

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

**Concurrent Enrollment of High School Students**

**2-014  
ACADEMIC AFFAIRS  
April 2013**

POLICY

1.01 High school students wishing to enroll concurrently in college courses must meet the admission and curricular requirements based on the ACT assessment requirements for college placement. The ACT standard is based on Oklahoma norms and the SAT standard is based on national norms.

1.02 Concurrent students must meet one of the following minimum high school performance requirements to be eligible for admission to OSU Institute of Technology (OSUIT):

	<b><u>Option 1</u></b> <b>Minimum ACT/SAT</b>	<b><u>Option 2</u></b> <b>Minimum GPA</b>
<b>High School Seniors</b>	19/900	3.0
<b>High School Juniors</b>	21/980	3.5

1.03 Home Study or Unaccredited High School Students

Concurrent students who are receiving instruction at home or from an unaccredited high school must be 17 years of age and meet the requirements for high school seniors as listed above or 16 years of age and meet the requirements for high school juniors as listed above.

1.04 Classification

Classification of junior begins the summer after the sophomore year and classification of senior begins the summer after the junior year. Concurrent high school seniors are eligible to participate through the spring semester of their senior year.

1.05 Students must meet the following minimum ACT sub scores (subject test) in the corresponding curricular areas to be eligible for enrollment at OSUIT:

	<b>Minimum ACT Score</b>
English	19 or higher
Reading	19 or higher
Mathematics	19 or higher
Science Reasoning	19 or higher

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1.06 A student scoring below the established ACT score in reading will not be permitted enrollment in any other collegiate course (outside the subjects of science, mathematics, and English.)

1.07 Neither institutional secondary assessment nor remediation is allowed for concurrent high school students.

1.08 Course Workload

For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a combined 19 semester credit hours in any semester. A student may enroll in a maximum of nine semester credit hours during the summer session without the necessity of being concurrently enrolled in high school classes during the summer term.

1.09 Continuing Enrollment

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if he/she achieves a CGPA of 2.0 or above on a 4.0 scale.

PROCEDURES

2.01 High school juniors and seniors must submit to the Office of Admissions, ACT/SAT scores, high school transcript and a completed OSUIT Concurrent Application each semester to enroll. Enrollment will occur in the Office of Admissions. Permission for concurrent enrollment is granted by the appropriate signatures on the concurrent application.

2.02 The institution will apply tuition waivers according to OSRHE Policy *4.18 Student Tuition and Fees* for up to six (6) credit hours each semester for senior concurrent students. Juniors will be awarded tuition waivers from the institution as funds are available. Concurrent students are responsible for all charges associated with their enrollment. This includes, but is not limited to, additional course fees, books and supplies required for the course as well as any tuition charges for additional course enrollment.

2.03 The institution will review concurrently enrolled students each semester to ensure that guidelines are followed and waivers are posted according to institutional policy.

Approved: November 2004  
Revised: July 2009  
Revised: April 2013