

ADMISSIONS

All matters regarding admission to the University are handled by the Registrar's Office which is located in the Administration Building.

Southwestern Oklahoma State University at Sayre follows a non-restrictive policy of admission. Applicants may be admitted under either of two programs, General Admission or Provisional Admission.

General Admission Requirements

- Graduation from an accredited high school or a certificate program of high school equivalency (GED).
- Graduates of unaccredited high schools or home study programs may satisfy admission requirements by meeting the minimum ACT (or SAT) score and satisfying curricular requirements.
- Participation in the American College Testing Program. It is recommended that the ACT be taken during the senior year of high school, but it may be taken during the first semester after admission. SWOSU at Sayre has been designated as a national testing center and administers the ACT on six national test dates annually. SWOSU at Sayre also administers the residual ACT. Contact the Office of Counseling and Assessment for further information.
- Southwestern Oklahoma State University considers the following nonacademic criteria in admitting first time, transfer, or re-admission students: (a) whether applicants have been expelled, suspended, or denied admission or denied readmission by any other educational institution; (b) whether the applicants have been convicted of a felony or convicted of a lesser crime involving moral turpitude; (c) whether the applicant's conduct has been such that if the applicant was a student at the time of the conduct in question, the conduct would have been grounds for expulsion, suspension, dismissal; or denial of readmission at the University.
- Completion of high school curricular requirements.

UNITS COURSE AREAS (Years)

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| 4 | English (Grammar, Composition, Literature) |
| 3 | Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus) |
| 3 | Lab Sciences (may not include general science) |
| 3 | History and Citizenship Skills (including 1 year of American History and 2 additional years from the subjects of history, economics, geography, government, non-Western culture) |
| 2 | Additional units (computer Science, foreign language, or an Advanced Placement course except applied courses in fine arts) |

*Foreign Language is not required for admission to SWOSU, but is recommended (2 years of the same language) for students pursuing a major in the education field.

- All students with ACT scores within the State Regents' guidelines for remediation will be required to remove curricular deficiencies through testing or through remedial coursework. Students will be notified by the counselor's office of this situation and will be advised accordingly to remediate coursework within 24 hours.

Adult Admission

General admission requirements apply to all students seeking admission to Southwestern Oklahoma State University. Adult students who are 21 years of age or older or on active military duty who do not meet general admission requirements may be admitted under adult admission criteria. The ACT, SAT or second level assessment scores are required for placement in classes. The class placement listed under Second Level Assessment/Remedial Courses will be used.

Second Level Assessment/Remedial Courses

The Oklahoma State Regents for Higher Education established an ACT score of 19 as the "first cut" in determining student readiness for college level coursework. Students must score 19 or above in the four subject areas of mathematics, English, reading, and science reasoning in order to avoid second level testing and/or remedial courses. Students who score below 19 on an ACT subtest must complete second level testing. The computer placement test (CPT) is used as a second level test. Students may contact the Director of Counseling & Assessment for information about testing, remediation through the Placement Roadmap to Success, and possible placement in required remedial courses. CPT scores have been established for remedial course placement as follows:

<u>CPT TEST</u>	<u>SCORE</u>	<u>COURSE</u>
ENGLISH	Below 70	0123 Fundamentals of English
READING	Below 75	0123 Improvement of Reading
MATH if 1513 College Alg. is required for your major:		
Elem. Algebra	Below 75	0114 Fund. of Algebra I and 0133 Fundamentals of Algebra II
or	Below 76-91	0133 Fundamentals of Algebra II
MATH if 1513 College Algebra is not required for your major:		
Arithmetic	Below 90	0114 Found. of Math Reasoning
or		
Elem. Algebra	Below 75	0144 Found. of Math Reasoning
SCIENCE	Students with ACT science reasoning score below 19 must satisfy all remediation requirements before enrolling in science courses. The first science course must be a general education science course.	

Some courses may be recommended based on students' CPT scores.

Students requesting to enroll in a college level course based on the completion of a remedial course(s) at another institution must have successfully completed an acceptable remedial course(s) that is subject to approval from the appropriate department chair. Please contact the Registrar's office to find out if the successful completion of a specific remedial course(s) at another institution will meet the prerequisite requirement for enrollment in a college level course at SWOSU. Students who completed a remedial transfer course(s) that is not an acceptable prerequisite for enrollment in a college level course at SWOSU should contact the Director of Counseling & Assessment to enter the Placement Roadmap to Success.

Alternative Admission

Admission to the university in the following categories may be granted to those who are not high school graduates:

- Individuals who meet curricular requirements but do not qualify for admission on performance criteria (e.g. ACT score or high school GPA and class rank) may be eligible for admission through the alternative admission category. Applicants admitted in the alternative category must present evidence that they have a reasonable chance for academic success. Other criteria for admission include unusual talent/ability (e.g. art, music, drama) or a disadvantaged educational and/or economic background. Admission in this category is limited. Contact the Admissions and Recruitment Office for additional information.
- Individuals who meet performance requirements may satisfy a maximum of two course deficiencies in the summer term prior to the regular semester of desired entry. The student must successfully complete deficiency courses during the first 24 hours; however, students that have not completed required deficiency courses within the first 24 hours may be eligible for further enrollment in cases where s(he) is enrolled in the necessary courses that are required to remove deficiencies.

ALL STUDENTS pursuing admission to Associate in Science and Associate in Applied Science degree programs must meet the new curricular requirements listed under general admission requirements and remove any curricular deficiencies within the first twenty-four semester hours attempted, or they will be permitted to enroll in deficiency-removal courses only. Courses taken to remove deficiencies will not count toward satisfaction of degree program requirements.

NO STUDENT is officially enrolled until all required records are on file. Failure to provide these records in a timely manner may result in a cancellation of enrollment or a delay in future enrollment or transfer.

OKLAHOMA TAXPAYER & CITIZEN PROTECTION ACT OF 2007 (HB 1804 IMMIGRATION LAW)

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. However, HB 1804 also provides that this provision regarding eligibility for resident tuition and state financial aid shall not apply to an undocumented immigrant student enrolled in a degree program during the 2006-07 school year or any prior school year who received a resident tuition benefit pursuant to the pre-HB 1804 statute and pre-HB 1804 State Regents policy regarding undocumented immigrant students. In addition, SB 820 of the 2007 legislative session creates unique treatment of undocumented immigrant students participating in Oklahoma's Promise.

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 Regents' policy.

These students are "grandfathered" and remain eligible for resident tuition and state financial aid under the pre-HB1804 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.

International Students

Southwestern Oklahoma State University can accommodate only a limited number of international students and therefore requires a high academic background achievement and a high level of English proficiency for admissions consideration.

- Before being considered for admission as a first time freshman, the applicant must provide the Office of Admissions with a certification that s(he) earned a minimum TOEFL score of 500 and a satisfactory ACT or SAT score.
- International student applicants must provide a financial certificate on a university-provided form showing sufficient resources to pay for the student's entire program of study and living expenses. A deposit is required at the time of application.
- Application deadlines for international students are June 1 for fall semesters, October 1 for spring semesters, and March 1 for summer semesters.
- The student is responsible for notifying the Admissions Office and personally seeing that correct forms are supplied to the Immigration Service at the proper time. The I-20 and I-538 forms are kept in supply, but the student must provide other necessary forms required for the course of study.

- Any foreign student under a student visa is required to pay non-resident tuition and fee costs each semester while at Southwestern Oklahoma State University.
- It is assumed by the required financial statement that resources are adequate, and the foreign student will not ordinarily be permitted to work while a student at Southwestern Oklahoma State University.
- Financial aid is not ordinarily available to foreign students at Southwestern Oklahoma State University and should not be expected.
- Evaluation of foreign college and university transcripts cannot be made prior to a student's enrollment. At the student's request, an effort will be made during the first year to give a fair evaluation of credits felt to be equal to those at Southwestern Oklahoma State University. Generally, however, the student will be asked to substantiate such credit with CLEP (College Level Exam Program) tests or departmentally prepared Advanced Standing tests. Southwestern Oklahoma State University will accept credits which have been evaluated and posted to the student's transcript by a regionally accredited U.S. institution from which the student transfers as long as these credits are in keeping with institutional policies.
- A non-citizen who has attained a "permanent" resident immigrant status, and whose citizenship is pending, will be treated as a U.S. citizen for admission purposes. The regular admissions criteria for in-state or out-of-state students, as applicable, would then apply. (Students for whom English is a second language will be required to prove English proficiency.)
- Medical insurance is required.

Transfer Students from Accredited U.S. Institutions

- International students seeking transfer from accredited U.S. Institutions must have a grade-point average of 2.0 (on a 4.0 scale) in all hours attempted and meet other specified requirements to be considered for admission.
- International students must show English Proficiency as specified by TOEFL or IELTS.
- International students must provide a financial certificate.

Resident Transfer Students

Transfer students from other accredited colleges and universities who are legal residents of Oklahoma may transfer to Southwestern under the following conditions:

- If the student originally met both the high school curricular requirements and academic performance standards of SWOSU, the student must have a grade-point average high enough to meet SWOSU's retention standards; or
- If the student originally met the high school curricular requirements but not the academic performance standards of SWOSU, the student must have a grade-point average high enough to meet SWOSU's retention standards, and must also complete the curricular requirements before transferring; or
- If the student originally met neither the curricular nor the performance requirements of SWOSU, the student must have a grade-point average high enough to meet SWOSU's retention standards, based on at least 24 completed semester credit hours of regularly-graded (A, B, C, D, F) college work and must also complete the curricular requirements, as specified.

Required Residency Hours

A minimum of fifteen credit hours of resident credit applied towards the associate degree must be taken at Southwestern at Sayre. Transfer hours must be applicable to the degree being pursued.

Non-resident Transfer Students

Transfer students who are not residents of Oklahoma may transfer from an out-of-state institution if they meet the following requirements:

Meet university admission requirements.

Have a cumulative college grade point average of at least a 2.0 on a 4.0 scale

Be in good standing at the institution from which they are transferring.

NOTE: Transfer students whose scholastic records do not meet minimum standards may be admitted on probation for a semester on the same basis as SWOSU students.

Transfer Credit Policy

Transcripts of record from colleges or universities accredited by the Higher Learning Commission or other regional associations will be given full value when appropriate to the student's degree program. 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 Southwestern Oklahoma State University has had the opportunity to validate the courses or programs. Validation of credits may include, but is not limited to, the completion of college level courses and/or evaluation by an appropriate academic department. Credit accepted in transfer that is not in semester credit hours will be converted to semester credit hours. All transfer credit is calculated in the cumulative grade point average.

Evaluation of military service may be accomplished by submitting service records to the Office of the Registrar. Credit is granted based on recommendations from guidelines of the American Council of Education.

Concurrent Enrollment of High School Students

A student enrolled in an accredited Oklahoma high school may, if the student meets the requirements set forth below, be admitted provisionally to SWOSU at Sayre.

- The student must meet the published criteria of the State Regents (other than high school graduation) for admission to the institution to which he or she applies.
- To help insure that high school students have the prerequisite skills to be successful in college, the student assessment policy is that high school students must meet the minimum ACT scores in each of the areas of science reasoning, reading, mathematics, and/or English to enroll in coursework in the respective subject areas as required by the Oklahoma State Regents for Higher Education. Additional information on these requirements is available from the Registrar's Office.
- The student must be enrolled in less than a full-time load (fewer than six credit courses per semester) at the high school which the student is attending, as attested by the high school principal.
- The student must be eligible to complete requirements for graduation from high school no later than the spring of his/her senior year as attested by the high school principal.
- A high school student admitted under the provisions set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full time college workload of 19 semester credit hours. One high school credit course

shall be equivalent to three semester credit hours of college work. The collegiate portion of the student's workload must be taken on the SWOSU at Sayre Campus or by interactive video under regular faculty members of the institution.

- A student who is otherwise eligible under this policy may enroll in a maximum of nine semester credit hours during a summer session or term at a college or university of the State System following the end of the junior year of high school, without the necessity of being concurrently enrolled in high school classes during the summer term. The completion of the high school curricula requirements set forth above shall not be required of concurrently enrolled high school students.
- Following high school graduation, such a student may continue enrollment or may transfer to another institution in the State System, provided that during the provisional enrollment period the student has achieved a college grade-point of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements

Special Admission for Non-degree Seeking Students

Individuals having no intent to pursue a degree may enroll in a maximum of nine credit hours without submitting academic credentials or meeting the academic performance or curricular requirements. Retention standards will be enforced. Before enrolling in hours beyond the nine credit hour maximum, students must be formally admitted to the university.

Withdrawals

Students may withdraw from one or more classes during a semester, or may withdraw completely from all of their currently enrolled classes during the semester

1. To withdraw from an individual class, a drop/add form is obtained from the Registrar's office in the Administration Building. The form is completed giving the class information regarding which class(es) are to be dropped. Signatures from the professor of the class and the student's advisor are required. The form is then returned to the Registrar's Office for processing.
2. Total withdrawal from the University for the semester is accomplished by obtaining a withdrawal form from the Registrar's Office located in the Administration Building. Signatures from the Student Financial Services Office, the Business Office, and the Registrar's Office are required for withdrawal.
3. Students who withdraw from classes or the University before the eleventh week have a "W" recorded on their transcript. After the eleventh week students are given W/P or W/F for each class depending on whether they are failing or passing at the time of withdrawal. Grades of students leaving the University without officially withdrawing are recorded as "F."
4. Refunds are made for approved total withdrawals according to dates published each semester in the Class Schedule bulletin.