



Council on Instruction Policy Workshop

OSRHE Academic Policies

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-of-state public degree granting institutions that have a physical presence in Oklahoma seek authorization from the Oklahoma State Regents for Higher Education (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:

- Be institutionally accredited by an agency that is recognized by the United States Department of Education;
- Meet consumer protection standards for operation;
- Utilize an enrollment agreement; and
- Report data.

3.1 Institutional Accreditation and State Authorization

Policy Requirements

The policy requires State System institutions to:

- Maintain accreditation through the Higher Learning Commission;
- Submit copies of self-study reports and final evaluation reports in a timely manner;
 - Email these to Elizabeth Walker (lwalker@osrhe.edu)
- Have a student complaint process, and;
- Ensure that its advertisements, brochures, catalogs, websites, or other publications are not misleading or deceptive.

3.2 Functions of Public Institutions

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
- Support resources
- Demand & capacity
- Complement to existing function and programs
- Unnecessary duplication
- Collaborations or alternative forms
- Institutional costs
- Funding
- Sustainability
- 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 State System institutions, as well as retention standards. Students admitted into all associate and baccalaureate programs must meet these standards.

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

Curricular Requirements

Units (Years)	Course Areas
4	English (grammar, composition, literature; should include an integrated writing component)
3	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.)
3	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)
3	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)
2	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.
15	Total Required Units

3.9.3 Admission of First-Time Freshmen

Performance Requirements

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	Top 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/Prepare_for_College/grades_to_make.aspx

OU uses an exclusively holistic process for admissions.

Performance Requirements

3.9.4 Admission of First-Time Freshmen Regional Universities

Minimum Performance-Based Admission Standards: Regional Universities	
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

Performance Requirements

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

Performance Requirements

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.

3.9.4 Admission of First-Time Freshmen
Community Colleges and Technical Branches

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.

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.

Credit Hours Attempted	GPA Requirements
0 through 29 semester credit hours	≥ 1.7
Greater than 29 semester credit hours	≥ 2.0

3.10 Concurrent Enrollment

Policy Background

This policy provides a framework for State System 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 One of the following:

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

Regional Universities

Meet One of the following:

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

Community Colleges

Meet One of the following:

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

* 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 One of the following:

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

Regional Universities

Meet One of the following:

1. National ACT, Pre-ACT (10th Grade), or Residual ACT*=20
2. SAT or PSAT 10=1020

Community Colleges

Meet One of the following:

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

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

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, 2020

Electronic submission with President's signature is preferred (to kfoster@osrhe.edu)

Pursuant to policy section 3.10.7.B, an institution that teaches an off-campus concurrent course shall submit: 1) the following information and 2) a copy of each signed Off-Campus Concurrent Enrollment MOU.

Institution Name: Click or tap here to enter text.

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

Insert rows as needed.

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

Signature of President _____ Date: _____

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 kfoster@osrhe.edu.

3.15

Undergraduate Degree Requirements

Policy
Background

This policy establishes guidelines, criteria, and standards for use by State System 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 (Specialty) Degree	
	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-of-state activity must:

Seek 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

- The renewal application must be signed by the chief executive officer or the chief academic officer of the institution.
 - 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 grace period, a late fee of 25% of the institution's renewal fee is applied.
 - 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.
 - 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 SARA participant list.
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3.18 In-state/Out-of-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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