

## **Introduction**

This handbook is designed to be used in conjunction with the official State Regents' Chapter 3 Academic Affairs Policy Manual, state policies and regulations, and state laws. It should be noted that the section numbering within the manual is not in sequential order because procedure sections are derived from the official State Regents' Policy Manual, Chapter 3 Policy. Additional information can be found in Chapter 3 using the reference numbers in the handbook. [Chapter 3 can be found online using this link.](#)

This document will be reviewed and revised annually by the State Regents' Council on Instruction.

## Definitions

The following words and terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

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### A

“Academic Degree” is defined as any associate, baccalaureate, first professional, master’s, intermediate (specialist) or doctorate degree and any variations of these words to describe post-secondary education.

“Academic Forgiveness Provisions” are ways for students to recover from academic problems without forever jeopardizing academic standing. For purposes of this policy, repeating courses, reprieving semesters, and renewing all course work prior to a certain date are considered academic forgiveness provisions.

“Academic Notice” is a designation for Freshman students, fewer than 30 credit hours, with a retention GPA of 1.7 to less than 2.0.

“Academic Overload” is the number of semester-credit-hours 50 percent or more than the number of weeks in the applicable academic term (i.e., a maximum of 24 credit hours in a 16-week semester, or 12 credit hours in an 8-week semester).

“Academic Probation” is a designation for any student whose retention GPA falls below those designated in this policy for a given semester.

“Academic Suspension” is a designation for any student who was on academic probation the previous semester and who fails to raise the GPA to the required retention level or to achieve a 2.0 GPA the next semester in regularly graded course work, not to include activity or performance courses.

“Academic Term” is the time duration in which a course is taught, for example 16 weeks, four weeks, eight weeks, or other time duration as needed to meet the course credit hour requirement, course objectives, and student learning outcomes.

“Accountability and Institutional Effectiveness” refer to evaluating and demonstrating an institution’s capacity to fulfill its mission and improve the quality of education.

“Accreditation” is the process by which institutions gain public recognition for having met the standards and requirements of organizations approved by the United States Department of Education.

“Accredited” refers to institutions or entities that have achieved the status of public recognition by their accrediting body for meeting the organization’s standards and requirements.

“Associate in Applied Science Degree” is typically a credential requiring two years of full-time equivalent college work (at least 60 credit hours) in areas of workforce specialization.

"Associate in Arts and Associate in Science Degrees" are typically a credential requiring two years of full-time equivalent college work (at least 60 credit hours).

“Associate Degree” is typically a credential requiring two years of full-time equivalent college work (at least 60 credit hours). The State Regents recognize three types of associate degrees—the Associate in Arts, Associate in Science, and Associate in Applied Science.

“Asynchronous” is defined as learning in which student and faculty are not present and available simultaneously. Regular communication and instruction may be facilitated by e-mail, discussion boards, or other electronic formats.

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## **B**

“Baccalaureate Degree” (also referred to as a bachelor’s degree) is typically a credential requiring four years of full-time equivalent college work (at least 120 credit hours). The State Regents recognize three types of baccalaureate degrees—the Bachelor of Arts, Bachelor of Science, and Bachelor of (Specialty).

“Basic Academic Skills” refers to minimum required skills for college success in English, mathematics, science and reading.

“Basic Academic Skills Deficiencies” refer to assessment results below required level to enroll in college-level courses in the subject area.

“Blended Program” are courses of study that utilize both on-site and distance education methods. May also be referred to Hybrid or Mixed Mode Program.

“Blended Course” for the purposes of Academic Affairs policy, is a course that utilize both on-site and distance education instruction methods. For UDS reporting purposes, it is defined by IPEDS as a course in which at least 50 percent, but less than 75 percent, of the instruction occurs via distance education and the remaining portion occurs on-site. May also be referred to as a Hybrid or Mixed-Mode Course.

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## **C**

“Certificate” is a credit-bearing post-secondary credential awarded in recognition for the completion of an organized program of study that does not lead to an academic degree, requiring a minimum of 10 credit hours but not exceeding the minimum credit hours required for an associate’s degree.

“Common Course Category” is a grouping of equivalent courses in the Course Equivalency Project Matrix. Each Common Course Category is distinguished by a prefix and number, a course description, and student learning outcomes.

“Concurrently Enrolled Student” refers to eligible high school students who enroll in college courses and earn dual credit.

“Consortial Agreement” is an agreement between two or more institutions enabling a student to take coursework simultaneously at a “host institution” and have those courses count toward a certificate or the academic degree program at the “home institution” for the purpose of completing a degree. The student’s home institution is the institution that will grant the student’s certificate or degree, and the host institution is the institution that offers coursework toward an academic program in an agreement with another institution but will not award the certificate or degree.

“Contractual Arrangement” is typically one in which an institution enters an arrangement for receipt of courses or programs or portions of courses or programs (i.e., clinical training internships, etc.) delivered by another institution, service provider, or entity.

“Corequisite Support” is a process in which students who are not ready for a college-level course enroll in additional credit- or non-credit-bearing academic support.

“Course Equivalency Project” is a process by which State System institutions establish course equivalencies among institutions.

“Course Equivalency Project Matrix” is the listing of courses determined to be equivalent through the Course Equivalency Project Process.

“Course of Study” is a sequentially organized series of educational experiences designed to culminate in the awarding of an academic degree or certificate. For the purpose of this policy, instructional programs and courses of study will be considered synonymous.

“Cumulative Grade Point Average (CGPA)” is the average of a student’s earned grades calculated by point values assigned to letter grades that includes grades for all attempted regularly graded course work, including activity courses and forgiven course work. The use of the CGPA on the transcript is optional, but it may be used to determine financial aid eligibility, admission to graduate or professional programs, or for graduation honors.

“Curricular Deficiencies” refer to high school curricular requirements for college admission that have not been met by the student in high school.

“Curricular Requirements” are the units of high school coursework required for admission to public colleges and universities in the State System.

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## **D**

“Degree” is an academic credential conferred by a college or university as official recognition for the successful completion of an instructional program.

“Degree-Granting Institution” is defined as an institution that offers education leading to an associate’s degree or higher.

“Deleted Program” is defined as a program that has been deleted from the institution’s academic degree program inventory.

“Dependent Person” is one who is under the care, custody, and support of a parent or legal guardian.

“Developmental Education” refers to courses or academic services designed for special populations that do not carry college credit and are designed to raise students’ competency in the subject area to the collegiate level.

“Digital Badge” is a web-based artifact containing metadata that documents students’ completion of a credential, and which can be shared and verified electronically.

“Diploma” is a formal document issued by an institution that certifies a student has successfully completed an instructional program.

“Distance Education” is education that uses one or more types of technology to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. The following types of technology may be used for distance instruction: internet; satellite or wireless communication; audio and video conferencing, and other electronic media.

“Distance Education Course” is a course in which at least 75 percent of the instruction and interaction occurs through a distance education format.

“Distance Education Program” is a program in which all required instructional content is delivered exclusively through distance education.

“Documented Foreign National” is a person who was born outside the jurisdiction of the United States (U.S.), is a citizen of a foreign country, and has not become a naturalized U.S. citizen under U.S. law but has entered the U.S. by way of legal documentation such as a visa.

“Domicile” is a person's true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components -- residence and the intent to remain. When these two occur, there is domicile.

“Drop Period” is in general, the first one-eighth of an academic term.

“Dual Degree Program” is a program in which a student is enrolled in two or more institutions and is awarded separate degrees bearing the names, seals, and signatures of each individual institution.

“Dual Credit” is a college course taken by a high school student for which the student is awarded both high school and college credit.

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## **E**

“Early College Programs” are partnerships between secondary and post-secondary institutions where students can earn both a high school diploma and college credentials for little or no cost to the student.

“Embedded Certificate” is a credit-bearing post-secondary credential comprised of a course of study, requiring a minimum of 10 credit hours but not exceeding the minimum credit hours required for an associate degree and in which the curriculum required is a subset of a single existing undergraduate or graduate degree.

“Enrollment Agreement” is defined as a contract that establishes the relationship and obligations of the institution and the student. The enrollment agreement specifies the conditions under which the institution will provide educational instruction to the student named on the enrollment agreement. The enrollment agreement also specifies all costs the student must pay in order to enroll in and undertake completion of a specific academic program.

“Entity” refers to an organization that has an identity and operation independent, separate and distinct from the institution.

“Entry Level Assessment” is an evaluation conducted to assist institutional faculty, advisors, and students in making decisions regarding the student’s co-requisite and/or supplemental instruction needs.

“External Review Process” refers to an academic program review conducted by external reviewers from outside the institution who are proficient in the specialization pertinent to the academic program being reviewed.

“External Reviewer” refers to academic peer evaluators from outside the institution who are proficient in the specialization pertinent to the courses being reviewed.

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“Fall Semester” is an academic term that begins in August or early September and by mid-December.

“Final Composite Score” is the highest composite score achieved by a student on the ACT. This score is calculated using the highest section scores from tests taken on national ACT testing dates and must be calculated and provided by ACT in order to be considered official.

“Financial Responsibility Composite Score” is defined as a United States Department of Education issued score to determine a private institution’s financial stability for Title IV participation.

“First Generation Student” is defined as a student whose parent(s) did not complete a four-year college or university degree.

“First Time-Entering Student” is a student with six or fewer attempted credit hours, excluding developmental education or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.

“Function” is the authorization of responsibility which determines (1) the level at which an institution shall operate, (2) the broad kinds of educational programs to be undertaken, (3) the geographic area for which the institution is to be responsible, and the extent to which it is to engage in (4) research, (5) public service, (6) extension activities, etc.

“Full-Time Professional Practitioner or Worker” is a U.S. Citizen or Lawful Permanent Resident who has come to Oklahoma to practice a profession on a full-time basis, conduct a business full-time, or work on a full-time basis.

“Full-Time Student” is an undergraduate student enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester or as required by the institution.

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“General Education” is a standard curriculum required in all undergraduate programs. The general education curriculum provides broad exposure to multiple disciplines and emphasizes the learning of facts, values, understandings, skills, attitudes, and appreciations believed to be meaningful concerns that are common to all students by virtue of their involvement as human beings living in a global society.

“General Education Assessment” measures competencies gained through the general education program as described in 3.15 *Undergraduate Degree Requirements* and HLC standards indicating student’s breadth of knowledge, skill and intellectual inquiry.

“General Education Development Test (GED)” is a recognized high school diploma equivalency exam.

“Good Academic Standing” is a designation for any student who meets the retention requirements as set forth in this policy.

“Grade Point Average (“GPA”)” is the average of a student’s earned grades calculated by point values assigned to letter grades that is used to determine a student’s eligibility to remain enrolled or graduate from an institution. Activity courses and forgiven course work are not calculated in the GPA.

“Graduate Teaching Assistant” is an individual enrolled in post-baccalaureate studies who has been selected by the graduate department to teach courses in exchange for cash compensation and/or tuition remission.

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## **H**

“Home of Record” is the location where the reservist enlisted, reenlisted, or was commissioned into the military.

“Honorary Degree” is a degree awarded upon an individual who has made outstanding contributions to society through intellectual, artistic, scientific, professional, or public service accomplishments.

“Hybrid Course” see Blended Course.

“Hybrid Program” see Blended Programs.

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## I

“Independent Person” is one who is responsible for his or her own care, custody, and support.

“Induction” is a program in a school district for the purpose of providing professional support, mentorship and coaching to educators at the beginning of their careers or as they transition to new roles within a school or district.

“Institution” refers to any college or university of the Oklahoma State System of Higher Education listed in the State Regents’ policy (1.7).

“Institutional Director” is defined as the institutional administrator designated by the institution to assume responsibility for the conduct of the institution and its agents within this policy.

“Institutional Financial Aid” is monetary support funded through institutional or private sources.

“Intensive English Program (IEP)” is a program designed to provide English instruction for non-native speakers to adequately prepare them for collegiate level instruction in a short period of time.

“Intersession” is an academic term shorter than a traditional semester or summer session, generally between semesters or between the summer session and spring and fall semesters.

“In-state” status is a classification for a post-secondary student who has lived continuously in Oklahoma for at least 12 months not primarily as a post-secondary student and has established domicile in Oklahoma or meets requirements associated with in-state status including sections 3.18.4, 3.18.7 and 3.18.9. Students classified upon admission as in-state are eligible to apply for state scholarship and financial aid programs.

“International English Language Testing System (IELTS)” is the British Council’s English language assessment primarily used by those seeking international education, professional recognition, benchmarking to international standards and global mobility.

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“Joint Degree Program” is a program in which a student may study at two or more institutions and is awarded a single academic degree bearing the names, seals, and signatures of each of the participating institutions.

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“Lawful Permanent Resident” is a naturalized alien who has been granted official immigration status to live in the U.S. indefinitely and is evidenced by a lawful permanent resident card (also called a “green card”).

“Learning Site” is a site designated by the State Regents with the function and responsibility of ensuring that higher education needs are met either through programs offered by the designated institution or importing courses from other State System institutions. Designated learning sites include the 25 public colleges and universities and Ponca City.

“Liberal Arts and Sciences Courses” are those traditional fields of study in the humanities; social and behavioral sciences; communication, natural and life sciences; mathematics; and the history, literature and theory of the fine arts (music, art, drama, dance). Courses in these fields whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts and sciences for the purpose of this policy.

“Low Producing Programs” are undergraduate degree programs that do not meet the minimum criteria measures for enrollments or graduates as specified in this policy.

“Lower-Division Course Work” are courses numbered at the 1000 and 2000 level.

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## **M**

“Major” for the purpose of this policy is defined as courses in the discipline of the student’s declared program of study, excluding support courses, general education courses, and elective courses.

“Micro-credential” is a short-term, post-secondary recognition of validated, measurable, and assessed competencies that represent career-critical skills, knowledge, and competencies acquired through diverse learning methods, including non-traditional contexts.

“Mixed-Mode Course” see Blended Course.

“Mixed-Mode Program” see Blended Program.

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“National Council for State Authorization Reciprocity Agreements (NC-SARA)” is the administrative entity responsible for establishing SARA policies and standards and coordinating SARA efforts within the four regional higher education interstate compacts.

“Non-Degree Granting Activity” is defined as offering education or training that does not lead to an associate’s degree or higher.

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## **O**

“Oklahoma Technology Center” is a secondary and post-secondary, state accredited non-degree granting entity operating under the governance of the Oklahoma Department of Career and Technical Education .

“Oklahoma Tuition Equalization Grant Program” is a need-based program that awards grants to Oklahoma residents enrolled as full-time undergraduates at qualified Oklahoma not-for-profit, private/independent institutions of higher education.

“Online Delivery” for the purpose of this policy is defined as teaching and learning that occurs in an online environment through the use of the Internet or other computer-mediated format that results in the awarding of a degree.

“Online Program” is defined as a program that is offered in such a manner that an individual can take 100 percent of the courses for the major through online delivery or other computer-mediated format.

“Out-of-State” status means an individual does not meet in-state requirements defined in this policy.

“Out-of-State Public Institution” is defined by any public institution with a physical presence in Oklahoma that is established, operated, and governed by another state or any of its political subdivisions.

“Out-of-State Tuition Waiver” is the portion of tuition that is waived in excess of that paid by students classified as in-state. This is referred to as “Nonresident Tuition Waiver” in State Regents’ Fiscal policy.

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“Physical Presence” is defined as activities or operations at a geographic location in Oklahoma that require State Regents’ authorization.

“Posthumous Degree” is a nonacademic degree awarded to a deceased student who may not have completed the last one-third of their academic degree.

“Prerequisite” is a course or other requirement that a student must complete prior to enrolling in a specific course or program.

“Private Institution” is defined as an educational institution with a physical presence in Oklahoma, which is controlled by a corporation, a private individual(s) or by a non-governmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or non-profit.

“Professional Teacher Education Courses” are upper division courses that include specialized or advanced professional learning intended to help teachers, administrators and other educators improve their professional knowledge, competence, skills and effectiveness. These courses include, but are not limited to pedagogy, classroom management, professional methods, and other coursework leading toward certification as a public-school teacher, administrator or other school professional.

“Program” is a sequentially organized series of courses and other educational experiences designed to culminate in an academic degree or certificate. For purposes of this policy, instructional program, academic program, and course of study will be considered synonymous.

“Provisional Approval” is a designation of time given to new academic degree programs during which the degree program must meet minimum productivity criteria as requested by the institution and approved by the State Regents.

“Prior Learning” is acquired outside the sponsorship of legally authorized post-secondary and higher education institutions accredited as degree-granting institutions. The term applies to learning acquired from, but not limited to, work and life experiences, non-degree granting institutions, professional training, military training, or open-source learning.

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## **R**

“Region” will generally be the four quadrants of the state or other specifically defined area.

“Related Courses” for this policy refers to courses that share the same two-digit Classification of Instructional Program code.

“Retention/Graduation Grade Point Average” See Grade Point Average.

“Review Panel” is a three-member panel appointed by the Chancellor if the institution objects to the State Regents’ staff recommendation of one of the following: denial, non-renewal, or revocation of authorization. The review panel examines the State Regents’ staff report and rationale for the recommendations and makes a formal recommendation on the institution's status to the Chancellor for action by the State Regents.

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## S

“Semester” is the standard and traditional academic calendar unit which consists of a minimum of sixteen weeks in fall or spring, and 8 weeks in summer, excluding enrollment, orientation, intersession, and scheduled breaks.

“Spring Semester” is an academic term that begins by the first of January and ends prior to the first of June.

“Stand-Alone Certificate” is a credit-bearing post-secondary credential comprised of a course of study and is not identified as a subset of courses that are required for completion of a single existing undergraduate or graduate degree program.

“State” means any state, commonwealth, district, or organized territory of the United States.

“State Authorization Reciprocity Agreement (SARA)” is an agreement among member states, districts and U.S. territories that establishes comparable national standards for interstate offering of post-secondary distance education courses and programs.

“State Portal Agency” means the single agency designated by each SARA member state to serve as the interstate point of contact for SARA questions, complaints, and other communications.

“State System Institution” refers to any college or university of the Oklahoma State System of Higher Education listed in the State Regents *Governance* policy.

“Statewide Articulation Agreement” is a statewide agreement established in advance and approved by the State Regents, which includes participating State System of higher education institutions’ articulated technical courses meeting major degree requirements accepted in transfer from Oklahoma technology centers for a college technical certificate, an associate in applied science degree, or a technology baccalaureate degree.

“Statewide Technical Course Articulation Matrix” refers to the inventory of technical courses approved by specific academic year for transfer and applicable to technical degree major requirements within college technical certificates, associate in applied science, and technology baccalaureate degree programs within the Statewide Articulation Agreement. The matrix of approved technical courses is maintained online, reviewed at least annually, and updated as needed by the State Regents.

“Student Engagement and Satisfaction” are measures of current and former students’ perceptions of programs and services.

“Summer Session” is an academic term that begins about the last week in May or the first week in June and ends late July or early August.

“Supplemental Instruction” is a method of non-credit academic support that typically occurs alongside high-risk credit-bearing courses. Examples of supplemental instruction include, but are not limited to peer-led tutoring, instructor-led tutoring.

“Suspended Program” is a program that has been excluded from the institution’s academic degree program inventory and in which no new students may enroll.

“Synchronous” learning takes place when learners and/or instructors are in different geographical locations but are able to interact (or meet) in real-time using specific enabling technology.

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## T

“Teacher Candidate / Teacher Education Student (unless presented in the context of P-12 descriptors)” are used interchangeably and refer to a current college level student, not yet graduated, who has been admitted into a professional teacher education program and is being prepared to become a certified teacher.

“Technical” refers to courses, certificates, or degree programs that provide educational preparation for semi-skilled and skilled jobs that generally require education below the baccalaureate level and often involve some type of professional certification or state licensure in addition to education.

“Technology Baccalaureate Degree” is typically a credential requiring four years of full-time equivalent college work (at least 120 credit hours) in a technical-occupational area of specialization. The State Regents recognize this degree as a Bachelor of (Specialty), typically specified as a Bachelor of Technology, Bachelor of Applied Technology, Bachelor of Applied Science, or Bachelor of Applied Arts and Science.

“Test of English as a Foreign Language (TOEFL)” is the Educational Testing Service’s exam that measures the ability of non-native speakers of English to use and understand North American English as it is spoken, written, and heard in college and university settings.

“Traditional Off-Campus Courses and Programs” are those taught for credit at a location which is remote from the originating campus of a State System institution and is not considered part of the institution’s physical plant.

“Transcript” is the official document issued by an institution with student information that is a complete and accurate reflection of a student’s academic career. It includes information such as GPA, semesters of attendance, courses taken, grades and credit hours awarded, degrees received, academic standing, academic honors, and transfer information. The transcript may also include the CGPA.

"Transcript" for the purpose of this policy is defined as the official document issued by a state system institution or an Oklahoma career technology center with student information that is a complete and accurate reflection of a student's academic career. At minimum, an official transcript must include essential elements as referenced by the American Association of Collegiate Registrars and Admission Officers *Academic Record and Transcript Guide*. Detailed information is available in the State Regents’ *Academic Affairs Procedures Handbook* and online.

“Transfer Student” is any undergraduate student with greater than six attempted credit hours, excluding developmental education or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.

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## U

“Unaccredited” refers to institutions or entities that have not achieved the status of public recognition that an organization, which is recognized by the United States Department of Education for the purposes of accrediting institutions of higher education, grants to an educational institution that meets the organization’s standards and requirements.

“Undocumented Student” is a person who was born outside the jurisdiction of the U.S., is a citizen of a foreign country, and has not become a naturalized U.S. Citizen under U.S. Law and has entered the U.S. without documentation. Refer to 3.18.6.

“Uniformed Services” means the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

“Upper-Division Course Work” are courses numbered at the 3000 and 4000 level.

“U.S. Citizen” is a person born in the United States, a U.S. Territory or former U.S. Territory or who has been granted citizenship by the U.S. Government.

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## **Institution Acronyms**

Unless otherwise noted, the following acronyms for State System institutions are used in this handbook:

**CASC** – Carl Albert State College

**CSC** – Connors State College

**CU** – Cameron University

**ECU** – East Central University

**EOSC** – Eastern Oklahoma State College

**LU** – Langston University

**MSC** – Murray State College

**NEOAMC** – Northeastern Oklahoma A&M College

**NOC** – Northern Oklahoma College

**NSU** – Northeastern State University

**NWOSU** – Northwestern Oklahoma State University

**OCCC** – Oklahoma City Community College

**OPSU** – Oklahoma Panhandle State University

**OSU** – Oklahoma State University

**OSU-CHS** – Oklahoma State University Center for Health Sciences

**OSU-OKC** – Oklahoma State University, Oklahoma City

**OSUIT** – Oklahoma State University Institute of Technology

**OU** – University of Oklahoma

**OUH** – University of Oklahoma Health

**RCC** – Redlands Community College

**RSC** – Rose State College

**RSU** – Rogers State University

**SEOSU** – Southeastern Oklahoma State University

**SSC** – Seminole State College

**SWOSU** – Southwestern Oklahoma State University

**TCC** – Tulsa Community College

**UCO** – University of Central Oklahoma

**USAO** – University of Science and Arts of Oklahoma

**WOSC** – Western Oklahoma State College

## **Policy Exceptions**

State Regents' academic policies are designed to provide uniform guidelines for State System institutions in a variety of areas. Unless otherwise noted in policy, institutions are expected to adhere to all policies. In some cases, however, State Regents' standards are considered minimum, and institutions may request higher standards. Examples include higher minimum degree requirements and higher minimum admission standards.

To request higher standards, institutions must submit a request in writing from the president to the Chancellor for State Regents' consideration. The request will be placed on the State Regents' agenda and institutions will be notified in writing by the Chancellor of the State Regents' decision.

There are instances where individual institutions or student exceptions are warranted. The State Regents have delegated to the Chancellor the authority to approve policy exceptions that do not result in a broad scale circumvention of policy. To request a policy exception, institutions must submit a request in writing from the president to the Chancellor, including any necessary supporting documentation. Institutions will be notified in writing once a decision has been made.