

# REGISTRAR

## Office of the Registrar

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## Campus Address and Phone

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## Student Enrollment

Students must be admitted to the university before they can enroll for classes. Enrollment initiates the creation of an academic record and incurs a financial obligation (see the "Bursar (<https://catalog.okstate.edu/about/bursar/>)" section of this Catalog). The registration process is introduced to new freshmen and transfer students during new student orientation.

After meeting with their academic advisor to select courses appropriate to their degree plan, students enroll online via Self Service at [my.okstate.edu](http://my.okstate.edu) (<http://my.okstate.edu>). An overdue account with the University or other registration holds will prevent registration until these holds have been cleared.

Continuing students register for summer and fall classes during the latter part of the preceding spring semester and for spring classes during the latter part of the preceding fall semester.

## Continuous Enrollment

An undergraduate student who is enrolled for every fall and spring semester is considered continuously enrolled. A fall or spring semester with no enrollment is considered a break in enrollment. A graduate student with no break in enrollment or with a break in enrollment of less than one year is considered continuously enrolled. See the Graduate College section of this catalog. Readmission to the university is required if a student does not maintain continuous enrollment.

## Priority Enrollment

In order to facilitate access to courses required for timely degree completion, a student's priority for enrollment generally follows academic class level, with graduate students and seniors having the highest priority. Some exceptions to this basic priority may be necessary to accommodate bona fide student needs, such as students with physical disabilities, for those committed (by a scholarship or full-time employment at the University) to perform a service for the University on a schedule specified by the University, for graduate students and students in the Honors College. Academic Affairs determines enrollment priorities, and enrollment schedules are published in the Enrollment Guide which can be found on the Office of the Registrar's website [registrar.okstate.edu](http://registrar.okstate.edu) (<http://registrar.okstate.edu>) each semester.

Full-time OSU staff may utilize priority enrollment to help ensure they are given an opportunity to identify classes at a time that is least disruptive to their work schedule. This benefit of priority enrollment is extended to full-time (100% FTE), regular staff members.

## Late Enrollment

Students are allowed and encouraged to enroll well before the beginning of a given term. Students whose initial enrollment for the term occurs on or after the first day of the class will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fifth day of an eight-week summer session or during proportionate periods for block or short courses (see additional restrictions for Adding Courses below). See the "Tuition, Fees and Cost Estimates" section of the Catalog for the current late enrollment fee amount.

## Adding or Dropping Classes

### Adding Classes

Approval from the student's academic advisor is required for adding a class. The sixth day of a regular semester, or the third class day of an eight-week summer session, or proportionate periods for short courses is the last day a class may be added (nonrestrictive). With instructor approval, a class may be added during the second week of classes of a regular semester, or the fourth or fifth day of an eight-week summer session (restrictive).

During the restrictive period, students must obtain their instructor's and advisor's signatures on a drop/add card and submit it to the Office of the Registrar to add a new class to their schedule.

### Dropping Classes

Dropping refers to the dropping of one or more classes while remaining enrolled in at least one other OSU course for a given semester. Classes may not be dropped without the approval of the student's academic advisor. Enrollment changes, such as dropping classes, are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute dropping a class.

General drop periods are provided in the table below. The Academic Calendar provides specific dates for each term. Exceptions to these deadlines may be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdrawal Petition and the Petition for a Refund of Tuition and Fees are available on the Registrar's website ([registrar.okstate.edu](http://registrar.okstate.edu)) (<http://registrar.okstate.edu>).

### Periods for Dropping Full-Semester (16-week) Courses

Semester Time Period	Course Grade	Course-Related Tuition/ Fee Refund
Before term begins	No transcript record	100% refund
First 6 days	No transcript record	100% refund
Days 7-10	No transcript record	Partial refund
Weeks 3-12	"W"	No refund
Weeks 13-14	"W" or "F" as assigned by instructor	No refund
Weeks 15-16	No drop option - Final grade as assigned by instructor	No refund

\*Summer classes, intersession classes, and other classes that do not follow the standard 16-week semester follow proportionate drop/refund periods.

A student may not drop any class in which a violation of academic integrity is pending against the student. If the student admits responsibility for a violation meriting a grade of "F" for an assignment or examination, the instructor or Academic Integrity Panel may permit the student to drop the class with a grade of "W." If the student is found not responsible for the violation, they may drop the class with either a "W" or "F," (according to the drop grade policy) appearing on the academic record. If the student is found responsible for the violation, the instructor may assign an appropriate sanction, including assigning the grade "F" for the assignment/examination or "F!" for the class. (See Policy and Procedures Letter 02-0822).

International students need to consult with International Students and Scholars (ISS) before dropping classes or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

## Cancelling Enrollment and Withdrawing from the University

Enrollment cancellation occurs when a student drops all classes before classes begin, that is, before the applicable semester or session begins. Student requests to cancel enrollment must be received by the Office of the Registrar before the first day of classes for the term. Enrollment changes, such as cancelling enrollment or withdrawing from the University, are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute notice of cancellation.

Withdrawing from the University occurs when a student drops all classes after classes begin, that is, after the applicable semester or session begins. The withdrawal process is initiated with the student's academic advisor or in the student's academic student services office. International students must also consult with International Students and Scholars (ISS) before dropping courses or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

General cancellation and withdrawal periods are provided in the table below. The Academic Calendar provides specific dates for each term. Exceptions to these deadlines may be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdrawal Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's website ([registrar.okstate.edu](http://registrar.okstate.edu) (<http://registrar.okstate.edu>)).

### Cancellation/Withdrawal Periods for Full-Semester (16-week) Courses

Semester Time Period	Course Grade	Course-Related Tuition/Fee Refund
Before term begins (cancellation)	No transcript record	100% refund
First 6 days	No transcript record	100% refund
Days 7-10	No transcript record	Partial refund
Weeks 3-12	"W"	No refund
Weeks 13-14	"W" or "F" as assigned by instructor	No refund

Weeks 15-16	Final grades as assigned by instructor	No refund
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\*Summer classes, intersession classes, and other classes that do not follow the standard 16-week semester follow proportionate cancellation/withdrawal/refund periods.

## Leave of Absence for Military Service

Per Oklahoma State law (SB 1830) and Public Law 117-328: Section 3691A, OSU offers a military leave of absence (MLOA) to students who are members of the United States Armed Forces (including reserve components) who receive orders to perform a period of service (i.e., active duty, inactive duty training, or state service). A MLOA allows a student to be absent from the University after receiving orders for a period of service without penalty to admission status or grade-point average and without loss of institutional financial aid. It also allows the student to be eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes, if the student intends to complete the classes upon return from their period of service. Students apply for MLOA by submitting the appropriate form and supporting documentation. See OSU Military Leave of Absence FAQs on the Registrar website ([registrar.okstate.edu](http://registrar.okstate.edu) (<http://registrar.okstate.edu>)) for more information.

## Veteran Benefit Services

Oklahoma State University maintains a full-time office of veteran benefit services for the convenience of veterans and their dependents. OSU offers courses which are approved for students to receive education benefits by the Oklahoma Department of Veteran Affairs (ODVA) State Approving Agency. Information and assistance is available for completion of appropriate forms necessary to apply for education benefits. A student who is eligible for educational benefits through the Veterans Administration must adhere to the following:

### Changes in Enrollment/Drops/Adds, or Withdrawal from University

After enrollment information has been submitted, any increase or decrease in credit hours must be reported to the VA. These changes may result in a change of benefit amount received and possible overpayment debts incurred by the student. It is the student's responsibility to immediately notify the OSU VA office of any changes in enrollment. Should overpayments occur due to a change in student's initial class schedule, the student is responsible to make repayment arrangements with the university.

Veteran education beneficiaries are required to have all previous credit evaluated including military training. To establish military credit, students must submit a copy of their JST (Joint Services Transcript) and/or a DSST transcript to the Office of Undergraduate Admissions for evaluation.

### Degree/Major Declaration

Upon enrollment at OSU, a student may remain undeclared for no more than 2 academic semesters. At that time a degree program must be declared. An OSU degree plan will be selected and only courses or prerequisites which lead to that degree/major will be certified to the VA for payment/benefits.

- Any changes in the degree requirement sheet must be documented by the student's academic advisor and approved before certification can be completed and transmitted to the VA.

## Non-Standard Academic Terms

VA pays education benefits for the actual enrollment dates of the term.

- The VA pays for the number of degree applicable credit hours taken within a defined period of enrollment.
- Intersession and non-standard term enrollments will be certified for payment according to the actual published dates of those classes.
- Please contact a school certifying official regarding full-time status reporting to the VA as full-time status is determined based on dates of enrollment for non-standard terms and not cumulative hours for the term.

## Unsatisfactory Progress

VA regulations state that satisfactory attendance, conduct and progress must be maintained.

- If you do not maintain the academic standards set by the university, the OSU VA Office is required to notify the VA of your status.

## Repeat Courses

VA WILL NOT PAY for repeat courses that were successfully completed and letter grade received - regardless of when the course was completed or who paid for the course.

- Letter grades of A, B, C, or D are considered successful for VA purposes. The only exception is when a higher grade is required to meet the degree requirement.

## Payment of Education Benefits

You must submit an advisory form each semester that you wish to receive education benefits. Any supporting documentation - course substitutions/deviations, change of major, etc., must be received BEFORE enrollment certification can be completed for the term. The VA cannot issue benefit checks until the certification process has been completed by the OSU Veteran Services office.

## Responsibility of Payment to the University

Applying for VA Education benefits does not prevent late payment penalties.

- Students receiving benefits under Chapters 31 (Veteran Readiness and Employment benefits) and Chapter 33 (Post 9/11 - awarded percentage from VA for tuition/fees only) will not be penalized due to delayed payment by the VA (i.e., restriction of enrollment, late fees, requirement of alternative/additional funding or denial of access to school resources available to other students).
  - In all other instances, you are responsible for payment of tuition and fees by published payment deadlines. Non-receipt of benefits from the VA to the student will not prevent late payment penalties from applying to your Bursar account.

Any change in enrollment status may adversely affect payments received by the VA, and students will be held liable for any overpayment the VA issues on their behalf.

Contact a veteran's representative in the Office of the Registrar, 322 Student Union, for more information.

## 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 they have 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 they intend to remain and to which they expect 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 they have 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 they 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 and they have resided in Oklahoma for the last 12 months, while not being enrolled more than half time at an institution of higher education, they 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: Students Impacted by War

Students who meet the criteria for SSR established by the [US Department of Homeland Security](#), or have been given TPS by [US Citizenship and Immigration Services](#), are eligible for in-state tuition. The university DSO must provide a letter of verification to support SSR or TPS eligibility.

### Section VII. 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
  - iii. 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:
    1. One (1) year after the date on which the student enrolls for study at the institution, or
    2. 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.
- iv. 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:
  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.

### Section VIII: Foreign Service Officers and Members of the Intelligence Community

Foreign service officers (22 U.S.C. § 3903) employed by the United States Department of State and members of the intelligence community (50 U.S.C. § 3003) enrolled in a State System institution are entitled to pay in-state tuition and fees if their home residency is Oklahoma, even if they permanently work abroad to fulfill their duties. Spouses and dependent children of foreign service officers and members of the intelligence community are also eligible for in-state tuition. See 20 U.S.C. § 1015d.

### Section IX: Active Uniformed Services

The following shall be eligible for in-state status:

1. Members of the uniformed services, along with their dependent children and spouses, who provide evidence that they are on full-

time active-duty status of more than thirty (30) calendar days in the uniformed services stationed in Oklahoma or temporarily present through military orders. Further, when members of the armed services are transferred out-of-state, the member, their spouse and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.

2. Regardless of the residency of the student, the dependent children or spouse of a person who is currently serving as a member of the active uniformed services of the United States on full-time active-duty status of more than thirty (30) calendar days for whom Oklahoma is the home of record.
3. A person who files with a State System institution at which they intend to register a letter of intent to establish residence in the state and who:
  - a. Is entitled to educational or training assistance under 38 U.S.C. § 3319 by virtue of a relationship to a person who is currently serving on active duty; and
  - b. Resides in the state while enrolled in the institution, regardless of the student's formal state of residence or the active service member's home of record.
4. Former full-time active uniformed services personnel who remain in Oklahoma after their service may retain their in-state status without the 12-month requirement if they establish domicile as provided in this policy. 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 X. 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, 31, 33 or 35 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 (10) 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.

3. Is a person who is pursuing a course of education with educational assistance under Chapter 31 of Title 38 of the United States Code.
4. Is a member of the uniformed services, or the spouse or dependent of a member of the uniformed services, who has been stationed for more than one (1) year in Oklahoma at any time in the previous ten (10) years before the date of enrollment in the course(s) concerned

### **Section XI: Discharged or Released from Active Uniformed Service (Oklahoma Home of Record)**

A person, or dependent children or spouse of a person, who was discharged or released from a period of not fewer than ninety (90) calendar days of active uniformed service and for whom Oklahoma is the home of record shall be eligible for in-state status

### **Section XII. 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 XIII: Oklahoma National Guard**

A person who is a current member of the Oklahoma National Guard shall be eligible for in-state status.

### **Section XIV: 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.

### **Section XV: Citizens of Freely Associated States**

In accordance with 48 U.S.C. § 1988(b)(1)(E), citizens of the three Freely associated States, which are the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau, are eligible for out-of-state tuition waivers. Effective on July 1, 2024, for the 2024-25 award year and each award year thereafter, an institution shall not charge more than its in-state tuition rate to citizens of the three Freely Associated States.

## **Faculty and Staff Enrollment in University Courses**

### **Faculty**

Full-time (100%) continuous, regular members of the faculty are eligible to enroll for credit in one course per semester or a maximum of five hours during normally scheduled working hours and receive discounted tuition and fees as indicated below. To be eligible for the faculty/staff fee waiver, an employee must submit a completed Faculty - Staff Tuition and Fee Waiver Request form to the Office of the Registrar prior to the beginning of classes. If enrollment does not exceed one course or five credit hours, only the department head's approval is needed to receive the fee waiver.

If the employee is enrolled in more than one course or five credit hours, the employee's dean and vice president must also give approval for the waiver.

For eligible faculty members enrolled in University courses, the following fees will be waived:

- a. Student activity fees
- b. Student activity fee - Athletic fee
- c. Health Services fee
- d. Transit/Parking Services fee
- e. Student Development fee
- f. Daily O'Collegian fee

Faculty members must pay 50% of the general tuition, 100% of any additional fees not listed above, as well as 100% of any special course charges. Some courses taught through extension, outreach and year-long independent study are excluded. For faculty members who enroll in NOC-Stillwater courses, the fees listed above may be waived, but no tuition is waived. For more information contact the department offering the course to determine whether the tuition waiver applies or refer to Policy and Procedures Letter 2-0108, University Enrollment and Fee Waivers for Faculty, December 2008.

### Exempt and Non-Exempt Staff

Full-time (100%) continuous, regular staff members who meet the academic requirements of the University are eligible to enroll for credit and receive discounted tuition and fees as indicated below. To be eligible for the faculty/staff fee waiver, an employee must submit a completed Faculty/Staff Tuition and Fee Waiver Request form to the Office of the Registrar prior to the beginning of classes. Enrollment in University courses which meet during the staff member's normal working hours will be limited to one course or a maximum of five hours. There is no limit on the number of courses a staff member may enroll in after normal working hours. If enrollment does not exceed one course or five credit hours, only the department head's approval is needed to receive a fee waiver. If the staff member is enrolled in more than one course or five credit hours, his or her dean and vice president must also give approval for a fee waiver.

For eligible staff members enrolled in University courses, the following fees will be waived:

- a. Student Activity fees
- b. Student Activity fee - Athletic fee
- c. Health Services fee
- d. Transit/Parking Services fee
- e. Student Development fee
- f. Daily O'Collegian fee

Staff members must pay 50% of the general tuition, 100% of any additional fees not listed above, as well as 100% of any special course charges. Some courses taught through extension, outreach and year-long independent study are excluded. For staff members who enroll in NOC-Stillwater courses, the fees listed above may be waived, but no tuition is waived. For more information contact the department offering the course to determine whether the tuition waiver applies or refer to Policy and Procedures Letter 3-0744, University Enrollment for Staff, December 2008.

## Official Records

### Six-Week (Midterm) Progress Reports

Faculty report six-week (midterm) progress grades for all students (regardless of classification) enrolled in 1000- and 2000-level classes. This will normally occur during the seventh week of classes. Student athletes will have all six-week grades reported, not just 1000- and 2000-level. Progress reports are made available to students and to the students' advisors through Self Service.

### Grade Reports

Final grades for all students are compiled and released shortly after the end of each semester by the Office of the Registrar. Final grades are made available electronically to students, students' advisors and students' deans through Self Service.

### Official Transcripts

All OSU official transcripts of student academic records are prepared and released by the Office of the Registrar. The official transcript includes the complete academic record (undergraduate, graduate and professional) as well as the signature of the University Registrar and the official seal of the University.

OSU official academic transcripts may be ordered in the following ways:

1. **Current students** - online via Student Self Service;
2. **Former students** - online via the Registrar's transcript ordering site ([https://exchange.parchment.com/send/adds/?main\\_page=login&s\\_id=OKwNbTpbNd5ojuKr](https://exchange.parchment.com/send/adds/?main_page=login&s_id=OKwNbTpbNd5ojuKr)).

Copies of transcripts from other institutions cannot be furnished.

## Students' Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OSU student has the right to:

1. Inspect and review information contained in his or her educational records within 45 days of the day that the University receives a written request from the student.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.
7. File a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

## Withholding Disclosure of Information

Currently enrolled students may withhold disclosure of directory information. A student may file a written request with the Office of the Registrar to not release personally identifiable information, including directory information. Such requests will be honored until revoked by the student. The University assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

## Access to Records

Students may inspect and review their educational records by making a written request to the office that maintains the records (see Location of Records below). No non-directory information regarding students' educational records may be disclosed to anyone without written consent of students, except for selected purposes as authorized by federal law, such as:

1. To "school officials" who have a "legitimate educational interest" in the student.
2. To another institution to which a student seeks or intends to enroll or is already enrolled if the disclosure is related to the student's enrollment or transfer.
3. In response to a lawfully issued court order or subpoena.
4. In connection with financial aid if the information is necessary to determine aid eligibility or to enforce the conditions of the aid.
5. To accrediting organizations to carry out their accrediting functions.
6. To organizations conducting studies for or on behalf of the school in order to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
7. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, and to State and local educational authorities in connection with an audit or evaluation of an education program or for compliance with Federal legal requirements related to those programs.
8. To appropriate officials in connection with a health or safety emergency.
9. Final results of certain disciplinary proceedings related to an alleged perpetrator of a crime of violence or a non-forcible sex offense.
10. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

## Parental Access to Records

At the postsecondary level, parents have no inherent rights to inspect their son's or daughter's educational records. Information regarding educational records is best obtained by direct communication between the parent and the student. Students may consent to release their educational records to parents, legal guardians, or other individuals by providing access using the Proxy feature in Self Service or completing the appropriate form in the Office of the Registrar. Such consent should be given in an uncoercive environment. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of Internal Revenue Form 1040.

## Definitions

"Educational Record" refers to those records which are directly related to a student and are maintained by an educational institution.

"Directory Information" includes: student's name (including chosen or preferred first name); local and permanent address or hometown; telephone number; year of birth; major field of study; weight and height of student participating in officially recognized sports; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or received and dates granted or received; academic classification such as freshman, sophomore, junior, senior, etc.; institutional electronic mail address; most recent educational institution previously attended; dissertation or thesis title; advisor or thesis/dissertation advisor; participation in officially recognized organizations, activities, and sports; parents' names and addresses (city and state only).

"School official" is defined as an individual currently serving as a member of the Board of Regents for the Oklahoma Agricultural and Mechanical colleges; the President of OSU and the administrators, faculty and staff they supervise; the President and CEO of the Alumni Association and President and CEO of the Oklahoma State University Foundation and the staff they supervise; the National Student Clearinghouse; and contractors, volunteers, and other non-employees performing institutional functions as school officials with legitimate educational interests.

"Legitimate educational interest" A school official has a "legitimate educational interest" if a review of a student's record is necessary to fulfill the official's professional responsibilities to the University. School officials may have legitimate educational interests both in students who are currently enrolled and in those no longer enrolled.

## Location of Records

Several offices share responsibility for maintaining and releasing information pertaining to student education records. These include, but are not restricted to:

- a. the Office of the Registrar for academic records,
- b. the Office of Student Judicial Affairs for disciplinary records,
- c. the Office of the Bursar for billing and payment records,
- d. the Office of Scholarships and Financial Aid for scholarship and financial aid records,
- e. the Human Resources office and Career Services office for employment/placement records, and
- f. the Communications Service office for directory information.

## Challenge the Content of Records

When a student seeks to challenge the content of the educational record, the following steps will be used:

1. The student will submit a written request to the official responsible for maintaining a record, with such request specifying the content being challenged, the grounds for the challenge, and the exact action being sought.
2. Within one month of the request, the official shall provide a written response. If the official grants the request, the change(s) will be made. If the request is denied, the letter will explain why and will inform the student they may add an explanation to the record and/or appeal the official's decision. If the student adds an explanation to the record, the explanation will accompany the part of the record to which the explanation pertains, whenever that part of the record is released.
3. An appeal may be filed by submitting a written request to the Vice President to whom the official responsible for maintaining the record reports.