



## Catalog Search

## Academic Information

HELP

[Print-Friendly Page](#)

## Advanced Search

[CATALOG HOME](#)[UNIVERSITY CALENDAR  
2011-12](#)[GENERAL INFORMATION](#)[ADMISSION](#)[STUDENT LIFE](#)[FEES, EXPENSES,  
FINANCIAL AID](#)[ACADEMIC INFORMATION](#)[SUMMARY OF PROCEDURES  
FOR BACHELOR'S DEGREE](#)[GENERAL EDUCATION  
REQUIREMENTS FOR  
BACHELOR'S DEGREES](#)[SPECIFIC REQUIREMENTS  
FOR DEGREES AND OTHER  
PROGRAMS](#)[PROGRAMS BY COLLEGE  
AND DEPARTMENT](#)[PROGRAMS  
\(ALPHABETICAL\)](#)[PROGRAMS AND MINORS  
\(BY DEGREE TYPE\)](#)[COURSES](#)[PERSONNEL](#)[GRADUATE COLLEGE](#)[COLLEGE OF OPTOMETRY](#)

- [Orientation](#)
- [Library / Learning Resources](#)
- [General Education](#)
- [General Curriculum Organization](#)
- [General Degree Regulations](#)
- [Second Bachelor's Degree](#)
- [Dual Major](#)
- [Curricular Deficiencies](#)
- [Administrative Withdrawal](#)
- [Placement Retesting Policy for Developmental Classes](#)
- [Four-Year Graduation Plan](#)
- [Academic Advisement](#)
- [Assessment Requirements](#)
- [Courses by Electronic Media](#)
- [Credits](#)
- [Semester Load](#)
- [Classification](#)
- [Course Numbers](#)
- [Grades](#)
- [Grade Reports](#)
- [Grade Corrections](#)
- [Grade Appeals](#)
- [Graduation with Honors](#)
- [Graduation Information](#)
- [Final Deadline](#)
- [Honor Roll](#)
- [Withdrawals](#)
- [Retention Standards](#)
- [Academic Forgiveness Policy](#)
- [Academic Misconduct](#)
- [Student Obligations, Holds on Records, Suspensions](#)
- [Absences](#)
- [Eligibility](#)
- [Absences Related to Active Military Service](#)
- [English Proficiency](#)
- [Computer Proficiency](#)

## Orientation

[^TOP](#)

All beginning freshmen are required to enroll in UNIV 1002 (University Strategies) as a part of the first semester class load. This course carries two semester credit hours and is comprised of two freshmen success components; the University Strategies orientation program held the week before school starts and the University Strategies class that meets the entire first semester. Together, these two programs are designed to ease the transition to NSU and explain the concept of higher education by providing specific information pertaining to campus life and the varied problems which freshmen begin to experience while beginning their college careers.

[BACK TO TOP](#)

All beginning freshmen are advised through the First-Year Experience Center until a major field of study is chosen. When the student has chosen a major field of study, the declaration of major is processed through The First-Year Experience Center for assignment to a major division. After such assignment has been completed, students will go to the College Department Chair of their major college for assignment to an academic advisor.

## Library / Learning Resources

[^TOP](#)

NSU provides physical library facilities at its Tahlequah, Broken Arrow, and Muskogee campuses. Library services include coordinated acquisitions, cataloging, reference, circulation, instruction, and interlibrary loan. The libraries also provide access to online resources and services that are available to all students and faculty from the Internet at [HYPERLINK](http://library.nsuok.edu/index.html) "http://library.nsuok.edu/index.html."

Online services currently include Internet access to over 140 databases containing a wide variety of information resources including electronic books; full text journals; journal indexes; electronic versions of reference books in a variety of subject

areas; online maps, test information, design images, etc. The growing electronic book collection contains over 108,000 titles. The library provides access to a collection of almost 14,000 Internet based journal titles.

The John Vaughan Library at the Tahlequah campus is a three-story, 120,000 square foot facility. It contains over 1.2 million physical items including over 400,000 books, bound periodicals, and cataloged Government Documents; 6,144 un-cataloged Government Documents; 3,745 cartographic items; 56,734 graphic materials; 2,686 computer files; 8,659 audio-visual materials; 766,295 microforms; and 5,089 subscriptions. The library houses a special collection of Native American heritage materials and an archival collection of local, county, and university records and historical photographs.

The library facilities on the Broken Arrow campus offer NSU students an environment that is conducive to individual or group study and research. The library houses a growing collection of print and electronic information resources as well as access to all library materials physically housed at other NSU campuses. In addition to individualized reference services, librarians provide library instruction classes in two library computer labs. For more information concerning the resources, services, and policies of Broken Arrow Library, please visit their home page at HYPERLINK "http://[library.nsuok.edu/nsuba/](http://library.nsuok.edu/nsuba/)

The Muskogee campus library includes reference, reserve, and current periodical collections in traditional paper format. Members of the staff at the library provide reference, circulation, interlibrary loan, and instruction in the use of library resources. The library provides a document delivery service from the Tahlequah collection and the Internet base collections are available to all students 24/7. The Muskogee Library is online at <http://library.nsuok.edu/nsum/index.html>.

## General Education

[^TOP](#)

As a result of continuing study the faculty at Northeastern State University believes that all students should participate in certain common experiences during the first two years of college work and that such a program of common experiences is best designated as General Education. It is believed that a program of General Education must make available to the student extensive experiences, which are both rich and important, in preparation for the major aspects of living in a democratic society; and that these experiences should provide for the development of personal talents and abilities and for a satisfying participation in activities involving democratic procedures.

With this general philosophy, the entire pattern of General Education has these objectives:

1. Communicate effectively through writing, listening, speaking, and reading;
2. Recognize and analyze works in the humanities ( literature, art, music, philosophy, and religion) as expressions used to communicate perspectives on the human condition;
3. Identify and evaluate political, historical, and social forces that shape the past, present, and future;
4. Become globally-aware citizens through an understanding and appreciation of human and cultural diversity;
5. Understand physical and biological phenomena and their importance for the welfare of society;
6. Apply methods of scientific inquiry;
7. Use quantitative symbolic systems to solve problems and interpret data;
8. Understand and apply concepts and activities that promote good health and life skills; and
9. Use critical thinking to analyze and solve problems.

## General Curriculum Organization

[^TOP](#)

In the curricula that lead to baccalaureate degrees, the program of study is built with the realization that provision must be made for the attainment of the objectives of general education. Each degree curriculum is organized in two divisions: the lower division, comprising approximately the first two years of study, and the upper division, in which the student pursues the area of special concentration which has been selected. During the first two years the student is required to take prescribed courses in English, the arts, humanities, health and physical education, the social sciences and the natural sciences. The provision for free electives in the lower division allows students to sample a field of their choice and have plans well in mind before entering the upper division. In the upper division the student completes the prescribed courses for major and minor fields. The student receives both counsel and guidance from the major professor to the end that both aims of general education and specialization may be realized.

## General Degree Regulations

[^TOP](#)

1. Degrees are conferred at the close of fall, spring and summer semesters. Candidates for degrees must file an "Application for Bachelor's Degree" form during the previous term in which they expect to complete requirements for the degree. Students should run a DARS degree audit each semester and meet with their advisor to plan their schedule. Students must request an official graduation audit by the following dates: May 1 for Fall, October 1 for

Spring and March 1 for summer. Forms are available in each college office and on the Admissions & Records website.

2. The minimum number of semester hours required for a degree is one hundred twenty-four, of which a maximum of 4 hours can be physical education activity courses. A minimum of 60 hours excluding physical education activity courses must be taken at a baccalaureate degree granting institution. At least forty of the required 124 must be of senior college level (3000 and 4000 level) excluding physical education activity courses.
3. A student must have twice as many grade points as semester hours of credit attained for a minimum graduation/retention GPA of 2.0 excluding any courses repeated or reprieved as detailed in the State Regents' Grading Policy and excluding physical education activity courses. Students who enter with advanced standing or transfer credit must satisfy the additional requirements of earning twice as many grade points as semester hours (2.0 GPA) attained at this University (NSU). (For description of grade points, see Undergraduate Grade-Point Calculations.)
4. At least 15 of the final 30 hours applied toward the degree or at least 50 percent of the hours required by the institution in the major field must be satisfactorily completed at the awarding institution.
5. A student must spend in residence at this University a minimum of thirty weeks with the completion of at least thirty semester hours exclusive of correspondence work.
6. Fifty percent of the major requirements on a bachelor's degree program must be upper division courses (3000 and 4000 level). Eighteen hours, or half of the major, whichever is greater, must be taken at NSU. At least one-half of the upper division requirements for a major must be taken in residence.
7. No more than one-fourth of the requirements for the bachelor's degree may be completed by correspondence, extension, and/or extra-institutional credit.
8. All grades for correspondence, incompletes, and for transcripts of work completed at other schools MUST BE IN THE OFFICE OF ADMISSIONS AND RECORDS within two weeks following the close of the semester for the student's name to remain on the Roster of Graduating Students.
9. **SECOND BACHELOR'S DEGREE.** A second undergraduate degree may be earned by completing all required courses and grade point requirements for the degree (major). All prior undergraduate course work will be considered, and applicable course credit will meet the requirements for the additional degree. A **minimum of 30 additional semester hours** in residence beyond the most recently completed bachelor's degree (minimum 154 total hours) is required.
10. State Regents' policy guarantees that students transferring to an Oklahoma public four-year university with an associate in arts or associate in science degree (two-year degrees) from another Oklahoma public college will have satisfactorily completed all freshmen and sophomore general education requirements at the four-year university. Some majors may require other specific general education courses as program prerequisites or program requirements. If a student transfers to a university before completing an associate of arts or associate of science degree, the student must meet the general education requirements of the four-year university.
11. The catalog in effect at the time of the student's initial full-time enrollment in an Oklahoma State System college or university shall govern lower-division prerequisites and general education requirements, provided that the student has had continuous enrollment. The catalog in effect at the time the student officially declares a major will govern the degree requirements for the major and minor, provided that the student has had continuous enrollment. Continuous enrollment will be defined as not being out of an Oklahoma State System college or university for more than two consecutive enrollment periods. Students who have been out three semesters will be subject to any new degree requirements.

## Second Bachelor's Degree

A student who has previously earned a bachelor's degree from another regionally accredited college or university, may earn a second bachelor's degree at NSU by completing the required courses for the degree (major), including at least 30 additional semester hours in residence beyond the first bachelor's degree. A major used for the first bachelor's degree cannot be used as a major for the second bachelor's degree. A second bachelor's degree with a major in General Studies is not available.

Students who have earned his/her first bachelor's degree are considered to have met the English and computer proficiency requirements. The general education requirements as well as the state requirement for American history and political science, for the second bachelor's degree will be considered completed for students with a bachelor's degree from an accredited regional institution. However, if a course or courses from the general education are prerequisites to courses required for the major of the second degree or are program prerequisites, these courses must be completed.

Students who have completed a previous bachelor's degree from Northeastern State University may complete a second undergraduate degree by completing all required courses and grade point requirements for the degree (major). If courses were completed in the first degree and are required courses for the second undergraduate degree, the advisor must make an appropriate substitution for the required courses(s) needed in the second degree. The course substitutions must be communicated to the student and the Office of Admissions and Records for an exception to be entered into the degree audit system.

## Dual Major (Sometimes called double degrees, double majors or second majors)

Students may earn a dual major (while currently enrolled) by completing all requirements for both majors. A minimum of

124 hours must be completed for graduation with a minimum of 30 unduplicated semester credit hours for each major. Total hours will vary depending upon the requirements for both majors. The student must choose which major will be considered the first major. If duplicated courses are required for both majors, the advisor for the second major must make an appropriate substitution for the required course(s) needed in the second major as needed to reach the minimum of 30 unduplicated semester credit hours. If the second major requires fewer than 30 hours, the advisor must specify courses which will make up the difference. If the second major requires at least 30 unduplicated hours, no substitutions will be required. The course substitutions must be communicated to the student and to the Office of Admissions and Records for an exception to be entered into the degree audit system. Students may not choose General Studies or Vision Science as a dual major. Students declaring a double major need not declare a minor.

Students may have both degrees posted on the transcript and receive a diploma for both majors by paying graduation fees for both degrees. Otherwise, only the first degree with both majors will be posted on the transcript as a single entry and the student will receive one diploma.

## Curricular Deficiencies

[^TOP](#)

Students entering NSU with a high school deficiency must successfully complete the course requirements within the first 24 hours attempted or have all subsequent enrollments restricted to deficiency removal courses until all deficiencies are removed. Students must complete zero level courses with a grade of 'C' or better in order to remove the deficiency.

## Administrative Withdrawal

[^TOP](#)

Students in all classes are subject to non-attendance withdrawal and/or administrative withdrawal. This may adversely impact financial aid, veteran's benefits, and/or athletic eligibility, therefore it is important that students attend class regularly and contact their instructor regarding absences.

Students who enroll in a course or courses and **never** attend may be withdrawn for non-attendance "NA". The non-attendance withdrawal "NA" can be processed during and after the third week of a sixteen week course. Courses on other formats (eight week, four week, weekend, etc.) will be based on the same percentages of completion for the time frame a non-attendance withdrawal can be processed.

Students who enroll in a course or courses and have **poor attendance or participation as determined by the instructor** may be administratively withdrawn "AW." The administrative withdrawal "AW" can be processed from week six through week ten of sixteen week courses. Courses on other formats (eight week, four week, weekend, etc.) will be based on the same percentages of completion for the time frame an administrative withdrawal can be processed.

Students who are withdrawn for non-attendance or administratively withdrawn will be responsible for payment and repaying any financial aid received for the course or courses that must be returned to the provider.

## Placement Retesting Policy for Developmental Classes

[^TOP](#)

Students are encouraged to take the placement tests well before classes begin so they can study and retest, if necessary, to attempt to avoid taking developmental classes. Students must wait a minimum of thirty days after taking the placement tests before they are eligible to retest. Only one opportunity for a retest will be allowed to each student and the student must be within 10 points of passing in order to retest. Once classes begin, only exceptional circumstances will warrant retesting and the student must seek approval from the instructor teaching the class to be retested in that subject area.

## Four-Year Graduation Plan

[^TOP](#)

Northeastern State University is committed to assisting students in meeting their goal of graduation in four years. Toward that end, NSU has developed a Four-Year Graduation Plan to assist students in planning their progress toward a bachelor's degree. Not all degree programs are included in the Four-Year Graduation Plan and some programs have specific criteria that must be met in order for the agreement to be valid. Students who are interested in this plan should contact the First Year Experience Center for more information.

## Academic Advisement

[^TOP](#)

All students are expected to meet with their advisor prior to enrollment each semester to plan their academic schedule. New freshmen students and new transfer students are initially assigned to The First-Year Experience Center for academic advisement. Once the student has completed English Comp. I and earned at least 15 credit hours, he/she may declare a major and be assigned an advisor in their major. The student should meet with their academic advisor early in their academic

career to develop a plan of study. A plan of study consists of an automated degree audit called DARS that shows the student's progress toward meeting their degree/graduation requirements. Plans of study are valid as long as the student is continuously enrolled. Students are responsible for selecting and completing courses needed for the degree. Each student who expects to complete degree requirements must file an application for bachelor's degree In the Office of Admissions by March 1 for summer graduation, May 1 for fall graduation, and October 1 for spring graduation. The bachelor's application must be turned in with a copy of the student's DARS degree audit.

## Assessment Requirements

[^TOP](#)

NSU has developed a four part assessment program in conjunction with the Oklahoma State Regents for Higher Education's requirements and expectations of the North Central Association of Colleges and Schools. All freshmen students scoring below 19 on individual ACT sub-tests in English, Math, Reading, and Science must complete a placement test before enrolling in classes in these areas. New students will also be asked to participate in a Freshman Survey and Freshman Inventory. Mid-level general education assessment will occur after students complete between 45-70 hours at NSU. Near the end of the student's plan of study, outcomes assessment of the major will occur. Students will be asked to complete a Senior Survey before graduation and may periodically receive an Alumni Survey as part of the assessment plan.

## Courses by Electronic Media

[^TOP](#)

A student may earn credit for courses delivered electronically at Northeastern State University or at one of the approved off-campus locations either through interactive television, web-based internet (online) or blended (combination of online and face-to-face) formats. Online and blended courses coincide with the regular semester dates of sixteen (fall and spring) or eight (summer) weeks. These courses count for regular college credit as specific degree requirements or electives. For more information on courses delivered by electronic media contact the Director of the Center for Teaching and Learning.

## Credits

[^TOP](#)

Credit for courses is given in terms of semester hours. A semester hour of credit is given for the equivalent of one class period per week for a semester of sixteen weeks. Periods for laboratory courses are, as a rule, twice as long as the non-laboratory courses in proportion to the credit values.

## Semester Load

[^TOP](#)

Full-time Student - To be considered full time, an undergraduate student must be enrolled in at least six hours in a summer session and at least twelve hours in a fall or spring semester. Zero "0" level courses which are taken to complete a skill or curricular deficiency are counted when considering full-time status of the student for financial aid and athletic eligibility purposes.

Normal Load: The average or normal semester enrollment is considered to be fourteen to nineteen semester hours of work. When this amount of credit is regularly earned, it will lead to the completion of all degree requirements in eight semesters or four school years.

Above Average Load: A student who has demonstrated superior scholastic ability (GPA of 3.0 or above) may increase the load above the normal amount. The semester hour load is determined in conference by the adviser and the student and is based upon the past performance of the student. Students with a 3.00 GPA may enroll in more than 19 hours during a Spring or Fall semester and more than nine hours during the Summer term. In no case shall the maximum load exceed one and one-half times the number of weeks in a given semester or summer term. (Oklahoma State Regents regulation, January 31, 1977) This is a combined number of hours from NSU, including correspondence and arranged classes, and any other college or university that the student attends during the semester. Graduate students should refer to the Graduate Catalog for information on semester loads.

Students on Probation: An undergraduate student who is on academic probation or academic notice will be restricted to no more than 16 credit hours in a semester (this includes intersession classes).

## Classification

[^TOP](#)

Undergraduate class standing at the beginning of a semester is determined as follows: less than thirty semester hours, freshman; thirty through fifty-nine semester hours, sophomore; sixty through eighty-nine semester hours, junior; ninety hours or more, senior. A student not seeking to complete any degree program or certificate program is classified as a Special student. A student who has an earned degree and is working to complete a second undergraduate degree or a second major

is classified as a Post Graduate student.

## Course Numbers

[^TOP](#)

Courses numbered in the 1000's are intended primarily for freshmen, in the 2000's for sophomores, in the 3000's for juniors, in the 4000's for seniors. Those in the 5000's are graduate courses open only for enrollment to graduate or professional students.

The last digit of a course number indicates the number of semester hours of credit to be earned. When zero is the last digit of a course number, the course carries variable credit.

Courses numbered as "0" level indicates remedial work and do not count toward hours earned, hours attempted, accumulated grade point average, or graduation.

## Grades

[^TOP](#)

- A - Excellent, 4 grade points each semester hour
- B - Above average, 3 grade points each semester hour
- C - Average, 2 grade points each semester hour
- D - Below average, 1 grade point each semester hour
- P - Passing, no grade points
- I - An "I" (Incomplete) grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade the student should have satisfactorily completed a substantial portion of the required course work for the semester. A condition that the student must repeat the course in order to remove the "I" is not permitted. Students have one calendar year from when the grade was awarded to resolve incomplete grades. "I" grades not changed by the instructor to a credit bearing grade or an "F" within the one year period will remain as a permanent "I" and not contribute to the student's GPA. In extenuating circumstances, exceptions may be requested through the dean of the academic college that awarded the grade.
- F - Failure, no grade points
- W - Withdrew passing with no grade points

The credit hours of the course are not counted in calculating a student's grade point average. The automatic withdrawal grade of "W" will be assigned to all students for classes from which they officially withdraw or completely withdraw from the University BEFORE OR AT twelve weeks after classes begin during a regular (Fall or Spring) semester regardless of the student's progress in the course at that time. For any drop or withdrawal accepted after this deadline, a "W" or "F" will be assigned depending upon the student's standing in the class and the institution's stated withdrawal policy. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

- AW - Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary reasons, financial reasons, inadequate attendance, or inadequate participation in a course. Formal institutional procedures for administrative withdrawal will be followed. Administrative withdrawals are GPA neutral.
- AU - Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information.
- NA - Non-Attendance Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for complete non-attendance in a course. Formal institutional procedures for non-attendance withdrawals will be followed. Non-Attendance withdrawals are GPA neutral.
- P-F - The grades of Pass-Fail may be used as an option for students in specified courses. The Pass grade indicates hours earned but does not contribute to the GPA. The Fail grade is an "F" and is calculated into the GPA.
- S- - The grades of "S-U" or "P-NP" may be used as an option for students in specified courses. The "S" and "P" grades are used to indicate minimal course requirements have been met and credit has been earned. The grades of "U" and "NP" indicate that a student did not meet minimum requirements in a course designated for "S/U" or "P/NP" grading. All four grades, "S, U, P, N/P" are GPA neutral, but are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.
- N - An "N" grade is used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.

- X - An "X" grade is assigned for graduate thesis or dissertation in progress and is GPA neutral.

## Grade Reports

[^TOP](#)

Mid-term grades will be posted for all new freshmen, new academic notice, and new probation students.

Final grade reports may be accessed via NSU web services at the end of the semester and summer term using the unofficial transcript option. This report includes information as to the student's academic standing, such as, "Presidents' Honor Roll", "Dean's Honor Roll", "Academic Probation" and "Ineligible to Re-enroll", due to academic suspension.

A graduating senior's grades MUST BE IN THE OFFICE OF ADMISSIONS AND RECORDS within two weeks following the close of the semester for the student's name to remain on the Roster of Graduating Students.

## Grade Corrections

[^TOP](#)

A faculty member may initiate a change of grade after grades have been submitted to the registrar's office provided that:

1. Justification for the grade change is made in writing to the Dean and attached to the "Change of Grade Form," and
2. The change is submitted within the first eight weeks of the semester following awarding of the original grade.

## Grade Appeals

[^TOP](#)

A student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consultation with the instructor and/or Dean. The Grade Appeals Process must be formally initiated with a written appeal to the Dean within four months following awarding of the original grade. Please contact the dean of the college in which the grade was given for a copy of the grade appeals process.

## Graduation with Honors

[^TOP](#)

NSU recognizes bachelor's degree candidates who have demonstrated superior academic performance. Students who qualify for honors based upon course work up to their final semester will be recognized on the commencement program. Final determination of honors will be based upon all course work completed for the degree and will be posted on the student's transcript and diploma after successful completion of all degree requirements.

To be eligible for such recognition a candidate must complete a minimum of 30 semester hours at NSU. Students must meet the grade point average for graduation with honors in all NSU courses completed and in all courses attempted at all institutions attended.

The honors designation and requisite grade point averages (not rounded) shall be:

- Summa Cum Laude - 3.8 - 4.00
- Magna Cum Laude - 3.6 - 3.79
- Cum Laude - 3.4 - 3.59

## Graduation Information

[^TOP](#)

Students must meet all degree requirements for graduation, including but not limited to the following, before degrees are conferred. Students must have a minimum of 30 hours from NSU and 60 hours (excluding physical education activity courses) from a four-year institution, of which at least 40 hours (excluding physical education activity courses) must be upper division (3000/4000) credit. The minimum number of hours for graduation is 124, of which a maximum of 4 hours can be physical education activity courses. The student must have an overall graduation/retention GPA of 2.0 and a 2.0 graduation/retention GPA in NSU course work.

Degrees are conferred at the end of fall, spring and summer semesters. Students completing degree requirements at the end of a summer term may participate in the spring commencement. Tahlequah campus graduation ceremonies are held during the **fall** and **spring** of each year and are open to all NSU students. Broken Arrow students completing in the **fall** attend the ceremony at the Tahlequah campus. Broken Arrow campus graduation ceremony is held only during the spring/summer.

Each student who expects to complete degree requirements must file an application for bachelor's degree in the Office of Admissions by March 1 for summer graduation, May 1 for fall graduation, and October 1 for spring graduation. The bachelor's application must be turned in with a copy of the student's DARS degree audit.

The Graduation Fee shall be paid in the Business Office. Degrees are recorded on the student's transcript. Diplomas will be mailed twelve weeks after the conferral date.

## Final Deadline for Completing All Graduation Requirements

For the academic transcript to indicate degree completion during the semester for which the student applied, all paperwork must be in the Office of Admissions and Records prior to two weeks following the close of the semester or the student will have to reapply for the next graduation conferral term. This paperwork includes: official transcripts (mailed directly from the school) of course work completed at other schools, capstone experiences, courses with incomplete grades changed to permanent grades, grade changes and/or course substitutions.

## Honor Roll

[^TOP](#)

Each semester, Northeastern State University recognizes students who have achieved superior academic performance through being named to the President's Honor Roll and the Dean's Honor Roll. To be eligible for such recognition the student must be an undergraduate (who has not earned a degree) and meet one of the criteria below:

### President's Honor Roll

Complete at least 12 hours of regularly graded NSU undergraduate, 1000-4999 level, course-work (Pass-Fail and "0" level classes do not count) with a grade point average of 4.00.

### Dean's Honor Roll

Complete at least 12 hours of regularly graded NSU undergraduate, 1000-4999 level course-work (Pass-Fail and "0" level classes do not count) with a grade point average of 3.50 with no grades below a "B."

## Withdrawals

[^TOP](#)

If it is necessary for a student to drop (terminate work) any class or to withdraw completely from all courses at the University, the student must complete the process by doing the following:

To drop a course, the student can go to First-Year Experience (if he/she has not declared a major), Admissions and Records at the Tahlequah Campus, or Student Services at the Broken Arrow or Muskogee Campus.

To completely withdraw from all courses, the student must go to the Office of Admissions and Records at the Tahlequah Campus or the Student Services Office at the Broken Arrow or Muskogee campuses. If the student cannot go to the office in person, the student should call the Office of Admissions and Records at 800-722-9614 or 918-456-5511, ext. 2200, for assistance.

*Withdrawal Before or During the Twelfth Week* — if a student formally withdraws from single classes or completely from the University before or during the twelfth week, the instructor will assign a "W" (withdrew passing) regardless of the student's progress in the course.

*Withdrawal After Twelfth Week* — If a student formally withdraws from single classes or completely from the University after the twelfth week, the instructor will assign a "W" or "F" depending on the student's standing in the class at the time of withdrawal. A "W" will be assigned if the student was passing at the time of withdrawal. An "F" will be assigned if the student was failing at the time of withdrawal.

*Students Who Stop Attending Class* — if a student simply ceases to attend class or classes and has not formally withdrawn the instructor will assign an "F" grade at the end of the semester.

*Withdrawal Periods Permitted* — a student may process a formal withdrawal from single classes from the time of "add and drop" until the last week of classes in a semester and until the last day of a summer term. No class withdrawals are permitted in the last week of a semester or the last day of a summer term. The last date to withdraw with a "W" is published each semester in the schedule of courses. Failure to follow the above procedures may have a negative impact on your standing with the university and financial aid status.

A complete withdrawal from the University is permitted any time after the student is enrolled up to the last week of a semester or the last day of the summer term. Complete withdrawals are not permitted during the last week of classes in the fall or spring semesters.

## Retention Standards

[^TOP](#)

Freshmen students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. A student must maintain a 2.0 cumulative GPA for the duration of his/her college experience with the exception of freshmen on



academic notice and academic probation.

A student will be placed on academic probation if she/he fails to meet:

<u>Credit Hours Attempted</u>	<u>Cumulative GPA Requirement*</u>
0 through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

\*All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes excluding any courses repeated or reprieved as detailed in the State Regents' Grading Policy and excluding remedial/developmental (pre-college) courses and physical education activity courses.

A student who achieved a grade point average of 2.0 or above in regularly-graded course work, not to include activity or performance courses, during the last semester enrolled will be allowed to continue as a student regardless of the cumulative grade point average.

Any student not maintaining satisfactory progress toward academic objectives will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum cumulative GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. At that time the student may petition the Admission Appeals Committee for readmission consideration.

Students suspended in the spring semester may attend, at the discretion of the suspending institution, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. Only students under first-time suspension status at the suspending institution are eligible. To continue in that fall semester, such students must achieve a 2.0 or better semester GPA or raise their retention GPA to the required level.

The administration at NSU realizes that there are times when extenuating circumstances prohibit a student from making satisfactory progress during his/her probationary semester. The appeals process allows for the examination of each individual situation where a student feels special consideration should be granted. A decision is then made as to whether extenuating circumstances do exist.

Students wishing to petition the committee must submit an application for admission and a Suspension Appeals form to the Office of Admissions and Records. Applications for admission and appeals forms are due by July 15 for consideration for the Fall semester, November 15 for the Spring semester and April 15 for Summer term. The student may be required to appear before the committee. Denial will be automatic for non-attendance.

The petition may be approved for probationary readmission if, in the best judgment of the committee, conditions appear to be favorable for the student to regain satisfactory progress. Such students are readmitted on probationary status and must maintain a 2.0 GPA each semester while on probation or raise their cumulative GPA to the designated level. Should a student be suspended a second time, she/he cannot return until she/he has demonstrated the ability to succeed by attending another institution and raising his/her cumulative GPA to the retention standards.

A senior who has failed to meet the graduation/retention grade point average of 2.0 may request to enroll in an additional 15 semester hours in a further attempt to achieve the requirements for graduation. Students may take up to 15 semester hours in one semester or if the student takes less than 15 semester hours, they must maintain the current retention standards of achieving an overall GPA of 2.0 for that semester in order to continue. Students may apply for the "Senior Rule" extension through the Office of Admissions and Records. Such students will be afforded this extension one time only.

## Academic Forgiveness Policy

[^TOP](#)

NSU has adopted a three-part Academic Forgiveness Policy that 1), allows students to repeat a maximum of 4 courses (up to 18 semester hours) of "D" and "F" grades and have only the last grade earned used in the calculation of the retention and graduation GPA; 2), to apply for an academic reprieve for up to two consecutive semesters of course work under certain circumstances; and 3), to renew their academic career for an extended absence under circumstances that warrant a fresh start. Requests for repeated courses, academic reprieve, or academic renewal must be submitted in writing on the appropriate form to the Office of the Registrar at Northeastern State University. For more information concerning the Academic Forgiveness Policy, contact your advisor or the Office of the Registrar.

## Academic Misconduct

[^TOP](#)

Academic misconduct includes cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, or assisting others in any such act or attempts to engage in such acts. Academic misconduct in any form is inimical to the purposes and functions of the University and therefore is unacceptable and prohibited.

Any faculty member, administrator or staff member may identify an act of academic misconduct and should report that act to the department head/college dean, Vice President for Academic Affairs or administrative supervisor.

Students violating the standards of academic honesty are subject to disciplinary action including reduction of a grade(s) in a specific course, assignment, paper, or project; a formal or informal reprimand at the professorial, dean, or academic vice president level; expulsion from the class in which the violation occurred; expulsion from a program; or expulsion from the university.

## Student Obligations, Holds on Records, Suspensions

[^TOP](#)

Each student, upon matriculation at the University, assumes an obligation to obey all rules and regulations made by properly constituted authorities.

The University may not release records including transcripts for students who have financial or other obligations to the University, or who do not comply with University regulations and policies outlined in the Policy Manual of the Board of Regents of Oklahoma Colleges. These policies indicate the responsibilities of students in such matters as civil law, personal behavior, disorderly assembly, disturbing the peace and destruction of property, alcoholic beverages or illegal narcotics, falsification of records, payment of accounts, and possession of weapons or explosives on the campus.

The University may suspend a student for infractions concerning any of the above items as well as for not meeting academic requirements of the University.

A hold on records or the suspension of a student can be authorized by the President, the Vice President of Academic Affairs, or the Dean of Student Affairs.

## Absences

[^TOP](#)

Regular attendance in classes is required. Excessive absences may be reflected in the grade assigned.

Absences for University-approved functions may be permitted only after the activity sponsor has received authorization. This approval does not excuse students from fulfilling assignments and tests in the course, but authorizes them to receive reasonable accommodations from the instructor in fulfilling the assignments. It is the student's responsibility to contact the instructor prior to the event to make arrangements for the classes missed.

## Eligibility

[^TOP](#)

To be eligible to represent the University in any intercollegiate contest, University-sponsored activity, or otherwise use the name of the University, a student must be currently enrolled and in good standing with the University (not owing money or on conduct probation) and meet the requirements of the sponsoring organization/activity.

## Absences Related to Active Military Service

[^TOP](#)

The following policy governs faculty responsibility toward students who are called to active military duty. It is drawn from Board of Regents for Oklahoma Colleges' policy, Chapter 6, Miscellaneous, Section III. This policy is not applicable to annual training for reservists or National Guard personnel which fall under regular University absence policies.

1. Student called to active military duty as a war measure: If the student has attended classes through the twelfth week of a regular semester (at least three-fourths of other terms), the grade earned up to the time he/she is called to duty will be that issued for the course.
2. Student called to active military duty, but not as a war measure:
  - a. A student may withdraw with 100 percent refund;

- b. Instructor may permit an incomplete if the student is making satisfactory progress.
  - c. Faculty may allow the student other alternatives.
3. If student attendance ends prior to twelfth week of classes, a 100 percent refund will be issued.
4. The student must provide a copy of his/her military orders to the Office of Registrar before a refund is issued or an incomplete form is processed.
5. If a student is called to active duty, and stops attending classes without notifying instructors, a grade of "F" will be assigned at the end of the semester. Subsequently, upon receipt of appropriate documentation, a change of grade may be processed utilizing the Grade Change Procedure.

## English Proficiency

[^TOP](#)

English proficiency is required of all students graduating from NSU. English proficiency consists of three components. All three components must be successfully completed in order to demonstrate English proficiency.

### Component 1. Placement of Students

- A. Students with high school deficiencies will be required to complete English 0123 during the first semester of enrollment or successfully score at or above the qualifying score on the Test of CPT-Sentence Skills Test.
- B. All students scoring less than 19 on the ACT-English sub-test and less than 3.25 high school GPA in English will be required to take the CPT-Sentence Skills Test. Transfer students who have not completed English 1113, Freshman Composition I, will be required to take the CPT-Sentence Skills Test if their ACT-English sub-test is less than 19 and high school GPA in English is less than 3.25.
- C. Students scoring above the qualifying score on the CPT-Sentence Skills Test will be allowed to enroll in English 1113.
- D. Students scoring below the qualifying score on the CPT-Sentence Skills Test must successfully complete English 0123 with a grade of "C" or better prior to enrollment in English 1113.
- E. Students taking English 0123 must take the CPT-Sentence Skills Test at the end of the course. Students who do not pass the course with a grade of "C" or better must re-enroll in English 0123 until they are successful in passing the course.
- F. All students must complete Component 1 of English Proficiency (achieving a qualifying score on the CPT-Sentence Skills Test or passing English 0123) within the first 24 hours. Failure to meet this requirement may block registration with the exception of enrollment in English 0123.
- G. Students who are unsuccessful in passing English 0123 are advised to undertake additional educational experiences to improve their skills in addition to continued enrollment in English 0123 each semester until this requirement is satisfied. These experiences may include but are not limited to:
  - a. attending tutorial sessions in a writing lab
  - b. personal individualized study.

### Component 2. Completion of English 1113 and 1213 with grades of "C" or better or demonstrated competency through Advanced Standing.

- A. After completing English 0123, all students must continue in the appropriate courses each succeeding semester until the English composition requirements are satisfied in full.
- B. All students who have not completed English 1113 and English 1213 with a grade of "C" or better will be required to demonstrate proficiency in English composition by:
  - a. re-enrolling in English 1113 and/or English 1213 and passing with a "C" or better, or
  - b. passing the CLEP test for English composition.
  - c. complete the WritePlacer online test with a score of 6 for proficiency in ENGL 1113 or a score of 7 for proficiency in ENGL 1113 and ENGL 1213.
- C. Students who take English 1113 by CLEP will meet the requirements of Component 2 of English Proficiency by making a "C" or better in English 1213. Students who successfully complete English 1213 by CLEP will meet the requirements of Component 2 of English Proficiency.
- D. All students should complete the English requirements at the earliest opportunity. It is advisable for students to complete component 2 in the first 60 credit hours.
- E. Writing ability of students will be assessed as part of the Mid-Level General Education assessment.

### Component 3. Writing Intensive Experience in the Major

- A. All students are required to complete a writing intensive experience in their major.
- B. At a minimum, all students will experience at least one upper division course that has extensive writing assignments.

Note: English proficiency is a graduation requirement.

Approved February 1992

Amended September 15, 1992

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Revised February 8, 1995 due to CEPC changes

Revised July 8, 1999

Revised March 23, 2004

## Computer Proficiency

[^TOP](#)

Computer proficiency is a graduation requirement for all students. Students should complete the requirement in the first **30 hours** of course work. Transfer students are expected to have completed this requirement by the time they transfer to NSU. Transfer students who have completed an Associate of Arts or Associate of Science degree at an Oklahoma community college or a community college in which NSU has an articulation agreement are considered to have met this requirement along with their general education curriculum. Transfer students who have not completed an AA or AS degree and have not completed the computer proficiency requirement before entering NSU will be required to enroll in the appropriate Computer Proficiency course during the first semester of enrollment at NSU.

Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications, through one of the following options:

1. Successfully completing a high school computer science course that meets the State Regents' high school curricular requirements; OR
2. Satisfying NSU's computer proficiency assessment; OR
3. Successfully completing CS 1003/IS 1003 Computers in Modern Society or EDUC 4823 Technology in Education (for education majors only).

[^TOP](#)

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