**Council on Instruction Policy Workshop** 

## OSRHE Academic Policies

Dr. Kyle Foster | Assistant Vice Chancellor for Academic Affairs

## Presentation Highlights

- 3.1 Institutional Accreditation and State Authorization
- 3.2 Functions of Public Institutions
- 3.9 Institutional Admission and Retention
- 3.10 Concurrent Enrollment
- 3.12 Grading
- 3.13 Undergraduate Academic Course Load
- 3.14 Granting of Degrees
- 3.15 Undergraduate Degree Requirements
- 3.17 Distance Education and Traditional Off-Campus Courses and Programs
- 3.18 In-state/Out-of-state Status of Enrolled Students

## 3.1 Institutional Accreditation and State Authorization

#### Policy Requirements

This policy requires that all private degree granting institutions and out-ofstate public degree granting institutions that have a physical presence in Oklahoma seek authorization from the Oklahoma S tate Regents for Higher E ducation (OSRHE) to operate in the state.

#### 3.1 Institutional Accreditation and State Authorization

#### Policy Requirements

The policy requires private degree granting institutions and out-of-state degree granting public institutions to:

- Department of Education;
- Meet consumer protection standards for operation;
- Utilize an enrollment agreement; and
- Report data.

• Be institutionally accredited by an agency that is recognized by the United States

#### 3.1 Institutional Accreditation and State Authorization

#### Policy Requirements

The policy requires State System institutions to:

- Maintain accreditation through the Higher Learning Commission;
- - Email these to Elizabeth Walker (lwalker@osrhe.edu)
- Have a student complaint process, and;
- not misleading or deceptive.

• Submit copies of self-study reports and final evaluation reports in a timely manner;

• Ensure that its advertisements, brochures, catalogs, websites, or other publications are

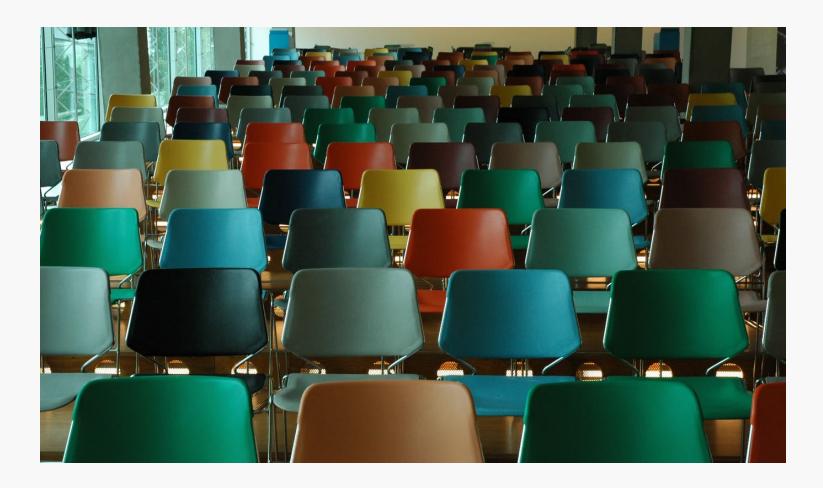
# 3.2 Functions ofPublicInstitutions

#### Policy Background

The Constitution of Oklahoma (Article XIII-A, Section 2) directs the State Regents to determine the functions and courses of study in each of the institutions of the State System.

## Function Exception

#### Requests



#### Background

Policy revised February 2019 for function exceptions requests.

#### Process for Institutions

- Submit a letter of intent to the State Regents;
- Submit a function exception request and associated new program request;
- May request a copy of another institution's function exception;
- May provide written comments, submit questions, or protest.

#### Function Exception Requests

#### Process for Governing Boards

Evaluation criteria when reviewing a function exception request and associated new program request:

- Purpose for the exception
- Mission
- Academic standards
- Faculty
- S upport resources
- Demand & capacity •
- Complement to existing function and programs

- Unnecessary duplication
- Collaborations or alternative forms
- Institutional costs ۰
- Funding •
- S us taina bility •
- Review and assessment •

### FUNCTION EXCEPTION REQUESTS





The governing board will provide a written report documenting its review, deliberations, and recommendations regarding the aforementioned criteria and forward its report to the State Regents for consideration.

# 3.9 Institutional Admission and Retention

#### Policy Background

This policy establishes minimum curricular requirements, criteria, and standards for admission to S tate S ys tem institutions, as well as retention standards. S tudents admitted into all associate and baccalaureate programs must meet these standards.

The admissions process has two criteria: Curricular Requirements and Performance Requirements.

## Curricular Requirements

3.9.3 Admission of First-Time Freshmen

Course Areas
English (grammar, composition, literature; should include an integrated writing component)
Lab 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.)
Mathematics (from algebra I, algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability (must have completed geometry and algebra II), calculus, Advanced Placement statistics)
History and Citizenship Skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
Additional units of subjects previously listed or selected from: computer science, foreign language, or any Advanced Placement course, psychology, sociology, or any liberal arts and sciences course (as defined in the Undergraduate Degree Requirements policy) taken via concurrent enrollment at a State System institution that is not being utilized to fulfill any area previously listed.
Total R equired Units

3.9.4 Admission of First-Time Freshmen **Research Universities** 

Minimum Performance-Based Admission Standards:	
Research Universities	

Option 1: Standardized Tests	ACT or SAT	Top 33.3%	
	OR		
Option 2: High School Performance A	High School GPA (All Courses) and Class Rank	Top 33.3%	
OR			
Option 3: High School Performance B	High School GPA in State Regents' Required 15-Unit H.S. Core	Тор 33.3%	

#### Notes

- OU and OSU are authorized to set higher admission
- scores when approved by the State Regents. Specific
- scores for institutions are maintained here:
- https://secure.okcollegestart.org/College\_Planning/Prepar
- e\_for\_College/grades\_to\_make.aspx

OU uses an exclusively holistic process for admissions.

3.9.4 Admission of First-Time Freshmen **Regional Universities** 

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#### Minimum Performance-Based Admission Standards: Regional Universities

5			
Option 1: Standardized Tests	ACT or SAT		
	OR		
Option 2: High School Performance A	High School GPA (All Courses) and Class Rank		
OR			
Option 3: High School Performance B	High School GPA in State Regents' Required 15-Unit H.S. Core		

3.9.4 Admission of First-Time Freshmen Community Colleges and Technical Branches • | • | is e

For students seeking admission to AA, AS, or baccalaureate degree programs, any individual who:

 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 or HiSET;

• Has met the curricular requirements as set forth in part 3.9.3. of this policy; and

• Has participated in the ACT program or a similar acceptable battery of tests

is eligible for admission to any of the community colleges and technical branches in the State System.

3.9.4 Admission of First-Time Freshmen **Community Colleges and Technical Branches**  The five regional institutions offering associate

degrees, UCO, CU, LU, OPSU, RSU, and SWOSU (Sayre) will continue offering these degrees with an open admission policy.

Students wishing to transfer from AAS to AS, AA, or baccalaureate degree programs must formally apply and meet both the curricular and performance admission standards.

#### Special Admission



#### 3.9.6

Students admitted must meet curricular standards as defined in section 3.9.3 and must meet the high school performance criteria as defined in section 3.9.4. The only exceptions are students admitted in the following special admission categories:

- A. Special Non-Degree Seeking Student
- B. Alternative Admission
- C. Adult Admission
- D. Home Study or Non-Recognized Accredited or Unaccredited High Schools
- E. Opportunity Admission Category
- F. Correspondence Study Enrollment
- G. Summer Provisional Admission Program (Research and Regional Universities)
- H. Summer Provisional Admission Program: Curricular Deficiencies (Regional Universities)

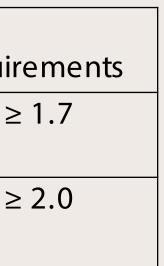
#### Retention GPA Requirements

A student will be placed on academic probation if the following standards are not met.

For 0-29 hours attempted, students who earn a GPA of 1.7 to 2.0 are put on academic notice.

Credit Hours Attempted	GPA
	Requi
0 through 29 semester credit hours	2
Greater than 29 semester credit hours	

For more than 29 hours attempted, students who drop below 2.0 are placed on academic probation for one semester. If 2.0 is not achieved in regularly graded coursework,(including repeats/academic reprieves) they are suspended.



## 3.10 Concurrent Enrollment

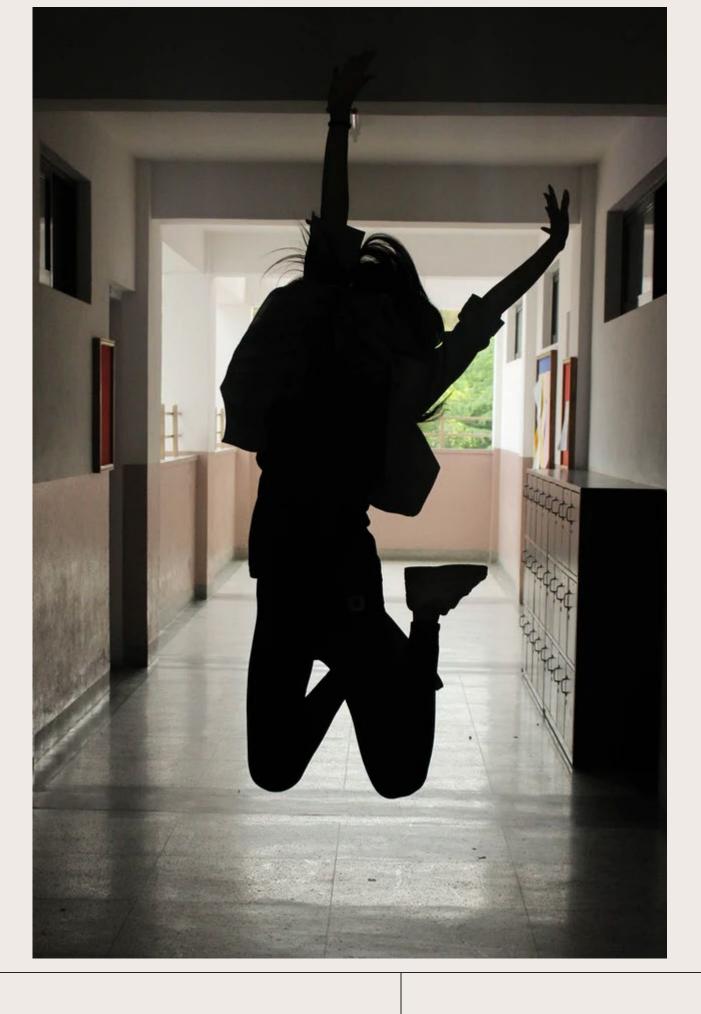
#### Policy Background

This policy provides a framework for S tate S ystem institutions to offer concurrent enrollment to eligible high school juniors and seniors. The policy specifies concurrent enrollment admission, course placement, and retention criteria; defines the environments and conditions in which concurrent enrollment is offered; details specific standards associated with offering concurrent enrollment; and sets annual reporting requirements.

## Student Permission

Permission from the parent is required.

All students must have a signed form from the high school principal or counselor stating that he/she is eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year.



#### Concurrent Enrollment Student Admission

#### Juniors and Seniors from Recognized High Schools

#### **Research Universities**

Meet <u>One</u> of the following:

- National ACT, Pre-ACT (10th Grade), or Residual ACT\*=24 1.
- SAT or PSAT 10=1160 2.
- 3.0 GPA (unweighted) and top 33% 3.

#### **Regional Universities**

Meet One of the following:

- National ACT, Pre-ACT (10th Grade), or Residual ACT\*=20 1.
- SAT or PSAT 10=1020 2.
- 3.0 GPA (unweighted) and top 50% 3.

#### **Community Colleges**

Meet <u>One</u> of the following:

- National ACT, PreACT (10th Grade), or Residual ACT\*=19 1.
- SAT or PSAT 10=980 2.
- 3.0 GPA (unweighted) 3.



\* Students can utilize one Residual ACT per year from November 1 to October 31.

#### Concurrent Enrollment Student Admission

Juniors and Seniors from Homeschool or Unaccredited and Non-Recognized Accredited High Schools

#### **Research Universities**

Meet <u>One</u> of the following:

- National ACT, Pre-ACT (10th Grade), or Residual ACT\*=24 1.
- SAT or PSAT 10=1160 2.

#### **Regional Universities**

Meet One of the following:

- National ACT, Pre-ACT (10th Grade), or Residual ACT\*=20 1.
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#### **Community Colleges**

Meet One of the following:

- National ACT, PreACT (10th Grade), or Residual ACT\*=19 1.
- SAT or PSAT 10=980 2.



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## Off-Campus Concurrent Courses



An institution wishing to offer off-campus concurrent enrollment will be required to meet the standards in policy section 3.10.6. These standards include:

- Specifying that the expectations in off-campus concurrent courses should be the same as on-campus courses;
- Adhering to HLC's faculty qualification requirements;
- Providing an orientation and professional development for faculty;
- Evaluating faculty; and
- Creating an MOU between the higher education institution and the off-campus location.

## Concurrent Enrollment Retention Standards

3.10 Concurrent Enrollment

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a college retention GPA of 2.0 or above on a 4.0 scale.

Students falling below 2.0 retention GPA on a 4.0 scale are not eligible for subsequent semester concurrent enrollment.

## Report for Off-Campus Activity

3.10 Concurrent Enrollment

#### Report due by December 1, 2022.

Submit via email to kfoster@ osrhe.edu.

#### OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Off-Campus Concurrent Enrollment Report Form 2020-2021 Year

#### Return by December 1, 202

sion with President's signature is preferred (to kfoster@o

ction 3.10.7.B, an institution that teaches an off-campus ( submit: 1) the following information and 2) a copy of each signed Off-Campus Concurrent Enrollme

Name of Institutional Representative Who Prepared this Report: Click or tap here to enter tex

Insert rows as needed.

Semester (Fall 2018 or Spring 2019)	Course Taught	Faculty Member's Name	Faculty Member's Credentials

Signature of President

## 3.12 Grading

Establishes a uniform system of grading for State System Institutions.

- Defines symbols and grading terms.
- Outlines the transcript as the official document issued by an institution with student information that is a complete and accurate reflection of a student's academic career.
- Academic Forgiveness Provisions:
  - Repeated
  - Academic Reprieve
  - Academic Renewal
- Reporting Academic Standing (retention standards/requirements, cumulative GPA and retention/ graduation GPA). Note all academic probation/suspensions.

## 3.13 Undergraduate Academic Course Load

#### Outlines the maximum workload for students in the State System

- Undergraduate course load is limited to a number of semester-credit hours which is 50 percent greater than the total number of weeks in the applicable academic term – spring/fall – 24 hours. Summer – 12 hours.
- Note: While high school concurrent enrollment academic course workload is found in 3.10.3.B.2 – It is 19 semester credit hours for the spring and fall and 9 hours for summer.
- Note: Workload standards apply to cooperative agreement program (CAP) students in contractual arrangements. You may need to be helpful to your technology center staff and explain the calculation.

## 3.14 Granting of Degrees

#### 3.14.4 Diplomas

- The diploma shall bear the seal of the State Regents and shall contain the signatures of the chairman, the secretary, and the Chancellor (Diplomas awarded shall bear the names of officers of the State Regents serving in the current fiscal year).
- For the institution, the diploma shall bear the signatures of the chairman of the governing board, the president of the institution, and one academic officer.
- A sample diploma shall be provided annually, by December 1 to the State Regents' office. Please scan and email a sample diploma to Kyle Foster at <u>kfoster@osrhe.edu</u>.

## 3.15 Undergraduate Degree Requirements

#### Policy Background

This policy establishes guidelines, criteria, and standards for use by S tate S ys tem institutions in developing degree programs for which degrees will be conferred upon students satisfactorily completing prescribed courses of study.

## 3.15 Undergraduate Degree Requirements

#### Establishes Requirements for:

- General education requirements and minimum standards for:
  - Associate in Arts and Associate in Science
  - Associate in Applied Arts
  - Baccalaureate
  - Defines types of baccalaureate degrees
  - Bachelor of Arts
  - Bachelor of Science
  - Bachelor of (Specialty) restricted to small number of fields in which traditional national practice or demands of the field discipline require a degree designation to include the name of the profession or discipline

General education framework and core

Policy has tables with specific hours/requirements

## AA, AS, and AAS Degrees

3.15 Undergraduate Degree Requirements

Associate in Arts or Associate in Science		
	Number of Hours Required	
Total semester credit hours required	60	
General education	37	
Credit in residence at the awarding institution	15	
Course work applicable to major	23	

Associate in Applied Science		
	Number of Hours Required	
Total semester credit hours required	60	
General education	18	
Credit in residence at the awarding institution	15	
Technical-occupational specialty	27	
Support and related courses	0-15	

#### Bachelor Degrees

Bachelor of Arts Degree		
	Number of Hours Required	
Total semester credit hours required	120	
General education	40	
Liberal arts and sciences course work	80	
Credit in residence at the awarding institution (15 of the final 30 hours or 50 percent of the major also required in residence)	30	
Credit from a baccalaureate degree- granting institution (40 hours must be upper- division)	60	
Area of specialization (50 percent must be upper-division)	30	

Bachelor of Science Degree		
	Number of Hours Required	
Total semester credit hours required	120	
General education	40	
Liberal arts and sciences course work	55	
Credit in residence at the awarding institution (15 of the final 30 hours or 50 percent of the major also required in residence)	30	
Credit from a baccalaureate degree- granting institution (40 hours must be upper- division)	60	
Area of specialization (50 percent must be upper-division)	30	

Bachelor of (Spe		
	Number of Hours	
	Required	
Total semester credit hours required	120	
General education	40	
Liberal arts and sciences course work	40	
Credit in residence at the awarding institution (15 of the final 30 hours or 50 percent of the major also required in residence)	30	
Credit from a baccalaureate degree- granting institution (40 hours must be upper- division)	60	
Area of specialization (50 percent must be upper-division)	30	

3.17 Distance Education and Traditional Off-Campus Courses and Programs

#### State Authorization

#### Reciprocity Agreement



Institutions offering courses at physical locations out-of-state must seek approval and gain authorization from the state agencies or accrediting associations in whose jurisdiction the courses are to be available.

Institutions delivering distance education out-of-state or conducting limited out-ofstate activity must:

S eek approval and gain authorization from the state agencies in a state in which the limited activity will occur and/or in a state in which a current distance ed student resides (IF NOT A MEMBER OF SARA).

OR

Seek State Regents' approval to participate in the State Authorization Reciprocity Agreement

#### State Authorization Reciprocity Agreement

#### SARA Renewal Issues

- academic officer of the institution.
- grace period, a late fee of 25% of the institution's renewal fee is applied.
- institutions.
- SARA participant list.

The renewal application must be signed by the chief executive officer or the chief

Upon notice of an approved renewal application, the institution must submit the renewal fee to NC-SARA within 30 days. A 30-day grace period beyond the institutional renewal date may be granted upon request; however, if renewal is not complete after the 30-day

If payment is not made to NC-SARA within 5 business days after the expiration of the 30-day grace period, the institution will be removed from the NC-SARA list of participating

Institutions denied renewal or not complying with renewal policies within specified timelines may reapply to become a SARA institution 180 days after removal from the

## 3.18 In-state/Outof-state Status of Enrolled Students

#### Policy Background

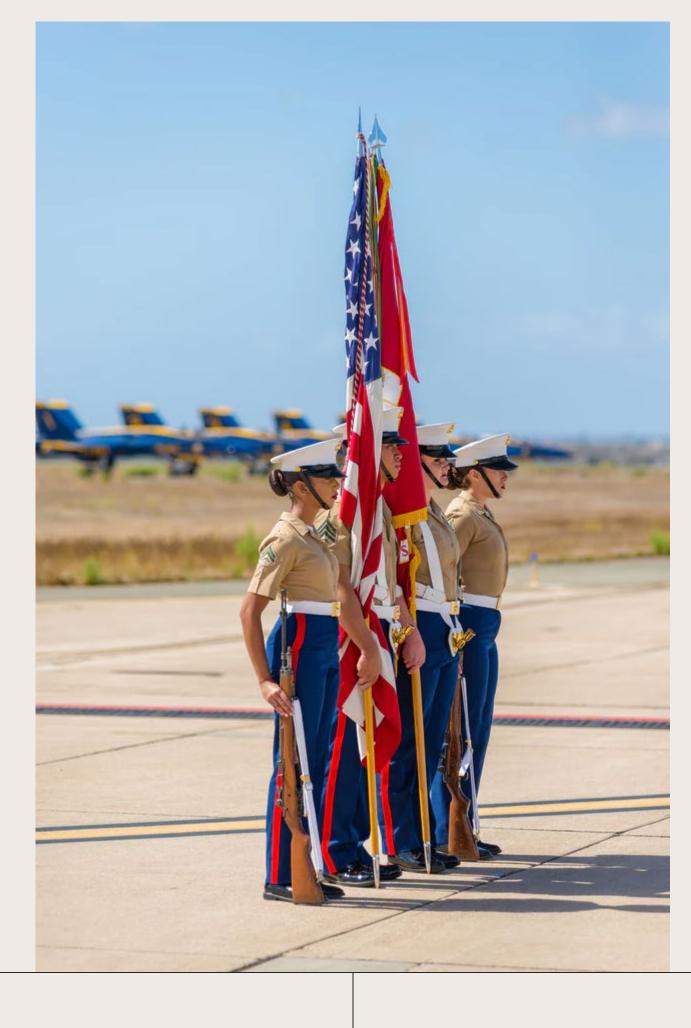
This policy establishes definitions, principles, criteria, and guidelines to assist institutional officials in the classification of postsecondary students as in-state/out-of-state students.

The policy details in-state/out-of-state status issues concerning dependent and independent persons, documented foreign nationals, undocumented students, uniformed services and other military service members, and full-time professional practitioner/workers.

## Recent Update

Now entitled to in-state status:

- Recipients of Chapter 35 VA Education Benefits.
- Members of the Oklahoma National Guard.
- Service members and spouses/dependents discharged from service within the previous ten years.
- Service members and spouses/dependents who were stationed in Oklahoma for at least one year within the previous ten years.



## Residency Determinations

The ultimate responsibility for making residency determinations rests with the institution. The policy should guide the decision-making process, but State Regents staff will not act as the final arbiter of the determination.

## Contact Me

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