

## Oklahoma State University Policy and Procedures

<b>ADMISSION OF FIRST-TIME-ENTERING UNDERGRADUATE STUDENTS</b>	<b>2-0801 ACADEMIC AFFAIRS February 2009</b>
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### POLICY

1.01 First-time freshman must meet the criteria for both the high school curricular requirements and the high school performance requirements set forth in the Oklahoma State Regents for Higher Education (OSRHE) policy on Institutional Admission and Retention.

1.02 Students must meet the criteria for regular admission to OSU as approved by OSRHE (admission based on ACT/SAT; high school GPA and class rank; or GPA in core high school courses and ACT/SAT) or through one of the special admission categories outlined below.

- A. OSRHE authorized OSU to admit students whose academic profile falls between current OSU admission standards and the minimum State Regents' standards for admission to a research university after review of cognitive and non-cognitive factors.
  
- B. OSRHE policy authorizes universities, within prescribed limits, to alternatively admit freshmen students who do not meet the regular admission standards adopted for the college or university. OSRHE requires universities to develop admission criteria that are "oriented to identifying those students who:
  1. have a reasonable chance for academic success;
  2. have unusual talent or ability in art, drama, music, sports, etc; or
  3. are educationally or economically disadvantaged and show promise of being able to succeed in a program or curriculum at the institution where they desire to enroll."

1.03 According to OSRHE policy, students wishing to enter under the alternative admission category should be given the opportunity to convince the institution of their ability. In addition, the institution must have implemented programs designed to assist first-year students making the transition to college both academically and socially. The objective of these procedures and programs is to increase the success rate of students as measured by the increase in the retention and graduation rates of all students and particularly minority students. It is intended that the alternative admission opportunities be equitably utilized and proportionately representative of different types of students with unusual talent or abilities who do not otherwise meet State Regents' admission standards. Waivers shall not be awarded in significant disproportion for scholarship athletes. It shall be used to promote the system goal of social justice.

1.04 English language proficiency of international students and non-native speakers of English must satisfy OSRHE policy. Any exceptions to this policy must be reviewed and approved by the Vice President for Academic Affairs (VPAA).

## **PROCEDURE FOR REGULAR ADMISSION**

2.01 The Office of Undergraduate Admissions will review applications and admit students who meet regular OSRHE criteria for admission to OSU. The students' admission will be based on either their SAT or ACT test score, their grade point average (GPA) or their class rank from an accredited secondary institution, or a high school equivalency certificate based on the GED. A GED recipient's high school class must have graduated to be eligible for admission to the university.

2.02 An Admissions Review Committee will be appointed by the VPAA to review all other applications for admission. The committee will consist of a representative from Undergraduate Admissions, Faculty Council, University Academic Services, Academic Services for Student Athletes, Institutional Diversity and Student Affairs. The committee will be chaired by the Associate Vice President for Undergraduate Education.

2.03 Students whose academic profile falls between current OSU admission standards and the minimum State Regents' standards (a minimum of 22 ACT/1020 SAT or an unweighted high school core curriculum GPA of at least 3.0) must submit responses to a series of questions designed, tested and utilized by other institutions to assess the cognitive and non-cognitive factors leading to academic success and persistence.

- A. The answers to the questions will be scored by a minimum of two trained readers. Students will be assessed based upon these criteria: (1) the student as a unique, contributing individual; (2) the student's accomplishments, perspectives, experiences and talents; (3) achievements within the context of the student's social and personal circumstances; (4) participation in activities that develop academic, intellectual and leadership abilities. If the readers are not in agreement, a third reader will score the responses.
- B. Applications will be evaluated based on the following non-cognitive variables: (1) positive self-concept; (2) realistic self-appraisal; (3) success at handling the system; (4) preference for long-term goals; (5) availability of a strong support person; (6) leadership experience; (7) community involvement; (8) knowledge acquired in a field. An applicant's cognitive variables will also be evaluated based on GPA, core GPA, test scores, and academic rigor.
- C. These candidates will be reviewed by the Admissions Review Committee to determine their admissibility to the institution. If the Committee deems the student a candidate for regular admission, the student will be advised by the Office of University Academic Services for at least one semester. These students must complete 12 hours of 3.0 or 24 hours of a 2.0 graduation/retention GPA and remediate all basic academic skills and/or curricular deficiencies before transferring to an academic college. They also must decide on a major for which they meet the college/departmental

requirements. A few exceptions can be made to allow earlier transfer of students who have specific needs (e.g., financial aid) to declare a major.

2.04 A GED recipient, graduate of an unaccredited high school or home schooled student whose high school class has not graduated may be reviewed by the Admissions Review Committee for regular admission to the university if they present (1) a minimum score of 24 ACT/1090 SAT if the student is 17 years of age or older or (2) a 25 ACT/1130 SAT if the student is 16 years of age or younger. If the high school class has graduated, these students must present a minimum score of (1) 24 ACT/1090 SAT or (2) 22 ACT/1020 SAT and responses to the questions described in 2.03 to be considered for regular admission.

2.05 In order to be reviewed by the Admissions Review Committee, completed applications must be received by the Office of Undergraduate Admissions at least 10 working days before the first day of the term.

2.06 Review by the committee does not guarantee admission to the university. Applicants may submit one request for an appeal by submitting an appeal form and additional information to explain the support the applicant will receive to be academically successful. The Admission Review Committee decisions are final and may not be appealed further.

### **PROCEDURE FOR ALTERNATIVE ADMISSION**

3.01 OSU is authorized by OSRHE to alternatively admit a number of freshmen students, never to exceed 8 percent of the previous first-time-entering fall freshmen class, provided that the students meet all of the criteria set forth below:

- A. The individual must have graduated from an accredited high school or completed a GED. (If the applicant graduated from an unaccredited high school or home school program they may not be alternatively admitted unless they complete a GED.)
- B. The individual must have participated in the ACT or SAT program.
- C. The individual must have maintained an average of "C" or above in the four years of high school study (2.0 or higher on a 4.0 scale).
- D. The individual must submit responses to a series of questions designed, tested and utilized by other institutions to assess the cognitive and non-cognitive factors leading to academic success and persistence.

3.02 Students who do not meet any of the criteria for regular admission (e.g., 21 or less on the ACT/980 or less on the SAT, an unweighted GPA below 3.0 in core curriculum courses) or were not selected for regular admission (see 2.03) may be reviewed for alternative admission by the Admissions Review Committee.

- A. The Admissions Review Committee may authorize the Office of Undergraduate Admissions to alternatively admit students who meet specific criteria (e.g., students who meet all the following criteria: an unweighted core GPA of at least 2.5, an ACT

of at least 20/SAT of at least 950, and require completion of no more than one remedial course).

- B. Candidates who do not meet the criteria for alternative admission above may be reviewed by the Admission Review Committee by submitting responses to the series of questions included in the admissions application packet. The responses to the questions will be scored as described in 2.03.
- C. If a department or faculty member supports the student's admission, letters of support must be included in the materials to be evaluated by the Admissions Review Committee. Review by the committee does not guarantee admission to the university.

3.03 Applications for prospective alternative admission students who present an ACT composite score less than 17 or an SAT score less than 820 will be reviewed by the Admissions Review Committee. For these students the committee will review the standard admission credentials along with any additional documentation (i.e., letters of recommendation, etc.) submitted by the applicant or department to explain the support they will receive to be academically successful. The number of special talent students admitted through this review process will be limited by the VPAA.

3.04 Students who are alternatively admitted will be advised by the Office of University Academic Services (UAS). UAS will help the student make full use of existing programs and services available at OSU to ensure the student has every opportunity to succeed in an academic program.

3.05 To ensure adequate consideration for the welfare of alternative admission students as well as the academic standards of the University, the following procedure will apply:

- A. All alternative admission students must be advised by University Academic Services during their initial enrollment.
- B. Alternative admission students must complete 12 hours of 3.0 or 24 hours of a 2.0 graduation/retention GPA and remediate all basic academic skills and/or curricular deficiencies before transferring to an academic college. They also must decide on a major for which they meet the college/departmental requirements. A few exceptions can be made to allow transfer of students with 12 hours, a 2.0 graduation/retention GPA and completion of curricular remediation such as: students with financial aid who are pursuing Professional Pilot/Aviation Education, students who could receive special college or departmental scholarships or aid upon transferring, or those who have other specific needs to declare a major.
- C. Alternative admission students will follow the same retention standards as regular admission students.
- D. If the student's special talent is of an athletic nature, the student athlete must be an NCAA qualifier in order to be considered by the Admission Review Committee.

3.06 For a GED candidate to be considered for admission prior to the expected date of graduation from high school or if the candidate does not achieve the minimum test scores for regular admission, their academic credentials, a personal statement of preparedness for the rigors of university academic life and their responses to a series of questions included in the admissions application packet must be submitted to the Office of Undergraduate Admissions for review by the Admissions Review Committee. The responses to the questions will be scored as described in 2.03. If a department or faculty member supports the student's admission, letters of support must be included in the materials to be evaluated by the Admissions Review Committee. Review by the committee does not guarantee admission to the university.

3.07 In order to be reviewed by the Admissions Review Committee, completed applications must be received by the Office of Undergraduate Admissions at least 10 working days before the first day of the term.

3.08 Unsuccessful applicants for alternative admission may submit one request for an appeal by submitting an appeal form and additional information to explain the support the applicant will receive to be academically successful. The Admission Review Committee decisions are final and may not be appealed further.

3.09 It shall be the responsibility of the Office of Institutional Research and Information Management to monitor the progress of students and to maintain statistical summaries to be used in evaluating the success of these admissions programs.

Revised:  
October 2008

Approved:  
Directors of Student Academic Services, November 2008  
Instruction Council, January 2009  
Council of Deans, January 2009