

## GENERAL ADMISSION POLICIES

### 1. Curricular Deficiencies and Remediation

**ACT-Based Deficiencies.** A student who scores *less than 19* on any of the ACT sub-scores is judged deficient in that subject area. No student who is deficient in a subject area may enroll in any college-level courses in that area until the deficiency is removed. Students must remediate all deficiencies within the first 24 credit hours attempted. If deficiencies remain after the completion of 24 hours, enrollment will be restricted to remedial courses.

Each remedial course (identified by a first-digit of "0" in the course number) carries the same tuition as college-level courses, *plus* a \$20 per hour fee, but does not carry college credit.

Remediation in English is achieved in one of the following ways:

- a. completion of ENGL 0123, or
- b. earning a passing grade on a USAO assessment test.

Remediation in science is achieved in one of the following ways:

- a. completion of NSCI 0123, or
- b. earning a passing grade on a USAO assessment test.

Remediation in mathematics is achieved in one of the following ways:

- a. Students majoring in Biology, Business, Chemistry, Computer Science, Early Childhood Education, Elementary Education, Deaf Education, Economics, Mathematics, Natural Science, Physics, Psychology, Sociology, or any other field requiring MATH 1513 or higher must do one of the following:

1. score 19 or higher on the ACT math subscore,
2. pass a USAO Level 2 Assessment (algebra), or
3. complete MATH 0123 with a grade of "RP."

- b. Other students must do one of the following:

1. score 19 or higher on the ACT math subscore,
2. pass a USAO Level 2 Assessment (algebra),
3. complete MATH 0123 with a grade of "RP,"
4. pass a USAO Level 1 Assessment (pre-algebra), or
5. complete MATH 0103.

**History Deficiency.** Remediation in history is necessary when the student failed to complete one year of high school U.S. history and one additional year of another high school history course. A student who is deficient in history must take a 3-hour college history course in addition to the required IDS courses in American Civilization. Required IDS courses may not be used to remove a history deficiency.

### 2. Financial Obligations

Students with financial obligations to USAO are not eligible to receive the services of the university and will not be issued transcripts or degrees. These students are not eligible for further enrollment until the debt has been resolved in the Business Office.

Delinquent accounts will be subject to additional costs, such as collection and legal fees, interest, and any other approved costs of collection.

### 3. Graduation Catalog

Students will graduate under the requirements of the catalog in effect at the time they enter the Oklahoma State System for Higher Education (as long as they maintain continuous enrollment (fall and

spring), except that no student may graduate under a catalog more than six years old. An academic year always begins with the fall term.

Students who drop out or stop attending for a period of 12 months or more will graduate under the requirements of the catalog in effect at the time they return.

#### **4. Resident Status**

Prospective students are classified as *in-state residents* or *non-residents* for admission and tuition purposes based on information provided on the application for admission. Programs with enrollment limits may give priority admission or class enrollment preference to Oklahoma residents.

All students except bona fide residents of Oklahoma must meet nonresident admission criteria and must pay nonresident tuition in addition to other enrollment fees. Members of the Armed Services stationed in Oklahoma and their dependents are eligible to apply for in-state tuition rates, but are classified as nonresidents and subject to nonresident admission criteria.

Any applicant presenting a transcript of credit from an educational institution outside of Oklahoma will be assumed to be a nonresident. Applicants with questions about residence status should consult the Registrar's Office. A uniform policy concerning residence status exists for all state institutions of higher education in Oklahoma.

#### **5. Advanced Standing Credit**

USAO's advanced standing credit plan recognizes academic learning which has occurred outside the formal classroom setting. The methods for evaluating such learning experiences for advanced standing credit are:

- a. institutionally-prepared examinations.
- b. standardized national tests specially designed to establish credit, such as the College Level Examination Program (CLEP) subject examinations, the Advanced Placement Program of the College Entrance Examination Board (CEEB) subject examinations, and Defense Activity for Non-Traditional Education Support (DANTES) subject standardized tests (DSST).
- b. military service experiences. Students who have completed formal service school training may request an evaluation for credit. *A Guide to the Evaluation of Education Experiences in the Armed Services* will be used to determine credit to be awarded. U.S. veterans providing appropriate documentation of completed basic military training will be granted 3 hours of physical education credit.

College Entrance Examination Board (CEEB) Advanced Placement Program Examinations are taken in the spring of the senior year in high school. Credit will be awarded by USAO for a score of three, four, or five on any examination equivalent to courses in the USAO curriculum.

The amount of advanced standing credit will not exceed one-half of the total trimester hours required at the lower-division level (31 hours) and not more than one-half of the total trimester hours at the upper-division level (31 hours).

A current list of CLEP and AP Credit offered by USAO is available from the office of Academic Affairs, Troutt Hall 215.

#### **6. Readmission**

A student who has been away from USAO for three or more consecutive trimesters must reapply for admission. To be accepted for readmission, the student must complete a new application in the Registrar's Office.

#### **7. Articulation Policy**

In accordance with the Oklahoma State Regents for Higher Education, USAO fully participates in the articulation policy for the transfer of students among Oklahoma public institutions. A student transferring to USAO with an associate of arts or an associate of science degree from any state system institution will be considered to have met general education requirements of the baccalaureate degree. Some students may

have to take additional courses in general education to meet minimum professional certification requirements as defined by the state.

General education credit earned by the transferring student at accredited colleges within the Oklahoma State System of Higher Education will apply toward baccalaureate degrees in the same way the credit would apply at the institution at which the credit was earned. General education credit earned at out-of-state institutions will be reviewed for acceptance by the Registrar.

### **8. Equal Opportunities Policy**

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and other federal laws and regulations, USAO does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies or procedures. The Title IX coordinator is Terry Winn, Vice President of Administrative Affairs, Troutt Hall 218, (405) 574-1226.