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OKLAHOMA CITY UNIVERSITY

graduate catalog

2003–2005

AN ENVIRONMENT OF STUDENT SUCCESS

The cover photograph is of *The Guardian*, a bronze statue atop the newly constructed dome on the state capitol, and was designed by **Kelly Haney**, '65 Bachelor of Arts and '93 honorary Doctor of Law Letters. Haney, an artist and Native American from Seminole, Oklahoma, designed the piece to stand guard "over our great state, over our majestic land, over our values." A former state senator, Haney served in the Oklahoma legislature from 1980 to 2002 and chaired the Senate Appropriations Committee.

Oklahoma City University alumni, students, and former students were a major part of the dedication of the dome November 16, 2002, including Oklahoma State Tourism Director **Jane Jayroe Gamble**, '69 Bachelor of Music and Miss America 1967, and two other former Miss Americas, **Susan Powell** and **Shawntel Smith**, both former students; opera star **Leona Mitchell**, '71 Bachelor of Music and '79 Master of Music; former student **Jonathan Beck Reed**; and the School of American Dance and Arts Management's **The American Spirit Dance Company**.

With the exciting changes in central Oklahoma, including the Metropolitan Area Projects in downtown Oklahoma City, it is a great time to study at Oklahoma City University.

2501 North Blackwelder ■ Oklahoma City, Oklahoma 73106
(405) 521-5000 ■ Toll free: (800) 633-7242 ■ www.okcu.edu

Note: The electronic version of this catalog, found on the Oklahoma City University Web site, supercedes this publication.

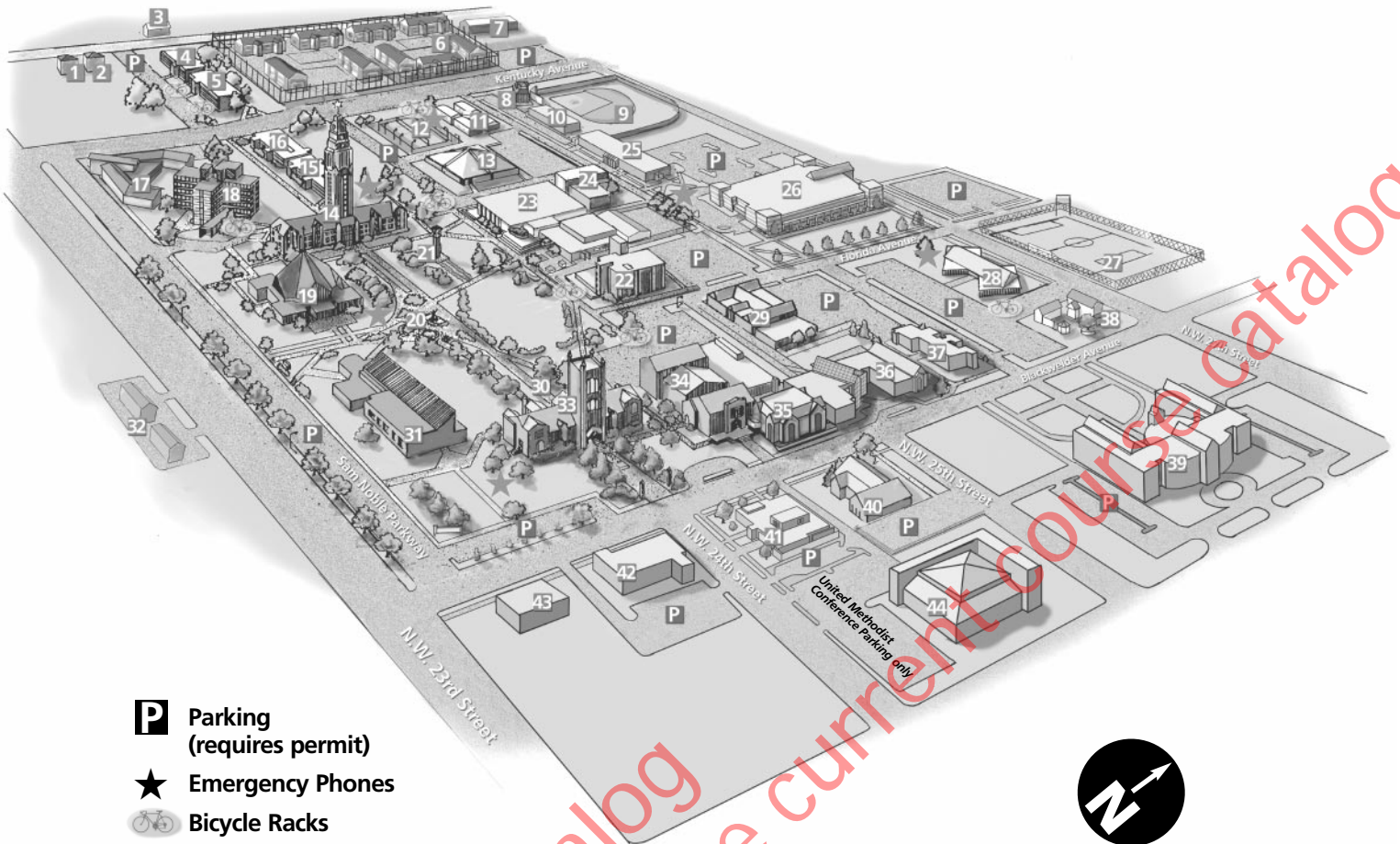
On the Cover: Oklahoma Tourism photo by Fred W. Marvel


Oklahoma City University,
a private, church-related institution,
aspires to be a premier liberal arts
university, with respect to

- academic excellence that cultivates character
- student success and welfare
- personalized education that encourages service, leadership, and spiritual growth
- local community and economic development, including the use of global relationship
- cultural leadership in our community and state



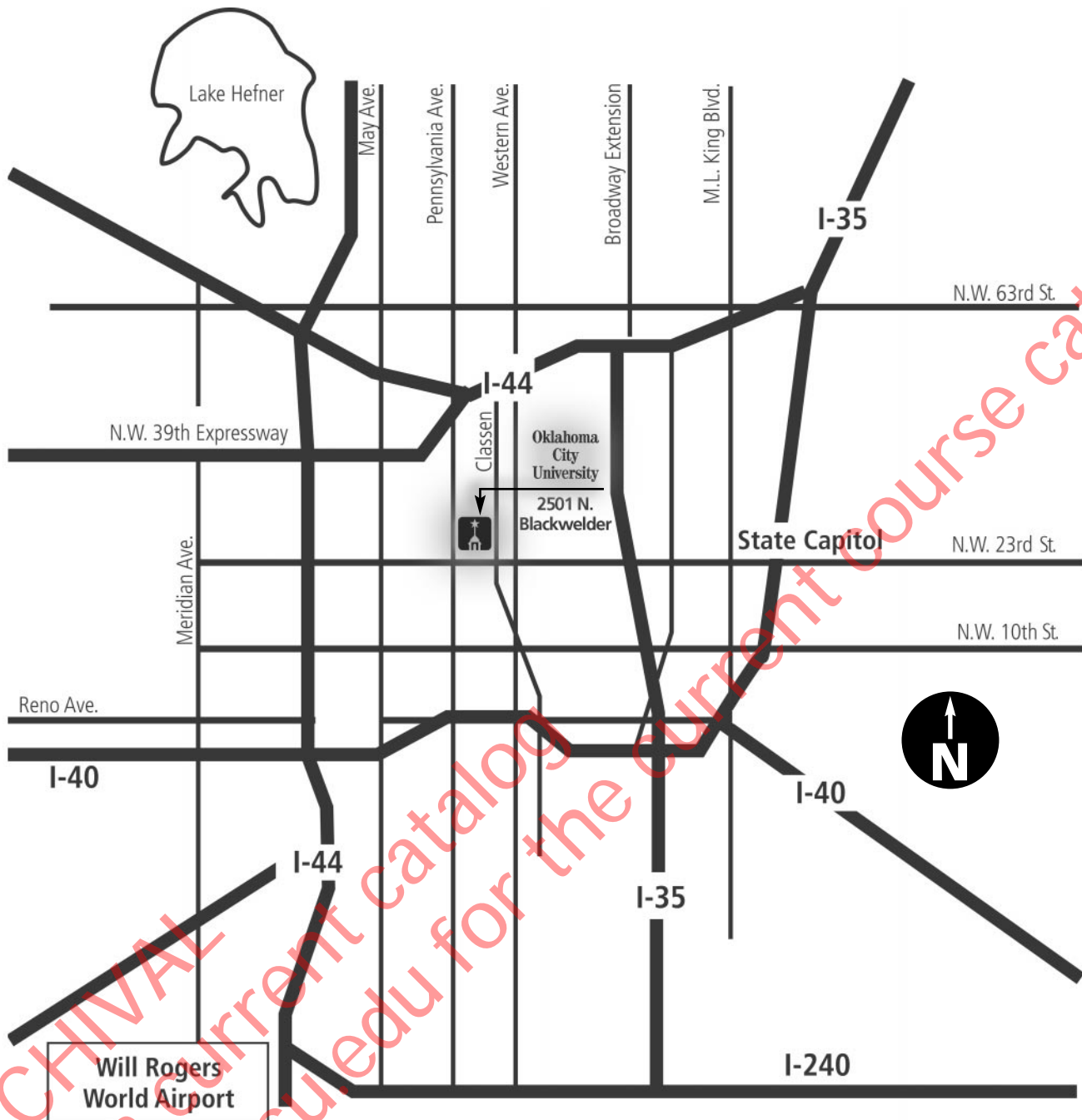
Campus Map



- P** Parking (requires permit)
- ★ Emergency Phones
-  Bicycle Racks

- | | | |
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| 1. Kappa Sigma | 19. Bishop W. Angie Smith Chapel (Wimberly School of Religion) | 33. Clara E. Jones Administration Building |
| 2. Kappa Alpha | 20. Eternal Challenge Sculpture and Fountain | 34. Kirkpatrick Fine Arts Center (School of Music) |
| 3. Lambda Chi Alpha | 21. B.C. Clark Memorial Clock Tower | 35. Margaret E. Petree Recital Hall |
| 4. Harris Hall Dormitory | 22. Dulaney-Browne Library | 36. Wanda L. Bass Music Center |
| 5. Draper Hall Dormitory | 23. C.O. Smith Student-Faculty Center | 37. Norick Art Center |
| 6. Cokesbury Court Apartments | 24. Physical Plant | 38. Farmer International House |
| 7. Theater Storage | 25. Dawson-Loeffler Science and Mathematics Center | 39. Meinders School of Business |
| 8. J.R. Homsey Baseball Complex | 26. Henry J. Freede Wellness and Activity Center | 40. Children's Center for the Arts (School of American Dance and Arts Management) |
| 9. Sutton Baseball Field | 27. Soccer Field | 41. Wilson House (president's home) |
| 10. Sutton Baseball/Tennis Center | 28. Kramer School of Nursing | 42. Lacy Visitor and Admissions Center |
| 11. Panhellenic Quadrangle | 29. Walker Center for Arts and Sciences | 43. Dance Annex |
| 12. Kerr-Magana Tennis Courts | 30. Pioneer Preacher Statue | 44. Oklahoma United Methodist Conference Center |
| 13. Frederickson Fieldhouse | 31. Noble Center for Competitive Enterprise | |
| 14. Gold Star Memorial Building (Law Library) | 32. University Manor Apartments | |
| 15. Banning Hall Dormitory | | |
| 16. Smith Hall Dormitory | | |
| 17. Sarkeys Law Center | | |
| 18. Walker Hall Dormitory | | |

Oklahoma City Map



DIRECTIONS TO OKLAHOMA CITY UNIVERSITY

From I-35 (north or south): Take I-35 to I-40. Follow I-40 west to Classen Boulevard. Take Classen north to NW Twenty-third Street. Turn left and take Twenty-third to Blackwelder. The campus is on the northwest corner of Twenty-third and Blackwelder.

From I-40: Coming from the east, follow the directions for “From I-35” after “Take I-35 to I-40.” Coming from the west, take I-40 to Pennsylvania Avenue. Take Penn north to NW Twenty-third Street. Turn right on Twenty-third to Blackwelder. The campus is on the north side of NW Twenty-third Street between Pennsylvania and Blackwelder Avenues.

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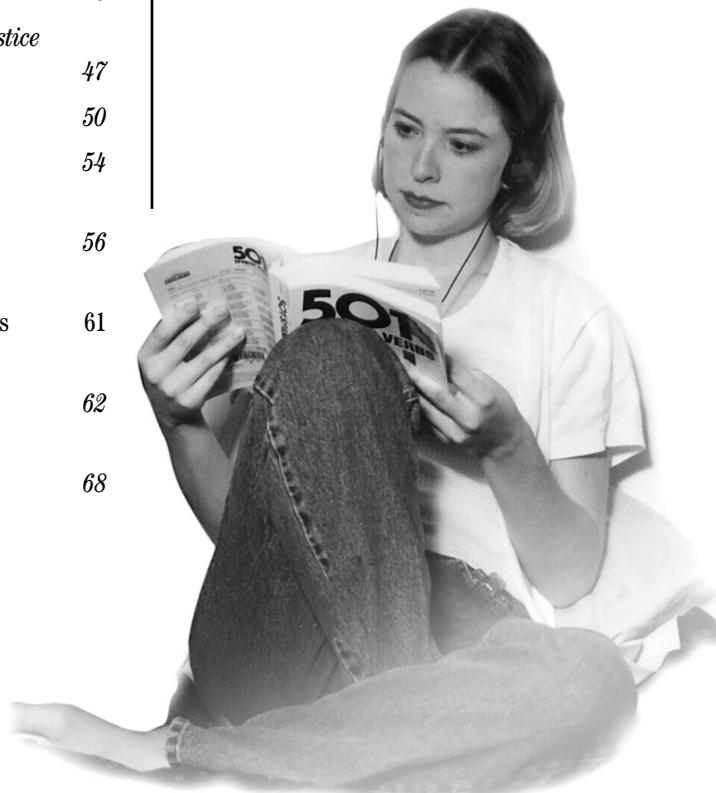
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General Information

The University

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The University

Oklahoma City University is one of the nation's most respected educational institutions. A private, United Methodist-related university, Oklahoma City University combines a unique blend of tradition, quality, community, and innovation. *U.S. News and World Report* consistently ranks OCU among the best master level institutions in the region. We are listed in both *America's Best Christian Colleges*[®] and *America's 100 Best College Buys*[®].

The university traces its roots to Epworth University, chartered in 1904 (three years before statehood) as a joint venture of the Methodist Episcopal Church and the Methodist Episcopal Church, South (now the combined United Methodist Church), and the Oklahoma City Trade Club (now the Greater Oklahoma City Chamber of Commerce). Classes began that September. From 1911 to 1922, the university was located in Guthrie, Oklahoma, and known as the Methodist University of Oklahoma. Oklahoma City University has been at its present location at NW Twenty-third Street and Blackwelder Avenue in Oklahoma City since 1922, when what is now the Clara E. Jones Administration Building was completed.

Located in the capital city, Oklahoma City University's beautiful campus occupies over sixty-eight acres in a diverse and vibrant metropolitan area. The architecture on campus is a pleasing blend of American collegiate, gothic, and functional contemporary.

Accreditation

Oklahoma City University is approved by the University Senate of the United Methodist Church. Oklahoma City University and many of its academic programs are accredited by nationally recognized organizations. The following information is provided so students may contact accrediting organizations:

Oklahoma City University

The Higher Learning Commission
of the North Central
Association of Schools and
Colleges
30 North LaSalle Street, Suite 2400
Chicago, IL 60602
(800) 621-7440
Accredited since 1951

Meinders School of Business

Association of Collegiate Business
Schools and Programs
7007 College Boulevard,
Suite 420
Overland Park, KS 66211
(913) 339-9356
Accredited since 1997

School of Music

National Association of
Schools of Music
11250 Roger Bacon Drive,
Suite 21
Reston, VA 20190
(703) 437-0700
Accredited since 1944

Kramer School of Nursing

National League for Nursing
Accrediting Commission
61 Broadway, 33rd Floor
New York, NY 10006
(212) 363-5555, ext. 153
Accredited since 1985

A broad spectrum of courses is offered through the Petree College of Arts and Sciences, the Meinders School of Business, the Margaret E. Petree College of Performing Arts with its School of American Dance and Arts Management and School of Music, the School of Law, the Kramer School of Nursing, and the Wimberly School of Religion and Graduate Theological Center.

The institution takes pride in its dual role as Oklahoma City's university and the United Methodist university of Oklahoma. Its students come from every state in the United States and from countries throughout the world.

Oklahoma City University has designed a program to bring together outstanding faculty, exceptional students, excellent teaching facilities, and the most advanced and innovative ideas in curriculum and teaching methods.

Because of the friendliness and personal involvement possible on a small campus, OCU students are known as individuals by their fellow students and professors and benefit greatly from the personalized education offered by the university's low student-faculty ratio.

With a ninety-nine-year tradition of church-related service and academic excellence, Oklahoma City University today is a vital institution with a growing reputation as a center of quality, personalized, values-conscious higher education.

School of Law

Association of American Law
Schools
1201 Connecticut Avenue, NW,
Suite 800
Washington, DC 20036
(202) 296-8851
Member since 2003

American Bar Association

Indiana University
550 W North Street
Indianapolis, IN 46202-3162
(317) 264-8340
Accredited since 1960

Oklahoma Commission for Teacher Preparation

Oklahoma State Board of
Education
2500 N Lincoln Boulevard
Oklahoma City, OK 73105-4599
(405) 521-3301

Oklahoma City University, through its Meinders School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees: Bachelor of Science in Business degree with majors in accounting, business administration, economics, finance, information technology, and marketing; Master of Business Administration degree with concentrations in finance, generalist, health administration, information technology, international business, and marketing; a joint Juris Doctor/Master of Business Administration degree; and a Master of Science in Accounting degree.

Oklahoma City University holds membership in the Oklahoma Independent College Foundation, the National Association of Independent Colleges and Universities, the National Association of Schools and Colleges of the United Methodist Church, the National Association of Intercollegiate Athletics, and the Oklahoma Association of Independent Colleges and Universities. It is on the approved list of the American Association of University Women.

The Kramer School of Nursing is accredited by the National League for Nursing Accreditation Commission and is a member of the Council of Baccalaureate and Higher Degree Programs of the National League for Nursing. The school is approved by the Oklahoma Board of Nursing.

Oklahoma City University is an equal educational opportunity institution.

Assessment

Assessment is an integral part of the strategic planning process for Oklahoma City University. Students participating in graduate studies will be asked to participate in the evaluation of the educational processes and service functions of the institution. A student near the end of his or her academic plan of study will participate in outcomes assessment for his or her area of study. Other constituencies of the institution will also be asked about their satisfaction as part of the assessment process for system improvement.

Mission Statement

Oklahoma City University embraces the United Methodist tradition of scholarship and service and welcomes all faiths in a culturally rich community that is dedicated to student welfare and success. Men and women pursue academic excellence through a rigorous curriculum that focuses on students' intellectual, moral, and spiritual development to prepare them to become effective leaders in service to their communities.

Core Beliefs and Values

Oklahoma City University is guided by the following core beliefs and values:

■ Academic Excellence

We believe that a university dedicated to excellence will enable each student to acquire the critical and analytical thinking skills, broad base of knowledge, and capacity to communicate effectively required for both personal success and capacity for leadership in service to communities.

■ A Personal Approach

We aspire to treat each member of this community as an individual with distinct needs for fostering his or her success and welfare.

■ A Religious Dimension

We seek to create a university community in which every member consciously cultivates ethical and humane behavior.

■ Service to the Community and Service Learning

We believe that excellence in education and development of the intellectual, moral, and spiritual capacities of students are best fostered when faculty, students, and staff actively use their knowledge and skills to assist others in our wider communities.

■ A Culturally Rich Community

We believe that a university flourishes only when it exposes the members of its community to cultural perspectives different from that of the place in which the university is rooted.

■ Student Success and Welfare

We believe that this university should consciously provide its graduates with a foundation for the acquisition of the knowledge, skills, and experience necessary for success in the vocations our graduates will pursue in the years to come.

Oklahoma City University pursues these beliefs and values by providing the following:

- Undergraduate, graduate, and professional academic programs that emphasize, examine, and encourage intellectual, moral, and spiritual experience and growth
- Lifelong learning programs empowering individuals to lead productive and creative lives
- Activities that enhance and support the quality of campus life
- Programs that foster physical fitness and good health
- Service to a global community of learners
- Opportunities for worship and service in the Christian and other traditions
- Cultural and aesthetic opportunities for the community

Oklahoma City

Oklahoma City, the capital of Oklahoma, offers a wide variety of cultural, civic, religious, entertainment, and sports events in the unique setting of modern facilities and old-fashioned Western hospitality. Oklahoma City is a dynamic, growing location with a wide range of opportunities to offer students.

From the state capitol and the center of Oklahoma's political and governmental activity, to the cultural offerings of the Oklahoma City Philharmonic, Lyric Theatre, Ballet Oklahoma, and more, to the attractions of the National Cowboy and Western Heritage Museum, the National Softball Hall of Fame, the Firefighters' Museum, the Oklahoma City Zoo and Omniplex, Bricktown, and professional baseball and hockey, Oklahoma City stands as a vibrant, growing metropolitan center of the Southwest.

Out-of-state students are able to make use of the excellent transportation facilities available to the city. Oklahoma City is linked

by interstate highways to other major cities in the region, and the city's Will Rogers International Airport, one of the busiest in the region, provides jet service coast-to-coast as well as international flights to Asia, Europe, and South America.

The OCU campus is located near the center of Oklahoma City. While OCU is close to the business community, the state capitol and all the conveniences of a major city, the campus is situated in a quiet, natural setting.

OCU students are involved in the life of Oklahoma City through participation in cultural events, through internships in governmental and social agencies, and through extracurricular activities that involve the city's many resources and facilities. The multitude of opportunities and activities in a growing metropolitan area such as Oklahoma City offers an added dimension to the high quality of education available at Oklahoma City University.



Graduate Degree Programs

Most of OCU's graduate degrees have an "area of emphasis." This helps students to choose the field of study for which they are best suited within a degree program. This focused area of study will develop and complement students' interests, abilities, and goals and will ultimately give them the best possible preparation for a career in their respective fields.

The university offers thirteen graduate degrees:

Juris Doctor (J.D.) –

see Law School catalog

Juris Doctor (J.D.)/Master of Business Administration (M.B.A.)

Master of Arts (M.A.)

Teaching English to Speakers of Other Languages

Theater

Theater for Young Audiences

Technical Theater/
Costume Design

Technical Theater/Scene Design

Master of Business Administration (M.B.A.) with Global Emphasis

Finance

Generalist

Health Administration

Information Technology

Integrated Marketing
Communications

International Business – Finance

International Business –
Information Technology

International Business – Marketing

Marketing

Master of Criminal Justice Administration (M.C.J.A.)

Master of Education (M.Ed.)

Curriculum and Instruction

Early Childhood Education

Elementary Education

Montessori Education

Secondary Education

Master of Liberal Arts (M.L.A.)

Art

Graphic Design

Photography

Studio

General Studies

International Studies

Leadership/Management

Literature

Philosophy

Writing

Master of Music (M.M.)

Music Composition

Music Theater

Opera Performance

Performance – Conducting

Performance – Instrumental

Performance – Vocal

Master of Religious Education (M.R.E.)

Master of Arts in Religion (M.A.R.)

General Studies

Master of Science in Accounting (M.S.A.)

Master of Science in Computer Science (M.S.)

Database Systems

Distributed Computing

General

Intelligent Systems

Software Development and
Algorithm Design

Master of Science in Nursing (M.S.N.)

Nursing Administration

Nursing Education

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Graduate Admission

GENERAL ADMISSION POLICY

Oklahoma City University is interested in graduate students who want to learn. Careful consideration is given to each application. Important factors to be considered are undergraduate records and recommendations from academic counselors, desirable traits of character and personality, and the interests and goals of the applicant in relation to the graduate programs of study offered by the university.

In the quest for academic excellence, preference will be given to those applicants whose evidence of academic fitness and professional promise indicates that they are particularly qualified to study in the graduate programs at OCU.

Admission Requirements

Admission to OCU's graduate programs is open to all students holding a bachelor's degree from a regionally accredited college or university and meeting the criteria indicating high potential to succeed in graduate-level work. Please see program descriptions in this catalog for specific admission information.

Admission Procedure

All application material must be sent directly to the following:

**Office of Admissions/Graduate
Oklahoma City University
2501 North Blackwelder
Oklahoma City, OK 73106**

Application: Submit a completed application for graduate admission to the Office of Admissions/Graduate.

Application Fee: Attach a nonrefundable check for thirty-five dollars.

Transcript: Include unofficial or photocopies of all college transcripts with application.

Official Transcript: Official transcripts from all universities attended must be mailed directly to the Office of Admissions/Graduate.

Recommendations: Two letter of recommendation forms from academic advisors or persons able to comment on professional ability must be submitted to the Office of Admissions/Graduate.

Students applying to the Master of Music (M.M.) program must arrange an audition with the dean of the School of Music.

Candidacy

Admission means only that the student will be permitted to enroll for courses in the various programs. It does not imply that the graduate student will be accepted for candidacy. See **Acceptance to Candidacy for selected graduate programs of study.**

The university reserves the right to deny admission or continued enrollment.

The university does not discriminate against any individual because of race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, or veteran status.

GRADUATE TRANSFER CREDIT

Transfer credit is approved by the dean of the student's school only after the student has been admitted to Oklahoma City University. Petitions for transfer of graduate credit must be submitted to the dean of the student's school. No course credit may be transferred unless the grade received was at least a B (3.00) from an accredited institution. Correspondence courses are not accepted toward a graduate degree.

NONDEGREE-SEEKING STUDENT ADMISSION

A student who does not wish to work toward an advanced degree, but who seeks to earn graduate credits for appropriate courses may enter graduate school as a nondegree-seeking student. In the event the student is subsequently admitted to a graduate program for an advanced degree, a maximum of 12 credits taken as a nondegree-seeking student may be used retroactively in meeting the student's credit requirement for a degree.

Undergraduate/Graduate Concurrent Enrollment

Undergraduate students who have fewer than 9 credit hours remaining to complete a bachelor's degree and wish to enroll concurrently in graduate courses may seek conditional admission to a graduate program. Once admitted to a graduate program, the student is limited to 6 graduate-level credit hours in that program. The student must complete his or her undergraduate degree prior to enrolling in a second semester of graduate study.

Admissions Inquiries

For information concerning the graduate programs at Oklahoma City University, contact the Office of Admissions/Graduate at (405) 521-5351 or (800) 633-7242. See our Web site at www.youatocu.com, or contact us by e-mail at gadmissions@okcu.edu.

INTERNATIONAL GRADUATE ADMISSION PROCEDURE

Oklahoma City University currently has students from over sixty countries studying in the undergraduate and graduate programs. The university is authorized under federal law to enroll nonimmigrant alien students.

Admission of International Students

All international students, graduate and undergraduate, are processed by the International Admission Office. Applications and information may be obtained by writing:

**International Admission Office
Oklahoma City University
2501 North Blackwelder
Oklahoma City, OK 73106 U.S.A.**

International Admission Office can also be reached by e-mail at iso@okcu.edu.

English Proficiency

Students whose native language is other than English must demonstrate proof of English language proficiency. For most

programs, applicants must achieve a score of at least 500 on the Test of English as a Foreign Language (TOEFL). The requirements may also be met by completing level 109 at an ELS Language Center. Students who have studied for at least two full-time semesters at an academic institution in the United States, Canada, the United Kingdom, Australia, or Singapore will be exempt from this requirement. Conditional Form I-20A-B can be issued if the applicant indicates that he or she will be studying at the ELS Language Center located on the OCU campus.

Financial Support

International applicants must submit a certified letter of support from a sponsor, family member, or other source showing that they have the funds to study at OCU. Students must have adequate financial resources to provide for educational and living expenses.

Transcript Evaluation

Any applicant, whether international or domestic, who holds a degree from a college or university outside the United States, must have transcripts from that institution evaluated by OCU's International Admission Office.



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Expenses and Financial Aid

General Financial
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Rules Governing Payment
of Tuition

Special Service Fees

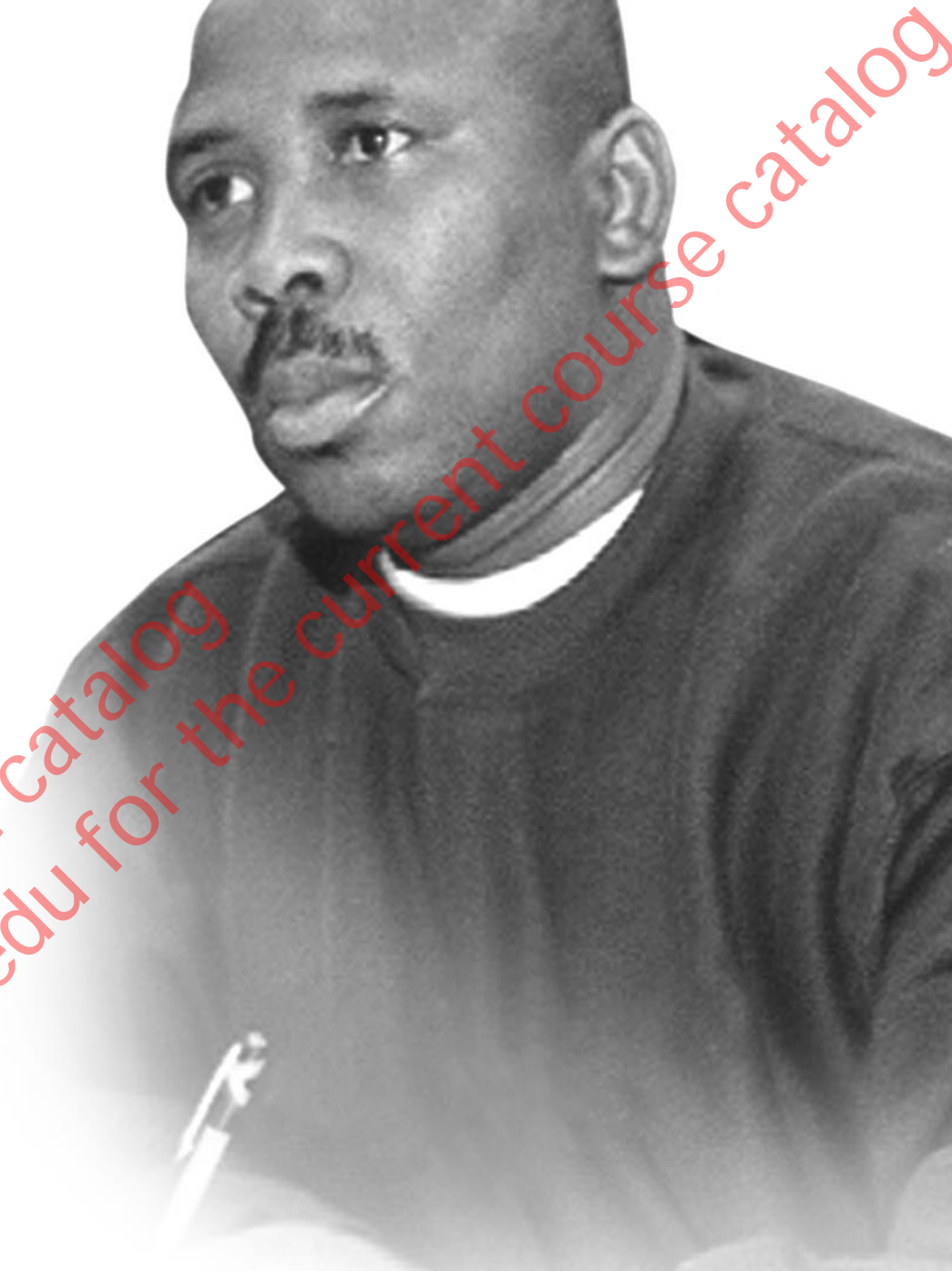
Veterans Benefits

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Expenses and Financial Aid

GENERAL FINANCIAL INFORMATION

Tuition is the same for all students, whether residents or non-residents of Oklahoma.

Tuition rates for the 2003–2004 and 2004–2005 academic years are published annually in a separate tuition and fees announcement.

Tuition for courses taken on an audit basis will be assessed a nonrefundable audit fee at the rate of sixty dollars per credit hour for undergraduate courses and seventy dollars per credit hour for graduate courses. Audit fees are not considered part of the structure for block tuition charges and will be assessed in addition to regular tuition charges.

A music major will pay the general tuition, which includes two half-hour lessons. Charges for additional lessons and for those not required in curriculum are based on the individual teacher's fees. (Contact the School of Music for a list of the teachers and their individual fees.) Special practice arrangements will be made for the student enrolled only in applied music. An applied music fee will be charged to any student enrolled in applied music. For applied vocal music classes, an additional charge is assessed for the accompanist.

RULES GOVERNING PAYMENT OF TUITION

All tuition charges and fees are due on the first day of class for each semester or term. Students, at the discretion of Student Administrative Services, may be allowed to contract for deferred payment arrangements provided all prior charges have been paid in full.

Deferred contract arrangements for fall and spring semesters will be allowed as follows: one-fourth of the unpaid balance after financial aid, if any, has been taken into consideration, will be due on the published first day of class. Three additional payments will be due in accordance with the deferred payment contract. If the unpaid balance is paid within ten days of the due date of the first installment, no interest will be charged.

Deferred payment agreements are available for summer terms and accelerated cycles with two payments. Further information about deferred payment agreements may be obtained from the Cashier's Office.

Students awarded financial aid in the form of work-study should be aware that this form of aid is not considered in determining the balance due in tuition, fees, room and board for the semester. Students who so choose may request their work-study checks be forwarded by the Payroll Office to the Cashier's Office to be applied to their accounts.

If tuition charges and fees are to be paid by a third party other than the student's family or financial aid, a written authorization from the third party must be presented at the time of enrollment; otherwise the student will be required to meet the financial requirements listed above. Veterans attending the university under the G.I. Bill are required to comply with the same rules governing nonveteran obligations.

No student will be allowed to enroll in any semester or term if his or her account is past due.

No student will be given a letter of good standing, transcript, or diploma until all financial obligations to the university are paid.

All tuition, fees, and charges made by the university are payable at the Cashier's Office. Students may also make payments to their accounts online at the OCU Web for Students.

Payments to student accounts are applied first to tuition and fees and then to other charges. The only exception to this application of payment is donor restriction on a gift or endowed scholarship.

SPECIAL SERVICE FEES

Fees for the 2003-2004 and 2004-2005 academic years are published annually in a separate tuition and fees announcement. The following fees typically are paid by all students but are subject to change annually.

There is a student services fee assessed during each semester or summer term in which a student is enrolled.

An annual parking permit is required of all students for on-campus parking.

A technology fee for access to the academic computer system is charged to all students each semester.

All students pay the academic enrichment fee on a per-credit basis. This fee funds the university's assessment program and enhances academic programs and opportunities for all students.

An international student fee, international student insurance fee, and international house fee are charged each semester. All fees are mandatory for international students.

A health service fee is assessed to all students (fall and spring semesters). The Office of Health Services and Disability Concerns is staffed by a full-time registered nurse who is available to assist students in resolving many health-related issues. This fee is included in the student service fee.

Students enrolling late will be charged a late registration fee. Those who pre-enroll and pay late will be charged a late payment fee.

Charges for tests given to persons not enrolled in the university vary depending upon the test taken.

All students pay a one-time comprehensive records fee for each degree earned. Payment of this fee entitles OCU students and alumni to copies of their official transcripts at no additional charge. The registrar reserves the right to limit the number of official transcripts an individual may receive within a particular time period.

Master's degree and Juris Doctor degree candidates pay a graduation fee that covers the cost of a diploma and graduation ceremonies. The graduation fee does not include the cost of academic regalia, graduation announcements, or the cost of binding the required two copies of the master's degree thesis. The graduation fee must be paid at the beginning of the semester or term in which the work for a degree is to be completed.

VETERANS BENEFITS

A Veterans Service Office is operated by Oklahoma City University as a service to the veteran student. It neither sets policy nor administers V.A. programs. University personnel assigned to the office process the forms as a service to the student who is claiming V.A. educational benefits and act as liaisons between the student and the Veterans Affairs Regional Office. Students who wish to receive benefits must report to the OCU certifying official in the Registrar's Office each semester to fill out a request for certification. For further information, please contact the Veteran's Service Office.

Adding and Dropping Courses

Procedures and deadlines for adding and dropping classes are described in the section of this catalog under Academic Regulations.

Withdrawals

Students unable to remain at the university to complete their courses for the term should process a full withdrawal. Procedures for withdrawal from all classes are described in this catalog under Academic Regulations. Full withdrawals from the university are not complete until the withdrawing student is counseled by the director or assistant director of financial aid and validated by the Cashier's Office. Tuition adjustments, if any, are based on the date of cashier validation. (See also "Return of Unearned Federal Title IV Funds" under Financial Assistance.)

TUITION ADJUSTMENTS

Each term has a published first day of class as outlined in the academic calendar. A 100 percent tuition adjustment is made for varying time periods beginning with the published first day of class. After this period, there will be no further adjustments. The time periods vary as follows:

Fall and spring semesters—up to and including Friday after ten semester class days.

Summer and accelerated cycles—up to and including the first Friday of classes.

Refunds for financial aid on student accounts in excess of charges may be requested from the Cashier's Office. No refunds are made against financial aid, which must be returned upon student withdrawal, until after the end of the third week of fall and spring semesters or the second week of summer semesters. Such aid would include Perkins Loans, Pell Grants, Supplemental Educational Opportunity Grants (SEOG), and any other aid which would be cancelled upon student withdrawal.

Identification Cards

Identification cards issued to all students are permanent for as long as the student is enrolled in the university. The card identifies the student and allows participation in student activities and elections. It admits the student to all home athletic events, various student activities, and enables students to receive free or half-price tickets to university drama, opera, and dance productions and concerts. A student identification card grants access to libraries and computer labs and serves as a meal ticket for students who are on a board plan.

Bookstore Book Bucks

Book Bucks are available at the Cashier's Office to students having sufficient financial aid to cover books and are to be used only at the OCU Bookstore. Book Bucks may be ordered online at www.okcu.edu or by calling the Cashier's Office.

FINANCIAL ASSISTANCE

Oklahoma City University is committed to making the utmost effort to assist students who are seeking an education at OCU. Students sincerely interested in attending need not allow financial circumstances to stand in their way of applying.

Types of Assistance Available

The Office of Financial Aid will assist, to the extent possible, any admissible student in developing a financial aid package to help meet his or her basic educational expenses. By financial aid, the university means scholarships, federal loans, and part-time campus employment.

Federal financial aid is available for study abroad if the student is receiving OCU credit hours toward his or her degree. All federal aid may be used to help defer expenses; however, university scholarships cannot be used for study abroad trips with the exception of the study abroad scholarship available through the Office of Student Life.

Eligibility for Financial Assistance

The Office of Financial Aid will consider the student's cost of attendance at OCU, the family's ability to pay, and the student's academic potential to determine eligibility for financial aid.

Application Procedures

To be considered for any type of financial assistance, a student must first be admitted into the university. All students must be at least half-time in order to be considered for financial aid. Only students who are seeking degrees may apply for financial aid. Audited courses cannot be considered in the financial aid package. Students who repeat course work for which financial aid has already been received will not be eligible for additional financial aid for those repeated classes.

The student should file a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and designate Oklahoma City University (Code is 003166) to receive a copy of the results. The FAFSA may be obtained from the university's Office of Financial Aid or the Office of Graduate Admissions. The student will receive a Student Aid Report (SAR) from the Federal Student Aid Processing Center in response to the FAFSA.

In addition to the FAFSA, other forms may be required based on the student's individual circumstances. Students should contact the university's Office of Financial Aid for additional application procedures.



The deadline for priority processing is March 1. Any FAFSA received after the deadline will be considered in the order received for as long as aid resources are available. Funding restrictions may alter eligibility for some programs.

OCU Satisfactory Academic Progress Policy (SAP) for Financially Aided Graduate Students

In accordance with federal, state, and university aid and scholarship program guidelines, academic progress toward a degree must be made in order for students to continue receiving funds.

1. Financially aided students are expected to make qualitative satisfactory academic progress to remain eligible for financial aid. Grade point average (GPA) requirements are defined in this catalog. Generally, all institutional scholarships require a minimum 3.00 GPA and full-time enrollment. Some individual aid programs have higher GPA requirements for eligibility. All periods of enrollment are considered, including all transfer work attempted. An overall 3.00 is required.
2. Financially aided students are also expected to make quantitative progress. Successful hours earned of the total hours attempted is monitored quantitatively. Students working on a second master's or professional program must counsel with the director of financial aid regarding quantitative eligibility limits. Grades of I, W, WP, WF, WA, F, NR, and audits (AU) are not successful completions. Below is the quantitative progress chart:

Graduate academic years completed and GPA required

Graduate	GPA
Year 1 = 12 hrs	3.0
Year 2 = 24 hrs	3.0
Year 3 = 36 hrs	3.0

Students who attend on a less-than-full-time basis will be expected to make equivalent satisfactory progress using the same formula, but on a prorated basis. The minimum graduate completion rate is 66 percent. By federal regulation, financial aid is available only up to 150 percent of the normal quantitative time frame. (Example: In a 36-hour graduate program, the student has eligibility for a maximum of 54 attempted hours.) Maximum time frame for graduate degrees is six full-time terms or 54 hours attempted. Programs with hour requirements beyond the above will be given prorated eligibility.

3. If a student does not meet his or her SAP requirements at the end of a semester, OCU will grant one semester of aid on financial aid probation. At the end of the next semester, the student must have met the SAP requirement, or financial aid will be suspended until academic performance is raised to the

required level. Students are allowed only one semester of aid while on probation. However, if a student is diligently working on raising his or her GPA, completing every hour attempted, and earning good grades, the financial aid advisor has the discretion to continue that student on probation. Students who have exhausted their quantitative eligibility will be placed on financial aid suspension.

4. If a student's financial aid is suspended, he or she is notified by mail and given the opportunity to submit an appeal and the required supporting documentation. The Admissions, Financial Aid, and Special Accommodations Committee will render a decision as to whether an additional term of aid eligibility would be appropriate considering the student's extenuating circumstances. The student will be notified by mail of the committee's decision. If the appeal is denied or the student chooses not to file an appeal, the student may enroll at his or her own expense. Successful completion of enrolled hours with appropriate grades may allow the student to re-establish eligibility for financial aid. The student must notify the Financial Aid Office of regained eligibility. For a student to earn his or her way off suspension, he or she must enroll in classes at OCU. Transfer hours do not impact Oklahoma City University GPA. Correction of deficit hours or significant improvement of academic success is required for renewed eligibility. Information and forms are available in the Financial Aid Office. If you have questions, please call (405) 521-5211.

Return of Unearned Federal Title IV Funds

Class attendance is more important than ever due to recent changes in federal financial aid regulations. The United States Department of Education has made a major shift in its refund policy. This change affects recipients of federal Title IV student financial aid—Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Stafford Loans, and Perkins Loans—who withdraw from the university before completing 60 percent of the term. When a recipient withdraws from the term for which funds were paid directly to the student or used to pay charges owed by the student for the specific enrollment period, a return of federal funds calculation is required.

Students earn the opportunity to receive federal funds based on the number of days of attendance in each enrollment period, expressed as a percentage of the total number of days in the term. This calculation translates into the percentage of federal Title IV funds earned by the student while in attendance. Unearned federal funds must be immediately returned to federal programs. This may leave the student owing charges directly to Oklahoma City University.

Two variables are important for students to understand if they are recipients of federal Title IV funds. After a student is in

attendance through 60 percent of the enrollment period, no calculation for the return of federal funds is required. The student is considered to have earned the funds received for the term enrolled. The second variable of importance is for students who have earned a percentage of funds they have been awarded but have not yet received. These students may still be eligible to receive a percentage of those funds after total withdrawal occurs. The required calculations will determine eligibility for funds.

Attendance is the key. A student awarded financial aid who is having difficulty should take advantage of advising, counseling, and tutoring to remain in attendance and successfully complete his or her courses. If enrollment is maintained in at least one class with attendance beyond the 60 percent date during the term, this policy will not affect the student. All withdrawals will impact SAP. Contact the Office of Financial Aid for more information.

Refund Distribution

- Federal Unsubsidized Stafford Loan Program
- Federal Subsidized Stafford Loan Program
- Federal Perkins Loan Program
- Federal Pell Grant Program
- Federal SEOG Program
- Other Title IV aid programs
- other federal, state, private, or institutional aid
(Only 50 percent of unearned grant funds must be returned.)

Renewals

Students must apply annually for renewal of financial aid. Federal renewal applications are available after January 1 of each year at www.fafsa.ed.gov. Conditions for renewal include continued financial eligibility, acceptable GPA, and SAP. The requirements are posted in the Office of Financial Aid. Scholarship renewal is based on the SAP and is reviewed every semester for all scholarships. Scholarships generally require full-time enrollment and a minimum 3.00 GPA unless otherwise indicated on the award letter. There are no probationary periods for scholarships unless approved by the Admissions, Financial Aid, and Special Accommodations Committee.

Award Notifications

Applicants whose files are complete by March 1 are notified of financial aid decisions by May 1. More specific information about the financial aid opportunities at OCU may be obtained from the Office of Graduate Admissions or the Office of Financial Aid.

Financial Aid Programs Available at OCU for Graduate Students:

Federal Aid

- Bureau of Indian Affairs Grants
- Federal Perkins Loan Program
- Federal Subsidized Stafford Student Loan
- Federal Unsubsidized Stafford Student Loan
- Federal Work-Study Program

OCU Assistance

- Fulbright Scholarship
- Departmental Graduate Assistantship
- Departmental Graduate Scholarships
 - Arts and Sciences Scholarship
 - Business Scholarship
 - Dance Talent Scholarship
 - Music Talent Scholarship
 - Religion Scholarship
- Master of Education Tuition Remission
- United Methodist Minister/Dependent Tuition Remission
- Miss OCU Scholarship
- OCU Employee/ Dependent Tuition Remission
- Institutional Work-Study Program
- Men's Athletic Scholarship
- Women's Athletic Scholarship
- Study Abroad Scholarship

Endowed Scholarships

Although students are not legally required to repay scholarships, if in the future they are able to return all, part, or in excess of the money granted to them, the university can help future deserving students. All scholarships require at least a GPA of 3.00. Most require a higher GPA.

THE DONALD AND SUZANNE EMLER RELIGIOUS EDUCATION ENDOWED SCHOLARSHIP

This scholarship was established for graduate students in religious education at the School of Religion. Preference will be given to United Methodist students in the M.R.E. program.

MARY E. HARRIS ENDOWED SCHOLARSHIP FOR SENIOR AND GRADUATE FEMALE STUDENTS

This scholarship was established in 1995 by the estate of Carol Spencer to assist seniors and graduate female students with no other restrictions.

BILL HUTTON MEMORIAL BUSINESS SCHOLARSHIP

This scholarship was established by Sonic Industries employees to fund scholarship students employed full time and pursuing an M.B.A. part time.

ROBERT R. PRICE SCHOLARSHIP

This scholarship is presented to a graduate student in the Wimberly School of Religion.

GIFT SCHOLARSHIPS

Billie Boston Costume Shop Scholarship
EFT Interest Scholarship
Future Teachers Scholarship
Dale Hall Technical Scholarship
Paul Hansen for Hearing Impaired Scholarship
Morris and Vivian Head Student Emergency Loan Fund
Regents Scholar Scholarship
Hossein Shafa International Business Scholarship
Owen Wimberly Gift Scholarship
Wooten Student Emergency Loan Fund

ENDOWED CHAIRS AND PROFESSORSHIPS

Endowed Chairs

The Darbeth-Whitten Endowed Chair in History was established in 1971 by Mr. and Mrs. Darwin Wells of Hunter, Oklahoma. Dr. Lloyd Musselman currently serves as the Darbeth-Whitten Professor of History.

The Margaret K. Replogle Endowed Chair in Religion was established in 1979 by the late Mrs. Margaret Replogle of Oklahoma City in memory of her husband, Dee Replogle.

The C. R. Anthony Endowed Chair in Competitive Enterprise was established in 1980 by members of the C. R. Anthony family, the C. R. Anthony Company, and business associates in memory of Mr. C. R. Anthony of Oklahoma City. Dr. Thomas L. Brown currently serves as the C. R. Anthony Endowed Chair in Competitive Enterprise.

The James Burwell Endowed Chair in Management was established in 1962 through the estate of James Burwell of Oklahoma City. Dr. Hossein Shafa currently holds the James Burwell Endowed Chair.

The V. V. Harris Endowed Chair in Christian Education was established in 1980 by The Harris Foundation of Oklahoma City in memory of Mr. Harris.

The T. K. Hendrick Chair of Business Administration, established in 1985, is a gift from Dr. Hendrick and the Hadson Petroleum Corporation. As a perpetual investment in the future of the university, the chair enhances the credentials and enriches the reputation of the Meinders School of Business.

The Norick Chair of Business Administration honors both the Norick family, with its rich tradition of service and philanthropy to the Oklahoma City community, and the firm which bears its name. At the



same time, the chair enhances the credentials and enriches the reputation of the Meinders School of Business.

The Endowed Chair in Hebrew Bible was established in 1985 by a friend of the university to lift up the study of the Hebrew Scriptures (Old Testament). Dr. Donna Dykes currently holds the Chair in Hebrew Bible.

Endowed Professorships

The Claude and Ollie Bell Professorship in Church History was established in 1982 by Mrs. Ollie Bell.

The Webster Lance Benham Endowed Professorship in Mathematics was established in 1973 by Dr. David B. Benham of Oklahoma City in memory of his father, a former professor of civil engineering at OCU. Dr. Robert Trail currently serves as the Benham Professor of Mathematics.

The Bishop Paul W. Milhouse Endowed Professorship in Religion was established by his friends and colleagues in the Oklahoma Annual Conference of the United Methodist Church upon the occasion of his retirement as bishop in 1980. Dr. John Starkey currently serves as the Bishop Paul W. Milhouse Professor of Religion.

The Don E. Schooler Endowed Professorship in Religion was established in 1979 in memory of Dr. Don E. Schooler, United Methodist minister and university trustee.

The Owen and Vivian Wimberly Professorship in Christian Thought was established in 1982 to support faculty in the School of Religion. Dr. Mark Y. A. Davies currently holds the Owen and Vivian Wimberly Professorship in Christian Thought.

The Henry J. Freede, M.D., Endowed Professorship in Teaching Excellence in Business Administration was established in 1999.

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Student Services

On-Campus Housing

Student Life

Extracurricular Activities

Cultural Enrichment Activities

Student Assistance Services

Policies on Student Privacy
and Sexual Harassment



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Student Services

ON-CAMPUS HOUSING

Residence Halls

There are five residence halls on the OCU campus: Walker, Banning, Smith, Draper, and Harris Halls. Each residence hall is directed by a head resident and resident assistants, whose function is to answer questions and help solve problems related to community living.

Students living in on-campus housing are required to purchase a university meal plan.

For more information concerning university housing, call (405) 521-5449.

Rates

Housing rates for each academic year are published separately in a tuition and fees schedule. A one hundred dollar housing deposit is required along with a completed application and contract for on-campus housing. A portion of the housing deposit (twenty-five dollars) is nonrefundable. Scholarship students and athletes are NOT exempt from submitting a housing deposit. Refund information is stated on the housing application. Cancellation of a completed housing application must be received in writing by the director of residence life. No cancellations by telephone or other means will be accepted. Refund amounts or deposit waiver cancellation charges will be determined per the following schedule. Students with a housing deposit on account for whom a housing assignment cannot be made by the first day of classes each semester will receive a full refund of such deposit. A student's housing deposit will be refunded and/or charged as follows:

For all entering and continuing students in fall semester:

Cancellation Date	Refund
On or before August 1	100 percent of refundable amount
August 2–15	75 percent of refundable amount
After August 15	Forfeit deposit in full

For all entering and continuing students in the spring semester:

Cancellation Date	Refund
On or before December 15	100 percent of refundable amount
December 15 – January 9	75 percent of refundable amount
After January 9	Forfeit deposit in full

Housing assignments will automatically be cancelled if a student has not checked into his or her room by 8:00 a.m. on the first day of scheduled classes for each semester or term, unless

the director of residence life is notified of late arrival. Fall housing assignment will be canceled if a student's advance registration is canceled, and the deposit will be forfeited in full.

Apartment Living

The Cokesbury Court apartment complex offers the security of card-key entry and an eight-foot wrought-iron fence. Apartment options include efficiencies and two- and four-bedroom apartments with outdoor swimming pool, Jacuzzi, and on-site parking and laundry. Students classified as sophomore and above are eligible to apply for housing in Cokesbury Court. For more information, please call (405) 530-8100.

University Manor, located directly across from the campus on NW Twenty-third Street, offers one-bedroom apartments for students classified as sophomore or above. Amenities include on-site parking, laundry facilities, and a swimming pool. For more information, contact the director of residence life at (405) 521-5449.

Food Service

There are several meal plans available to OCU students, including a variety of residence hall board plans; Stars Bucks, a flexible debit-card system; and the Commuter Plan, a seventy-five-block meal plan for students living off-campus. Students residing in the residence halls are required to participate in a residence hall meal plan, and students living in University Manor or Cokesbury Court apartments are required to purchase a Stars Bucks plan based upon the length of their lease. Meals for students participating in any university meal plan or block meal plan are served in the Commons Food Court in the C. Q. Smith Student-Faculty Center. Alvin's Café, located in the Student-Faculty Center, provides a quick snack or a full meal and a place to meet friends for relaxation or study. Food services are provided by Sodexo.

STUDENT LIFE

Oklahoma City University recognizes that learning takes place in many forms and places and not exclusively in the classroom. Students are encouraged to participate in activities both on and off campus. Activities sponsored by the Office of Student Life are for all OCU students and are well publicized around campus.

Students at Oklahoma City University play a large role in determining and regulating their own activities. Good student-faculty-administration relations are maintained through cooperative, responsible student leadership.

There are numerous social and academic organizations available to students on campus. When the school year begins, infor-

mation will be available to all students about dates and meeting times for many organizations.

Religious Life

Religious Life services are under the direction of the dean of the chapel and the director of the OCU Wesley Foundation. The goal of Religious Life is to touch every life on campus. The program is not only a focus but a priority for school administration. Campus ministry includes the following:

Organizations: The OCU Wesley Foundation is the United Methodist campus ministry and is the home of Evensong Thursday evening worship, the United Methodist Student Fellowship, and the Ecumenical International Disciple Fellowship.

Fellowship: Kappa Phi Christian Women's Service Organization and Sigma Theta Epsilon Christian Men's Fraternity.

Activities: Thursday chapel and communion, Evensong student worship, Bible studies, mission trips, spiritual formation groups, concerts, and luncheons for religion majors.

Services: The dean of the chapel and the director of the OCU Wesley Foundation are available to all students for counseling, pastoral services, premarital counseling, etc. Students are also encouraged to participate in area church services and special programming.

Student Senate

Student Senate is the governing body for all OCU students. The senate plans and implements a variety of activities for the caring community and serves as the voice for students in university governance. Senators develop leadership skills, gain valuable experience in making and delivering policy, and assist in organizing large, campus-wide events. Elections for sophomore, junior, and senior senators are held late in the spring semester; freshman, graduate, and at-large seats are elected early in the fall semester.

Student Organizations

The following student organizations are currently active or were recently active at OCU:

Department Organizations

Accounting Club
Association of Computing Machinery
Finance Students and Alumni Association
French Club

German Club
Math Club
Spanish Club
Student Education Association
Student Nurses Association
Students in Free Enterprise
Students of Arts Management
TESOL Association of Graduate Students
Visual Arts Society

Student Government Organizations

Board of Governors (Law School)
College Republicans
Graduate Student Association
Oklahoma Intercollegiate Legislature
Student Senate
Young Democrats

Other Organizations

Association of Indian Students
Baptist Student Union



Black Student Association
Catholic Action at OCU
Chinese Student Association
Indonesian Student Association
International Disciples Fellowship
International Student Association
Korean Student Association
Latin American Student Association
Latter-Day Saints Student Association
Malaysian Student Association
Native American Society
OCU LINX
Pakistani Student Association
Singaporean Student Association
SPECTRUM
Student Ambassadors
Student Foundation
Taiwanese Student Association
Thai Student Association
Wesley Foundation

EXTRACURRICULAR ACTIVITIES

Varsity Athletics

Oklahoma City University sponsors eight varsity sports programs, including men's and women's basketball, women's softball, men's baseball, men's and women's golf, and men's and women's soccer. Oklahoma City University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Sooner Athletic Conference. The tradition of our sports programs is known nationwide.

Junior Varsity Athletics

Oklahoma City University sponsors five junior varsity sports programs, including men's and women's basketball, men's soccer, and men's and women's golf.

Dance

All students are eligible to audition for The American Spirit Dance Company, the OCU Liturgical Dancers, and the OCU Pep Dancers. Contact the dean of the School of American Dance and Arts Management for further information.

Dramatics

All students, regardless of their major fields of study, may try out for parts in the productions presented each year by the speech and theater department.

Intramural Sports

The intramural sports program at OCU is a complete program offering a full selection of sports. Awards and prizes are given for placement and participation alike. The program is designed to accentuate and enhance the tremendous interaction that students have with one another as well as with faculty and staff. The intramural sports program offers each individual an opportunity to maintain overall physical fitness while communing with friends. OCU has a variety of league and tournament events designed for both the competitive and recreational player.

Events are scheduled so that the majority of students can participate without taking away from opportunities to get involved with other university programs. All students are required to register in the intramural sports office for their particular sports of interest. The office is located in the Henry J. Freede Wellness and Activity Center. Registration does not obligate participation. For more information, call (405) 523-4908.

Music

All students are eligible, if qualified, to participate in University Singers, Choral Union, Chamber Choir, Surrey Singers, University Concert Band, University Symphony Orchestra, Jazz Lab Band, Pep Band, and small ensembles. See the director of the organization in which you are interested for further information.

Student Publications

All students, regardless of their major fields of study, are invited to apply to work on *The Campus* (the university newspaper) and *The Constellation* (the university yearbook). Students may also submit original poetry, fiction, artwork, and photography to the university's student and faculty literary journal, *The Scarab*.

CULTURAL ENRICHMENT EVENTS

A wide range of events are annually scheduled on campus in music, drama, musical theater, art, literature, cinema, and a variety of lectures.

Among the cultural enrichment opportunities available and easily accessible in the greater Oklahoma City area are the Oklahoma City Philharmonic concerts, Oklahoma Art Center, the Omniplex, and several theaters. OCU students may attend all the concerts of the Civic Music Association held in the Kirkpatrick Fine Arts Building, Kirkpatrick Auditorium, at no charge by presenting their ID cards.

C. G. Jung Lectureship

This lectureship presents lectures and discussions led by distinguished Jungian analysts and scholars to introduce and

amplify Jungian psychology. Such imminent scholars as Robert L. Moore, Jean Shinoda Bolen, Tom Boyd, and Ann Wilson Schaef have spoken in recent years.

Film Institute

The OCU Film Institute offers the university and the greater Oklahoma City community the opportunity to view classic and contemporary international films. Since 1983, the Film Institute has screened eight to ten films per year on designated Sunday afternoons to an audience of 150 to 300 people. Each year the series focuses on a theme, and reading material on the theme and individual films is available at the showings. A discussion session follows each screening. The films are also available for university courses. In 1996, the Oklahoma Humanities Council awarded the Film Institute one of four awards for excellence in humanities programming over the last twenty-five years. OCU, the OCU Film Institute Endowment, the Designated Endowment at the Community Foundation of the Kirkpatrick Family Fund, and the Thatcher Hoffman Smith Endowment for the Center for Interpersonal Studies Through Film and Literature all support the film series.

The Neustadt Lectures

Mr. Walter Neustadt of Ardmore, Oklahoma, established the lecture series in 1983 for the purpose of strengthening understanding of the great contributions of the Judaic religious tradition to Western civilization and thought. Each year, a scholar is invited to the campus to speak on informative themes in the area of Hebraic scriptures, Judaic thought, and Jewish ethics and art.

The Willson Lectureship

This lectureship is provided by an endowment from Mr. and Mrs. J. M. Willson of Floydada, Texas. The lectures are held annually and are directed to the interest of students in the areas of religion and society.

STUDENT ASSISTANCE SERVICES

Alcohol and Drug Education Program

Oklahoma City University recognizes that drug and alcohol abuse diminishes the strength and vitality of human resources. The Office of Student Life coordinates programs to educate students regarding the harmful aspects of alcohol and substance abuse and provides referral services for counseling and treatment. A copy of the complete policy can be found in the *Student Handbook*.

Campus Security

Several university programs exist to inform students, faculty, and staff about campus security and to educate them regarding

methods of crime prevention. A session of the annual student orientation is devoted to this area. At various times during the year, OCU security officers participate in programs to inform individuals of the need to secure rooms and vehicles and to protect valuables.

The university is committed to providing a safe and secure environment for its students and staff. Toward that end it maintains a fully staffed security department, ensuring security services twenty-four hours a day. The officer-to-student ratio is one of the best nationwide and partially accounts for the university's low incidence of crime.

Seven emergency phones are strategically located across the campus to provide instant access to security dispatchers and, when requested, officers provide escorts across campus after dark.

Counseling

The university provides students with free counseling services. Students are urged to become acquainted with those opportunities and to make use of them. The dean of students and the advisor assigned for enrollment are always ready to refer students to counselors in special areas such as academic difficulties, health problems, financial problems, occupational choices, employment on or off the campus, religious problems, or mental health issues. The dean of the chapel is also available for counseling students.

Office of Student Health and Disability Concerns

Any student who has a disability which requires special accommodation on the part of the university should contact the Office of Student Health and Disability Concerns or the appropriate admissions office (i.e., graduate, undergraduate, or law).

The Admissions, Financial Aid, and Special Accommodations Committee meets each semester to review requests for special accommodations and make recommendations as to what services are appropriate and available. The committee also serves as an appeal committee for current members of the student body who feel they have not been adequately accommodated.

Insurance

Commercial plans for accident and hospitalization insurance and personal property insurance are available to students. For information, inquire in the Office of Student Health and Disability Concerns.

POLICIES ON STUDENT PRIVACY AND SEXUAL HARASSMENT

Family Educational Rights and Privacy Act of 1974

Oklahoma City University makes every effort to comply with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This act is designated to protect the privacy of students' educational records, to establish their right to review and inspect their records, and to provide guidelines for the correction of inaccurate information through informal and formal hearings.

The policy permits disclosure of educational records under certain limited circumstances and routine disclosure, at the university's discretion, of information referred to as directory information: name, local address, phone number, e-mail address, major, participation in sports, height, weight, degrees, honors, dates of attendance, and previous colleges attended. A student has the right to prevent disclosure of directory information by filing a request in the Registrar's Office.

A copy of the complete policy and procedures is printed in its entirety in the *Student Handbook*.

Policy on Sexual Harassment

It is the policy of the university to prohibit sexual harassment of its students, faculty, and staff by any member of the academic community. The purpose of this policy is to prevent any misunderstanding of OCU's intent to prohibit sexual harassment, to explain the procedures available, and to fully investigate complaints of harassment.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment consists of the following:

- The conditioning of the granting or denial of any employment or academic benefit upon the entering of a social or sexual relationship
- The use of an employee's or student's submission to, or refusal of, a request to enter a social or sexual relationship as the basis of employment or academic decisions affecting that employee or student
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that either unreasonably interferes with an individual's work or academic

pursuits or creates an intimidating, hostile, or offensive work or academic environment

Sexual harassment can consist of a wide range of behaviors, from coercion of sexual relations to the unwelcome emphasizing of sexual identity. This definition will be interpreted and applied in accordance with accepted standards of mature behavior, academic freedom, and freedom of expression.

Sexual harassment in any situation will not be tolerated; it is particularly serious when it exploits the dependent relationship between students and faculty. When student-faculty relationships are abused in this way, there is a risk of great harm to students, to the faculty, and to the educational climate of the institution. While a particular interaction must be offensive and nonconsensual to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions about mutuality of consent and to conflict of interest inherent in these kinds of relationships.

Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of the university. Complaints about sexual harassment will be responded to in a prompt and equitable manner. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures consistent with the full and fair investigation of all allegations. Retaliation against individuals for bringing complaints of sexual harassment is prohibited. Formal procedures will not be initiated without a written, signed complaint. An individual found to have violated this policy is subject to disciplinary action consistent with existing procedures.

Faculty and other employees who wish to register a complaint may do so through informal discussion with their immediate supervisor. If the allegation is against the immediate supervisor, the complaint may be made to the appropriate vice president overseeing the department or to a member of the University Committee on Sexual Harassment. Allegations involving student-to-student or faculty-to-student sexual harassment should be submitted to the dean of students or to the vice president for administration and finance.

Any individual dissatisfied with the response to an informal complaint may file a written complaint with the University Committee on Sexual Harassment. The complaint should be submitted to the Office of the Vice President for Administration and Finance, located in Room 402 of the Clara Jones Administration Building.

Academic Regulations

General Requirements
for Degrees

Academic Honesty

Academic Probation
and Dismissal

Graduation Procedures
and Commencement

ARCHIVAL
Not a current catalog
Visit okcu.edu for the current course catalog

Academic Regulations

GENERAL REQUIREMENTS

Degree requirements for students will be listed in the catalog in effect at the time of their first semester at OCU. Students who are not in attendance for one calendar year will be required to complete the degree requirements listed in the catalog in effect at the time of their re-entry.

The final authority in determining the fulfillment of graduation requirements for each graduate program except the Master of Education (M.Ed) lies with the academic dean from each respective school. For the M.Ed, the final authority is the director of teacher education.

Graduate students are expected to read and to comply with printed regulations.

Residency Requirements

The minimum number of hours to be taken in residence for any master's degree offered may be noted under the individual degree programs.

ACADEMIC HONESTY

Oklahoma City University was founded upon strong values and high standards. Honesty in academics is a priority. Students should be advised that cheating and plagiarism are not tolerated.

Based on its philosophy of education, Oklahoma City University is strongly committed to academic excellence, truth, honesty, and personal integrity. The university expects all students to maintain a high standard of ethics in their academic activities. Hence, any form of academic dishonesty is considered a serious matter.

In this context, forms of academic dishonesty include but are not limited to cheating on tests, examinations, or other class/laboratory work; involvement in plagiarism (appropriation of another's work and unacknowledged incorporation of that work in one's own); collusion (unauthorized collaboration with another person); misrepresentation of actions; and falsifying information.

Sanctions for a student's academic dishonesty vary according to the nature and seriousness of the offense. Sanctions are at the discretion of the academic department involved within the constraints of the course in which the offense occurred. Sanctions by teachers or relevant university personnel may include but are not limited to requiring a student to redo a class/laboratory assignment; recording an F (failure) for a particular test, examination, or class/laboratory assignment that involved dishonesty; or recording an F (fail-

ure) for a final course grade. Any student appeal of a teacher-imposed sanction must be made in writing to the student's academic dean within seven days of the student's notification.

Teachers will inform, in writing, their department chair, with a copy to the teacher's academic dean, the student's academic dean, and the vice president for academic affairs (VPAA), concerning sanctions imposed on students for academic dishonesty at the same time the student is notified.

If the dean of the student's school believes that more serious sanctions, such as academic suspension or dismissal from the university, or other appropriate actions are in order, she or he will coordinate a formal inquiry involving the dean of students, the VPAA and the Student Probation and Petitions Committee. The committee renders a decision in the matter. The decision of the committee is final.

A student may not withdraw from or drop any course(s) in which a formal charge of academic dishonesty is pending against him or her. If a student drops a course and the professor subsequently discovers a case of academic dishonesty and wishes to levy sanctions against the student, the student will be notified that he or she will be re-enrolled in the course. The student has seven days from the point of the notification of the infraction and sanctions to submit a written appeal of this action to the Student Probation and Petitions Committee. If the student is absolved of the formal charge, he or she may withdraw or drop the course. If the student is found guilty, the professor may take appropriate disciplinary action, including assigning the grade F for the course.

Every student is expected to observe the highest standards of conduct, both on and off the campus. The university cannot accept the responsibility for the education of any student who is not in sympathy with the purposes and the regulations of the university. **Note:** In the case of Law School students, the Law School Student Conduct Code Article 2.01 governs, and such students are subject to the Law School Disciplinary Tribunal.

Student Discipline

OCU reserves the right to exclude any student whose conduct or academic standing it regards as undesirable, without assigning any further reason. In such cases the fees due or which may have been paid in advance to the university will not be remitted or refunded in whole or in part. Neither the university nor any of its officers will be under any liability whatsoever for such exclusion. Any student under disciplinary suspension will be *persona non grata* on campus except for official business.

The entire judicial structure of the university is set forth in the *Student Handbook*, which is available in the Office of Student Life. Students are responsible for all information contained in this cata-

log, the *Student Handbook* and all class schedules. Copies of class schedules can be obtained in the Registrar's Office.

Attendance

Regular attendance is essential to satisfactory progress in a course. The student is responsible for meeting course requirements regardless of the cause of absences. A student unable to attend classes should confer in advance with the professors involved. Failure to attend classes, in the absence of such prior arrangements, may result in the loss of credit or exclusion from the final examinations, or both. (See the Law School catalog for attendance policy in that degree program.)

Time Limits

Students are expected to complete requirements for a graduate degree within a set period of time—usually five to six years after being admitted into a program. See the dean or department chair for the time limits established for a specific degree program.

Course work that is five to ten years old, whether taken prior to or after admission, may, upon approval by the dean or director, be applied to a degree in accordance with the policy of the school, division, or department. Any course work that is more than ten years old, whether taken prior to, or after admission to a graduate program, cannot be applied to a degree.

Adding and Dropping Courses

The following applies to schedule changes for students enrolled in a sixteen-week fall or spring semester or a six-week summer semester for all programs on the Oklahoma City University main campus, including the Law School.

Any change in a student's course schedule after registration requires approval from an academic advisor. Students may obtain an add/drop form from the Registrar's Office, the academic advisor, or the academic dean of their school. Procedures vary according to the day of the term the schedule change transaction is completed:

Through Class Day 3 (fall and spring) or Class Day 2 (summer): Courses may be added or dropped without professor approval. Course section changes are permitted only with the approval of an academic advisor (a course section change involves changing the section of an enrolled course).

Class Days 4–8 (fall and spring) or Days 3–4 (summer): Courses may be added only with professor, advisor, and dean's approval.

After Class Day 8 (fall and spring) or Day 4 (summer): Courses may not be added after this date. See academic calendar for the final day to drop courses.

For classes meeting one day per week: Students may not add a course after the second class meeting.

The final date to drop a course is listed in the academic calendar. Students dropping courses before the final drop date will receive a W (withdrawal). After the final drop date, a student must receive approval from his or her professor. The professor must assign a grade of WP (withdrawal passing) or WF (withdrawal failing) for the course. (A grade of WF will be calculated into the student's grade point average as a failing grade.) The student then must receive approval from his or her advisor, academic dean, and the VPAA before the change in class schedule can be processed by the Cashier's Office.

Courses dropped through the 100 percent refund date will not appear on the student's permanent record.

Changes in class schedule become effective on the day the form is processed by the Registrar's Office.

A 100 percent tuition adjustment is made for varying time periods beginning with the published first day of class. After this period, there is not further adjustments. Whether or not the student has attended the course does not affect the tuition reduction. The date the completed form is processed by the Cashier's Office is the determining factor.

Withdrawal

A student who is completely withdrawing from the university must obtain a withdrawal form from the Office of the Registrar. When this form is properly filled out and processed through the Office of the Registrar and the Cashier's Office, the withdrawal is completed. The withdrawal becomes effective on the day it is validated by the Cashier's Office. A W (withdraw) will be assigned for each course. Nonattendance of classes does not constitute official withdrawal. Withdrawal will be permitted up to and including the final regular day of classes for all semesters or terms. No withdrawals are permitted during finals week.

Incomplete Courses

When a course is not completed by the end of the semester or summer session because of circumstances beyond the student's control, an I (incomplete) may be assigned by the professor. The course must be completed within the next year unless there is significant and compelling reason to warrant a further extension.

The student is responsible for completing the assigned work prior to the deadline or submitting a written request to the instructor for an appropriate extension. It is recommended that the student obtain from the professor, in writing, the necessary requirements for course completion.

The grade given upon removal of an I may become any grade from A to F. If the I is not removed within one year, the grade will convert to a grade assigned by the professor.

An incomplete in applied music classes must be made up within the first three weeks of the next semester that the student is enrolled. All other statements relating to incomplete grades apply.

If a professor is unable to submit a student's grade to the Registrar's Office by the deadlines published in the academic calendar, a grade of NR (not reported) will be recorded until the final grade is received.

Grade Points

The grades of W (withdrawal), WA (administrative withdrawal), WP (withdraw passing), CR (credit), NC (no credit), I (incomplete), or NR (not reported) are omitted in counting grade points. The grade of WF (withdraw failing) will be calculated into the grade point as a failing grade. Grade point totals are calculated by multiplying the number of credit hours of a course by the number of points for the corresponding grade received. A student's GPA will be determined by dividing the total number of grade points by the total number of hours attempted with the exception of courses in which marks of CR, W, WA, WP, NC, I and NR are received.

The following system of points is used for computing GPA:

A+	4.25
A	4.00
A-	3.75
B+	3.25
B	3.00
B-	2.75
C+	2.25
C	2.00
C-	1.75
D+	1.25
D	1.00
D-	0.75
F	0.00

A credit/no-credit option is available only to M.R.E. students enrolled in Internship in Religious Education.

Auditing Courses

A student enrolled in a degree program at OCU may audit a course (excluding courses offered by the School of Law) by attending class sessions and completing classroom assignments. No examinations are taken and no credit is given. The student transcript carries the designation AU. The AU designa-

tion, once recorded on the transcript, may not be changed to a letter grade. Audited courses do not satisfy degree requirements. If a student determines that a course that has been audited is needed to fulfill a major requirement, the student must repeat the course and earn a letter grade.

A student may audit only if permitted by the appropriate school or department policy and on a space-available basis. Students may not audit individualized academic experiences such as internships, directed study, independent study, music lessons, dance instruction, etc. Only one course per semester may carry the AU (audit) designation. Audited courses will not be considered in a student's normal semester load.

Procedure: The audit option can only be selected by the student from the opening day of the semester through the eighth day of the drop/add period at the beginning of each regular semester and through the fourth day of a summer session. Once the drop/add period is over, the option to audit a course is forfeited. Students must obtain permission and the signature of the instructor whose course they choose to audit. A faculty member has the right to refuse to permit students to audit a course. A separate audit form is available from the Registrar's Office.

Fees: Students will be assessed a nonrefundable audit fee. Fee schedules are available from the Cashier's Office. Audit fees are not considered part of the structure for block tuition charges and will be assessed in addition to regular tuition charges.

Repeated Courses

Graduate courses may be repeated in accordance with the policy of the individual schools. The repeated course number must be the same as that of the original course. The higher grade will be calculated in the student's GPA. The lower grade will be recorded on the transcript as an R (repeat) and excluded from the student's GPA. The higher grade will be posted in the semester earned and included in the GPA.

Course Numbering Systems

The first digit in each course number indicates the academic level at which the department places the course (1—freshman level, 2—sophomore level, 3—junior level, 4—senior level, 5 and 6—graduate level, and 7-9—law courses).

The second digit, in combination with the third, gives the course a unique number within its department and academic level. The second digit may be used to indicate sequence where two or more courses dealing with the same subject matter are sequential in arrangement. In the School of Music, the second digit also is used to indicate the semester in which the course is offered (odd number for the fall semester, even numbers for the spring semester).

The third digit indicates the type of course. The type indicated by specific numbers varies from school to school.

The fourth digit indicates the number of semester hours credit assigned to the course.

Course Cancellation Policy

The decision to cancel a course due to insufficient enrollment, faculty overload, or other circumstances will be made by the dean of the school offering the course in consultation with the instructor of the course. After notifying the Registrar's Office of a course cancellation, the dean will inform students enrolled in the course of the cancellation.

Final Examinations

Final examinations are held in all courses upon the completion of each semester's or term's work. No one is to be excused from the final examinations. All classes will meet during the time stipulated by the Registrar's Office for final examinations. Students who have three final examinations scheduled on the same day may seek permission from either their professors or their academic dean to have one exam rescheduled for another day within final examination week.

Records and Transcripts

All permanent records are in the Office of the Registrar. Requests for grades, transcripts, and diplomas should be made to that office.

A graduate student who completes the requirements for a degree cannot be issued a complete transcript or a statement that the requirements have been completed until the end of the semester or term in which he or she is registered for credits needed for the degree. Students who complete the requirements for a degree in a semester other than the spring semester may secure from the Office of the Registrar a statement that requirements for the degree have been completed.

Official transcripts may be ordered by mail or in person from the Registrar's Office. A request for official transcripts must include the following information:

- Student's full name (while enrolled)
- Student identification number
- Date of birth
- Last date of enrollment
- Current address and phone number
- Address where the transcript is to be sent
- Student's signature

The cost of official transcripts is included in the comprehensive records fee. Therefore, there is no additional charge for transcripts. The registrar may limit the number of transcripts a student may receive within a given time period. Transcripts are not issued until all outstanding accounts with the university are paid in full. Students and former students may call the Cashier's Office at (405) 521-5146, or go to the office in the administration building to determine their financial status.

Photo identification is required when picking up transcripts from the Office of the Registrar. Written authorization is required for a transcript to be released to a third party. Parents may obtain a student's transcript provided they have written authori-



zation from the student or a signed affidavit stating that the student is their financial dependent according to IRS regulations.

Falsification of Records

Students are personally responsible for the correctness and accuracy of information supplied to the university. Any student who knowingly gives incorrect information to the university is subject to disciplinary action that may lead to suspension.

Guidelines for the Graduate Thesis

All theses necessary for partial fulfillment of graduate degrees must be approved by the graduate student's committee and be submitted to the person designated by the graduate program three weeks before commencement. Exceptions must have prior approval of the program director and dean.

Specific thesis requirements include the following:

1. Two copies of each thesis will be deposited in the Dulaney-Browne Library, and one copy will be submitted to the director of the graduate program for which the thesis was written.
2. Each graduate student must pay a binding fee for each copy of the thesis.
3. The Dulaney-Browne Library will bind the copies of the theses, using the same binding, cover, and spine format for all graduate theses (OCU blue with gold type).
4. All copies of theses will be submitted on letter-size, acid-free, thirteen-pound, 100 percent rag paper, with one and one-half inch top, left, and bottom margins and one-inch right margins. Font is to be twelve-point Times New Roman. Type is to be on one side only.
5. Style sheets are determined by each graduate program. Endnotes or footnotes are acceptable, but each program will use only one form of citation.
6. The title page and abstract will follow a standard form that may be obtained from the graduate program directors.

ACADEMIC PROBATION AND DISMISSAL

Each school and department has established a probation and dismissal policy. See the dean or department chair for the policy established for a specific degree program.

The Student Probation and Petitions Committee is the body that hears appeals for all students except Law School students.

Grievance Procedure for Grade Appeal

A grade awarded by the course professor is presumptively correct, and the professor's determination is generally final. Other than for mathematical or data entry errors, no final grade can be changed except on proof of exceptionally egregious circumstances as defined below.

If a student has reasonable grounds to believe that a final grade received or final academic judgment made with respect to him or her in any course or program of study was based on violation of established university policies, procedures, or regulations, substantial error, bias, or miscarriage of justice, the student may, within ten school days of the receipt of the final grade or judgment, initiate a grievance. School days are defined as Monday through Friday when classes are in session, excluding breaks, final exam periods, and holidays. Grievance procedures for students attending programs outside the United States must be facsimiled within twenty-eight calendar days in order to meet the remainder of the deadlines. The process is composed of both informal and formal procedures.

I. Informal Grievance Procedure

- A. The student should arrange to speak with the professor in an attempt to resolve the issue.
- B. If, after meeting with the professor (or if, after reasonable effort on the part of the student to contact the professor, she or he remains unavailable), the student still believes that the grade or judgment is based on violation of established university policies, procedures, or regulations, substantial error, bias, or miscarriage of justice, the student may take the grievance to the chair of the department in question. The chair will attempt to arbitrate the dispute. If there is no chair or the chair taught the course in question, the student should proceed to section II.

II. Formal Grievance Procedure

- A. Only if the issue is still unresolved after meeting with the chair of the department, as outlined in section I, the student may initiate the formal grievance process with the dean or the vice president of academic affairs (VPAA), if the dean taught the course in question. The levels of action are clearly defined and include strict time limits designed to effect speedy resolution. No formal appeals procedure will be enacted if six months or more have elapsed since the incident. It is the responsibility of the student to initiate the process and follow it through. Failure of the student to move the appeal forward in the specified time limits will terminate the appeal.

1. The student will first present his or her appeal to the dean of the college or school, or the VPAA, if the dean

taught the course in question. The appeal will be in writing, in as much detail as possible, stating all aspects of the issue which the student feels pertinent. Grounds for review will be limited to a showing by the student of violation of established university policies, procedures, or regulations, substantial error, bias, or miscarriage of justice. Copies of pertinent material in the student's possession or access will be included as appropriate.

2. Upon receipt of the material provided in section 1, the dean or VPAA when appropriate will, within five school days, determine if the student has a prima facie case of violation of established university policies, procedure, or regulations, substantial error, bias, or miscarriage of justice. If the dean or VPAA when appropriate, determines that insufficient evidence has been presented, he or she will dismiss the appeal. If the dean or VPAA when appropriate, determines that there is evidence which, if believed, would constitute a prima facie case of violation of established university policies, procedure, or regulations, substantial error, bias, or miscarriage of justice, the dean or VPAA when appropriate will, within ten school days of this determination, provide a copy of the written material to the faculty member in question. The dean or VPAA when appropriate, will request a written response that details as completely as possible the position/opinion of the faculty member on all issues raised. Copies of exams, assignments, grade books, or other relevant information will be submitted with this response. The professor will have ten school days in which to prepare his or her response.

3. The student will be given the opportunity to review the professor's response and to provide additional written comments to the dean or VPAA when appropriate. This response will be given within five school days of the receipt of the faculty member's response to the dean or VPAA when appropriate. The dean or VPAA when appropriate, will then render a decision on the appeal within five school days of receiving all materials and responses. Unless the dean or VPAA when appropriate, determines that sufficient evidence exists to support the student's allegation of violation of established university policies, procedure, or regulations, substantial error, bias, or miscarriage of justice, the dean or VPAA when appropriate, will deny the appeal.

B. Either the student or the faculty member may appeal the dean's adverse decision within five school days of the receipt of the dean's decision by giving written notice of intent to do so. Upon written notice to the dean of intent to appeal, the dean will forward copies of all written material to

the VPAA, who will convene the Student Probation and Petitions Committee, which must meet within ten school days of receipt of the appeal. The committee will review all documentation and will reach a decision based on the original issue submitted. The committee may request additional documentation if it feels it is appropriate to do so and may adjourn until the documentation is available. Both parties have the right to appear before the committee; however, to the fullest extent possible, the decision will be based on the written documentation provided. The committee will uphold the originally issued grade or judgment unless it finds substantial evidence of violation of established university policies, procedure, or regulations, substantial error, bias, or miscarriage of justice. The committee judgment will be rendered as soon as practical after receipt of the documentation, but must be rendered within thirty days.

- C. If the committee determines that the above described process has not been followed correctly, the committee will order a rehearing of the case following the correct process.
- D. The decision of the committee is final.

Appeal Procedure for Academic Dismissal*

If a student has reasonable grounds to believe that his or her academic dismissal constitutes a material misrepresentation, misapplication, or violation of established university policies, procedures, or regulations, the student may, within fourteen calendar days of the receipt of the written notice of dismissal, initiate an appeal in the following manner:

1. The student must submit a written appeal to the registrar. The appeal should have as much detail as possible, stating all aspects of the issue that the student thinks pertinent. It is the responsibility of the student to initiate the process and follow it through. Failure of the student to move the appeal forward in the specified time limit will terminate the appeal.
2. After making a determination that the appeal is filed in a timely manner, the registrar will convene the Student Probation and Petitions Committee to consider the student's appeal within ten school days of its receipt. School days are defined as Monday through Friday, when classes are in session, excluding breaks, final exam periods, and holidays. The Student Probation and Petitions Committee will review all documentation and reach a decision on the appeal. The committee may request additional documentation and may postpone the hearing until that documentation is available. The student has the right to appear before the committee; however, to the fullest extent possible, the decision will be based on written documentation provided.

3. The committee may affirm the decision to dismiss, overturn the decision to dismiss, or qualify the decision to dismiss. The decision will be affirmed unless the committee determines that the student has met the burden of showing material misrepresentation, misapplication, or violation of established university policies, procedures, or regulations.
4. If the committee affirms the decision to dismiss, the president may review the documentation to determine that these procedures were followed. The presidential review will only address procedural matters.
5. The VPAA will notify the student within three school days of the decision of the Student Probation and Petitions Committee.

*This procedure applies to all departments and schools within the university except the School of Law. Appeals of academic dismissal in the School of Law are heard by the Law School's Petitions and Retention Committee under the procedures and regulations set forth in the Law School's *Student Handbook*. Decisions of that committee are final, except that the president may review the documentation solely to determine that due process has been followed.

Readmission Policy for Students Dismissed for Poor

Academic Performance: A student who is dismissed from the university for academic reasons and wishes to reapply to the same program must wait one full academic year before applying for readmission. The latest date by which readmission requests must reach the Office of the Registrar in order to be considered for earliest possible readmission will be indicated in the letter of dismissal sent by the registrar.

At the time of dismissal, the student will be informed of possible avenues to pursue, such as additional academic course work from other postsecondary institutions. This information will be communicated in the dismissal letter sent from the Registrar's Office. Official transcripts and records of academic work completed during the period following the dismissal must be included along with the request for readmission.

The Student Probation and Petitions Committee will review any request for readmission. Requests for readmission will be reviewed prior to the semester in which the student is eligible to re-enroll.

GRADUATION PROCEDURES AND COMMENCEMENT

Graduate degree candidates should check with their program directors on their progress toward satisfying graduation requirements during the semester preceding final enrollment.

A candidate for a degree must have a cumulative GPA of not less than 3.00 for the degree to be conferred. Only courses taken at OCU are used in calculating the GPA.

There are three graduation dates (fall, spring, and summer) and one commencement ceremony (spring). Students completing degree requirements in the fall, spring, or summer terms of an academic year participate in the May commencement ceremony and should complete the application for graduation by the deadline published in the academic calendar.

A student who has three or fewer credit hours to complete in the fall semester of the following academic year may participate in the May commencement ceremony. To do this, the student must request permission from the Academic Affairs Office and complete the application for graduation before the application deadline published in the academic calendar. Completion of any degree-required comprehensive exam is not a requirement for participation in the commencement ceremony.

Before filing the application for graduation, each candidate should contact his or her dean to initiate a final degree check. A final degree certification must be submitted to the Registrar's Office by the appropriate dean.

Consult the appropriate pages under Education for the requirements pertinent to certification.

Responsibility for meeting graduation requirements lies with the student.

The date recorded on a diploma will be the graduation date (fall, spring, or summer) following the semester or summer term in which the student completes all requirements for the degree.

Graduation Honors

The university recognizes the academic achievements of its candidates for degrees by the following honor awards:

High Honors—a cumulative GPA of 4.00 or higher.

Honors—a cumulative GPA of 3.75–3.99.

University Services and Programs

Career Services Center

ELS Language Centers

Dulaney-Browne Library

Specialized Academic
Facilities and Programs

ARCHIVAL
Not a current catalog
Visit okcu.edu for the current course catalog

University Services and Programs

CAREER SERVICES CENTER

The OCU Career Services Center is a department serving students and alumni in the areas of effective interview skills, self-marketing to the business community, résumé-writing, and business cover letters. Located in the C. Q. Smith Student-Faculty Center, the Career Services Center provides the following:

- Job listings for graduating students and alumni
- Up-to-date off-campus temporary, part-time, and internship opportunities in the greater Oklahoma City area
- Interview opportunities with local and national companies
- Monthly small group seminars for professional job search techniques
- Automated business information database covering more than four million firms
- Student job placement files
- Annual on-campus job fair

Free magazines are available in the Career Services Center explaining current job trends, résumé- and letter-writing tips, and advice on the job search.

The Career Information Center (CIC)—The CIC is a reference area located on the main level of the Dulaney-Browne Library. It contains information about occupations, jobs, salaries, employers, graduate schools, and financial assistance for education. Also available are books about career searching, self-assessment, résumé-writing, and interviewing. Use the CIC to obtain ideas for careers, to study prospective employers before interviews, or to compare graduate schools. Find assistance with the practical problems of developing your career.

ELS LANGUAGE CENTERS

Oklahoma City University provides international students instruction in the English language through the ELS Language Centers® located on campus in Harris Hall.

The Intensive English program at ELS Language Centers® provides thirty hours of

instruction per week to move a student quickly to the goal of university entrance. New sessions begin every four weeks, and students are tested and placed in one of twelve levels. The Intensive Course is a complete English program including classes in structure/speaking, conversation, reading, writing, multi-media lab, and special-interest subjects.

ELS Language Centers® is accredited by the Accrediting Council for Continuing Education and Training (ACCET) and by the Oklahoma State Board of Regents for Higher Education. For information regarding this service, contact ELS Language Centers®, 1915 NW Twenty-fourth Street, Oklahoma City, OK 73106, (405) 525-3738, www.els.com or e-mail okc@els.com.



Dulaney-Browne Library

Oklahoma City University supports two libraries, the Dulaney-Browne Library and the Law Library. The Dulaney-Browne Library, an attractive five-story building completed in 1970, houses all nonlaw related library materials for the university.

At present, there are over 160,000 book volumes, 19,000 bound periodical volumes, and 900 current periodical subscriptions providing information and research opportunities for faculty and students. The Dulaney-Browne Library is a federal depository library. It also contains the archives of the university, the archives for the Oklahoma Annual Conference of the United Methodist Church, the Foundation Center, the Shirk History Center, the Career Information Center, the Children's Literature collection, the Listening Library of several thousand recordings, and the Reference collection. The Rapp Language Laboratory is also located in the library.

In keeping with OCU's goal of individualized instruction for its students, the Dulaney-Browne Library has professional librarians on duty during all hours it is open. This high caliber of reference service allows students to attempt research tasks with the assurance of individualized professional assistance.

Bibliographic instruction sessions are available on demand for students and faculty and by arrangement for classes. The inter-library loan service makes the resources of other libraries available to our patrons, if necessary. Microform printers and photo duplication machines are available, as are group study rooms, typing rooms, and typewriters. Patrons also have access to resources on the Internet.

Drawing on a long tradition, the Dulaney-Browne Library staff prides itself on the quality of service extended to the students and faculty of Oklahoma City University.

SPECIALIZED ACADEMIC FACILITIES AND PROGRAMS

Learning Enhancement Center (LEC)

The LEC offers a wide variety of free services to students, such as one-to-one tutoring in most areas of the curriculum and specialized assistance for the visually and hearing impaired.

Tutoring is provided in approximately forty-five-minute sessions. Students may discuss an aspect of their papers with tutors, and tutors may assist with specific areas suggested by faculty. Tutors also conduct individual library tours to familiarize students with the library, location of library materials, and OCU's online library information system.

Selected PCs located in the LEC are equipped with screen magnification software. Also available is a dedicated PC that allows visually impaired students to scan text and have the computer read text aloud. PCs also provide access to a range of educational software, a typing tutor, Netscape, and a résumé writer.

The LEC is located on the second floor of the Walker Center for Arts and Sciences. Please contact the LEC at (405) 521-5040 for a schedule of operations. Students may schedule appointments on sign-up sheets located in the LEC or by calling the center.

Computer and Information Resources

Campus Technology Services maintains three public access computer labs on campus.

1. Noble Center: Located in the basement (Room B03C), this twenty-seat lab is composed of Pentium-based personal computers and printing and scanning services. The lab is mainly "open access" to all students; however, some classes are scheduled for lab use. Lab hours are Monday through Thursday, 8:30 a.m.–10:45 p.m.; Friday, 8:30 a.m.–5:45 p.m.; Saturday, 1:00–5:45 p.m.; and Sunday 1:00–10:45 p.m.

2. Noble Center: Located on the first floor (Room 135), this twenty-seat lab is composed of Pentium-based personal computers and printing services. This lab is mainly "open access" to all students; however, some classes are scheduled for lab use. Lab hours are Monday through Thursday, 8:30 a.m.–11:45 p.m.; Friday, 8:30 a.m.–5:45 p.m.; Saturday, 12:00 noon–5:45 p.m.; and Sunday, 12:00 noon–11:45 p.m.

3. C. Q. Smith Student-Faculty Center: a sixty-seat computer lab composed of Pentium-based personal computers and printing services. This lab is mainly "open access" to all students. Lab hours are Monday through Thursday, 8:30 a.m.–10:45 p.m.; Friday, 8:30 a.m.–5:45 p.m.; Saturday, 12:00 noon–5:45 p.m.; and Sunday, 12:00 noon–10:45 p.m.

Each public-access lab has MS Windows XP installed as its operating system. All students are provided a user ID and password and are required to log into the campus network to use the labs. MS Office XP, MS Visual Studio, and MS Internet Explorer are the key software titles installed in each lab. Other software specific to course instruction is installed in the labs when necessary. Student lab monitors are employed to operate the labs.

Electronic mail accounts are available through the log-in process from the OCU main Web page. All students are provided disk space on the campus network to store files and create a Web page. Internet Web browsing and limited printing services are available in all three public-access labs. Electronic mail can

be accessed through the Internet from any location on or off campus.

There are a several “specific use” computer labs located in the Nursing, Music, Arts and Sciences, and Law Schools. Each owning school provides specific software and services.

All dorms rooms are wired for Internet and network connectivity. Dorm residents may connect one PC or laptop to the campus network from their dorm rooms. A limited number of PCs are maintained in each dorm lobby by Campus Technology Services.

The computer use policy is published on the university Web site at starport.okcu.edu. All students should read this policy.

Center for Interpersonal Studies through Film and Literature

The center’s mission is to develop creative programs through film and literature that will engage individuals on the intuitive and experiential levels to understand themselves and others across time and space. Begun in 1997, the center brings a distinguished creative person to the campus each year (poets Robert Pinsky, Jane Hirshfield, Michael Ondaatje, Mark Doty, and Naomi Shihab Nye have been featured so far. Li-Young Lee will be featured in April 2004); develops an annual documentary film series each spring; develops for the university and community an archive collection of quality videos and DVDs; conducts field trips to OCU for teachers and students

from upper elementary through high school to view and discuss distinguished films; submits grants each semester to hold a humanities book discussion series for the university and Oklahoma City community; collaborates with other campus and metropolitan organizations to support and encourage different groups to work together on creative projects; sponsors international cultural study trips for students from upper elementary grades through high school; and contributes to the support of the OCU Film Institute. The director teaches some university courses related to the mission of the center. The Thatcher Hoffman Smith Endowment Fund and an advisory committee support the development of the Center.

Master of Arts in Mass Communications (M.A.M.C.) in Singapore

The Master of Arts in Mass Communication program is conducted entirely in Singapore. Students in the graduate degree program enroll in cohorts and take courses with that same group. Each cohort takes twelve courses in mass communication offered over a period of eighteen to twenty-four months.

Several modules are generalized into media studies, including writing, presentations, campaigns, and case problems. Other modules focus on specialized topics such as broadcasting, corporate video, advertising, public relations, publications, and research. All modules are instructed by OCU faculty. Complete details concerning this program are available in the OCU Department of Mass Communication.

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Academic Degree Programs

Petree College of Arts and Sciences

Master of Arts in theater

Master of Arts in teaching English to speakers of other languages (TESOL)

Master of Criminal Justice Administration

Master of Education

Master of Liberal Arts

Master of Science in computer science

Meinders School of Business

Master of Business Administration

Master of Science in Accounting

School of Law

Juris Doctor

Margaret E. Petree College of Performing Arts

School of Music

Master of Music

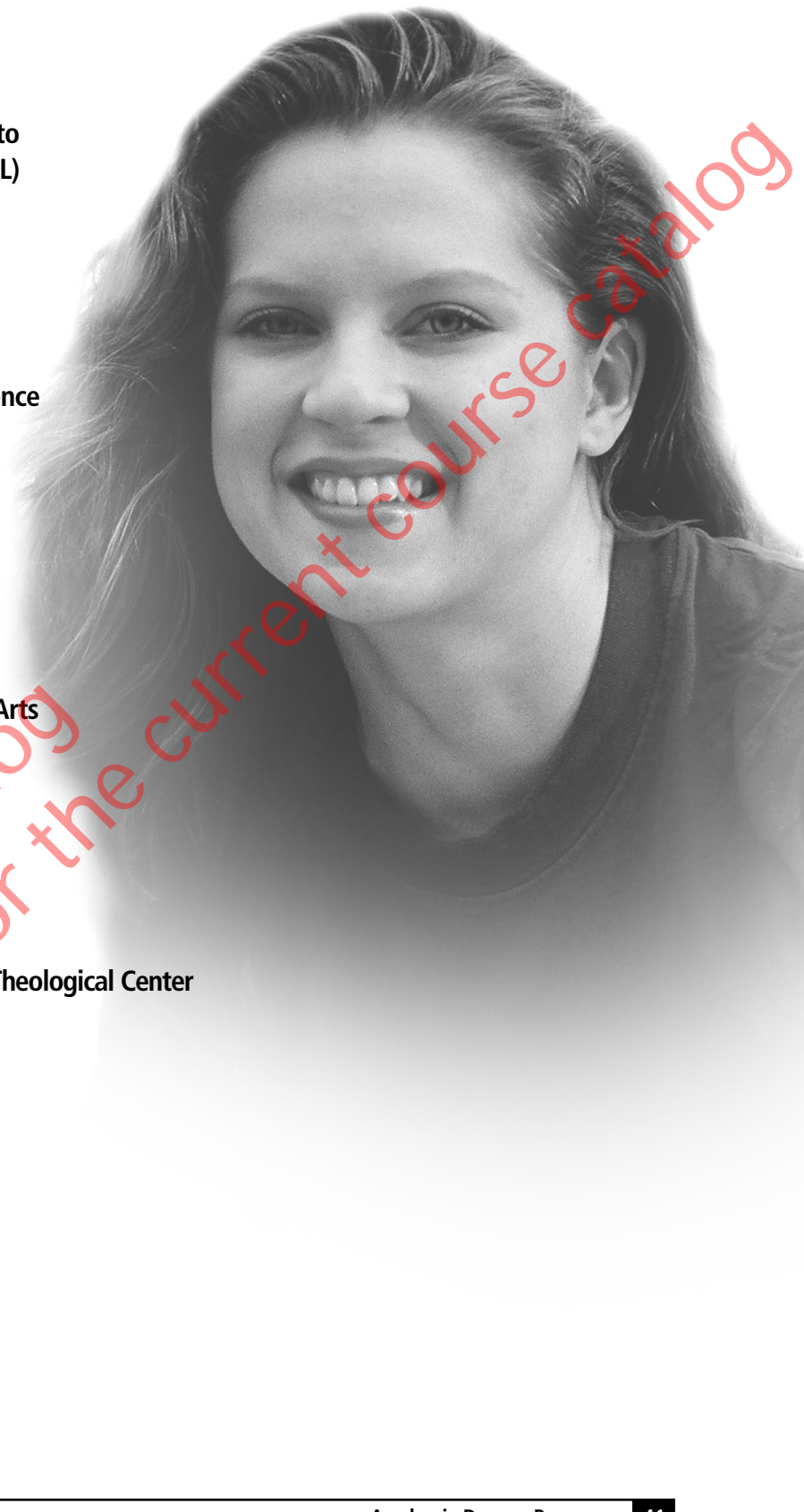
Kramer School of Nursing

Master of Science in Nursing

Wimberly School of Religion and Graduate Theological Center

Master of Religious Education

Master of Arts in Religion



Petree College of Arts and Sciences

Roberta A. Olson, Dean
Virginia McCombs, Associate Dean

GRADUATE ACADEMIC POLICIES

The following academic policies apply only to the graduate programs in the Petree College of Arts and Sciences—Master of Arts in theater, Master of Arts in teaching English to speakers of other languages (TESOL), Master of Criminal Justice Administration, Master of Education, Master of Liberal Arts, and Master of Science in computer science. Please see specific program descriptions for more details on policies in each program.

Transcript Requirements

No student will be admitted to a graduate program in the Petree College of Arts and Sciences without submitting complete and official transcripts from all institutions attended with evidence of an undergraduate degree or equivalent to a United States bachelor's degree. Failure to submit all transcripts will result in immediate dismissal.

Minimum Undergraduate GPA for Admissions

Minimum 3.00 for regular admission, except for the M.L.A. program, for which the minimum will be 2.75 for regular admission.

Minimum TOEFL Scores for International Students

The minimum TOEFL score is 500. Master of Arts in Theater international students must also score a minimum of 55 on the Test of Spoken English (TSE).

Maximum Number of Transfer Credits Accepted

Six credits may be accepted for transfer from other regionally accredited institutions. There will be no limit on the transfer of credit hours of applicable course work from other OCU graduate programs. In exceptional cases, more credits may be transferred with the approval of the program director and dean.

Age of Transfer Credit Accepted

Generally, only course work completed within five years of admissions to OCU will be accepted for transfer credit. In exceptional cases, course work completed within ten years of admission may be transferred with the approval of the program director and dean.

Minimum Residency Requirements

The minimum number of hours in residence for each program may be calculated by subtracting the number of transfer credits

allowed from the total number of hours needed to graduate. Transfer credits are not accepted after a student has begun a graduate program except with approval of the program director and dean.

Maximum Number of Below B- Grades Allowed

A maximum of two grades below B- are allowed. No grades below C- will be accepted. In the M.L.A. program, three grades below B- are allowed. In TESOL and computer science, students are not allowed to make grades below B- in designated core courses.

Minimum GPA to Remain in Good Standing

Students must maintain a minimum GPA of 3.00 in order to remain in good standing. A student must be in "good standing" to graduate.

Maximum Number of Repeat Courses

A course may be repeated only once. Students may have only two repeats in a graduate program at OCU. If, after repeating a course, a student fails to receive at least a C-, the student will be automatically dismissed.

Academic Appeals

The normal university academic appeals process will be followed by the graduate programs of the Petree College of Arts and Sciences, with one notable exception. A Graduate Programs Committee composed of the graduate program directors, the associate dean, and the dean will hear all grievances. An appeal to this committee will take the place of an appeal to the dean in the academic appeals process. The dean will chair the Graduate Programs Committee.

"Sit Out" Time Before Applying for Readmission

A student who has been dismissed from the university must "sit out" for one year before applying for readmission.

Maximum Course Load

Students may enroll in a maximum of twelve hours in each of the fall and spring semesters, six hours in summer terms. In exceptional cases, a student may enroll in more hours if approved by the program director and dean.

Independent Study/Directed Readings Hours

The maximum number of combined independent study and directed readings hours allowed during graduate studies is six hours. In exceptional cases students may take more than six hours of independent study/directed readings with approval of the program director and dean.

Incomplete Policy

The graduate programs in the Petree College of Arts and Sciences follow the university's incomplete policy. In addition to

the normal university requirements, all students must sign a contract with their professors regarding assignments to be completed and deadlines for course completion. If course requirements are not completed in the agreed-upon period of time, the I (incomplete) will be removed and convert to a grade indicated in the contract.

Time to Finish a Degree

Graduate degrees must be completed within six years.



Master of Arts in Theater

Chair: Pasto

Faculty: Boston, Cox, Palladino

Program Description

The Department of Speech and Theater is a multidimensional, dynamic program that embodies the convictions of the liberal arts tradition of education—that the student is not just trained in professional skills but educated as well. Four degree tracks are offered at the graduate level, including a Master of Arts in theater, a Master of Arts in theater for young audiences, a Master of Arts in technical theater—costume design, and a Master of Arts in technical theater—scene design. Teacher certification in the area of speech/drama/debate can be added to any of these degrees.

The critically acclaimed theater component of the Department of Speech and Theater features curricular and cocurricular programs that boast academic balance, diversity, and broad educational value as well. In addition to meeting the needs of those students who desire professional theater preparation, the liberal arts focus of the theater program builds the intellectual breadth, depth, and creativity necessary for success in any field. Both academic and performance experiences are provided, including a six-show mainstage season, a touring company production, on-camera acting courses and experiences, and upperclass and graduate student presentations. Two of the mainstage plays are staged by adults for children and youth, and the touring company performs for prekindergarten through college-age students throughout the year, making the Department of Speech and Theater at OCU unique and a leader in the area of theater for young audiences as well.

The faculty of the Department of Speech and Theater is composed of communication and theater professionals who have a genuine commitment to the academic and performance components of both programs and students development through them. The faculty is personally supportive and honestly interested in each student's program of study, training, and experiences. The interaction between professors and students is unique and rewarding and as invaluable as the educational experiences offered by the Department of Speech and Theater at OCU.

Policy for Admission

While the application for admission to any of the degree programs offered by the Department of Speech and Theater is handled through the Office of Graduate Admissions, this department has requirements in addition to those of OCU.

In addition to the OCU graduate admission requirements, the Department of Speech and Theater requires a writing sample from all applicants. Students for whom English is a second lan-

guage will be required to achieve a score of at least a 55 on the Test of Spoken English. There also are a number of prerequisites every candidate for admissions will be required to have taken or will be required to take at OCU in order to be considered for admission into the Department of Speech and Theater.

Prerequisites

Prerequisites required by both the theater and theater for young audiences tracks include two three-hour courses of theater acting, a three-hour course in directing, two semesters of theater history, a course in stagecraft or scene design (including backstage crew work), and a course in spoken American voice and diction. Prerequisites required by the Master of Arts in technical theater—costume design include undergraduate course work in theater, the history of costume, costume design and construction, costume cutting, pattern drafting and costume construction, as well as costume laboratory experience. Prerequisites required by the Master of Arts program in technical theater—scene design include undergraduate course work in theater, basic drafting, basic lighting design, the history of costuming, the complete history of theater, modern drama, stagecraft, and costume design. While all prerequisites are offered at OCU, some are offered only at the undergraduate level.

MASTER OF ARTS IN PERFORMING ARTS

THEATER

Degree Requirements **Credit Hours: 32**

Required Courses: 22–23

MATR 5013	Play Structure	3
MATR 5113	Research and Writing for Theater	3
MATR 5161	Graduate Seminar	1
MATR 5313	Multicultural Theater	3
MATR 5413	Theory and Criticism	3
MATR 5513	Issues in Educational Theater	3
MATR 5523	Movement for the Stage or	
MATR 5524	Styles of Acting	(3) 4
MATR 6983	Graduate Project/Paper or Thesis	3

Electives: **9–10**

Approval of advisor required for all electives.

TECHNICAL THEATER—COSTUME DESIGN

Degree Requirements **Credit Hours: 35**

Required Courses: 24

MATT 5123	Figure Drawing	3
MATR 5013	Play Structure or	
MATR 5313	Multicultural Theater	3
MATT 5223	Watercolor or	
MATT 5623	Painting	3
MATT 6573	Costume Pattern Drafting, Cutting, and Construction	3
MATT 6643	Advanced Pattern Drafting, Cutting, and Construction	3
MATT 6663	Costume Design Projects	3
MATT 6763	Technical Problems of Costume Design	3
MATT 6983	Graduate Project/Paper or Thesis	3

Electives to be taken from the following: **8**

MATR 5503	Shakespeare	3
MATR 5413	Theory and Criticism	3
MATR 5813	Modern Drama	3
MATR 5524	Styles of Acting	4
MATT 6513	History of Costume	3
OMT 5223	Musical Theater Analysis	3
DANC 5111	Basic Movement—Ballet	1
DANC 5311	Basic Movement—Jazz	1
DANC 5511	Basic Movement—Tap	1
DANC 5991	Theater Dance	1

(Dance classes not to exceed three credit hours.)

THEATER FOR YOUNG AUDIENCES

Degree Requirements **Credit Hours: 32**

MATR 5013	Play Structure	3
MATR 5113	Research and Writing for Theater	3
MATR 5161	Graduate Seminar	1
MATR 5313	Multicultural Theater	3
MATR 5413	Theory and Criticism	3
MATR 5513	Issues in Educational Theater	3
MACT 6013	Children's Theater	3
MACT 6102	History of Theater for Young Audiences, Creative Drama, and Theater-in-Education	2
MACT 6113	Creative Drama I	3
MACT 6212	Creative Drama II	2
MACT 6313	Acting and Directing for Theater for Young Audiences	3
MACT 6983	Graduate Project/Paper or Thesis	3

Approval of advisor required for all electives.

TECHNICAL THEATER—SCENE DESIGN

Degree Requirements **Credit Hours: 35**

Required Courses: 24

MATR 5013	Play Structure	3
MATT 5363	Technical Problems	3
MATT 5573	Applied Scene Design	3
MATT 5673	Applied Lighting Design	3
MATT 5762	Special Design Projects (may be repeated twice with different content)	2
MATT 5762	Special Design Projects (may be repeated twice with different content)	2
MATT 5762	Special Design Projects (may be repeated twice with different content)	2
MATT 6643	Advanced Costume Design	3
MATT 6983	Graduate Project/Paper or Thesis	3

Electives to be taken from the following: **11**

MATR 5113	Research and Writing for Theater	3
MATR 5313	Multicultural Theater	3
MATR 5413	Theory and Criticism	3
MATR 5523	Movement for the Stage or	
MATR 5524	Styles of Acting	4
MACT 6013	Children's Theater	3
OMT 5183	Opera and Music Theater Acting I	3

Master of Arts in Teaching English to Speakers of Other Languages

Chair: Liu

Faculty: Brickman, Franklin, Phelps, Smokewood

Program Description

The university offers this Master of Arts degree to prepare competent and conscientious professionals in the field of teaching English to speakers of other languages (TESOL). The degree program consists of 36 credit hours and is designed to provide students with a solid theoretical foundation and the necessary professional skills in TESOL at different levels of education (elementary, secondary, tertiary, and adult literacy) and in different milieus (English as a foreign language and English as a second language). It aims to equip students with the linguistic knowledge, cultural understanding, and pedagogical training essential in the various aspects of TESOL including, among other things, curriculum design, material preparation, methodologies, classroom procedures and assessment.

Admission Requirements

All applicants must possess a bachelor's degree from an accredited college with a GPA of at least 3.00 on a 4.00 scale. The applicant with a GPA slightly below 3.00 may, with permission of the program chair and graduate faculty, enter the program on probation; he or she must maintain a minimum GPA of 3.00 in the graduate curriculum to continue. Applicants whose native language is not English must have an interview with the program chair and the faculty to demonstrate an adequate oral proficiency in English to be admitted into the program.

Students admitted on probation may take a maximum of nine hours per semester and cannot enroll for the following semester until they are fully admitted.

All international and probationary students are required to take Research and Writing (GRED 5003).

Admission Procedure

The application for admission to the Master of Arts in TESOL may be secured from the Office of Graduate Admissions. (See Graduate Admission in this catalog.)

Transfer of Graduate Hours

To be transferable, course work completed at another institution must be certified as graduate credit by that institution and must fit into the student's plan of study. Usually, a maximum of six semester hours may be transferred from another institution. The acceptance of transferred course work will be decided by

the student's advisor and the program director at the time the student program is planned. Under certain but rare conditions, the dean and the program director may allow more than six semester hours of credit to be transferred.

Minimum Grade Requirements

A cumulative GPA of 3.00 must be maintained in order to continue enrollment in the program. Students whose GPA falls below 3.00 are placed on probation and have one semester to meet the 3.00 GPA requirement. No more than two grades below B- are acceptable on course work. After a student has completed a course, it cannot be dropped from the plan of study because of a low grade unless a change in the plan is first approved in writing by the student's advisor and the program director.

A course with a grade below C- cannot be used as part of the graduate curriculum.

Advising

Upon receiving a letter of admission, the student should make an appointment and confer with the program chair or an appointed advisor prior to enrolling. Telephone listings and office hour schedules for all the advisors are available in the education division office at (405) 521-5371. The advisor will assist the student in planning the program and selecting courses for the degree.

Comprehensive Examinations

All candidates for the M.A. in TESOL are required to complete successfully a comprehensive examination, usually scheduled in the student's last semester of course work. Format, times, and location will be announced early in the semester. Applications and instructions for the examination are available in the division of education office. Applications must be signed by the advisor and the program director. A copy of the completed application is required for entry into the examination room.

Thesis Option

Before electing the thesis option as part of the requirements for the M.A. in TESOL, a candidate must demonstrate the following qualifications:

1. The candidate must possess a GPA of 3.75 or higher.
2. The candidate must have completed Methods of Research with an A (not A-) or above both in the course and on the research proposal in the course.
3. The candidate who is an international student must demonstrate an adequate writing proficiency by scoring 600 or above on the TOEFL (260 or above on the new computerized ver-

sion), scoring 5 or above on the Test of Written English, and performing acceptably on the essay examination administered by the division thesis committee.

Candidates who have met the above qualifications and elect the thesis option must fill out a thesis application form and obtain the approval of their advisors and the program director. A thesis advisory committee will then be formed for the student who has been approved to write a thesis. Candidates who choose the thesis option will be required to complete the minimum of 33 hours plus 3 hours of thesis.

Normally, students are expected to complete the thesis during the semester of enrollment. However, the research design for the problem may be such that one semester is not sufficient for completion of the study. In this case, the student must secure the approval of his or her thesis advisory committee, and an I (incomplete) will be recorded. Except for extreme extenuating circumstances, the extension may not exceed one semester. If the I is not removed by the end of the extension period, the student will be required to re-enroll in the Thesis in TESOL (TESL 6983). Re-enrollment of more than one time will not be permitted without refiling a new plan of study, which must be approved by the thesis advisory committee.

Thesis

Theses that have been approved by the thesis advisory committee must be submitted to the TESOL department at least three weeks before commencement. Exceptions must have prior approval of the thesis advisory committee.

The writing style of the thesis must comply with the *American Psychological Association (APA) Style Manual*. For other information on thesis writing, see Academic Regulations.

MASTER OF ARTS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

Degree Requirements **Credit Hours: 36**

Required TESOL Courses: **15**

TESL 5013	*The English Language: Structure and Usage	3
TESL 5103	*Studies in Linguistics	3
TESL 5423	*Theory and Methods of TESOL	3
TESL 5513	*ESL and EFL Assessment	3
TESL 6873	*Practicum in TESOL	3

Specific Language Issues and Skills: **9**

Select from the following:

TESL 5113	American English Phonology	3
TESL 5143	Instructional Strategies in Writing	3
TESL 5313	American Culture Through American Literature	3
TESL 5713	Psycholinguistics	3
TESL 6103	Foundations of Reading	3
TESL 6113	Intercultural Communication	3
TESL 6363	Language and Culture	3

Education Core: **6**

(3 hours for international/probationary students)

GED 5003	Research and Writing	3
GED 5313	Multicultural Concepts	3
GED 6513	Sociological Foundations of Education	3
GED 6773	History of Educational Thought	3
GED 6813	Psychological Foundations	3
GED 6903	*Methods of Research	3

Suggested electives **6**

(3 hours for international/probationary students)

GED 5113	Media and Technology	3
GED 5213	Effective Teaching Techniques	3
GED 5713	Personal Growth and Counseling	3
TESL 5163	Issues in TESOL	3
TESL 6983	Thesis in TESOL	3

*Required courses

Master of Criminal Justice Administration

Chair: Horn

Faculty: Kurtz, Pourett

Adjunct Faculty: Heggy, Rendon, Wright

The purpose of the Master of Criminal Justice Administration program is to prepare graduates to function effectively in administrative roles within the criminal justice system. The program prepares students to understand the nature and methods of effective leadership and to be able to identify problems and institute procedures for studying and solving them.

Course work in criminal justice administration gives attention both to the current operation of criminal justice and to change in the administration of justice. Students are assisted in developing knowledge of the context and underlying assumptions of criminal justice and in developing skills in various administrative tasks.

The program at OCU offers a flexible schedule for the full-time or part-time student attending day or evening courses. The student has a choice of 30 hours of course work with a thesis or 33 hours of course work and no thesis to complete the degree.

For further information on graduate policies, see the Graduate Academic Policies for the Petree College of Arts and Sciences.

Procedure for Admission

The application for admission to the M.C.J.A. program may be obtained from the Office of Graduate Admissions. The completed form, along with official transcripts of all previous college work, should be returned to the Office of Graduate Admissions.

As soon as the student receives notice of admission to the graduate program, an interview should be arranged with the chair of the M.C.J.A. program for advising purposes. Admission means only that the student will be permitted to enroll for courses in the program.

Admission Requirements

Unconditional Admission: Applicants must have an overall GPA of 3.00 and an undergraduate degree in one of the social sciences, including but not limited to psychology, sociology, criminal justice, corrections, police science, prelaw, political science, or history.*

* Unconditional students must maintain a 3.00 GPA or be placed on probation.

Conditional Admission: To be admitted conditionally, applicants must have an overall GPA of 3.00 but need not have been a social science major; or have a GPA of between 2.90 and 2.50 with either a 3.00 overall GPA in last 60 hours and a major in social science area as listed above, or a 3.00 overall GPA in major course work in social science field*

*Conditional students must maintain a 3.00 GPA or higher during the first 9 hours of course work, or they will be suspended from the program.

Nondegree: Students who are not seeking a degree but desire entry into the program must seek approval of the chair of the department.

Transfer of Graduate Work

To be transferable, academic work taken at another regionally accredited institution must be certified as graduate credit by that institution and must apply toward the student's plan of study at OCU. All transfer credit is subject to the review and approval of the M.C.J.A. Administrative Committee. A maximum of nine hours of B or higher work may be transferred from other institutions to apply toward the M.C.J.A. degree.

Graduates from an accredited law school or those holding completed graduate degrees in related areas may be eligible to waive six hours of elective credit in the graduate program at the discretion of the advisor and the academic dean.

Minimum Grade Requirements

A minimum GPA of 3.00 is required throughout the program.

Registration in Graduate Courses

Only graduate students and approved seniors may register in the program. Seniors may register for graduate credit subject to the following conditions:

1. They must complete an application for graduate admissions.
2. They must secure written permission from their academic advisors and the chair of the M.C.J.A. program (a special form is provided).
3. These credits may not be applied toward the bachelor's degree.
4. No more than 9 semester hours of graduate credit taken prior to completion of the bachelor's degree and admission to the graduate program may be applied toward the M.C.J.A. program.

Academic Advising

Upon being admitted to the university, a student will be assigned an advisor by the chair of the department. The advi-

sor will assist the student in selecting courses and in planning the program for the degree. Upon receiving a letter of admission, the student should make an appointment to confer with the advisor prior to enrolling. Telephone listings and office hour schedules for the advisor are available in the criminal justice department office.

Degree Requirements

To receive the M.C.J.A. degree, the student must complete 30 semester hours of graduate course work with field study or thesis or 33 semester hours without field study or thesis and with no grade below C-. If a grade below C- is earned in any graduate course, that course must either be repeated with a grade of C- or better or replaced on the student's approved program of study. The student is expected to complete the requirements for the degree within six years of initial registration for graduate credit.

Thesis or Problem in Lieu of Thesis

A student pursuing the M.C.J.A. degree may elect to write a thesis or problem in lieu of thesis, in which case the total number of semester hours required for the degree will be 30. As an alternative to a thesis, the student may complete extra hours of regular course work, in which case the total number of semester hours required for the degree will be 33. Students choosing a thesis may earn from 3 to 6 semester hours credit for the project.

Master's Thesis

1. Only a select few can expect to undertake the master's thesis. This is an option reserved for career academics moving on to Ph.D. programs or those with access to research opportunities not available to other students. The master's thesis must consist of original research or replication of important existing research.

2. The major professor must be a full-time departmental faculty member. Serving as a major professor is completely at the discretion of the faculty member. A reluctance on the part of full-time faculty to oversee a project should be considered a refusal of the project.

3. Once a major professor has been secured, it is the student's responsibility to choose a topic. Topic selection must be approved by the major professor.

4. Committee selection must include at least two full-time faculty members from the department and one full-time faculty member from the college. Additional outside faculty may be added with the committee's approval.

5. The proposal is due to the committee by October 15. It will consist of a formal statement of the problem and the research

design. Once approved, the student will also submit the completed review of the literature by November 15. The committee will return acceptable proposals at semester's end. Should a proposal be rejected at semester's end by two-thirds of the committee, the student will be required to enroll in additional courses to complete the degree.

6. In the spring semester the student will conduct his or her research and write the finished project, consisting of the following chapters:

- a. A Formal Statement of the Problem
- b. The Research Design
- c. The Review of the Literature
- d. The Data Analysis
- e. The Results and Conclusions and Limitations

7. The thesis defense must take place before the semester's end. Students will defend their work before the entire committee. All committee members must approve and sign the final work. Copies of the final product must be provided to committee members at least two weeks prior to the defense.

8. Approved papers will be forwarded to the dean's office for college approval. The dean may raise further objections or questions at his or her discretion.

9. Students have three years to complete the thesis.

10. The student, upon completion of the thesis, will provide the department with four bound copies—one for each committee member and two for the Dulaney-Browne Library.

Problem in Lieu of Thesis

The department offers a problem in lieu of thesis (PILOT) option to master's-level students. The purpose of this option is to permit select graduate students to undertake a scholarly project that stops short of original research as required by the thesis option. The procedure for the PILOT is as follows:

1. Students must be in their last semester when the problem is undertaken.

2. Students must be approved by the graduate committee. This approval process requires the following:

a. Students will write a proposal consisting of a statement of the problem and a proposed theoretical solution.

b. Proposals are due to the committee by the beginning of the last month of the semester preceding the semester the

problem will be attempted. This will generally be in November.

c. Approval for the problem will be returned to the student at the semester's end with recommendations and approval or nonapproval for the project.

d. Student projects not approved will not be reviewed or appealed except to the graduate committee, so it is the student's responsibility to present a ready product.

e. Approved students will sign up for 3 hours of thesis credit in the following term.

f. Students will have one semester to complete the problem. Incomplete work will be graded down one letter grade and may not be accepted. This would require the failing student to take another course to complete the degree. Extensions due to illness, etc., will only be granted in extreme situations.

g. Defense of the problem may be required at the end of the term if deemed necessary by the committee.

h. The student, upon completion of the PILOT, will provide the department with four bound copies of the problem—one for each committee member and two for the Dulaney-Browne Library.

For further information on how to format and where to distribute your thesis, see Guidelines for the Graduate Thesis in the Academic Regulations section of this catalog.

Attendance

Regular attendance is essential to satisfactory progress in a course. The student is responsible for meeting course requirements regardless of the causes of absences. A student unable to attend classes should confer in advance with the professors involved. Failure to attend classes, in the absence of such prior arrangements, may result in the loss of credit or exclusion from the final examinations, or both.

Electives

Elective courses may be chosen, provided they are approved by the M.C.J.A. director and the student's graduate committee.

Fifteen hours must be taken from the following M.C.J.A. graduate curriculum or other OCU graduate courses. All electives must be approved by the chair of the department.

MASTER OF CRIMINAL JUSTICE ADMINISTRATION DEGREE REQUIREMENTS

Credit Hours: 33

Core courses 18

MCJA 5803	Social Deviance	3
MCJA 5863	Studies in Criminological Theories	3
MCJA 6013	The Criminal Justice System	3
MCJA 6213	Criminal Justice Evaluation	3
MCJA 6303	Computer Applications in the Social Sciences	3
MCJA 6313	Organizational Change in Criminal Justice	3

Core electives 15

Fifteen hours may be taken from the following M.C.J.A. graduate curriculum or from other OCU graduate courses approved by the department chair.

MCJA 5091-6	Independent Study/Practicum	1-6
MCJA 5103	Victimology	3
MCJA 5261-3	Selected Topics in Criminal Justice	1-3
MCJA 5263	International Criminal Justice Systems	3
MCJA 5363	Theories of Justice	3
MCJA 5403	White-Collar Crime	3
MCJA 5413	Probation and Parole	3
MCJA 5513	Juvenile Delinquency	3
MCJA 5613	The Politics of Law	3
MCJA 5673	Women, Minorities, and the Law	3
MCJA 5713	Behavioral Change	3
MCJA 5903	Social Control	3
MCJA 6163	The Violent Society	3
MCJA 6403	The Law and the Police	3
MCJA 6563	Crisis Intervention	3
MCJA 6713	Crime Prevention in Industry	3
MCJA 6871-6	Practicum	1-6
MCJA 6983-6	Thesis or Problem in Lieu of Thesis	3-6

Master of Education

Chair: Richardson

Faculty: Brickman, Farha, Sexton

The university offers Master of Education degrees in curriculum and instruction, elementary education and early childhood education with options in Montessori and Oklahoma Teacher Certification. The goal of graduate study is to prepare professionals through courses that offer intensive study of the field, leadership development, practicum and internship experience, and research opportunities. Each plan of study has both structure and flexibility so the student can obtain a broad view of the field and select options to meet his or her individual interests and needs. With small classes, students have opportunities for personalized learning experiences with an innovative and experienced faculty.

Transfer of Graduate Credit

To be transferable, credit earned at another regionally accredited institution must be certified as graduate credit by that institution and must fit into the student's plan of study.

Usually, a maximum of 6 semester hours may be transferred from another institution. The acceptance of transferred work will be decided by the student's advisor and the program director at the time the program is planned. Under certain conditions the program director and dean may allow more than 6 semester hours of credit to be transferred. Such course work should have been completed within the past five years.

Seniors and Graduate Courses

Senior students who are graduating at the end of a semester or summer session may take courses for graduate credit under the following conditions: The credits must be required or needed for the bachelor's degree; the total registration must not exceed 18 hours for a semester or 6 hours for a summer session; the student must either complete the requirements for the bachelor's degree at the end of the semester or summer session or be within 12 semester credit hours of completing the requirements for the bachelor's degree at the beginning of the semester or summer session in which the graduate credit is requested; and not more than 9 semester hours taken while a senior may be approved for graduate credit, and a minimum of 16 semester hours must be completed in residence after the student registers in the program and makes out a plan for the master's degree with a faculty advisor.

Academic Load

M.Ed. candidates are identified as full-time or part-time students according to the following academic loads:

Nine hours or more	Full time
Less than nine hours	Part time

Advising

Upon being admitted to the university, students will be advised by the program director or an advisor assigned by the program director. The advisor will assist the student in selecting courses and planning the program for the degree. Upon receiving a letter of admission, the student should make an appointment and confer with the advisor prior to enrolling. Telephone listings and office hour schedules for all advisors are available in the office of the education department. Students are encouraged to make appointments on an individual basis.

Comprehensive Examinations

Comprehensive examinations in each plan of study are required for the completion of the Master of Education degree. The examinations may be taken during the last two semesters enrolled in the program. Applications and instructions for the exams are available in the education department office. Applications must be signed by the advisor/program director and the chair of the Department of Education. The student must bring a copy of the signed and approved application for entry into the examinations. When the application is approved, the student will be given a study guide covering the course work in the program. Students are cautioned that this is a comprehensive examination and answers should be in essay format and include analysis, synthesis, and evaluation of ideas, not merely memorized information.

Thesis Option

With the approval of the department chair and the student's graduate advisor, M.Ed. candidates have the option of writing a thesis as part of their approved course work for the degree. Candidates who choose the thesis option will be required to complete a minimum of 33 hours plus 3 hours of thesis. Students choosing the thesis option enroll in Methods of Research II (GRED 6913) and Thesis (GRED 6983).

Normally, students are expected to complete the thesis during the semester of thesis enrollment. However, the research design for the problem may be such that one semester is not sufficient for completion of the study. In this case, the student must secure the approval of the appropriate graduate faculty (graduate committee) and the education department chair for an extension of time, and an I (incomplete) will be recorded. Except under extreme extenuating circumstances, the extension may not exceed one semester. If the I is not removed by the end of the period of extension, the student will be required to re-enroll in GRED 6913 and GRED 6983. Upon completion of the paper, a grade of CR (credit) will be recorded for each enrollment. If the thesis is not completed, then a grade of NC (no-credit) will be recorded for each enrollment. Re-enrollment more than once will not be permitted without refile of a new plan of

study, which must be approved by the graduate committee and the education department chair.

Guidelines for thesis preparation are available in the Department of Education office.

Acceptance of Candidacy

Students seeking admission to the graduate program must meet minimum requirements designed for admission to teacher education. The student and academic advisor must request written approval from the executive committee in education to admit students who enter as probationary students after one semester of study. The student will be reviewed again in the second semester of study. Probationary students are expected to complete Methods of Research with a grade of B or better before acceptance into the program. All students must maintain a 3.25 GPA to remain in the program.

CURRICULUM AND INSTRUCTION

The curriculum and instruction program has been designed to meet the needs of the person who holds a bachelor's degree and wants to add another area of concentration. The graduate student will develop a mastery knowledge base to prepare him or her for leadership roles in the twenty-first century. The program has a strong theoretical base combining interdisciplinary courses and current research. The emphasis in the program is on preparing teachers for collaboration and mentoring. Effective teaching strategies are refined at the critical and analytical levels. Teachers will be able to apply current strategies in problem solving and conflict resolution in the professional setting.

Candidates must complete a minimum of 36 hours of approved work. The plan of study includes a 12-hour core of required courses, 12 hours of content courses, and 12 hours of approved electives.

Written comprehensive examinations are required for program completion.

Partial tuition grants are available to all qualified school personnel in the greater Oklahoma City metropolitan area.

MASTER OF EDUCATION Degree Requirements

Credit Hours: 36

I. Core courses required for all three options **12**

GED 5313	Multicultural Concepts	3
GED 6313	Interdisciplinary Curriculum Development	3
GED 6813	Psychological Foundations	3
GED 6903	Methods of Research	3

II. Program Options

ELED—Option 1 Requirements:

Elementary Education Generalist

This program is designed to meet the needs of the student seeking a master's degree in elementary education. The course of study is designed to provide program options for each student.

Required Courses: **12**

ELED 5503	Parental Roles in the Social Context	3
GED 5213	Effective Teaching Techniques	3
GED 5303	Leadership for Change or	
GED 5403	Collaboration to Mentoring	3
GED 5713	Personal Growth and Counseling	3

SCED—Option 2 Requirements:

Secondary Education Generalist

This program is designed to meet the needs of the student seeking a master's degree in secondary education. The course of study is designed especially for each student.

Required Courses: **12**

ELED 5503	Parental Roles in the Social Context	3
GED 5213	Effective Teaching Techniques	3
GED 5303	Leadership for Change or	
GED 5403	Collaboration to Mentoring	3
GED 5713	Personal Growth and Counseling	3

GFED—Option 3 Requirements: Gifted Education

This program is designed to prepare the student for "enhancement" of state certification in gifted education.

Required Courses: **12**

GFED 6213	Survey of the Gifted and Talented	3
GFED 6513	Programming and Planning for the Gifted and Talented	3
GFED 6613	Counseling the Gifted	3
GFED 6873	Practicum in Gifted Education	3

III. Electives **12**

Electives may be taken from any graduate program or discipline.

EARLY CHILDHOOD EDUCATION

The early childhood programs are designed to meet the needs of graduate students with diverse levels of expertise in the field. The programs provide early childhood educators a knowledge base that will empower them to develop quality early childhood programs in different specialty areas. Students will be able to communicate the characteristics of developmentally appropriate curriculum to peers, parents, and administrators. Current issues, theory, and research at the forefront of the different fields of early childhood are incorporated into the different courses of study.

There are three tracks designed to meet the needs of students seeking master's degrees in early childhood education. Students must hold bachelor's degrees and must have completed undergraduate programs with high standing.

The first track is early childhood education generalist. This program is recommended for candidates who seek to expand their knowledge and abilities to become leaders in the field. This program highlights the most recent research in educational leadership strategies. The major component of the early childhood education generalist program is development of leadership skills. The emphasis on personalized education fosters the development of potential leaders in the field. The courses are designed to promote interactive, creative, and reflective teaching.

The second program is designed for students seeking the American Montessori Certification in Early Childhood Education. Upon satisfactory completion of this program, students will be able to teach at an American Montessori Society approved site.

The third program track is the early childhood state teacher certification. Students completing this program will meet course requirements for the early childhood teacher certification pre-K-3rd grade. In addition to course work, students will need to pass three teacher certification exams: Oklahoma General Education Test (OGET), Oklahoma Professional Teaching Examination (OPTe), and Oklahoma Subject Area Tests (OSAT). This program is available for a limited time.

The early childhood generalist and the early childhood state teacher certification programs have been designed to incorporate standards outlined by the National Professional Teaching Standards. Candidates involved in these programs are encouraged to make a commitment to students and their learning, know subject content and teach content appropriately to students, manage and foster student's learning, reflect upon systematic decisions in their application and reflection from their own teaching, and work cooperatively in a learning community.

Candidates must complete a minimum of 36 hours of approved work. Written comprehensive examinations are required upon program completion.

Partial tuition grants are available to all qualified school personnel in the greater Oklahoma City metropolitan area.

EARLY CHILDHOOD EDUCATION

PLAN OF STUDY Credit Hours: 36

I. Core courses required for all three options 12-13

ECED 5303	Evaluation of Young Children	3
ECED 5504	Psychological Bases of Learning and Guiding Young Children or	
GED 6813	Psychological Foundations	(3) 4
GED 6903	Methods of Research	3
ELED 5503	Parental Roles in Social Context	3

II. Program Options

ECED—Option 1 Requirements: Early Childhood Generalist

This program is designed to meet the individual needs of the student seeking a master's degree in early childhood education. The course of study is designed to provide program options for each student.

Select from the following: 24

ECED 5003	Introduction to Early Childhood Education	3
ECED 5103	Cognitive Development in Young Children	3
ECED 5113	Sensory Motor Learning	3
ELED 5413	Literacy Development and Content Reading or	
ECED 5213	Language and Reading Development	3
ECED 5603	Basic Concepts of Primary Mathematics	3
ECED 5613	Curriculum Methods in Early Childhood Education	3
ECED 6773	Practicum (required)	3
	Electives	6

ECED—Option 2 Requirements:

American Montessori Certification

This program leads to Montessori certification. The following courses are required with an additional two-semester practicum experience at an AMS-approved site.

Required courses: 24

ECED 5113	Sensory Motor Learning	3
ECED 5163	Montessori Seminar I	3
ECED 5203	Perceptual Development	3
ECED 5213	Language and Reading Development	3
ECED 5242	Materials Construction and Design	2
ECED 5263	Montessori Seminar II	3
ECED 5504	Psychological Bases of Learning and Guiding Young Children	4
ECED 5603	Basic Concepts of Primary Mathematics	3

ECED—Option 3 Requirements:

Oklahoma Teacher Certification

This program leads to Oklahoma Teacher Certification and includes graduate specialized education requirements.

Required courses:

ECED 5003	Introduction to Early Childhood Education	24
ECED 5013	Health, Safety, and Nutrition in Early Childhood Education	3
ECED 5103	Cognitive Development in Young Children	3
ECED 5213	Language and Reading Development	3
ELED 5413	Literacy Development and Content Reading	3
ECED 5613	Curriculum Methods in Early Childhood Education	3
ELED 5113	Teaching of Language Arts	3
ELED 5703	Children's Literature and the Library	3
ELED 5603	Primary and Intermediate Math	3
ECED 5603	Basic Concepts of Primary Mathematics	3

The following are prerequisites for professional and specialized education at the undergraduate level for Teacher Certification:

Credit Hours: 29

EDUC 2001	Introduction to Teaching	1
EDUC 2103	Child Development	3
EDUC 4123	The Exceptional Child	3
EDUC 4663	Contemporary Issues and Culture of Education	3
ELED 3403	Foundations of Reading	3
ELED 4143	Creative Arts Enhancing the Curriculum	3
ELED 4214	Diagnosis and Remediation of Reading Difficulties	4
ECED 4739	Student Teaching in Early Childhood Education	9

ELEMENTARY EDUCATION

The elementary education program is designed to develop a mastery knowledge base to prepare the educator for leadership roles in the twenty-first century. The programs have a strong theoretical base of curricula and current research. The emphasis is on preparing teachers for collaboration and mentoring. Effective teaching strategies will be refined at the critical and analytical levels. Teachers will be able to apply current strategies to reflective teaching as well as to develop leadership skills to participate successfully as leaders in the educational community.

There are three tracks designed to meet the needs of students seeking master's degrees in elementary education. To qualify for the program, students must hold bachelor's degrees and must have completed their undergraduate programs with high standing.

The first track is elementary education generalist. This program is recommended for students who seek to expand their knowledge and abilities to become leaders in the field. This program highlights the most recent research in educational leadership

strategies. The second track is designed for students seeking the American Montessori Certification. Upon satisfactory completion of this program, students will be able to teach at an American Montessori Society-approved site. The third track is elementary state teacher certification. Students completing this program will meet course requirements for the Elementary Teacher Certification 1–8. In addition to course work, students will need to pass three teacher certification exams: Oklahoma General Education Test (OGET), Oklahoma Professional Teaching Examination (OPTE), and Oklahoma Subject Area Tests (OSAT).

The elementary education generalist and the elementary state teacher certification programs have been designed to reflect the philosophy articulated by the National Professional Teaching Standards. Candidates involved in these programs are encouraged to make a commitment to students and their learning, know subject content and teach content appropriately to students, manage and foster student's learning, reflect upon systematic decisions in their application and reflection from their own teaching, and work cooperatively in a learning community.

Candidates must complete a minimum of 36 hours of approved work. Written comprehensive examinations are required upon program completion.

Partial tuition grants are available to all qualified school personnel in the greater Oklahoma City metropolitan area.

ELEMENTARY EDUCATION

PLAN OF STUDY

Credit Hours: 36

I. Core courses required for all three options: 12

ELED 5503	Parental Roles in the Social Context	3
GED 5313	Multicultural Concepts	3
GED 6813	Psychological Foundations	3
GED 6903	Methods of Research	3

II. Program Options

ELED—Option 1 Requirements:

Elementary Education Generalist

This program is designed to meet the needs of the student seeking a master's degree in elementary education. The course of study is designed to provide program options for each student.

Required courses: 12

GED 5213	Effective Teaching Techniques	3
GED 5303	Leadership for Change	3
GED 5403	Collaboration to Mentoring	3
GED 5713	Personal Growth and Counseling	3
GED 6313	Interdisciplinary Curriculum Development	3

Electives: 12

ELED—Option 2 Requirements:

American Montessori Certification

This program leads to Montessori certification. The following courses are required with an additional yearlong internship experience at an AMS-approved site.

Montessori courses: (18) 20

ELED 5002	Montessori Overview (optional)	(2)
ELED 5104	Montessori Elementary Mathematics I	4
ELED 5212	Montessori Elementary Geometry	2
ELED 5214	Montessori Elementary Language I	4
ELED 6304	Montessori Elementary Science and Social Studies I	4
ECED 5504	Psychological Bases of Learning and Guiding Young Children	4

Montessori seminars: 6

ELED 5162	Montessori Elementary Seminar I	2
ELED 5262	Montessori Elementary Seminar II	2
ELED 5362	Montessori Elementary Seminar III	2

ELED - Option 3 Requirements:

Elementary State Teacher Certification

Foundation courses: 6

GREd 5123	The Exceptional Child	3
ELED 5513	Elementary Techniques and Management	3

Select from the following specialization courses: 8

ELED 5113	Teaching Language Arts	3
ELED 5123	Scientific Inquiry in Elementary School	3
ELED 5203	Teaching Social Studies	3
ELED 5413	Literacy Development and Content Reading	3
ELED 5603	Primary and Intermediate Mathematics	3
ELED 5703	Children's Literacy and the Library	3

The following courses are prerequisites for professional and specialized education courses at the undergraduate level for teacher certification:

Credit Hours: 29

EDUC 2001	Introduction to Teaching	1
EDUC 3113	Psychology and Assessment of Learning	3
EDUC 4663	Contemporary Issues and Culture of Education	3
ELED 3203	Physical Education in the Elementary School	3
ELED 3403	Foundations of Reading	3
ELED 4214	Diagnosis and Remediation of Reading Difficulties	4
ELED 4639	Student Teaching in Elementary Education	9
ELED 4143	Creative Arts Enhancing the Curriculum	3

Master of Liberal Arts Degree

Director: Werneke

M.L.A. Council: Patterson, Davis, Khoddam, Liu, Olson, Phelps, Shandiz

The Program

Oklahoma City University's Master of Liberal Arts (M.L.A.) degree program is designed to enable adults to acquire broader knowledge, deeper insight, and greater understanding of our cultural heritage in the humanistic, social, political, and scientific aspects of contemporary civilization. The M.L.A. seeks to lift adults above the provincialism commonly associated with our rapidly changing, increasingly specialized world and to provide them with those general skills that traditionally reflect a liberal education—the abilities to summarize, analyze, evaluate, and synthesize in written and oral discourse—all in an intellectual setting of reflection and value-conscious discourse.

The Student

To be admitted to the program, the M.L.A. student must have earned from a regionally accredited four-year institution a bachelor's or equivalent four-year professional degree. Many students are professionals in the community—attorneys, executive and management personnel, dentists, teachers, doctors. All share the desire for liberal learning, which is a helpful resource in developing the perspective necessary for critical decision making, creative leadership, and enriched personal growth. The M.L.A. student has a developed spirit of independent inquiry and is aware of the value of a strong background of liberal study but is not interested in the strict formality of a conventional degree program.

Students must conform to university requirements for graduate students, and maintenance in the program will be subject to conformity with these requirements.

The Faculty and Administration

The M.L.A. program invites the participation of all full-time members of the OCU faculty. In addition, distinguished professors and other members of the community with appropriate academic and distinguished professional credentials are sought out and employed in service of the program.

The M.L.A. program is chartered by the faculty of the Petree College of Arts and Sciences of OCU. Program policy is established and amended by the Petree College of Arts and Sciences faculty. The M.L.A. director administers the program, and the M.L.A. Council serves as the oversight committee for the administration of the program. The M.L.A. director approves course offerings and faculty appointments, reviews degree

requirements, certifies graduates, and makes general recommendations as to the administration of the program.

The Curriculum

New courses are added to the M.L.A. curriculum each semester, while standard, popular offerings are retained. Courses are regularly offered in art, behavioral sciences, culture, drama, economics, history, literature, music, philosophy, politics, religion, and rhetoric. In addition to the standard M.L.A. degree, consisting of 36 hours taken from any of the M.L.A. offerings, a student may also choose an area of emphasis from among six possibilities: art, international studies, literature, leadership/management, philosophy, and writing. The M.L.A. student wishing to pursue the degree with an emphasis in one of these areas takes a minimum of 18 hours of courses in the area of emphasis. The remaining courses are selected from among the rest of the M.L.A. course offerings. This flexibility allows the student to design a program that is not only personally enriching but also of maximum personal and career benefit. Students pursuing a track or emphasis in international studies, literature, or philosophy may choose to write a thesis, with permission of the track coordinator, as one way of completing 6 credit hours.

Degree Requirements

The M.L.A. degree does not require a thesis (although one may be written as an option), GRE test, or foreign language (although foreign languages may be studied for M.L.A. credit). To receive the Master of Liberal Arts degree, the student must satisfy the following requirements:

1. Complete 36 hours of approved graduate study within six years of the date of admission.
2. Maintain a GPA of 3.00 or above. Students failing to maintain a B average over two semesters will be dismissed from the program.
3. Successfully complete three credit hours of Masters Seminar, designed as an introduction to the study of the humanities and to general graduate methods.
4. A maximum of 6 hours of Independent Study may be taken toward satisfying the M.L.A. degree requirements.
5. A maximum of 6 hours of transfer graduate credit from another accredited institution may be considered toward satisfying the M.L.A. degree requirements. Transfer credits must have been taken within five years prior to the date of admission and must not have been used in attaining a previous degree. Credit is not given for study by correspondence.
6. Admission to the M.L.A. program requires completion of a bachelor's degree from a regionally accredited college or universi-

ty with a GPA of 2.75 or higher on a 4.00 scale.

The student will formally advance to candidacy upon satisfactory completion of 15 credit hours.

Areas of Emphasis

Students may choose to emphasize in one of the following:

- Art—studio, graphic design or photography concentrations (M.L.A.T.)
- General studies
- International studies (M.L.A.I.)
- Leadership/management (M.L.A.M.)
- Literature (M.L.A.L.)
- Philosophy (M.L.A.P.)
- Writing (M.L.A.W.)

Each area of emphasis has its own requirements. See the M.L.A. director for further details.

M.L.A. Mission Statement

The OCU M.L.A. program seeks to enable students to acquire broader knowledge, deeper insight, and greater understanding of cultural and intellectual heritage of the Western world from a humane and value-conscious perspective. This is accomplished through both general studies and specialized courses in the various emphases.

M.L.A. Program Goals

1. To provide adult students with the general skills and outlook which reflect a traditional liberal education. These include the following:
 - A. To summarize, analyze, evaluate, and synthesize ideas in writing.
 - B. To summarize, analyze, evaluate, and synthesize ideas in oral dialogue.
 - C. To summarize, analyze, evaluate, and synthesize ideas by visual means.
2. To provide focused study in art, international studies, leadership/management, literature, philosophy, and writing to prepare adult students for further graduate study or enhanced professional effectiveness.

Master of Science in Computer Science

Chair: Goulden

Faculty: Derk, Hathaway, Hoot, Howenstine,
Kazmierczak, McNutt, Sells

Oklahoma City University's Master of Science in computer science degree offers

- Professional development and enhancement of skills
- In-depth study of computers
- A balance of abstract knowledge and practical understanding

The degree program is designed to aid and encourage professional development for persons in the computer field or in computer-related fields. It is designed for students who desire to enhance their computer skills, extend their expertise into computer science as a new field, further enhance their credentials, or pursue a Ph.D. in computer science. The curriculum is structured to permit students to strengthen their understanding of the complexities of computers and computer applications and to specialize in database systems, distributed computing, software development and algorithm design, or intelligent systems.

Detailed requirements are listed in the *Graduate Handbook* available in the computer science office.

Undergraduate Prerequisites

All graduate students may be required to complete undergraduate courses as prerequisites depending on their undergraduate background. Those prerequisites will be determined by initial evaluation exams covering undergraduate programming and discrete mathematics, and by transcript evaluation. Student transcripts will be evaluated on an individual basis by the graduate faculty. Students with undergraduate majors in disciplines other than computer science or computer engineering will be required to complete undergraduate prerequisite courses before becoming degree candidates.

All international students will be required to complete Technical Writing for Computer Science (MSAD 4003).

Students with Four-Year Degrees in Computer Science

All students with four-year degrees in computer science will be required to undergo the initial evaluations. Students who demonstrate sufficient familiarity with this material via exam or previous course work may begin graduate-level computer science courses. Students who do not have sufficient familiarity with the material will be required to complete appropriate prerequisite courses prior to being formally admitted into the graduate program.

All international students will be required to complete Technical Writing for Computer Science (MSAD 4003).

Students with Four-Year Degrees in Fields Other than Computer Science

All students with four-year degrees in disciplines other than computer science will be required to complete a minimum of 18 hours of undergraduate courses from the courses listed below. Some students may be required to take all of the courses listed below.

		Credit Hours
MATH 2004	Calculus and Analytic Geometry I	4
CSCI 1514	Algorithm Design and Programming I	4
CSCI 1614	Algorithm Design and Programming II (In some cases, CSCI 2713 C++ Programming may be substituted for CSCI 1514 and 1614)	4
CSCI 3114	Data Structures	4
CSCI 3503	Discrete Math	3
CSCI 4313	Introduction to Operating Systems	3
CSCI 4613	Database Design and Management	3
MSAD 4003	Techniques of Writing for Computer Science	3

(Note: MSAD 4003 is required for all international students).

Students may test out of some courses or may be given credit for some courses based on their transcripts. However, the student will then be required to take other undergraduate computer science course(s) of the same or higher level so that he or she completes a minimum of 18 hours in undergraduate computer science courses.

Students with Three-Year Undergraduate Degrees in Computer Science

Before a student with a three-year undergraduate degree is admitted to the graduate program, he or she must complete 32 hours of undergraduate course work. These courses may include no more than 9 hours from any one major other than computer science. The student may enroll in a limited number of graduate courses during this time with the permission of his or her advisor.

To complete an undergraduate degree in computer science, the student must submit copies of official transcripts for all previous undergraduate work so that credits may be appropriately transferred, complete the courses necessary to meet the minimal hours and General Education requirements of the university, and complete all requirements for one (or more) tracks in computer science. This will most likely require more than the 32 hours required to gain admission to the graduate program. It is not necessary to complete an undergraduate degree to gain admission to the graduate program.

Students with a Three-Year Undergraduate Degree in a Field Other than Computer Science

Students with a three-year undergraduate degree in a field other than computer science must take 32 hours of undergraduate class work prior to beginning graduate course work. These courses will include the following:

		Credit Hours:
MATH 2004	Calculus and Analytic Geometry I	4
CSCI 1514	Algorithm Design and Programming I	4
CSCI 1614	Algorithm Design and Programming II (In some cases, CSCI 2713 C++ Programming may be substituted for CSCI 1514 and 1614)	4
CSCI 3114	Data Structures	4
CSCI 3503	Discrete Math	3
CSCI 4313	Introduction to Operating Systems	3
CSCI 4613	Database Design and Management	3
MSAD 4003	Techniques of Writing for Computer Science	3
CSCI	Upper Division Course	6 (or more)

Students may test out of some of these courses or may be given credit for some of the courses based on their transcripts.

Regardless of the number of hours students test out of or receive transcript credit for, they must complete a minimum of 32 hours of undergraduate computer science courses in order to meet the prerequisites for the graduate computer science program.

Academic Regulations

1. To graduate, each student must meet the following criteria:

- Complete any assigned undergraduate prerequisites satisfactorily
- Pass the qualifying exam
- Complete the course work required of one of the master's tracks with a minimum 3.00 GPA
- Pass the core exam

After successful completion of all course work, the student will have no more than one year to complete all degree requirements, including qualifying, core, and track exams.

2. A student will be admitted to degree candidacy when he or she has completed all assigned undergraduate prerequisites and passed the qualifying exam. While enrolled in undergraduate prerequisites and not yet admitted to candidacy, a student may enroll in other undergraduate courses and, with permission, graduate courses.

3. All undergraduate or preparatory courses must be completed with a grade of B- or better.

4. Each student will be required to obtain approval of his or her course of study by a graduate advisor. As a general rule, each course of study requires

- Four core courses:
 - Theory of Computing (MS 5103)
 - Logic for Computer Science (MS 5203)
 - Algorithm Design and Analysis (MS 5413)
 - Computer Organization and Architecture (MS 5503)
- Several track emphasis courses
- Sufficient electives to complete a total of 33 graduate computer science semester hours

5. All graduate courses must be completed with a grade of C- or better. In addition, all track emphasis courses must be completed with a grade of B- or better. Students must maintain a minimum GPA of 3.00 in graduate computer science courses. No more than two graduate computer science courses may have a grade of less than B-.

6. Students may repeat courses to replace an unsatisfactory grade or improve their GPA. A student may repeat no more than two graduate courses, and no graduate course may be repeated more than once.

7. Upon entry, the student may transfer no more than two graduate courses totaling no more than 6 semester credit hours from other colleges or universities. Transfer credit may be granted for courses completed with a grade of B or better at an accredited college or university for graduate credit in computer science or a closely related discipline. Such courses must not have been used for requirements for a degree from the previous institution. Transfer credit will be granted only for courses on a student's approved course of study and only with the approval of his or her academic advisor.

8. Any graduate courses completed more than seven years prior to the awarding of an M.S. degree may not be used to satisfy requirements for that degree.

9. For the first fall or spring term in which a student is enrolled, the student may enroll in no more than three courses (up to 10 credit hours). For subsequent fall or spring semesters, four courses (12–13 credit hours) will be allowed, provided the student has a GPA of 3.50 or better. Under no circumstances will a student be allowed to enroll in more than 13 hours in one semester. Students will generally be limited to one course (3 or 4 hours) in any summer term. Two courses in a six-week summer term will be allowed if the student has a GPA of 3.75 or better or in an eight-week summer term if the student has a GPA of 3.50 or higher.

Academic Probation

After admission to degree candidacy, a student is expected to maintain an overall GPA of at least 3.00 in graduate courses. If the GPA falls below 3.00, the student will be placed on academic probation.

A student not meeting the entry requirements of the department or the university may, in extenuating circumstances, be admitted to the program on academic probation. If a student is placed on academic probation, he or she must achieve the required GPA by the time three additional graduate courses are completed or within one calendar year, whichever occurs first. A student failing to meet these requirements may be dismissed from the program.

Qualifying Exam

The qualifying exam tests knowledge of undergraduate material in the areas of C++ programming, discrete math, data structures, and operating systems and is offered in the fall and spring semesters and summer sessions.

Immediately after successful completion of a student's assigned undergraduate prerequisites, the student must take the qualifying exam. All students are required to pass the qualifying exam in order to be admitted to degree candidacy. If the student fails the qualifying exam, he or she must retake it at the next available testing date thereafter, except for summers.

Failure of the qualifying exam for a second time will result in dismissal from the program.

Core Exam

All students are required to pass the core exam in order to graduate. The core exam tests knowledge of material presented in the graduate core courses.

Students will not be allowed to take the core exam until they have successfully completed the courses being tested but must take the core exam as soon as they have successfully completed the appropriate courses.

Students will not be allowed to take the core exam until after they have taken the qualifying exam.

Track Exam

Students in all tracks except the general track may elect to take a track exam covering material from the emphasis courses in their track specializations.

Upon successful completion of the track exam, the student's transcript will be annotated with the track designation. Students will be allowed only one attempt to pass the track exam.

Students who do not successfully complete the track exam will not have track specializations noted on their transcripts.

DEGREE REQUIREMENTS

Students are required to obtain approval of a course of study from a graduate faculty advisor. Courses are organized into tracks, each of which has a required common core, track-required emphasis courses, and electives.

Each track requires the following core courses:

REQUIRED CORE COURSES		Credit Hours: 12
MS 5103	Theory of Computing	3
MS 5203	Logic for Computer Science	3
MS 5413	Algorithm Design and Analysis	3
MS 5503	Computer Organization and Architecture	3

DATABASE SYSTEMS TRACK

Degree Requirements **Credit Hours: 33**

Required core courses		12
Required emphasis courses		12
MS 5603	Database Design	3
MS 6303	Distributed Operating Systems	3
MS 6603	Postrelational Database Systems	3
MS 6613	Intelligent Database Systems	3
Electives		9

DISTRIBUTED COMPUTING TRACK

Degree Requirements **Credit Hours: 33**

Required core courses		12
Required emphasis courses		12
MS 5303	Embedded and Real-Time Operating Systems	3
MS 5513	Computer System Architecture	3
MS 6303	Distributed Operating Systems	3
MS 6503	Computer Network Architecture	3
Electives		9

SOFTWARE DEVELOPMENT AND ALGORITHM DESIGN TRACK

Degree Requirements **Credit Hours: 33**

Required core courses		12
Required emphasis courses		15
MS 5303	Embedded and Real-Time Operating Systems	3
MS 5403	Software Engineering	3
MS 5803	Computer Graphics	3
MS 6203	Object-Oriented Programming	3
MS 6403	Advanced Algorithm Design	3
Electives		6

INTELLIGENT SYSTEMS TRACK

Degree Requirements

Credit Hours: 33

Required core courses

12

Required emphasis courses

12

MS 5303	Embedded and Real-Time Operating Systems	3
MS 5703	Artificial Intelligence	3
MS 6703	Knowledge Discovery Techniques	3
MS 6713	Robotics	3

Electives

9

GENERAL TRACK

Degree Requirements

Credit Hours: 33

Required core courses

12

Required emphasis courses

3

(Choose one):

MS 5303	Embedded and Real-Time Operating Systems	or	
MS 6303	Distributed Operating Systems		3

Electives

18

Electives may be chosen from any 5000- or 6000-level course not required on the core or emphasis for a track. This includes the following:

MS 6063	Special Topics	3
MS 5981-6	M.S. Degree Project	1-6
MS 6981-6	M.S. Degree Research	1-6

Each student must complete 33 or more graduate hours with a graduate GPA of 3.00 or better and no more than two grades of C.

Master's project or research is reserved for students who have completed 18 or more hours of graduate courses and have demonstrated to a faculty sponsor capability for independent study and research and proficiency in emphasis courses of the track.

Each student must take the qualifying exam and the core exam. Please refer to the description of these exams on the preceding pages.

A student in the database systems, distributed computing, software development and algorithm design, or intelligent systems track may elect to take the track exam in his or her specialty. Successful completion of this exam will result in a notation of the student's specialization on his or her transcript. Students who do not pass the track exam, do not elect to take the track exam, or who complete the general track will not have this notation on their transcripts.



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**Meinders School
of Business**

Master of Business Administration

Master of Science in Accounting



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Meinders School of Business

Dr. Bart Ward, Dean
Dr. Mahmood Shandiz, Senior Associate Dean

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration (M.B.A.) program is designed to train and develop globally relevant managers. The program emphasizes business strategies and techniques in the global environment. It is also designed with flexibility and convenience in mind, allowing the student to choose among different concentrations within the following three formats:

Traditional On-campus—The traditional on-campus program offers the full-time or part-time student the opportunity to take the required course work at Oklahoma City University's Meinders School of Business during the traditional four-semester academic year (fall, spring, summer I, and summer II).

Accelerated—The accelerated program offers the working professional a series of nine-week cycles with a one-week break between each cycle in Oklahoma City and Tulsa. Classes meet one evening per week from 5:30 p.m. to 9:30 p.m. An M.B.A. degree may be completed within sixty weeks with concerted effort. However, the program may be completed at a pace selected by the student. This program meets the same academic standards as the on-campus program. Classes are taught by faculty members of the Meinders School of Business and practicing professionals who possess outstanding academic and business credentials to serve as adjunct faculty. These professionals help to assure that the M.B.A. program maintains a contemporary, business-related focus by bringing a wide range of experience into classroom teaching situations.

International—The international executive M.B.A. program offers an accelerated approach to management education for working professionals in Singapore; the People's Republic of China; Vancouver, B.C.; and other locations throughout the world. Course requirements consist of preassignments, ten days of on-site instruction by faculty members of the Meinders School of Business, postassignments, and final examinations. Admissions requirements, curriculum, and academic standards meet the same criteria as those of the traditional on-campus and accelerated M.B.A. programs.

M.B.A. Degree Options

The M.B.A. program is designed to meet the demanding needs of midcareer managers and recent college graduates who have baccalaureate degrees from accredited colleges or universities. All M.B.A. programs have a strong emphasis on different aspects of global business practices.

Applicants who already have an acceptable Bachelor of Business Administration (B.B.A.) have two options: For those who desire to gain an understanding of the essential managerial skills, the M.B.A. generalist program is available. This program consists of twelve courses or 36 semester hours of course work. For those who wish to focus on a particular vital area of current business and management practice, the M.B.A.-Plus-Specialization program is an attractive option. This innovative concept in graduate education allows the student to develop both a comprehensive background in basic management skills and, at the same time, select course work aimed toward a particular career path. This program consists, in addition to M.B.A. generalist courses, of two to four advanced courses in selected areas of specialization such as finance, health administration, information technology, integrated marketing communications, international business, and marketing.

Applicants without a B.B.A. may be required to establish competency by earning grades of B- or better in the foundation block (BSAD courses) before advancing to the M.B.A. program. Students may be required to complete a maximum of 18 hours from the foundation block regardless of their undergraduate majors. Foundation block (BSAD) courses do not count toward required M.B.A. course work.

FOUNDATION BLOCK COURSES

Course Requirements	Credit Hours: 18
BSAD 5003	Essentials of Business English 3
BSAD 5013	Essential Concepts in Accounting 3
BSAD 5023	Essential Concepts in Finance 3
BSAD 5033	Essential Concepts in Management and Marketing 3
BSAD 5043	Essential Concepts in Statistics and Computer Applications 3
BSAD 5053	Essential Concepts in Macro- and Microeconomics 3

Information technology students are required to satisfy the following two additional prerequisites:

IT 2213	Object-Oriented System Design with "Visual" Tools (or another programming language approved by the information technology department chair) 3
IT 5603	Management Information and Technology 3

Applicants holding academic diplomas recognized by the country in which the diploma is granted as equivalent to a baccalaureate degree (a three-year, 90-hour program) may be conditionally admitted to the M.B.A. program upon successful completion of the following 36 hours of undergraduate pre-M.B.A. courses:

PRE-M.B.A. COURSES		Credit Hours: 36
ACCT 2113	Financial Accounting	3
ACCT 2213	Managerial Accounting	3
ECON 2013	Principles of Economics I	3
ECON 2113	Principles of Economics II	3
ECON 2123	Business Statistics	3
ECON 2323	Quantitative Approaches to Management	3
IT 1003	Computers in Society	3
MGMT 2023	Business Research and Communication	3
MGMT 3123	Principles of Management and Organization	3
FIN 3023	Business Finance	3
MKTG 3013	Marketing Principles	3
MBM 4573	International Business Strategy	3

Pre-M.B.A. students are not permitted to waive any hours of the 36-hour requirement for the pre-M.B.A. program. Students who can demonstrate prior completion of one or more of the required pre-M.B.A. courses may elect to complete a higher-level undergraduate course in the appropriate area(s) of study. Students may not enroll in M.B.A. courses until they have successfully completed the pre-M.B.A. program. Upon successful completion of the pre-M.B.A. program the student will be awarded a certificate but not a B.S. degree.

M.B.A. GENERALIST

Program Description

The M.B.A. generalist program has been designed for mature students who are on the fast track and desire to gain a general understanding of the nature of business and essential managerial skills. This program may be completed by full-time students in one intensive year.

The M.B.A. program consists of three different blocks of courses: environmental, functional, and capstone. These required courses provide all M.B.A. candidates with a fundamental understanding of essential managerial skills and tasks. M.B.A. students who choose to focus on a particular area of business such as finance, marketing, or international business must complete two to four additional courses in their area of concentration.

Environmental Block		Credit Hours: 12
ECON 5203	Managerial Economics	3
ACCT 5403	Accounting for Managers	3
MBM 5503	World Economy and International Business	3
MGMT 5703	Legal Environment and International Transactions	3

Functional Block		18
MKTG 5103	Strategic Marketing Decisions	3
ECON 5213	Production Operations and Quantitative Analysis	3
FIN 5303	Financial Policy for Managers	3
MGMT 5713	Organizational and Managerial Processes	3
MBM 6513	Multinational Marketing Management	3
MBM 6523	Multinational Corporate Finance	3

Capstone Block		6
MGMT 6773	Business Ethics	3
MBM 6543	Global Competitive Strategy and Administrative Policy	3

J.D./M.B.A.

Program Description

The J.D./M.B.A. program at OCU seeks to develop synergy and build on the unique attributes from both professional schools. To participate in this program, students must be admitted to both schools; all the usual entrance requirements apply. There is no required sequence for admission, meaning students may apply and matriculate at either school first. Law students may apply to the Meinders School of Business (MSB) at any time prior to the end of the fifth semester at the law school. MSB students may apply to the Law School at any time prior to completion of 12 credit hours of work in the MSB. An MSB student who wishes to pursue the joint degree must begin law studies in the first August following his or her decision to pursue the joint degree. Joint degree candidates must satisfy all MSB prerequisites (foundation block courses) prior to beginning work in the MSB (by prior academic credit, course work, online course work, waiver, etc). Joint degree students must take 30 hours from the MSB, over and above any foundation classes, and 84 hours from the Law School. This compares with a typical 36-hour requirement for the MSB and 90 hours for the Law School if the student were to pursue the degrees separately. Joint degree students are exempt from taking Legal Environment and International Transactions and Business Ethics courses in the M.B.A. generalist track.

M.B.A.–PLUS-SPECIALIZATION PROGRAMS

Students seeking a specialization will take an additional 6-12 credit hours in the area(s) of their interest. All prerequisites to the area of specialization must be met. The area(s) of specialization will be noted on the student's transcript.

FINANCE

Program Description

The effective executive of the new century understands the importance of financial decisions in nearly every aspect of the organization. Using the corporation's goals, capital requirements, and historical accounting information, the financial manager must be able to forecast the firm's future needs for funds and prepare plans for securing these funds at the optimum cost. The successful financial manager combines an understanding of rapid changes in the money and capital markets with the knowledge of the corporation's financial needs. The finance specialization prepares professionals in major corporations, financial institutions, and governmental agencies.

SPECIALIZATION BLOCK Credit Hours: 6

Students must take a minimum of 6 hours from the following:

FIN 6313	Investments Management	3
FIN 6323	Money and Capital Markets	3
FIN 6333	Health Care Financial Management	3
FIN 6343	Corporate Financial Strategies	3
FIN 6353	Special Topics in Finance	3

HEALTH ADMINISTRATION

Program Description

The Meinders School of Business M.B.A. in health administration puts students on the cutting edge of the critical issues and changes affecting the health care industry today. The 48-hour degree program, designed for human service professionals, benefits current and future managers of hospitals, long-term care facilities, health maintenance organizations, rehabilitation clinics, and community health and ambulatory care programs.

SPECIALIZATION BLOCK Credit Hours: 12

MKTG 6143	Marketing of Health Services	3
FIN 6333	Health Care Financial Management	3
MGMT 6723	Medical Law and Regulations	3
MGMT 6733	Seminar in Health Administration, Medical Terminology, Medical Procedures, and Medical Systems	3
MGMT 6760	Fieldwork in Health Administration (no-credit)*	

*This course is an optional course for M.B.A. health administration students who lack work experience in a health administration environment.

INFORMATION TECHNOLOGY

Program Description

The new manager is increasingly faced with using the computer for planning, forecasting, storing data, processing transactions, and making decisions. The information technology specialization is designed for persons with a sound understanding of business who also need to develop basic competency in the use of computers for their work. It is not, however, a program for computer programming specialists. With the electives offered in the information technology track, the student learns how to design and efficiently use the immense capabilities of the computer for data processing purposes and to become the critical link between basic operations that use data and those that tabulate and store data.

SPECIALIZATION BLOCK Credit Hours: 9

IT 6613	System Analysis and Design	3
IT 6623	Advanced Database Management	3
Students must take a minimum of 3 hours from the following:		
IT 6633	Strategic Information Systems Management	3
IT 6643	Networking on the Internet	3
IT 6653	Special Topics in Information Technology	3
IT 6663	Business Systems Internship	3

INTEGRATED MARKETING COMMUNICATIONS

Program Description

Integrated marketing communications is designed for anyone interested in developing, managing, planning, or practicing intelligent, effective organization and consumer communications. The M.B.A. in integrated marketing communications blends the expertise of mass communications analysis and applications with the strength of business and financial management; is the response of business and marketing communications to rapid worldwide changes in markets, demands, technology, and consumer power; and is a new way of planning and managing the business of marketing communications and its components, including advertising, public relations, sales management, direct marketing, sponsorships, events, and cross-promotions.

SPECIALIZATION BLOCK Credit Hours: 12

MKTG 6113	Buyer Behavior	3
MBIM 6903	Strategic Development and Creative Management	3
MBIM 6913	Application I: Advertising and Sales Promotions	3
MBIM 6923	Application II: Public Relations and Direct Marketing	3

INTERNATIONAL BUSINESS AND FINANCE

Program Description

The M.B.A. in international business and finance is an intensive program consisting of a minimum of 45 credit hours. Based on the strong foundation of M.B.A. core courses, it requires a minimum of 6 additional credit hours in the functional area of finance and 3 additional credit hours in international business. Students may take some of the required courses in Singapore, Canada, China, or any other country in which OCU offers the international executive M.B.A. programs. The program offers a number of advanced research-oriented courses that may be utilized by students for applied research to develop an industry specialization, regional specialization, or internship.

SPECIALIZATION BLOCK		9
MBM 6563	Special Topics in International Business or	
MBM 6573	International Business Internship	3
Students must take a minimum of 6 hours from the following:		
FIN 6313	Investments Management	3
FIN 6323	Money and Capital Markets	3
FIN 6343	Corporate Financial Strategies	3
FIN 6353	Special Topics in Finance	3

INTERNATIONAL BUSINESS AND INFORMATION TECHNOLOGY

Program Description

The M.B.A. in international business and information technology is an intensive program consisting of a minimum of 48 credit hours. Based upon the strong foundation of M.B.A. core courses, it requires a minimum of 9 credit hours in the functional area of information technology and an additional 3 credit hours in international business. The program is flexible, allowing students to take their core courses in Singapore, Canada, China, or any other country in which OCU offers international executive M.B.A. programs. The program offers a number of advanced research-oriented courses that may be utilized by students for applied research to develop an industry specialization, regional specialization, or internship.

SPECIALIZATION BLOCK		12
MBM 6563	Special Topics in International Business or	
MBM 6573	International Business Internship	3
Students must take the following two courses:		
IT 6613	Systems Analysis and Design	3
IT 6623	Advanced Database	3
Students must take a minimum of 3 hours from the following:		
IT 6633	Strategic Information Systems Management	3
IT 6643	Networking on the Internet	3
IT 6653	Special Topics in Information Technology	3
IT 6663	Business Systems Internship	3

INTERNATIONAL BUSINESS AND MARKETING

Program Description

The M.B.A. in international business and marketing is an intensive program consisting of a minimum of 45 credit hours. Based on the strong foundation of M.B.A. core courses, it requires a minimum of 6 credit hours in the functional area of marketing and an additional 3 credit hours in international business. The program is flexible, allowing students to take their core courses in Singapore, Canada, China, or any other country in which OCU offers international executive M.B.A. programs.

The program offers a number of advanced research-oriented courses that may be utilized by students for applied research to develop industry specialization, regional specialization, or an internship.

SPECIALIZATION BLOCK		9
MBM 6563	Special Topics in International Business or	
MBM 6573	International Business Internship	3
Students must take a minimum of 6 hours from the following:		
MKTG 6113	Buyer Behavior	3
MKTG 6123	Services Marketing	3
MKTG 6133	Marketing Research and Analysis	3
MKTG 6153	Special Topics in Marketing	3

MARKETING

Program Description

Marketing is a highly visible component of contemporary American business. Employment opportunities, stimulated by the demand for new products and services, are expected to grow faster than the overall growth of the economy. The elective courses in the marketing specialization are designed for the new marketing manager in mind. Opportunity is provided for the student to analyze actual business situations and to design advertising and marketing campaigns.

SPECIALIZATION BLOCK		6
Students must take a minimum of 6 hours from the following:		
MKTG 6113	Buyer Behavior	3
MKTG 6123	Services Marketing	3
MKTG 6133	Marketing Research and Analysis	3
MKTG 6153	Special Topics in Marketing	3

POLICIES AND STEPS TO EARN AN M.B.A. DEGREE

Admissions and Waiver Policy

Formal application for admission to the graduate program must be made on an official application form. This form may be obtained from the Graduate Admissions Office, 2501 N Blackwelder, Oklahoma City, OK 73106 or by calling (405) 521-5351 or by visiting the OCU Web site at www.okcu.edu/admissions. Students may enter at any one of four times during the year for the traditional on-campus program: at the beginning of the fall, spring, summer I, or summer II terms. The accelerated M.B.A. programs begin at numerous times throughout the year.

Official transcripts of all previous college or university studies are required. These should be requested from the institutions previously attended and sent directly to the Graduate Admissions Office. See Admission Procedure in this catalog.

English language proficiency is required in all business courses. With the exception of applicants who completed their undergraduate studies at institutions where English was the language of instruction, all international students must demonstrate a sufficient score of 510 (180 computer-based) on the Test of English as a Foreign Language (TOEFL) or have achieved level 110 in the ELS program prior to being considered for admission. International students who have a TOEFL score below 560 (220 computer-based) but equal to or above 510 (180 computer-based) or who have achieved level 110 in the ELS program must take the Essentials of Business English (BSAD 5003) course in the foundation block when they first enroll unless they have graduated from an accredited American institution of higher education. Students who demonstrate a score of 560 (220 computer-based) on the TOEFL or a 6.0 overall and 5.5 on each band score on the I.E.L.T.S. or have achieved level 112 in the ELS program prior to being considered for admission will be considered to have sufficient English language proficiency requirements.

Applicants to the M.B.A. program must have bachelor's degrees from accredited institutions or be eligible for admission to graduate programs under the United Kingdom system.

A GPA of 2.75 or higher is required. Promising applicants with GPAs from 2.25 to 2.75 may be granted conditional admission only with approval from the dean or his designee. Applicants to the accelerated M.B.A. program are expected to have at least three years of relevant management experience and provide appropriate documentation and recommendations from immediate supervisors.

Applicants without satisfactory academic business background will be required to complete the foundation block courses offered

online or on campus. The student's background, work experience, and exposure to business issues will determine which of these learning experiences will be required. This determination will be made by the dean of the Meinders School of Business.

Students are encouraged to take the Graduate Management Admission Test (GMAT) either before admission or during their first semester or cycle. Traditional on-campus students must report their GMAT scores before the end of their first semester at OCU. Accelerated M.B.A. students must report GMAT scores by the end of their second cycle. The GMAT is required of all applicants. The test, administered by the Educational Testing Service, is given throughout the year around the world. A bulletin of information about the test may be obtained by writing directly to the Educational Testing Service, Box 966, Princeton, NJ 08540 or by contacting the Graduate Admissions Office or by visiting the GMAT Web site at www.gmat.com.

Academic Advising

Upon receiving a letter of admission, a student should contact the Student Services Office at the Meinders School of Business. The student services specialist will assist the student in selecting courses and planning the program for the degree. The telephone listings and office hours for the student services specialists are available in the office of the dean of the Meinders School of Business.

Transfer Policy

For students admitted to the M.B.A. program, the Meinders School of Business may accept transfer credit at entrance only. A maximum of 6 credit hours of graduate-level business courses may be eligible for transfer if completed at other accredited universities within the five years prior to the student's entry date into the Meinders School of Business, provided they have not been credited toward a previous degree. Any course accepted for transfer credit must have been completed with a grade of B or better.

Requests for transfer credit hours will be considered and processed only after a request is documented on a petition form and must be accompanied by a course description, list of texts used, and official transcript of the final grade assignment. This information must be submitted to the dean at or prior to initial registration. If approval is granted, credit for the hours will be reflected on the official OCU transcript. Grades earned for transferred work do not count toward the M.B.A. cumulative GPA.

Course Repeat Policy

A student may repeat a graduate course in the M.B.A. program only once. The course number must be the same as that of the original course. The higher grade will be calculated in the stu-

dent's GPA. The lower grade will be recorded on the transcript as an R (Repeat) and excluded from the student's GPA. The higher grade will be posted in the semester earned.

Curriculum Sequence

The curriculum block courses must be taken in a sequence. The number of foundation block courses that a student is required to take will be determined upon the student's initial admission to the M.B.A. program and depends upon such factors as undergraduate grades, GMAT and TOEFL scores, undergraduate major, and prior business experience.

Students conditionally admitted to the M.B.A. program may not enroll in the environmental block without permission of the dean. Students may not enroll in upper-division (6000-level) courses until they have successfully completed the respective prerequisite course in the functional block.

Students may not be concurrently enrolled in more than two curriculum blocks at the same time.

Candidate for Degree

A student accorded candidate for degree status is expected to complete the M.B.A. degree. While still subject to probation, if warranted, a candidate for degree will be allowed to complete all course work (except in cases of gross violation of the university's rules and regulations), subject to the following conditions:

1. Completion of 12 hours of graduate study with a cumulative G.P.A. of 3.00
2. Satisfaction of all prerequisites
3. No other impediments

Probation Policy

A student may be placed on probation at admission; whenever his or her cumulative GPA falls below 3.00; whenever he or she receives a grade below B- in a BSAD course; whenever he or she receives more than two grades below B-; whenever he or she receives a grade below C-; or for violation of other academic norms, standards, or behavior as determined by the university or the school.

Traditional on-campus probationary students will have two full semesters plus the intervening summer sessions to remedy the deficiencies. Accelerated students will have four cycles. On-campus probationary students may not take more than 9 credit hours in each of the fall and spring semesters and 3 credit hours in each summer session. Accelerated probationary students may not take more than 3 credit hours per cycle. A student may retake a class only once. At the conclusion of the probationary period, the academic dean will review the student's record for one of three options: removal of probation, continuation of probation, or dismissal from the program.

Attendance Policy

Students are expected to attend classes and arrive no later than the designated starting time for all classes. Absenteeism and tardiness may lead to a grade reduction, at the professor's discretion.

Academic Load

Traditional on-campus students may not take more than 12 credit hours during fall and spring semesters and 6 credit hours during summer terms. Accelerated M.B.A. students may not take more than 6 credit hours per cycle.

Dismissal Policy

The student who has been admitted on probation must earn a grade of B- or better in each BSAD course completed and maintain a GPA of 3.00 or better during the first 9 hours of attempted M.B.A. course work. If the GPA falls below 3.00, the student will be dismissed from the university. A student who continues on probation beyond two full semesters (and the intervening summer terms) or four cycles shall be dismissed from the university for poor academic performance. Grades for foundation block courses (BSAD) will be listed on the student's graduate transcript but will not be calculated in the student's graduate GPA. To remain in good standing in the M.B.A. program, a graduate student must earn a grade of B- or better in each BSAD course completed.

The dismissal decision may be appealed with the registrar.

Academic Appeal Process

A student may appeal decisions affecting his or her academic progress as follows:

1. The student initiates an appeal by filing a written petition with the school's academic dean.
2. The academic dean reviews the petition and determines if a meeting with the student petitioner is necessary.
3. The student petitioner will be informed in writing of the decision on the merits of his or her petition.
4. If the student does not agree with the decision, he or she may continue the appeal process with the VPAA.

Eligibility for Graduation

A student is eligible for graduation when the following conditions are satisfied:

1. All graduate courses have been completed with a minimum graduate GPA of 3.00.
2. The student has no grade below C-.
3. The student does not have more than two grades lower than B-.
4. The student is not on probation.
5. There are no other impediments.

MASTER OF SCIENCE IN ACCOUNTING

Program Description

The Master of Science in Accounting (M.S.A.) is a highly structured program that focuses on accounting. The program is designed for students who desire knowledge in all areas of accounting. Upon successful completion of the M.S.A. program, students will have met the educational requirements to sit for the Certified Public Accountant exam in most states. Qualified students may complete the degree in 30 hours of study.

Program Requirements

The following foundation courses must appear on the student's undergraduate transcript or must be taken at OCU:

FOUNDATION COURSES		Credit Hours: 30
ACCT 3113	Intermediate Accounting I	3
ACCT 3123	Intermediate Accounting II	3
ACCT 3213	Cost Accounting	3
ACCT 3413	Income Tax Accounting for Partnerships and Corporations	3
ACCT 4113	Advanced Accounting I	3
ACCT 4123	Advanced Accounting II	3
ACCT 4313	Auditing	3
ACCT 4413	Income Tax Accounting for Individuals	3
ECON 2123	Business Statistics	3
FIN 3023	Business Finance	3

In addition, students whose undergraduate education did not include Financial Accounting (ACCT 2113) and Managerial Accounting (ACCT 2213) are advised to take these two courses prior to enrolling in Intermediate Accounting (ACCT 3113). None of the above courses are to be applied to the master's degree.

A student holding an academic diploma recognized by the country in which it is granted as equivalent to a baccalaureate



degree (a three-year, 90-hour program) may be conditionally admitted to the M.S.A. program upon successful completion of the pre-M.S.A. courses. Upon successful completion of the pre-M.S.A. and M.S.A. programs, the student will be awarded the M.S.A. degree. No baccalaureate degree will be awarded. The pre-M.S.A. program comprises 36 hours, including Financial Accounting (ACCT 2113) and Managerial Accounting (ACCT 2213) and above courses.

Students are not permitted to waive any hours of the 36-hour requirement for the pre-M.S.A. program. Students who can demonstrate prior completion of one or more of the required pre-M.S.A. courses may elect to complete higher-level undergraduate course in the appropriate area(s) of study. Students may not enroll in M.S.A. courses until they have successfully satisfied all course requirements of the pre-M.S.A. program.

In addition to completing any foundation courses, the student must complete the 30 hours of graduate course work listed below.

MASTER OF SCIENCE IN ACCOUNTING

Degree Requirements **Credit Hours: 30**

ENVIRONMENTAL SUPPORT BLOCK 9

MLAS 6463	Ethics: Business and Professions	3
MLAW 5313	Writing: Business and Technical	3
MGMT 5703	Legal Environment and International Transactions	3

TECHNICAL SUPPORT BLOCK 9

ECON 5213	Production Operations and Quantitative Analysis	3
IT 5613	Computer Applications for the M.S.A. Program	3
FIN 5303	Financial Policy for Managers	3

PROFESSIONAL BLOCK 12

MSA 5113	Financial Accounting Theory	3
MSA 5213	Advanced Cost Accounting	3
MSA 5313	Advanced Auditing	3
MSA 5413	Advanced Issues in Tax Accounting	3

POLICIES AND STEPS TO EARN AN M.S.A. DEGREE

Admissions and Waiver Policy

Applicants to the M.S.A. program must have bachelor's degrees from accredited four-year colleges or universities, with a GPA of at least 2.50. In addition to the baccalaureate degree, the applicant's transcript must include a grade of not less than C (2.00) in any foundation course and a cumulative GPA in foundation courses of at least 2.50. Promising applicants with GPAs of less than 2.50 may be granted conditional admission only with approval from the dean or his or her designee. Students who

took Auditing (ACCT 4313) and/or Intermediate Accounting I and II (ACCT 3113 and ACCT 3123) at a non-United States college or university will be required to repeat these courses at OCU. These courses are the foundation of accounting, and it is imperative that the student have a strong background in these courses.

Formal application for admission to the M.S.A. program must be made on the official application form. This form may be obtained from the Graduate Admissions Office, 2501 North Blackwelder, Oklahoma City, OK 73106 by calling (405) 521-5351 or by visiting the university Web site at www.okcu.edu. Students may enter at any one of four times each year: at the beginning of the fall and spring semesters or summer I or summer II terms.

Official transcripts of all previous college or university studies are required. These transcripts should be requested from the institutions previously attended and sent directly to the Graduate Admissions Office. See Admission Procedure in this catalog.

English language proficiency is required in all business courses. With the exception of applicants who completed their undergraduate studies at institutions where English was the language of instruction, all international students must demonstrate a sufficient score on the Test of English Language (TOEFL) or have achieved level nine in the ELS program prior to being considered for admission. International students who have a TOEFL score below 560 or have not achieved level eleven in the ELS program should take Essentials of Business English (BSAD 5003) course unless they have graduated from an accredited American institution of higher education.

Academic Advising

Upon receiving a letter of admission, a student should contact the chair of the accounting department. The chair will assist the student in selecting courses and in planning the academic program. The telephone listing, e-mail address, and office hours of the chair are available in the office of the dean of the Meinders School of Business.

Transfer Policy

For students admitted to the M.S.A. program, a maximum of 6 credit hours of graduate-level business courses completed at other accredited universities may be accepted as transfer credit. This course work may not have been counted toward a previous degree, must have been completed within five years prior to admission at OCU, and must have been completed with a grade of B or better.

Requests for transfer credit hours will be considered and processed only after a request is documented on a petition form and must be accompanied by a course description, list of texts used, and an official transcript of the final grade assignment. This information must be submitted to the department chair at or prior to initial registration. If approval is granted, credit for the hours will be reflected on the official OCU transcript. Grades earned for transferred work do not count toward the M.S.A. cumulative GPA. Any exceptions to this policy must be approved by the dean of the Meinders School of Business.

Course Repeat Policy

A student may repeat a graduate course in the M.S.A. program only once. The course number must be the same as that of the original course. The higher grade will be calculated in the student's GPA. The lower grade will be recorded on the transcript as an R (repeat) and excluded from the student's GPA. The higher grade will be posted in the semester earned.

Probation Policy

A student may be placed on probation at admission, whenever his or her cumulative G.P.A. falls below 3.00; or whenever he or she receives more than two grades below B-; if he or she receives a grade below C-; or for violation of other academic norms, standards, or behavior codes as determined by the university or the school.

Students on probation because of a GPA below 3.00 will have two semesters (including the intervening summer terms) to remedy the deficiency. Students on probation at admission will have two semesters (including the intervening summer terms) to attain a minimum GPA in graduate course work of 3.00.

Students on probation for receiving grades lower than the minimum required must remedy the deficiency at the next course offering. A student on probation will be reviewed at the conclusion of each semester, and one of three options will be taken: dismissal from the program, continuation of probation, or removal of probation.

Attendance Policy

Students are expected to attend classes and arrive no later than the designated starting time for all classes. Absenteeism and tardiness may lead to a grade reduction, at the professor's discretion.

Academic Load

Students may not take more than 12 credit hours during fall and spring semesters and 6 credit hours during each summer term. Students on probation may not take more than 9 credit hours in the fall or spring semesters and 3 credit hours in each

summer term. Any exceptions to this policy must be approved by the dean of the Meinders School of Business.

Dismissal Policy

A student who is dismissed from the university for poor academic performance may appeal the dismissal decision with the registrar.

Academic Appeal Process

A student may appeal decisions affecting his/her academic progress as follows:

1. The student initiates an appeal by filing a written petition with the school's academic dean.
2. The academic dean reviews the petition and determines if a meeting with the student petitioner is necessary.
3. The student petitioner will be informed in writing of the decision on the merits of his or her petition.
4. If the student does not agree with the decision, he/she may continue the appeal process with the Office of the VPAA.

Eligibility for Degree

A student becomes a degree candidate when the following requirements are met:

1. He or she has successfully completes all required course work.
2. He or she has earned a minimum of 30 graduate credit hours.
3. He or she has achieved a cumulative GPA of at least 3.00.
4. He or she has no more than two grades below B- in courses in the professional block and no grade of less than C- in courses in the professional block.
5. He or she has is not on academic probation.



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School of Law

Lawrence Hellman, Dean

The School of Law is located on the main campus of Oklahoma City University in the Sarkeys Law Center and the Gold Star Memorial Building. An Oklahoma City University School of Law education is built upon a curriculum based on the values of the liberal arts tradition, blending theory with practical experience to prepare graduates for a wide variety of careers.

The School of Law prepares students to become responsible professionals through a rigorous program of instruction that focuses on students' intellectual and professional development and enables them to become leaders in law, business, government, and civic life, and contributes to the improvement of law and legal institutions through research and scholarship.

Our diverse student body adds to the rich experience of attending a national law school. Half of our students come from outside Oklahoma, with thirty-five states represented in a typical entering class. Our curriculum focuses on national issues, and our graduates practice in all fifty states, the District of Columbia, and several foreign countries.

The School of Law is fully approved by the American Bar Association and is a member of the Association of American Law Schools. The academic year consists of two semesters and an optional summer term. A minimum of 90 semester hours and

90 full-time resident weeks or 120 part-time resident weeks is required for completion of the J.D. degree. The school offers both a part-time (evening) and full-time (day) division. Successful completion of the course of study leads to the degree of Juris Doctor.

Admissions

Admission to the School of Law is a competitive and selective process. To be considered for admission, an applicant must take the Law School Admission Test (LSAT) prepared and administered by the Law School Admission Council, hold an undergraduate degree or be scheduled to complete one prior to matriculation at the School of Law, and have the potential for academic success and leadership.

A student in good standing in another law school approved by the American Bar Association may be admitted with advanced standing by approval of the Faculty Committee on Admissions at its discretion.

School of Law Catalog

The catalog for the School of Law is published separately. Interested persons are advised to e-mail, write, or call the Admissions Office: Oklahoma City University School of Law Admissions Office, 2501 N Blackwelder, Oklahoma City, OK 73106, lawadmit@okcu.edu, (800) 633-7242. Applications for admission to the School of Law and pertinent financial and other information are available at www.okcu.edu/law.

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**Margaret E. Petree College
of Performing Arts**

School of Music

Information

Master of Music

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Margaret E. Petree

College of Performing Arts

School of Music

Mark Edward Parker, Dean

Mark Belcik, Associate Dean

The school offers programs of private study, courses, and research leading to the degrees of Master of Music (M.M.) in performance and composition. The degrees are offered in instrumental performance (piano, organ, guitar, orchestral instruments, and conducting), in general vocal performance, in opera performance, and music theater. The administration of these programs is under the supervision of the dean, the coordinator of graduate studies, and the graduate commission of the school.

Admission Requirements

The applicant for admission must hold an appropriate Bachelor of Music degree from an accredited institution with undergraduate preparation related to the graduate music curriculum. Adequacy of this preparation will be determined through the advisory examination in music theory, history and literature, sight-singing, keyboard, foreign language diction (for singers), and in the proposed field of performance. Exams are given at the beginning of each semester. No student will be admitted on probation.

Procedure for Admission

An application for admission to the M.M. program may be secured from the Office of Graduate Admissions. The completed form, together with an official transcript of college credits and two letters of recommendation, should be returned to the Office of Graduate Admissions at least thirty days before registration. Graduate credits from other institutions will be accepted only by special permission (normally not exceeding 8 hours). The prospective graduate student should plan to audition at one of the regularly scheduled audition times or submit a verified audio recording or videotape at least ninety days prior to the initial semester of enrollment. All students must complete a successful audition and satisfy all university admission criteria before they will be admitted to the school.

Admission means only that the student will be permitted to enroll for courses in the graduate program. It does not imply acceptance to candidacy. Admission is in concert with the university's graduate program admission policy.

Advisory Examination and Audition

The advisory examination and leveling audition are scheduled at the beginning of each semester during the regular academic year.

Students are urged to review music history, literature, theory, sight-singing, and keyboard skills before taking this examination. Diction examinations are for voice students only. Students receiving less-than-satisfactory evaluation in any part of the advisory examination are required to enroll in a review course in the deficient area during the first semester of the master's degree work. Since these review courses are not part of the degree curriculum, they do not carry a graduate number, and their tuition and fees are not covered by student scholarship aid. Each student is required to give a ten-minute prepared recital as part of the advisory exam the first semester at OCU. At this time an entrance performance level is determined. The coordinator of graduate studies can provide detailed information.

Seniors and Graduate Courses

Senior students who are graduating at the end of a semester or summer session may take courses for graduate credit under the following conditions: The credits must not be required or needed for the bachelor's degree; the total registration must not exceed 16 hours for a semester or 6 hours for a summer session; the student must either complete the requirements for the bachelor's degree at the end of the semester or session or be within 12 semester credit hours of completing the requirements for the bachelor's degree at the beginning of the semester or summer session in which graduate credit is requested; admission to courses taken for graduate credit must have the approval of the dean of the School of Music; and not more than 9 semester hours taken while a senior may be approved for graduate credit. Seniors desiring to take graduate courses must satisfy the requirements listed above under Procedure for Admission and Advisory Examination and Audition.

Acceptance to Candidacy

A student will be admitted to degree candidacy when he or she has met the following criteria:

1. Removed deficiencies.
2. Successfully completed 12 hours with an average of B or above toward the degree and not less than 3 hours in the major subject. One semester of major applied study must be included.
3. Given satisfactory evidence of ability to complete all degree requirements.
4. Filed the application for candidacy form with the coordinator of graduate studies and received the approval of the graduate commission. This application should be filed following the completion of 12 hours of graduate study and no later than November or April of each year.
5. Reached performance level of G7 (see Applied Music Attainment Level section). Composition majors must have reached G4 in their major instrument. Conducting majors must have reached G5 in their major instrument.

Graduate Committee

Following acceptance to candidacy, students will work under the guidance of their graduate committees. Members of the committee will normally include the major applied teacher; a full-time music faculty member from the graduate faculty other than a person in the student's applied area (this person is chosen by the student with the faculty member's consent); a graduate faculty member selected by the coordinator of graduate studies; and the coordinator of graduate studies.

Comprehensive Review

A comprehensive review will be administered by the student's committee prior to the required recital and will take the form of a preview recital and oral examination on the research paper. The comprehensive review for the composition major will take the form of submission of tape recordings of recital rehearsals as well as an oral examination concerning various aspects of the thesis. This examination will be scheduled at least fifteen days prior to the scheduled recital.

Recital

The performance major will present a full recital and complete a research paper. (Students in the conducting track will be required to present a thirty-minute conducting recital.) Each

composition major will present a full recital of his or her works and submit a thesis that consists of a major work for a recognized large medium. The recital should contain at least fifty minutes of music not including intermission. The program must be submitted for approval to the graduate committee following admission to candidacy. Subsequent changes must have committee approval.

Regardless of the number of applied hours earned toward the degree, a student must be studying for one hour credit during the semester in which the graduate recital is presented or studying for one hour credit during a summer term if the graduate recital is presented during the summer.

The research paper should deal with some aspect of the recital. It should demonstrate the student's ability to carry out individual research. The student must submit one or more proposed topics to his or her graduate committee following admission to candidacy.

The acceptability of the recital and the paper will be determined by the student's graduate committee.



APPLIED MUSIC ATTAINMENT LEVEL

Master of Music in performance

G3 Minimum performance requirement for graduate credit

G4 Normal graduate entering level

G7 Level needed to submit application for candidacy

G8 Level needed for recital and graduation

Master of Music in performance— conducting track

G4 Piano level for graduation

G5 Level needed on applied major to submit application
for candidacy

G6 Applied major level needed for recital and graduation

Master of Music in Composition

G4 Piano level for graduation

G4 Level needed on applied major to submit application
for candidacy

G5 Applied major level needed for recital and graduation

Academic Regulations

The degree of Master of Music is conferred upon fulfillment of the following requirements:

1. All work following admission to candidacy must be taken at OCU.
2. All degree work must be completed with a GPA of 3.00 or better. No grade lower than C is acceptable toward graduation. Two grades of C are allowed, but not more than three credit hours of C will be allowed. A course in which the student earned a C+ or lower may be retaken once. Graduate music students whose GPA drops below 3.00 at the end of a semester will receive notification that they have been placed on academic probation for the next semester. This notification will be in the form of a letter issued by the registrar. Should the student fail to raise the GPA to 3.00 or above during the next semester, he or she will be placed on academic suspension for one semester. At the conclusion of the suspension period, the student must apply for readmission to the graduate program. All courses and requirements for the degree must be completed within six years of the initial enrollment in the master's program. Failure to meet the above requirements may result in dismissal from the program.
3. In the field of applied music, the performance of one complete recital with research paper is required. In the field of composition, the performance of one complete composition recital with thesis (major composition) is required. Note that it is not a requirement that the thesis composition be performed in the recital. However, a separate reading or performance of the thesis is encouraged.

4. All new entering graduate students are required to perform an audition for level in their instrument or voice. This audition is separate from the audition or submission of portfolio for admission to the university. In the keyboard and instrumental areas, the jury for establishing the initial performance level is composed of members of the graduate commission. Subsequent juries (at the end of each semester) will be made up of the same graduate commission members and the major applied music teacher. In the area of vocal performance, opera performance, and music theater, the jury for establishing the initial performance level will consist of the major voice faculty. Students should have a ten-minute recital prepared, along with typewritten copies of repertoire for each member of the jury. Composition majors should prepare a ten-minute recital on their major instrument. A new level may be determined at each subsequent jury.

5. Performance of a significant role in at least one fully staged production is part of the degree program for opera performance and music theater majors.

Electives

Electives must fall within approved guidelines and must carry a graduate course number. No elective course may be used to correct a deficiency (i.e., a remedial course) and at the same time be used for elective credit toward the degree. Independent study or class study of a modern foreign language at the freshman or sophomore level is not acceptable as graduate-level elective work.

Enrollment Restriction

Enrollment in excess of the normal 9 hours per semester is not encouraged. Enrollment in excess of 12 hours will be sanctioned only by action of the graduate commission.

Music Composition

Faculty: Knight

PROGRAM OF STUDY Credit Hours: (32) 34

Core Curriculum

Applied music major instrument (G5 level)	4
Piano (if not major instrument) (G4 level)	(2)
MUS 5113 Theory in Perspective	3
MUS 5123 Collegium Musicum	3
MUS 5213 Twentieth-Century Music, Style, and Structure	3
MUS 5101 Music Research and Writing	1
MUS 5423 Vocal Literature Seminar or	
MUS 5623 Orchestral Literature Seminar or	
MUS 5723 Organ Literature Seminar or	
MUS 5823 Keyboard Literature Seminar or	
MUS 6023 Guitar Literature Seminar	3

Specialized Courses in Major Field

MUS 5073 Recital/Paper (Composition Project/Graduate Composition Concert)	3
MUS 5013 Composition of Music for Small Ensembles	3
MUS 5173 Electronic Music Composition and Lab Techniques	3
MUS 5613 Composition of Music for Large Ensembles	3
MUS 5913 Composition of Music for Voice and Vocal Ensembles	3

Music Theater

Faculty: Birdwell, Herendeen, Holleman, Keller, Kelly

PROGRAM OF STUDY Credit Hours: 35

Required Courses:

OMT 5283 Opera and Music Theater Advanced Acting	3
OMT 5223 Musical Theater Analysis	3
AMV 5372-5472 Applied Voice	6-8
MUS 5713 Musical Analysis of Music Theater	3
MUS 5583 Music Theater Literature Seminar	3

One of the following history courses:

MUS 5233 Vocal Style and Interpretation or	
MUS 5323 Opera History or	
MUS 5023 Opera Literature or	
MUS 5423 Vocal Literature Seminar	3

Other Requirements:

MJEN 5661 Music Theater Workshop	2-4
AMV 5381-5482 Vocal Coaching	2-6
AMGT 5842 Contracts and Management for Performers	2
MUS 5073 Recital/Paper	3
MUS 5101 Music Research and Writing	1
DANC electives (approved for graduate credit)	4

Students must attend dance leveling sessions at the beginning of each semester to enroll in any dance course other than a basic dance course.

Music theater students must demonstrate competency in English diction.

Opera Performance

Faculty: Birdwell, Herendeen, Holleman, Keller, Kelly

PROGRAM OF STUDY Credit Hours: 36

Required Hours

Basic Opera Studies/Development

MUS 5033 Advanced Vocal Pedagogy	3
OMT 5183 Opera and Music Theater Acting I or	
OMT 5863 Advanced Acting	3
DICT 5352 Advanced German Diction or	
DICT 5652 Advanced French Diction	2
AMV 5372-5472 Applied Voice	6-8
DANC electives (approved for graduate credit)	2

Integration of Elements of Opera Performance

AMV 5381-5482 Coaching	2-6
MUS 5262 Opera Studio	2-6
-5362	
AMGT 5842 Contracts and Management for Performers	2

History and Theory

MUS 5113 Theory in Perspective or	
MUS 5213 Twentieth-Century Music, Style, and Structure	3
MUS 5023 Opera Literature or	
MUS 5323 Opera History	3

Other Requirements:

MUS 5073 Recital/Paper (subject to committee approval)	3
MUS 5101 Music Research and Writing	1

Electives (selected with advisor) 4

Opera performance students must demonstrate competencies in English, French, German, and Italian diction.

Performance

Faculty: Birdwell, Burrow, Godding, Gustafson, Holleman, Keller, Kelly, Laughlin, Schimek, Steffens
 Adjunct Faculty: Arnold, Cain, Fresonke, Fulmer, Harvey-Reed, LeBlanc, Owens, Pritchett, Renter, Russell, Scott, von Dreau

PROGRAM OF STUDY		Credit Hours: 31
Required Hours		
MUS 5113	Theory in Perspective	3
MUS 5123	Collegium Musicum	3
MUS 5213	Twentieth-Century Music, Style, and Structure	3
Applied Music 5372-5472	Major Performance Medium	4-8
One of the Following Courses:		
MUS 5423	Vocal Literature Seminar	3
MUS 5623	Orchestral Literature Seminar	3
MUS 5723	Organ Literature Seminar	3
MUS 5823	Keyboard Literature Seminar	3
MUS 6023	Guitar Literature Seminar	3
Other Requirements:		
MUS 5073	Recital/Paper	3
MUS 5101	Music Research and Writing	1
Electives (selected with advisor)		7-11

Vocal Performance students must demonstrate competencies in English, French, German, and Italian diction.

Performance—Conducting Track

Faculty: Belcik, Mailman, Parker

PROGRAM OF STUDY		Credit Hours: 34
Required Hours		
MUS 5113	Theory in Perspective	3
MUS 5123	Collegium Musicum	3
MUS 5213	20th-Century Music, Style, and Structure	3
MUS 5142	Conducting Seminar I	2
MUS 5242	Conducting Seminar II	2
MUS 5342	Conducting Seminar III	2
MUS 5542	Conducting Seminar IV	2
Applied Music 5372-5472	Major Performance Medium	4
Applied Music 5371-5472	Piano	1 (2)
MUS 5143	Score Reading and Analysis	3
MUEN	Major Ensemble	1
One of the Following Courses:		
MUS 5223	Choral Literature Seminar	3
MUS 5623	Orchestral Literature Seminar	3
MUS 5923	Wind Literature Seminar	3
Other Requirements:		
MUS 5073	Recital/Paper	3
MUS 5101	Music Research and Writing	1
Electives (selected with advisor)		0-1

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**Kramer School
of Nursing**

Master of Science in Nursing

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Kramer School of Nursing

Dr. Marvel L. Williamson, Dean

MASTER OF SCIENCE IN NURSING

The Master of Science in Nursing (M.S.N.) degree extends and expands the fulfillment of the missions of the university and the Kramer School of Nursing (KSON) already begun by the undergraduate nursing programs by preparing nurses to become effective leaders in service to their communities. Based on Orem's model, the M.S.N. curriculum promotes the concepts of caring, responsibility, and self-care as the foundation of nursing through the implementation of the selected functional nursing role specialties.

Two functional tracks are available for the M.S.N. degree.

Nursing education—designed to prepare the nurse to teach in postsecondary nursing programs, including schools of practical nursing, associate degree programs, and baccalaureate and higher degree programs; and to provide comprehensive patient education within the health care system.

Nursing administration—designed to prepare the nurse to serve in middle- and upper-management roles, including executive leadership, within health care organizations. This track includes courses taken from the Meinders School of Business related to finance and health care administration.

The M.S.N. is offered during the fall and spring semesters and summer I and summer II sessions of the university's academic calendar. Courses are scheduled during evenings and weekends to allow the student the flexibility to attend school while continuing employment, if desired. Courses in the nursing education track meet on weekends in order to accommodate students commuting from greater distances. Part-time study is available, but full-time status is recommended. Since certain courses are available only once a year, completion of the degree depends, in part, on timely enrollment in required courses.

Both M.S.N. tracks provide a core of knowledge essential for advanced nursing related to nursing theory, research, clinical specialization, and role transition. Courses in the functional specialties complete the degree and prepare the graduate nurse for advanced practice as an administrator or educator.

All nursing courses are taught by doctorally prepared nurses or nursing leaders with post-master's education who are advanced specialists in their fields. The program also makes

use of practicing professionals from within key areas as adjunct professors who possess doctoral degrees or other special qualifications. In this way, the program achieves the highest level of instruction and mentoring possible to assure an educational experience for students that leaves no doubt of their readiness to assume the role of nurse educator or administrator.

Admission Requirements and Prerequisites

In order to be admitted to the M.S.N. program, the applicant must meet the following qualifications:

- Admission by OCU's Office of Graduate Admissions (see separate explanation of requirements and procedures)
- B.S.N. from a nationally accredited nursing program
- Undergraduate cumulative GPA of 3.00 or better; 3.20 or better for the final 30 credit hours of the B.S.N., or prior completion of a master's degree in another field
- Completion of a course in health assessment and a course in statistics
- TOEFL score of 550 or higher (international students only)

Achievement of these requirements does not assure space in courses desired. Admission priorities are available upon request.

Although not required for admission, the following requirements must be met as specified once the M.S.N. student is admitted to the program: health requirements specified by each agency where clinical and practical experiences will occur, including immunizations and health tests; and professional liability insurance before beginning any practicum or clinical experiences.

Programs of Study

The M.S.N. degree requires successful completion of 39 graduate credit hours and all other degree requirements. The curriculum addresses three focal areas: the graduate nursing core, advanced clinical expertise, and role preparation.

NURSING EDUCATION TRACK

Graduate Nursing Core		Credit Hours: 15
NURS 5103	Theoretical Foundations of Advanced Nursing Practice	3
NURS 5303	Advanced Nursing Research	3
NURS 5703	Ethics and Health Care Policy	3
NURS 6103	Nursing Informatics	3
NURS 6603	Master's Project	3
NURS 6613	Master's Thesis	3
Advanced Clinical Expertise		6
NURS 5503	Advanced Pathophysiology and Pharmacology	3
NURS 5603, 5613, 5623, 5633	Self-Care Theory Applied to Clinical Nursing	3

Role Preparation

NURS 5203	Curriculum Development	3
NURS 5403	Teaching and Evaluation Strategies	3
NURS 6203	Nursing Education Administration	3
NURS 6503	Nursing Education Practicum	3

Electives or Independent Study

NURSING ADMINISTRATION TRACK

Graduate Nursing Core **Credit Hours: 15**

NURS 5103	Theoretical Foundations of Advanced Nursing Practice	3
NURS 5303	Advanced Nursing Research	3
NURS 5703	Ethics and Health Care Policy	3
NURS 6103	Nursing Informatics	3
NURS 6603	Master's Project or	3
NURS 6613	Master's Thesis	3

Advanced Clinical Expertise

NURS 5603, 5613, 5623, 5633	Self-Care Theory Applied to Clinical Nursing	3
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Role Preparation

BSAD 5013	Essential Concepts of Accounting	3
BSAD 5023	Essential Concepts of Finance	3
FIN 6333	Health Care Financial Management	3
NURS 6303	Administration of Nursing Services	3
MGMT 6723	Medical Law and Regulations	3
MGMT 6733	Strategy, Policy, Standards, and Quality Assurance for Health Care Executives	3
NURS 6403	Nursing Administration Practicum	3

Certified Nurse Educator Option

The nurse educator certificate program prepares nurses who already have a master's degree in nursing in another role area to function within nursing education. Admission requirements are the same as for applicants to the M.S.N. program.

Course requirements for completion of the certificate:

Credit hours: 12

NURS 5203	Curriculum Development	3
NURS 5403	Teaching and Evaluation Strategies	3
NURS 6103	Nursing Informatics	3
NURS 6503	Nursing Education Practicum	3

Acceptance to Candidacy

Upon completion of 18 credit hours the student should apply for

12 M.S.N. degree candidacy. After review by the dean and faculty, a student whose work indicates a capacity to complete the program satisfactorily will be admitted to candidacy. The following criteria must be met for admission to candidacy:

- 6** ■ Completion of at least 18 credit hours with a cumulative GPA of 3.00 or higher
- Completion of at least 6 credit hours from the required core courses
- Evidence of graduate level research and writing ability

Students not granted candidacy before completing 30 credit hours may not continue their studies in the M.S.N. program.

Master's Project or Thesis

All M.S.N. students are required to complete a scholarly work suitable for publication. The work may take the form of a project related to the role function track or a thesis based on a research study. Complete guidelines and requirements are specified in the Kramer School of Nursing *Graduate Student Handbook*.

Academic Regulations

All KSON students are subject to the policies and procedures of the Kramer School of Nursing *Graduate Student Handbook*. The handbook covers issues of academic honesty, dismissal, requirements for progression, clinical policies, insurance, repeating courses, academic advising, graduation, and more.

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**Wimberly School of Religion
and Graduate Theological
Center**

Master of Religious Education

Master of Arts in Religion



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Wimberly School of Religion and Graduate Theological Center

Dr. Mark Y. A. Davies, Dean

Faculty: Dykes, Emler, Starkey

The mission of the Wimberly School of Religion and Graduate Theological Center is to offer religious and theological studies in the United Methodist tradition that unite knowledge and vital piety, explore questions of meaning and value for the lives of all persons, and prepare persons seeking to enter a variety of Christian vocations in service to the church and community.

The purpose of graduate study in religion is to involve students in serious philosophical and theological consideration of the questions of humanity's origin, destiny, meaning, and purpose. This demands highly motivated and qualified students who are interested in exploring critically the ways in which questions of ultimate concern relate to the lives of human beings.

The Wimberly School of Religion and Graduate Theological Center is committed to the development of dedicated and competent leaders of Christ's church as the people of God with ministries in God's world. The school seeks to provide the church with educational opportunities for study in all of the disciplines related to the ministry of the church, such as biblical, theological, ethical, educational, and practical ministry studies.

A major focus of the graduate program is the preparation of men and women for service in Christian vocations, with an emphasis in religious education. Persons seeking to fulfill their vocational calling as religious educators will find support for their decisions in lay ministry.

The Master of Religious Education (M.R.E.) is a professional degree for those who want to prepare for service in the church as directors of Christian education, directors of program ministries, directors of youth or children's ministries, and other ministries related to religious education. The M.R.E. degree meets the requirements of the United Methodist Church for certification as a director of Christian education or director of youth ministry. It also serves others who wish to strengthen their skills and knowledge in religious education through the study of major sources of biblical, theological, historical, ethical, and cultural studies and integrating those studies into the ministry of education.

The Master of Arts in Religion (M.A.R.) general studies is designed for persons not seeking ordination or certification in Christian education. The M.A.R. involves students in an intensive examination of major sources of biblical, theological, historical, ethical, and cultural studies. Students engage in discussion of

issues confronted during their studies and relate these issues to the human situation, past and present, in order to bring about deeper understanding and meaningful service to the church and community.

The Oklahoma Graduate Theological Program

The Oklahoma Graduate Theological Program is a cooperative program of United Methodist theological studies offered by the Perkins School of Theology of Southern Methodist University, Saint Paul School of Theology, and Oklahoma City University.

The program offers the opportunity to earn the 27 graduate credit hours of basic theological studies required for leadership in ministry in the United Methodist Church. The classes are Old Testament, New Testament, Introduction to Theological Studies, Church History, History of the United Methodist Tradition, United Methodist Doctrine and Polity, Mission of the Church in the Contemporary World, and Introduction to Worship. Students may concurrently enroll in both the Oklahoma Graduate Theological Program and OCU. Admission, enrollment, tuition, and fees for the Oklahoma Graduate Theological Program are separate from Oklahoma City University.

Two courses will be offered each semester. Classes meet on alternate Fridays and two Saturdays during the academic semesters. Transcripts for courses taken through the Oklahoma Graduate Theological Program will be provided through Perkins School of Theology, and courses may be transferred back to OCU to meet requirements for either the M.R.E. or M.A.R. according to the limits designated for each degree.

Additional information about the program may be obtained from the office of the Wimberly School of Religion.

CERTIFICATION STUDIES IN THE UNITED METHODIST CHURCH

Certification is the church's recognition that a person has met the required personal and church qualifications and gained the academic qualifications and work experience necessary to achieve and maintain professional excellence. A person is certified in an area such as Christian education or youth ministry. Certification is available in the United Methodist Church in the areas of Christian education, youth ministry, church music, parish nursing, church business management, spiritual formation, camping and retreat ministries, and communications. The Wimberly School of Religion, provides academic programs related to certification in the areas of Christian education and youth ministry.

The following are ways a person can fulfill the academic requirements of certification studies at OCU:

1. Attain a master's degree in the area of specialization, such as the M.R.E.
2. Attain a bachelor's degree plus five graduate certification courses in the area of specialization, including the course in United Methodist Doctrine and Polity. These courses are Nature and Work in Christian Education, The Bible in Christian Education/Youth Ministry, Relating Theology to Christian Education/Youth Ministry, Administration and Leadership, and United Methodist Doctrine and Polity.

The following are ways a person can fulfill the academic requirements for associate certification studies at OCU:

1. Complete a minimum of 24 semester hours in general undergraduate course work and complete five graduate certification studies courses in the area of specialization, including the course United Methodist Doctrine and Polity.
2. Complete a minimum of 24 semester hours in the area of specialization (such as the Program for Associate Certification in Youth Ministry or Program for Associate Certification in Christian Education) in the School of Religion.

For additional information on requirements for certification, contact the registrar of the Annual Conference Board of Ordained Ministry, Section of Deacons and Diaconal Ministry.

MASTER OF RELIGIOUS EDUCATION

The Wimberly School of Religion and Graduate Theological Center is dedicated to the preparation of competent leaders of Christ's church as the people of God with ministries in both the church and God's world. The Master of Religious Education is a professional degree for those who want to prepare for service in the church as directors of Christian education, directors of program ministries, directors of youth or children's ministries, and other ministries related to religious education. The M.R.E. also serves others who wish to strengthen their skills and knowledge in religious education.

The M.R.E. involves students in an intensive, thorough examination of major sources of biblical, theological, historical, ethical, and cultural studies. Students engage in discussion of issues confronted during their studies and relate these issues to the human situation past and present in order to bring about deeper understanding and meaningful service to the church and community.

Admission

No student will be admitted to a graduate degree program in the Wimberly School of Religion and Graduate Theological Program without submitting complete and official transcripts from all institutions attended with evidence of an undergraduate degree or equivalent from an accredited college or university with a minimum GPA of 2.75.

It is recommended that entering students have significant work in the humanities, including religion and the social sciences. The dean, in consultation with the faculty, may modify this recommendation in exceptional cases.

Students with an undergraduate GPA slightly below 2.75 may, with the permission of the dean, enter the program on probation. Students admitted on probation may take a maximum of 6 hours per semester and must establish and maintain a 3.00 GPA in the graduate curriculum for the 6 hours within the first semester. Students may not enroll for the following semester until they are fully admitted.

Students who have completed an undergraduate major in Christian education or youth ministry from schools recognized as approved by the United Methodist Section of Deacons may petition to take advanced studies in related courses upon recommendation by the dean of the Wimberly School of Religion and Graduate Theological Center.

Transfer of Graduate Work

Up to 24 hours of foundation courses and an additional 3 credit hours with a grade of B or above and approved by the faculty may be transferred from another accredited institution. For example, students concurrently enrolled in the Oklahoma Graduate Theological Studies Program may transfer the hours offered in that program. Courses completed in pursuit of a graduate degree already received will not be allowed as credit for another graduate degree. No course work from an accredited institution may be transferred unless the grade received was at least B (3.00). Course work completed more than five years prior to enrollment at OCU will not be accepted for transfer credit. Correspondence courses are not accepted toward a graduate degree.

Degree Study Plan

Prior to enrollment for the fifteenth credit hour, the student must file with the dean a plan of study for the M.R.E. The degree plan includes courses completed or transferred, courses projected for completion of the degree, and anticipated date of graduation.

Acceptance to Candidacy

Upon completion of 24 semester hours the student should apply for candidacy. After review by the dean and faculty, a student whose work indicates a capacity to complete the program satisfactorily will be admitted to candidacy. The following criteria must be met for admission to candidacy:

- Completion of 24 hours with a cumulative 3.00 GPA
- Completion of 6 hours from the required foundational courses
- Evidence of graduate-level research and writing ability

Students not granted candidacy by the completion of 30 hours may not continue their studies in the M.R.E. program.

Residency

The minimum number of hours in residence may be calculated by subtracting the number of transfer credits allowed from the total number of hours needed to graduate. Without the approval of the dean, transfer credits are not accepted after a student has begun a graduate program.

Time Limit

Course work on an M.R.E. must be completed within seven years of admission. Course work on a M.A.R. must be completed within six years of admission.

Maximum Credit Hours Per Semester

A normal full-time load is 9 to 12 hours per fall and spring semesters. In exceptional cases, a student may enroll in 15 hours if approved by the dean.

Graduation Requirements

Students must maintain a minimum 3.00 GPA per semester. A course with a grade below C cannot be used as part of the minimum number of semester credit hours required for the degree. At least a 3.00 GPA on the OCU scale is required for graduation.

Repeating Courses

A course may be repeated only once. The repeated course number must be the same as that of the original course. The higher grade will be calculated in the student's GPA. The lower grade will be recorded on the transcript as an R (repeat) and excluded from the student's GPA. The higher grade will be posted in the semester earned and included in the GPA. If, after repeating a course, a student fails to receive at least a C, the student will be automatically dismissed. Only two courses may be repeated in the School of Religion.

Probation Policy

A student who fails to maintain a 3.00 GPA in the graduate program will automatically be placed on probation and will be subject to suspension. Students on probation may take a maximum

of nine hours. At least a 3.00 GPA is required for graduation. A course with a grade below C cannot be used as part of the minimum number of semester credit hours required for the degree.

No more than two grades below B (3.00) are acceptable on course work. Students whose GPA falls below a 3.00 are put on probation. Students have two semesters to raise their GPA to the 3.00 level or be placed on suspension or dropped from the program by vote of the faculty.

Academic Appeals Process

Academic appeals are governed by the university process as printed in the *Student Handbook*. A student may appeal decisions affecting his or her academic progress as follows:

1. The student initiates an appeal by filing a written petition with the school's academic dean.
2. The academic dean reviews the petition and determines if a meeting with the student petitioner is necessary.
3. The student petitioner will be informed in writing of the decision on the merits of his or her petition.
4. If the student does not agree with the decision, he or she may continue the appeal process with the VPAA.
5. A student dismissed from the university must sit-out for a minimum of one year before applying for readmission.

Incomplete Policy

The Wimberly School of Religion follows the university's incomplete policy. In addition to meeting the normal university requirements, all students must sign a contract with the professors regarding assignments to be completed and deadlines for course completion and have the contract approved by the dean. If course requirements are not completed in the agreed-upon period of time, the I (incomplete) will be removed and converted to a grade indicated in the contract.

Project/Thesis

Candidates have the option of writing a project/thesis as part of their approved course work for the M.R.E. Candidates choosing the project/thesis option will be required to complete a total of 56 hours for the degree. Students who choose not to do the project/thesis will be required to complete a total of 59 hours.

A research project must include a research component, a planning of the ministry component, the implementation component, and an evaluation component. A thesis must correlate theoretical and practical studies following guidelines approved by the School of Religion.

The research project or thesis must be written on thirteen-pound or heavier, 100 percent rag paper, eight and one-half by eleven

inches. *Turabian's Manual for Writers of Term Papers, Theses and Dissertations* (sixth edition) should be followed for style and form.

When approved by the faculty of the Wimberly School of Religion, three required bound copies must be submitted to the dean three weeks before commencement. The final copies of the project/thesis become the property of the university. Two bound copies are deposited in the Dulaney-Browne Library, and the other copy is retained by the School of Religion.

Guidelines for writing the project or thesis are available from the School of Religion.

MASTER OF RELIGIOUS EDUCATION

DEGREE REQUIREMENTS

Credit Hours: 56–59

Foundational Courses

27

Required:

5103	Old Testament Interpretation	3
5123	New Testament Interpretation	3
5303	Topics in Church History	3
5313	History of the United Methodist Tradition (Non-Methodists may substitute an elective)	3
5403	Major Themes in Theology	3
5413	United Methodist Doctrine and Polity (Non-Methodists may substitute an elective)	3
5453	Mission of the Church in the Contemporary World	3
5763	Rites and Rituals in the Faith Pilgrimage or Introduction to Worship	3

Choose one of the following courses:

5213	Modern Trends in the World's Religions	3
5223	Critical Issues in Christian Ethics	3
5833	Seminar in New Testament	3
5843	Seminar in Hebrew Bible	3
5853	Seminar in Church History	3
5863	Seminar in Theology	3
5873	Seminar in Religion	3

CHRISTIAN EDUCATION COURSES

Required:

5603	Nature and Work of Christian Education	3
5633	The Bible in Christian Education	3
5643	Relating Theology to Christian Education	3
5653	Administration and Leadership	3

Two of the following Age-Level Ministries:

5703	Ministry with Children and Families	3
5713	Ministry with Youth	3
5723	Ministry with Adults	3

INTERNSHIP IN RELIGIOUS EDUCATION

5981	Internship (two semesters)	2
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ELECTIVES

6 or 9

Choose courses from the following or from options above to equal a minimum of 56–59 hours. Candidates have the option of writing a project/thesis as part of their approved course work for

the M.R.E. Candidates choosing the project/thesis option will be required to complete a total of 56 hours for the degree. Students who choose not to do the project/thesis will be required to complete a total of 59 hours.

5733	Adolescent World	3
5891-3	Special Topics	1–3
5993	Research Project/ Thesis in Religious Education	3
5881-3	Seminar in Religious Education	1–3

Appropriate courses from other master's programs at OCU may be included with the approval of the dean of the School of Religion and Graduate Theological Center.

MASTER OF ARTS IN RELIGION— GENERAL STUDIES

The Master of Arts in Religion offers a broad interdisciplinary approach to religion for individual enrichment. The 36-hour degree is composed of a core of foundational courses and general elective courses. Students work with an academic advisor in developing a degree plan for course work in a particular area of interest.

Admission to Master of Arts in Religion Degree

No student will be admitted to a graduate degree program in the Wimberly School of Religion and Graduate Theological Program without submitting complete and official transcripts from all institutions attended with evidence of an undergraduate degree or equivalent from an accredited college or university with a minimum GPA of 2.75.

It is recommended that entering students have significant work in the humanities, including religion and the social sciences. The dean, in consultation with the faculty, may modify this recommendation in exceptional cases.

Students with an undergraduate GPA slightly below 2.75 may, with the permission of the dean, enter the program on probation. Students admitted on probation may take a maximum of 6 hours per semester and must establish and maintain a 3.00 GPA in the graduate curriculum for the 6 hours within the first semester. Students may not enroll for the following semester until they are fully admitted.

Students who have completed an undergraduate major in Christian education or youth ministry from schools recognized as approved by the United Methodist Section of Deacons may petition to take advanced studies in related courses upon recommendation by the dean of the Wimberly School of Religion and Graduate Theological Center.

Transfer of Graduate Courses

Students concurrently enrolled in the M.A.R. and the Oklahoma Graduate Theological Studies Program may transfer up to 12 hours from the program into the M.A.R. With the approval of the dean, a maximum of 15 hours may be transferred into the M.A.R. degree, including the 12 hours from the Oklahoma Theological Studies Program (Perkins). Courses completed in pursuit of a graduate degree already received will not be allowed as credit for another graduate degree. No course work from an accredited institution may be transferred unless the grade received was at least a B (3.00). Course work completed more than five years prior to enrollment to OCU will not be accepted for transfer credit. Correspondence courses are not accepted toward a graduate degree.

Degree Plan

Prior to enrollment for the fifteenth credit hour, the student must file with the dean of the School of Religion a plan of study (degree plan) for the M.A.R. The degree plan includes courses completed or transferred, courses projected for completion of the degree and anticipated date of graduation. The degree plan may be modified as the student progresses, but changes and revisions must be approved by the faculty advisor and the dean of the School of Religion.

Acceptance to Candidacy

Upon completion of 15 semester hours, the student should apply for candidacy. After review by the dean and faculty, a student whose work indicates a capacity to complete the program satisfactorily will be admitted to candidacy.

The following criteria must be met for admission to candidacy:

- Completion of 15 hours with a cumulative 3.00 GPA
- Completion of 6 hours of the required foundational courses
- Evidence of graduate-level research and writing ability

Students who are not granted candidacy by the completion of 18 hours may not continue their studies in the M.A.R. program. Applications for candidacy are available in the office of the Wimberly School of Religion.

Residency

The minimum number of hours in residence may be calculated by subtracting the number of transfer credits allowed from the total number of hours needed to graduate. Without the approval of the dean, transfer credits are not accepted after a student has begun a graduate program.

Time Limit

Course work on an M.R.E. must be completed within seven years of admission. Course work on an M.A.R. must be completed within six years of admission.

Maximum Credit Hours Per Semester

A normal full-time load is 9 to 12 hours per fall and spring semesters. In exceptional cases, a student may enroll in 15 hours if approved by the dean.

Graduation Requirements

Students must maintain a minimum 3.00 GPA per semester. A course with a grade below C cannot be used as part of the minimum number of semester credit hours required for the degree. At least a 3.00 GPA on the OCU scale is required for graduation.

Incomplete Grade Policy

The Wimberly School of Religion follows the university's incomplete policy. In addition to meeting the normal university requirements, all students must sign a contract with the professors regarding assignments to be completed and deadlines for course completion and have the contract approved by the dean. If course requirements are not completed in the agreed-upon period of time the I (incomplete) will be removed and converted to a grade indicated in the contract.

Repeating Courses

A course may be repeated only once. If, after repeating a course, a student fails to receive at least a C, the student will be automatically dismissed. The last grade earned will be the one noted on the student's transcript. Only two courses may be repeated in the School of Religion.

Probation Policy

A student who fails to maintain a 3.00 GPA in the graduate program will automatically be placed on probation and is subject to suspension. Students on probation may take a maximum of 9 hours. At least a 3.00 GPA is required for graduation. A course with a grade below C cannot be used as part of the minimum number of semester credit hours required for the degree.

No more than two grades below B (3.00) are acceptable on course work. Students whose GPA falls below a 3.00 are put on probation. Students have two semesters to raise their GPA to the 3.00 level or be placed on suspension or dropped from the program by vote of the faculty.

Academic Appeals Process

Academic appeals are governed by the university process as printed in the *Student Handbook*. A student may appeal decisions affecting his or her academic progress as follows:

1. The student initiates an appeal by filing a written petition with the school's academic dean.
2. The academic dean reviews the petition and determines if a meeting with the student petitioner is necessary.

3. The student petitioner will be informed in writing of the decision on the merits of his or her petition.
4. If the student does not agree with the decision, he or she may continue the appeal process with the VPAA.
5. A student dismissed from the university must sit-out for a minimum of one year before applying for readmission.

Project/Thesis

A research project must include a research component, a planning of the ministry component, the implementation component, and an evaluation component. A thesis must correlate theoretical and practical studies following guidelines approved by the School of Religion.

The research project or thesis must be written on a thirteen-pound or heavier, 100 percent rag paper, eight and one-half by eleven inches. *Turabian's Manual for Writers of Term Papers, Theses and Dissertations* (sixth edition) should be followed for style and form.

Three final copies of the project/thesis must be submitted and become the property of the university. Two bound copies are deposited in the Dulaney-Browne Library, and the other copy is retained by the School of Religion.

MASTER OF ARTS IN RELIGION GENERAL STUDIES

Credit Hours: 36

Foundational courses

21

Students must have a course in each of the following areas:

1. Hebrew Bible
2. New Testament
3. Church History
4. Theology
5. World Religions
6. Christian Ethics
7. Thesis/Research Project

Electives

15

Fifteen hours selected from graduate courses offered by the School of Religion and Graduate Theological Center and other schools of the university. Elective courses must be approved by the student's advisor and by the dean of the School of Religion.

Project/Thesis

A research project or thesis is required for partial fulfillment of the M.A.R. Specific requirements for submission of the bound thesis are found in the under Academic Regulations in this catalog. The Thesis/Project must be completed within two years of enrollment in MREL 5993.

ARCHIVAL
Not a current catalog
Visit okcu.edu for the current course catalog

ARCHIVAL
Not a current catalog
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**Graduate
Course Descriptions**

ARCHIVAL
Not a current catalog
Visit okcu.edu for the current course catalog



Course Offering Key

(fall)	This course is offered every fall.
(spring)	This course is offered every spring.
(fall, odd)	This course is offered every fall of odd years.
(fall, even)	This course is offered every fall of even years.
(spring, odd)	This course is offered every spring of odd years.
(spring, even)	This course is offered every spring of even years.
(summer)	This course is offered only in the summer.
(TBA)	This course is not offered on a regular cycle. Students should contact their academic advisors for more information.
(no designation)	This course is offered regularly during the fall and spring semesters. This course may also be available during the summer terms.
*	Indicates courses that are cross-listed

Course offering designations are offered only as a guide for long-range planning. All course offerings are subject to change without prior notice. Students are encouraged to contact their academic advisors or the Office of the Registrar for current information on course offerings.

Petree College of Arts and Sciences

MASTER OF CRIMINAL JUSTICE ADMINISTRATION (MJCA)

5091-6 INDEPENDENT STUDY/PRACTICUM 1-6 hours

Students may become involved in learning experiences through placement with a criminal justice agency in the area. Particularly recommended for preservice students in corrections and professional law enforcement and for international students who have not become accustomed to American professional law enforcement agencies. (TBA)

5103 VICTIMOLOGY 3 hours

Analysis of the victimology model. Emphasis is on the victim, the academic institutional perspective, the criminal justice perspective, and the statistical approach. (summer)

5261-3 SELECTED TOPICS IN CRIMINAL JUSTICE 1-3 hours

This course deals with issues and problems that apply to police, courts, and corrections. Topics and instructors will vary. (spring)

*5263 INTERNATIONAL CRIMINAL JUSTICE SYSTEMS 3 hours (London, England, Taiwan, or Germany)

The growth of the extended economic and cultural orders demands that students be well versed in diverse approaches to common social problems and social solutions. Through comparisons of varied criminal justice systems, students will assess the effectiveness of each and gain insights into the cultural influences at work in different parts of the world. Participants will visit selected sites and meet with criminal justice experts to discuss cross-cultural comparisons between the United States and other nations.

5363 THEORIES OF JUSTICE 3 hours

This course explores one of the most prominent theoretical constructions of justice: John Rawls' Theory of Justice. Conceptions of individuals' rights from Rawls' perspective are viewed in consideration of community rights from the communitarian perspective. (TBA)

5403 WHITE-COLLAR CRIME 3 hours

The study of corporate crime in America and abroad. Students will discuss and apply major criminologists' theories and analyze existing policies. (TBA)

5413 PROBATION AND PAROLE 3 hours

This course examines approaches to both the theoretical assumptions and the practical techniques of probation and parole. A review of research findings in probation and parole will also be presented. (fall)

5513 JUVENILE DELINQUENCY 3 hours

An overview of the theories developed to explain juvenile delinquency as well as an assessment of the relationship between the system of juvenile justice and the delinquent. An analysis of various strategies that may be effective in preventing juvenile delinquency or diverting individuals from the criminal justice system. (fall)

5613 THE POLITICS OF LAW 3 hours

The political function of civil law, the political role of attorneys, the policy function of the American Bar Association and state and local associations. The self-regulating functions of the legal profession, judicial selection methods, legal education, role of the courts in lawmaking, lawyers in legislature, policy function of authors of Uniform Codes, and determinants of judicial decision making.

5673 WOMEN, MINORITIES, AND THE LAW 3 hours

This course explores the social construction of the juridical subject on which the legal system is based. Analyses of women and minorities as right-claiming subjects are done. (TBA)

5713 BEHAVIORAL CHANGE 3 hours

A major objective of correctional agencies has been to change persons convicted of crime so that they are reformed, resocialized, treated, or modified. This course deals with the issue of such changes and examines techniques of producing changes. (summer)

5803 SOCIAL DEVIANCE 3 hours

Examination of the social changes and pressures that encourage greater social deviance such as civil disobedience, delin-

quency, and extensive rejection of prevalent values and norms of society. (fall)

5863 STUDIES IN CRIMINOLOGICAL THEORIES 3 hours

This course is an advanced theory course on criminological theory. Students complete an in-depth analysis of contemporary theories.

5903 SOCIAL CONTROL 3 hours

An examination of major theoretical statements regarding social control as a determining force in social organizations. Emphasis is on internal mechanisms of social control and fundamental institutions of social control. (summer)

6013 THE CRIMINAL JUSTICE SYSTEM 3 hours

An examination of structure, function, and process in agencies of criminal justice. Examines theoretical approaches that have application to American criminal justice, interrelationships and independence of criminal justice agencies, and critical analysis of contemporary criminal justice. (fall)

6163 THE VIOLENT SOCIETY 3 hours

An interdisciplinary study of the theory and practice of intergroup violence and nonviolence. Topics include international terrorism, ethnic and religious conflicts, genocide, urban riots, political violence, and nonviolent methods of conflict resolution. (TBA)

6213 CRIMINAL JUSTICE EVALUATION 3 hours

The study of the role of evaluation in criminal justice agencies. The case for evaluation, models for evaluation, tools for evaluation and planning, evaluation and planning agencies and departments and grants are all given consideration. (fall)

6303 COMPUTER APPLICATIONS IN THE SOCIAL SCIENCES 3 hours

The applications of computers to the social sciences. Students will learn to use computers in research and management. (spring)

6313 ORGANIZATIONAL CHANGE IN CRIMINAL JUSTICE 3 hours

An examination of forces operating to induce or resist change and the strategy and tactics of change within organizations, with specific reference to the criminal justice system. (spring)

6403 THE LAW AND THE POLICE 3 hours

This course is a general study of substantive criminal law. It includes problems in defining crimes, conspiracy, intent, attempts, justification, criminal responsibility, and sentencing. (spring)

6563 CRISIS INTERVENTION 3 hours

Intervention with human problems, with application to criminal justice-related issues. (TBA)

6713 CRIME PREVENTION IN INDUSTRY 3 hours

Theoretical and applied principles of the prevention of crime as related to the industrial and commercial settings. Students will design and evaluate security systems applicable to major corporations in a global economy. (TBA)

6871-6 PRACTICUM OR FIELD STUDY 1-6 hours

Qualifying practicum students will sign a contract and be placed with criminal justice agencies for a minimum of forty hours per credit hour. Students will also keep field notes, be evaluated at the practicum site, and write a paper directly related to the practicum assignment. (TBA)

6983-6 THESIS OR PROBLEM IN LIEU OF THESIS 3-6 hours

Particularly recommended for students intending to pursue graduate studies beyond the master's level. (TBA)

MASTER OF EDUCATION

EARLY CHILDHOOD EDUCATION (ECED)

5003 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 hours

The course will initially focus on current issues and trends in the field of early childhood within the context of family, culture, and society. The role of the early childhood professional and the diverse career opportunities available will be studied. Students will articulate an understanding of their role as a political advocate for children, families, and professionals. Current research on the theories of play will be analyzed, with an emphasis on appropriate strategies for enhancing learning. The teacher's role in guiding young children will be introduced as students learn to plan appropriate schedules, transitions, and routines. Students will theoretically design a developmentally appropriate learning environment for young children. The history, philosophy, and social foundations in the field of early childhood will be compared to current educational trends. A leadership research project is expected. (fall)

5013 HEALTH, SAFETY, AND NUTRITION IN EARLY CHILDHOOD EDUCATION 3 hours

This course is designed to provide knowledge in health education and teach the criteria for implementing basic health, nutrition, and safety management processes while working with young children. The student will be educated in procedures regarding childhood illnesses and communicable diseases. The student will learn appropriate health appraisal procedures and be knowledgeable about referrals to community health and social services agencies. The student will be able to differentiate between child abuse and neglect and know his or her responsibility in reporting suspected cases and how to identify the proper authorities to contact. A leadership project is expected. (fall)

5021-3 WORKSHOP 1-3 hours

5051-6 DIRECTED READING 1-6 hours

5061-6 SEMINAR 1-6 hours

5091-6 INDEPENDENT STUDY 1-6 hours

**5103 COGNITIVE DEVELOPMENT
IN YOUNG CHILDREN 3 hours**

This course will focus on the cognitive growth and development of young children. Instructional techniques that effectively promote cognitive development from a constructivist perspective will be studied. Developmentally appropriate practices that relate to the needs, interests, and abilities of the whole child will be analyzed. The content covers the curriculum areas of science, social studies, and math. A leadership project using current research in cognitive development will be required. (spring)

5113 SENSORY MOTOR LEARNING 3 hours

This course will examine the relationships between motor development, intellectual development, and ego development. Activities designed for independence and responsibility will be presented with opportunities for teachers to structure these activities for their own classrooms. An introduction to movement exploration for young children will be part of the course. (summer)

5163 MONTESSORI SEMINAR I 3 hours

Weekend seminar taken with approved Montessori Internship only. Permission of the Montessori coordinator is required. (fall)

5203 PERCEPTUAL DEVELOPMENT 3 hours

This course will explore various aspects of perceptual development in children three to six years of age, including visual, auditory, and kinesthetic perception. The Montessori sensorial activities will be demonstrated and teachers of preschool, kindergarten, and primary children will be shown activities they can use in their own classrooms to enhance perceptual development. (summer)

**5213 LANGUAGE AND
READING DEVELOPMENT 3 hours**

This course will consider the developing ability of children between the ages of three and eight to use oral and written symbol systems as effective means of communication. The writings of Piaget, Montessori, Luria, Bruner, and other educators and psychologists will be discussed, and the interfaces among reading, writing, and speaking will be explored. (summer)

**5242 MATERIALS CONSTRUCTION
AND DESIGN 2 hours**

The goals of this course are to enable teachers, while in a normal teaching role, to observe young children objectively and to teach classrooms so that a more individualized approach is offered. (summer)

5263 MONTESSORI SEMINAR II 3 hours

Weekend seminar taken with approved Montessori Internship only. Permission of the Montessori coordinator is required. (spring)

5303 EVALUATION OF YOUNG CHILDREN 3 hours

This course is designed to provide an understanding of the evaluative process of young children. Various tests and diagnostic instruments are presented that assess the social maturity, developmental levels, and intellectual ability of young children. The student will learn how to analyze a test and set up an individualized program. An important aspect of the course will be evaluation of the current issues related to the testing of

young children. A comprehensive diagnostic and prescriptive case study will be developed. (summer, spring)

**5504 PSYCHOLOGICAL BASES OF LEARNING
AND GUIDING YOUNG CHILDREN 4 hours**

This course is devoted to the examination of the many variables involved in learning as well as contemporary ideas related to the learning process. The theoretical approaches for guidance in teaching the young child will be analyzed. For upper-division students with permission. Early Childhood majors take a 3 hour course. Montessori majors take a 4 hour course. (summer)

**5603 BASIC CONCEPTS OF PRIMARY
MATHEMATICS 3 hours**

This course will focus on ways to enhance the development of mathematical ideas in young children three through eight years of age. Ways to design "mathematical environments" within a teacher's own classroom will be discussed, and useful materials will be examined. (summer)

**5613 CURRICULUM METHODS
IN EARLY CHILDHOOD EDUCATION 3 hours**

An overview of current models of teaching in early childhood will be explored. The student will be able to integrate the historical and current trends in educational practices within a developmentally appropriate classroom setting. Current trends related to brain research and learning styles will be explored. An analytical approach to the influence of the school environment on young children's behavior will be revisited as this knowledge applies to actual classroom practices. Instruction will focus on the actual implementation of an integrated, literacy-focused, individualized curriculum that is responsive to the needs and interest of children living in a culturally and linguistically diverse society. Students will apply the latest practices in teaching to plan, implement, and reflect upon lesson designs to improve their own teaching practices. A quality leadership project that focuses on developing skills to train others will be expected. Fifteen hours of observation is required. (fall)

6771-6 PRACTICUM 1-6 hours

An on-site experience designed to fit the needs of the student and his or her plan of study. (TBA)

6871-6 MONTESSORI PRACTICUM 1-6 hours

Practicum experience in the Montessori approach. (TBA)

6983-6 THESIS 3-6 hours

ELEMENTARY EDUCATION (ELED)

5002 MONTESSORI OVERVIEW 2 hours

This course will focus on Montessori's philosophy of educating children ages three through six. It will provide an objective view of the Montessori approach and seek to place the ideas of Dr. Montessori in the context of contemporary psychological and educational thought. (summer)

5021-3 WORKSHOP 1-3 hours

5051-6 DIRECTED READING 1-6 hours

- 5061-6 SEMINAR 1-6 hours**
- 5091-6 INDEPENDENT STUDY 1-6 hours**
- 5104 MONTESSORI ELEMENTARY MATHEMATICS I 4 hours**
The Montessori curriculum for the child ages six to nine, including the concept of number and quantitative relationships for fundamental operations, the laws of arithmetic, fundamental operations, and fractions will be presented. The philosophy behind the Montessori approach to mathematics and how it relates to child development will also be covered. (summer)
- 5113 TEACHING LANGUAGE ARTS 3 hours**
Teaching of language arts encompasses the areas of listening, speaking, writing, viewing, listening, and thinking skills and the appropriate strategies for supporting primary and intermediate students in developing effective communication skills. Learning skills for strengthening these areas of communication with primary and intermediate students will be the major focus of this course. Strengthening the individual teacher's knowledge base in the language arts content will be emphasized. Prerequisite: EDUC 2103. (spring).
- 5123 SCIENTIFIC INQUIRY IN ELEMENTARY SCHOOL 3 hours**
This course is designed to teach the content, attitudes, and processes involved in teaching elementary science. The basic concepts of life, earth, physical, and space science will be explored. Inquiry process skills as they are applied in a developmental perspective in the classroom setting will be a major focus of the application to the active and collaborative learning environment. Students learn how to teach skills in data collection and interpretation as well as methods used by scientists to establish understanding. Students share and explore a wide range of resources that reflect current trends in teaching science. A leadership project is expected. (spring)
- 5143 CREATIVE ARTS ENHANCING THE CURRICULUM 3 hours**
The study of the basic elements in art and music and the relationship of the creative arts to the development of a culture will be emphasized. The appropriate methods, materials, and techniques for teaching art and music will be explored. Graduate students will complete a research project. (spring)
- 5162 MONTESSORI ELEMENTARY SEMINAR I 2 hours**
Variable-content seminar focusing on particular elements of the Montessori curriculum, including geometry. (fall)
- 5203 TEACHING SOCIAL STUDIES 3 hours**
A major focus of this course is to promote an understanding of the content of current social studies curricula drawn from the fields of geography, political science (or government), economics, anthropology, and sociology. In examining this material, a variety of instructional models and strategies will be used, such as presentation, discussion, demonstration, simulations, games, teaching from documents and artifacts, and other approaches that involve students in the exploration of this complex subject matter. (fall)
- 5212 MONTESSORI ELEMENTARY GEOMETRY 2 hours**
Beginning geometry for children ages six to nine in the Montessori elementary classroom. (summer)
- 5214 MONTESSORI ELEMENTARY LANGUAGE I 4 hours**
The Montessori philosophy of language development and the Montessori language curriculum for children ages six to nine will be offered. Included will be oral language, reading and writing, and grammar functions. Other newer approaches to language curriculum, including children's writing and literature and how they interface with Montessori's curriculum, will be presented. (summer)
- 5262 MONTESSORI ELEMENTARY SEMINAR II 2 hours**
Variable-content seminar focusing on a particular element of the Montessori curriculum, including more geometry, the computer and classroom management. (spring)
- 5362 MONTESSORI ELEMENTARY SEMINAR III 2 hours**
Variable-content seminar focusing on particular components of the Montessori curriculum. (TBA)
- 5413 LITERACY DEVELOPMENT AND CONTENT READING 3 hours**
Literacy development focuses on the process by which children develop, learn, and use literacy strategies. A comprehensive study of the balanced reading and writing program will be studied. The student will learn the important applications for themes, ideas, concepts, and strategies central to teaching reading, writing, speaking, viewing, and listening. The importance of planning, observing, and responding to emergent and independent readers will be emphasized. (fall)
- 5414 DIAGNOSIS AND REMEDIATION OF READING DIFFICULTIES 4 hours**
The course provides techniques in the assessment and remediation of reading and difficulties in K-12th grades. The class focuses on classroom instruction and practical application of the diagnostic/prescriptive process to motivate, build understanding, and encourage active engagement in the reading process. Field experience will be a major component of this class in which students will practice the assessment and remediation skills discussed in the classroom at a school site and work with K-8 students. (spring)
- 5503 PARENTAL ROLES IN THE SOCIAL CONTEXT 3 hours**
The complex role of the parent in our society today includes cooperative planning among children, parents, and school personnel. Focus will be on the identification of supportive community resources and educational programs that provide enrichment and support to families and educators. Current parenting strategies will be another focus. Also, the importance of different types of parental involvement programs with basic skills in parent conferences will be discussed. Another focus of the course will be the study of issues such as divorce, death, employed parents, single parents, and other stressful experiences found in society today. Family systems theory will be explored. (summer)

5513 ELEMENTARY TECHNIQUES AND MANAGEMENT 3 hours

This course is designed to provide teaching strategies and the resources to affect and implement effective teaching using the principles of learning. Also, the course will focus on prominent classroom organizational strategies and diverse theories for classroom management/behavior and guidance techniques. Students will implement theory into practice by teaching, using a variety of instructional strategies, and selecting appropriate materials and resources to implement instructional objectives. A leadership project will be required. Prerequisites: (or concurrent with) ELED 3403, 3613, 4113, 4203. (spring)

5603, 5613 PRIMARY AND INTERMEDIATE MATHEMATICS 3 hours

Math provides the foundation to practice and develop goals of math instruction for Pre-K–3 or 4–6. These goals follow the idea of needed change in the delivery of math education as put forth by the National Council of Teachers of Mathematics (NCTM). Exposure to the principles and theory of primary math is a plus. The study of the model of sets, number relations, and the use of basic structural properties will be explored. Becoming comfortable with the shifts in math education delivery is a major objective. Content will focus on rational numbers, geometry, metric measurement, problem manipulatives, and cooperative learning practice. (fall)

5703 CHILDREN'S LITERATURE AND THE LIBRARY 3 hours

The student will review current children's literature and their authors and illustrators. The course will focus on the different genres available in children's literature, with a focus on current issues found in literature today. Multicultural, historical, and societal influences will be integrated into the course of study. Emphasis will be placed on the diverse techniques, media, and technology to be used with literature in storytelling and the use of children's literature in the early childhood and elementary classrooms. The integration of children's literature throughout the curriculum will be planned, analyzed, and evaluated. (spring)

5713 PHYSICAL AND BIOLOGICAL SCIENCE FOR ELEMENTARY TEACHERS 3 hours

An overview of the knowledge base for both physical and biological science. Current research in inquiry and problem-solving techniques will be analyzed and applied to the educational setting. (summer)

***6103 FOUNDATIONS OF READING** 3 hours

Advanced study in the process of reading, skill developments, reading instruction, and learning theory as it applies to reading education. Prerequisite: ELED 3403. (fall)

6304 MONTESSORI ELEMENTARY SCIENCE AND SOCIAL STUDIES I 4 hours

The Montessori philosophy and approach as it relates the child to his or her own culture will be presented, including the study of history, biological sciences, and practical life exercises. (summer)

6771-6 PRACTICUM 1–6 hours

6983-6 THESIS 3–6 hours

GIFTED AND TALENTED EDUCATION (GFED)

5021-3 WORKSHOP 1–3 hours

5051-6 DIRECTED READING 1–6 hours

5061-6 SEMINAR 1–6 hours

5091-6 INDEPENDENT STUDY 1–6 hours

5161-6 ISSUES IN GIFTED EDUCATION 1–6 hours

5261-6 SPECIAL PROBLEMS IN GIFTED EDUCATION 1–6 hours

6213 SURVEY OF THE GIFTED AND TALENTED 3 hours

A survey course to acquaint the teacher with the nature and needs of gifted students and their concomitant problems. Included are identification procedures and appropriate program options. Open to nonmajors. (fall)

6313 CREATIVITY: PERSON AND PROCESS 3 hours

A seminar focusing on the creative person and the unique steps in the creative process; emphasizing creative behaviors in yourself and how to stimulate creativity and productivity in others. Open to nonmajors. (fall)

6513 PROGRAMMING AND PLANNING FOR THE GIFTED AND TALENTED 3 hours

This course emphasizes the planning and implementation of differentiated curriculum and strategies for gifted students. The intent is to realize a variety of alternatives for the gifted. Prerequisite: 3 hours of gifted education or instructor's approval. (spring)

6613 COUNSELING THE GIFTED 3 hours

Future teachers of the gifted learn counseling techniques and effective education strategies for stimulating the personal and social development of gifted students. Prerequisite: 3 hours of gifted education or instructor's approval. (summer)

6813 TEACHING THINKING ACROSS THE CURRICULUM 3 hours

To be successful, students need to be able to think in a variety of circumstances. This course offers systematic approaches to teaching thinking skills in all areas of the curriculum. Open to nonmajors. (spring)

6863 ADMINISTRATION/LEADERSHIP OF SPECIAL PROGRAMS 3 hours

This seminar challenges the teacher, coordinator, or administrator to be a positive force for change. Strategies for implementing gifted programs at all levels will be emphasized, as will be techniques for developing your own leadership potential. Permission of the instructor required. (summer)

6873-6 PRACTICUM IN GIFTED EDUCATION 3-6 hours

Observing, teaching, and facilitating in an on-site program for gifted students. Prerequisite: 6 hours of gifted education and permission of the program director. (TBA)

6973-6 ADVANCED PRACTICUM IN GIFTED EDUCATION **3–6 hours**
 A more intensive practicum experience. Permission of the program director is required. (TBA)

GRADUATE EDUCATION (GRED)

5003 RESEARCH AND WRITING **3 hours**
 Introduction to graduate studies. This course is designed primarily to help students become proficient in doing library research and writing the research paper. It also introduces students to the skills and knowledge essential for successful graduate studies in education and for future growth. Required for all international students in the M.Ed. program and strongly recommended for students on probation. (fall, spring, summer)

5011-3 ISSUES IN EDUCATION **1–3 hours**

5021-3 WORKSHOP **1–3 hours**

5051-6 DIRECTED READING **1–6 hours**

5061-6 SEMINAR **1–6 hours**

5091-6 INDEPENDENT STUDY **1–6 hours**

5103 CONFLICT RESOLUTION **3 hours**
 Resolving conflict effectively is a focus in business and industry as well as in education. Schools must find ways to effectively communicate both horizontally and vertically. This course trains participants in methods of effective communication and the techniques of peer mediation. (summer)

5113 MEDIA AND TECHNOLOGY **3 hours**
 Selecting, evaluating, and utilizing multimedia and computer technology as part of an integrated classroom. Topics will include using the Internet as a resource, CD-ROM technology and computer-assisted and managed instruction. (summer)

5123 THE EXCEPTIONAL CHILD **3 hours**
 The course includes information, methods, and techniques for teaching exceptional children. Consideration of mentally retarded, learning disabilities, gifted, and other categories covered by PL94142 is emphasized. (fall, spring, summer)

5133 METHODS OF TEACHING ART **3 hours**
 This methods course will focus on techniques of art instruction. It will prepare the preservice teacher to create learning experiences and learning environments to support individual differences in students by enhancing their self-motivation and positive interaction in the classroom. The teacher will learn a variety of communication techniques to foster inquiry and collaboration and will practice instructional strategies that encourage critical thinking and problem solving. The preservice teacher will plan instruction and analyze and critique discipline models and methods. Microteaching will provide the teacher the opportunity to prepare and deliver lessons in his or her subject area. (fall)

5213 EFFECTIVE TEACHING TECHNIQUES **3 hours**
 This course focuses on the integration of methodology into ones teaching practice. This class will focus on the basic strategies from the effective teaching research. There will be an emphasis on deductive and inductive teaching. The importance of the principles of learning will be analyzed and applied. Another emphasis will focus on how learners construct their own knowledge through interactive learning strategies. Interactive teaching strategies such as cooperative learning, problem solving, learning styles, and questioning techniques will be another focus of the class. There will be an overview of learning styles. Classroom management will be a component of the class. (spring, summer)

5233 METHODS OF TEACHING ENGLISH **3 hours**
 This methods course will focus on techniques of English instruction. It will prepare the preservice teacher to create learning experiences and learning environments to support individual differences in students by enhancing their self-motivation and positive interaction in the classroom. The teacher will learn a variety of communication techniques to foster inquiry and collaboration and will practice instructional strategies that encourage critical thinking and problem solving. The preservice teacher will plan instruction and analyze and critique discipline models and methods. Microteaching will provide the teacher the opportunity to prepare and deliver lessons in his or her subject area. (fall)

5303 LEADERSHIP FOR CHANGE **3 hours**
 The purpose of this course is to train the participants in the basic concepts and applications to implement school improvement. Through the content, the participants will develop the skills to lead other educators to create a context for change, develop and articulate the vision, plan and provide resources, invest in training and professional development, assess and monitor progress, and provide continuous assistance. Participants will learn to become facilitative leaders. Coaching and mentoring skills will be studied. (spring)

5313 MULTICULTURAL CONCEPTS **3 hours**
 This course is designed to inform the student of the issues involved in our growing multicultural society. It will focus on and investigate issues surrounding the differences in ethnic, religious, and cultural backgrounds. Emphasis will be on the teacher's role in understanding the differences and providing a climate of acceptance for students so that they can function comfortably in relation to others in a culturally diverse environment. (summer, fall)

5333 METHODS OF TEACHING MATHEMATICS **3 hours**
 This methods course will focus on techniques of mathematics instruction. It will prepare the preservice teacher to create learning experiences and learning environments to support individual differences in students by enhancing their self-motivation and positive interaction in the classroom. The teacher will learn a variety of communication techniques to foster inquiry and collaboration and will practice instructional strategies that encourage critical thinking and problem solving. The preservice teacher will plan instruction and analyze and critique discipline models and methods. Microteaching will provide the teacher the opportunity to prepare and deliver lessons in his or her subject area. (fall)

5403 COLLABORATION TO MENTORING 3 hours

This course will cover the basic concepts in coaching and mentoring. Graduate students will accept and provide guidance, advice, ideas, and solutions in a cooperative manner. They will build partnerships through mentoring by taking seriously the responsibility to share information and skills in order to help others succeed. In addition, the course will build a knowledge base for collaborating in work, community, school, government agencies, and other groups. Collaboration includes communication, cooperation, problem solving, and decision making with shared responsibility. (summer)

5433 METHODS OF TEACHING SCIENCE 3 hours

This methods course will focus on techniques of science instruction. It will prepare the preservice teacher to create learning experiences and learning environments to support individual differences in students by enhancing their self-motivation and positive interaction in the classroom. The teacher will learn a variety of communication techniques to foster inquiry and collaboration and will practice instructional strategies that encourage critical thinking and problem solving. The preservice teacher will plan instruction and analyze and critique discipline models and methods. Microteaching will provide the teacher the opportunity to prepare and deliver lessons in his or her subject area. (fall)

5533 METHODS OF TEACHING SOCIAL STUDIES 3 hours

This methods course will focus on techniques of social studies instruction. It will prepare the preservice teacher to create learning experiences and learning environments to support individual differences in students by enhancing their self-motivation and positive interaction in the classroom. The teacher will learn a variety of communication techniques to foster inquiry and collaboration and will practice instructional strategies that encourage critical thinking and problem solving. The preservice teacher will plan instruction and analyze and critique discipline models and methods. Microteaching will provide the teacher the opportunity to prepare and deliver lessons in his or her subject area. (fall)

5613 EVALUATION AND ASSESSMENT 3 hours

The functions of measurement, assessment, and evaluation methods of securing evidence regarding the educational and intellectual status of pupils. Portfolios and other performance assessments are emphasized as alternatives to tests. (summer)

5633 METHODS OF TEACHING SPEECH/DRAMA/DEBATE 3 hours

This methods course will focus on techniques of speech/drama/debate instruction. It will prepare the preservice teacher to create learning experiences and learning environments to support individual differences in students by enhancing their self-motivation and positive interaction in the classroom. The teacher will learn a variety of communication techniques to foster inquiry and collaboration and will practice instructional strategies that encourage critical thinking and problem solving. The preservice teacher will plan instruction and analyze and critique discipline models and methods. Microteaching will provide the teacher the opportunity to prepare and deliver lessons in his or her subject area. (fall)

5713 PERSONAL GROWTH AND COUNSELING 3 hours

Principles and techniques of the helping process for change, emphasizing the listening and responding skills necessary for all professionals in education and related fields. Some counseling theories will be covered as will be lifelong learning and career awareness concepts. Students will be exposed to techniques that will encourage social and supportive interactions. (spring)

5813 ACHIEVING YOUR GOALS 3 hours

This course is designed to explore the strengths of the individual and to develop potential. Its focus is on the dynamic nature of the human spirit and will utilize each person's life experiences in planning and achieving personal and career goals. Techniques will include identification and clarification of possibilities, managing achievement through commitment and problem solving, and measuring results. (spring, summer)

6313 INTERDISCIPLINARY CURRICULUM DEVELOPMENT 3 hours

The theories for developing and writing innovative curriculum will be explored. A focus will be on organization of different types of integrated units will be highlighted. Team planning and preparation for integration of different curriculum areas will be explored. A variety of assessment procedures to evaluate student work will be analyzed. The reflective process for teaching will be guided through a work sample simulation process. (summer)

6413 TEACHING THINKING ACROSS THE CURRICULUM 3 hours

To be successful, students need to be able to think in a variety of circumstances. This course offers systematic approaches to teaching thinking skills in all areas of the curriculum. Open to nonmajors. (spring)

6513 SOCIOLOGICAL FOUNDATIONS OF EDUCATION 3 hours

This course explores the relationship of group impact in society on education. It also explores the school as a subculture of society. (fall, summer)

6771-6 PRACTICUM IN EDUCATION 1-6 hours

6773 HISTORY OF EDUCATIONAL THOUGHT 3 hours

This course explores the major philosophical and historical paradigms in education as it emerged in Western culture. Major texts by authors such as Plato, Rousseau, Dewey, and Whitehead are used to analyze and discuss the value, meaning, and future of Western education in light of its past. (fall, odd)

6813 PSYCHOLOGICAL FOUNDATIONS 3 hours

This course is designed to inform the student educator and counselor of the balance between individual needs, competencies and environmental expectations, demands and resources of their chosen careers. Developmental perspectives will be viewed through the entire life span from conception through infancy and adolescence into adulthood, and old age. (spring, summer)

6863 ADMINISTRATION/LEADERSHIP OF SPECIAL PROGRAMS 3 hours

This seminar challenges the teacher, coordinator, or administrator to be a positive force for change. Strategies for implementing special programs at all levels will be emphasized as will be techniques for developing individual leadership potential. Permission of the instructor required. (summer)

6903 METHODS OF RESEARCH 3 hours

This course is designed for students planning to write a thesis. The student will work out an individual plan with the faculty member to design a proposal for approval by an appointed thesis committee. The student will be expected to complete the thesis using current research practices. (fall, spring, summer)

6983 THESIS 3 hours

Students will pursue individual research problems. Prerequisites: advanced graduate standing and consent of the student's graduate committee. This course is limited to students who have filed an approved plan of study and have completed or are in the process of completing a course in Methods of Research (GRED 6903).

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESL)

5013 THE ENGLISH LANGUAGE: STRUCTURE AND USAGE 3 hours

This course involves both a study of English grammar and a discussion of the teaching of grammar in ESL. Using an eclectic approach, we will examine the morphological and syntactical system of English. We will also explore the theoretical and practical issues of the teaching of grammar in ESL/EFL.

5021-3 WORKSHOP 1-3 hours

5051-6 DIRECTED READING 1-3 hours

5061-6 SEMINAR 1-3 hours

5091-6 INDEPENDENT STUDY 1-3 hours

5103 STUDIES IN LINGUISTICS 3 hours

This course introduces concepts of the development and history of language, phonology, semantics, descriptive grammar, and effective communications process. (fall, summer)

5113 AMERICAN ENGLISH PHONOLOGY 3 hours

A study of language in general, this course examines the universals and the kinds of rules and structures of language, with a focus on phonology, morphology, syntax, and semantics. Explored also are the social, physiological, and psychological aspects of language use and language learning in light of cultures and learning patterns. Historical and computational linguistics will also be briefly discussed.

5143 INSTRUCTIONAL STRATEGIES IN WRITING 3 hours

This course will provide opportunities for students to expand their understanding of writing as they tutor other students in grammar, usage, organization, focus, conciseness, development,

specificity, and general language skills. In addition to tutoring, students will work on their own writing projects. (Cross-list MLAW 5143)

5161-6 ISSUES IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 1-6 hours

5313 AMERICAN CULTURE THROUGH AMERICAN LITERATURE 3 hours

This course presents a study of American culture and tradition through examination of social and historical literary development in selections from American literature. (summer)

5423 THEORY AND METHODS OF TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 3 hours

This course introduces prospective TESOL teachers to the theories about second language learning and teaching. The linguistic, psychological, and social aspects of second language acquisition are explored. Focus is on the techniques, methods, and materials used in TESOL. (fall, summer)

5513 ESL AND EFL ASSESSMENT 3 hours

This course is a survey of assessment in English as a second or foreign language. It focuses on the theory, construction, and use of both standard and teacher-made tests for language skills. Basic statistical procedures in interpreting test results will also be discussed. (spring)

5713 PSYCHOLINGUISTICS 3 hours

This course explores psychological aspects of language with a focus on language acquisition, production, and comprehension.

6103 FOUNDATIONS OF READING 3 hours
(Cross-list ELED 6103)

6113 INTERCULTURAL COMMUNICATION 3 hours

A course designed to explore the role of culture in communication behavior as well as the barriers to communication that occur across cultures. (Cross-list MLAI 6113). (spring)

6363 LANGUAGE AND CULTURE 3 hours
(Cross-list MLAA 6363)

6873 PRACTICUM IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 3 hours

This course is designed to give students practical experience in TESOL, allowing them to apply the theories and teaching strategies learned in Theory and Methods of Teaching English to Speakers of Other Languages (TESL 5423). This practice will take place both in and out of the classroom. (fall, spring)

6983 THESIS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 3 hours

MASTER OF LIBERAL ARTS (MLA)

5063 TOPICS IN EDUCATION 3 hours

This is a variable-content seminar focusing on different topics and issues in American education. The course is cross-listed with the education department and may be repeated with different content.

5163 TOPICS IN THE LIBERAL ARTS 3 hours

This variable-content seminar focuses on different topics and issues within the liberal arts disciplines and/or social and cultural issues approached from the point of view of one or more of the liberal arts disciplines. The course may be repeated with different content.

5313 WRITING: BUSINESS AND TECHNICAL 3 hours

This course provides specialized training in business and technical writing (e.g., reports, correspondence, memos, proposals, specifications, etc.) for nonacademic situations.

5513 PHOTOGRAPHY I 3 hours

This is a basic practical course in black and white photography. The emphasis is on working both in the studio and the field. Students will acquire the basic lab techniques needed to develop film and make quality prints from negatives.

5613 PHOTOGRAPHY II 3 hours

This is continuation of Photography I and includes special lighting and filter techniques.

5763 SEMINAR IN PHOTOGRAPHY 3 hours

This variable-content seminar deals with such topics as history of photography, experimental photography, portrait photography, landscape photography, etc. The course may be repeated with different content.

5963 CHINESE STUDIES 3 hours

This is a variable-content seminar dealing with various topics and issues related to Chinese culture, history, and politics. The course may be repeated with different content.

6003 MASTER'S SEMINAR: THE LIBERAL ARTS IN WESTERN CULTURE 3 hours

This course will introduce the student to the history and function of the liberal arts in Western culture. Open-ended in nature, this foundation course is required of all M.L.A. students.

6063 TOPICS IN HISTORY 3 hours

This is a variable-content seminar focusing on topics and issues in the study of history, primarily American and European. The course may be repeated with different content.

6103 CREATIVITY: PERSON AND PROCESS 3 hours

This course will survey contemporary psychological and cultural approaches to human creativity. Topics will include the psychological process of creative thinking and recent behavioral research concerning education and the development of our latent talent for creative thinking.

6163 TOPICS IN RELIGION AND THEOLOGY 3 hours

This is a variable-content seminar dealing with topics and issues in religion and theology. Previous contents include Tillich's Systematic Theology, Liberation Theology, faith jour-

neys, world religions, and religion and American culture. The course may be repeated with different content.

6203 GREAT FILMS 3 hours

This course explores the cultural and artistic values reflected in film history. Utilizing domestic and international films, the student will be introduced to the tools of literary analysis in the service of visual literacy through the systematic application of Auteur theory analysis.

6213 ASIAN THEATER AND CULTURE 3 hours

This course explores the theater of India, China, and Japan, relating performance conventions to the values and religious and social concerns of these countries.

6263 TOPICS AND ISSUES IN BEHAVIORAL SCIENCE 3 hours

This is a variable-content seminar exploring issues and topics arising in the context of one or more of the behavioral sciences. The course may be repeated with different content.

6303 THE ART OF PUBLIC SPEAKING 3 hours

The contemporary world has largely lost the ancient world's awareness of the importance of speaking well in public. But this fact has not changed: Those who are articulate and persuasive in oral discourse accrue tremendous power. Some of life's most critical evaluative moments are rhetorical—the interview, the sales presentation, the lecture, the sermon, the debate, even the witness chair. In this practice-oriented course, five distinct speaking assignments will be given and critiqued.

6313 UNDERSTANDING THE OPERA 3 hours

This course will introduce the student to the mysterious and misunderstood world of the opera. How do plot and musical form, literary analogues, historical background, and cultural context shape this unique art form? Recorded works by Mozart, Rossini, Donizetti, Verdi, Puccini and Wagner, as well as literary analogues, will be studied in coordination with productions by the OCU School of Music.

6363 TOPICS IN POLITICS 3 hours

This course is a variable-content seminar focusing on issues and topics in contemporary politics, e.g., recent political elections, the historical role of political parties in the American system of government, techniques of modern political campaigns, etc. The course may be repeated with different content.

6403 RHETORIC AND REALITY 3 hours

This course explores the power of words to "create" reality. The course utilizes the writings of George Orwell, S.I. Hayakawa, William Lutz, and Richard Weaver, among others, to investigate both the folly and the terror of "telling it like it isn't."

6463 ETHICS: BUSINESS AND PROFESSIONS 3 hours

This course involves a systematic examination of human behavior and the principles of moral decision making within the context of business and professional life. This course begins with an overview of moral philosophy (theory, but heavily oriented toward practical application employing a case-study approach).

6751-3 DIRECTED READING 1-3 hours
This course is designed for special projects and individual instruction as required by the student's curriculum and off-campus study-tour courses. Enrollment requires the permission of the M.L.A. director.

6991-3 INDEPENDENT STUDY 1-3 hours
This course allows students to work individually with an instructor on a special project of significant academic importance to the student's course of study. Enrollment requires permission of the instructor and the M.L.A. director.
Track-specific courses not listed. Consult M.L.A. directory for complete course listing.

MASTER OF ARTS IN THEATER FOR YOUNG AUDIENCES (MACT)

6013 CHILDREN'S THEATER 3 hours
As the arts are now a required part of the core curriculum and artists, educators, church and community leaders alike will be required to provide quality theatrical experiences for young people (ages five to eighteen), majors and nonmajors will be introduced to the theory, criticism, and techniques applicable to theater for young audiences. Students will also engage in play reading and the study of child development, children's literature, and learning theory as they specifically relate to theater for young audiences. (fall)

6102 HISTORY OF THEATER FOR YOUNG AUDIENCES, CREATIVE DRAMA, AND THEATER-IN-EDUCATION 2 hours
A study of the history, theory, and criticism of theater for young audiences, creative drama and theater-in-education through play reading, script study, and investigation.
Prerequisites: MACT 6013 and 6113. (spring)

6113 CREATIVE DRAMA I 3 hours
As creative drama is a process appropriate for all ages (from young children to senior citizens) and in a variety of situations (from the K-12 classroom, youth groups, and therapy to theater), majors and nonmajors will learn how to design, lead, and implement creative drama in a variety of aims, including but not limited to its documented potential to help students achieve educational goals (especially in reading, writing, math, language development, and the arts); develop creativity, engagement, and persistence; enhance understanding of self and others; prepare students for jobs; and prepare participants for theatrical endeavors. (spring)

6212 CREATIVE DRAMA II 2 hours
Advanced study of creative drama, including the design and leading of creative drama activities with young people in workshop classes that meet on campus. Prerequisite: MACT 6113. (fall)

6313 ACTING AND DIRECTING FOR THEATER FOR YOUNG AUDIENCES 3 hours
Students in this class will explore and apply theory, criteria, skills, and techniques that are both appropriate and that will raise standards in the areas of acting and directing for theater for young audiences. (fall)

6951-6 DIRECTED READINGS 1-6 hours
These courses are designed for special projects and individual instruction as required by the student's curriculum. (Offered on demand)

6963 SPECIAL TOPICS IN CHILDREN'S THEATER 3 hours
Revolving course content. (Offered on demand)

6971-4 THEATER PERFORMANCE PRACTICUM 1-4 hours
Credit hours may be earned for participation in OCU theater productions. (Offered on demand)

6983 GRADUATE PROJECT/PAPER OR THESIS 3 hours
Graduate students will be required to present a proposal, secure approval of the Department of Speech and Theater, and undertake a project and a corresponding written component or write a master's thesis.

6991-4 INDEPENDENT STUDIES 1 hour
Individual project for graduate students in theater for young audiences. (Offered on demand)

MASTER OF ARTS IN THEATER (MATR)

5013 PLAY STRUCTURE 3 hours
Structural analysis of American and European plays at the graduate level for directors, designers, and teachers. (fall, spring, summer)

5113 RESEARCH AND WRITING FOR THEATER 3 hours
Introduces graduate students in theater to the basic skills in academic research and writing, concentrating on the tools, resources, and objectives particular to the field of theater studies and performance. (fall)

5161 GRADUATE SEMINAR 1 hour
A course in which graduate theater students will be introduced to the differences between undergraduate and graduate expectations in the discipline and explore the possibilities for inquiry and research or research and performance so as to choose an appropriate master's thesis topic or project. (fall)

5213 HISTORY OF THE THEATER 3 hours
The development of traditional Western theater from the Greeks to the twentieth century, with detailed study of representative plays. (spring, even)

5313 MULTICULTURAL THEATER 3 hours
An examination of nontraditional theater forms including Asian, ethnic-American, and postmodern theater, with a detailed study of representative plays. (spring, odd)

5321 BEGINNING FENCING 1 hour
(Cross-list KES 1161F)

5413 THEORY AND CRITICISM 3 hours
This seminar looks at the relationships between dramatic criticism and writing and theatrical practice, especially the impact

of contemporary literary and dramatic theory on twentieth-century theatrical modes. (spring)

5421 INTERMEDIATE FENCING 1 hour
(Cross-list KES 1261F)

5503 SHAKESPEARE 3 hours
(Cross-list ENGL 4503)

5513 ISSUES IN EDUCATIONAL THEATER 3 hours
An exploration of theater-specific issues (including but not limited to acting, coaching, acting pedagogy, adjudication, arts education mandates, contemporary issues in the arts, and theater promotion) will prepare students for participation in educational theater in primary, secondary, higher education, and professional theater. Includes educational outreach, missions, programs, and theater for young audiences components.

5523 MOVEMENT FOR THE STAGE 3 hours
Development of movement skills and physical characterization for advanced acting students. (spring, even)

5524 STYLES OF ACTING 4 hours
Specialized skills and techniques for acting in period plays, including Greek tragedy, Restoration comedy, and Shakespeare. (spring, odd)

5613 DIRECTING I 3 hours
Beginning study and practice in play direction, including play analysis, blocking, communications skills, and working with actors. (fall)

5713 DIRECTING II 3 hours
Advanced study of play directing, including how to choose an appropriate one-act play script for production, how to secure permission to stage a play, rehearsal organization, actor and designer communication, marketing, publicity, how to maintain a production account, front-of-house responsibilities, the directing of a one-act play, and postproduction responsibilities. (spring, odd)

5813 MODERN DRAMA 3 hours
(Cross-list with ENGL 3813)

6313 AUDITION TECHNIQUES 3 hours
Students will prepare résumés, research résumé pictures, and prepare a variety of monologues culminating in an audition video. (fall, even)

6413 ADVANCED ORAL INTERPRETATION 3 hours
Directed studies in theory, analysis, and performance of prose, poetry, and drama by an individual. (fall, odd)

6713 ON-CAMERA ACTING 3 hours
An introduction to the basic principles of professional on-camera acting for film and television. (fall, spring, summer)

6813 ADVANCED ON-CAMERA ACTING 3 hours
Advanced on-camera acting for film and television, concentrating on scene study. (fall, spring, summer)

6903 RELIGIOUS DRAMA 3 hours
This course, after discussions of the nature of the relationship between religion and drama, traces the development of

religious drama from its beginning in Greece to the present day, focusing on a survey of uses of drama in contemporary religious practice and consideration of religious themes in modern drama. (fall, even)

6963 SPECIAL TOPICS 3 hours
Revolving course content. (Offered on demand)

6951-6 DIRECTED READINGS 1-6 hours
These courses are designed for special projects and individual instruction as required by the student's curriculum. (Offered on demand)

6971-4 THEATER PERFORMANCE PRACTICUM 1-4 hours
Credit hours may be earned for participation in OCU theater productions. (Offered on demand)

6983 GRADUATE PROJECT/PAPER OR THESIS 3 hours
Graduate students will be required to present a proposal, secure approval of the Department of Speech and Theater, and undertake a project and a corresponding written component or write a master's thesis.

6991-4 INDEPENDENT STUDIES 1-4 hours
Individual projects for graduate students in theater. (Offered on demand)

MASTER OF ARTS IN TECHNICAL THEATER (MATT)

5123 FIGURE DRAWING 3 hours
(Cross-list with ART 2123)

5223 WATERCOLOR 3 hours
(Cross-list with ART 1423)

5363 TECHNICAL PROBLEMS 3 hours
This course is a study of advanced scenographic techniques and selected technical problems. (Offered on demand)

5541 MAKE-UP LAB 1 hour
The purpose of this class is to acquaint the student with the proper tools and procedures for applying stage make-up for both small and large stages. (fall)

5573 APPLIED SCENE DESIGN 3 hours
Advanced techniques and individual practice in scene design. (Offered on demand)

5623 PAINTING 3 hours
(Cross-list ART 3663)

5641 TV/FILM MAKE-UP LAB 1 hour
The purpose of this class is to acquaint the student with the proper tools and procedures for the application of make-up for on-camera use. (spring)

5673 APPLIED LIGHTING DESIGN 3 hours
Advanced techniques and individual practice in lighting design. (Offered on demand)

5762 SPECIAL DESIGN PROJECTS 2 hours

See academic advisor for requirements. This course may be repeated twice with different content. (Offered on demand)

6513 HISTORY OF COSTUME 3 hours

This class is an overview of history dealing with climate, architecture, customs, vocations, clothing/costume terms of each period, and plays/musicals/operas that fit into each historical period. (fall)

6573 COSTUME PATTERN DRAFTING, CUTTING, AND CONSTRUCTION 3 hours

This course shows the student how to develop and approach pattern drafting and teaches the more complicated method of drafting, draping and cutting costume patterns. It is for advanced costume design students. (spring, even)

6643 ADVANCED PATTERN DRAFTING, CUTTING AND CONSTRUCTION 3 hours

This class teaches the more advanced methods of construction and organization. (fall, even; spring, odd)

6663 COSTUME DESIGN PROJECTS 3 hours

This class deals with the overall designs of specific scenes in total. All scenes dealt with contain specific costume problems. (fall)

6763 TECHNICAL PROBLEMS OF COSTUME DESIGN 3 hours

This class focuses on specific costume requirements for a musical or opera or a three-act play. (fall, even)

6983 GRADUATE PROJECT/PAPER OR THESIS/ COSTUME DESIGN 3 hours

This class is an actual production from start to finish by the student with complete designs, time-shares, budgets, notes from production meetings, dresser assignments, production organization charts, and production follow-up paper. (Offered on demand)

6983 GRADUATE PROJECT/PAPER OR THESIS/SCENE DESIGN 3 hours

Graduate students will be required to present a proposal, secure approval of the Department of Speech and Theater and undertake a project and corresponding written component or write a master's thesis. (Offered on demand)

6991-4 INDEPENDENT STUDY 1-4 hours

Individual projects for graduate students in technical theater. (Offered on demand)

MS FOUNDATION COURSES (MSAD)

4003 TECHNIQUES OF WRITING FOR COMPUTER SCIENCE 3 hours

A prerequisite for all international graduate students in the Department of Computer Science, this class develops the skills needed for written assignments in computer science classes, including technical research papers. Using computer science topics, students will practice writing skills through biweekly essays scored according to TOEFL grading system. Students will write an American-style research paper.

Students will also improve oral skills through oral presentations. The class will include acculturation into the American university setting, covering topics of academic honesty and exclusion of negotiation in this setting. (fall, spring)

5106 GRADUATE PREPARATION FOR COMPUTER SCIENCE I 6 hours

An introduction to the foundations of computer science for graduate students whose undergraduate major was not computer science. A strong emphasis will be placed on learning the basics of structured programming in C++. The course has two main thematic emphases: data structures and discrete mathematics. Topics covered under the first emphasis include arrays, linked lists, hashing, and recursion. Topics covered under the second emphasis include analysis of programs, proof techniques, counting techniques, and an introduction to graph theory. Encoding, entering, running, and debugging programs comprise a significant part of the course. This course does not count toward the hours required for graduation. Prerequisite: Calculus and Analytic Geometry I (MATH 2004) and permission of the instructor.

5203 GRADUATE PREPARATION FOR COMPUTER SCIENCE II 3 hours

A study of the theory of operating systems and related data structures. This course examines and illustrates common issues and approaches involved in the development of the control and system management aspects of a modern operating system. Related data structures examined will include queues, stacks, trees, and others as selected by the instructor. Designing, coding, and running computer programs related to the topics discussed will be a part of the course. This course does not count toward the hours required for graduation. Prerequisite: MSAD 5106 or permission of instructor. (spring)

MASTER OF SCIENCE IN COMPUTER SCIENCE (CSCI)

5103 THEORY OF COMPUTING 3 hours

A course on the theoretical foundations of computation. Topics include finite-state machines, regular languages, context-free grammars, push-down automata, Turing machines, decidability, and complexity theory. Prerequisites: one language beyond Basic (C or C++ preferred) and Discrete Mathematics (MATH 3503). (fall, spring)

5203 LOGIC FOR COMPUTER SCIENCE 3 hours

A survey of historical and modern logic with emphasis on applications in computer science. Topics include Boolean algebra, truth tables, verification of argument validity, development of proofs using propositional and first-order predicate logic, the correctness and completeness of first-order logic, normal forms, and Herbrand's theorem. Automated proof techniques such as resolution and unification will also be covered. Additional material covered may include topics such as fuzzy logic and multivalued logics. Prerequisites: Calculus and Analytic Geometry I (MATH 2004). (fall, spring)

5303 EMBEDDED AND REAL-TIME OPERATING SYSTEMS 3 hours

A continuation of Introduction to Operating Systems (CSCI 4313). Additional topics include device I/O, interrupts, timers, task scheduling, and hardware OS. Prerequisite: Introduction to Operating Systems (CSCI 4313). (fall, spring)

5403 SOFTWARE ENGINEERING 3 hours

A study of the principles and technique for methodical construction of quality software. Topics include software requirements specification, programming paradigms, module specification techniques, testing and validation procedures, and proof of program correctness. An individual or team project may constitute a significant part of the course. Prerequisite: Data Structures (CSCI 3114). (fall, spring)

5413 ALGORITHM DESIGN AND ANALYSIS 3 hours

A study of the analysis of algorithms and the application of analysis on the design of efficient algorithms. The course treats both the derivation of primarily theoretical results and the practical task of designing efficient algorithms. Topics include: sorting, tree structures, graph algorithms, NP-completeness, dynamic programming, greedy algorithms, distributions and Markov processes, and a brief introduction to parallel algorithms. Prerequisites: Introduction to Data Structures (CSCI 3114) and Discrete Mathematics (CSCI 3503). (fall, spring)

5503 COMPUTER ORGANIZATION AND ARCHITECTURE 3 hours

A study of the structure, organization, and logical design of computers from an advanced perspective. Topics include digital arithmetic and logic, computer structures, machine cycles, interrupts, memory organization, I/O schemes, the integration of operating systems, instruction sets, and addressing. No prior knowledge of electronics is presumed. Prerequisite: At least one programming language. (fall, spring)

5513 COMPUTER SYSTEM ARCHITECTURE 3 hours

A study of high-performance computer architectures. Topics may include a study of instruction set architecture, instruction execution, synchronization, micro-operations, global memory, parallel processing, overlap and pipeline processing in a von Neumann type architecture, "RISC" architectures, and supercomputers. Prerequisite: MS 5503. (fall)

5603 DATABASE DESIGN 3 hours

A quantitative study of the tools and methodology of database design. The intent is to equip a student to design a conceptual database, specify its implementation, and predict the performance of the system when implemented. Topics include B-trees, database structures and schemas, advanced query languages, and system performance. Prerequisite: Database Design and Management (CSCI 4613). (fall, spring, summer)

5703 ARTIFICIAL INTELLIGENCE 3 hours

A study of artificial intelligence techniques including concept learning, state-space problem solving, searching AND/OR trees and graphs, genetic algorithms, and resolution. Programming exercises in C++ and/or LISP and PROLOG will be assigned. Prerequisite: MS 5203. (fall)

5803 COMPUTER GRAPHICS 3 hours

An integrated study of the software, data structures, mathematics, and algorithms of image manipulation, computer graphics, and computer-assisted design. Topics include raster techniques, geometric transformations of two and three dimensions, object modeling, illumination models, shading models, basic animations, and strategies for creating representations of three dimensional objects. Prerequisite: Calculus and Analytic Geometry II (MATH 2104) or equivalent proficiency in calculus and analytic geometry. (fall)

6063 SPECIAL TOPICS 3 hours

A graduate seminar presenting state-of-the-art research topics in computer science. The course content will vary at the professor's discretion. Prerequisites: as designated by the professor. (as needed)

6203 OBJECT-ORIENTED PROGRAMMING 3 hours

An advanced study of object-oriented programming and design concepts. Subjects include classes, methods, polymorphism, inheritance, and object-oriented design. C++ and Smalltalk will be studied in depth. Other object-oriented languages to be discussed include Java. A group project is required. Prerequisites: C++ Programming (CSCI 2713) or Introduction to Object-Oriented Computing (CSCI 4303). (fall, spring)

6303 DISTRIBUTED OPERATING SYSTEMS 3 hours

A continuation of CSCI 4313. Additional topics will include telecommunications, networking, naming, consistency and replication, fault tolerance, and security. The client/server architecture is covered in detail. Encoding, entering, and running programs comprise a significant part of the course. Prerequisite: Introduction to Operating Systems (CSCI 4313). (fall, spring)

6403 ADVANCED ALGORITHM DESIGN 3 hours

A study of advanced techniques in algorithm design. This course will have a primary focus on the issues and techniques of parallel programming. The lab component of the course will provide for practice of the examined techniques and algorithms. Topics will include string processing, compression, encryption algorithms, and integral transformations. Other topics may include geometric algorithms, parsing, probabilistic algorithms, and linear programming. Prerequisite: MS 5413. (spring)

6503 COMPUTER NETWORK ARCHITECTURE 3 hours

An advanced study of the architectural principles and specific mechanisms required for the exchange of data among computers, terminals, and other data processing devices. Topics include architecture, access protocols, and internetworking. Prerequisites: Introduction to Operating Systems (CSCI 4313) and MS 5503. (spring)

6603 POSTRELATIONAL DATABASE SYSTEMS 3 hours

A study of emerging database technologies. Topics to be selected from object-oriented databases, multidatabase systems, data warehousing, Web-enabled databases, intranet databases, XML databases, and/or other new database developments. Prerequisites: Data Structures (CSCI 3114) and MS 5603. (fall)

6613 INTELLIGENT DATABASE SYSTEMS 3 hours
A continuation of MS 5603. This course presents advanced database system concepts including current and future trends. Programming projects and library research are required. Prerequisite: MS 5603. (fall, spring, summer)

6703 KNOWLEDGE DISCOVERY TECHNIQUES 3 hours
This course will present the mathematical basis of a variety of knowledge discovery techniques and their implementation on computers to model multidimensional data. In the laboratory, students will analyze large matrix and database data using application programs and programs they write in C++, Matlab, and Oracle. Prerequisite: MS 5203. (spring)

6713 ROBOTICS 3 hours
A study of the major topics involved in modern robotic systems. This includes control, navigation, sensing, vision and intelligence for both mobile and stationary robots. Topics will introduce appropriate mathematical techniques for robotic implementation and control. Prerequisites: MS 5203 and Calculus and Analytic Geometry II (MATH 2104). (spring)

5981-6 M.S. DEGREE PROJECT 1-6 hours
A major project to be completed under the supervision of a member of the graduate faculty. The project proposal must be approved by the graduate faculty prior to enrollment in the course. The course may be repeated for a maximum of 6 semester hours of credit. (every semester)

6981-6 M.S. DEGREE RESEARCH 1-6 hours
Research to be completed under the supervision of a member of the graduate faculty. The research proposal must be approved by the graduate faculty prior to enrollment in the course. The course may be repeated for a maximum of 6 semester hours of credit. (every semester)

Meinders School of Business

ACCOUNTING (ACCT)

5403 ACCOUNTING FOR MANAGERS 3 hours
The generation, communication, and use of accounting data to assist management in product costing, planning, control, and decision making. This course is for M.B.A. students only and cannot be credited toward the M.S.A. degree. Prerequisite: BSAD 5013 or ACCT 2113 and ACCT 2213.

MASTER OF SCIENCE IN ACCOUNTING (ACCT)

5113 FINANCIAL ACCOUNTING THEORY 3 hours
A study and evaluation of alternative theory, practices, and generally accepted accounting principles of financial accounting; bases for conclusions reached by the Financial Accounting Standards Board and other financial accounting standard-setting bodies. Prerequisite: ACCT 3123.

5213 ADVANCED COST ACCOUNTING 3 hours
Application of cost topics to real-world situations; analysis of problems and communication of solutions within a business context. Prerequisite: ACCT 3213.

5313 ADVANCED AUDITING 3 hours
Advanced issues and topics associated with generally accepted auditing standards, including audit sampling, research involving statements of auditing standards, interpretations of those statements, statements on accounting and review services, AICPA statement of position, and other auditing pronouncements. Prerequisite: ACCT 4313.

5413 ADVANCED ISSUES IN TAX ACCOUNTING 3 hours
Fundamental procedures in research of income tax subject areas are used to explore contemporary and timely tax issues. Students will be exposed to the research tools and the principles involved in the actions necessary to achieve the desired tax result. Prerequisite: ACCT 4413.

MASTER OF BUSINESS ADMINISTRATION

M.B.A. FOUNDATION COURSES (BSAD)

5003 ESSENTIALS OF BUSINESS ENGLISH 3 hours
This course prepares nonnative speakers of English who do not meet the university's English prerequisite with a foundation of language, academic, and cultural skills necessary to successfully enter a program of graduate study in business. Areas of concentration include English business concepts and terminology, business case studies, oral English for business, academic research and related written English skills for graduate business course work, and acculturation in the United States business community. This course is the prerequisite for entering the M.B.A. program if English requirements have not been met.

5013 ESSENTIAL CONCEPTS IN ACCOUNTING 3 hours
Basic concepts of financial accounting from a user perspective; topics include form and content of basic financial statements, financial statement analysis, and accounting differences among service, retail, and manufacturing.

5023 ESSENTIAL CONCEPTS IN FINANCE 3 hours
This course is designed to introduce the student to essential elements of finance. The student will become familiar with the major principles that support modern financial management such as time value of money, reporting of financial information, risk and return trade-off, pricing of financial securities, sources of capital, and investment theory. The purpose of the course is to provide a solid foundation that will allow students to proceed confidently and successfully to the study of finance in the core of their M.B.A. program.

5033 ESSENTIAL CONCEPTS IN MANAGEMENT AND MARKETING 3 hours
This course emphasizes how a manager functions in a dynamic environment both internally and externally. Management is viewed from a global, long-term perspective with an eye toward the development of new markets and new concepts needed to compete wisely. The course includes the importance of communication, services, and social responsibility in making

management decisions. Marketing topics include a basic understanding of core principles of marketing, market segmentation and positioning, consumer behavior, organizational buying, the marketing mix elements, services marketing, and global marketing. This course will not fully address each topic area presented, but will introduce students to marketing concepts and provide general familiarity with each topic area.

5043 ESSENTIAL CONCEPTS IN STATISTICS AND COMPUTER APPLICATIONS 3 hours

This course will cover introductory statistical techniques such as the collection, organization, summarization, and presentation of data and a brief overview of probability concepts and distributions. It will then proceed with sampling distributions, hypothesis testing, simple and multiple regression, analysis of variance (ANOVA), and nonparametric methods along with computer applications utilizing these concepts. It will introduce the use of SAS and a spreadsheet.

5053 ESSENTIAL CONCEPTS IN MACRO- AND MICROECONOMICS 3 hours

This course has the dual purpose of providing review for those students with previous study and serving as an introductory course for others. The subject matter will thus reflect major concepts found in traditional introduction to macro- and microeconomic courses. Unlike traditional courses, however, emphasis will be on a number of selected topics that research efforts indicate are often used by management in large American corporations. In addition, there are a number of concepts that these efforts indicate are not used extensively yet could be—and, perhaps, should be—understood by managers. For this reason, these topics will also be emphasized. As an additional objective of the course, attempts will be made to integrate or relate these concepts to areas of business study such as management and finance.

ECONOMICS (ECON)

5203 MANAGERIAL ECONOMICS 3 hours

Economic principles are at work at the economy-wide level (macroeconomics); at the interfirm, intraindustry, and interindustry levels (microeconomics); and at the intrafirm level (operations research/management science). This course is concerned primarily with the second of the above and, to some extent, with the last. Thus it provides an understanding of the more or less immediate environment of the firm and of some of the intrafirm decision problems and analytical concepts and methods that pertain to these problems. It studies the product markets under competitive and monopoly conditions, analysis of factor productivities, cost, pricing principles and practices, and problems of estimation of demand and cost. These subjects are treated primarily from the standpoint of managers in the private sector rather than that of the public agencies or the society as a whole. Prerequisite: BSAD 5053 or ECON 2013 and ECON 2113.

5213 PRODUCTION OPERATIONS AND QUANTITATIVE ANALYSIS 3 hours

This course is concerned with efficiency and effectiveness in operating manufacturing facilities as well as service-oriented operations. This course involves the study and application of

techniques of operations as analytical tools in solving managerial problems that occur in the business world. This includes learning about topics such as quality, productivity, forecasting, allocating resources, inventory control, network models, and computer simulation, with a strong emphasis on quantitative models that help managers to make decisions. Prerequisite: BSAD 5043 or ECON 2123.

5223 PUBLIC FINANCE 3 hours

The theories and practices of financing government and non-profit organizations are covered. Emphasis is on policies and performance in providing public goods and services. Prerequisite: BSAD 5043 or ECON 2013 and ECON 2113.

FINANCE (FIN)

5303 FINANCIAL POLICY FOR MANAGERS 3 hours

Fundamental concepts such as time value of money and risk-return relationships in finance are presented in detail. Financial decisions faced by modern business enterprises are analyzed in the framework of financial theories. These decisions include capital budgeting, long-term financing, dividend policy, short-term financial management, and performance evaluations. Prerequisites: BSAD 5023 and ACCT 5403.

6313 INVESTMENTS MANAGEMENT 3 hours

Analysis of capital markets in the United States, their functions, the participants in the market, and the laws pertaining to participating in those markets. Technical and fundamental investment strategies are examined as are portfolio risk management techniques. Prerequisite: FIN 5303.

6323 MONEY AND CAPITAL MARKETS 3 hours

Sources, uses, and flow of funds in the money markets and the capital markets are analyzed, with explicit attention to the financial instruments and financial institutions involved. Encompasses an understanding of the processes of money creation and capital formation in an advanced commercial society. Prerequisite: FIN 5303.

6333 HEALTH CARE FINANCIAL MANAGEMENT 3 hours

A wide range of health care financial management topics are covered, including third-party reimbursement, financial analysis, regulation, legislation, competing public demands, and contemporary health care finance problems. Prerequisite: FIN 5303.

6343 CORPORATE FINANCIAL STRATEGIES 3 hours

This course involves theory and procedure of finance functions of individual business firms, fund raising, planning, and controlling firm finances from the treasurer's point of view. Prerequisite: FIN 5303.

6353 SPECIAL TOPICS IN FINANCE 3 hours

Involves individual or small-group research of special topics or current issues in finance. Prerequisite: FIN 5303.

INFORMATION TECHNOLOGY (IT)

5603 MANAGEMENT INFORMATION AND TECHNOLOGY 3 hours

The computer has become pervasive in today's business environment, especially with the explosive growth of the Internet and the World Wide Web. This course seeks to expand the student's working knowledge of computer hardware, computer software categories and applications, and the use of such tools as management support systems (expert systems, decision support systems, executive information systems, and groupware), and Web browsers. There will be an introduction to upper-level course concepts such as database administration, systems analysis and design using Systems Development Life Cycle and prototyping, strategic information systems, networking, and telecommunications. Finally, the course will examine the effects of computer systems upon humans with respect to information technology, especially the costs and pitfalls to adopting or changing computer systems. Prerequisite: IT 1003.

5613 COMPUTER APPLICATIONS FOR M.S.A. PROGRAM 3 hours

This course is designed to provide an in-depth understanding of information technology tools. In order for any business organization to remain robust and competitive, a requirement is made of its financial management to integrate their responsibilities with information technology capabilities. The course will cover spreadsheets, word processing, database, Internet, and SAS software.

6613 SYSTEMS ANALYSIS AND DESIGN 3 hours

This course exposes the student to structured systems analysis and design through implementation of the Systems Development Life Cycle. Deliverable for this course is a comprehensive group case involving request for proposal, cost estimation, interpersonal interviewing techniques, process modeling, data modeling, network modeling, interface design, file and database construction, security concerns, and maintenance issues. Prototyping and rapid development techniques will be discussed. Prerequisites: IT 5603 and permission of the instructor.

6623 ADVANCED DATABASE 3 hours

This course is designed to provide the student with skills required to develop data structures in order to store organizational memory. The course will begin with a brief review of COBOL through comprehensive assignments, followed by instruction in Oracle and then database management and development techniques. Topics to be covered are flat file, hierarchic, network and relational database models; data modeling using Logical Data Structures; Structured Query Language; data normalization; storage concerns and data warehousing; and distributed database systems. Upon completion of this course, the student will be able to conceptualize, develop, test, and maintain a complete database system on either microcomputer or mainframe systems. Large blocks of time will be spent in the lab and working directly with the instructor. While similar in content to the corresponding undergraduate course, this course aims to develop a much deeper understanding of the topics, and graduate assignments, projects, presentations, and examinations will be much more complex and detailed.

Prerequisites: IT 6613 and IT 2213 or other programming language with permission of the instructor.

6633 STRATEGIC INFORMATION SYSTEMS MANAGEMENT 3 hours

Strategic information management examines the use and implementation of information systems for strategic and competitive advantage in an organization. The focus of the course is an analysis of frameworks that provide the student an understanding of the elements of competitive advantage from an upper management point of view. This foundation of frameworks will be linked to the organization's information systems through the use of case studies and will be augmented with "real-world/real-time" examples. This course requires the student have an extensive understanding of information technology. Permission of the instructor is required.

6643 NETWORKING ON THE INTERNET 3 hours

The course will begin with a brief historical description of the development of the Internet and telecommunications networks and will explore the Web through popular sites and attractions. The student will be exposed to homepages graphics, clickable maps, search engines, and items of interest. Once students have seen many of the items available, they will learn to create their own documents, homepages, graphics, and maps using Hypertext Markup Language (HTML). Students will learn to encode documents manually and then progress to using HTML generators and programs. With this background, students will be able to tackle the next major challenge—building and maintaining their own Web sites or servers. Prerequisite: IT 5603.

6653 SPECIAL TOPICS IN INFORMATION TECHNOLOGY 3 hours

This course will vary in content based on student requirements and current issues in information technology. Past sections of this course have included telecommunications, management support systems, end user computing, expert systems, networking and the internet, and the management of global information systems. Prerequisites: IT 5603 and permission of the instructor.

6663 BUSINESS SYSTEMS INTERNSHIP 3 hours

The internship is designed to allow the student to obtain practical work experience prior to completion of the course of study while integrating knowledge and abilities gained in earlier information technology courses. The intern must work with the internship coordinator and a sponsor for an organization external to the university to develop an internship proposal. Prerequisites: completion of all required information technology track courses, advanced standing in the M.B.A. program and completion of an approved proposal.

INTEGRATED MARKETING COMMUNICATIONS (MBIM)

6903 IMC STRATEGIC DEVELOPMENT AND CREATIVE MANAGEMENT 3 hours

This course involves the analysis of information development and delivery strategies and the evolution of these strategies into creative executions. Students will learn audience identi-

fication message strategy, message evaluation, and media strategy. Students will use cases and campaign components to develop strategies, rationales, and executions for a variety of marketing and creative situations.

6913 IMC APPLICATIONS I: ADVERTISING AND SALES PROMOTION 3 hours

The study of the principles and theories of advertising and sales promotion. Includes an overview of how advertising and sales promotion work, and how they are used in marketing and advertising situations. Students will learn about planning, management, and evaluation of programs. This course attempts to look at both the manufacturer and retailer point of view.

6923 IMC APPLICATIONS II: PUBLIC RELATIONS AND DIRECT MARKETING 3 hours

Studies the use of public relations and direct marketing as unique marketing disciplines. The course includes focused issues such as database management, strategic planning to build franchise, winning consumer acceptance, and achieving business-to-business direct marketing. Students will learn strategic, tactical, and creative approaches to implementation of database systems and public relations systems.

MANAGEMENT (MGMT)

5703 LEGAL ENVIRONMENT AND INTERNATIONAL TRANSACTIONS 3 hours

This course identifies and evaluates the impact on business of legal issues and problems. It emphasizes the development of the law in general and concentrates on several substantive areas of law such as torts, contracts, business associations, and the international legal environment. The impact of various aspects of the law on managerial decisions is evaluated along with the global nature of business decisions, especially international transactions.

5713 ORGANIZATIONAL AND MANAGERIAL PROCESSES 3 hours

This course has been designed to enhance the student's ability to manage organizations and their members. The primary objective is to increase understanding of organizational behavior theory, research and practice at the individual, intragroup, and intergroup levels. Topics covered in the first module include individual differences; values, attitudes, and the perceptual process; motivation theories; and learning and reinforcement theories. Module two includes interpersonal communication, group behavior, leadership, decision-making, power and politics, and conflict and negotiation. The third module comprises organizational structure and design, organizational culture, and organizational change and development. Prerequisite: BSAD 5033 or MGMT 3123.

6723 MEDICAL LAW AND REGULATIONS 3 hours

Medical laws and regulations pertaining to the obligations and liabilities of health and health care institutions, health agencies, and practitioners. Some case study analysis will be performed by students.

6753 SPECIAL TOPICS IN MANAGEMENT 3 hours

Study of current topics in business and management.

6760 FIELDWORK IN HEALTH ADMINISTRATION no credit

This is an elective course for M.B.A.–health administration students who lack work experience in the health administration environment. It consists of ninety-six hours of field work experience. Field work assignments must be approved by the student's advisor and may encompass a wide range of health organizations including hospitals, long-term care institutions, medical clinics, health maintenance organizations, preferred provider organizations, skilled nursing facilities, health departments, and other related health organizations.

6773 BUSINESS ETHICS 3 hours

Designed to help future managers confront and successfully manage ethical issues and their economic, legal, political, social, and cultural aspects. Starting with the individual, the course moves to encompass the organization and corporate governance issues and then beyond to the larger systemic and global issues.

MARKETING (MKTG)

5103 STRATEGIC MARKETING DECISIONS 3 hours

This course is concerned with crafting marketing strategies and making marketing decisions. At the end of the course students should be able to structure and solve rather complex marketing problems. Faced with a business situation, students will learn to sort through the myriad facts and data, structure a decision framework of relevant information, and develop a strategy that is comprehensive, detailed, and workable. Students will learn to communicate their strategies both in writing and orally. The course relies not only on the decision tools of marketing (concepts, theories, analytical methods, etc.) but also on decision tools from other areas such as statistics, accounting, finance, economics, psychology, and communications. Prerequisite: BSAD 5033 or MGMT 3013.

6113 BUYER BEHAVIOR 3 hours

Marketing begins and ends with consumers, from determining consumer needs to providing consumer satisfaction. A clear understanding of consumers is therefore critical in successfully managing the market function in any organization. This course introduces students to the study of consumer behavior. In many cases, the perspective is that of a marketing manager who needs an understanding of consumer behavior in order to develop and implement effective marketing strategies. The goal of the course is to provide students with the concepts, frameworks, and tools needed to understand consumption-related behaviors and to evaluate marketing strategies intended to influence those behaviors. Prerequisite: MKTG 5103.

6123 SERVICES MARKETING 3 hours

Designed for students with career interests in services industries as well as in goods industries with high service components. The course focuses on the unique challenges of managing services and delivering quality service to customers. Course content includes understanding and managing customer expectation and evaluations of services, designing services that meet or exceed customer expectation, managing the effective delivery of services, and communicating realistic and effective services promises to customers. Prerequisite: MKTG 5103.

6133 MARKETING RESEARCH AND ANALYSIS 3 hours

A study of the collection, analysis, and reporting of marketing information needed for management decisions. Emphasis is on research procedure and techniques. This course seeks to provide students with a broad introduction to the marketing research process and hands-on elementary understanding of how marketing research activities are implemented by professional marketing researchers. Upon completion of this course, the student will know the language of marketing research and understand the steps necessary to develop a valid and reliable marketing research study to analyze consumers, competition, and various marketing opportunities. Prerequisite: MKTG 5103.

6143 MARKETING OF HEALTH SERVICES 3 hours

An overview of health services marketing including the following: organizing for marketing; psychographic, demographic, and epidemiological analysis of the market; analysis of the product, price, place, and promotion; competitor analysis; market opportunity and demand for forecasting; and market strategy. Prerequisite: MKTG 5103.

6153 SPECIAL TOPICS IN MARKETING 3 hours

Involves individual or small-group research of special topics or current issues in marketing. Prerequisite: MKTG 5103.

MULTINATIONAL BUSINESS MANAGEMENT (MBM)

5503 THE WORLD ECONOMY AND INTERNATIONAL BUSINESS 3 hours

A foundation course for understanding the world economy and the international economic forces that affect every activity in the private or public sector of our economy. It provides a comprehensive introduction to international monetary systems, worldwide patterns of trade and investment, international money and capital markets, balance of payments issues, and an overview of financial, managerial, marketing, and strategic planning problems confronted by multinational finance. The determinants of trade and foreign investment are discussed, and international institutions that regulate trade and capital flows are surveyed.

6513 MULTINATIONAL MARKETING MANAGEMENT 3 hours

A study of the scope, challenges, and strategies of international marketing. The structures of multinational markets, including economic factors, foreign cultures, nationalism and government regulations, are covered. The emphasis of the course is on foreign market research, international distribution channels, international product policy, international promotion, and pricing policy. Marketing problems arising from differing degrees of foreign involvement such as exporting, licensing, and establishing foreign subsidiaries. Prerequisites: MBM 5503 and MKTG 5103.

6523 MULTINATIONAL CORPORATE FINANCE 3 hours

Explores financial policies and practices of companies involved in international operations. Foreign exchange markets, forecasting exchange rate, risks of foreign exchange fluctuation and hedging techniques are reviewed. Fundraising in interna-

tional money and capital markets, working capital management, and investment practices of multinational firms are considered. Other topics include capital budgeting, financial structure, and cost of capital for multinational corporations. Prerequisites: MBM 5503 and FIN 5303

6533 MULTINATIONAL ACCOUNTING 3 hours

A study of accounting and audit concepts, standards, methods and practices in different countries; accounting problems associated with multinational corporate operations; translation of subsidiaries' financial statements for consolidation in financial statements of the parent company in the home country; foreign systems of taxation and United States taxation of foreign source income; comparative accounting systems; and financial reporting of foreign and multinational corporations. Prerequisites: MBM 5503 and graduate-level accounting.

6543 GLOBAL COMPETITIVE STRATEGY AND ADMINISTRATIVE POLICY 3 hours

Examines issues and problems arising in managing an international business, emphasizing decisions facing top managers in multinational corporations. The case material focuses on issues such as global strategy, long-range planning, preparation and evaluation of foreign direct investment proposals, entry and ownership strategies, financing decisions, control of global operations, organization and human resource management. Multinational Business Policy is a capstone course. Students should take this course after completing all other functional and international courses. Prerequisites: MBM 5503 and advanced standing in the M.B.A. program.

6551-3 SEMINAR IN INTERNATIONAL BUSINESS 1-2-3 hours

Advanced topics, current problems, and results of recent research in international business will be discussed in detail. Topic areas will be assigned to students, each of whom will act as discussion leader. Faculty members from other universities and leaders from business or government will be invited to speak at the seminar. The focus of the seminar may vary in different semesters. Topics will be announced in advance. Each offering will be identified in the current schedule and on the student's transcript. Prerequisites: permission of the instructor and advanced standing in the M.B.A. program.

6563 SPECIAL TOPICS IN INTERNATIONAL BUSINESS 3 hours

Involves individual or small-group research of special topics in international business selected by students with approval of the instructor and chair of the international business program. The objective of this course is to allow students to develop expertise in a region of the world or a certain industry. It may also aim to develop in-depth expertise about a specific topic in a functional area. Written research report required. Prerequisites: M.B.A. core courses and permission of instructor.

6573 INTERNATIONAL BUSINESS INTERNSHIP 3 hours

Supervised on-the-job training in different aspects of international business management with cooperation of private or public entities in the United States or in other countries. Written research report required. Prerequisites: M.B.A. core courses and permission of instructor.

Margaret E. Petree College of Performing Arts

School of American Dance and Arts Management

(DANC and AMGT)

5111, BASIC MOVEMENT—BALLET, JAZZ, TAP
5311, 5511 1, 1, 1 hour

Introductory courses to ballet, jazz or tap technique for the beginner. Dance department permission required.

5211, BEYOND BASIC MOVEMENT—
5411, BALLET, JAZZ, TAP 1, 1, 1, hour
5611

Prerequisite: Basic Movement class in the same technique and approval of the dance department.

5193 BALLET TECHNIQUES I, II, III 3 hours

Leveled technique classes concerned with ballet especially as it relates to the American musical theater stage. Classes are taught as movement labs and also include academic assignments. Prerequisite: leveling and approval by the dance department

5971 JAZZ I, II, III 1 hour

Leveled courses designed to familiarize students with the styles and innovations of twentieth-century American jazz dance. Prerequisites: leveling and approval of the dance department.

5591 TAP I, II, III 1 hour

Leveled courses using the techniques and terminology of tap steps, combinations, and dances as used in musical theater. Prerequisites: leveling and approval by dance department.

5842 CONTRACTS AND MANAGEMENT
FOR PERFORMERS 2 hours

For the student planning a professional performance career, this course is designed to provide basic but important information about contract law for performers, organizational structures in the performing arts, performing arts unions, artist agents and managers, unemployment insurance, and workers' compensation. Junior standing required. (fall)

5991 THEATER DANCE 1 hour

This course is designed to expose the dancer to the dynamic style pieces used in musical theater choreography. One section offered for dancers with higher vocal levels focuses on song-and-dance numbers in American musical theater. Prerequisite: approval by the dance department.

School of Music

MASTER OF MUSIC

DICTION (DICT)

5352 ADVANCED GERMAN DICTION 2 hours

In-depth study of German and musical literature in that language. (spring, odd)

5652 ADVANCED FRENCH DICTION 2 hours

In-depth study of French and musical literature in that language. (fall, even)

MUSIC ENSEMBLE (MUEN)

5061 SYMPHONY ORCHESTRA 1 hour

5161 WIND PHILHARMONIC 1 hour

6261 JAZZ ARTS ENSEMBLE 1 hour

5361 SMALL ENSEMBLES 1 hour

Trios, quartets, quintets, and other combinations of piano, string, percussion, and wind instruments.

5461 UNIVERSITY SINGERS 1 hour

Audition required.

5561 CONCERT CHOIR 1 hour

Audition required.

5661 MUSIC THEATER WORKSHOP 1 hour

Study of scenes from major musicals. (spring)

5761 CHAMBER CHOIR 1 hour

Audition required.

OPERA AND MUSIC THEATER (OMT)

5183 OPERA AND MUSIC THEATER ACTING I 3 hours

Instructs the graduate student in the practical aspects of acting for the lyric stage. The course teaches acting concepts and their application to formal song and monologue analysis; it clarifies the principles of characterization and character building through music, musical improvisation, and the presentation of song/monologue and duet scenes.

5223 MUSICAL THEATER ANALYSIS 3 hours

In-depth study of literary and other source materials of musical theater composition and those compositions. (spring, even)

5283 OPERA AND MUSIC THEATER
ADVANCED ACTING 3 hours

An intensive acting course that builds on the principles and concepts established in Opera and Music Theater Acting I. The study of musical characterization and character development is advanced through exercises in stylized movement, masks, mime, improvisation, and further song, monologue, duet, and scene study. Prerequisites: OMT 5183 and demonstrable equivalency or permission of instructor.

THEORY, COMPOSITION, AND LITERATURE (MUS)

5013 COMPOSITION FOR MUSIC FOR SMALL ENSEMBLES 3 hours

The practice of advanced techniques while composing for homogeneous or heterogeneous chamber ensembles. (offered on demand)

5023 OPERA LITERATURE 3 hours

This course is an evolutionary study of the operatic libretto with its roots in Greek mythology and Roman literature, the major librettists, and a comparison of operatic works of similar themes. (spring)

5033 ADVANCED VOCAL PEDAGOGY 3 hours

An in-depth study of the vocal instrument, including vocal anatomy, vocal acoustics, and vocal function. Particular attention will be paid to solving vocal problems, correcting misuse of the voice, and communicating accurately and efficiently about vocal technique. Prerequisite: MUED 3431 or permission of the instructor. (offered on demand)

5073 RECITAL/PAPER 3 hours

The culmination of the Master of Music degree. The work in this course is done with the major teacher and with the approval of the student's graduate committee. (fall, spring, summer)

5101 MUSIC RESEARCH AND WRITING 1 hour

The development of specific skills and techniques for accomplishing research for a thesis project or paper. (fall)

5113 THEORY IN PERSPECTIVE 3 hours

A survey of the evolution of music through an examination of musical changes as they become evident, with an emphasis on styles and compositional techniques. (fall)

5123 COLLEGIUM MUSICUM 3 hours

The study of music by means of research, preparation, and performance of certain compositions, both instrumental and vocal. Attention will be on the styles, forms, and performance practices of the different periods of music. (fall)

5143 SCORE READING AND ANALYSIS 3 hours

5173 ELECTRONIC MUSIC COMPOSITION LAB TECHNIQUES 3 hours

A comprehensive study of electronic music lab procedures and techniques, including both playback and printout of original music compositions. (offered on demand)

5212-5312 COMPOSITION 2 hours

An elective course in composition. (offered on demand)

5213 TWENTIETH-CENTURY MUSIC, STYLE, AND STRUCTURE 3 hours

A study of twentieth-century pitch organization, rhythm, form, media, techniques, and systems. (spring)

5223 CHORAL LITERATURE SEMINAR 3 hours

(offered on demand)

5262, 5362 OPERA STUDIO 2, 2 hours

A comprehensive course designed to introduce the singer/actor to new and varied repertoire, the proper learning and creative processes, further refinement of skills obtained at the undergraduate level, and the potential for additional operatic performance opportunities. (fall, spring, summer)

5313 COMPOSITION 3 hours

Study of theory and techniques of composition. Original compositions employing these techniques. (fall)

5323 OPERA HISTORY 3 hours

This course is a chronological study of opera, focusing on major operatic centers of development, significant composers and their music, and great singers, including recording and video excerpts. (fall)

5413 EIGHTEENTH-CENTURY COUNTERPOINT 3 hours

A specialized approach to the contrapuntal techniques of the eighteenth-century culminating with the writing of two-part inventions and three-voice fugues. (spring)

5423 VOCAL LITERATURE SEMINAR 3 hours

A survey of solo song literature with representative composers and poets presented in historical, musical, and literary context and with particular emphasis on the nineteenth-century German lied and French melodie. (spring)

5513 ORCHESTRATION 3 hours

The study of idiomatic writing for the instruments of the orchestra. Arranging of short compositions for small ensembles of varying instrumentation. (fall)

5583 MUSIC THEATER LITERATURE SEMINAR 3 hours

A survey of the history and literature of operetta and musical comedy, with emphasis on the influence of each form upon the others. (fall)

5613 COMPOSITION OF MUSIC FOR LARGE ENSEMBLES 3 hours

The practice of advanced techniques while composing for recognized large instrumental ensembles. (offered on demand)

5623 ORCHESTRAL LITERATURE SEMINAR 3 hours

A study of representative symphonic and chamber literature by means of analysis and discussion of form, style, and instrumentation. (spring)

5713 MUSICAL ANALYSIS OF MUSIC THEATER 3 hours

An in-depth study and survey of the compositional techniques employed by composers of music theater. (spring, odd)

5723 ORGAN LITERATURE SEMINAR 3 hours

A specialized study of music for the organ from early periods into the twentieth century. (offered on demand)

5823 KEYBOARD LITERATURE SEMINAR 3 hours

(offered on demand)

5913 COMPOSITION OF MUSIC FOR VOICE AND VOCAL ENSEMBLE 3 hours

The practice of advanced techniques while composing for voice and vocal ensembles. (offered on demand)

5923 WIND LITERATURE SEMINAR 3 hours

A comprehensive study of wind groups focusing on the instrumentation and literature from the earliest beginnings to the present. Special emphasis on history, composers, and compositional styles.

6023 GUITAR LITERATURE SEMINAR 3 hours

(Offered on demand)

Conducting (MUS)

5142 CONDUCTING SEMINAR I 2 hours

Advanced conducting and score reading techniques. Prerequisite: permission of the instructor. (offered on demand)

5242 CONDUCTING SEMINAR II 2 hours

Prerequisite: MUS 5142 or permission of the instructor. (offered on demand)

5342 CONDUCTING SEMINAR III 2 hours

Prerequisite: MUS 5242 or permission of the instructor. (offered on demand)

5542 CONDUCTING SEMINAR IV 2 hours

Prerequisite: MUS 5342 or permission of the instructor. (offered on demand)

Kramer School of Nursing

NURSING (NURS)

5103 THEORETICAL FOUNDATIONS OF ADVANCED NURSING PRACTICE 3 hours

Analysis and evaluation of nursing theories and their application to practice, administration, education, and research.

5203 CURRICULUM DEVELOPMENT 3 hours

Domains of learning and curriculum theory, design, implementation, and evaluation at the course and program levels promoting assessment and achievement of learning outcomes.

5303 ADVANCED NURSING RESEARCH 3 hours

Development of a research or scholarly project proposal, including literature review and IRB approval (if applicable), that will contribute to nursing knowledge to enhance practice, education, administration, or research. Prerequisite: statistics course.

5403 TEACHING AND EVALUATION STRATEGIES 3 hours

Theories and strategies for teaching, learning, and evaluation for diverse needs and learning styles, addressing legal and ethical issues, applied to classroom and clinical environments.

5503 ADVANCED PATHOPHYSIOLOGY AND PHARMACOLOGY 3 hours

Expansion of the experienced professional nurse's knowledge of pathophysiology and pharmacology to prepare for advanced nursing roles.

5603 SELF-CARE THEORY APPLIED TO MEDICAL/SURGICAL NURSING 3 hours

Seminar with ninety clock hours of clinical practicum experiences arranged by the student with faculty approval designed to develop additional expertise in medical/surgical nursing.

5613 SELF-CARE THEORY APPLIED TO MATERNAL/CHILD NURSING 3 hours

Seminar with ninety clock hours of clinical practicum experiences arranged by the student with faculty approval designed to develop additional expertise in maternal/child nursing.

5623 SELF-CARE THEORY APPLIED TO MENTAL HEALTH NURSING 3 hours

Seminar with ninety clock hours of clinical practicum experiences arranged by the student with faculty approval designed to develop additional expertise in mental health nursing.

5633 SELF-CARE THEORY APPLIED TO COMMUNITY HEALTH NURSING 3 hours

Seminar with ninety clock hours of clinical practicum experiences arranged by the student with faculty approval designed to develop additional expertise in community health nursing.

5703 ETHICS AND HEALTH CARE POLICY 3 hours

Nursing and health care public policy development from agenda setting, policy formation, policy implementation, and policy evaluation at the national, state, and local levels by application of the ethics theories of deontology, teleology, and virtue ethics.

6001-3 INDEPENDENT STUDY IN ADVANCED NURSING 1-3 hours

Variable course content designed to meet individual student needs. Only by permission of professor.

6103 NURSING INFORMATICS 3 hours

Collection, processing, and communication of information for the support of nursing practice, administration, education, and research through records and database management, distance transmissions, media, and other technologies.

6203 NURSING EDUCATION ADMINISTRATION 3 hours

Personnel, financial, regulatory, and operations management of nursing education units.

6303 ADMINISTRATION OF NURSING SERVICES 3 hours

Analysis of organizational theory and structure, organizational psychology, personnel and operations management, and organizational change within nursing care delivery systems.

6403 NURSING ADMINISTRATION PRACTICUM 3 hours

Seminar and practicum experiences designed and arranged by the student with faculty approval, to provide exposure to nursing administration of personnel, finances, and operations at

the executive level. Prerequisite: Completion of at least 27 credit hours toward the M.S.N.

6503 NURSING EDUCATION PRACTICUM 3 hours

Seminar and practicum experiences designed and arranged by the student with faculty approval, to provide guided practice in planning, providing, and evaluating nursing education.

Prerequisite: Completion of at least 27 credit hours toward the M.S.N. or 6 credit hours toward completion of the Nurse Educator Certification Program.

6601-3 MASTER'S PROJECT 1-3 hours

Implementation of the project developed in Advanced Nursing Research with production of a final scholarly product suitable for publication. Prerequisite: Advanced Nursing Research.

(Course may be repeated, but must be taken for 3 credit hours the first time. After the first time, the student must enroll in this course every fall and spring semester thereafter until the Master's Project is completed.)

6611-3 MASTER'S THESIS 1-3 hours

Implementation of the study developed in Advanced Nursing Research with production of a final written thesis. Prerequisite: Advanced Nursing Research. (Course may be repeated, but must be taken for 3 credit hours the first time. After the first time, the student must enroll in this course every fall and spring semester thereafter until the master's thesis is completed.)

Wimberly School of Religion and Graduate Theological Center

MASTER OF RELIGIOUS EDUCATION (MRE)

MASTER OF ARTS IN RELIGION (MAR)

5103 OLD TESTAMENT INTERPRETATION 3 hours

A thorough survey of Old Testament history and literature involving a study of biblical analytical methodology and its application to Old Testament interpretation.

5123 NEW TESTAMENT INTERPRETATION 3 hours

An intensive survey of the New Testament followed by consideration of problems and methods related to the interpretation of early Christian literature in the twentieth-century.

5213 MODERN TRENDS IN THE WORLD'S RELIGIONS 3 hours

A survey of philosophical and theological movements in India, China, and the Middle East, with emphasis on ways in which ideas are expressed in institutions and in the common life of major non-Western religious traditions.

5223 CRITICAL ISSUES IN CHRISTIAN ETHICS 3 hours

An examination of Christian ethical thought vis-a-vis political, economic, and social theory and practice, with a focus on the response of citizens and institutions to critical issues. (spring, even)

5303 TOPICS IN CHURCH HISTORY 3 hours

Survey of key periods, personalities, events, movements, and ideas against the sociocultural backdrop of successive periods in the history of Christianity. Attention is given to the relationship of United Methodist traditions to those of other churches and movements.

5313 HISTORY OF THE UNITED METHODIST TRADITION 3 hours

A survey of the history of Methodism from John Wesley to the present. Major attention will be given to persons and situations in American culture that have shaped the movement.

5403 MAJOR THEMES IN THEOLOGY 3 hours

A study of the process by which human beings come to understand and articulate faith, drawing upon the Scriptures, tradition, experience, and reason. Attention will be given to the work of theologians in the past and to contemporary theological work.

5413 UNITED METHODIST DOCTRINE AND POLITY 3 hours

A study of United Methodist doctrine and doctrinal standards as contained in the General Rules, Social Principles, and contemporary statements, and of the historical development of United Methodist polity, denominational structure, and local church organization.

5453 MISSION OF THE CHURCH IN THE CONTEMPORARY WORLD 3 hours

An exploration of what mission has been in the past, the world to which the church is sent in mission today, and implications for the theology of mission and the way the church may authentically engage in mission in a variety of situations.

5603 NATURE AND WORK OF CHRISTIAN EDUCATION 3 hours

A survey of the historical and theological sources for religious education, the context for teaching and learning in the church, and the development of competence in teaching based on theories of teaching-learning. Students will begin to develop their self-understanding as educators and their own philosophy of religious education. This course fulfills the teaching-learning certification requirement. (fall, odd)

5633 THE BIBLE IN CHRISTIAN EDUCATION 3 hours

An examination of the task of relating biblical interpretation and teaching. The course will focus on the nature of interpretation from a developmental perspective in order to determine what it means to teach Scripture to people in different age groups and stages of faith development.

Appropriate methodologies for biblical study, especially in the local church, will be analyzed and evaluated. (fall, even)

5643 RELATING THEOLOGY TO CHRISTIAN EDUCATION 3 hours

A study of major theological themes and issues in terms of their relevance and application to Christian education and of ways in which teachers and students may "do theology" as an integral part of the educational process. (spring, odd)

5653 ADMINISTRATION AND LEADERSHIP 3 hours

An examination of different facets of administration and leadership in Christian education based on organizational develop-

ment principles, including group decision making, conflict management, communication, staff relationships, volunteer development, and evaluation of programs and personnel—all with reference to programming at various age levels in the local church. (spring, even)

5663 THE BIBLE IN YOUTH MINISTRY 3 hours

An examination of the task of relating biblical interpretation and teaching in youth ministry. (fall, even)

5673 RELATING THEOLOGY TO YOUTH MINISTRY 3 hours

A study of major theological themes and issues in terms of their relevance and application to ministry with youth and of the ways in which teachers and students may "do theology" as an integral part of the educational process. (spring, odd)

5703 MINISTRY WITH CHILDREN AND FAMILIES 3 hours

An exploration of the church's ministry with children. Models, resources, and issues in children's religious education will be surveyed. Skills in program planning, implementation, and evaluation of educational programs for children in the church in cooperation with appropriate councils, committees, and organizations should be enhanced. Specific educational models and ministries with families will be considered. (spring, odd)

5713 MINISTRY WITH YOUTH 3 hours

An exploration of ministries with youth. Models, resources, and issues in youth religious education will be presented. Skills in program planning, implementation, and evaluation of educational programs for youth in the church in cooperation with appropriate councils, committees, and organizations should be enhanced. (fall, odd)

5723 MINISTRY WITH ADULTS 3 hours

An exploration of ministries to young, middle, and older adults. Models, resources, and issues in adult religious education will be presented. Skills in planning, implementation, and evaluation of adult educational programs based on educational theory and practice will be enhanced. (spring, even)

5733 ADOLESCENT WORLD 3 hours

The personal, social, and spiritual development of the adolescent in relationship to the Christian faith. The resources of the church directed toward the religious needs of youth.

5763 RITES AND RITUALS IN THE FAITH PILGRIMAGE 3 hours

An exploration of the nature and functions of rites of passage and rituals of the church with implications for the congregation's educational ministry. (fall, odd)

5833 SEMINAR IN NEW TESTAMENT 3 hours

Special topics in the New Testament not normally covered in standard courses.

5843 SEMINAR IN HEBREW BIBLE 3 hours

Special topics in the Hebrew Bible not normally covered in standard courses.

5853 SEMINAR IN CHURCH HISTORY 3 hours

Special topics in church history normally covered in standard courses.

5863 SEMINAR IN THEOLOGY 3 hours

Special topics in theology not normally covered in standard courses.

5873 SEMINAR IN RELIGION 3 hours

Special topics not normally covered in standard courses.

5881-3 SEMINAR IN RELIGIOUS EDUCATION 1-3 hours

Special topics not normally covered in standard courses, e.g., attendance at the National CEF conference (1 hour).

5891-3 SPECIAL TOPICS 1-3 hours

A variable-credit course designed to meet specific needs of students such as the Summer School on Chemical Dependency. Special topics not normally offered in standard courses.

5951-3 READINGS IN RELIGION/ RELIGIOUS EDUCATION 1-3 hours

Extensive reading in the student's field of interest or with respect to problems and issues beyond the usual class format. Students who have approved undergraduate courses in selected fields may, with the dean's permission, enroll in advanced reading courses in the topic for graduate credit.

5981 INTERNSHIP IN RELIGIOUS EDUCATION 1 hour

Experiential education of students working in an appropriate church-related setting. Involves both a weekly class/academic setting and a church setting. Offered as credit/no-credit.

5993 RESEARCH PROJECT/THESIS IN RELIGION 3 hours

The development of a professional project on theoretical research or ministry design and evaluation of its implementation, or the preparation of a master's-level thesis through research into a body of literature or a survey to obtain empirical data. Thesis must be completed within two years of enrollment in MREL 5993. In extraordinary cases an extension may be granted.

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