

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Research Park, Oklahoma City

A G E N D A
S p e c i a l M e e t i n g

Friday, June 23, 2006--1 p.m.
State Regents' Conference Room, 655 Research Parkway, Suite 200
Vice Chairman John Massey, Presiding

1. **Announcement of filing of meeting notice and posting of the agenda in accordance with the Open Meeting Act.**
2. **Call to Order.** Roll call and announcement of quorum.
3. **State Regent.** Administration of Oath of Office to Regent Julie Carson. Supreme Court Justice Yvonne Kauger officiating.

FISCAL

4. **E&G Budget.**
 - a. Approval of allocation of state appropriated funds to institutions and programs for FY2007. Page 1.
 - b. Acceptance of FY07 Budget Principles and Guidelines. Page 3.
 - c. Approval of allocation from Cigarette Tax Revenue for OU and OSU. Page 5.
 - d. Approval of allocations for FY2006. Page 9.
 - e. Approval of allocation of FY07 grants. Page 11.
5. **Tuition and Fees.** Posting of Academic Service Fees. Page 15.
6. **Policy.** Posting of National Guard Tuition Waiver Policy Updates. Page 19.
7. **Brain Gain Funding.** Approval of allocation of FY07 funds. Page 23.
8. **New Business.** Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda."
9. **Announcement of Next Regular Meeting— 8:30 a.m., Thursday, June 29, 2006 at the State Regents' Office.**
10. **Adjournment.**

Meeting of the
OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
June 23, 2006

AGENDA ITEM #4-a:

E&G Budget.

Not Available Electronically.

Oklahoma State Regents for Higher Education
BUDGET PRINCIPLES AND GUIDELINES
Fiscal Year 2007

I. STATE REGENTS' BUDGET ALLOCATION PRINCIPLES

Substantial Increases in State Support. Institutions will see stronger state support in Fiscal Year 2007 that will not only cover mandatory cost increases, but will also restrain tuition increases to very moderate levels and begin to move Oklahoma's institutions toward national competitiveness. Legislative leaders and State Regents have voiced an emphatic expectation for minimal increases in tuition and fees.

E&G Budgets. Education and general budgets support institutions' missions of teaching, research, and public service. To accomplish the goals of the Academic Planning and Resource Allocation (APRA) system, it is the State Regents' intent to enhance the operating budgets of the colleges and universities, particularly in light of unfunded enrollment growth in past years and the need for competitive faculty salaries. Hence, Regents will allocate a significant share of increased appropriations to basic operating budgets.

Scholarships. Funding needs for the Oklahoma Higher Learning Access Program and the Academic Scholars Program continue to increase, as more students qualify for these awards. Addressing the impending deficits will be a priority. Reimbursing institutions for the high school senior concurrent enrollment tuition waivers will also be addressed.

II. INSTITUTIONS' BUDGET ALLOCATION PRINCIPLES AND GUIDELINES

Principles. Establishment of priorities in programs and services, and allocation of resources to these priorities, are necessary for the higher education system to serve Oklahoma effectively. As State Regents, governing boards, and presidents undertake to focus resources for optimal use of state funding, the FY07 budgets should reflect the following principles:

Quality – Resources should be focused on 1) increasing the retention and graduation rates and 2) enhancing the quality of priority programs and courses in the institution's academic plan, including libraries and other resources for obtaining and using information.

Differentiation – Resources should be focused on enhancing the institution's clearly differentiated central academic mission and eliminating unnecessary programmatic duplication, rather than spreading dollars thinly across all existing programs and services.

Efficiency – Resources should be allocated internally within each institution to ensure operations that are as efficient as possible. Collaboration and sharing of resources within and among institutions should be encouraged.

Seamless Delivery – Resources should be allocated to ensure that students and programs are able to move among institutions easily and smoothly. Bureaucratic and unnecessary academic hurdles should be minimized for students who wish to participate in more than one institution. Programs, too, should be shared among institutions with a minimum of administrative and academic overhead.

Guidelines. Within the context of the above principles, FY07 institutional budgets should evidence these specific guidelines:

Mandatory Cost Increases – The first priority on the campuses will be funding mandatory cost increases. Estimates for mandatory costs are approximately \$30.9 million. These costs include

health and dental insurance, risk management premiums, and annualization of partial-year salary increases.

Administrative Cost Budget Caps – For FY07, the following caps are approved for expenditures budgeted under the functional category of *Institutional Support*:

OU, OSU	10%
Health Sciences Center, Law, Vet Medicine, OSU-COM	13%
Institutions with enrollments of 3,500 FTE	13%
Institutions with enrollments below 3,500 FTE	16%

Although the caps are unchanged from the previous year, institutions are strongly encouraged to contain administrative costs at their current percentage of E&G budget.

Tuition Revenue – The substantial increases in state appropriations support should remove the need for all but the most modest tuition increases. Institutions should make every effort to limit any tuition increases to comparable cost of living increases. Likewise, they should demonstrate to students that revenue from any increases in tuition will be used for programs that directly benefit students, such as faculty compensation, technology, library acquisitions, and counseling services.

Use of Revenue from Dedicated Fees – Institutions that charge students special fees for library materials and services, classroom and laboratory materials, technology, etc. must ensure that the revenues are spent for the approved purpose of the fee. Likewise, traditional E&G support for the above and similar purposes should not be diminished as a result of fee revenue.

Consistency – By law, institutional budgets must be prepared in accordance with financial accounting and reporting standards of the National Association of College and University Business Officers. Institutions will continue to submit budgets for State Regents' approval by function and object. Institutions will transmit summary budgets to the Office of State Finance by object under three activities: Educational and General, Part I (Fund 290), Educational and General, Part 2 (Fund 430), and Agency Special (700 Fund Series).

Meeting of the
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AGENDA ITEM #4-c:

E&G Budget.

SUBJECT: Approval of allocations to Oklahoma State University Center for Health Sciences and the University of Oklahoma Health Sciences Center from the revenue derived from the sale of cigarettes and tobacco products.

RECOMMENDATION:

It is recommended that the State Regents approve the allocation of \$1,666,077.90 to Oklahoma State University Center for Health Sciences (OSU CHS) and \$1,666,077.90 to the University of Oklahoma Health Sciences Center (OUHSC) from revenue collected from the taxes placed on the sale of cigarettes and tobacco products.

BACKGROUND:

The Oklahoma Legislature passed House Bill No. 2660 in May 2004, designating a portion of the revenue collected from taxes on the sale of cigarettes and tobacco products to be allocated for specific purposes at OUHSC and OSU CHS. This revenue will be deposited into dedicated funds, the "Comprehensive Cancer Center Debt Service Revolving Fund," at the Health Sciences Center and the "Oklahoma State University College of Osteopathic Medicine Revolving Fund," at OSU CHS. The bill states that the revenue collected shall be evenly deposited into accounts designated at these entities, for the purpose of servicing the debt obligations incurred to construct a nationally designated comprehensive cancer center at the OU Health Sciences Center and for the purpose of servicing debt obligations for construction of a building dedicated to telemedicine, for the purchase of telemedicine equipment and to provide uninsured/indigent care in Tulsa County through the OSU College of Osteopathic Medicine. The State Regents approved the first allocation of these funds in the meeting of May 27, 2005.

POLICY ISSUES:

The recommendation is consistent with Regents' policy and approved budget principles.

ANALYSIS:

The fund currently has on deposit \$3,332,155.80. This amount is sufficient for a transfer of \$1,666,077.90 each to OSU CHS and OUHSC. The OU Health Sciences Center will hold their funds in an account designated for the construction of a Comprehensive Cancer Center to be expended at a future date. The OSU Center for Health Sciences will expend their funds on the following approved program components: (1) indigent patient clinical care, (2) telemedicine equipment and (3) facility upgrades.

The current allocation to each institution, including this allocation, totals to \$6,327,839.60.

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
RESOLUTION NO. 4632**

Pursuant to the authority granted under the Constitution of Oklahoma by Articles XIII-A adopted March 11, 1941, which vests in the Oklahoma State Regents for Higher Education the allocation of funds appropriated by the Legislature for use in The Oklahoma State System of Higher Education and pursuant to the provisions of House Bill No. 2660, of the Forty-Eighth Oklahoma Legislature,

The Oklahoma State Regents for Higher Education hereby **ALLOCATE** the sums set out below for the respective special programs of the specified institutions for the fiscal year beginning July 1, 2005, and ending June 30, 2006, said funds to be subsequently allotted for encumbrance and expenditure during said fiscal year, as provided by law.

University of Oklahoma Health Sciences Center – Cancer Center Debt Service
Oklahoma State University College of Medicine – Telemedicine Program

From: 296-05-605-000000	\$3,332,155.80
To: 296-770	\$1,666,077.90
290-773	\$1,666,077.90
Total	\$3,332,155.80

Adopted by the State Regents in the meeting of June 23, 2006.

SEAL:

ATTEST:

Bill Burgess, Secretary

Cheryl Hunter, Chairman

I, Paul G. Risser, do hereby certify that the above is a correct statement of the action authorized by the Oklahoma State Regents for Higher Education as set forth in the minutes of the regular meeting on June 23, 2006.

Paul G. Risser, Chancellor

Duly subscribed and sworn to before me this 23rd day of June 2006.

Notary Public

My commission expires _____.

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AGENDA ITEM #4-d:

E&G Budget.

Not Available Electronically.

Meeting of the
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AGENDA ITEM #4-e:

Allocation.

SUBJECT: Approval of allocation of FY07 grant funds.

RECOMMENDATION:

It is recommended that the State Regents approve four grants in the amount of \$857,000 to 15 institutions, the Historical Society, and for participation in MERLOT, as listed below.

BACKGROUND:

At the meeting of June 23, 2006, the State Regents allocated \$2,699,647 for grants and activities to include economic development, research and quality initiatives. A portion of the funding for this line item is recommended for allocation to institutions and programs. The remaining funds will be recommended for allocation later in FY07.

POLICY ISSUES:

The recommendation is consistent with Regents' policy and actions.

ANALYSIS:

Continuation Grants. The following list of grants is continuation of funding commitments from previous grant awards made by the State Regents:

***Oklahoma Historical Society: "The Archives of Oklahoma Higher Education."* (\$60,000)**

This allocation continues a commitment begun in FY03. Institutions and private donors are also providing funding for the project. The State Regents have funded the archive project at the Society for four years. Funding is recommended at the original support level of \$60,000 for FY07.

***Southeastern Oklahoma State University: "Aviation Degree."* (\$125,000)**

This grant provides SOSU and OCCC the opportunity to deliver SOSU's aviation degree program to OCCC to meet the FAA workforce needs. This is the third and final year of funding for this grant. The State Regents funded the first year at \$239,000. The second year funding was at \$170,000 for FY06. This final year of funding is recommended at \$125,000. Beginning in 2008, the program will be self-sustaining, no longer requiring grant support.

***Langston University: "Langston University Sponsored 4-H Programs."* (\$40,000)**

Langston University organizes 4-H clubs in underserved communities in 44 counties in Oklahoma. Participation in the 4-H program is open to all youth who are interested regardless of race, color, sex, creed, or national origin. The program provides youth alternative beneficial choices through the 4-H

activities that can assist them in developing their leadership, academic, and social skills. Funding for this program is recommended for a second year at \$40,000 in FY07.

Multimedia Educational Resource for Learning and Online Teaching (MERLOT). **(\$57,000)**

This international consortium promotes shared use of digital learning materials and the effective use of instructional technology. Funds will cover participation fees (\$25,000) and the costs for time and travel for Oklahoma faculty who serve on MERLOT Editorial Boards (\$32,000). Many faculty members across the system are active in the MERLOT community, contributing materials, reviews, and presenting at conferences.

Prior to the State System's initial participation in this effort, the State Regents awarded grants for Oklahoma faculty to develop multimedia resources that could be shared. By participating in the larger consortia effort, Oklahoma faculty benefit by having access to learning materials that have been created and reviewed by faculty from other systems and institutions. Since its inception, Oklahoma has been a founding partner in MERLOT, which now has some 12,000 "learning objects" in its repository, and over 25,000 registered members. Oklahoma faculty have received national recognition for their contributions in developing the materials, tools, and processes that led to improved, more efficient, teaching and learning. MERLOT has been endorsed by the Faculty Advisory Council and is a key component in the OSRHE project on Academic Efficiencies. As a partner, this year the OSRHE will also be receiving funds to promote math and science learning technology at community colleges through a National Science Digital Library Applied Mathematics and Science Education Repository (AMSER) grant awarded to MERLOT.

Economic Development Enrichment Fund FY07. **(\$275,000)**

State Regents approved the Economic Development Enrichment Fund at the meeting of December 1, 2005. The purpose of these funds is to allow for institutional innovation and development of specialized economic development activities, programs or other assistance to economic development by an institution or consortium of institutions. Institutions are often challenged by time constraints and lack of discretionary funds in meeting varied and unique economic development requests. By providing campus-based economic development enrichment funds, an institution has the opportunity to exercise the utmost flexibility and timely response to local and regional economic development needs. Each institution received a grant of \$25,000.

A condition of the FY06 allocation was subsequent documentation of the utilization of funds in a one-page summary by June 1, 2006. The following institutions submitted their reports:

- Carl Albert State College
- Connors State College
- East Central University
- Langston University
- Northeastern Oklahoma A&M College
- Northeastern State University
- Oklahoma City Community College
- Oklahoma Panhandle State University
- OSU-Oklahoma City
- Rose State College
- Southwestern Oklahoma State University

Funding for the Economic Development Enrichment Fund is recommended as a one-time allocation to the above-mentioned higher education institutions at \$25,000 each, totaling \$275,000, to be distributed in one

lump sum in FY07. Recommendations regarding the remaining 14 higher education institutions will be made following the receipt of their reports on the expenditure of FY06 funds.

New Grants. The Economic Development Division of the State Regents office solicited applications for the first of two rounds of FY07 economic development grants, receiving 19 proposals for a total of \$2,545,615. The economic development grant review team recommends the following list of grants for funding in FY07:

Cameron University: “Mesquite-to-Ethanol Renewable Energy Project.” **(\$150,000)**

This project will focus on the capacity of southwest Oklahoma to support an industry around the conversion of mesquite to ethanol. It involves five main components.

1. A survey of southwest Oklahoma for woody biomass coverage conducted using satellite, flyovers, GIS and ground validation.
2. A calculation of the tonnage of woody biomass available per acre.
3. An assessment of the impact of mesquite harvest on forage grass production and site ecology.
4. An economic impact assessment of the establishment of wood-to-ethanol production in southwest Oklahoma.
5. Regional education on the potential economic impact of mesquite-to-ethanol production on the communities of southwest Oklahoma. Also, assistance in preparing information that can be used to attract ethanol production companies to southwest Oklahoma.

An in-kind contribution of transportation and survey equipment is being provided to this project by Texas A&M University. GPS/GIS software, clerical support and Business Research Center support are being contributed by Cameron University. Funding is recommended as a one-time allocation for this two-year grant at \$150,000, to be distributed in the amount of \$91,080 in FY07 and the remaining \$58,920 in FY08.

Redlands Community College: “Asphalt Maintenance Technology.” **(\$150,000)**

The Asphalt Maintenance Technology project will establish Redlands Community College as a diagnostic and testing site for the Oklahoma asphalt maintenance industry, introduce a new product, Conditioning Pavement Rejuvenator (CPR), to the industry, and assist in gaining state approval of this new product as a viable option for use in Oklahoma. This is a collaborative project with a privately owned Oklahoma company, JLT Corporation. This project will introduce Redlands faculty and students to advanced technologies used in the asphalt maintenance industry. Skills associated with this industry are based upon science protocols and experiments that include geology, chemistry and physics, all components of the Pre-Professional Sciences Associate in Science Degree at Redlands. Benefits to the asphalt maintenance industry will also benefit Redlands through increased resources for the college and increased teaching and learning opportunities. Funding is recommended as a one-time allocation for this grant in the amount of \$150,000.

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AGENDA ITEM #5:

Tuition and Fees.

SUBJECT: Posting of additional requests for changes to FY07 academic services fees.

RECOMMENDATION:

It is recommended that the State Regents make an exception to the February 1 deadline for submission of requests for changes to academic services fees and approve the posting of additional institutional requests for Fiscal Year 2007 as reported on the attached schedule.

BACKGROUND:

Constitutional and Statutory Provisions for the Coordination of Higher Education Tuition and Fees

Article XIII-A of the Constitution of the State of Oklahoma establishes the Oklahoma State Regents for Higher Education as the coordinating board of control for all public institutions in the Oklahoma State System of Higher Education. Among others, specific powers enumerated include the power to prescribe and coordinate student fees and tuition within limits prescribed by the Legislature. The State Regents are authorized to 1) establish resident tuition and mandatory fees at levels less than the average rate charged at public institutions in the Big Twelve Conference for research universities and less than the average rate charged at peer institutions for regional universities and for community colleges, 2) establish academic services fees, not to exceed the cost of the actual services provided, and 3) make a reasonable effort to increase need-based financial aid available to students proportionate to any increase in tuition, as well as annually report on tuition and fees.

Institutions assess special fees for instruction and academic services as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. These fees are required for all students receiving certain courses of instruction or academic services as designated by the institution. February 1 of each calendar year is the deadline for submission of requests for changes to academic services fees for the next academic year. Institutional requests for changes effective during FY07 were posted at the March 23, 2006 and the April 27, 2006 State Regents' meetings for discussion purposes. Subsequently, several other requests were received. These requests will be added to the requests for changes to academic services fees which were posted in March and April. All requests are being posted on the State Regents' web site at <http://www.okhighered.org> and a comprehensive list of all requests is available upon request.

A public hearing was held on Thursday, April 27, 2006 at the State Regents' office for the purpose of receiving views and comments on the requested changes to academic services fees as well as on the legislative peer limits for resident and nonresident tuition and mandatory fees for undergraduate, graduate, and for professional programs. The additional requests for changes to academic services fees for Fiscal Year 2007 are recommended for posting at this time. The State Regents will act on proposals at

their next scheduled meeting. State Regents' staff will subsequently review institutions' published tuition and fee schedules for compliance with State Regents' action.

POLICY ISSUES:

This item is consistent with the State Regents' Policy and Procedures Relating to Tuition and Student Fees.

ANALYSIS:

Attached is a listing of seven additional requests for changes to fees to be effective beginning the fall 2006 semester which are being posted at this time.

Of the twenty-five public institutions and Ardmore Higher Education Center in the State System, a total of twenty-five requested changes in academic services fees for Fiscal Year 2006; one institution had no requests for changes in these fees. Sixteen institutions have requested 211 changes in Special Instruction Fees, five institutions have requested 51 changes in Facility/Equipment Utilization Fees, three institutions have requested 13 changes in Testing/Clinical Services Fees, eleven institutions have requested changes in 310 Classroom/Laboratory Supply and Material Fees, and nineteen institutions have requested 44 changes in various Other Special Fees. A total of 629 changes have been requested to academic services fees for Fiscal Year 2007.

This information is being posted for State Regents' review and public comment.

Oklahoma State University			
Description	Current	Proposed	Statutory Limit
ACADEMIC SERVICES FEE			
Facility/Equipment Utilization Fees			
College of Agricultural Sciences & Natural Resources Facilities & Equipment Fee	0.00 per credit hour	3.50 per credit hour	direct cost of service
Other Special Fees			
College of Arts & Sciences Collegiate Excellence Fee	0.00 per credit hour	4.00 per credit hour	direct cost of service
William S. Spears School of Business Collegiate Excellence Fee	0.00 per credit hour	5.00 per credit hour	direct cost of service
College of Education Collegiate Excellence Fee	0.00 per credit hour	3.00 per credit hour	direct cost of service
College of Human Environmental Sciences Collegiate Excellence Fee	0.00 per credit hour	4.00 per credit hour	direct cost of service
Northwestern Oklahoma State University			
Description	Current	Proposed	Statutory Limit
ACADEMIC SERVICES FEE			
Special Instruction Fees			
On-Line Course Fee -- all online courses	30.00 per credit hour	40.00 per credit hour	direct cost of service
Rogers State University			
Description	Current	Proposed	Statutory Limit
ACADEMIC SERVICES FEE			
Special Instruction Fees			
On-Line Service Fee -- all online courses	55.00 per credit hour	80.00 per credit hour	direct cost of service
Oklahoma Panhandle State University			
Description	Current	Proposed	Statutory Limit
ACADEMIC SERVICES FEE			
Special Instruction Fees			
Online Fee -- all online courses	200.00 per course	100.00 per course	direct cost of service
Other Special Fees			
Special Academic Service Fee -- charged to all nonresident students, as well as newly enrolled students, including any student that has not had continuous enrollment at OPSU prior to the Fall 2005 semester. Will become a mandatory fee Fall 2008 semester.	14.50 per credit hour	17.50 per credit hour	direct cost of service
Carl Albert State College			
Description	Current	Proposed	Statutory Limit
ACADEMIC SERVICES FEE			
Special Instruction Fees			
Web Based Course Fee -- all web based courses	70.00 per credit hour**	75.00 per credit hour**	direct cost of service
<i>**Total cost per credit hour for web based courses. Tuition and mandatory fees are waived.</i>			

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AGENDA ITEM #6:

Policy.

SUBJECT: Posting of amendments to the allocation guidelines for the National Guard Tuition Waiver.

RECOMMENDATION:

It is recommended that the State Regents approve the posting of proposed policy changes and amendments to the allocation guidelines for the National Guard Tuition Waiver.

BACKGROUND:

The State Regents established in 1995 the Oklahoma National Guard Tuition Waiver as an incentive for qualified young men and women to join the Oklahoma National Guard and as a means to retain skilled, productive citizens within the state. Oklahoma residents who are members of the National Guard are eligible for resident tuition waivers for up to eighteen credit hours per semester. Each participating institution is responsible for waiving a minimum number of credit hours each academic year based on their total undergraduate enrollment.

POLICY ISSUES:

This recommendation is consistent with State Regents' policy on the purposes of the tuition waiver scholarship program (II-4-46).

ANALYSIS:

The attached policy guidelines have been amended to incorporate both requests from the National Guard regarding administration of the program. The amendments contain the following substantive changes:

1. The maximum eligibility of six years would be deleted allowing the actively participating (*i.e.*, drilling) guard member to utilize a waiver as long as needed to complete a bachelor's degree;
2. The student would be required to maintain a cumulative grade point average of 2.00 or above and lose eligibility in subsequent semesters until a semester following the return of the student's cumulative GPA to a minimum of 2.00; and,
3. An amendment is included to expand the eligibility to nonresident students who are active members of the Oklahoma National Guard making them eligible to receive a waiver of the nonresident portion of tuition or to be charged the resident rate only, dependent upon the institution's tuition rate structure. An institution would not be reimbursed for the nonresident portion that is waived.

The recommended amendments would be effective in the fall 2006 semester.

NATIONAL GUARD TUITION WAIVER PROCEDURES AND REIMBURSEMENT ALLOCATION GUIDELINES

I. Goals of the Program

The Oklahoma National Guard Tuition Waiver is established as an incentive for qualified young men and women to join the Oklahoma National Guard and as a means to retain skilled, productive citizens within the state.

II. Requirements for Program Eligibility

A student who is a member of the Oklahoma National Guard shall be eligible for a full resident tuition waiver, provided the student:

1. is a bona fide member of the Oklahoma National Guard at the beginning of the semester for which he/she is applying for a waiver or by the waiver application deadline determined by the institution and the Educational Service Office of the Oklahoma Military Department;
2. has been certified as a member in good standing by the Adjutant General;
3. is an Oklahoma resident; Nonresident students who are actively participating members of the Oklahoma National Guard may be eligible for a waiver of the nonresident portion of tuition or will charged the resident tuition rate only, dependent upon the tuition rate structure approved for the institution they are attending.
4. does not currently hold a baccalaureate or graduate degree; ~~and~~
5. meets all admission and retention requirements of the institution-; and
6. maintains a cumulative grade point average (GPA) of a minimum of 2.00.

III. Certification of Eligibility

The student is required to ~~submit a *Statement of Understanding and Certificate of Basic Eligibility (OKARNGA Form 60)* coordinate~~ each semester for which he/she is applying for the ~~waiver with his/her Unit Administrator for application under the OKARNG Regulation 621-202 or the OKAGN Regulation 621-202 requirements. The certification form is to be signed by a commander or representative of the Oklahoma National Guard. This signature~~ These regulations outline the application process used to certifies certify that the student is in good standing with the National Guard and that the National Guard member agrees to abide by all program rules and procedures.

~~The form is to be forwarded by the student to the designated National Guard Tuition Waiver coordinator at the Education Services Office of the Oklahoma Military Department~~ The student should contact their Unit Administrator/Commander for participation in the program for each semester by the following dates preceding the term in which the student is enrolling: **Summer Semester**, June 15th; **Spring Semester**, January 31st and the **Fall Semester**: August 31st. The official certification listing will be provided to the institutions by the Education Service Officer of the Oklahoma Military Department within two weeks of the published filing dates for each semester as defined above. Students whose names do not appear on the official certification listing will not be eligible for a waiver for that semester.

IV. Enrollment Requirements

A student meeting all of the program eligibility requirements will be awarded a full resident tuition waiver, provided the student:

1. is enrolled in a program of study in an Oklahoma State System college or university leading to an associate degree or a baccalaureate degree;
2. is enrolled in a minimum of three semester credit-hours. The student may meet enrollment requirements either at a single institution or more than one institution in the Oklahoma State System of Higher Education; and,
3. has submitted a plan for the completion of his/her degree with the Oklahoma National Guard.

V. Fiscal Aspects of the Program

1. The waiver will be awarded to students in programs leading to a baccalaureate or associate degree. Waivers will not be awarded for programs leading to a certificate, continuing education courses, or vo-tech courses which are not counted towards a degree program at another institution.
2. The waiver will cover resident tuition for all courses for which resident tuition is charged. The student is responsible for all other fees: mandatory fees, special course fees, student activity and facility fees, assessment fees, and others.
3. Concurrently enrolled high school students are not eligible for this tuition waiver.
4. The tuition waiver is not applicable to professional programs which do not require an earned degree.
5. A student may receive a waiver for a maximum of eighteen (18) semester credit hours each semester, ~~for up to six years from the date of first application. If a student is called to active duty during his or her consecutive six year award period, additional waiver eligibility may be added to the end of the six year period to equal the mobilization time plus four months in order to help the student complete the program of study upon returning to the State. The Educational Service Officer will verify active duty status and any additional eligible on an individual student basis, until the student has met the requirements for a bachelor's degree.~~
6. A student may not receive a waiver for courses completed in a prior semester; that is, a student must apply for the waiver during the semester in which he or she is enrolled by the deadline determined by the institution and the Educational Service Office of the Oklahoma Military Department. If a student fails to maintain a minimum GPA of 2.00 during a semester, he/she will be ineligible for a waiver in subsequent semesters until the student's cumulative GPA returns to a minimum of 2.00. Once the student's GPA has returned to 2.00 or higher, the student may apply for a waiver in the next semester.
7. The State Regents have approved a policy exception for the National Guard Tuition Waiver regarding provisions on financial need, on distribution of awards across fields of study and levels of students and on the budgetary limitation.

VI. Institution Responsibilities

1. The ~~institution~~ Education Service Officer of the Oklahoma Military Department shall establish a deadline each semester for turning in the *Certification of Eligibility* as application for the waiver.
2. The institution will report all hours and dollars waived at the end of each academic year. All hours from which the student withdraws subsequent to the add/drop period ~~or for which the student fails to earn a passing grade (i.e., a "D" or above) will~~ may be billed to the student and be ineligible for a waiver.
3. The Ardmore Higher Education Center, will be responsible for reporting the number of credit hours waived for each National Guard member to each institution that provide courses at the center. The center's report to the State Regents' office should reflect only that portion of hours and dollars waived for which the center is responsible.

VII. National Guard Responsibilities

1. ~~The National Guard shall complete a *Statement of Understanding and Certificate of Basic Eligibility* for each National Guard applicant.~~
2. ~~1.~~ The National Guard shall work with the student in preparing a degree plan. The National Guard will monitor student progress in the completion of the degree.
3. ~~2.~~ The National Guard shall ~~distribute~~ make available information materials including the application deadline, ~~for each institution~~ and *Statement of Understanding and Certificate of Basic Eligibility* to National Guard members.
4. ~~3.~~ The National Guard shall coordinate the circulation of the official certification listing of eligible students with the State System institutions and determine the appropriate filing deadlines for the student in submitting his or her approved ~~Form 60~~ application prior to or early in each semester.

VIII. Allocation of Funds

For reimbursement purposes, each institution is responsible for waiving tuition for a minimum number of credit hours each academic year, based on total undergraduate enrollment as shown below:

<u>Undergraduate FTE</u>	<u>Minimum Hours Required</u>
<u>For Reimbursement Edibility</u>	

10,000 or greater	750
5,000 to 9,999	450
4,999 or less	300

Funds will be distributed to the institutions with the allocation of state appropriations for the next fiscal year on a prorated basis according to the number of credit hours waived in excess of the minimum commitment in the previous academic year.

Approved June 28, 1995. Revised April 11, 1997. Revised June 30, 2005. Revised June 30, 2006.

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AGENDA ITEM #7:

Brain Gain Funding.

Not Available Electronically.