

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

**Guidelines for Enrollment of Cooperative Alliance
Students**

**2-015
ACADEMIC AFFAIRS
July 2009**

POLICY

1.01 Purpose and Definition

The purpose of cooperative alliance is to expand student access to Oklahoma's educational opportunities with resource-sharing partnerships between institutions of The Oklahoma State System of Higher Education and the state's technology centers for the benefit of Oklahoma citizens, business, industry, and students. Cooperative alliance partnerships should also strengthen the education and training programs that lead to employment in occupational and technical fields.

A cooperative alliance partnership is a formal, State Regents approved, agreement between one or more state higher education institutions and a state technology center to offer courses leading to an associate in applied science degree. College credit is awarded by the higher education institution.

1.02 Requirements for Course Credit

Adult students and qualifying high school students attending a state technology center and enrolled in courses offered through a cooperative alliance may simultaneously earn college credit.

PROCEDURES

2.01 Adult Alliance Enrollment

Adult students are allowed to enroll as special students and need only to submit the Admissions/Enrollment form. Students are encouraged to submit high school transcript/GED certificate and ACT scores, but are not required to until they enroll in courses taught on the Oklahoma State University Institute of Technology campus.

2.02 High School Alliance Enrollment – Technical Courses

A. High school students attending a technology center may enroll with Oklahoma State University Institute of Technology in Alliance-approved technical courses if they meet the following criteria:

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High school students must meet one of the following Special Admission Requirements established by the Oklahoma State Regents for Higher Education:

ACT Score of 19
ACT Plan Score of 15
High School GPA of 2.5

- B. High school students must also submit a signed Parent/Guardian Statement of Understanding.
 - C. The technology center counselor will verify if the student meets admission criteria and will forward necessary forms to Oklahoma State University Institute of Technology Alliance Coordinator.
 - D. To continue enrollment in the program, high school students must maintain a 2.0 grade point average in their college level coursework.
- 2.03 The technology center advisors will assess all new students through an agreed upon battery of tests, and assist in completing the student's enrollment. The technology center representative will authorize each enrollment form. Prerequisites for courses must be satisfied before the student is allowed to complete the enrollment.
- 2.04 The number of credits any student may earn through a cooperative alliance is limited to the total number of credit hours articulated for that program as shown in the Course by Course Agreement. However, the maximum number of credit hours in which a student may be enrolled in any given semester is 21.
- 2.05 The technology center advisor is responsible for notifying Oklahoma State University Institute of Technology that a student participating in the Cooperative Alliance Agreement has withdrawn from the technology center and therefore should be immediately withdrawn from coursework at Oklahoma State University Institute of Technology. The "Student Withdrawal" form should be completed and the "official last day of attendance" noted.
- 2.06 Grades will be given on an A, B, C, D, F basis as explained in each course outline. Additionally, because of slightly different beginning and ending dates for a semester, the grade of an "I" for incomplete may be given. (See 2-013 *Grading Policy* for details.)
- 2.07 Enrollment forms will be delivered at the beginning of each semester to the Oklahoma State University Institute of Technology Admissions Office for processing. The Oklahoma State University Institute of Technology Admissions Office will enter all data necessary for the creation and maintenance of a permanent student record.
- 2.08 Individuals who are enrolled in credit classes through a technology center may have an Oklahoma State University Institute of Technology student identification card issued to them by the Oklahoma State University Institute of Technology Registrar's Office upon request following the verification of current enrollment status.

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2.09 Technology centers will continue to charge tuition according to their regular program fee structure.

Those students who wish to also earn college credit must indicate such within the enrollment period according to procedures outlined in their Alliance Agreement. A statewide fee of \$8.00 per credit hour will be assessed of all alliance participants.

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