TO: Deans, Directors and Chairs, and PACAA

FROM: Joyce Allman, Ph.D., Associate Provost for Academic Advising Oversight

DATE: April 19, 2013

SUBJECT: Enforcing Developmental Math

In its endeavor to comply with Oklahoma State Regents for Higher Education (OSRHE) policy 3.20.4.F, the University of Oklahoma is implementing a procedure to monitor students who have not remediated their math deficiency. The applicable section of the policy reads as follows:

Students with basic academic skills deficiencies or lacking curricular requirements must remove the basic academic skills deficiencies at the earliest possible time but within the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 hour limit. . . .

Toward this end, the Enrollment Services office, University College, the Entry Level Assessment and Placement office, and Academic Advising are coordinating efforts to comply with OSRHE policy.

- Students must continuously enroll in the appropriate remedial math per OSRHE remediation policy until his/her deficiency has been satisfied.
  - Each semester the Enrollment Services office will provide a list of all OU students who have not met the mathematics remediation requirement. College academic advising directors will be notified of these deficiencies so that advisors may properly counsel the identified students.
  - Academic advisors will require that students enroll in stipulated remedial math classes.
    - The academic advisor may enroll the student in the remedial math class while the student is present for advising.
    - If the advisor does not enroll the student during the advisement session, the advisor must monitor the student’s enrollment to ensure that s/he has enrolled in the course as required by OSRHE policy.
- To drop a remedial math course, the student must secure the signature of his/her academic advisor. The Enrollment Services office will not accept any drop slip for such classes without the approval/signature of the student's academic advisor, ensuring the student and academic advisor have had a conversation about the request and ensuing ramifications. The only exception is if the student processes a complete withdrawal.

- Academic advisors will use the Enrollment Services math deficiency list as a basis for tracking whether or not students have completed the requirement.
  
  - Students will not be allowed to proceed to the next level math course without the specified prerequisite.
  
  - Each semester the Enrollment Services office will identify students who did not successfully complete his/her remedial math course. That office will cancel any enrollment the student has in his/her next level math and will reenroll the student in a section of the unfulfilled course.
    
    - Enrollment Services will notify the student of this action. If the student wants to change sections, s/he may do so. If the section that the student wishes to enroll in is closed, the student may consult Enrollment Services.
    
    - Again, once a student enrolls in a DMAT course, s/he cannot drop the class without an academic advisor's signature.

Requests for exceptions or questions about the process may be made by contacting Joyce Allman, Associate Provost for Academic Advising Oversight, at joyceallman@ou.edu, 405-325-1596.

ja/ljl

cc: Dr. Nancy Mergler, Senior Vice President and Provost  
    Dr. Kyle Harper, Senior Vice Provost  
    Dr. Paul B. Bell, Jr., Vice Provost for Instruction  
    Mr. Matt Hamilton, Registrar