

# *General Degree Information*



# General Degree Information

## Academic Advisement

The University of Central Oklahoma's Center for Undergraduate Academic Advisement is located in Room 121 of the Nigh University Center. Here, students can obtain information about the university's undergraduate degree programs. The center is staffed by professional academic advisors whose purpose is to assist with the development and achievement of students' academic goals. Advisors are excellent resources for academic information and decision making strategies. The College of Liberal Arts, the College of Business, and the College of Fine Arts and Design all have College Success Advisors located in their respective buildings. They can assist with degree planning and connecting students to transformative learning opportunities on campus.

It is the student's responsibility to select classes each semester. From the student's first enrollment at the University of Central Oklahoma, a goal of the enrollment process is to encourage personal and academic self-sufficiency and self-confidence. Students are encouraged to personally visit with their advisor at least once each semester.

The university catalog is the source of information for academic rules, regulations, procedures, and programs. Students are responsible for identifying and completing the requirements of their degree programs. Accuracy of the student's class schedule, as well as processing of withdrawals and schedule changes, is the student's responsibility.

## Declaring a Major

Students indicate their educational intentions on the application for admission. This educational intent or goal is discussed with the academic advisor, who assists the student in selecting a program or identifying related courses. An appropriate major code, reflecting the student's choice of program, is recorded in the student information system by the academic advisor.

Students wishing to change their major/degree programs or educational intentions must complete a "Change of Major/Minor" form available in the Center for Undergraduate Academic Advisement, in the Nigh University Center, Room 121 or complete the form online at [www.uco.edu/advisingforms](http://www.uco.edu/advisingforms).

A student may earn a degree with multiple majors, multiple minors or a major and a minor. See Academic Affairs policy 1.7a and 1.7b for more information.

A Bachelor of Science degree with a major in General Studies cannot be earned as a second or subsequent degree or a dual degree nor can it be part of a double major.

## Discontinued Major

A student has three years to complete a degree after a major has been inactivated. A student may not declare a major that has been inactivated, regardless of the student's catalog year.

## Catalog Applicability

The set of degree requirements needed for a student (graduate or undergraduate) to complete a degree is initially determined by the catalog in effect the first semester matriculated by the student.

Students in consultation with the academic advisor may elect a more current catalog. All degree requirements in the effective catalog must be met. Students who have had a break in enrollment at UCO for two or more years (from the end of the last semester in which they were enrolled) will be required to meet current requirements when they return.

In no case shall the University of Central Oklahoma be obligated to make degree requirements in effect at the time of a student's first enrollment applicable to that student for more than 10 years.

## My Degree Plan (Degree Audit)

My Degree Plan is an individualized degree audit for students using their specific major and catalog year. Each degree Plan report includes detailed information such as completed major requirements, the courses applied to each requirement, the semester courses were taken, the grade in each course, and the requirements that remain incomplete. The online degree audit can be a useful tool in the advisement process, but it is not an official degree check and should not replace other valuable university resources. Students may view their individual Degree Plan online by clicking the My Degree Plan link under Registration Tools in uconnect.uco.edu or by visiting the direct link at [mydegreeplan.uco.edu](http://mydegreeplan.uco.edu). An academic advisor can assist individual students with interpreting their Degree Plan.

## Academic Degree Requirements

General requirements for a bachelor's degree at UCO:

### A. Credit Hour Minimums:

1. 124 total college level semester hours.
2. 30 semester hours at UCO, exclusive of extra-institutional credit.
3. 15 of the last 30 semester hours applying toward a degree must be completed at UCO.
4. 60 semester hours, excluding physical education activity courses, must be earned from colleges that award bachelor's degrees (senior colleges/universities).
5. 40 semester hours, excluding physical education activity courses, must be at the upper division (3000 and 4000) level.
6. 15 semester hours of major courses must be at the upper division (3000 and 4000) level.
7. 10 semester hours in the major must be in residence at UCO.
8. 6 semester hours in each minor must be at the upper division (3000 and 4000) level and 6 semester hours must be in residence at UCO..

### B. Credit Hour Maximums:

1. Up to 4 of the 124 semester hours required for graduation may be physical education activity courses.
2. Up to 6 semester hours of workshop credit (courses numbered 3000 – 3006) may apply toward the degree.

### C. Double Counting of Courses:

1. Double counting or allowing courses to overlap from one area to another will be permitted in the following undergraduate degree components: multiple degrees; double (or multiple) majors; multiple minors; a major and a minor; the university core curriculum and a major and/or a minor.
2. A course may not count in more than one area of the university core curriculum.

3. Double counting is not allowed between a General Studies major and another major or minor.
  4. Double counting is not allowed between the university core curriculum and a major in General Studies.
  5. Double counting does not reduce the total number of hours in general university requirements such as total hours required or upper division hours.
  6. Double counting is not allowed between the Professional Teacher Education (PTE) component and the corresponding major requirements of the degree.
- D. **Other Regulations:**
1. Extra-institutional examination credits such as CLEP, AP, etc., are not considered residence credit at UCO.
- E. **Computer Proficiency:**  
Students admitted after Fall 1998 must demonstrate computer proficiency as defined by the Oklahoma State Regents for Higher Education.
- F. **Minimum Grade Point:**  
Each degree program in the UCO undergraduate catalog specifies minimum grade point averages for: (1) major course work, and (2) total coursework, exclusive of physical education activity courses. All programs require a minimum 2.00 GPA for all UCO courses taken, unless otherwise specified at a higher GPA.

## Second Bachelor's Degree

Students may become eligible for a second or an additional bachelor's degree that differs from each previously awarded degree (as defined by the University of Central Oklahoma) by meeting the degree requirements listed under the Academic Degree Requirements section of the undergraduate catalog in addition to all applicable course work and grade point requirements. All prior undergraduate coursework will be considered, and applicable work will satisfy degree requirements for the additional degree.

Minimum requirements for the second (or additional) bachelor's degree include:

- 30 credit hours in residence exclusive of extra-institutional credit\*
- Complete at least 15 additional hours in the college of the second degree. The 15 hours must be in addition to the total number of hours completed by the student for the previous degrees.
- 15 hours of the 30 must be completed at the 3000-4000 level
- GPAs required for the degree/major (overall GPA, major GPA, and UCO GPA)

A second bachelor's degree with a major in General Studies is not available.

\*Any remaining course work beyond the courses in the major to fulfill the 30 credit hour minimum would be identified on a contractual basis between the student and the department chair offering the major. The agreement is initiated in the Center for Undergraduate Academic Advisement, must have department chair and student signatures, and becomes official when received by the academic advisor.

## Medical Students Baccalaureate Degree

Some UCO students are accepted early to medical and allied health professional schools (e.g. Dentistry, Medicine, Osteopathic Medicine, Veterinary Medicine, Physician's Assistant, Chiropractic Medicine) prior to earning a bachelor's degree. They will be

allowed to transfer the first year medical course work toward the award of a bachelor's degree. Transfer of up to thirty credit hours will be considered elective credit unless the department chair from the major of the bachelor's degree determines that specific medical school course work may substitute for or count toward a major course requirement.

To be eligible, students must have successfully completed the following minimum requirements from UCO before admission into the professional program:

1. 94 credit hours total;
2. 30 credit hours in residence at UCO;
3. 15 credit hours of upper division in the major;
4. 50% of the total major credit hours;
5. All regular degree requirements, including general education.

Students must apply for their bachelor's degree within two years of completing their UCO work, but no later than graduation from medical school.

## Graduation and Commencement Information

Degrees are conferred at the close of the fall, spring, and summer terms. Commencement ceremonies are held in the fall and spring semesters only. Summer graduation candidates must apply for summer graduation but will participate in the spring ceremonies. The \$45 early graduation fee will be applied to the student's account when Graduation Services begins processing the application. Students earning concurrent degrees will be charged two application fees and will receive two diplomas. All fees may be paid online or at the Cashier's window on the first floor of the Nigh University Center. More information regarding graduation and the graduation application can be found at <http://www.uco.edu/central/graduation/undergraduate/index.asp>.

Students apply online for graduation prior to the semester in which they plan to graduate. They should apply no later than July 1, 2017, for fall 2017, no later than November 1, 2017 for spring 2018, and no later than March 1, 2018 for summer 2018 in order to avoid an additional late fee. Students applying for graduation later than the deadlines above will be charged an additional \$25.00 above the early graduation fee. Students who complete their degree requirements should receive diplomas by mail approximately five to six weeks following the last day of class in the semester in which they graduate.

If there are no missing requirements, transcripts reflecting notations of degrees earned in the previous semester are available approximately one week after the close of each term (Fall, Spring, and Summer). The graduation date indicated on the University of Central Oklahoma transcript will be the last official day of the semester at the close of the applicable fall, spring or summer terms.

## Graduation with Honors

The University of Central Oklahoma grants baccalaureate degrees "with honors" to graduating seniors based on retention GPA as follows:

| <b>Graduation Honors</b> | <b>GPA Required (not rounded up)</b> | <b>Minimum UCO hours completed to be eligible for graduation honors</b> |
|--------------------------|--------------------------------------|---|
| Summa Cum Laude          | 3.9 or higher                        | 45  |
| Magna Cum Laude          | 3.8 - 3.89                           | 45  |
| Cum Laude                | 3.7 - 3.79                           | 45  |

The University of Central Oklahoma grants associate's degrees "with honors" to graduating students based on the Retention GPA of 4.0. Recognition of graduation with honors at the commencement ceremony is based on the student's current Retention GPA and will not include pending courses during the last semester of enrollment.

## Class Marshal

The University of Central Oklahoma awards class marshal stoles each fall and spring to the top baccalaureate student in each college who will be graduating with at least 45 hours of UCO coursework. Worn over the traditional academic robe, it signifies the highest degree of academic excellence.

Determination of class marshal is made by the Office of Graduation Services shortly after October 15 for fall graduation and March 15 for spring graduation.

## Degrees Delayed

Students with missing requirements such as courses with incomplete or missing grades (including grades for Self-Paced Online Courses), transfer grades, grade changes and/or course substitutions not submitted within four weeks after the end of the spring or summer semester will be removed from graduation and notified by email. Students with missing requirements such as courses with incomplete or missing grades (including grades for Self-Paced Online Courses), transfer grades, grade changes and/or course substitutions not submitted within six weeks after the end of the fall semester will be removed from graduation and notified by email. For official conferral to occur students must reapply for the next graduation semester and payment of an additional graduation application fee will be required.

## Enrollment Policies

### Classification of Undergraduate Students

|                     |   |
|---------------------|---|
| Freshman:           | 0 - 29 semester hours earned  |
| Sophomore:          | 30 - 59 semester hours earned   |
| Junior:             | 60 - 89 semester hours earned   |
| Senior:             | 90 or more semester hours earned  |
| Post Baccalaureate: | A non-degree seeking student with a bachelor's degree taking additional undergraduate coursework. |

## Full-time Student Status

To be considered full-time, an undergraduate student must be enrolled in at least 12 hours in the fall or spring semester and in at least six hours in the summer semester. Students should visit

with Student Financial Services for implications on how total number of credit hours impacts their financial award package. For most programs, students who wish to graduate in four years, excluding summer terms, should enroll in and complete an academic course load averaging 15.5 credit hours each fall and spring semester.

Enrollment in Self-Paced Online Courses (SPOC) does count toward a student's enrollment status (full-time or part-time).

## Class Attendance

It is the student's responsibility to be aware of an instructor's attendance policy. Instructors will make policies known to the students with respect to absences. The instructor makes the final decision to excuse or not to excuse an absence.

Students who stop attending class and do not officially withdraw from or drop the class may receive "F" grades.

## Course Loads

The maximum allowable enrollment for a regularly admitted undergraduate student is 20 hours in the fall or spring semesters and 10 hours in the summer semester.

In some unusual cases, it may be necessary for junior or senior students pursuing their education full-time to take an academic overload in order to complete their degree requirements at a desired time. Students wishing to carry an academic overload must have demonstrated superior performance in coursework and should seek approval through their advisor.

Students enrolled simultaneously in two or more institutions are also bound by the standards set forth above. Further, the above standards relating to academic load apply to both regular classroom enrollment and enrollment in courses through individual study, but do not apply to academic credit awarded on the basis of extra-institutional examination or correspondence through the The Center for eLearning and Connected Environments (CeCE) office.

Intersessions which occur between semesters are considered early extensions of the upcoming semester and are included in the maximum credit hour limits.

The maximum course overload for a student in any given semester or term is limited to the number of semester credit hours which is fifty percent greater than the total number of weeks in the applicable academic semester or term. For students earning credit in an intersession course, the number of intersession weeks may be added to the regular semester weeks to arrive at a higher maximum course load.

Intersession enrollment will not be measured as a standalone session but rather as part of the entire semester or term. In summer four-week blocks, students are limited to six hours of maximum enrollment.

When enrolling for classes, students will not be allowed to enroll in overlapping classes, in particular, classes with conflicting/simultaneous hours and days.

Students wishing an overload will sign an agreement form that confirms the expectations associated with a course overload semester including the added academic rigor and tuition and fee requirements.

## Course Numbering System

Courses are numbered to indicate their level. In general, courses numbered lowest are designed to be completed first. Courses with numbers in the 1000 and 2000 series are lower division designed for freshman and sophomore students. Courses with numbers in the 3000 and 4000 series are upper division designed to be taken by junior and senior students. Courses numbered in the 5000 series are for graduate students only.

The last digit of the course number indicates the number of semester credit hours awarded for the course completion. For example, FIN 4333 is a three-hour course; PHED 1701 is a one-hour course. Courses which have a final digit of "0" listed in the course description section of the catalog vary in the amount of credit for which they will be offered.

## Academic Semester Hour

The academic semester is the standard academic calendar unit used at the University of Central Oklahoma. The standard semester is 16 weeks in length, excluding enrollment, orientation, and designated holidays.

The semester credit hour is the standard unit used by the University of Central Oklahoma in evaluating the student's educational attainment and progress. Semester credit hours are calculated as follows:

- One semester hour of credit is awarded for a lecture class meeting 800 minutes exclusive of enrollment, orientation, and designated holidays.
- One semester hour of credit will normally be awarded for a laboratory meeting a minimum of 1600 minutes.
- Instruction offered through a combination of classes and laboratory meetings would normally observe the standard set forth in (A) and (B) above on a pro-rata basis.
- Online and Hybrid will meet the same credit hour requirement as face-to-face courses.

For more information regarding academic semester credit hour see academic affairs policy 2.11 at: <http://www.uco.edu/academic-affairs/faculty-staff/policies-guidelines.asp>

## System of Grading

For the purpose of distinguishing between the ranks of scholastic attainment, the following system of grading is used at the University of Central Oklahoma:

| Grades Used in Calculating Grade Point Average |               |             | Grades Not Used in Calculating Grade Point Average |                |
|--|---------------|-------------|--|----------------|
| Grade  | Note          | Points/Hour | Grade  | Note           |
| A  | EXCELLENT     | 4           | S  | SATISFACTORY   |
| B  | GOOD          | 3           | U  | UNSATISFACTORY |
| C  | AVERAGE       | 2           | P  | PASS           |
| D  | BELOW AVERAGE | 1           |  |                |
| *F   | FAILURE       | 0           |  |                |

\*Failure - given when students fail to meet minimum standards for passing. Also given when students discontinue class attendance and do not formally drop or withdraw. An "F" grade is also assigned by the instructor when a student is granted permission to drop or withdraw after the established deadlines, but was failing as of the last date of attendance.

### SYMBOLS USED TO INDICATE COURSE STATUS

| Symbol | Note                      | Symbol | Note               |
|--------|---------------------------|--------|--------------------|
| I      | INCOMPLETE                | W      | WITHDRAWAL         |
| AW     | ADMINISTRATIVE WITHDRAWAL | N      | GRADE NOT REPORTED |
| AUD    | AUDIT                     | X      | THESIS IN PROGRESS |

P Passing - given for workshops, student teaching, physical education activity courses, and extra-institutional examinations.

S Satisfactory - given for 0-level (non-collegiate/developmental) courses.

U Unsatisfactory - Given for 0-level (non-collegiate/developmental) and physical education activity courses and indicates the student's level of understanding is not sufficient to take the next level of course work.

I Incomplete - given at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F" grade, and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. Students have one year to resolve incomplete grades. In extenuating circumstances, exceptions may be requested.

W Withdrawal - given when a student processes a withdrawal by the established deadline. This grade may be assigned for a student who is allowed to drop or withdraw beyond the established deadline, but the student must be passing the course as of the date of last attendance.

N Not Reported - given when an instructor fails to submit grades by the established deadline.

\*AUD - awarded when students formally audit classes.

\*AU - assigned when a student enrolled for audit but does not meet the instructor's attendance and/or participation requirements for auditors.

\*All courses require permission from the class instructor to audit. The student receives no credit for audit of classes. Fees are the same for audit as for credit. Students may not drop courses for audit and pick them up for credit after the end of enrollment for that term. The only admission material needed for audit is a completed admission form. Audited hours are not included in any calculation for verification of enrollment for Financial Aid, student loans, insurance eligibility, veteran's benefits, or athletic eligibility.

## Course Prerequisites or Corequisites

A prerequisite is a course, skill, or knowledge required to be completed PRIOR to taking another course. Prerequisites are established for courses requiring a specific background knowledge or skill level for successful completion. Many courses have more than one prerequisite.

Corequisites are complementary courses which require

concurrent enrollment and which together comprise a body of knowledge or skills for the student.

Prerequisites and corequisites are established for the BENEFIT of STUDENTS. Insufficient background knowledge is an obstacle to success and often results in frustration, lower grades, and withdrawal. More study time and effort is generally needed if the prerequisite(s) have not been met.

Meeting prerequisites and corequisites is the RESPONSIBILITY of STUDENTS. (Exceptions must be cleared by the appropriate department or instructor.) Prerequisites and corequisites are listed in the catalog and on the online class schedule. Some prerequisites may be taken concurrently, and they are listed as such in the course descriptions.

Students are allowed to enroll in a course which requires a prerequisite or corequisite in which they are currently enrolled. Their class registration for the advanced course may be dropped by the university if they subsequently fail or drop the prerequisite/corequisite course taken the previous semester.

## Adjusting a Class Schedule

Each semester there is an established time during which students may add courses to their class schedule. For the fall and spring semesters, students may add 16-week courses during the first week of classes. Other course types including but not limited to Block 1, Block 2, Short, Irregular and/or Intersession courses have their own individual deadlines. For the summer semesters, the add period is proportionately shorter. All deadlines are published on the UCO Enrollment Services webpage.

Each semester before adjusting their class schedules, students should refer to [uco.edu/em/registrar/](http://uco.edu/em/registrar/) for a complete list of deadlines and refund policies.

## Individual Class Drop or Complete Withdrawal from All Classes

A student is considered to be completely withdrawing when s/he “drops” all courses in which s/he is enrolled. Before the first day of the semester, students may completely withdraw from all courses online. Complete withdrawal from the current semester enrollment once the semester begins must be initiated in Undergraduate Admissions/Enrollment Services. Students should complete the withdrawal form, obtain all necessary approvals and return the form to Undergraduate Admissions/Enrollment Services front offices located in the Nigh University Center, Room 124. A student may drop an individual class or more than one class online, or by using a Drop/Add form in the Undergraduate Admissions/Enrollment Services Office, as long as it is not their last enrolled class during the first eleven weeks of the fall/spring semester, and if after the transaction s/he will still remain enrolled at UCO. Until the withdrawal form has been processed by a service representative in Undergraduate Admissions, the student is not considered officially withdrawn.

Complete withdrawal or individual class drop on or after the beginning of the third week and through the 11th week of a regular semester, or after the third day and through the end of the 6th week of an 8-week summer semester, will result in grades of “W” on the academic record. A student who ceases attendance before the term is over and does not complete the procedure to withdraw completely or to drop an individual class will receive “F” grades.

Whenever a withdrawal deadline ends on a Friday, students will

have until midnight the following Sunday to drop all but the last class online. The ability to withdraw in person will end on the deadline date at the time of office closing.

Students who withdraw during the first two weeks of a 16-week term (or appropriate date for a short term class) will have the word “withdrew” and the date listed on their university transcript without the course(s) being identified.

Students should check the calendar in the student information system or online at [www.uco.edu/registrar](http://www.uco.edu/registrar) to find the last date they may completely withdraw from all classes.

A student unable to complete a withdrawal or to drop an individual class by the 11th week of a regular semester (or the 6th week of an 8-week summer semester) may petition for an exception by submitting a request for Emergency Drop/Late Withdrawal. Permission may be approved if proper evidence exists to show that the withdrawal or drop could not be completed during the required time because of unforeseen circumstances or an emergency AND the instructor confirms the student’s absence, course grade at last date of attendance, and other relevant information. Unforeseen circumstances and/or an emergency (hospitalization, work, or transfer out of state) must be documented. **Missing or forgetting the last day to withdraw is not considered an emergency.** Requests received after one year will not be considered. Courses that have been awarded a grade of “C” or higher or that have been completed are not eligible for the exception and must be addressed through the grade appeal process. **Poor academic performance or lack of deadline awareness will not be a consideration for approval.**

All requests for Emergency Drops/Late Withdrawals must be initiated within one year of the semester in which grades were assigned. Requests received after one year will not be considered. Request for Emergency Drops/Late Withdrawals will not be accepted until all relevant documentation is submitted including, but not limited to, Petition Forms complete with Instructor Signatures, a Letter of Request, and all necessary supporting documentation. Courses that have been completed (i.e. final exam taken) are not eligible for an exception and must be addressed through the grade appeal process. Regardless of the circumstances, **all approved withdrawals and drops after the deadline will be reflected on the transcript as “W” for passing or “F” for failing. A late withdrawal can have a significant negative impact on Financial Aid.**

**Administrative Withdrawal for Non Attendance - Students who never attend courses in which they are enrolled and do not personally drop/withdraw may be administratively withdrawn from each affected class.** The appropriate faculty member may submit the Administrative Withdrawal after the last day to drop a class without a grade, but before the last day to withdraw for the semester. Students will be charged a fixed rate of 25% per credit hour.

### Final Examination Policies

1. Final Examinations - The last week of a semester is dedicated to final examinations. A student is not required to take more than two final examinations on the same day. When three or more final examinations are scheduled on the same day, as listed on the official examination schedule, rescheduling of the excess examinations

will start with the lowest course number(s), not course reference number(s). To reschedule a final examination, the student must petition the appropriate dean no later than five (5) calendar days prior to the beginning of exam week for the semester or term in question using the Petition for Rescheduling Final Exams and following all approval requirements.

2. Emergencies during Finals Week - If a university emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final examinations will not be rescheduled and the grade of "I" will not be given as a result of the missed exam.

## Academic Retention Standards

The University of Central Oklahoma, in cooperation with the Oklahoma State Regents for Higher Education, has adopted the following policy relating to retention of students pursuing undergraduate course work. The three-phase policy combines an early notification to students experiencing academic difficulties with a gradual increase in the overall standards required for retention/continued enrollment at the university. All courses in which a student has a recorded grade (excluding those courses marked as repeated, reprieved, physical education activity, or remedial) will be counted in the calculation of the grade point average for retention purposes.

### Grade Point Average Definitions

**Cumulative Grade Point Average (GPA)** All courses attempted in which a grade of A, B, C, D, or F was assigned. Grades of P, S, I, U, AW, AU, AUD, W and X do not contribute toward the calculation of the cumulative GPA.

**Retention Grade Point Average** All courses attempted in which a grade of A, B, C, D, or F was assigned, excluding any courses marked as repeated or reprieved. A maximum of 4 courses, not to exceed 18 hours, may be repeated, and one semester or two consecutive semesters may be reprieved. Grades of P, S, I, U, AW, AU, AUD, W and X do not contribute to the retention GPA. Repeats in excess of four courses are averaged in calculating the retention GPA.

### Retention Status

All students at the University of Central Oklahoma will be classified in one of the following statuses for retention purposes: (Concurrent students: if coursework taken while a concurrent student falls below a cumulative GPA of less than 2.0, see below under Freshman Academic Notice or Academic Probation).

**Academic Good Standing** - Any student who meets the retention requirements set forth in this section.

**Freshman Academic Notice** - Undergraduate students with 30 or fewer credit hours with a retention GPA of 1.7 to 1.99. All students on freshman academic notice for the first time may be required to take UNIV 2012 Success Strategies, a class designed to assist them in their academic recovery.

**Academic Notice** - Any student in an area of study with higher academic standards whose GPA falls below the retention requirements but remains higher than 2.00.

**Academic Probation** - Any student whose retention GPA falls below the retention requirements. Students placed or continued on academic probation must maintain a 2.00 GPA in regularly graded course work (excluding activity or performance courses)

for continued enrollment at UCO. Students with less than 30 earned credit hours who are on academic probation for the first time may be required to take UNIV 2012 Success Strategies to assist them in their academic recovery

Students who raise their retention GPA to meet the retention requirements will be removed from academic probation.

**Academic Suspension** - Any student who was on academic probation the previous semester will be suspended from the University if s/he fails to raise his or her retention GPA to the required retention GPA level (retention requirements) or to achieve a 2.00 semester GPA in regularly graded course work, not to include activity courses. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

For continued enrollment as a student in academic good standing at the University of Central Oklahoma, a student must have earned a retention grade point average at or above the following:

### Retention Requirements 2017 - 2018

| Credit Hours Attempted       | Retention GPA Requirement |
|------------------------------|---------------------------|
| *0 through 30 semester hours | 1.7                       |
| 31 or greater semester hours | 2.0                       |

\*Students with 0-30 semester credit hours with a retention GPA of 1.7 through 1.99 will be considered to be on freshman academic notice.

Students will be removed from academic probation when they have met the minimum requirements above.

At the end of the probationary semester or term, students who continue to fail to make satisfactory progress toward the academic objective, as indicated by the retention requirements, will be suspended for the next regular (fall or spring) semester. Students suspended twice from the University of Central Oklahoma are not eligible to return until they have raised their retention grade point average to a minimum of 2.0 by attendance at another accredited institution.

### Continued Study by Suspended Seniors

A student suspended for the first or second time from UCO with 90 or more hours in a specified degree program who failed to meet the retention GPA of 2.0 or the semester GPA of 2.0 may enroll in an additional 15 semester hours in a further attempt to achieve the requirements for retention. During the 15 hours of enrollment, the student must achieve a minimum 2.0 GPA during each semester or raise his/her retention GPA to 2.0 or above. Such students will be afforded this extension one time only.

### Reinstatement of Suspended Students

Students suspended for the first time from the University of Central Oklahoma will be eligible to apply for readmission after an absence from the university for a regular (fall or spring) semester assuming they have not attended any other college or university. To be readmitted, students must make application and pay the application fee. Students should be prepared to discuss with the advisor reasons for earlier academic difficulties and should explore available campus resources that will assist in meeting educational goals.

Students suspended from the University of Central Oklahoma who have attended another college or university since the suspension may only reapply after demonstrating they have earned a 2.0 or higher grade point average at all institutions attended since the suspension.

Should a second suspension occur, students will be unable to be readmitted to UCO until their retention GPA meets the University's retention standards. Students may raise their GPAs by successful attendance at another regionally accredited college or university.

### **Procedures for Immediate Admission of Suspended Students From Other System Institutions**

In some instances, students with no more than one suspension from another institution may apply for probationary admission. To be considered for probationary admission, students must have met all other applicable UCO admission criteria at the time of first college admission. If admission is granted, future enrollments will depend upon the student meeting applicable retention grade point average requirements. To apply for probationary admission following a suspension from another institution, students must petition the Committee on Undergraduate Admissions and Academic Retention. Petition forms are available online at <http://www.uco.edu/em/become-a-broncho/apply/appeals.asp>.

### **Academic Suspension Appeals**

Students who believe extraordinary conditions led to an academic suspension at UCO may petition the Committee on Undergraduate Admissions and Academic Retention for immediate reinstatement. If approved, the suspension status will not change, but the students will be allowed an immediate readmission. Limitations on enrollment may apply. Should a subsequent suspension occur, students will not be allowed to reapply until such time as they have demonstrated an ability to succeed academically by attending another institution and raising their retention GPA to meet UCO retention standards. Students with two academic suspensions are not eligible for this appeal. Petition forms are available online at <http://www.uco.edu/em/become-a-broncho/apply/appeals.asp>.

### **Committee on Undergraduate Admissions and Academic Retention**

The purpose of this committee is to consider the following petitions: Alternative Admission for First-Time Freshmen; Appeals for Adult Admission; transfer probationary admission of probation or suspended students from other institutions; and other exceptional and extraordinary individual applications.

Students who feel they have extraordinary personal circumstances which contributed to their academic difficulties or students requesting Alternative Admission, transfer probation, Adult Admission, or students desiring to appeal an admissions decision may obtain an Academic Retention Appeal Petition online at <http://www.uco.edu/em/become-a-broncho/apply/appeals.asp>.

A student's request for admission or readmission will only be considered when full documentation (including complete official transcripts) supporting the appeal has been submitted for evaluation within the time requirements established for committee meetings.

Appeals will not be considered once classes begin. It is deemed inappropriate for at-risk students to begin the term late.

The authority of the Committee on Undergraduate Admissions and Academic Retention is limited to granting admission or re-admission, placing conditions or limitations on the first semester enrollment, and DOES NOT EXTEND TO REMOVING OR REVERSING AN ACADEMIC SUSPENSION.

The decision of the committee is final. A student cannot reapply to UCO without satisfying the committee recommendations.

### **Appeal Process**

If a student wishes to petition for readmission or admission on probation, a completed petition must be submitted to the Office of Undergraduate Admissions with attached official transcripts of all college work. The student's request for reinstatement will be considered only by satisfactorily completing the following steps for appeal:

- A. Document reasonable cause for unusual or extraordinary personal circumstances that contributed to academic failure;
- B. Submit evidence of the capability for academic success (satisfactory scores on aptitude or achievement tests may be a requirement);
- C. Provide an objective plan for balancing proposed enrollment, study time, and a work schedule which will ensure success toward obtaining an educational and/or degree goal.
- D. If the student is currently attending another college, final grades for that term must be submitted with the appeal.
- E. If testing is required, test scores must be submitted prior to deadline.
- F. All requested documents and test scores must be received on or before the established deadlines. These deadlines can be found at <http://www.uco.edu/em/become-a-broncho/apply/appeals.asp>.

## **Serviceman's Opportunity College**

The University of Central Oklahoma is a Serviceman's Opportunity College (SOC) serving active military, guardsmen, and reservists. As an SOC institution, the university will assist eligible military in completing degree requirements

UCO awards credit for learning acquired in military service at levels consistent with the American Council on Education Guide (ACE) recommendations and/or those transcripts furnished by the Community College of the Air Force, or a Joint Service Transcript when applicable to a service member's program. Credit is also awarded for the completion of basic or recruit training. The University of Central Oklahoma's policy concerning the awarding of extra-institutional credit for the completion of CLEP, DSST, ACT/PEP, and USAFI, can be found in the current Serviceman's Opportunity Colleges Guide.

## **Concurrent Admissions Program/Army Recruiting Command Program**

The University of Central Oklahoma is a participating college in the Concurrent Admissions Program (ConAP). ConAP is a joint program of the Army Recruiting Command, assisted by Serviceman's Opportunity Colleges (SOC) and participating colleges. The program is designed to admit new soldiers into a participating college at the time of enlistment in the Army or Army Reserve, and defer their enrollment for classes until completion of military service.

## **Credit for Prior Learning**

The University of Central Oklahoma provides students with several opportunities to receive credit for knowledge and achievements gained through prior learning experiences. Prior learning credit is available at the undergraduate level for courses of study offered by UCO. Prior learning credit is not available at the graduate level. Students may earn college credit for prior learning



experiences through national standardized tests, departmental exams, portfolio assessment, and/or other approved non-university educational experiences. A maximum of 30 credit hours can be earned via the Prior Learning Assessment (PLA) process.

Examples of university recognized prior learning credit include: Advanced Placement Exams (AP), College-Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), International Baccalaureate Exams (IB), American Council on Education (ACE), and Council for Adult and Experiential Learning (CAEL) portfolio assessment.

Students eligible to receive credit for prior learning must be enrolled or eligible to re-enroll at UCO.

Prior learning credit will be posted to the student's official transcript upon the successful completion of twelve semester credit hours of academic work at UCO.

Credit awarded for prior learning will be recorded with a neutral grade of P (pass).

Prior learning credit may be applied towards satisfaction of degree requirements but may not be used to meet the 30-hour baccalaureate graduation residency requirement.

Students utilizing departmental or CLEP exams may not test out of a course in which he/she is currently enrolled. A failed exam may be repeated after three months has elapsed. No grade is recorded if the student fails the exam. Students may test out of a course in which a letter grade has been previously awarded (A, B, C, D, F, or I). However, eligibility to apply the OSRHE repeat policy is the same as it is for all regular UCO courses.

Prior learning credit transcribed by Oklahoma accredited public institutions will be transcribed and transferable as if the credit had been earned through regular study at the awarding institution. Prior learning credit from out-of-state accredited colleges/universities will be reevaluated to determine degree relevance. The specific categories of prior learning credit to be re-evaluated are those listed under Section 34.1.15.3 C of the OSRHE Policy 3.15 "Credit for Prior Learning".

Students are responsible for any costs associated with prior learning credits. The fees are not refundable – even if no credit is earned.

#### **Departmental Exams:**

The UCO Testing Services Office has a complete list of examinations.

#### **Advanced Placement (AP) Program**

This program recognizes that some high school accelerated classes or honors programs have prepared students to excel at the college level. Tests of the Advanced Placement program are administered by the College Entrance Exam Board and are taken while in high school. High school counselors can usually assist students with testing arrangements. The University of Central Oklahoma will award college credit to students who receive a score of 3, 4, or 5 on selected tests (with exception of the chemistry and physics test, which requires a score of 4 or 5.)

Test availability is subject to change. Please contact the UCO Testing Office, (405) 974-2388 for a listing of tests that UCO will recognize for awarding credit or visit [www.uco.edu/testing](http://www.uco.edu/testing).

#### **International Baccalaureate (IB) Program**

This program also recognizes high school accelerated courses. Students who have participated in IB courses in high school and

scored at least a 4 (on a 7-point scale) on the higher level (HL) course examination may be eligible to receive college credit. Such credit is generally awarded on a course-by-course basis as recommended by the appropriate UCO department. Students interested in this program should contact the Office of Articulation and Transfer Credit at (405) 974-2332 for more information.

## **Enrollment Fees**

For current enrollment fees, please check the following link: <http://www.uco.edu/em/registrar/tuitionandfees.asp>.

## **Honor Rolls and Awards**

### **Undergraduate Honor Roll**

To be on the honor roll the student's semester record must have no marks of "T", "F", "N" or "U" in a minimum course load of 12 semester credit hours in a fall or spring semester. Grades of "S" and "P" are not computed in the student's semester grade point average and will not be considered toward the number of hours required for honor roll consideration.

A notation regarding the honor roll achievement will appear on the student's transcript. An announcement listing those students making the honor roll may also be sent to area newspapers.

Graduating seniors enrolled in graduate credit must also successfully complete at least 12 hours of undergraduate credit consistent with the requirements previously stated to be considered for undergraduate honors. Once a student has earned a bachelor's degree, s/he is no longer eligible for undergraduate honor rolls. Honor rolls are not calculated in the summer semester.

#### **President's Honor Roll - Undergraduate**

Undergraduate students who successfully complete 12 or more undergraduate hours of regularly graded (A, B, C) residence credit during a fall or spring semester are eligible to have their names listed on the President's Honor Roll, provided they pass all courses and have no grade below "A".

#### **Dean's Honor Roll - Undergraduate**

Undergraduate students who successfully complete 12 or more semester hours of regularly graded (A, B) residence credit during a fall or spring semester are eligible to have their names listed on the Dean's Honor Roll provided they have a grade point average of 3.50 or better for the semester or term and have no grade below "B." The student's semester record must have no marks of "T", "F", "N", or "U."

Graduating seniors enrolled in graduate credit must also successfully complete at least 12 hours of undergraduate credit consistent with the requirements above to be considered for undergraduate honors.

### **University Scholastic Award**

An award is given each year to the undergraduate upper class student making the highest cumulative grade point average (overall GPA) including scholastic work during the year. The name of the winner is announced after the close of the spring semester. This award is determined by the Registrar using the following criteria:

1. Any upper class undergraduate student at the University of Central Oklahoma taking an average of not less than sixteen hours each semester for the year and who has completed a total of thirty-seven or more semester hours

of college work at the time the award is made will be eligible for the award.

2. No student shall be permitted to receive the award more than once.
3. The award will be given to the student making the highest cumulative grade point average including the year's coursework for two semesters of the scholastic year, August to May. When grade point averages are equal, the award will be given to the student with the greatest number of total hours completed. If this does not break the tie, the award will be given to the student with the most hours completed and who carried the heaviest load during the scholastic year.
4. The award will be based on the student's grades as recorded in Enrollment Services.
5. Students who have been under college disciplinary action during the year shall not be considered.

### **Freshman Scholastic Awards**

Two awards are made each year, one to a freshman male and one to a freshman female, who achieve the highest cumulative grade point average for the freshman year's coursework. These awards are made at the close of the spring semester.

To be eligible for one of these awards, the student must have completed not more than one school year which may include the previous summer session. All hours completed, however, during that year will be counted in computing the cumulative grade point average. The student must have carried not less than fifteen hours in each of the two regular semesters and must not have been under university disciplinary action during the year. When cumulative grade point averages are equal, the awards will be given to students with the greatest number of hours for the year's work. If this does not break the tie, the awards will be given to the students with the most hours completed who carried the heaviest loads during the scholastic year. The awards are determined by the Registrar.

## **Grade Appeal Process for Undergraduate Students**

In cases where a student wishes to appeal a grade, his/her first step should be direct discussion with the faculty member and the department chairperson/school director in an attempt to resolve the matter informally. Contact with the faculty member and department chairperson/school director should be made as early as possible, as it is a mandatory first step should the student wish to file a formal appeal. If those meetings do not bring about a resolution, the student may petition to have their case reviewed by the University Academic Appeal Board. A formal grade appeal must be made within the first four weeks of the school year following the semester in which the grade was assigned.

For more information, please review the following link:  
<http://www.uco.edu/academic-affairs/students/grade-appeals.asp>

## **Rights and Responsibilities**

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that affords students certain rights concerning their student educational records. It is also known as the "Buckley Amendment." The law applies to all schools that

receive funds under an applicable program of the U.S. Department of Education. The Office of the Registrar serves as the official custodian of FERPA guidelines. All questions or concerns regarding FERPA issues should be routed to this office.

### **Definition of "Educational Records":**

All records containing information directly related to a student and maintained by an educational institution or by a party acting for the institution are considered educational records. This term has a very broad scope. Any information which makes a student personally identifiable, such as an ID number or home address, is considered part of an educational record.

Examples of education records include but are not limited to academic records (admission application, transcript, grades, papers, tests, etc.); student course schedules; test scores; financial aid records; advising records and disciplinary actions.

Although this law ensures student information is protected, institutions identify some student information as "public" or "directory information." Directory information may be disclosed without student approval unless the student has specifically prohibited release of that information.

### **Public or Directory Information:**

The University of Central Oklahoma designates the following student information as public or directory information:

- Student's name, local and mailing address, e-mail address, home phone number(s), classification (freshman, sophomore, etc.), dates of attendance at UCO (first/last day of term), enrollment status (full-time or part-time).  
Major field of study/degree program, educational institutions previously attended, degrees and awards granted, educational background degree(s) held and date(s) granted, and institutions granting such degree(s).
- Date and place of birth, participation in officially recognized organizations, activities and sports, weight and height of participants in officially recognized sports.

This information may be disclosed by the institution for any purpose, at its discretion.

Students may withhold disclosure of all categories of directory information under the Family Educational Rights and Privacy Act of 1974. Forms requesting the withholding of "Directory Information" are available in The Office of Undergraduate Admissions/Enrollment Services, Room 124 of the Nigh University Center.

The University of Central Oklahoma assumes approval for disclosure unless a student specifically requests the withholding of "Directory Information." It is the policy of the university to release personally identifiable information from the educational records of a student, without written consent, to university and/or school officials (faculty, staff and agents of the university having responsibility for working with that student in admissions, registration, advisement, counseling, teaching, financial aid, payment of fees or any other activity directly related to the student's academic program, or pursuant to law or governmental regulation). School officials may also include University of Central Oklahoma employees or volunteers located offsite at select other educational institutions who provide academic advising to prospective, current, and former UCO students.

FERPA also allows schools to disclose records without written consent to the following parties or under the following conditions: other schools to which a student is transferring or is cur-

rently enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer; lending institutions of which the student has applied for financial aid; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

Under FERPA, students wishing to withhold disclosure of directory information will have all categories of information withheld and cannot decide which category is or is not disclosed. Students may use the UCO Proxy Access tool in their uconnect account to allow parents, spouses, employers, etc. access to information on their educational record such as grades, registration, financial account, financial aid, and more. For more information on how to set up this access, visit [www.uco.edu/em/registrar/proxy](http://www.uco.edu/em/registrar/proxy).

Attempts by other individuals or organizations to access student records without the written consent of the student are considered a violation of university policy and federal law. Examples of violations include, but are not limited to: 1) illegally accessing information from student, faculty, or university computers; 2) misrepresenting themselves to obtain another student's transcript, semester grades, or class registration; 3) using a student's ID number without his/her permission to gain access to university services.

### Notice

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, eligible students are entitled to access official educational records directly related to their collegiate experience, including the right of inspection and review.

For records kept in Enrollment Services, requests for access should be directed to The Offices of Undergraduate Admissions/ Enrollment Services in accordance with University regulations. (Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954 may be allowed to access official educational records of their dependent student at the discretion of the institution). Students may authorize third party access to their student educational records through the form "Student Permission for Parental, Guardian or Third Party Access to Student Records" in the Office of Undergraduate Admissions.

### Access Rights

The right of access shall include:

- A. The right to be provided a list of the types of educational records maintained by the institution that are directly related to students;
- B. The right to inspect and review the content of those records;
- C. The right to obtain copies of those records (except transcripts on hold by the university for financial indebtedness), which may be at the expense of the eligible student or parent. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954 may have access to official educational records of that student at the discretion of the institution;
- D. The right to a response from the institution to reasonable requests for explanations and interpretations of those records;
- E. The right to an opportunity for a hearing to challenge the content of those records (see Hearing Procedures section below for more information); and

- F. The right to inspect and review or to be informed of specific information about themselves which is contained in any material or document on more than one student.

### Hearing Procedures

- A. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing;
- B. The hearing shall be conducted, and the decision rendered by an institutional official or other party who does not have a direct interest in the outcome of the hearing;
- C. The eligible parents or student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under subpart C, section 99.20 of the Family Educational Rights and Privacy Act of 1974;
- D. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

### Liability and Responsibility Notice

Whether enrolled in an on-campus class or in a UCO internship, practicum, course, or activity involving domestic or foreign travel, students are responsible for their own medical treatment and are liable for their own actions. In the event of injury or illness while participating in a UCO sponsored activity, UCO cannot approve a claim for treatment or reimbursement. Information on one insurance policy for students is available in the Office of International Services. Also, a number of reasonably priced insurance policies are available from the private business sector. Each student is strongly encouraged to invest in the appropriate coverage.