



Chapter 15

Registrar Policy and Procedures

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Table of Contents

15.001 – Academic Year Definition.....	5
15.002 – Open Admission.....	6
15.003 – Residency.....	6
15.004 – Special Admission Categories.....	6
15.005 – Admission Requirements	7
15.006 - Application Requirements	7
15.007 - High School Curricular Deficiencies.....	8
Policy on Removing High School Curricular Deficiencies	9
Co-Requisite Course Placement.....	9
Results of ACCUPLACER Scores.....	10
Timely Completion of Co-Requisite Courses	10
15-008 – Special Admission Categories	10
International Students.....	10
Adult Admission.....	11
Home Study.....	11
Concurrent Students	11
Admission Criteria for Concurrent Students.....	12
Course Placement for Concurrent Students	12
Transfer Students.....	12
Accepting Transfer Credits.....	13
Non-Degree Seeking Students	13
Credit by Examination	13
15.009 – Educational Expenses	13
15.010 – Refund Policy.....	13
15.011 – Enrollment Policies	14
Advisement and Enrollment.....	14
Drop and Add	14
No Show	14
Course Load	15
Student Classification.....	15
Credit by Examination	15
Special Policies for English Composition.....	15
15.012 – Grading System.....	16

Incomplete (I) Grade	16
Withdrawal (W) Grade	17
Administrative Withdrawal (AW) Grade	17
Pass (P) or No-Pass (NP)	17
Audit (AU)	17
Grade Point Average (GPA)	17
Academic Forgiveness Provisions	18
Repeated Courses	18
Academic Reprieve	18
Academic Renewal.....	18
Grade & Academic Appeals	19
15.013 – Academic Retention Policies	19
Probation and Suspension	19
Reinstatement of Suspended Students.....	19
Admission of Students Suspended by other Oklahoma System Institutions	20
15.014 – Graduation Requirements	20
Student Responsibility.....	20
Catalog	20
Residence	21
Grade Point Average.....	21
Transcripts	21
Commencement Exercises	21
Transfer Articulation	21
15.015 – Honors and Awards	21
Honor Rolls	22
Outstanding Graduates	22
Honors Program	22
15.016 – General Education.....	22
15.017 - Learning Outcomes.....	23
Communication	23
Critical Thinking	23
Information & Technology Literacy.....	23
Quantitative & Scientific Reasoning.....	24
Culture, Global Awareness, and Social Responsibility	24

15.018 – Degree and Certificates Offered	24
Associate In Arts (A.A.) and Associate In Science (A.S.)	24
Associate in Applied Science (A.A.S.)	24
Certificates of Achievement or Mastery.....	25
University Parallel Programs (A.A. AND A.S.).....	25
15.019 – Gainful Employment Policy	25
15.020 – GED Availability Statement.....	26

15.001 – Academic Year Definition

Eastern Oklahoma State College operates on a semester system which includes two 16-week semesters and a summer 8-week semester. Eastern Oklahoma State College adheres to the State Regents for Higher Education’s policy regarding academic calendar standards and the calculation of a semester hour of credit. That policy is as follows:

- One semester of credit is normally awarded for completion of a course meeting for 800 instructional minutes, 50 minutes per week for sixteen weeks, exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.
- Laboratory credit is normally awarded at a rate not to exceed one-half the instructional rate. One semester-hour of credit is normally awarded for completion of a laboratory meeting a minimum of 1600 minutes, 100 minutes per week for sixteen (16) weeks.
- Block or alternative course schedules may also occur within the dates set forth for a semester or summer session. Courses offered during academic terms shorter than a semester will observe the same academic standards involving instructional hours per semester-credit-hour as those courses offered during a standard academic semester.

The chart is used to determine semester credit hour calculations.

Per semester	
1 credit hour	800 minutes
2 credit hours	1600 minutes
3 credit hours	2400 minutes
4 credit hours	3200 minutes
5 credit hours	4000 minutes
Per week (16 week semester)	
1 credit hour	50 minutes a week
2 credit hours	100 minutes a week
3 credit hours	150 minutes a week
4 credit hours	200 minutes a week
5 credit hours	250 minutes a week
Per week (8 week semester)	
1 credit hour	100 minutes a week
2 credit hours	200 minutes a week
3 credit hours	300 minutes a week
4 credit hours	400 minutes a week
5 credit hours	500 minutes a week
LAB CLASSES (Including activity HPER classes)	
1 credit hour	100 minutes per week for 16 weeks= 1600 minutes per semester

Further information is presented on the Higher Learning Commission’s Worksheet for Institutions on The Assignment of Credit Hours and Clock Hours and the Program Hour

spreadsheet (available upon request from the Academic Affairs Office). Eastern offers Certificate programs, Associate of Applied Science degrees, and Associate of Arts or Science degrees.

Tuition and fees are assessed to cover the cost of instruction and other student services. Students enrolling in 12 or more credit hours for the fall and spring semester are considered full time. All fees and charges are approved by Eastern Oklahoma State Board of Regents and presented to the Oklahoma State Regents for Higher Education. Tuition and fees are posted on the [college website](#) along with a [net price calculator](#) to assist stakeholders in determining the overall cost of attendance.

15.002 – Open Admission

Eastern Oklahoma State College is an “open admission” community college that serves two (2) broad categories of students in its academic programs.

- Traditional students who have recently graduated from high school
- Older students who are high school graduates or holders of a GED certificate

Placement tests are used in conjunction with secondary school records to determine appropriate course placement for admitted students.

15.003 – Residency

An initial determination will be made as to whether students will qualify as an Oklahoma resident is based on the policies of the Oklahoma State Regents for Higher Education. The burden of proof of residence shall be on the student. A resident of Oklahoma is someone who has lived in the state continuously for at least 12 months and whose domicile is in Oklahoma. It is the place where he/she intends to remain.

Some types of evidence that may serve as proof of a student’s residence in Oklahoma are year-round residence, ownership of property, registration for and voting in state general elections, filing an Oklahoma income tax return for the most recent calendar year, and payment of ad valorem property taxes. The institution shall be responsible for determining your intention to reside within the state upon completion of the academic program. It is this intention that shall determine the residency status of the student.

15.004 – Special Admission Categories

In addition to the “open admission” categories mentioned above, Eastern also welcomes admissions from the following categories subject to special regulations as explained later in this policy.

- International students
- Adult admission
- Home study

- Concurrent high school students
- Transfer students

15.005 – Admission Requirements

For information about admissions, call 918.465.1813 or visit www.eosc.edu. Individuals interested in attending Eastern are encouraged to visit the Office of Admissions/Registrar at the main campus in Wilburton or the reception areas in the McAlester, Antlers, or Idabel teaching sites. Please address inquiries and submit documents as follows:

Office of Admissions/Registrar
Eastern Oklahoma State College
Bill H. Hill Library Building, Suite 107
1301 West Main Street
Wilburton, OK 74578

15.006 - Application Requirements

All applicants to Eastern (except concurrent high school students) must submit the following items to the Office of Admissions/Registrar:

A **completed admission application form** (the form can be obtained in person at any Eastern campus, by mail from the address above or online at www.eosc.edu. Application forms are also available in the counselors' offices at many local area high schools). The application must be accompanied by a \$15.00 application fee. The application fee is non-refundable. The admission process will begin as soon as Eastern receives the application form. All other items must be submitted as indicated before admission to the College is final.

Official transcripts of all high school work.

- Applicants still in high school must submit a current transcript at the time of application and then submit a final transcript after high school graduation.
- Applicants who have earned a GED certificate are required to provide proof of their certification.
- High school transcripts are not required of applicants transferring to Eastern with at least 24 hours of acceptable core curriculum credit from a regionally accredited college or university.
- The student who has been home schooled or is a graduate of a private, parochial or other non-public high school, which is not accredited by a recognized accrediting agency, must satisfy the high school curricular requirements set forth by the Oklahoma State Regents, as certified by the school or parent for home study.

Documents supporting request for advanced standing credit, if any.

- Official reports of advanced standing credit tests with a score of three (3) or higher.

- Military transcripts. Documentation (DD- 214) of any military training that might qualify for credit in accordance with the American Council on Education (ACE) guidance. Please see the ACE Military Guide, chapter three, for details about credit by examination, by AP and other methods.

Official transcripts from all colleges or universities previously attended, if any. (Must be current and turned in no later than the end of the first semester of attendance.)

Test Scores for assessment and placement purposes.

- Recent High School Graduates: ACT (or SAT) scores must be submitted from a national test site or from a “residual” test administered at Eastern. COMPASS/ACCUPLACER testing may also be required as explained below under the Developmental Course Placement heading.
- Adult students (21 years or older): The COMPASS or ACCUPLACER test must be taken at Eastern unless the student submits a recent ACT (within 2 years prior to admission) or SAT score report from a national test.

Note: Transfer applicants who have completed at least 24 credit hours with a grade of “C” or better in English 1113 and English 1213 and Math 1513 (or the equivalent) could request to be exempt from taking additional testing. This request should be made to the Registrar.

15.007 - High School Curricular Deficiencies

All United States high school graduates entering Eastern and planning to pursue associate degrees are expected to meet the high school curricular requirements as set forth by the Oklahoma State Regents for Higher Education (OSRHE). Students who failed to complete the prescribed high school curriculum are required to remove the deficiency as explained in a later section.

Note for AAS students: Students in Associate in Applied Science programs are not required to fulfill the entire preparatory curriculum, but they must meet certain parts of it depending on their programs of study.

OSRHE COLLEGE PREPARATORY HIGH SCHOOL CURRICULUM

Subject	Units	Description
English	4	Grammar, Composition, Literature; should include an integrated writing component.
Lab Science	3	Biology, Chemistry, Physics or any lab science certified by the school district; No General Science with or without a lab.

Mathematics	3	Algebra I, Algebra II, Geometry, Math Analysis, Trigonometry, Pre-Calculus, Calculus, Advanced Placement Statistics.
History and Citizenship	3	Including 1 unit of American History and 2 units from the subjects of history, government, geography, economics, and/or non-western culture.
Additional	2	From any of the subjects above or computer science or foreign language.
Total	15	Total Required Units
Additional Unites are Recommended	4	2 units: Fine Arts (music, art, speech or drama) 1 unit: lab science (as above) 1 unit: mathematics (as above)

Policy on Removing High School Curricular Deficiencies

Students lacking in high school curricular requirements as set by the Oklahoma State Regents for Higher Education (see previous chart) can still be admitted to the Associate in Science or Associate in Arts programs if they remove these deficiencies by taking co-requisite courses. They must remove deficiencies in a discipline area (math and/or English) before taking collegiate-level work in that discipline. They must also take any co-requisite courses within the first twenty-four (24) credit hours of college.

Co-Requisite Course Placement

Co-requisite courses are designed for students who need additional preparation in English, and or Mathematics prior to taking college-level courses in these and related subjects. Students are placed into co-requisite courses while taking college level courses in these subjects because of high school curricular deficiencies and/or because of ACCUPLACER scores.

Eastern is using multiple measures for placement in co-requisite courses, as follows:

- Student has graduated high school AND has an unweighted GPA ≥ 3.0 AND has taken at least three (3) years of high school math (including Algebra II) and four (4) years of HS English = Student placed into credit-bearing math and English courses.
- Student has graduated high school AND has an unweighted GPA of 2.99 or lower AND has taken at least three (3) years of high school math (including Algebra II) and four (4) years of HS English = Student placed into credit-bearing math and English courses with co-requisite lab and math with co-requisite lab OR Survey of Math with no lab.

OR

- Student has taken the HS equivalency test AND scored GED (after 2014) > 501 or HiSET > 62 = Student placed into credit-bearing math and English courses.
- Student has taken the HS equivalency test AND scored GED (after 2014) 451-500 or HiSET up to 62 = Student placed into credit-bearing math and English courses with co-requisite labs.

If High School or GED review does not place the student into the credit-bearing math and English courses, ACT/SAT scores are used for course placement:

- Student has an ACT English 19+ = Student placed into credit-bearing English
- Student has an ACT Math 19+ = Student placed into credit-bearing math
- Student has an ACT English 18 and below = Student placed into credit-bearing English with co-requisite lab
- Student has an ACT Math 18 and below = Student placed into credit-bearing math with co-requisite lab

If both levels place student into co-requisite courses and the student wants to test out of these, then the student can take the ACCUPLACER test. The student's score will determine their course placement.

Results of ACCUPLACER Scores

Students who score below designated ACCUPLACER cut-off scores are placed into appropriate co-requisite courses. These courses must be satisfactorily completed prior to enrollment in credit-level courses as follows:

- Required co-requisite zero-level MATH (0122) must be completed while concurrently enrolled in any MATH course numbered 1000 or higher.
- Required co-requisite zero-level English (ENGL 0122) must be completed while concurrently enrolled in any ENGL course numbered 1000 or higher.

Timely Completion of Co-Requisite Courses

Students must complete all required co-requisite courses by the completion of twenty-four (24) semester credit hours in courses numbered 1000 or higher, or the student's enrollment will be restricted to zero-level courses only until all co-requisite requirements are met. Certain exceptions may be granted for students continuously enrolled in courses designed to remove deficiencies or for students with a deficiency in a single subject with written approvals from the student's advisor and the Vice President of Academic Affairs.

Zero-level (co-requisite) courses do not count in GPA and will not count toward completion of any certificate or associate degree.

15-008 – Special Admission Categories

International Students

International students who are interested in attending Eastern Oklahoma State College may call or write to request an admission packet or download it from the Eastern website at www.eosc.edu. International students who are already in the United States may transfer to Eastern by submitting an admission packet. Documents required for admission are listed below:

- Application for admission and \$15 application (enrollment) fee
- Verification of financial support

- An official TOEFL score report of at least 500 (paper) or 173 (computer) or 61 (internet based)*
- High school certification documents (i.e. transcripts, certificate of completion, etc.)
- I-20 transfer form (if transferring)

*IELTS, PTE Academic, or iTEP Academic assessments will also be accepted as an alternative to the TOEFL.

As an alternative, the international student may have a TOEFL score of at least 460 (paper) or 140 (computer) or 48 (internet based) plus proof of attendance of twelve (12) weeks of intensive English at an approved site within the United States.

Adult Admission

Any student who is not a high school graduate and has participated in the ACT program or similar standards of tests are eligible for admission to any of the community colleges in the State System. The president or the president's designee may allow exceptions on an individual student basis.

Home Study

An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission if they meet the following criteria:

- The student must have participated in the ACT or SAT program and achieved the requisite composite score.
- The student must satisfy the high school curricular requirements for the institution to which the student is applying, as certified by the school or for home study, the parent.

Concurrent Students

Eligible 11th or 12th grade students enrolled in an accredited high school may, if they meet the requirements set forth below, be admitted concurrently to Eastern:

All concurrent students must have a concurrent enrollment form signed by the high school principal or high school counselor stating they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year.

Also, the same concurrent enrollment form is required to be signed by the parent or legal guardian giving their permission. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of nineteen (19) semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three (3) semester credit hours of college work.

Concurrent students who are receiving instruction at home or from an unaccredited high school must have completed enough coursework to be equivalent to an individual classified as a junior or senior at an accredited high school.

Admission Criteria for Concurrent Students

Students must have:

- an unweighted 3.0 GPA OR
- a 19 composite ACT score (National or Residual ACT, including “super score” as calculated by ACT, and pre-ACT acceptable) OR
- a 900 total SAT or PSAT score

Course Placement for Concurrent Students

Option #1 Automatic Placement

To register in a credit-bearing course, the student must have:

- a 19 ACT/pre-ACT sub-score or a 501 SAT/PSAT sub-score or a passing Accuplacer score in the area of enrollment AND
- meet the Admission Criteria

Option #2 Specific Subject Placement

To register for a course that is NOT Mathematics or English (such as History, Psychology, Speech, Humanities, etc.), the student must:

- have an unweighted GPA of 3.0

To register for a credit bearing Mathematics course, the student must:

- be math proficient (19 ACT/pre-ACT sub-score OR 510 SAT/PSAT sub-score OR Accuplacer score) OR
- have an unweighted high school GPA of 3.0 or higher, AND have completed three (3) Math classes, one of which being Algebra II, with grades of B or better.

To register for an English Comp I course, the student must:

- be English proficient (19 ACT/pre-ACT sub-score OR 510 SAT/PSAT sub-score OR Accuplacer score) OR
- have an unweighted high school GPA of 3.0 AND have completed three (3) years of English, with grades of B or better.

Tuition Waiver for Concurrent Students

Any Oklahoma high school student who has completed the junior year but has not graduated from high school and meets the State Regent’s admission standards for concurrent enrollment for juniors and seniors is eligible for a limited general tuition waiver from Eastern.

Transfer Students

Eastern Oklahoma State College accepts transfer students who have completed college-level work at another regionally accredited college or university. Students with less than a 2.00 transfer GPA will need to see the Registrar to be admitted for the first semester at Eastern. The

student will be placed on academic probation. At the end of the first semester, a transfer student must have earned a semester GPA of at least 2.00 in college coursework, not including activity or performance courses. Students not maintaining these standards will be suspended.

Accepting Transfer Credits

Eastern Oklahoma State College uses the State Regents for Higher Education “Course Equivalency Project” (located on the OSRHE website) to evaluate all incoming transfer credits from Oklahoma colleges and universities. Out-of-state and foreign college/university transfer credit is evaluated by the Registrar on a student-by-student basis.

Non-Degree Seeking Students

Any student who wishes to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine (9) credit hours without submitting academic credentials except to show appropriate proficiency in certain courses (Math or English). Once a student has successfully completed the designated number of hours and wants to enroll in additional course work, he/she must meet the formal admission or transfer criteria for Eastern Oklahoma State College.

Credit by Examination

Eastern Oklahoma State College believes that students proficient in specific areas should have the opportunity to establish college credit through advanced standing examinations. A total of 30 semester hours may be earned through exams, including College Level Examination Program (CLEP), and College Board’s Advanced Placement Program (APP). Credit may also be given for military training. Students must submit a transcript from their branch of service. Transfer credit may also be given for technical courses toward an A.A.S. degree. Contact the Registrar’s office for accurate information concerning specific credits.

Credit by examination will not be posted to the Eastern transcript until a student has earned at least twelve (12) hours of college credit. Information on credit by examination can be obtained from the Eastern Testing Center.

15.009 – Educational Expenses

As a public institution, Eastern receives a portion of its operating funds from appropriations of the Oklahoma State Legislature as allocated by the Oklahoma State Regents for Higher Education. Additional funds come from grants, contracts, gifts, auxiliary functions, and, of course, student tuition and fees. On average, only about forty-five (45) percent of Eastern’s operating budget comes from tuition and fees paid by students, parents, scholarships, and financial aid.

15.010 – Refund Policy

During the “Drop/Add” period (the first two weeks of each fall and spring semester; the first week of the summer semester), a full refund is given for any reduction in the number of semester hours taken. Refunds are paid first to Financial Aid or Scholarship with the exception of non-refundable application fees.

IMPORTANT: Once the Drop/Add period is over, all charges become final, and no refunds will be given. Students are fully responsible for paying all tuition and fees due at the end of Drop/Add. Withdrawing from classes after the Drop/Add period has passed does NOT entitle a student to any refund.

NOTE: Special regulations apply to refunds of Title IV program funds. Details are available from the Office of Financial Aid. See the Financial Aid section of the catalog for more information.

15.011 – Enrollment Policies

Advisement and Enrollment

Students enroll (register for classes) at times indicated on the College calendar or at other times that may be announced. The schedule of classes is available on Eastern's website. Students must consult with an academic advisor prior to enrolling. To improve chances for academic success, enrollment should be completed prior to the beginning of the semester; however, late enrollment will only be allowed during the first week of the fall and spring semesters and the first two days of the summer semester. Schedule changes are allowed during the first two weeks of the fall and spring semesters and the first week of the summer semester, i.e. the "drop/add period."

Drop and Add

The drop/add period is the first two weeks of the fall and spring semesters or the equivalent period for shorter terms. The exact days for drop/add will be indicated in the published schedule on the web (www.eosc.edu). During drop/add students may modify their class schedules by adding or dropping classes or changing times for classes. Students may add classes for the first week of the fall and spring semesters and the first two days of the summer semester. All additions and changes are subject to space available. No tuition and fees will be charged or grades assigned for classes dropped during this period.

At the end of the drop/add period all schedules and charges become official and will be reflected on the students' account and on their transcripts. Students may not "drop" a class after the end of the drop/add period. Students may "withdraw" from class after the drop/add period until the 12th week of classes. Students are responsible for payment of any classes withdrawn from after the first two weeks of classes.

Drop/add and withdrawals are accomplished through the student's advisor or the counseling office. Once a student has completed their initial enrollment, the student may complete schedule changes online through their Self-Service account.

No Show

Students who have not attended classes or logged in to their online courses during the first two weeks of a 16-week semester will be dropped as a No Show. If a student is dropped from a course for non-attendance, they will not be allowed to re-enroll in the course that semester. Attendance requirements are explained in each course syllabus.

Course Load

A student is considered full time when enrolled in twelve (12) or more credit hours during a sixteen-week semester or in six (6) or more credit hours during the summer session. Normally, a student may enroll in no more than twenty (20) semester hours during a regular semester. Students with strong academic records can request permission from the Vice President for Academic Affairs for an overload to a maximum of twenty-four (24) semester hours.

Student Classification

- Freshman: Earned 0-31 semester hours
- Sophomore: Earned 32 or more semester hours
- Special Student: Already holding an associate degree or higher and taking additional courses but not seeking a degree or certificate. Students who accumulated fewer than nine (9) semester hours may also be classified by the Registrar.

Credit by Examination

In accordance with the Oklahoma State Regents for Higher Education Standards of Education Relating to Credit for Extra-institutional Learning, Eastern Oklahoma State College will award up to thirty (30) semester hours of credit by examination or experience through the following:

- **Standardized national tests** – This includes the College Level Examination Program (CLEP) and the College Board’s Advanced Placement Program (APP). (Consult the Testing Center for required test scores and corresponding Eastern courses.)
- **Military service** – Credit may be awarded using a Military transcript. The final evaluation of equivalency rests with Eastern Oklahoma State College.

Students must be enrolled at Eastern Oklahoma State College in order to receive credit. Credit by examination or experience will not be posted to the transcript until a student has earned at least twelve (12) hours of college credits taught at Eastern Oklahoma State College. Credit will not be awarded based on ACT scores alone.

Special Policies for English Composition

Credit by examination for ENGL 1113 may be received by one of the following means:

- Score of 3 on either AP English Language & Composition test OR AP English Literature & Composition.
- Score of 50 on CLEP College Composition exam.

Credit by examination for both ENGL 1113 and ENGL 1213 may be received by one of the following means:

- Score of 4 or 5 on either AP English Language & Composition test OR AP English Literature & Composition test.
- Score of 50 on CLEP College Composition exam.

15.012 – Grading System

Grade	Rate	Grade Point
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	No effect
W	Withdraw	No effect
AW	Administrative Withdraw	No effect
P/NP	Pass or No Pass	P- no effect NP – no effect
AU	Audit	Not Computed

NOTE: The standards for each grade in specific courses are established by the appropriate faculty members and are specified in course syllabi.

Incomplete (I) Grade

The grade of I may be assigned by the instructor with the approval of the division dean if, and only if, all the following circumstances are met:

- The student has satisfactorily completed a substantial portion of the work for the term, i.e. most of the course must be done, and the student must be passing at the time. The I is not a substitute for an F. (W is the appropriate grade if most of the work has not been completed.)
- An unexpected circumstance beyond the student's control has arisen that makes it impossible for the student to complete the course by the end of the term. (Procrastination and poor planning are not acceptable excuses for an Incomplete grade.)
- The student has contacted the instructor in a timely manner to request an Incomplete grade. It is the student's personal responsibility to contact the instructor* to request the Incomplete grade as soon as possible. Requests not made in a timely manner will be rejected.
- The instructor* and the student have completed, and the division dean has approved an I Contract form which clearly specifies the remaining work (examination, project, paper, etc.) and establishes a deadline for its completion (Not to exceed one year). The division chair will file the form with the Registrar.

It is the student's personal responsibility to work with the instructor* to fulfill the provisions of the I Contract. If the provisions of the contract have not been fulfilled by the deadline established, the Incomplete grade will become permanent. The student may petition the VPAA for an extension of the contract deadline in cases in which the circumstances that led to the grade of I turn out to be more serious and lengthier than anticipated. The approval of such an extension is at the discretion of the VPAA.

*If the instructor cannot be reached, it is the student's responsibility to contact the appropriate division office, the Registrar, or the Office of the VPAA to make alternate arrangements.

Withdrawal (W) Grade

The grade of W is assigned to students who officially withdraw from a class (or all classes) after the drop/add period and through the twelfth week of the regular semester (or the equivalent time for a shorter term.)* Students who quit attending class without submitting an official withdrawal form to the Registrar's Office will receive a grade of F unless an AW is assigned in accordance with the class syllabus and approval by the Office of the Vice President for Academic Affairs.

Sometimes a "withdrawal" is incorrectly referred to as a "drop." In the case of a "drop" the class does not appear on the transcript. This may occur only during the drop/add period (See above.) A "withdrawal" shows on the transcript with a grade of W.

*In extraordinary cases beyond the student's control such as serious injury or illness the Vice President for Academic Affairs may authorize a W after the twelfth week.

Administrative Withdrawal (AW) Grade

A grade of AW is assigned when a student is withdrawn from class due to the action of the College rather than the student's own initiative after the College's drop/add period. Instructors may administratively withdraw a student from a class for non-attendance after the drop/add period until the published final date to withdraw, typically the end of the 12th week in a 16-week semester. The AW may also be used by the administration in cases of student misconduct or in other extraordinary circumstances.

Pass (P) or No-Pass (NP)

Certain courses including co-requisite courses use grades of P or NP rather than A–F. The grades of P or NP are GPA neutral and are not calculated in the GPA. A grade of P is equivalent to a passing grade of C for evaluation purposes.

Audit (AU)

The grade of AU is assigned when a student chooses to audit a class, i.e. takes the class for no academic credit. The decision to audit must be declared with the Registrar prior to the end of the drop/add period.

Grade Point Average (GPA)

Grade points are computed by multiplying the number of points that a particular grade (A, B, C, D, etc.) carries by the number of credit hours in a course. The grade point average may be found by adding the grade points for all courses and dividing them by the total number of applicable credit hours attempted.

In determining the minimum GPA needed for graduation and in all aspects of probation and suspension policy explained below, performance courses and HPER activity courses are excluded from GPA calculation. It is important to note, however, that receiving D and F grades in those courses may be a factor in appeal deliberations.

Academic Forgiveness Provisions

Circumstances may justify a student being able to recover from academic problems in ways which do not forever jeopardize the student's academic standing.

Academic forgiveness may be warranted for **currently** enrolled undergraduate students in the three specific circumstances: Repeated Courses, Academic Reprieve, or Academic Renewal.

Repeated Courses

A student shall have the prerogative to repeat any courses up to 4 attempts, including the initial attempt, to achieve a higher grade. Only the highest grade earned of the 4 attempts will be used in the calculation of the GPA. Any attempt after the first 4 attempts will be used in the calculation of the GPA. All attempts shall be recorded on the transcript with the grade earned for each course listed in the semester earned. Exceptions to the limit of the number of attempts may be approved at the discretion of the Vice President of Academic Affairs or the Registrar.

Academic Reprieve

Academic reprieve is a provision allowing a student who has experienced extraordinary circumstances to disregard up to two semesters in the calculation of his/her GPA.

Requirements for academic reprieve include the following:

- Prior to requesting academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses
- The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours are included during the semester(s) for which a reprieve has been requested. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.
- The student must petition for consideration of academic reprieve to the Registrar's Office.
- All courses remain on the students' transcript but are not calculated in the student's GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

Academic Renewal

Academic renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Requirements for academic renewal include the following:

- At least three years must have elapsed between the last semester being renewed and the renewal request.
- Prior to requesting academic renewal, the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses.
- The request will be for all courses completed before the date specified in the request for renewal.

All courses renewed will remain on the student's transcript but are not calculated in the student's GPA. For information about academic renewal, contact the Registrar's Office.

Grade & Academic Appeals

Students who believe that they have been graded or otherwise evaluated unfairly should follow the procedures detailed in the Student Handbook.

15.013 – Academic Retention Policies

Probation and Suspension

A student is expected to maintain a satisfactory cumulative GPA in order to be in "good standing" and continue to be eligible to take classes at Eastern without restriction. The Registrar's Office will place a student on academic probation if they fail to meet the following requirements, excluding any courses repeated or reprimed.

Cumulative GPA

Credit Hours Attempted	Requirements
0-29 semester credit hours	1.70
30+ semester credit hours	2.00

Notice: Freshmen students with 30 or fewer credit hours and a GPA of 1.70 to 1.99 will be given "academic notice," which is a warning that they are not progressing satisfactorily even though they are not officially on probation.

Probation: Any student not maintaining satisfactory progress as indicated in the table above will be placed on academic probation. A student on probation will continue in that status until their cumulative GPA has reached 2.00 or until the student is suspended. Students on probation may be required to see special advisors and/or to engage in academic improvement activities.

Suspension: A student on probation* will be suspended following any semester during which their semester GPA is below 2.00. A student on probation will also be suspended if they withdraw from more than one class in a semester. (Exceptions to the one-withdrawal rule may be granted by the VPAA in cases involving extenuating circumstances beyond the student's control such as serious accident or illness.)

* For purposes of this policy, probation status includes students who have been readmitted following suspension but who have not yet returned to good standing.

Reinstatement of Suspended Students

First Suspension, one or more regular semesters out of college. A student suspended for the first time desiring to be readmitted following one or more regular semesters out of college must submit an appeal form to the Registrar, who will make the decision regarding readmission based on the student's plan for improvement.

First suspension, immediate reinstatement. A student suspended for the first time who wishes to

be readmitted immediately, i.e. without being out of college for at least one regular semester, may submit a letter of appeal to the Registrar who will along with the Vice President for Academic Affairs, decide if immediate readmission will be granted. Enrollment may be limited. Such appeals for reinstatement are only granted in extraordinary cases involving circumstances beyond the student's control such as serious illness or accident with strong indication that such circumstances that prevented academic success have been ameliorated.

Two suspensions. A student who has been suspended more than once may not return until the student has demonstrated, by attending another institution, the ability to succeed academically. In cases in which the original suspension(s) from Eastern occurred more than five years previously, the student may petition for readmission without attending another institution.

Three suspensions. A student who has been suspended three times will not be readmitted to Eastern.

Note: Students readmitted from suspension may have their enrollment restricted, may be required to see special advisors, and may be required to engage in academic improvement activities.

Note: Academic and Financial Aid Suspension are NOT the same. Please see the Financial Aid Section for more information.

Admission of Students Suspended by other Oklahoma System Institutions

A student suspended from any other Oklahoma State System institution may request, in writing, admission to Eastern. The Registrar will review requests. If admitted, the student will be placed on probation. The students must meet the standards required of all readmitted suspended students.

15.014 – Graduation Requirements

Student Responsibility

It is the student's responsibility to take the proper courses required for completion of an associate degree or certificate as indicated in the appropriate Academic Catalog. Advisors are available to assist students and provide guidance, but the responsibility to make sure that all requirements for graduation are met rests explicitly with the student.

Catalog

The Academic Catalog is the official statement of curricula and other academic policies. Any changes made during the course of the catalog year will be posted in the Registrar's Office. The official catalog in effect at the time of admission or readmission (the result of a break in enrollment other than summer) is the catalog that identifies specific requirements for a degree. When a student cannot complete degree requirements due to the College's failure to offer a course or other College action, the Registrar, with the approval of the Vice President for Academic Affairs, will make reasonable substitutions.

Residence

To earn an Associate Degree from Eastern, a student must have met the residence requirement by completing at least 25% of credit hours for degrees and certificates at Eastern.

For purposes of the residence requirement, all classes at the main campus, McAlester teaching site, Antlers teaching site, S.O.S.U. McCurtain County Campus, and online are considered in residence.

Grade Point Average

A grade point average (GPA) of 2.00 or higher is required to earn an associate degree or academic certificate. This graduation GPA includes all course work attempted but excludes the lower repeated course grades of any course repeated and any courses officially reprieved or renewed. It excludes physical education activity courses. The neutral grades of P, NP, W, AU, or I will not influence the overall average.

Transcripts

The Eastern transcript will indicate the degree or certificate earned. For transfer hours to be posted to the transcript and applied toward graduation, the Registrar of Eastern Oklahoma State College must receive an official sealed (non–student version) copy of the transcript from the other institution.

The Registrar’s Office will send the student’s transcript upon the student’s request to any college or agency named.

Commencement Exercises

Commencement exercises are held at the end of the Spring Semester. All candidates for associate degrees and certificates are expected to be present for Commencement. Caps and gowns are purchased through the College bookstore. Students wishing to graduate must follow all degree check regulations established by the Registrar.

Transfer Articulation

The Oklahoma State Regents for Higher Education (OSRHE) has provided a policy of articulation among the higher education institutions of the State System. Any student who completes an Associate in Science (A.S.) or Associate in Arts (A.A.) from a state supported two-year college will not be required to complete the specific general education requirements of the state university institution to which the student transfers as long as the student transfers into a program in the university’s college of arts and science.

Eastern also endeavors to establish productive articulation relationships with universities to facilitate smooth transfer for associate degree graduates seeking bachelor’s degrees. See an advisor for assistance.

15.015 – Honors and Awards

Honor Rolls

The President's and Dean's Honor Rolls are announced at the close of each semester. Students who have completed twelve (12) or more semester hours of credit excluding HPER activity courses are eligible. A student must earn a 4.00 GPA to be named to the President's Honor Roll and a 3.00 GPA with no grade lower than a "C" to be named to the Dean's Honor Roll.

Outstanding Graduates

The top ten percent of the graduating class, Honors Program graduates, and Outstanding Division graduates are given special recognition at commencement.

Honors Program

The Honors Program at Eastern offers exceptionally capable students the challenge and opportunity to enhance their academic talents and careers. Through its curriculum of enriched studies, the Honors Program emphasizes four goals: (1) to recognize excellence in scholarship, (2) to reward distinguished achievement, (3) to direct intellectual curiosity toward continued accomplishment, and (4) to equip students with the tools to succeed in honors programs at receiving institutions.

Visit the Eastern website for additional information on the Honors Program.

Successful completion of the Eastern Honors Program entitles graduates to have their diplomas and transcripts so noted by the designation "Honors Program Graduate." Completion of the program requires earning 12 hours of designated Honors classes with a 3.00 GPA and maintaining an overall GPA of 3.50 and demonstrating writing proficiency. The Honors Program Coordinator will supply a specific list of required and optional Honors courses.

All Honors Program students are expected to earn and maintain active membership in Phi Theta Kappa, the international honor society for two-year colleges. Students who fail to maintain the Honors Program GPA standards are subject to program probation and eventual program dismissal if the GPA is not raised to the appropriate level. Acceptance into the Honors Program is competitive, and members are chosen from among applicants who meet at least two of the following criteria:

- Composite score of 25 on the ACT (or 1140 SAT)
- High school grade point average of at least 3.70 or ranking in top 10% of graduating class
- 3.50 GPA on previously completed college course work
- Special talent or ability as demonstrated through portfolio, projects, auditions, awards, etc.

All honors courses will be marked as such on the transcript.

15.016 – General Education

In accordance with the policies of the Oklahoma State Regents for Higher Education (OSRHE) and the accreditation standards of the Higher Learning Commission of the North Central Association, all of the degree programs of Eastern Oklahoma State College contain a significant

general education component. For A.A. and A.S. degrees at Eastern, at least 40 semester credit hours must be in general education courses. For A.A.S. and certificates, the general education portion is reduced, but it remains an important part of the collegiate academic experience.

General education in the college curriculum 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 the twenty-first century. General education, with its foundation in the liberal arts and the addition of new disciplines not traditionally associated with liberal studies, seeks to provide today's college student with an education that moves beyond a narrow self-orientation into a position of grasping educational knowledge and experience that is significant for the individual to function adequately in his or her relationships to the global community.

The faculty of Eastern Oklahoma State College expresses the broad purposes of general education by specifying **Five Student Outcomes for General Education**. With these outcomes in mind, the end result of general education, with its emphasis on the need for both practical and liberal learning, should provide a foundation for continued study and to increase the capacity of graduates to live meaningfully in relation to others.

15.017 - Learning Outcomes

Communication

Students will employ effective written and oral communication skills in order to convey clear and organized information to target audiences. Toward attaining this goal, students will:

- Communicate effectively using listening, speaking, reading, and writing skills.
- Develop precision, clarity, and fluency in writing.
- Develop accuracy, conciseness, and coherence in spoken communication.
- Demonstrate competence in verbal and nonverbal communication.
- Demonstrate logical organization, coherent thinking, and precision in writing.
- Use standard English in academic and professional settings.

Critical Thinking

Students will practice analytical and evaluative thinking with a view toward continuous improvement. Toward attaining this goal, students will:

- Independently identify problems and pose questions
- Gather, read, evaluate, and integrate relevant information
- Explore alternative perspectives and their implications
- Draw well-reasoned conclusions.

Information & Technology Literacy

Students will legally and ethically retrieve and utilize information competently using critical evaluation and discipline-appropriate technology to meet a variety of professional and personal needs. Toward attaining this goal, students will:

- Identify information needs
- Locate, evaluate, and appropriately use information
- Communicate information using appropriate technologies
- Utilize technologies to organize concepts and ideas
- Utilize technologies to learn and problem-solve
- Demonstrate an awareness of the ethical, legal, and social/cultural responsibilities in the use of information and technology.

Quantitative & Scientific Reasoning

Students will apply appropriate mathematical and scientific concepts and processes in order to interpret data and solve problems based on verifiable evidence. Toward attaining this goal, students will:

- Describe and delineate the components of the scientific method
- Apply scientific and mathematical methods to solving problems
- Collect, graph, and summarize data and make relevant observations and statements of results and formulate questions
- Evaluate evidence and determine if conclusions based upon data are valid and reliable
- Distinguish sound scientific works from non-scientific works.

Culture, Global Awareness, and Social Responsibility

Students will recognize the beliefs, behaviors, and values of diverse cultures from a global perspective. Students will recognize the value of meaningful civic and scholarly activities. Toward attaining these goals, students will:

- Display basic knowledge of social, political, economic, and historical concepts as they relate to the United States
- Identify the responsibilities and choices of involved citizenship
- Examine the global interdependence of humanity
- Explain social and cultural customs within their historical context
- Recognize and assess the significance of cultures and societies and describe the commonalities/differences among cultures from a global perspective.

15.018 – Degree and Certificates Offered

Associate In Arts (A.A.) and Associate In Science (A.S.)

The curricula for the A.A. and A.S. degrees are designed to provide freshman and sophomore coursework for students who plan to transfer to universities and four-year colleges to complete their bachelor's degrees. These are called "University Parallel" programs. A degree is classified as Associate in Arts or Associate in Science depending on content. Eastern follows the guidelines of the Oklahoma State Regents for Higher Education and works closely with universities to facilitate a smooth transfer process in many academic majors.

Associate in Applied Science (A.A.S.)

The A.A.S. degree is designed for students who want to enter the workforce immediately upon graduation in occupational and technical fields. Although A.A.S. degrees contain fewer

university transferable credit hours than the A.A. or A.S., significant portions of the A.A.S. will transfer for students who decide to pursue baccalaureate degrees.

Certificates of Achievement or Mastery

A student who successfully completes an approved academic educational program of less than associate degree length will be awarded an appropriate Certificate of Achievement or Mastery.

University Parallel Programs (A.A. AND A.S.)

A.A. and A.S. degree programs are designed for students who want to complete their freshman and sophomore years at Eastern and then transfer to a university to complete their bachelor's degrees. Eastern works closely with East Central University, Southeastern Oklahoma State University, Oklahoma University, Oklahoma State University, and many other universities to ensure that students may transfer smoothly and efficiently in their majors. Academic advisors and the Enrollment Counselor Office provide guidance to help students prepare for transfer. It is usually best to complete the A.A. or A.S. degree prior to transfer because the general education portion of the bachelor's degree can be "locked in."

Eastern offers university parallel degrees, options, and tracks for students.

NOTE: Eastern programs and curricula are subject to change by the Eastern Oklahoma State College Board of Regents with the approval of the Oklahoma State Regents for Higher Education. The College will endeavor to work closely with ongoing students to minimize or eliminate any inconvenience caused by program changes. Students currently enrolled in a degree plan will retain the option to complete the requirements under their original degree plan.

15.019 – Gainful Employment Policy

Eastern Oklahoma State College will publicly make available the following information for prospective students on the institution's website and program-specific promotional materials for each of its "Gainful Employment" programs, as designated by the U.S. Department of Education. Eastern will use the disclosure form issued by the U.S. Department of Education to provide the information.

- The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor's O*NET Web site or its successor site.
- The on-time graduation rate for students completing the program.
- Normal time to complete the program (in weeks, months or years).
- The tuition and fees the institution charges a student for completing the program within the normal time.
- The typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable.
- The job placement rate for students completing the program, if required by the state or accreditor.

- The median loan debt incurred by students who completed the program (separately by Title IV loans, private loans, and institutional debt).
- Other information the U.S. Department of Education provided to the institution about the program.

15.020 – GED Availability Statement

After July 1, 2012, students seeking federal financial aid at Eastern Oklahoma State College must have a high school diploma or GED. If a student does not have a high school diploma or GED, they can be directed to the following location for information about the GED training program:

McAlester Adult Learning Center
2801 N. A. Street
McAlester, OK
Phone: 918-423-4008

Idabel Adult Learning Center
1203 SE Quincy Street
Idabel, OK
Phone: 580-286-3056