

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Special Admission of Students

**2-004
ACADEMIC AFFAIRS
May 2013**

POLICY

Students admitted to OSU Institute of Technology (OSUIT) must meet curricular standards and high school performance criteria as defined in policy 2-012 (*Admission to, Retention in, and Transfer among Colleges and Universities in the State System*). The only exceptions to this policy are students admitted in the following special admission categories.

1.01 Special Non-Degree Seeking Student

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

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

1.02 Adult Admission

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

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

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

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B. Any student who:

1. is not a high school graduate but whose high school class has graduated, **and**
2. has participated in the American College Testing (ACT) program or similar battery of tests is eligible for admission to OSUIT.

Students utilizing a test other than ACT will have their scores converted to ACT equivalents.

A GED recipient's high school class must have graduated to be eligible for admission.

The Vice President for Student Services (President's designee) may allow exceptions on an individual student basis. Any exceptions will be reported to the OSRHE on the annual Exceptions Report.

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

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

- A. The student must have participated in the ACT or Scholastic Aptitude Test (SAT) program and achieved the requisite composite score required by OSUIT.
- B. The student's high school class of his or her peers must have graduated. The Vice President of Student Services (the President's designee) may allow exceptions for GED recipients on an individual student basis. Any exception will be reported to the OSRHE on request.
- C. The student must satisfy the high school curricular requirements of OSUIT.

Effective: August 1996
Revised: November 2004
Revised: July 2009
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