severe (a zero on an examination, for example) if the student has been properly instructed in the rules and warned of the consequences of violating them; such warning is of course the responsibility of the instructor and calls for care in the writing of the course syllabus.

- B. **Burden of Proof of Alleged Acts of Academic Misconduct:** Grade reductions for reasons of academic misconduct make no allegation of moral shortcomings and require no further notification of University officials. Student appeals in such cases are to be seen as generally comparable to grade appeals. In this instance the burden of proof rests upon the student to establish his/her case. This may be done by showing that (1) the student was not clearly notified of the non-permissibility of the behavior in question, (2) the penalty was inconsistently administered, or (3) the non-permissible behavior did not occur. If the student wishes to argue the third alternative, he/she should be prepared to present corroborating evidence in support of the claim.

## **ACADEMIC APPEALS BOARD:**

The Academic Appeals Board is authorized by the President of the University to review appeals of alleged academic dishonesty or misconduct, and to decide upon the appropriateness of all sanctions except suspension or expulsion.

### **Composition**

The Board shall be composed of seven faculty members and three students. The faculty members shall be appointed by the President, designating one of them as chairperson. Each faculty member shall serve for a two-year period. The student members shall be appointed by the chair of the Board upon recommendation of the President of the Student Government Association, and serve for a one-year period. A quorum for the Board shall consist of three voting members, two of whom are faculty, and a chair.

### **Duties**

The Academic Appeals Board will (1) determine whether or not the parties involved acted within the prescribed policies and procedures for academic dishonesty or misconduct, (2) determine whether or not the allegations of academic dishonesty or misconduct are valid; and (3) decide whether or not the instructor's action was appropriate.

The Academic Appeals Board has the final authority to sustain, reduce or dismiss the disciplinary action (except suspension or expulsion) taken by the instructor of record. All decisions involving possible suspension or expulsion will be the responsibility of the Student Conduct Officer.

The procedures for the Academic Appeals Board afford the student his/her right of due process by providing:

- A. Written notification of the time and place of the hearing of the appeal;
- C. A copy of the appeal verification form;

- D. The right to appear in person and present their case. Either party may elect not to appear; in this instance, the hearing shall be held in his/her absence. Failure to appear must be noted without prejudice.
- E. The right to meet with the Board at the same hearing, so no further allegations can be made against the student without the student's knowledge or against the instructor without the instructor's knowledge.
- F. The right to be accompanied by an advisor, colleague or friend;
- G. The right to call witnesses to assist in establishing facts of the case;
- H. The right to ask questions and refuse to answer questions
- I. The right to an explanation of the reasons for any decision rendered.
- J. The decisions of the Academic Appeals Board and its justification are communicated in writing to the Office of the Executive Vice President and the Office of Student Conduct. The Office of the Executive Vice President communicates the decision in writing, within ten (10) working/school days to the:
  - 1. student,
  - 2. instructor of record,
  - 3. instructor of record's division chair, and
  - 4. Office of Student Conduct.

In the event that an academic dishonesty or misconduct appeal shall involve any current member of the board as a party, (either student or instructor), that individual must recuse himself/herself and not be one of the three voting members.

## **STUDENT APPEAL OF A FINAL GRADE NOT INVOLVING ALLEGATIONS OF DISHONESTY OR MISCONDUCT**

### **POLICY**

- 1.01 It is the responsibility of the faculty members of Oklahoma State University Institute of Technology to communicate to students early in the term a clear statement of the grading practices and procedures that will be used to determine the student's final grade. If a student believes those practices and procedures were not consistently and accurately followed when the faculty member determined the student's final grade, the student shall have the right to appeal the case to the Academic Appeals Board if informal discussions fail to resolve the issue.
- 1.02 The deadline for filing grade appeals is no later than four months after the date the grades are officially due in the Registrar's office, or six weeks after the student begins a new semester, whichever comes first.
- 1.03 The guidelines of the Board specify that the process is not an adversarial process. The Board makes a determined effort to provide a mechanism for exchanging information between student and instructor, and affecting reconciliation without creating an air of judicial inquiry. The intent is not to embarrass students or instructors, nor to assess penalty or retribution when mistakes on either side are discovered, but to provide a forum in which honest differences of opinion are discussed rationally and peacefully. For these reasons, the Board does not have the student and the instructor appear at the same time during the proceedings.
- A. The University considers the syllabus a contract between a faculty member and each student within a course. As such, the Academic Appeals Board hears appeals based on concerns related to the course syllabus. Types of issues that might come before the Board related to a syllabus include, but are not limited to:
1. The student was not adequately informed of the details of the requirements of the course, the prerequisites for the course, and/or the grading system.
  2. The evaluation system was not consistently and fairly applied to all students.
  3. Criteria for determining the final grade were changed during the course of the semester, and the students were not adequately notified of this change. It is important to note that changes in syllabi need not be made in writing as long as students are given adequate notice of the changes.
  4. All students did not receive equal notification and consideration of extra credit or other grade adjustment opportunities that were provided during the course of the semester.
  5. Items such as attendance, participation, and/or attitude were criteria for determining the final grade and were not made clear in advance to the student.
  6. The student was not adequately informed in advance of criteria used in making subjective evaluations of academic activities such as essay examinations, papers, projects, and speeches.
  7. The grading system included non-academic criteria.
  8. The student did not receive adequate and timely feedback on his/her performance on assignments, exams, reports, and other assignments administered during the course of the semester.

- B. When evaluating the grading system of an instructor, the Board makes no attempt to establish whether a grading system is academically sound; that is, the Board is not in a position to decide the case on the instructor's choice of one particular grading system over another. Rather, the Board must rule solely upon whether the grade was assigned fairly within the grading system adopted and announced by the faculty member. In all other instances, the case will be referred back to the division for resolution. The following guidelines have been cautiously developed to be used when examining the internal merits of any grading system:
1. Were errors made in calculating the final grade?
  2. Was the student accurately informed, in writing, of the instructor's grading system; that is, was the student clearly and precisely informed of the decision-making process the instructor was using in determining the final grade for the course?
  3. Student absence is not to be considered a valid excuse for being unaware of the details of the grading system.
  4. Subjective criteria are recognized as valid in determining a grade. The grading system can be subjective but not arbitrary, capricious or personally biased.
  5. Did the instructor consistently and fairly apply the grading system to all students?
  6. Did the instructor change the grading system during the course of the semester in such a way that it put the student at a serious disadvantage or without adequately communicating the change to the students in the class?
  7. Were all students given a chance to improve their grades when grade adjustment opportunities were made available during the course of the semester?
  8. Did the instructor single out the student for arbitrary or discriminatory treatment?
- C. It is very important to note that the Board, while considering all the above issues does not engage in the following activities:
1. Does not grade papers or examinations or challenge the instructor's evaluation of participation in class.
  2. Decisions are not made on the basis of the academic soundness of the instructor's teaching methods or grading system.
  3. Decisions are not based on a general consideration of "good" or "bad" instruction. Recourse against generally "bad" instruction must be handled at the division level; therefore, these cases will be referred back to the division for resolution.
- 1.04 The Academic Appeals Board has the authority to instruct the Registrar to change a final course grade to any letter grade including "W," "F" and "P."
- 1.05 The Academic Appeals Board consists of seven faculty members who are appointed by the President of the University, and three students who are appointed by the President of the Student Government Association. A quorum for the Board shall consist of three voting members, two of whom are faculty, and a chair.

## PROCEDURE

- 2.01 In cases where a student appeals a final course grade and where allegations of academic dishonesty are not involved, the following procedures shall be utilized:
- A. Student obtains and completes an appeal form. Appeal forms are available at the Office of Academic Affairs the day after grades are posted. In completing the form, the student must discuss the action with the instructor and the instructor's division chair and thereby informs each official of the pending action. This procedure may encourage any dispute to be solved by the instructor and the division chair before it is heard by the Academic Appeals Board. If during these discussions it becomes clear that a grade change is necessary, the instructor or the division chair can submit a change of grade form to the registrar.
  - B. Form is submitted to the Office of Academic Affairs. The Administrative Secretary, who can be contacted in the Office of Academic Affairs, accepts the form. The Executive Vice President reviews the information pertaining to the case to determine if a hearing is necessary. Prior to the hearing, the Academic Affairs Office provides the student with a copy of the instructor's verification form and the instructor with a copy of the student's form and written statement.
  - C. Appeals Board schedules the hearing. Appointments for the hearing are confirmed in writing. The Board hears both parties separately so that there will be no confrontation between student and instructor. Both parties have the right to call witnesses to assist in establishing the facts of the case. Other individuals may only attend a hearing with the consent of the Board.
  - D. Instructor's verification form. The Instructor's verification form needs to be returned five working days after signing the students Form "A." If a student has conferred with the instructor in question and has delivered the appropriate form to the instructor, but the completed instructor's form is not returned in a reasonable amount of time, the Academic Appeals Board may hear the case without the instructor's form. In such a case, the Academic Appeals Board should hear the case without prejudice, and the rights of the instructor to present evidence and testimony before the Board should not be restricted.
  - E. Appeals Board renders decision. Written notice of the decision is sent to the Office of Academic Affairs. The Office of Academic Affairs sends written notification to the student, the instructor, and the instructor's division chair of the Board's decision within ten working days. When the Board votes to alter a grade, the decision is also sent to the Office of the Registrar and the grade is changed.
- 2.02 In the event that a grade appeal shall involve any current member of the Board as a party (either student or instructor), that individual must recuse himself/herself and not be one of the three voting members.
- 2.03 The procedures of the Academic Appeals Board assume that faculty will ensure the existence of relevant evidence in the form of major projects and exams. (A major project or exam is one that is considered worth 10 percent or more of the final grade.) The faculty member is expected to do this by (a) returning the project or exam to the student, or (b) retaining it for a period not less than the time during which an appeal can be made. It is understood that if the faculty returns the work, the student shall be provided a reasonable opportunity to pick it up.



## **GRADUATE PERFORMANCE GUARANTEE**

OSU Institute of Technology certifies that this graduate has achieved graduate competencies identified by the appropriate academic department and its program advisory committee. If the graduate is judged to be lacking in job performance skills identified as exit competencies for the program of study, OSU Institute of Technology will provide up to nine tuition-free credit hours or equivalent of additional education.

Special conditions that apply to the Guarantee are as follows:

1. The graduate must have earned the AAS degree from OSU Institute of Technology beginning April 1993 or thereafter in a technical program identified in the current college catalog.
2. The graduate must have completed the AAS degree at OSU Institute of Technology with a majority of the credits being earned at OSU Institute of Technology and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the program of concentration as certified by the Office of Academic Affairs.
4. Employment must commence within 12 months of graduation.
5. The employer must identify deficiencies and certify in writing, within 90 days of the graduate's initial employment that the employee is lacking specific entry-level skills guaranteed by OSU Institute of Technology as a part of the degree program.
6. The employer, graduate, department head, chief academic officer and the appropriate faculty will develop a written educational plan for the needed education.
7. Education will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the education plan.
8. All education must be completed within three semesters from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, room and board, tools and other course-related expenses.
10. The Guarantee certifies only that the graduate has achieved competencies identified as appropriate by the academic department and its program advisory committee.

***The Guarantee process can be initiated by written notification from the employer to the President, OSU Institute of Technology, 1801 East 4th Street, Okmulgee, OK 74447-3901.  
For more information, call 918-293-5256.***

## **CAMPUS POLICIES**

Oklahoma State University Institute of Technology is committed to creating and maintaining a productive living and learning community/environment which fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship.

By enrolling at Oklahoma State University Institute of Technology, students accept responsibility for compliance with all University policies and contracts. (See Student Rights and Responsibilities at: [www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf)) As an advisor, you need to be familiar with all aspects of the Student Rights and Responsibilities publication. This handbook provides highlighted excerpts that directly relate to the responsibilities of student advisors.

### **AMERICANS WITH DISABILITIES ACT**

Oklahoma State University Institute of Technology is committed to serving the needs of students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with disabilities Act of 1990, "qualified disabled individuals" shall not be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any federally funded program or activity solely by reason of disability.

It is the responsibility of each student with disability at Oklahoma State University Institute of Technology to notify the University and to provide official documentation of such a disability and make an official request for an Academic Accommodation. These requests should be filed in the Office of the Director for College Readiness and Access Services. Through that office, students, faculty and staff can receive information and accommodation.

### **SEXUAL HARASSMENT POLICY**

The policy, approved August 1996, of Oklahoma State University Institute of Technology is that sexual harassment of faculty, staff, and students is prohibited in the workplace and in the recruitment, appointment and advancement of employees; sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance.

### **POLICY**

- 1.01 Oklahoma State University Institute of Technology explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is unlawful and may subject those who engage in it to University disciplinary sanctions as well as civil and criminal penalties. Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. The University reserves the authority to independently deal with sexual harassment issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues.
- 1.02 Members of the College community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of the staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitative.

- 1.03 Grievance procedures consistent with the principles of due process have been developed and implemented for employees and students, and are available from the Office of Human Resources.

## **GUIDELINES**

### 2.01 Definitions

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

### 2.02 Information Sources

If a person alleging sexual harassment does not know who to talk to regarding allegations of sexual harassment, they may seek assistance from the Director of Human Resources. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person alleging sexual harassment may request assistance directly from the Office of the President.

## **PROCEDURES**

- 3.01 All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to appropriate University officials. It is not necessary that a person complaining of sexual harassment file a formal complaint in order for the University to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek informal or formal University evaluation and response to their concerns. However, in order for disciplinary action to be taken against a College employee, it may be necessary for a formal complaint to be filed, and that process may require the person complaining about such behavior to cooperate with University officials on a formal basis.
- 3.02 This policy will be published in the student and employee handbooks, the student rights and responsibilities document, and the *Oklahoma State University Institute of Technology Policy and Procedures Manual*.
- 3.03 This policy will be administered through the grievance procedures for employees and students respectively.

# SEXUAL MISCONDUCT: INFORMATION AND RESOURCES

## University Statement on Sexual Misconduct

Oklahoma State University Institute of Technology is committed to providing a productive living and learning community in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational goals. Therefore, OSUIT will not tolerate nor condone any form of sexual misconduct. Where it is determined that sexual misconduct is more likely than not to have occurred, University disciplinary sanctions can include suspension from the University.

## What Is Sexual Misconduct?

Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged cases of sexual misconduct. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples:

**Sexual Intercourse:** The vaginal, anal, or oral penetration, however slight, with any object accomplished without **effective consent** and with a male or female who may be an acquaintance or a stranger. These behaviors are also known as rape, acquaintance rape, date rape and gang rape.

**Other Sexual Contact:** The attempt or actual touching of a person's genitalia, buttocks, breasts or clothing covering them without **effective consent**.

**Effective Consent:** Effective consent is informed, freely and actively given in mutually understandable words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity.

- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.
- The use of intimidation, coercion, threats, force or violence negates any consent obtained.
- Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:
  - a mental, developmental or physical disability; or
  - s/he is under the legal age to give consent; or
  - s/he is intoxicated by alcohol, beer or under the influence of drugs.

## Reporting Sexual Violence

It is strongly encouraged that you report sexual violence to police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence maintain future options regarding criminal prosecution, university disciplinary actions and/or civil actions against the perpetrator.

Your information can be helpful in supporting other reports and/or preventing further incidents (even anonymous reports are somewhat useful).

It is also strongly encouraged that you report the sexual violence to the University. You can file a complaint through the university discipline process. The Office of Student Conduct, North end of the OSUIT Police Building will assist you through this process.

To report sexual misconduct of any kind, contact the Office of Student Conduct, 918-293-4944. The Office of Student Conduct's primary concern is student safety. The use of alcohol and drugs should not deter a victim from reporting. You can also file a report with the Title IX Coordinator, Covelle Hall, 918-293-5456.

## **Awareness Education**

OSUIT educates the campus community about sexual assaults and date rape through orientations and classes. The OSUIT Police Department offers sexual assault education and information programs to students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the Residential Life Office and the Student Conduct Office.

For more detailed information, visit the website at [https://www.osuit.edu/campus\\_community/campus\\_safety/sexual\\_assault.html](https://www.osuit.edu/campus_community/campus_safety/sexual_assault.html) and click on the *Official OSUIT Policy* link at the bottom of the page.

## **PROHIBITED CONDUCT**

The following list describes actions which are unacceptable in a University community and for which students are subject to disciplinary action. The list is not all-inclusive but contains examples of prohibited behavior.

1. **Academic dishonesty/misconduct** including but not limited to cheating, plagiarism, unauthorized collaboration, and fraudulent alteration of academic materials.
2. **Disruption or obstruction** of normal University or University sponsored activities, including, but not limited to studying, teaching, research, University administration, or fire, police or emergency services on University premises or at officially arranged University activities off campus.
3. **Fighting or physical abuse** of any person, including physically restraining or transporting someone against his/her will, or similar action.
4. Intentionally, recklessly, or negligently engaging in **verbal abuse, threats, intimidation, harassment, coercion**, and/or other conduct which threatens or endangers the mental or physical health and/or safety of any person or causes reasonable apprehension of such harm.
5. **Theft, attempted theft, unauthorized possession**, and/or defacement, damage or destruction of property belonging to the University or others on University property.
6. **Hazing** is any action or activity which causes or intends to cause physical or mental discomfort, which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. (State law classifies hazing as a crime.)
7. **Sexual misconduct** includes but is not limited to unwelcome sexual contact or acts which involves intimidation, coercion, the implied use or threatened use of force, use of intoxicants to substantially impair the victim's ability to give effective consent, engaging in such acts when there is reasonable cause to believe the other person is in a mental state which renders him/her incapable of understanding the nature of the contact, or where the victim is a minor; indecent exposure; and voyeurism.
8. **Sexual harassment** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:
  - a. Submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any University activity.
  - b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile, or offensive educational and University environment.
9. **Stalking** – willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.
10. **Gambling** for money or other things of value on campus or at University sponsored activities except as permitted by law.

11. **Failure to comply** with the lawful directions of any University employee acting within the scope of their official duties and/or failure to identify oneself to such a person when requested to do so.
12. **Violation of published University policies, rules and regulations** including, but not limited to Residential Life behavior standards, solicitation, distribution of literature, financial aid policies, etc.
13. **Any act which allegedly violates federal, and/or state law, local ordinances or University policies** on University premises or at University sponsored or supervised activities.
14. **Forgery or unauthorized use of Oklahoma State University Institute of Technology documents or records**, financial aid documents, computers, electronic mail, telephones, identification, or property or the use of University equipment to perpetrate a violation of the Code of Conduct or to violate local, state, or federal law.
15. **Providing false representations** to the University in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to or continuation in, Oklahoma State University Institute of Technology.
16. **Possessing, using, or storing firearms**, explosives, weapons, or dangerous chemicals on University property or in the course of any University activity, except as specifically authorized under applicable state law. This includes, but is not limited to bb guns, paintball guns, knives, swords, handguns, and rifles. (See OSU Institute of Technology Policy and Procedure Letter 1-017, entitled "Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals".)
17. **False reporting of a bomb, fire, or other emergency.**
18. **Misuse or unauthorized use of fire fighting, fire sprinkling systems**, and other safety equipment or warning devices.
19. **Unauthorized entry into or use** of any University building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of University keys, computers, lock combinations or other special access codes, including telephone codes.
20. **Illegal use, possession, sale or distribution of any state or federally controlled drug**, substance or paraphernalia. Students are expected to know and abide by all applicable laws regarding the consumption of low point beer and alcoholic beverages.
21. **Consumption, possession, distribution, sale and the serving of low point beer or alcoholic beverages** on the campus, in any of its buildings, and in officially recognized University residence halls, regardless of age. **Exceptions** to this policy permit the possession or consumption of low point beer and/or alcoholic beverages by persons of lawful age (21) within the interior living spaces of family housing and facilities specified for non-traditional students.
22. **Parties and/or large gatherings** which disturb the peace of campus residences or off-campus neighborhoods.
23. **The use of tobacco** in any form in University buildings.
24. **Violation of University Information Technology policy including**, but not limited to "Use of Electronic Mail."
25. **Attempts and complicity:** attempts to or encouraging others to commit acts prohibited by this code will be sanctioned to the same extent as if one had committed the prohibited act.

26. **Classroom disruption:** behavior a reasonable person would view as substantially or repeatedly interfering with the instructor's ability to teach the class or the ability of other students to benefit from the instructional program.
27. **Interfering with the discipline procedures or outcomes,** including but not limited to: falsification, distortion or misrepresentation of information before a hearing officer; knowingly initiating a complaint without cause; harassment and/or intimidation of any hearing officer, witness(es), or University personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by a hearing officer.



# GENERAL ASSESSMENT INFORMATION

## Assessment of Student Learning

**ASSESS** (v.): *to examine carefully*

OSU Institute of Technology is learner-centered and in the process of strengthening an inter-disciplinary, collaborative culture of assessment of student learning. Each academic program at OSU Institute of Technology has developed an assessment plan in which the program mission, student learning objectives, assessment methods and schedule for measuring learning outcomes are articulated. Academic units use the results to identify areas for program growth and development. In this way, student learning and program evaluation are conducted on an ongoing basis.

Assessment plan summaries for each academic unit are displayed on the OSU Institute of Technology Assessment website. Faculty review assessment results during the summer semester with their respective academic units and recommend programmatic and curricular changes prior to the start of the fall semester. Annual assessment results are reported and displayed on the Assessment webpage using WEAVE Online strategic planning and assessment reporting software.

All assessment at OSU Institute of Technology is designed to enhance student learning. The Assessment Center and the office of Institutional Research contribute to student learning through use of both direct and indirect measures. Placement testing is conducted in the Assessment Center. Outcomes assessment, including mid-level assessment, is primarily course-embedded.

### Placement Assessment

OSU Institute of Technology maintains an “open door” admissions policy. Students provide American College Testing (ACT) scores when applying for admission. A minimum score of 19 on either the National or Residual ACT is accepted for college placement. The ACT COMPASS is used for further placement and diagnostic testing in mathematics, reading, and writing. Refer to Addendum B for more detailed descriptions and score indicators for remedial testing.

### Outcomes Assessment

The Assessment Committee, the Assessment Academy Team, and the Office of Institutional Research, assist academic units in designing and modifying assessment plans and measures, as well as collecting, aggregating, analyzing, and interpreting data.

Mid Level assessment is conducted using formative measures of the six OSU Institute of Technology Core Objectives. Comprehensive formative and summative assessments are conducted by faculty throughout each semester in classes and internships. Institutional Research conducts further direct assessments of outcomes during Assessment Week in the spring semester. In this way, one Core Objective is emphasized each academic year using a nationally normed test designed specifically for the selected learning objective. Results are shared with students and faculty, and are reflected in subsequent professional development.

### Core Objectives

- **Communication (2011)** – effectively communicate electronically, verbally, and in writing
- **Critical Thinking (2006)** – demonstrate logical, systematic problem-solving techniques
- **Ethics (2009)** and **Diversity (2007)** – develop and display a sense of personal, social and professional ethics
- **History and Government (2012)** – explain the cultural heritage and primary elements of the history and government of the US People, especially as it impacts one’s industry or field of study

- **Technology (2010)** – access and use technology appropriate to one’s industry or field of study
- **Service Learning (2008)** – provide opportunities for students to effectively utilize learned technologies and processes to aid various constituencies in the community

## Indirect Measures of Assessment

The Office of Institutional Research also serves students and employees through use of indirect measures.

[1] Student Evaluation of Course & Faculty, an in-house measure of student perceptions of course and faculty efficacy, is conducted in all classes during the Fall and Spring semesters, and during the Summer semester by request. Results are provided to individual faculty and unit leaders. Collective results are provided to administrators.

[2] Student Satisfaction Inventory, published by Noel-Levitz, is administered each spring semester. Student perceptions of importance and satisfaction are self-reported with ipsative and normative comparisons.

[3] Graduate Exit Interview is conducted by faculty and unit leaders at the time of graduation to collect data for reporting positive placement rates, average student salaries, and to garner student contact information. The office of IA&R analyzes the data and reports the results.

[4] Alumni Satisfaction Survey, developed in-house, is administered at strategic intervals to OSU Institute of Technology alumni. The strategic plan calls for one-year, three-year, five-year, ten-year, etc. survey implementation.

[5] Employer Satisfaction Survey, developed in-house, is designed to collect employer perceptions of student performance and program effectiveness.

[6] Tracking Student Data related to enrollment, persistence, and performance. These data may include graduation rates, enrollment trends, transcript analysis such as tracking what courses students take and when they take them, and tracking student academic performance overall and in particular courses.

Other instruments, such as the Withdrawing Student Survey, OSU Institute of Technology Marketing Survey, The Employee Satisfaction Survey, and OSU Institute of Technology Culture Survey are administered intermittently by the Office of Institutional Research and have broader scope than student learning outcomes.

## CLASSROOM ASSESSMENT

According to Angelo and Cross (1993), classroom assessment helps individual faculty “obtain useful feedback on what, how much, and how well their students are learning.” In other words, whereas the assessment of student learning, or outcomes assessment, measures *program* effectiveness, classroom assessment monitors *individual* student learning throughout the semester. It is possible and not uncommon for an assessment to measure both classroom competencies/performance and program objectives.

At OSU Institute of Technology, classroom assessment is learner-centered, teacher-directed, mutually beneficial, formative, context-specific, ongoing, and rooted in good teaching practice. Classroom assessment includes both direct and indirect measures as follows:

**Direct Assessment Measures** require students to demonstrate knowledge and skills that directly measure student achievement and provide evidence of successful completion of course competencies and student learning outcomes. Most classroom testing for grades is direct. Examples of direct assessment measures are:

- Course-based assessment by exams, projects, presentations, or hands-on performance
- Evaluation of student learning by internship supervisors
- Results on standardized departmental examination with national norms
- Assessment of student portfolios by program faculty
- Written reviews of student work by external reviewers
- Capstone projects or performance
- Written or electronic records of student interviews or focus groups
- Results on national professional examination or licensing examination
- Results on special departmental examinations
- Intercollegiate competition results

**Indirect Assessment Measures** may make use of student attitudinal surveys, student self-reports of learning, and other methods that are based on student perceptions of their own learning and progress. Examples of indirect assessment measures are:

- Student journal entries
- Student reflection essays
- Productive study-time logs
- Student evaluations of courses and instructors
- Electronic mail feedback
- Classroom assessment quality circles
- Departmental student satisfaction surveys
- Exit interviews and student surveys
- Faculty surveys
- Alumni surveys
- Surveys of employers/recruiters
- Tracking student data

“The most important criterion when selecting an assessment method is whether it will provide useful information – information that indicates whether students are learning and developing in ways faculty have agreed are important” (Palomba & Banta, 2000).

## SCT AND WEB SCREENS

- 1F5 Displays the entire schedule for a faculty member for a semester
- 107 Displays the entire roster for a section....can print screen
- 1G7 Displays the entire roster for a section+grades...after grade entry screen can be printed
- GRD Displays all classes and grades for a single student in your department...can print screen
- 136 Displays the unofficial transcript for a student in your department
- 148 Displays the student holds... might be important for advising
- ADV For those that enroll students...remove advising hold

### **WEB FOR STUDENTS**

- Class List Displays a roster for a section with some student information and is available anywhere, via the Internet

### **Screens 107 and/or 1G7 can be used to keep up with class changes (drops/adds)**

**Drops** will show a "W" for the student.

**Cancellations** will disappear from the screens.

**Adds** will appear on the screens.

This is also true on the Web for Faculty Class List.

## **RESOURCES INDEX**

**Access Services** – The Office of Access Services is committed to providing academic accommodations for all students with disabilities as defined by federal regulations. To initiate services, students must self-identify. Accommodations begin when forms are complete. Contact Chad Spurlock, Ext. 4622.

**American College Testing (ACT)** – The Assessment Center administers the ACT on several scheduled dates throughout each semester. Contact the Assessment Center, Ext. 5250, for information.

**Campus Organizations** – Questions about campus organizations can be directed to the Director of Student Life in Covelle Hall, Ext. 5456, or to the Division Chair in a given division.

**Campus Police** – In emergency situations dial 0 and ask the Operator to page Campus Police; making sure to tell the Operator that it is an emergency. For non-emergency calls, Stephen Rodriguez can be reached at Ext. 4888 or the Campus Police Station at Ext. 4890.

**Career Counseling** – Career assessment and profiling is administered by the Assessment Center. Contact the Assessment Center, Ext. 5250, for information.

**Counseling Services** – Kathy Avery is a Licensed Professional Counselor, and available to students who need assistance with personal crisis. Ext. 4988.

**Crisis Team** – Operates as a model under the structure of the National Incident Management System (NIMS), and members are ICS certified through the Oklahoma Office of Homeland Security. For information contact Linda Avant at Ext. 4982 or Devin DeBock at Ext. 4944.

**Disciplinary Affairs** – Devin DeBock, Director of Residential Life, Ext. 4944, is the Disciplinary Officer on campus. Disciplinary problems may be referred to his office or the office of the Executive Vice President.

**Employment** – Information about part-time off-campus employment can be obtained from the Human Resources Office, Ext. 5240. Work study assignments are made through Student Financial Services, Ext. 5290.

**Graduate Placement** – Refer to the Division Chair.

**Incident Report Form** – An Incident Report form should be completed and submitted to the office of the Executive Vice President, Academic Affairs, in the event of witnessing an incident or act of misconduct. A copy of the form is contained in Appendix E.

**Infirmary** – Dr. Tom Alexander is the medical advisor on duty at noon. Students and employees (including their minors living in the home) needing medical assistance should sign in at the Infirmary located in the Student Union, between 11:30 a.m. and Noon. The services are free, but it is the individual's responsibility for prescriptions and referrals.

**International Student Services** – Refer to Anita Gordy-Watkins' office, ext. 5160.

**Orientation, Academic** – The Division Chair should be consulted. Divisions have responsibility in orienting new students to the divisional area.

**Personal Counseling** – Refer to Counseling Services, ext. 4988.

**Student Loans** – Small emergency loans may be available through the Student Financial Services Office, ext. 5290.

**Tutoring** – Tutoring is available through the Tutorial Learning Center located in the College Readiness Center in the Library, ext 5370.

## CAMPUS PERSONNEL

<b>ACADEMIC AFFAIRS</b> .....	<b>5208</b>
Linda Avant, Executive Vice-President.....	4982
Robbie Van Hooser, Administrative Secretary .....	5208
Jody Craig, Alliance Coordinator.....	4913
<b>ACCESS SERVICES</b>	
Chad Spurlock, Director.....	4622
<b>ADMISSIONS</b> .....	<b>4680</b>
Genie Trammell, Director of Admissions .....	5210
Paula Tichenor, Enrollment/Retention Advisor .....	4984
Vickie Graham, Enrollment/Retention Advisor.....	5212
Andy Lemaster, Enrollment/Retention Advisor .....	4648
Jennifer Collins, Admissions Specialist .....	5214
Becca Cain, Enrollment/Retention Advisor.....	4671
<b>ASSESSMENT SERVICES</b> .....	<b>5248</b>
Chris Ballard, Coordinator.....	5254
Virginia Patterson, Profiling Specialist.....	5250
<b>BURSAR'S OFFICE</b> .....	<b>5230</b>
Beth Howk, Bursar .....	5230
Luke Nichols, Assistant Bursar.....	5232
Jalynda Bailey, Cashier/Billing Clerk .....	5226
Judi Hart, Cashier/Billing Clerk.....	5228
<b>BUSINESS AFFAIRS</b> .....	<b>5236</b>
Deborah McIntyre, Vice President .....	5234
Charlotte McCall, Financial Analyst.....	5236
Paula North, Human Resources Director .....	5242
Chandra Miller, Purchasing Director .....	5266
<b>CAMPUS POLICE</b> .....	<b>4890</b>
<b>Emergency Assistance</b> .....	<b>0</b>
Stephen Rodriguez, Director of Campus Police .....	4888
Campus Police Station.....	4890
<b>COMPUTER INFORMATION SERVICES</b>	
Kevin Hulett, Assistant Director.....	5474
Help Desk .....	4700
<b>COUNSELING SERVICES</b>	
Kathy Avery, Counselor .....	4988
<b>ENROLLMENT MANAGEMENT, MARKETING &amp; RESEARCH</b>	
Ina Agnew, Vice President.....	4761
T J Stryker, Administrative Support Specialist.....	5244
Tabitha Music, Director Special Events & Services .....	5220
<b>INTERNATIONAL STUDENTS</b> .....	<b>5160</b>

<b>LIBRARY</b> .....	<b>5080</b>
Jenny Duncan, Director .....	5488
Laurel Behn, Technical Assistant .....	5080
Sandra Thompson, Coordinator .....	5078
<b>PHYSICAL PLANT SERVICES</b>	
Bob Seebeck, Director .....	5412
Connie Roberts, Senior Administrative Assistant .....	5410
<b>PROSPECTIVE STUDENT SERVICES</b> .....	<b>4976</b>
Robert Hyatt, Director .....	5296
Sable Wise, Recruitment Specialist .....	4995
Sommer Howard, Recruitment Specialist.....	5298
Hannah Clark, Recruitment Specialist.....	5218
<b>REGISTRAR'S OFFICE</b>	
Registrar (vacant) .....	5274
Joanne Willett, Enrollment Coordinator .....	5272
<b>RESIDENTIAL LIFE</b> .....	<b>5280</b>
Devin DeBock, Director.....	4944
Jeanette Kitchen, Office Assistant.....	4939
<b>STUDENT FINANCIAL SERVICES</b> .....	<b>5290</b>
Mary Lou Bledsoe, Director .....	5222
Jason Marrujo, Assistant Director .....	5288
<b>STUDENT LIFE</b> .....	<b>4942</b>
Bruce Force, Director, Student Life .....	5456
Pat Singleton, Staff Assistant, Student Life .....	4942
Lee Lawson, Intramural Sports Coordinator .....	4945
<b>STUDENT UNION SERVICES</b>	
James Byrd, Director Student Union Services.....	4940
Ann McGowin, Administrative Assistant .....	5292
<b>TECHNOLOGY AND LEARNING INNOVATION</b>	
Lori Bryant, Director .....	5294
Kari Chancey, Curriculum Development Specialist .....	5195
<b>TUTORIAL LEARNING CENTER</b>	
Chad Spurlock, Director .....	4622
Laura Nell Ledford, Project Assistant .....	4855
<b>UNIVERSITY AND EXTERNAL RELATIONS</b>	
Anita Gordy-Watkins, Vice President .....	5156
Rozina Snelson, International Support Specialist.....	5160
Randall Beckloff, International Compliance Coordinator .....	4998
Rachel Colle, International & Multicultural Coordinator .....	5071



## ADDENDUM A

### COURSE PREFIXES BY DIVISION AND MAJOR

#### **Allied Health Sciences Division**

NURS Nursing  
OPT Orthotic and Prosthetic Technologies

#### **Arts & Sciences Division**

ACCT Accounting  
BADM Business Administration  
BIOL Biology Science  
CHEM Chemistry  
CS Computer Science  
ECON Economics  
ENGL English  
GEN General Studies  
GEOG Geography  
GEOL Geology  
HHP Health & Human Performance  
HIST History  
HUM Humanities  
MATH Mathematics  
MGMT Management  
MKTG Marketing  
NSCI Nutrition  
OIS Office Information Systems Technology  
ORIE College Strategies  
PHIL Ethics  
PHYS Physical Science  
POLS Political Science  
PSYC Psychology  
READ Reading Fundamentals  
SOC Sociology  
SPAN Spanish  
SPCH Speech Communications  
STAT Statistics

#### **Automotive Technologies Division**

AUC Automotive Collision Repair  
AUMC Chrysler MOPAR, Automotive Service  
AUMF Ford ASSET, Automotive Service  
AUMG GM ASEP, Automotive Service  
AUMP PRO-TECH, Automotive Service  
TTEN Toyota T-TEN, Automotive Service

#### **College of the Muscogee Nation**

GAM Gaming  
MVSK Mvskoke Language

## **Construction Technologies Division**

ACR Air Conditioning & Refrigeration  
BLD Building Construction  
CNS Construction Technology  
ECNT Electrical Construction  
HVLP High Voltage

## **Culinary Arts Division**

CUA Culinary Arts

## **Engineering Technologies Division**

CET Civil Engineering Technology  
ET Engineering Technology  
ETD Electrical Engineering  
ETDE Electrical & Electronics  
ETDG Engineering Graphics  
ETDM Manufacturing Technology  
ETDP Power Plant Technology  
ETNT NanoScientific Technology  
MCH Machining  
MFG Manufacturing  
SURV Surveying

## **General Technology**

GTAC General Technology, ACR  
GTAU General Technology, Automotive  
GTCT General Technology, Construction  
GTET General Technology, Engineering  
GTGE General Technology  
GTHE General Technology, Heavy Equipment  
GTIT General Technology, Information Technology

## **Heavy Equipment & Vehicle Institute**

DCNH Diesel Case New Holland  
DHE Diesel & Heavy Equipment  
DHEA Aggreko Technician Training Program  
DHEC CAT Dealer Prep  
DHEG Gas Processors Association  
DHEK Komatsu ACT  
DHEM MHC Kenworth Truck Technology  
DHES Southwestern Association Industrial & Farm Equipment  
DHEW Manitowoc LIFT

## **Information Technologies Division**

ITD Information Technology

## **Precision Agriculture Technology**

AG Agriculture  
AGEC Agriculture Economics  
AGPA Agricultural Precision Applications  
ANSI Animal Science  
BAE Basic Agriculture Electronics  
MCAG Mechanized Agriculture  
PLNT Plant Science  
SOIL Soil Science

## **Visual Communications Technologies Division**

GRD Graphic Design  
MMT Multimedia  
PHO Photography  
VIS Visual Communications

## **Watchmaking & Microtechnology**

WMT Watchmaking

## ADDENDUM B

### OSUIT

#### ENTRY-LEVEL ASSESSMENT

#### Score Indicators-COMPASS Placement Test

Revised February 1, 2011

#### STUDENTS MAY TEST THREE (3) TIMES ON EACH COMPONENT

**Reading Comprehension**    **Score of 81 or above indicates entry-level proficiency** – Student may proceed with enrollment based on the outcome of the remaining assessments.  
**Score of 80 or below indicates performance deficiency** – Student must enroll in READ 0143 Reading Fundamentals.

**Writing Skills**                    **Score of 74 or above indicates entry-level proficiency** – Student may enroll in ENGL 1033-Technical Writing or ENGL 1113-Freshman Composition 1.  
**Score of 73 or below indicates performance deficiency** – Student must enroll in ENGL 0143-English Fundamentals.

- ▶    **Score of 97 or above** – Student has satisfied the first part of the requirement of Advanced Standing Credit in ENGL 1113-Freshman Composition I, or ENGL 1033-Technical Writing 1. Student may schedule with the Assessment Center to complete the assessment, which consist of writing an essay for Freshman Composition I, or taking the COMPASS E-Write exam for Technical Writing I. (**Must test prior to attending the class**).

**Pre-Algebra (Arith)**            **Score of 46 or above indicates entry-level proficiency** – Student may enroll in MATH 2003-Business Math.  
**Score of 45 or below indicates performance deficiency** – Student must enroll in MATH 0143-Math Fundamentals.

**College Algebra**                **Score of 45 or above indicates entry-level proficiency** – Student may enroll in MATH 1513-College Algebra

OR

**Algebra (Intermediate)**        **A score of 68 or above on Algebra indicates entry-level proficiency** – Student may enroll in MATH 1513 – College Algebra.  
**Score of 45-67 indicates performance deficiency** – Student must enroll in MATH 0163-Intermediate Algebra.

**Score of 0-44—Student must enroll in MATH 0153- Algebra Fundamentals**

- ▶    **Score of 87 or above in College Algebra**—Student qualifies for Advanced Standing Credit for MATH 1513 – College Algebra. (**Must test prior to attending the class**).

**Science**                            **Score of 126 or above indicates entry-level proficiency** - Combined reading and College Algebra score (may not be deficient in either area).

OR

**Score of 149 or above indicates entry-proficiency** – Combined reading and algebra (may not be deficient in either area).

#### Proficiency at a Glance

Reading Comp	81 or above	Note: Unless otherwise specified by program requirements, students must remove curricular deficiencies within the first 24 semester credit hours attempted.	ATB Scores
Writing Skills	74 or above		Reading.....62
Pre-Algebra	46 or above		Writing Skills.....32
College Algebra	45 or above		Pre-Algebra.....25
Algebra	68 or above		

## ADDENDUM C

### QUICK REFERENCE

#### CANCELLATIONS, DROPS, AND WITHDRAWALS

##### **When is it a cancellation of enrollment?**

Prior to classes starting or prior to a student's attending one class session

##### **When is it a drop?**

When a student drops one class or more and plans to stay enrolled in at least one other class

##### **When is it a withdrawal?**

Once a student has attended one class but no longer plans to continue taking any classes during that semester

##### **Who can initiate a cancellation of enrollment?**

The student or division chair can initiate a cancellation of enrollment prior to classes starting or prior to the student's attending one class. Attendance in on-line courses occurs when the student accesses course material posted on Desire2Learn.

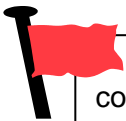
It is important to cancel enrollments before the first financial aid disbursement which is always after the 3<sup>rd</sup> week of classes! Preferably this would occur during the first two weeks. We *SHOULD NOT* disburse money to students who have never attended classes. Students who have never attended classes cannot be charged for tuition and fees. (Once a student attends classes, their enrollment cannot be cancelled. They can only withdraw from the institution or drop a class. Students who withdraw during the first 10 working days of a semester will receive a full refund for tuition and fees. Room and board charges are separate issues and are governed by the Housing contract the students signed.)

##### **Who can initiate a drop of a class?**

Only students should initiate a drop because of the significant financial aid, housing, and International Student status implications which can occur. The academic advisor must approve drops.

##### **Who can initiate a withdrawal from the institution?**

The students have the responsibility to withdraw themselves from the Institution. Due to the "Return of Title IV Funds" and the necessity to treat all students fairly and consistently, divisions should not initiate an administrative withdrawal. The financial implications for the Institution can be huge!



**This is when early alert becomes critical.** If lack of attendance is communicated in time, proper advisement and an understanding of the consequences may help encourage the students to continue with classes or lighten their load and salvage part of the semester. This can certainly save the students many problems down the road. Even if lack of attendance is communicated too late, at least the students can be contacted and advised on how to withdraw properly to hopefully lessen the implications both financially and academically.

## ADDENDUM D

### HOW TO RECOGNIZE AND HANDLE STUDENTS IN DISTRESS

#### What to look for:

##### Academic Indicators:

- Deterioration in quality of work
- A drop in grades
- A negative change in classroom performance
- Missed assignments
- Repeated absences from class
- Disorganized or erratic performance
- Continual seeking of special accommodations (late papers, extensions, postponed examinations, and the like)
- Essays or creative work which indicates extremes of hopelessness, social isolation, rage, or despair

##### Faculty-Student Relationship Indicators:

- Direct statements indicating distress, family problems, or other difficulties
- Unprovoked anger or hostility
- Exaggerated personality traits: more withdrawn or more animated than usual
- Excessive dependency
- Tearfulness
- Expressions of hopelessness or worthlessness
- References to suicide
- Expressions of concern about a student in the class by his/her peers
- A hunch or gut-level reaction that something is wrong

##### Physical Indicators:

- Deterioration in physical appearance
- Lack of personal hygiene
- Excessive fatigue
- Visible changes in weight
- Bizarre or strange behavior
- Coming to class bleary-eyed, hung over, or smelling of alcohol

##### Safety Risk Indicators:

- Any written note or verbal statement which has a sense of finality or suicidal insinuations
- Essays or papers which focus on despair, suicide, or death
- Severe depression (see symptoms below)
- Suddenly happier or calmer
- Statements to the effect that the student is "going away for a long time"
- Giving away of prized possessions
- Self-injurious or self-destructive behaviors, (alcohol/drug abuse, self-injury or mutilation, promiscuity)
- Unexplained accidents resulting in injury
- Obsession with guns or knives
- Any other behavior which seems out of control

## Symptoms of Depression:

- Persistent sad or empty mood
- Feelings of hopelessness, helplessness, or worthlessness
- Chronic fatigue or loss of interest in ordinary activities
- Disturbances in eating or sleeping patterns
- Irritability, increased crying; generalized anxiety (fear of dying, of having an incurable disease), panic attacks
- Difficulty concentrating, remembering, or making decisions

## **Guidelines for Your Interaction:**

- Make an appointment with the student to meet in your office
- Mention a positive quality along with the reasons for your concerns
- Listen carefully to the student, make eye contact
- Follow up. Set a time to meet the student again
- Do not be surprised or discouraged if the student resists your help
- Do not hesitate to consult with a counselor

## When to Refer:

- If there are references to suicide or hopelessness
- If the student's behavior is alarming to you
- If the initial signs or symptoms are beyond your level of expertise
- If there is no change, or a worsening of the situation, after your initial efforts to help
- If the student is reluctant to discuss the situation with you
- If you feel there are personality differences between you and the student that interfere with the student's progress

## How to Make a Referral to a Counselor:

- You may call the counselor if you have any questions or concerns. The counseling office is located in the Grady W. Clack Center, Suite 123.

Kathy Avery, M.A., LPC, Counselor  
918-293-4988 [kathy.avery@okstate.edu](mailto:kathy.avery@okstate.edu)

Robbie Van Hooser, Administrative Assistant  
918-293-5208 [robbie.vanhooser@okstate.edu](mailto:robbie.vanhooser@okstate.edu)

- Tell the student the **reason** you want them to make an appointment with a counselor.
- Be sure and discuss the **confidentiality** of a student and counselor's session. No one but the counselors will know that an individual is in counseling unless the student tells them or signs a Release of Information Form. (Unless student discloses intent to harm himself, or another person, or discloses abuse of a minor or elder). If you want to know if the student keeps the appointment, ask the student to sign the form to release this information if the student so desires. Assure the student that information about counseling does not appear on any school records.
- Suggest that the student call or come in to make an appointment. Provide them with the counselor's contact information.
- If you want to be sure the student makes an appointment, you can offer to phone the counselor while the student is in your office.

- If the situation seems urgent, tell the person who answers the phone that the “**student needs an appointment immediately.**”
- Sometimes it is useful or necessary for you to walk the student over to a counselor. If this is necessary, please call ahead to insure that the counselor is in. We welcome the opportunity to work with faculty and staff.

### After hour emergencies

If you cannot get in touch with a counselor, and you feel the student is in imminent danger, you should:

- **Contact the Campus Police. Dial zero (‘0’) from a campus phone or for off-campus access, dial 918-293-4678 (918-293-4OSU) and ask for campus police.**
- Do not leave the student alone until the police arrive.

### What you can do:

- Please do not hesitate to refer students to us. Your referral will not result in a student being removed from your class.
- You can discuss your concerns with the student and listen for the response. Talking about a problem or labeling a crisis does not make it worse. It is the first step to resolving it.
- If you have immediate concerns about a student’s safety, stay with the student and notify a counselor.

### Issues to Consider:

- Avoid making sweeping promises of confidentiality, particularly if a student represents a safety risk to himself or herself. Students who are suicidal need swift professional intervention, and assurances of absolute confidentiality may get in the way.
- It is acceptable to stay “in role” as a faculty member. You do not have to take on the role of counselor. You need only to watch and refer. However, if a student is suicidal, you must notify the Counseling Services or Campus police immediately. By suicidal, we mean students:
  1. Have stated an intention to die or cause harm to themselves.
  2. Have reported they made a suicide attempt or inflicted injury on themselves within the recent past.
  3. Have left you with an uneasy feeling with respect to their safety.

If a student needs help but does not want to interact with campus offices, you can give one of the following referrals:

Creoks Mental Health Services	918-756-9250
Suicide Prevention Lifeline	1-800-273-TALK (1-800-273-8255)



**ADDENDUM E**



**Report of Incident / Violation**

1801 E 4<sup>th</sup> St  
Okmulgee, OK 74447

**INSTITUTE OF  
TECHNOLOGY**

**OSU Institute of Technology**

(918) 293-4939  
Fax: (918) 293-4713

DATE OF INCIDENT \_\_\_\_\_

TIME OF INCIDENT \_\_\_\_\_

**Persons Involved**

NAME	ID NUMBER	RESIDENCE	PHONE #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Location of Incident/Violation** *(Building/Room Number, Parking Lot, Street, etc.)*

**Type of Incident/Violation** *(check appropriate descriptions)*

- |   |  |
|---|--|
| <input type="checkbox"/> Excessive Noise/Music      | <input type="checkbox"/> Violation of Visitation Policy        |
| <input type="checkbox"/> Alcohol/Drug Related       | <input type="checkbox"/> Damage/Malicious Mischief to Property |
| <input type="checkbox"/> Theft of State Property    | <input type="checkbox"/> Assault/Fighting/Threats              |
| <input type="checkbox"/> Theft of Personal Property | <input type="checkbox"/> Other _____                           |

**Witness/Person Making Complaint**

NAME	ID NUMBER	RESIDENCE	PHONE #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Description/Remarks** *(use reverse side if needed)*

Signature of Person Making Report \_\_\_\_\_ Date \_\_\_\_\_

