

ADMISSIONS

General Information

In general, OWC is an open-door institution. However, depending on the student's program of study, certain admission criteria must be met. In most cases a student must be able to provide documentation that he/she is no longer enrolled in a K-12 system and is at least 16 years old.

Applicants for courses or programs offered by OWC may obtain appropriate admission forms from any OWC location, at any high school in the OWC district, on the OWC web site www.owc.edu or by applying via an electronic admission form at www.facts.org. Each applicant will be notified of acceptance or non-acceptance for admissions.

Steps in Applying for Admission:

1. Complete an *Application for Admission & Residency* form.
2. Request official transcripts, as applicable, which could include the following: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from all institutions attended, and official score reports from CLEP, DANTES, AP, or IB.
3. Either submit placement test scores (ACT, SAT, FCPT) or take the Florida College Placement Test (FCPT) at OWC. (NOTE: Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, humanities, or mathematics courses are NOT required to take the placement test.)
4. Complete an Orientation/Advising Session and meet with an Advisor, Counselor or Faculty Advisor.
5. Register for classes.

Readmission

Any student who has previously attended Okaloosa-Walton College, and who has not been in attendance within one year, may need to submit a Change of Status form to the Office of Enrollment Services to update personal data, verify educational goals and residency, or receive a registration appointment. If the student attended another institution in the interim period, an official transcript must be submitted from that college or university.

The student will complete requirements for graduation under the catalog in effect at the time of re-entry.

Transfer Students

A student who has attended any college or university prior to enrolling at OWC is considered a transfer student. Such a student must request that an official transcript(s) of all previous college work be sent directly to OWC's Office of Enrollment Services.

All forms and supporting documents must be submitted in sufficient time to permit processing and notification of admission status prior to registration. In unusual cases where this is not feasible, applicants may be conditionally enrolled as provided below. (This does not apply to dual enrollment and international student applicants.)

Conditional Admissions

An applicant who has completed admission forms, yet has not attended an Orientation/Advising Session nor has been fully accepted for admissions due to a delay in the receipt of official transcripts may be permitted to attend in a "Conditional Admission" Status for one (1) term to allow for these requirements to be met. During this time, any course credit "earned" will not be released until all outstanding requirements have been met and the applicant is fully admitted to the college. Neither official transcripts nor financial aid will be released for any courses in which the applicant is enrolled. Conditions attached to any enrollment must be satisfied before the end of the term in order for the conditional enrollee to become fully admitted to the college. Should data received cause the applicant to be inadmissible, actions taken will be based on that data and not the student's performance while on conditional enrollment.

Any applicant may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Statement of Student Rights and Responsibilities (see page 25). Falsification or failure to furnish correct information on admissions papers will subject applications to denial of admission or immediate dismissal.

One of the opportunities available to high school seniors about to graduate is Conditional Enrollment at OWC for the Summer Term. Under this specialized enrollment, graduating seniors may enroll at their own expense in courses at the college during May of the year they are to graduate. Dual Enrollment, Federal Financial Aid and most scholarship opportunities are not available under Conditional Enrollment status.

Entry-level testing:

First-Time-In-College (FTIC) students seeking admission to the Associate of Arts degree, the Associate of Science degree and/or the Associate of Applied Science programs are required to participate in the **placement testing program** prior to registering for their first term. No student will be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social science course – or any course having an English, mathematics or reading prerequisite – without meeting the state of Florida mandated minimum scores on the placement test. OWC administers the Florida College Placement Test (FCPT) as the primary placement test. Students who have completed the Scholastic Assessment Test (SAT), the American College Testing (ACT), or other approved placement tests within the past two years of the date of admission may request that these scores be accepted as a substitute for the FCPT if these scores meet the established cut-off scores specified by state rules. Students whose ACT or SAT scores do not meet established cut-off scores must retest on the FCPT. Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, humanities, or mathematics courses are NOT required to take the placement test.

Associate of Arts, Associate of Science and Associate of Applied Science Degree Programs

An applicant for admission to the Associate of Arts, Associate of Science or Associate of Applied Science Degree Programs must be a **high school graduate** and may be admitted with one of the following:

- A. Standard High School Diploma**
High school graduates must have earned a standard high school diploma. An official high school transcript with high school graduation date is required for admission.
- B. State Equivalency Diploma (GED)**
Students who have received the General Education Diploma are entitled to admission to all degree programs. An official transcript of the GED results or a copy of the diploma is required for admission.
- C. Home Educated Students**
Home-educated students must complete an Affidavit for Home-Educated Students form verifying high school graduation. These forms may be obtained from OWC's Office of Enrollment Services.

Applicants who have earned the Florida Certificate of Completion or the Florida Special Diploma should contact the Office of Enrollment Services to discuss alternative admissions options.

Certificate and Applied Technology Diploma Programs

An applicant for admission to Applied Technology Diploma (ATD) or college credit or vocational credit certificate programs may be admitted without the standard high school diploma or GED high school equivalency diploma provided the program to which the student is applying does not require the high school diploma or equivalent. High school transcripts or GED diploma and, if a transfer student, a copy of transcripts from all previously attended postsecondary institutions must be provided.

Baccalaureate Degree Programs

Okaloosa-Walton College is approved by the State of Florida Board of Education and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer a bachelor's degree in Project and Acquisitions Management and to provide upper division coursework for a bachelor's degree in Nursing. Both programs begin Fall 2004.

Bachelor of Applied Science in Project and Acquisitions Management

The new Bachelor of Applied Science degree program in Project and Acquisitions Management is designed to provide a career-ladder for those who have already completed an associate degree and who wish to continue their education at the bachelor's level.

An applicant for admission to the Bachelor of Applied Science (BAS) in Project and Acquisitions Management degree program may be admitted with the following:

- Completion of OWC admission and residency materials and the BAS Supplemental Application.
- Completion of an Associate of Science (AS) or an Associate of Applied Science (AAS) degree (with a minimum of 60 semester hours) in a professional/technical field. AA degreed students may be asked to complete additional credits in a professional area (e.g., accounting, computer science, general business, etc.) in lieu of the additional general education required of the AS/AAS student.

- Completion of a minimum of 15 credit hours of transferable general education credit hours.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAST requirements. If, at the time of admission, the student has not completed CLAST requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at OWC, or enrollment in future credits may be restricted.

Bachelor of Science in Nursing

A new Okaloosa County based Bachelor of Science in Nursing degree is a joint program between OWC and the University of West Florida, with all coursework available in Okaloosa or Walton Counties. It is designed as an AS to BS degree career ladder and is open to applicants who currently hold a valid Florida Registered Nursing license and have completed an accredited ADN program. OWC will provide upper division instruction (3000 and 4000 level courses) for a majority of the clinical courses as well as for a portion of the theory classes. The University of West Florida awards the degree. Admission to the bachelor's degree nursing program is currently limited to 24 applicants annually.

Program admission requirements parallel the State of Florida AS to BS Articulation Agreement and the University of West Florida AS to BS admission standards, as well as incorporate the special aspects of the "Okaloosa Track" within those programs and include the following:

- Documentation of current Florida RN licensure
- Completion of all admission forms for both OWC and UWF by the established deadline.
- Submission of all official transcripts by the established deadline.
- Minimum cumulative Grade Point Average (GPA) of 2.75 in all college credit course work and a minimum grade of "C" in all Florida Common Course Prerequisites applicable to the AS to BSN degree program.
- Completion of the standard Florida foreign language upper division admission requirement (If, at the time of admission, the student has not completed two years of the same foreign language in high school or eight credits in college, the student will need to complete eight credits of foreign language before completing the program.)

- Completion of Florida CLAST requirements (If, at the time of admission, the student has not completed CLAST requirements, the student will need to meet this criterion by the completion.)

(Additional pre-enrollment conditions (e.g. proof of immunizations, CPR verification, etc.) must be satisfied prior to registration.)

Programs with Additional or Other Admission Requirements

In order to meet selected programmatic certification and professional accreditation standards, certain OWC programs carry additional admissions requirements. Students should contact the appropriate department or division office for details.

Criminal Justice Training Programs

The Law Enforcement Basic and Corrections Basic Vocational Certificate Programs are sanctioned through the Florida Department of Law Enforcement. OWC is designated as the Florida Criminal Justice Training Center Number 21 and students enrolling in these two certificate programs must meet FDLE requirements (including fingerprinting and background check), possess a high school diploma or its equivalent, as well as satisfy all other OWC admission standards. Students should contact the Division of Public Safety for additional information at (850) 729-5378.

Dental Assisting Program

The Dental Assisting program began at OWC in Spring 2003. The program is accredited by the Commission on Dental Accreditation. The Commission on Dental Accreditation is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 East Chicago Avenue, Chicago, IL 60611. The program is a limited admission vocational credit program. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. Students should contact the Dental Assisting Coordinator or the Nursing and Allied Health Department for more information at (850) 729-6444.

Fine and Performing Arts

Some Fine and Performing Arts classes are open only by audition. Students should contact the Fine and Performing Arts Department for additional information at (850) 729-5382.

Medical Coder Advance Technology Diploma (ATD) Program

Medical coder specialists are technicians who assign a code to each diagnosis and procedure documented in a patient's medical record. The need for competent medical coders is increasing with the growth of health care in the United States. According to the U.S. Department of Labor, the program prepares students for employment in hospitals, medical offices, home health care agencies, and medical services. Applicants for employment in this field must be high school graduates; therefore, students enrolling in this program must possess a high school diploma or its equivalent, as well as satisfy all other OWC admission standards. Students should contact the Division of Business and Computer Technology for additional information at (850) 729-5369.

Nursing Program

The Registered Nursing (RN) program is fully approved by the Florida Board of Nursing. Applicants to the nursing program will be provided with requirements for RN licensure as published by the Florida Board of Nursing and with program standards.

The Associate of Science Degree in Nursing is a limited admission program. Students enrolling in this program must meet matriculation criteria (including fingerprinting, a background check and a drug screen). A certain number of slots are reserved for beginning students and a certain number of slots are reserved for licensed practical nurses (LPN's). Beginning students will apply for admission to the program in the Spring term and are admitted for enrollment in the Fall term. LPN's will apply for admission in the Spring term and be admitted for enrollment in the Summer term. After successfully completing an orientation course, LPN's will join the sophomore nursing students.

Graduates of the program receive an Associate of Science in Nursing Degree and may become eligible to apply to write the licensing examination to become a Registered Nurse (RN). Students should contact the Nursing Department for additional information at (850) 729-6400.

Reserve Officer Training Corps (ROTC)

The U.S. Army Reserve Officers' Training Corps (ROTC) program provides an outstanding opportunity for military leadership training. Students may also begin leadership training at the college level. Participation in the program does not require a commitment to enter the U.S. Army for non-scholarship students. Additionally, the four courses in the program are transferable to any ROTC program in different branches of the military, and participants in the program are able to transfer seamlessly for upper division studies.

To enroll, a student must be physically and morally qualified, a full-time degree-seeking student at OWC and a U.S. citizen. Students should contact the ROTC Office for additional information at (850) 729-6022.

Surgical Technology

The Surgical Technology Program will begin at OWC in Fall 2004 and is a limited access, 12-month, vocational program leading to a Certificate in Surgical Technology. Graduates will be strongly encouraged to take the national certification examination given by the Association of Surgical Technologists to receive the Certified Surgical Technologist (CST) credential. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. Student should contact the Surgical Technology Program or the Nursing and Allied Health Department for more information at (850) 729-6400.

Transient Students

Currently enrolled OWC students may request approval from the Vice President for Instruction to concurrently enroll at another college or university under limited extenuating circumstances. Students should complete an Application for Transient Study form prior to enrolling at the other institution. These forms can be obtained from any OWC Center/Campus or from the Office of Enrollment Services at the Niceville Campus. Approval of transient study requests is determined by the Director of Enrollment Services and the Vice President for Instruction according to established guidelines. Guidelines are available from the Office of Instruction or Enrollment Services.

Non-Degree Students

Applicants who do not wish to earn a degree or certificate from OWC and wish to take college or vocational credit courses may not need to provide evidence of prior educational work. However, students seeking enrollment in courses with prerequisites or other admissions requirements, or students seeking financial assistance may be required to provide evidence of all prior educational work. Many students attend college to upgrade employment skills, for transfer credit, or for personal interest and enjoyment. Non-degree applicants only need to provide a completed Application for Admission and a Florida Residency form. Upon changing to degree-seeking status at OWC, high school/ college transcripts, as appropriate, will be required.

Interim-study students (i.e. transient students who normally seek enrollment only for one term and whose enrollment is to be only as part of their pursuit of a degree at another institution) are

advised to obtain, preferably in writing, their parent institution's authorization of course selection.

Adult General Education

This program leads to the completion of elementary and secondary studies, including basic reading, writing and mathematics. Adult General Education classes are designed for adults who need to develop skills in reading, writing and arithmetic. It includes other subjects related to gainful employment, such as obtaining the Florida high school diploma (through the GED test), or learning to speak English. Eligibility requirements are as follows:

- Applicants must be 16 years old.
- Applicants normally must NOT have received a standard high school diploma or passed the General Education Development Test (GED). (Applicants who have a high school diploma or have passed the GED, yet cannot pass a state approved test at the 9th grade level, may enroll in the ABE program; other applicants may enroll on a fee-paying basis.)

International Students

Okaloosa-Walton College welcomes international students. However, the international student should begin the admissions process at least four months prior to the beginning of any college term. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment. International students seeking college credit on the F-1 or M-1 visa must satisfy all requirements for admission as a regular student and meet the following requirements:

1. *Application for Admission and Residency form.*
2. **Transcripts:** Official copies of all secondary school records in the original language and, when applicable, accompanied by a certified translation in the English language. Requests for the acceptance of college/vocational level transfer work will be referred to a college approved outside evaluation service at the student's expense. Recommendations from the evaluation service will be considered in determining what courses may transfer.
3. **Financial Support:** An official statement from the applicant's (or sponsor's) bank or other financial institution or government agency verifying the availability of sufficient funds for

tuition, matriculation, books, living expenses, etc., must be submitted. (Approximately: \$16,500 for the academic year.)

4. **Language Proficiency:** Test of English as a Foreign Language (TOEFL) results are required of applicants for whom English is not the primary language. The minimum required score is 500 for the paper-based TOEFL and 173 for the computer-based TOEFL. Transfer students, who have evidence of English proficiency in lieu of a passing TOEFL score, may petition the Admissions Committee for consideration. NOTE: OWC does NOT give the TOEFL test.
5. **Health Information:** Health insurance with hospitalization coverage and a repatriation clause is required. This insurance should be obtained prior to the international student's first registration.

When all admissions documents, academic credentials, and test results are on file and meet minimum standards for the college, an acceptance letter will be sent along with the U.S. Immigration Form I-20. The Form I-20 is the document required to obtain the Student (F-1 or M-1) Visa. Final approval for Visa is determined by the American Embassy or consulate representative.

OWC does NOT provide on campus housing; therefore, international students must arrange housing accommodations in the community. The Bureau of Citizenship and Immigration Service (BCIS) regulations require that foreign students enroll in a full-time course of study during two of the yearly terms. BCIS regulations also restrict work opportunities for such students. International students should consult with the International Student Advisor and present his/her student visa and evidence of health insurance before registration.

OWC Collegiate High School

OWC operates an innovative charter high school on the Niceville Campus. This public school is part of the Okaloosa County School District. Through this unique high school/college program, students may earn both a high school diploma and a two-year college degree at the same time through full-time study at OWC. The OWC Collegiate High School is free of charge and operates under guidelines established by Florida statute.

Admission is open to any public, private or home school student in Okaloosa County who is of high school age for grades 10, 11, or 12.

Collegiate school students enroll in regular OWC college courses and earn both high school and college credit for these classes. Students follow an approved program of study designed by the student, his/her parents, and an OWC educational advisor. The program of study meets the Florida

statutory requirements for both a high school diploma and an associate degree. A pre-collegiate track assists students who are not completely prepared to directly enter a full program of college-level classes. For more information, call the OWC Collegiate School Office at 729-4949 or visit www.owcollegiatehigh.org.

Simultaneous Enrollment for High School Students

OWC has simultaneous enrollment programs to provide a means for educational acceleration for academically superior high school students. These include the admission categories listed below.

Dual Enrollment provides the opportunity for qualified high school students from Okaloosa and Walton Counties to enroll in Okaloosa-Walton College courses while simultaneously enrolled in high school. Students receive both high school and college credit for these courses. Dual Enrollment students are exempt from tuition, matriculation, and laboratory fees. Public school students have books provided by the student's high school. Private and home school students must purchase their own college textbooks. Eligibility criteria and enrollment procedures comply with Florida law and regulations, and are defined in the appropriate District Articulation Agreement. Prospective students and their parents should consult the Dual Enrollment Office at 729-5205 or visit www.owc.edu/dual for the most current admission information and procedures, and a list of approved college courses.

Early Admissions, a form of dual enrollment, provides the opportunity for qualified high school students from Okaloosa and Walton Counties, who are not currently taking classes in high school, to enroll in Okaloosa-Walton College courses on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree. Early Admission courses are taught on the college campus and students must meet special admission criteria.

Concurrent Enrollment provides the opportunity for qualified high school students from Okaloosa and Walton Counties to enroll in Okaloosa-Walton College courses while simultaneously enrolled in high school. Unlike the dual enrollment, college credits earned through concurrent enrollment do not apply to the student's high school diploma. Credits earned under this enrollment category count only for college degree credit purposes and do not carry simultaneous high school unit credits. Students concurrently enrolled pay standard college tuition, matriculation, laboratory and textbook fees.

Please note the terms and eligibility criteria of these high school enrollment programs are defined by state regulation, college policies and procedures

and current articulation agreements, and may vary between Okaloosa and Walton counties, private and home schooled students. As such, they are subject to change.

Students must meet the admission requirements in order to enroll in either the Dual, Early Admission or Concurrent Enrollment programs. Student success in these programs is dependent upon both academic readiness and social maturity. Prospective students should consult the Dual Enrollment Office at 729-5205 for the most current admission information and procedures or visit www.owc.edu/dual.

Florida Residency Classification

To assess fees, students are classified as Florida residents, Border State residents or as non-Florida residents. Criteria for determining residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. Information for Residence Classification and Residency Declaration forms are available in the Office of Enrollment Services. Completed Florida Residency Declaration forms are required of all new students.

A student's "residency classification" is determined at the time of initial registration. A non-resident student may petition the Director of Enrollment Services for a change in residency status after establishing residency in Florida as defined by law. To petition, students should complete and submit a new Florida Residency Declaration form with supporting documentation. A student may appeal the decision by written request to the Office of the Vice President for Instruction.

Basic Provision

The law allows U.S. Citizens and Lawful Permanent Residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

Dependent/Independent

A dependent student is any student who is eligible to be claimed as a dependent for Internal Revenue purposes and for these students, a parent or legal guardian must complete the Residency Declaration form. A copy of the student's most recent tax return or other documentation may be requested to establish dependent/independent status.

Exceptions/Qualifications

Florida statutes permit certain applicants who do not meet the 12-month legal residency requirement

to be classified as Florida residents for tuition purposes. These exceptions are listed below.

Note: Documentation in support of these exceptions is required.

1. A student who intends to make Florida his/her permanent home and is married to an individual who meets the requirements for classification as a resident for tuition purposes.
2. Active duty servicemembers of the U.S. stationed in Florida (spouse and dependent children included).
3. Active duty servicemembers of the U.S. not stationed in Florida but whose legal state of residence certificate (DD2058) is Florida (spouse and dependent children included).
4. Full-time instructional and administrative personnel employed by the State public schools system, community college system, or university system (spouse and dependent children included).
5. A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years.
6. Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year.
7. Latin American/Caribbean Scholars.
8. U. S. citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level coursework at the FSU Panama Canal Branch (spouse and dependent children included).
9. Full-time employees of state agencies or political subdivisions of the State when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections. Training.
10. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida statute.
11. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.
12. Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, including spouses and dependent children, attending a community college or university within 50 miles of the military establishment where they are stationed.

The law allows non-U.S. Citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the 12 month legal residence requirements, to be eligible to establish Florida residency for tuition purposes. For a list of nonimmigrant categories (visa categories and INS classifications) eligible to establish Florida residency for tuition purposes contact the Office of Enrollment Services or consult the Residency Guidelines under Admissions on www.facts.org.

Documentary Evidence

To qualify as a resident for tuition purposes an applicant or the dependent applicant's parent/legal guardian must have established and maintained legal residence in Florida for at least 12 months prior to the first day of classes of the term for which residency status is sought. The following hard copy documentation may be requested, considered, and/or subsequently recorded as evidence of establishing a residence for tuition purposes in Florida. **NO SINGLE DOCUMENT SHALL BE CONCLUSIVE** and the determinative hard copy documents must be dated at least 12 months before the first day of class for the term in which residency is sought.

- Proof of purchase of permanent primary Florida home.
- Professional/Occupational license in Florida
- Full-time, nontemporary employment in Florida (e.g., W-2 forms, letter from employer).
- Purchase of Florida real property.
- Part-time permanent employment in Florida
- Proof of membership in Florida organizations.
- Proof of acceptance of permanent employment in Florida
- Family ties in Florida
- Florida incorporation.
- Florida voter's registration
- Declaration of domicile in Florida.
- Florida vehicle registration.
- Florida driver's license.
- Absence of evidence of establishing a legal residence elsewhere.
- Transcripts from Florida schools for multiple years.
- Proof of homestead exemption.

Providing false residency information is a violation of Florida state law and could result in disciplinary action being initiated. The college will

correct the fees assessed those students who misrepresent their place of legal residence. An invoice will be issued for the increase in tuition.

Servicemembers

Opportunity College (SOC)

Okaloosa-Walton College, through the Servicemembers Opportunity College (SOC), extends to United States servicemembers (and their dependents) stationed throughout the world an opportunity to contract with OWC to earn degrees. Students are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Interested personnel should consult with OWC's educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

Effective Catalog Policy

Students who maintain continuous OWC enrollment by completing at least one college preparatory, college credit or vocational credit course each academic year beginning with the student's first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student's first term of enrollment in the program. If the continuous enrollment requirement is not met, or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of readmittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Director of Enrollment Services to the Vice President for Instruction.

Evaluation of Transfer Credit

All credits attempted at the freshman and sophomore level at other colleges or universities accredited by one of the six regional accrediting bodies will be recorded as transfer credit and placed on the student's permanent record (transcript). Credits awarded at institutions not regionally accredited may be accepted by OWC and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course credit and level of instruction resulting in student competencies at least equivalent to those of students enrolled in comparable instruction at OWC.

The acceptability of college courses for transfer credit at OWC shall be at the discretion of the Director of Enrollment Services, in consultation with the instructional personnel as appropriate.

The following factors will be considered in the evaluation of credits for transfer. The factors will be used in determining whether the course is transferable at all and in determining whether course is recorded as a specific or unclassified course.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of Credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)

Recording Transfer Credits on the Student's Permanent Record (Transcript)

When evaluating credits, OWC reserves the right to delay recording the transfer credits on the student's permanent record until the student has successfully completed college-level coursework at OWC, satisfied OWC residency requirements and/or provided documentation or verification of student competencies. Final award or posting of credits to the student's permanent record may be contingent upon successful completion of one or more of the following requirements:

- a) OWC residency requirement;
- b) higher-level courses in the same or a related subject area;
- c) subsequent courses in the subject/course sequence;
- d) demonstration of specific lab/clinical skills or other applied competencies;
- e) additional independent/directed study in the subject area.

Once accepted, transfer credits will be recorded on the student's permanent record as externally awarded and will indicate the original institution awarding the credit. Where appropriate, an equivalent OWC course number may also be indicated. When OWC does not offer an equivalent course or if the course differs substantively from the suggested OWC course, the transfer credits may be listed on the transcript as an "unclassified" course. The unclassified credits will be further described as an open elective, a subject area elective, a general education elective or a general education subject area course, as appropriate.

Acceptance of Transfer Credits from Non-Accredited Institutions

Acceptance of credits from non-accredited institutions of higher education will be based upon recommendation from the OWC instructional department responsible for the course subject area(s). The recommendation will be submitted to the Director of Enrollment Services for final review and recommendation.

Appeal of Transfer Credit Denial

A student may appeal the denial of transfer credits by written request to the Vice President for Instruction. Credits in question will be reviewed by a subject area expert(s) from the instructional department normally responsible for the subject matter in question. The review process will parallel that applied to the general evaluation of credits for transfer; however, the final determination will be made by the Vice President for Instruction in consultation with the Director of Enrollment Services. Normally such appeals will be considered only if submitted before the end of the term in which notification of the denial was made to the student.



OWC serves students of all ages. About 25% of students are age 19 and under, 40% are age 20 to 29, about 18% are age 30 to 39, and 16% are age 40 and above. The average student age is 30.