

# Policies and Procedures 02

Updated  
April 1, 2022

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## Academic Standards and Regulations

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### **SECTION 1: Admission**

#### 1.1 Admission of undergraduate students to the University of Oklahoma:

Students are initially admitted to the University of Oklahoma through the University's Office of Admissions. Once admitted all incoming freshmen, direct from high school and regardless of major declaration, remain in University College until having completed at least two semesters at OU and accruing a minimum of 24 college credit hours. Upon conclusion of these semesters and hour accrual, provided the students overall retention GPA meets the minimum requirements of the college that administers the declared major, the student is admitted into their degree granting college. Information about University of Oklahoma admissions can be found at:

<https://www.ou.edu/content/admissions/apply/freshman.html>

#### 1.2 Admission to the Gallogly College of Engineering from University College:

All entering freshmen are initially enrolled in University College. For subsequent admission to the Gallogly College of Engineering, students must meet the following criteria:

- 1.2.1 Completed 24 hours of college-level coursework.
- 1.2.2 Students who entered OU directly from high school must have completed at least two semesters at OU and have a minimum 2.00 overall retention GPA.
- 1.2.3 Schools may have implemented enrollment management plans that specify different academic performance requirements for admission to their program(s). Please see <http://www.ou.edu/content/coe/academics.html> for more information.

#### 1.3 Admission of Transfer Students to the Gallogly College of Engineering: \*

Information about transferring to the University of Oklahoma can be found at:

<https://www.ou.edu/content/admissions/apply/transfer.html>

For admission to the Gallogly College of Engineering, Oklahoma resident transfer students must meet the following criteria:

- 1.3.1 Accrued 24 hours of college credit for admission to the Gallogly College of Engineering.
- 1.3.2 Transfer students applying to the Gallogly College of Engineering must have the following overall retention GPAs based upon minimum 24 credits earned:
  - 1.3.2.1 Transfer students must have a minimum grade point average of 2.50 for 60 credit hours or less.
  - 1.3.2.2 Transfer students have a minimum grade point average of 2.00 for more than 60 credit hours on all college-level work attempted.
  - 1.3.2.3 Cross-Campus transfer students must meet with a college advisor to assess academic progress and curriculum preparedness before admission into the College or program. Requests after the 10<sup>th</sup> week of the semester are deferred until semester grades are posted.
- 1.3.3 Schools may have implemented enrollment management plans that specify different academic performance requirements for admission to their program(s). Please see <http://www.ou.edu/content/coe/academics.html> for more information.

\*No student will be admitted into the Gallogly College of Engineering who is currently on academic probation from another college or university.

## **SECTION 2: Enrollment Information**

- 2.1 Enrollment Limitations: Students may enroll in a maximum of 19 hours of work in any regular fall or spring semester. Enrollment in more than 19 credit hours in the fall or spring term is permitted only with the approval of the Director of Advising. Permission to carry more than 19 hours also requires a 3.5 overall retention GPA.
- 2.2 Enrollment in Upper-Division Courses: Enrollment in upper-division Gallogly College of Engineering program courses is restricted to students who have been admitted to the Gallogly College of Engineering and have the course and grade prerequisites or who obtain special permission from the instructor. Some schools may have implemented enrollment management plans that specify different requirements for permission to enroll in upper-division courses.
- 2.3 Advisors to Students: All students enrolled in the Gallogly College of Engineering will be assigned an advisor who advises and assists with the administration of their specific major. The Gallogly College of Engineering requires academic-advising prior to enrollment in any given term.
- 2.4 Pass/No Pass Option: The Gallogly College of Engineering does not accept Pass/No Pass Grade Option to fulfill degree requirements. NOTE: This should not be confused with the Satisfactory/Unsatisfactory (S/U) grading option chosen by faculty for certain courses, Advanced Placement (AP), or credits from international institutions.

## **SECTION 3: Scholastic and Special Regulations**

### **3.1 Academic Standards:**

#### **3.1.1 Grade Point Average Required:**

3.1.1.1 A student must maintain at least a 2.00 overall retention grade point average to be in good standing in the University.

3.1.1.2 Any student whose grade point average falls below 2.00 in any of the following areas is placed on Academic Contract: OU, overall, major. Students on Contract may be denied enrollment privileges in the subsequent semester if satisfactory scholastic progress toward achieving a 2.00 average has not been achieved. These students would only be readmitted by demonstrating exceptional academic performance in the future in areas which demonstrate the capability to perform well in engineering courses.

3.1.2 Honor Roll: To be eligible for the Dean's Honor Roll, a full-time undergraduate student must earn at least 12 or more hours (hours of A, B, C, D, (remove P) S) and attain a overall retention grade point average of 3.0 or higher during a regular fall or spring semester. Part-time students may qualify for the honor roll by earning at least 6 but less than 12 hours and attaining a grade point average of 3.0 or higher provided they have no Ws for that semester. There is no College honor roll during the summer session or during intersessions, and hours and grades earned during these sessions are not included in any way in determining eligibility for inclusion on regular semester honor rolls.

3.1.3 Student Activities: A student on academic probation or College contract may not hold office in any student organization in the Gallogly College of Engineering or in any University-sponsored or recognized organization or activity.

3.1.4 Enrollment Stop Out: A student who has been stopped out of the Gallogly College of Engineering may not enroll in any Gallogly College of Engineering courses at the University of Oklahoma. In rare cases, a student in stop out status from the College may petition to be permitted to take an engineering course to demonstrate readiness to return to the College and program if the student has no other non-engineering courses to take.

3.1.5 Readmission: A student stopped out from the Gallogly College of Engineering may apply for readmission after the OU curriculum and overall GPA's are a minimum of 2.0 and he/she has demonstrated exceptional academic performance elsewhere.

- 3.2 Grade Point Deficiency: Students who still have grade point deficiencies in their overall OU GPA, even after the repeat policy has been applied, must make up these deficiencies by first repeating any curriculum requirements in which they have not previously made a B or better.
- 3.3 Reinstatement After Dismissal from the University: After a student has been reinstated in the University following an unsatisfactory scholastic record, he/she must apply to the Assistant Dean of the Gallogly College of Engineering for reinstatement in the College. The Assistant Dean, in consultation with the Department Chair for the student's intended program, will determine whether to readmit the student and may prescribe the conditions for reinstatement in the College in accordance with the policies established by the faculty the Gallogly College of Engineering Committee on Academic Standards.
- 3.4 Petitions: Any departure by a student from the curriculum requirements and scholastic rules must be approved by a petition and must not conflict with existing University regulations. A student submitting a petition must obtain the written recommendation of his/her adviser and submit it to his/her major school for faculty action.
- 3.5 Final Exams: The Gallogly College of Engineering requires comprehensive examinations to be given during the regularly scheduled examination periods in all undergraduate courses excluding directed readings, pure laboratory courses, and project type design courses and seminars. Any exceptions would require formal approval by the school faculty (Course Committee in cases of core courses) with copies of this action to the College Dean's Office.

## **Section 4: Graduation Requirements**

The student must satisfy the following requirements:

- 4.1 Curricular Courses: Complete all prescribed curricular or equivalent courses as approved by the faculty with a minimum C grade.
- 4.2 Senior Institution Credits: Complete a minimum of 60 hours of credit at a senior (four-year) College or University toward degrees awarded by the College.
- 4.3 Catalog Requirements: Fulfill all requirements listed on the official degree sheet for student's respective major and program year: (<http://www.ou.edu/content/checksheets/engineering.html>). Although the College's Academic Advising Office (Williams Student Services Center) and the student's faculty advisor check each student's records as closely as possible, the responsibility for meeting graduation requirements lies with the student.
- 4.4 Grade Average: \*
- 4.4.1 A minimum 2.0 GPA in the OU, Combined and Major are required.

4.4.2 A “C” grade in ALL COURSES presented to satisfy curriculum requirements as listed on the student’s official degree sheet is required.

\*OU reports a RETENTION GPA which is the GPA AFTER the REPEAT policy has been applied.

4.5 Residence Requirements: To be recommended for a degree, a candidate must have:

4.5.1 Spent two semesters or the equivalent in residence (at OU), with at least one semester enrolled as a Gallogly College of Engineering student;

4.5.2 Completed 36 of the last 48 curricular hours in residence (at OU), with at least 24 of the 36 being in the major field.\*

4.6 Degrees: Degrees, including those signifying academic merit, are offered in the Gallogly College of Engineering as follows:

4.6.1 Bachelor of Science: The Gallogly College of Engineering is organized into departments and schools. The degree of Bachelor of Science, qualified by the name of the engineering field (or computer science or environmental science), is conferred upon graduates of the College.

4.6.2 Distinction: The faculty may recommend that the degree With Distinction be conferred on students who have an overall grade point average of 3.4 and With Special Distinction on students who have an overall grade point average of 3.7.

4.6.3 Honors: The OU Honors College may recommend the degree *cum Laude* (3.40-3.59), *Magna cum Laude* (3.60-3.79), *Summa cum Laude* (3.80-4.00). Twenty-one hours of honors requirements and an honors thesis are required to graduate with Honors. (<http://www.ou.edu/content/honors/apply.html> )

4.6.4 Second Degrees: A student may receive a second bachelor’s degree either from the College or from another college in the University. To receive a second degree, a student is required to complete at least two semesters in residence and complete at least 30 additional hours in the degree granting college. These 30 hours are in addition to the degree requiring the lesser total hours. Two degrees may be conferred at the same Commencement provided the student submits the Application for Graduation for each degree.

## Section 5: Administration - Petitions

5.1 Course Equivalencies: Any School may substitute a course of equivalent or higher level for its own course without petition, upon approval of the faculty of that School or program.

5.2 Exceptions to College Scholastic Rules and Regulations: Approval for any departure from the scholastic rules and regulations or the curricula of the Gallogly College of Engineering requires:

5.2.1 A petition is submitted to the student's major department where it must be considered by the departmental faculty and approved by the director. If desired, the petition may be forwarded to the department whose course is being replaced for comments and recommendations.

5.2.2 All petitions acted on by the department shall then be reviewed by the College's Director of Advising in the Williams Student Services Center. The Associate Dean's approval, following that of the department and Director of Advising, constitutes final approval of the petition.

5.3 Petitions for Course Substitutions: The following standards shall govern the submission of petitions:

5.3.1 Any transfer student entering the University of Oklahoma who wishes to substitute course work which does not appear on the University's Transfer Equivalency Tables (<https://s3apps.ou.edu/ted/>) has the privilege of petitioning relevant department faculty for such action. These petitions must occur upon or directly after admission to the University of Oklahoma and upon acceptance into the College to ensure accurate and timely academic advisement. If the proposed substitution is approved, faculty decide whether it is student specific or should be included in the University's TE tables.

5.3.1.1 If the approval is student specific, it is noted by faculty in the student's academic degree notes, and indicated in the degree audit by the College advisor.

5.3.1.2 If the course deemed an acceptable equivalent, faculty request by memo to the College advisor to add the course to the University's TE table.

5.3.2 Any petition that proposes to substitute course work taken at the University of Oklahoma for a curriculum course must be approved prior to enrollment in the course, or upon admission to the College and degree program.

5.3.3 Exceptions to the rule (5.3.2) above will be granted in case of students changing from one curriculum to another within the University of Oklahoma. Under these circumstances, the rules for petitioning outlined by the faculty of the student's newly chosen curriculum will apply.

5.3.4 No petitions, except those that are the direct result of enrollment problems that semester or recent curriculum changes, will be considered during the graduation semester for any student. In the case of petitions arising from enrollment problems, these must be submitted to the Associate Dean for Academic Affairs prior to the published deadline to add classes for that semester.

5.4 State Mandated Transfer Articulation Agreement: Oklahoma State Regents for Higher Education have established a policy that guarantees students who complete a two-year Associates of Arts (A.A)

or Associates of Science (A.S) degree from an Oklahoma public college, and who transfer to a four-year university, are guaranteed 37 credit hours of lower-division general education requirements are met at any other public institution in the state of Oklahoma.

<http://www.okhighered.org/transfer-students/faq.shtml>

- 5.4.1 Students with an A.A. or A.S. degree who earned a grade of D in any of the lower-division general education courses used to complete the associates degree are permitted to apply the course toward degree completion in the College unless the course is a direct pre-requisite for an engineering course.

## **Section 6: Changes in Regulations**

- 6.1 Following the motion, its seconding, and discussion, said motion shall be automatically tabled until the next faculty meeting.
- 6.2 At least one week prior to the succeeding meeting, the secretary shall have sent to each faculty member a written statement of the motion and a statement of the policy it supersedes, if any.
- 6.3 At the succeeding meeting, the decision on the motion will be by a simple majority of the faculty, provided that they constitute a quorum.

## Boren, Kristi D.

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**From:** Ellis, Sarah J.  
**Sent:** Thursday, September 22, 2022 2:22 PM  
**To:** Klier, John  
**Cc:** Shehab, Randa L.; Boren, Kristi D.; Donaghe, Megan E.  
**Subject:** Re: GCoE Policy and Procedure Changes

Hi John,

Thank you for your patience. We have reviewed the policy changes and approve all of them.

All best,

Sarah

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Sarah Ellis  
(she/her/hers)  
Vice Provost for Faculty  
Professor, Music Theory  
University of Oklahoma

On Sep 7, 2022, at 10:01 AM, Klier, John <[klier@ou.edu](mailto:klier@ou.edu)> wrote:

Hello Vice Provost Ellis,

The GCoE faculty have over the past 18 months reviewed, modified, and voted to approve several of our college governance documents. Following our PP01 process, a committee of faculty led the review and modification, and the changes were passed by a majority vote of the faculty meeting quorum. We are submitting these faculty approved documents for Provost review and approval.

**GCoE Policy and Procedure 02** for Academic Standards and Regulations. They modified the GPA requirement for nonresident transfer student admissions to match that of resident transfer students.

**GCOE Policy and Procedure 03** Statement of Criteria and Procedures for Evaluation and Recommendations Relating to Tenure, Promotion, and Annual Faculty Review. They voted to add language for promotion guidelines for instructor/lecturers, see section 6.

**GCOE Policy and Procedure 07** Student Course and Instruction Evaluation. They voted to change the language to align with the new University student experience survey.

In addition, in 2021 faculty also voted to make some changes as described below: This was sent to the Provost office some time ago for approval, but we have not received a reply.

**GCoE Policy and Procedure 05** for Academic Appeals in April 2021. Changes were made to streamline the process.



Thank you,

**John Klier, Ph.D.**

Dean, AT&T Chair

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<GCoE PP02 - Discussed by Faculty 2022-04-01.pdf><GCoE PP03 - Approved by Faculty 2022-04-01.pdf><GCoE PP07 - Approved by Faculty 2022-04-01.pdf><GCoE ACADEMIC APPEAL PROCEDURES PP05 Oct2020 recommendation\_final.pdf>