

# UNDERGRADUATE ADMISSIONS

## Office of Undergraduate Admissions

### Campus Address and Phone:

**Address:** 219 Student Union, Stillwater, OK 74078-1035

**Phone:** 405-744-5358 or 1-800-233-5019 ext. 1

**Website:** admissions.okstate.edu (<http://admissions.okstate.edu>)

**E-mail:** admissions@okstate.edu

## Application Procedure

- **When to Apply.** Incoming freshmen may begin the application process at Oklahoma State University beginning July 1 once they have completed their junior year in high school and have an official six-semester transcript. Oklahoma State University's priority scholarship deadline for students who plan to enroll in the summer or fall semester are:

- November 1: Early Opportunity Scholarship Deadline
- February 1: Priority Scholarship Deadline
- July 1: Final Scholarship Deadline

The priority scholarship deadline for students planning to enroll in the spring semester is October 15.

- **How to Apply.** Students can apply online via the Undergraduate Admissions website or apply in person at the Office of Undergraduate Admissions. OSU requires a non-refundable application fee of \$40 or application fee waiver for domestic students. Official transcripts and test scores are also required before an admission decision can be determined.
- **Freshman.** For the purpose of determining admission, a freshman student is one who has earned no more than six hours of college level credit after graduation from high school. (This excludes credits earned concurrently with high school enrollment and credit earned by examination.)
- **Concurrent.** For the purpose of determining admission, a concurrent student is one who is currently enrolled as a high school junior or senior and is interested in earning college coursework during their junior or senior year of high school.
- **Transfer.** For the purpose of determining admission, a transfer student is one who has earned seven or more semester hours of college-level credit after graduation from high school.
- **Readmission.** A student who has attended OSU, but was not enrolled during the immediate past semester (except the summer session), must submit an updated Application for Admission/Scholarship and a current application fee or waiver. A student who has enrolled in another college or university since last attending OSU must submit a transcript from each institution, an updated Application for Admission/Scholarship and a current application fee or waiver. A returning service member whose enrollment was interrupted due to service obligations must submit an updated Application for Admission/Scholarship. Returning service members must submit confirmation of military service orders that necessitated absence from the university in order to receive an application fee waiver. Admission status will be determined after an evaluation of all previous work has occurred.

## Freshman Admission Requirements

For purposes of admission, a freshman student is one who has earned no more than six hours of college level credit after graduation from high school. (This excludes credits earned concurrently with high school enrollment and credit earned by examination)

To be admitted in good standing a student must graduate from an accredited high school or have earned a General Education Diploma (GED) and meet both the performance and curricular requirements listed below. (Accredited high schools are those fully accredited by one of the six regional associations of schools and colleges or by the individual state department of education.)

### Performance Requirements

To be admitted in good standing, a student must satisfy at least one of the following performance standards and all of the curricular requirements listed below.

1. Achieve a four-year high school unweighted GPA of 3.00 or higher (on an unweighted 4.00 grading scale; GPA is an unweighted average of all grades "A" equating to 4.00 and "D" equating to 1.00 taken 9th through 12th grades), and rank scholastically among the top one-third (33.3%) of their graduating class, or
2. Achieve a GPA of 3.00 or higher (on a 4.00 grading scale standard weighting (1.0) to The College Board's Advanced Placement courses and the International Baccalaureate higher-level courses) in the required 15 core high school courses (see Curricular Requirements listed below) and attain either an ACT composite score of 21 or higher or a total SAT score of 980 or higher, or SAT score 1060, or
3. Attain an ACT composite score of 24 or higher or a total SAT of 1160 or higher.
4. Achieve a GPA of 3.00 or higher (on a 4.00 grading scale standard weighting (1.0) to The College Board's Advanced Placement courses and the International Baccalaureate higher-level courses) in the required 15 core high school courses OR attain either an ACT composite score of 22 or higher OR a total SAT score of 1100 and answers to the application questions.

*SAT total score is the combination of Critical Reading and Math sections only.*

*SAT scores indicated here represent tests taken on or after the National March 2016 test.*

### Curricular Requirements

All students must complete the following curricular requirements for admission:

Subjects	Years
English (grammar, composition & literature)	4
Mathematics (algebra I & above)	3
History & Citizenship (American history required, plus additional units from economics, geography, government, history, or non-Western culture)	3
Laboratory Science	3
Other (from any of the above or foreign language or computer science)	2

In addition to the above requirements, it is recommended that students also complete the following additional courses:

Subjects	Years
Fine arts (music, art, or drama); Speech	additional 2
Lab science	additional 1
Mathematics	additional 1

Students who have earned any hours of college-level credit must also meet university retention standards to be admitted in good standing (see "Retention Standards" in Transfer Admission).

## Curricular Deficiencies and Remediation

Students must 'place' into college-level course work in the areas of English, math, reading, and science through appropriate placement testing. The appropriate ACT or SAT scores may be used for placement in science courses. The predicted grade index, which is a regression equation that uses items from students' high school transcripts, may also be used to place students into English, reading or science courses. The OSU Math Placement exam is used for placement in math courses. Secondary testing for placement purposes is available through the College Board's ACCUPLACER exams. For additional information visit [placement.okstate.edu](http://placement.okstate.edu) (<http://placement.okstate.edu>) or contact University Assessment and Testing at 405-744-5958.

## Unit of Credit

The unit of credit at Oklahoma State University is the semester hour. Credit hours earned at colleges or universities on the quarter-hour system will be multiplied by two-thirds to produce the semester-hour equivalent (i.e., one quarter-hour equals two-thirds of a semester hour; or a 5-hour quarter course equals 3.34 hours in semester credit). All other credit-hour systems listed on other college transcripts will be researched and converted to semester-hour equivalents.

## English Proficiency Requirement

All new applicants for undergraduate study for whom English is a second language are required to show proficiency by achieving the following minimum scores on either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exams. Scores over two years old by the beginning of the term students wish to enter are not acceptable unless they have been attending school in the U.S. since the test date.

- 500 for a paper-based TOEFL or
- 61 for internet based TOEFL or
- 5.5 for an IELTS exam

When requesting ETS send official score reports to Oklahoma State University, please use the ETS institution code, 6546, for OSU and department code, 00.

In extraordinary and deserving cases, the President or the President's designee may admit a student who fails to meet the above requirements. In these situations, the applicant must have demonstrated proficiency in the English language prior to admission. For further details, contact the Office of Undergraduate Admissions.

## Special Freshman Admission Programs Alternative Admission

Students whose high school achievement is below the standards specified in the performance requirements may be eligible for admission under the Alternative Admission Program. Space is limited and only those applicants showing the best promise of academic success, consistent with OSU's enrollment goals and objectives, will be admitted.

## Adult Admission

Adults 21 years of age or older or individuals on active military duty may be admitted after careful consideration is given to determine the probability of academic success of the student. It is the opinion of Oklahoma State University that factors such as maturity of the individual, job skills and life experiences, motivation, ability to benefit, and access to educational programs should be considered in addition to past academic achievement in determining probability of academic success. To be eligible for adult admission consideration, individuals must participate in either the ACT Assessment or the SAT admission test.

## Summer Provisional Admission

Individuals not meeting requirements for admission under another category may be eligible for enrollment in the summer session immediately following high school graduation. Students must have graduated from high school or have earned the GED, meet all 15 curricular requirements, and meet at least one of the following: HS GPA greater than or equal to 2.5 or ACT composite greater than or equal to 18 or SAT total score greater than or equal to 850.

Students must also "place" into college-level coursework in the areas of English, math, reading and science. See Curricular Deficiencies and Remediation on previous page.

## Opportunity Admission Program

Students who have not graduated from high school but whose composite score on the ACT or combined verbal and mathematics scores on the SAT places them at the 99th percentile, may apply for full admission. Admissibility will depend on test scores, evaluation of maturity level, and whether the experience will be in the best interest of the student, both intellectually and socially.

## Home Study or Unaccredited High Schools

An individual who is a graduate of a private, parochial, or other non-public high school which is not accredited by a recognized accrediting agency is eligible for admission to the University if:

1. The student has graduated from high school or a home study program, and
2. The student has attained an ACT composite score of 24 or higher, or a total SAT composite score of 1090 or higher, or a total SAT-R composite score of 1160 or higher, and
3. The student has satisfied the high school curricular requirements as certified by the school official or, if home study, the parent.

## Correspondence Study Enrollment

Admission to the University is not required for enrollment in correspondence study courses. However, academic credit for these courses will not be applicable toward a degree until the student has been formally admitted to the University and has secured the approval of the appropriate academic officer for such credit.

## Non-Degree Option

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without satisfying admission requirements. If a student wishes to enroll in additional coursework (over the nine hours allowed) he or she will be required to satisfy admission requirements. Enrollment for this program opens two weeks prior to classes beginning.

## High School Concurrent Enrollment

1. A senior or junior student enrolled in an accredited Oklahoma high school may, if he or she meets the requirements below, be admitted provisionally as a special student.
  - a. Achieve a current cumulative high school grade-point average of 3.50 or higher (on an unweighted 4.00 grading scale; GPA is an unweighted average of all grades "A" equating to 4.00 and "D" equating to 1.00 taken 9th through 12th grades), or
  - b. Attain an ACT composite score of 24 or higher or a total SAT score of 1160 or higher.
  - c. Be eligible to complete requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as attested by the high school principal. Students must also provide a letter of recommendation from their counselor, principal and written permission from their parents or legal guardian.
2. A student receiving high school-level instruction at home or from an unaccredited high school may be admitted provisionally as a special student if he or she has completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school.

*SAT total score is the combination of Critical Reading and Math sections only.*

*SAT scores indicated here represent tests taken on or after the National March 2016 test.*

A high school student admitted as a concurrent student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one high school credit course is equivalent to three semester credit hours of college work.

A student may enroll in a maximum of nine semester credit hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

For calculation of work load for students in "blocked" courses, contact the Office of Undergraduate Admissions.

A student who is otherwise eligible under this policy may enroll in a maximum of nine semester credit hours during a summer session, without the necessity of being concurrently enrolled in high school classes during the summer term. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the assessment requirements for college placement. Concurrently admitted high school students will not be allowed to enroll in any zero-level courses designed to remove high school deficiencies.

To help ensure that a student possesses the skills necessary to be successful in college, he or she must obtain a 19 ACT subject score(s) in science reasoning, mathematics, and/or English to enroll in course work in the respective subject area(s). The student must score 19 or higher in reading to enroll in any other collegiate course(s) outside the subjects of science, mathematics and English.

Once a student is concurrently enrolled at OSU he or she may continue enrollment, provided that during the concurrent enrollment period the student achieves a college grade-point average of 2.00 or higher, and upon graduation from high school meets both the performance and curricular requirements for admission. To continue concurrent enrollment, the student must submit an updated Concurrent Application Form to the Office of Undergraduate Admissions.

## Credit by Exam

**CLEP credit:** Oklahoma State University Testing and Evaluation Service is a national test site for the College Board's College Level Examination Program (CLEP). Credits earned through these examinations are normally recognized throughout the nation. Some exceptions apply to examinations that contain an essay component. National CLEP testing centers offer two kinds of examinations: general examinations and subject examinations. OSU only grants college credit for certain subject examinations.

**AP Credit:** OSU grants credit for acceptable scores in the Advanced Placement Program (AP) as administered by the College Entrance Examination Board in Princeton, New Jersey. AP tests are taken by high school students while in high school. OSU will award credits based on a score of a 3 or above.

**IB Credit:** Oklahoma State University recognizes credit earned through the International Baccalaureate (IB) Program in a limited number of subject areas. Credit will be awarded to students who have taken Higher Level courses through the International Baccalaureate Program and scored at least a 4 (on a seven point scale) on the Higher Level course examination. This credit will be awarded on a course-by-course basis.

A brochure of the CLEP, AP and IB examinations and corresponding scores accepted by OSU can be found on the Undergraduate Admissions website at <https://admissions.okstate.edu/information/credit-by-examination.html>.

**Advanced standing credit:** Academic departments on campus at OSU may offer advanced standing examinations in subject areas not offered by the CLEP or AP. Any currently enrolled student whose travel, employment, extensive readings or educational experience appear to have given the student proficiency in a subject that is offered at OSU, equivalent to the proficiency ordinarily expected of those students who take the subject in a regular class, may apply for an examination on the subject.

**Military credit:** OSU accepts credit as recommended by the American Council on Education (ACE), as published in "The Guide to the Evaluation of Military Experiences in the Armed Services," for selected educational experiences provided by the armed forces. OSU also accepts credit earned through DSST exams (DANTES Subject Standardized Tests) for active, veteran and dependent military personnel.

Students who wish to establish credit for military training should request and submit a JST (Joint Services Transcript) and/or a DSST Transcript to the Office of Undergraduate Admissions for evaluation.

Additional information pertaining to these examinations may be obtained from the Office of Undergraduate Admissions website. See also the "University Academic Regulations (<http://admissions.okstate.edu>)" section of this Catalog.

## Transfer Admission

For the purpose of determining admission, a transfer student is one who has earned a minimum of seven or more semester hours of college-level credit after graduation from high school. OSU does not use incomplete, GPA-neutral passing grades (ex: "P" or "S"), remedial/developmental, repeated/forgiven credit and activity courses when determining attempted hours for transfer admission.

### Transfer Admission Requirements

1. Students who have earned between 7-23 hours of college credit must satisfy both freshman admission requirements and achieve a minimum transfer GPA of 2.25 or higher in all college-level course work attempted.
2. Students who have earned 24-59 hours of college credit must achieve a minimum transfer GPA of 2.25 or higher in all college-level course work attempted.
3. Students who have earned 60 or more hours of college credit must achieve a minimum transfer GPA of 2.00 or higher in all college-level course work attempted.

### Transfer Credit Evaluation

Transfer credit evaluation in the Office of Undergraduate Admissions determines acceptable transfer credit on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the six U.S. regional associations. **Students must have a completed application on file or be a currently enrolled OSU student to receive an official course evaluation.** The evaluation is based on course content, as described in the catalogs of those institutions and in consultation with appropriate academic units at OSU. We reserve the right to make transfer credit evaluation updates and revisions due to changes in course content either from previous institution(s) or from Oklahoma State University. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when the Office of Undergraduate Admissions has had an opportunity to validate the courses or programs. All transferred courses are recorded on the student's academic record. No part of the previous collegiate record may be disregarded.

Courses completed at institutions located outside of the U.S. will be reviewed for transfer credit based on U.S. regional accreditation standards or postsecondary recognition in the country for which the institution is located. It is highly recommended that the program requirements and course syllabi be submitted for all courses completed overseas.

### Readmission

A student who has attended OSU but was not enrolled during the immediate past semester (except the summer session) must file an updated Application for Admission/Scholarship and current application fee or waiver. A student who has enrolled in another college or university since last attending OSU must submit a transcript from each institution. Admission status will be determined after an evaluation of the previous work has occurred.

## Additional Requirements for Admission or Continued Enrollment

### Enrollment Information

After admission is granted, all students will receive detailed information on new student orientation. The fall semester enrollment process for freshmen is completed during scheduled orientation sessions conducted on campus during the summer. Parents are welcome and are encouraged to participate in the enrollment process with the student. Students are required to submit a final high school transcript which includes confirmation of high school graduation to complete their admission record.

### Immunization Requirements and Health History

All new students are required by Oklahoma law to provide evidence of having been immunized against measles, mumps, and rubella, (two shots), and against Hepatitis B, (three shot series). Read instructions carefully regarding the requirements to provide supporting documentation of these immunizations (copies of shot records). In addition, students are required to complete a brief medical history found on the Immunization and Health History form. This form is mailed to all new students or can be downloaded from the Internet at [www.okstate.edu/UHS/](http://www.okstate.edu/UHS/) (<http://okstate.edu/UHS>). If this information is not received during the student's first semester, a hold will be placed on future enrollment until the requirement is met.

### Tuberculosis Testing

Any student who meets any of the criteria below is required to provide evidence of having been tested for Tuberculosis within the six months prior to coming to OSU, OR by the fourth week of classes:

To comply with this policy, the student must provide a copy of a TB skin test performed within the prior six months in the U.S., or if prior skin tests have been positive, documentation of a negative chest x-ray performed in the U.S. All records must include the dates and results of the tests. Specific instructions are on the Immunization and Health History form. Prior vaccination with BCG does not exempt the student from this testing requirement.

### Physical Examination

New students have a choice of:

1. submitting a physical examination performed in the prior six months; OR
2. the student may complete the Health Risk Assessment provided by the Seretean Wellness Center.

If students choose the physical examination option, their bursar accounts will be credited the \$20 Health Risk Assessment fee.

## In-State/Out-of-State Status of Enrolled Students

In-state/Out-of-state status refers to whether you are an in-state Oklahoma resident or an out-of-state resident, and this classification determines your tuition cost.

### Initial Classification

A student's initial In-State/Out-of-State classification is determined by the Office of Undergraduate Admissions when the Application for Admission/Scholarship is received.

## Petition for In-State Status

A student classified as out-of-state for tuition purposes may petition for in-state status if the student believes he/she has been incorrectly classified as out-of-state. A Petition for In-State Status form must be submitted along with any additional supporting documentation to the Office of the Registrar. The student will be notified in writing of the decision following the final review.

Deadlines for submitting petitions to be considered for reclassification in a given semester are as follows:

In-state status (and associated in-state tuition) is not granted on a retroactive basis. If you are receiving federal financial aid, please seek advice from the Office of Scholarships and Financial Aid on how a reclassification may affect your aid.

Regulations governing the in-state/out-of-state status of students are the responsibility of the Oklahoma State Regents for Higher Education and apply to all colleges and universities of the Oklahoma State System of Higher Education.

### Section I. Purpose

Oklahoma Statute 70 O.S., Supp. 2003, §3218.2 authorizes the State Regents to establish tuition and fees charged at public institutions to instate/out-of-state postsecondary students. This policy statement establishes definitions, principles, criteria, and guidelines to assist institutional officials in the classification of postsecondary students as instate/out-of-state students. Also, the policy statement should be helpful to prospective students in the determination of their in-state/out-of-state status prior to enrollment or for those out-of-state students seeking to be reclassified as in-state. Determination of in-state status for purposes of attendance at an institution in the state is based primarily on domicile as defined below. Since 1890, it has been public policy in Oklahoma to provide comprehensive, public higher education opportunities for citizens make to improve themselves, to upgrade the knowledge and skills of the Oklahoma work force, and to enhance the quality of life in Oklahoma generally. Therefore, residents of Oklahoma are afforded subsidies covering a portion of their educational costs at state colleges and universities. Out-of-state students are also provided educational subsidies, although at lower levels than those provided for permanent instate students. Out-of-state tuition waivers provide Oklahoma institutions the ability to attract and graduate out-of-state students with academic abilities and talents who contribute to the economic development, vitality and diversity of the state's campuses. Additionally, Oklahoma institutions located near the state's borders are especially sensitive to serving demographic areas where population, tax dollars, property ownership, etc., cross state borders frequently. Out-of-state tuition waivers allow institutions to serve the community and surrounding area to the benefit of the institution and its students without detriment to Oklahoma residents.

### Section II. Definitions

1. Dependent Person - is one who is under the care, custody, and support of a parent or legal guardian.
2. Domicile - is a person's true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components - residence and the intent to remain. When these two occur, there is domicile.
3. Documented foreign national - is a person who was born outside the jurisdiction of the United States (U.S.), is a citizen of a foreign country, and has not become a naturalized U.S. citizen under U.S. law,

but has entered the U.S. by way of legal documentation such as a visa.

4. Full-Time Active Duty Military Personnel - for the purposes of this policy, are members of the armed forces who are on active duty for a period of more than 30 days (means active duty under a call or order that does not specify a period of 30 days or less). Personnel and their spouse and dependent children may be classified upon admission as in-state as long as they are continuously enrolled. "Armed Forces" means Army, Navy, Air Force, Marine Corps and Coast Guard. Such term does not include full-time National Guard duty.
5. Full-time Professional Practitioner or Worker - is a U.S. Citizen or Lawful Permanent Resident who has come to Oklahoma to practice a profession on a full-time basis, conduct a business full-time, or work on a full-time basis.
6. Full-Time Student - is an undergraduate student enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester or as required by the institution.
7. Independent person - is one who is responsible for his or her own care, custody and support.
8. In-state status - is a classification for a post-secondary student who has lived continuously in Oklahoma for at least 12 months not primarily as a post-secondary student, has established domicile in Oklahoma, and meets requirements associated with in-state status including sections IV, VII and VIII. Students classified upon admission as in-state are eligible to apply for state scholarship and financial aid programs.
9. Lawful permanent resident - is a naturalized alien who has been granted official immigration status as a lawful permanent resident of the U.S. This is evidenced by a lawful permanent resident card (also called a "green card").
10. Out-of-state status - means an individual does not meet in-state requirements defined in this policy unless otherwise allowed by exceptions or provisions in policy.
11. Out-of-state tuition waiver - is the portion of tuition that is waived in excess of that paid by students classified as in-state.
12. Undocumented student - is a person who was born outside the jurisdiction of the U.S., is a citizen of a foreign country, and has not become a naturalized U.S. citizen under U.S. law and has entered the U.S. without documentation.
13. U.S. Citizen - is a person born in the United States, a U.S. Territory or former U.S. Territory or who has been granted citizenship by the U.S. Government.

### Section III. Principles

As part of the admissions process, institutions are responsible for determining students' in-state/out-of-state status consistent with this policy. Administrators interview students, review documentation and are in the best position to determine whether the student may be classified as in-state. Each institution must designate an appropriate administrative official (most often the Admissions Officer) as responsible for administration of this policy. The burden of proof to establish in-state status shall be upon the student. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate administrative official(s) consistent with this policy. Mere assertion by a student such as checking "In-State" on the application for admission is insufficient. The appropriate administrative official must review relevant documents, consider the policy principles and procedures, circumstances, and documentation to determine in-state status. While no

set criteria, documentation, or set of circumstances can be used for this purpose, the principles outlined below guide the process.

1. Attendance at a post-secondary educational institution, albeit a continuous and long-term experience, does not establish in-state status. Therefore, a student neither gains nor loses in-state status solely by such attendance.
2. Students attending an Oklahoma college or university may perform many objective acts, some of which are required by law (i.e., payment of taxes), and all of which are customarily done by some out-of-state students who do not intend to remain in Oklahoma after graduation, but are situational and necessary and/or voluntary (i.e., registering to vote, obtaining a driver's license). Such acts and/or declarations alone are insufficient evidence of intent to remain in Oklahoma beyond the college experience.
3. An out-of-state student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.
4. An individual is not deemed to have acquired in-state status until he or she has been in the state for at least a year primarily as a permanent resident and not primarily as a student. Likewise, an individual classified as in-state shall not be reclassified as out-of-state until 12 months after leaving Oklahoma to live in another state.
5. Unless residency has been established in another state, an individual who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for two years prior to graduation from high school will be eligible for in-state status as allowed in Sections VI, VII and VIII.
6. Each spouse in a family shall establish his or her own status on a separate basis. Exceptions include the following: when an out-of-state status individual marries a person with in-state status, the out-of-state individual may be considered in-state after documentation of the marriage and proof of domicile are satisfied without the 12 month domiciliary waiting period, and as provided in sections VII and VIII.
7. Initial classification as out-of-state shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as in-state provided that he or she establish domicile as defined in this policy. Institutions must establish procedures for students to appeal out-of-state status classification.
8. Institutions may, but are not required, to waive out-of-state tuition (also known as Nonresident Tuition Waiver) in accordance with current State Regents' Tuition and Fees Policy 4.18.5.B that allows any institution in the State System to waive a portion of the out-of-state tuition which amount shall not exceed the difference between out-of-state tuition and the amount paid by in-state students.
9. When a student transfers from one institution to another, the institution to which the student transfers is not bound by the in-state/out-of-state classification previously determined and may request documentation to determine the student's in-state/out-of-state status.

#### Section IV. Dependent and Independent Persons

The legal residence of a dependent person is the postsecondary student's parents or the residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care of those other than the parents, the legal residence is that of the student's legal guardian. In-state/out-of-state classifications of postsecondary students with extenuating circumstances (e.g., divorced parents with joint custody when one parent or legal guardian lives out-of-state and/or claimed as a dependent on a tax return, etc.) may be considered on a case-by-case basis. Guidance for administrative

officers charged with classifying students will be provided in the procedures manual. A dependent person may establish independent person status through circumstances including, marriage, formal court action, abandonment by parents, etc. To qualify, a dependent person must have completely separated from the parental or guardian domicile and prove that such separation is complete and permanent. Additionally, the individual must provide evidence that they are responsible for their housing and living expenses. Mere absence from the parental or guardian domicile is not proof of its complete abandonment. If an applicant can provide adequate and satisfactory evidence of independent status and domicile, they may be granted in-state status. If an independent person can provide evidence of coming to Oklahoma to establish domicile, the applicant may be granted in-state status at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

#### Section V. Documented Foreign Nationals

Documented foreign nationals may attend as postsecondary students if they have appropriate educational visas. These individuals are eligible for in-state classification if they become lawful permanent residents, have resided in Oklahoma for at least 12 consecutive months, and meet domicile requirements as set forth in this policy. Documented foreign nationals who are present in the U.S. with visas that allow full-time employment for extraordinary ability in sciences, arts, education, business, athletics, as an executive, manager, or specialist of a treaty nation company operating in the U.S. are eligible for out-of-state tuition waivers as long as they remain in full-time working status. Dependents of these documented foreign nationals who are lawfully present in Oklahoma based on the documented foreign national's visa are also eligible for out-of-state tuition waivers.

#### Section VI. Undocumented Students

In accordance with Title 70, O.S., Section 3242 (2007) (also known as HB1804 of the First Regular Session of the 51st Legislature), an individual who cannot present to the institution valid documentation of United States nationality or an immigration status permitting study at a postsecondary institution but who:

1. Graduated from a public or private Oklahoma high school;
  2. Resided in this state with a parent or legal guardian while attending classes at an Oklahoma public or private high school in this state for at least two (2) years prior to graduation; and
  3. Satisfies admission standards for the institution.
- Individuals who meet the above requirements are eligible for enrollment and/or out-of-state tuition waivers if that individual:
- a. Provides the institution with a copy of a true and correct application or petition filed with the United States Citizenship and Immigration Service (USCIS) to legalize the student's immigration status, or
  - b. Files an affidavit with the institution stating that the student will file an application to legalize his or her immigration status at the earliest opportunity the student is eligible to do so, but in no case later than:
    - i One (1) year after the date on which the student enrolls for study at the institution, or
    - ii If there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one (1) year after the date the USCIS provides such a formal process, and
  - c. If the student files an affidavit pursuant to subsection 2. above, presents to the institution a copy of a true and correct application or petition filed with the USCIS no later than:

- i One (1) year after the date on which the student enrolls for study at the institution, or
  - ii If there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one (1) year after the date the USCIS provides such a formal process, which copy shall be maintained in the institution's records of that student.
- d. Any student who completes and provides the institution with a copy of a true and correct application or petition filed with USCIS to legalize the student's immigration status shall not be disqualified on the basis of the student's immigration status from any scholarships or financial aid provided by this state as long as the student meets the following:
- i Graduated from a public or private Oklahoma high school;
  - ii Resided in this state with a parent or legal guardian while attending classes at an Oklahoma public or private high school in this state for at least two (2) years prior to graduation; and
  - iii Satisfies admission standards for the institution.

### **Section VII. Military Personnel**

Members of the armed forces who provide evidence that they are full-time active duty in the armed forces stationed in Oklahoma or temporarily present through military orders shall be immediately classified upon admission as in-state status along with their spouse and dependent children. Further, when members of the armed services are transferred out-of-state, the member, their spouses and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled. Former full-time active military personnel who remain in Oklahoma after their service may retain their in-state status without the 12-month requirement if they establish domicile as defined in this policy.

### **Section VIII. Discharged or Released from Active Uniformed Service (Regardless of Home of Record)**

In compliance with the Veterans' Access, Choice, and Accountability Act of 2014 and Title 70, O.S. Section 3247, a student who files with the institution within the State System at which the student intends to register a letter of intent to establish residence in the state and who resides in the state while enrolled in the institution shall be eligible for in-state status, regardless of the residency of the student or home of record, if the student:

1. Is a person who:
  - a. was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed service, less than five (5) years before the date of enrollment in the course(s) concerned, and
  - b. is pursuing a course of education with educational assistance under Chapters 30 or 33 of Title 38 of the United States Code while living in Oklahoma; or
2. Is a person who:
  - a. is entitled to assistance under Section 3311(b)(9) or 3319 of Title 38 of the United States Code by virtue of a relationship to a person who was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed services, and
  - b. enrolls in the course(s) concerned within five (5) years of the date the related person was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed services.

### **Section IX. Reserve Officer Training Corps (ROTC)**

A person who is participating in or has received a full or partial scholarship from the Air Force, Army, or the Navy/Marines ROTC shall be eligible for in-state status..

### **Section X. Full-Time Professional Practitioner or Worker**

A U.S. citizen or Lawful Permanent Resident who provide evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be immediately classified as in-state status along with the individual's spouse and dependents without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they independently establish in-state status as described in Section III of this policy. A full-time professional practitioner or worker who is temporarily assigned to another location but maintains domicile in Oklahoma shall be considered to have in-state status along with the practitioner's spouse and dependent children.