

Northeastern State University

On-Line Student Handbook

Disclaimer: This handbook does not constitute a contract between the student and the university. Every effort has been made to provide students with complete, and accurate information. The university reserves the right to modify, amend or revoke any rules, regulations, financial schedules and to change programs and requirements.

Disclosure: University policies and procedures can be found in their entirety in the Office of the Dean of Student Affairs, Administration Room 204. Some policies (e.g. academic) may be in other locations. Students requesting a copy of a policy will be directed to the appropriate area.

Academic

Academic Forgiveness

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The university forgiveness policy 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 (grade point average).

- The first four courses repeated must be used when applying this policy
- Students who have already received the maximum credit for repeated courses prior to January 1991 cannot take advantage of this repeat policy

Academic Reprieve

Academic Reprieve—does not apply to baccalaureate recipients

Students whose academic record is tarnished by poor grades (at least one grade in each semester must be a “D” or “F”), may have the opportunity to delete from the retention and graduation GPA up to two (2) entire consecutive terms (semester and/or quarter) if the following conditions are met:

- A minimum of three (3) calendar years must have elapsed between the period in which the grades were earned and the request is made.
- Prior to requesting the reprieve, the student must have earned a minimum of 12 credit hours with a grade of “C” or better from NSU with no grade of “D” or “F” from any institution after the request reprieved semester(s) and a GPA of 2.0 at NSU, excluding activity or performance course.
- Only one academic reprieve is allowed during a student’s academic career.
- Academic reprieves granted at NSU may not be accepted by other colleges and universities in Oklahoma or out of state. Likewise, NSU is not required to automatically honor academic reprieves from other institutions.
- Once an academic reprieve is granted, a student cannot later ask that it be rescinded.
- All hours within the semester(s) reprieved will not be calculated in the graduation/retention GPA (even hours with As, Bs, or Cs) and the hours reprieved will not apply toward graduation.

Deficiency Agreements

Students entering NSU with a high school deficiency must successfully complete the course requirements within the first twenty-four (24) hours attempted or have all subsequent enrollments restricted to deficiency removal courses until all deficiencies have been removed. Students are required to sign an agreement to address any deficiency in the Academic Advisement Services Office (John Vaughan Library, Room 153).

Filing a degree plan/Completing a final degree check

Filing a Degree Plan

After a student has declared a major and been referred by Academic Advisement Services to the appropriate academic college, they must then file a degree plan. Once a degree plan is on file it is the responsibility of the student to follow the plan to complete his/her academic course work on schedule. A student should meet with his/her academic advisor on a regular basis to make sure that classes being taken for credit apply to the degree plan on file for the student. Should a student wish to change or modify a major/minor they should first speak with their academic advisor, and then contact the appropriate academic college.

Completing a Final Degree Check

In order to file for a final degree check a student must already have a degree plan on file in the college to which his or her major is assigned. A final degree check is required of all students who have completed 85 hours of course work. This process must be initiated through the Office of Admissions and Records location in the basement of the Administration Building.

Grade Appeal

A student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be reached after consultation with instructor and/or academic dean. The grade appeals process must be formally initiated through the academic college that is administratively responsible for the course being appealed. Please contact the Dean of the appropriate college for information regarding the grade appeal process.

Proficiency Requirements

English Proficiency

English proficiency is required of all students graduating from NSU. English proficiency consists of three (3) components. All three components must be successfully completed in order to demonstrate English proficiency.

(1) Component One: 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 Standard Written English.
- B. All new freshmen students will be required to take the Test of Standard Written English and complete a writing sample during the new freshman advising clinic.
- C. Transfer students who have not completed English 1113 (Freshman Composition I) will be required to take the Test of Standard Written English.
- D. Student scoring above the qualifying score on the Test of Standard Written English will be allowed to enroll in English 1113.
- E. Students scoring below the qualifying score on the Test of Standard Written English must successfully complete English 0123 with a grade of “C” or better prior to enrollment in English 1113.
- F. Students taking English 0123 must pass the Test of Standard Written English in order to pass 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 Test of Standard Written English.

- G. All students must complete Component 1 of English Proficiency (achieving a qualifying score on the Test of Standard Written English or passing English 0123) within the first 45 hours. Failure to meet this requirement will block registration with the exception of enrollment in English 0123.
- H. 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

(2) Component Two: Completion of English 1113 and 1213 with Grades of “C” or Better or Demonstrated Competency Through Advanced Standing

- I. After completing English 0123, all students must continue in the appropriate courses each succeeding semester until the English composition requirements are satisfied in full.
- J. 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:
 - c) Re-enrolling in English 1113 and/or English 1213 and passing with a “C” or better, or
 - d) Passing the CLEP test for English composition, or

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.

- C. All student should complete the English requirements at the earliest opportunity. Component 2 of English Proficiency must be completed in the first 60 credit hours. Failure to do so prohibits further enrollment except for English courses needed to satisfy Component 2 of English Proficiency. Students transferring with over 60 hours will have one semester in which to satisfactorily complete needed courses for Component 2 of English Proficiency as well as other college level courses. If this component of English Proficiency has not been established after one semester, the student will only be permitted to enroll in English courses needed to satisfy Component 2 of English Proficiency.
- D. Writing ability of all students will be assessed as part of the Mid-Level General Education assessment.

(3) Component Three: Writing Intensive Experience in the Major

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

NOTE:

All students enrolled at NSU prior to Fall 1992 who have 60 hours or more and have not met Component 2 of English Proficiency will have a hold placed on their enrollment and will only be allowed to enroll in English courses needed to satisfy English Proficiency.

Transfer students will be allowed to enroll for the minimum number of semesters needed to meet English Proficiency as long as satisfactory progress (“C” or better) is achieved in the English course(s).

Example: Student has not taken English 1113 and English 1213 or needs to repeat both courses—has maximum of 2 semesters to complete requirements; student has not taken or needs to repeat English 1113 or English 1213—has maximum of one semester to complete requirement.

If the student fails to enroll in the necessary English course(s) or does not achieve satisfactory progress, the student will only be allowed to enroll in English courses needed to satisfy English Proficiency the next semester.

- Approved February 1992
- Amended September 15, 1992
- Amended February 17, 1994
- Revised February 8, 1995 due to CEPC changes

Computer Proficiency

Computer proficiency will be a graduation requirement for all beginning freshmen students effective Fall 1997 and for all transfer students (including those with Associate of Arts or Associate of Science degrees) effective Fall 1999. Students should complete the requirement in the first **30 hours** of course work. Therefore, transfer students will be expected to have completed this requirement by the time they transfer to NSU. Transfer students who have not completed this requirement before entering NSU, will be required to enroll in the appropriate Computer Proficiency course during the first semester of enrollment at NSU. This will be a graduation requirement for all students entering NSU, Fall 1999 and thereafter. This requirement may be met through course work equivalent to one of the following courses:

CS/MIS 1003	Computers in Modern Society
MIS 1133	Fundamentals of Computer Usage (for business majors)

Retention Standards

Academic Notice

Freshman students (30 or fewer credit hours) with a grade point average of 1.7 to less than 2.0 will be placed on academic notice.

Academic Probation

A student must maintain a 2.0 cumulative grade point average for the duration of their college experience with the exception of freshmen on academic notice or academic probation.

A student will be placed on academic probation if they fail to meet:

Credit Hours Attempted	Cumulative G.P.A. Requirement*
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 towards academic objectives will be placed on probation for one semester. At the end of that semester, the student must have a semester G.P.A. of 2.0 in regularly-graded course work, not to include activity or performance 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 Admissions, Enrollment and Retention Committee for readmission consideration.

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 admissions and appeals forms are due 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. Failure to attend will result in an automatic Denial.

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 grade point average each semester while on probation or raise their cumulative grade point average to the designated level. Should a student be suspended a second time, she/he cannot return until they have demonstrated the ability to succeed by attending another institution and raising their cumulative grade point average to the University's 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 grade point average of 2.0 for that semester in order to continue. Students may apply the "Senior Rule" extension through the Office of Admissions and Records. Such students will be afforded this extension one time only.

Transcript Requests

Students may obtain an official copy (transcript) of their NSU academic record stamped "issued to the student" or request that an official copy be mailed to another college or other places by submitting a signed *Transcript Request Form* to the Office of Admissions and Records. Students are charged a one time twenty-five dollar (\$25.00) fee during their first semester of attendance and; thereafter, transcript copies are free. A maximum of five (5) copies per day are available when picking them up in person or ten (10) copies per day when they are sent through the mail. Official transcripts reflecting most recent grades earned will be available one week following the conclusion of the term. Non-NSU transcripts will be retained for two years beyond a student's last NSU enrollment.

Access to a Student's Academic Record

Students, parents or legal guardians who provide financial support will be granted access to the student's academic records upon **written** request to the Office of Admissions and Records. No one other than the student, the student's parents or legal guardian who provide financial support for the student, authorized university personnel, or other disclosure identified in the law, may have access to see a student's academic record or obtain any copies of the student's academic records with the student's written permission. All provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 will be met in the handling and security of student academic records. For more information on FERPA see the Code of Rights & Responsibilities section of the on-line handbook.