

GRADUATE CATALOG 2007-2008



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OKLAHOMA CITY UNIVERSITY
GRADUATE CATALOG
2007-2008

2501 N. Blackwelder

Oklahoma City, Oklahoma 73106

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www.okcu.edu

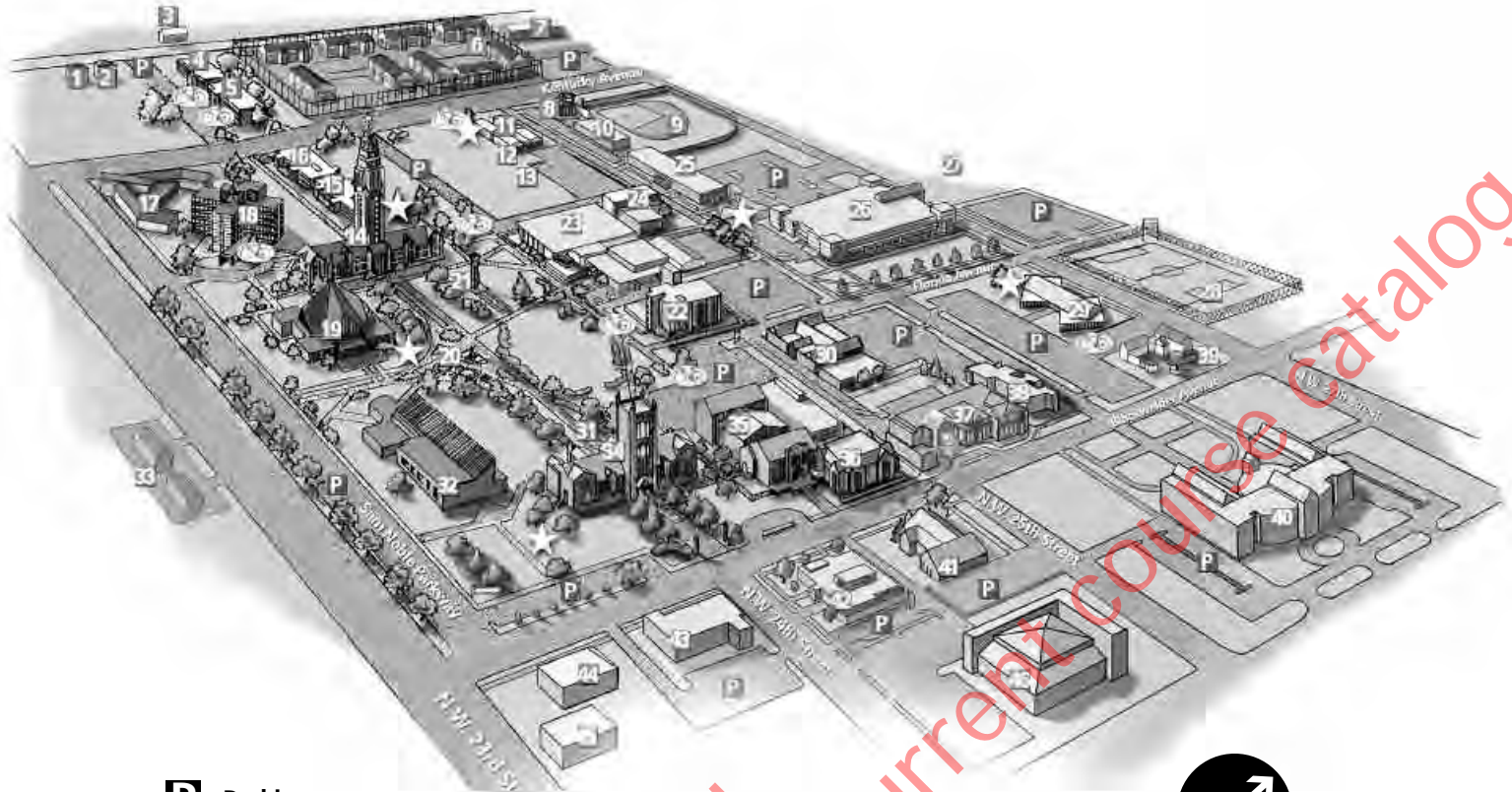
Note: The electronic version of this catalog, found on the Oklahoma City University Web site, supercedes this publication.


Oklahoma City University,
a private, church-related institution,
aspires to be a premier university
for the liberal arts and the professions,
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 relationships
- Cultural leadership in our community and state



Campus Map

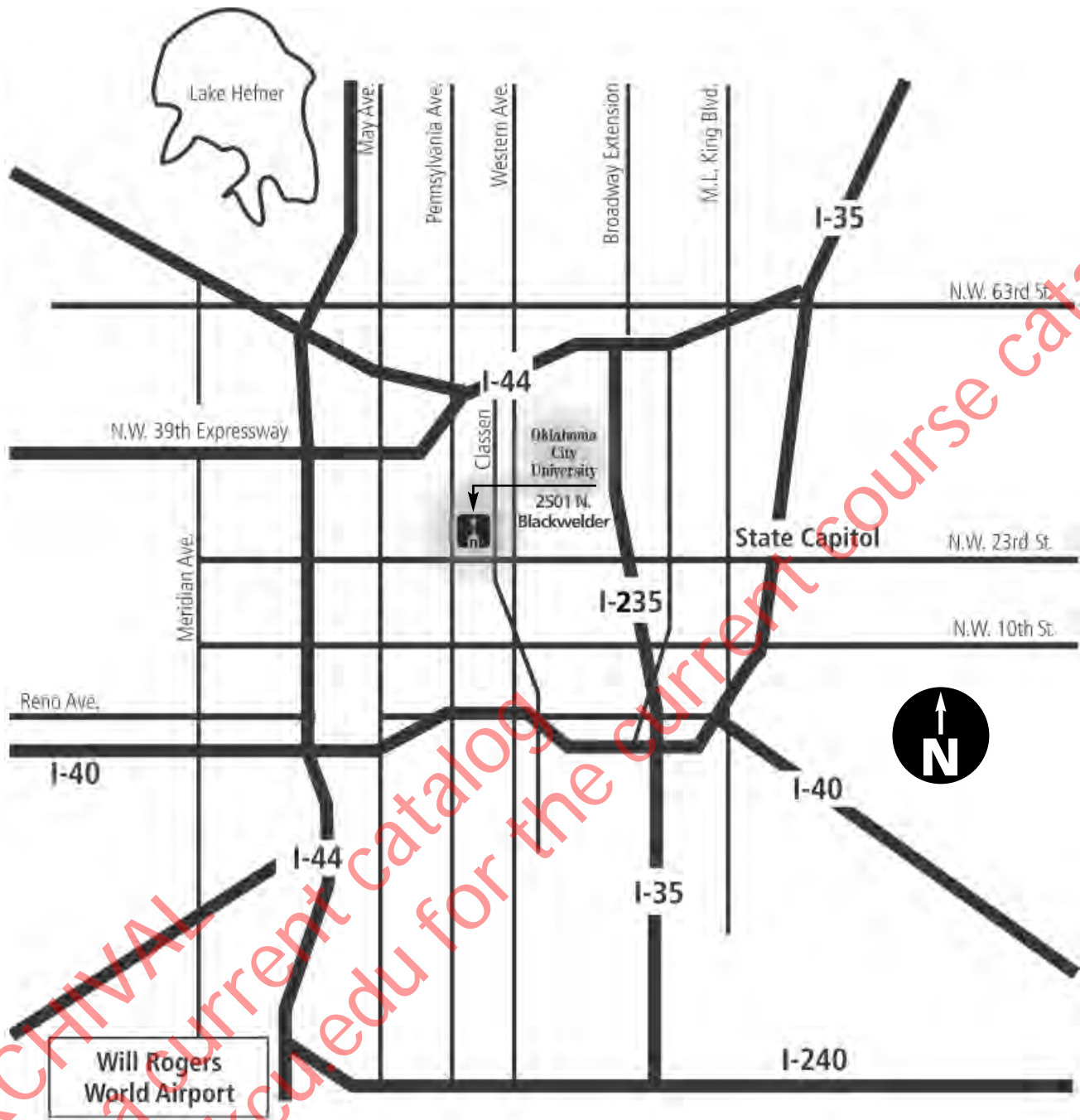


- P** Parking (requires permit)
- ★ Emergency Phones
-  Bicycle Racks



- | | | |
|---|--|---|
| 1. Kappa Sigma | 18. Walker Hall Dormitory | 32. Edith Kinney Gaylord Center (Ann Lacy School of American Dance and Arts Management) |
| 2. Kappa Alpha | 19. Bishop W. Angie Smith Chapel (Wimberly School of Religion) | 33. University Manor Apartments |
| 3. Lambda Chi Alpha | 20. Eternal Challenge Sculpture and Fountain | 34. Clara E. Jones Administration Building |
| 4. Harris Hall Dormitory | 21. B.C. Clark Memorial Clock Tower | 35. Kirkpatrick Fine Arts Center (Bass School of Music) |
| 5. Draper Hall Dormitory | 22. Dulaney-Browne Library | 36. Margaret E. Petree Recital Hall |
| 6. Cokesbury Court Apartments | 23. Tom and Brenda McDaniel University Center | 37. Wanda L. Bass Music Center |
| 7. Theatre Storage | 24. Physical Plant | 38. Norick Art Center |
| 8. J. R. Homsey Baseball Complex | 25. Dawson-Loeffler Science and Mathematics Center | 39. Farmer House (Student Life) |
| 9. Wade Baseball Field | 26. Henry J. Freede Wellness and Activity Center | 40. Meinders School of Business |
| 10. Sutton Baseball Center | 27. Women's Softball Field | 41. Children's Center for the Arts |
| 11. Panhellenic Quadrangle | 28. Soccer Field | 42. Wilson House (president's home) |
| 12. Student Health Center | 29. Kramer School of Nursing | 43. Lacy Visitor and Admissions Center |
| 13. New Residence Hall | 30. Walker Center for Arts and Sciences | 44. Oklahoma Children's Theatre Office |
| 14. Gold Star Memorial Building (Law Library) | 31. Pioneer Preacher Statue | 45. Rowing Facility |
| 15. Banning Hall Dormitory | | 46. Oklahoma United Methodist Conference Center |

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 east 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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General Information

The University

Accreditation

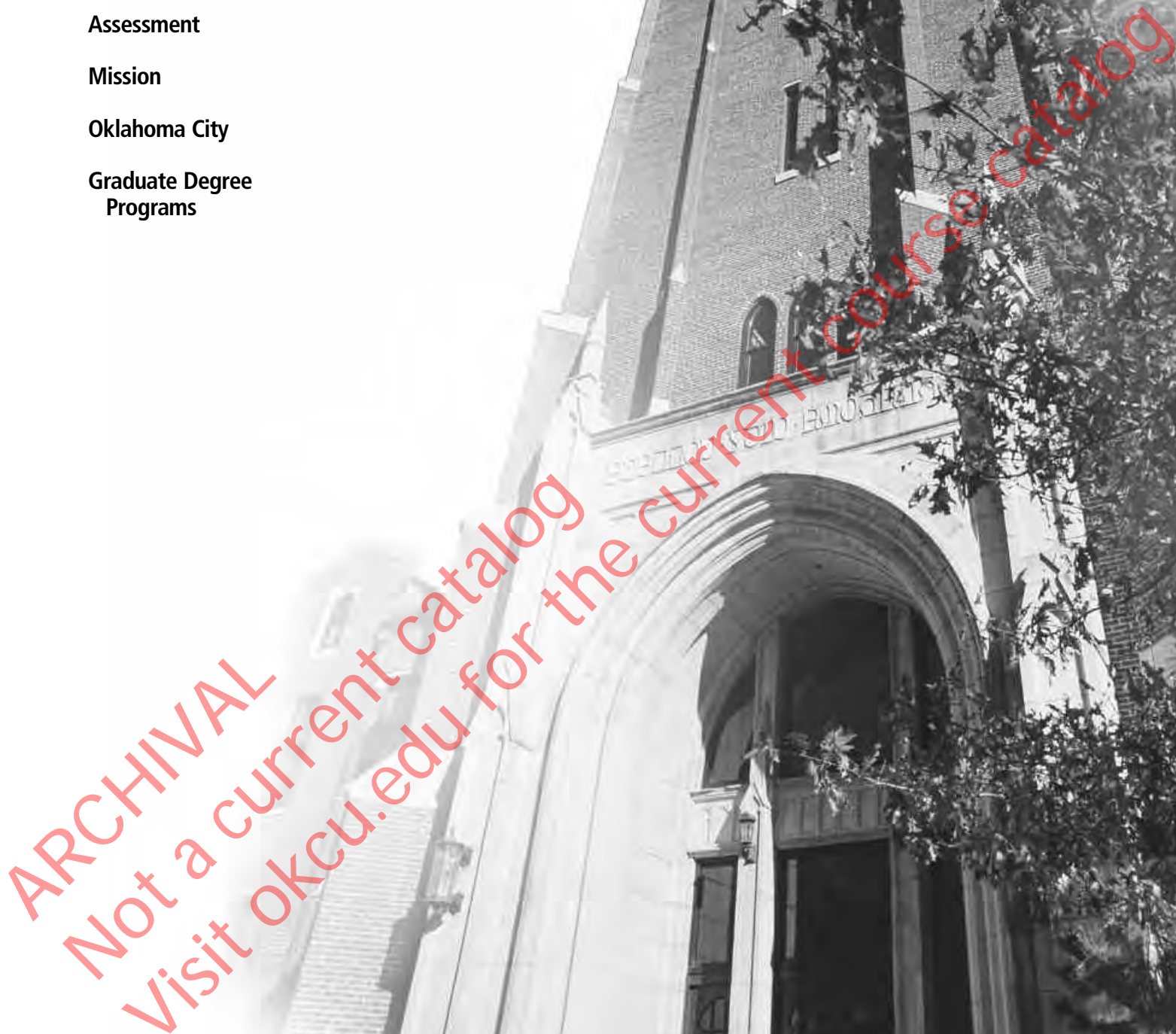
Assessment

Mission

Oklahoma City

Graduate Degree
Programs

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The University

Oklahoma City University is one of the nation's highly 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 Oklahoma City University among the best master's 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 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). 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 seventy-six 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 Colleges and
Schools
30 North LaSalle St., Ste. 2400
Chicago, IL 60602
(312) 263-0456, (800) 621-7440
Accredited since 1951

Meinders School of Business

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

School of Law

American Bar Association
321 North Clark Street
Chicago, IL 60610
(312) 988-5000
Accredited since 1960

Wanda L. Bass School of Music

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

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 Ann Lacy School of American Dance and Arts Management, Bass School of Music, and Department of Theatre; 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 forty-eight of the fifty states 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, Oklahoma City University students are known as individuals by fellow students and professors and benefit from the personalized education offered by the university's low student-faculty ratio.

With a 100-year tradition of church-related service and academic excellence, Oklahoma City University today is a vital

Oklahoma Commission for Teacher Preparation

Oklahoma State Board of
Education
4545 N Lincoln Blvd., Ste. 275
Oklahoma City, OK 73105-3418
www.octp.org
(405) 525-2612
Accreditation 2004-2009

Montessori Accreditation Commission for Teacher Education

506 Seventh Street
Racine, WI 53403
(262) 898-1846
Accredited since 1991

Kramer School of Nursing

National League for Nursing
Accrediting Commission
61 Broadway, 33rd Floor
New York, NY 10006
(800) 669-1656
B.S.N. Accredited since 1985
M.S.N. Candidacy since 2006

Oklahoma Board of Nursing
2915 N. Classen Blvd, Ste. 524
Oklahoma City, OK 73106
(405) 962-1800
Approved since 1981

institution with a growing reputation as a center of quality, personalized, values-conscious higher education.

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, The Council for Undergraduate Research, and the National Collegiate Honors Council. It is on the approved list of the American Association of University Women.

The Kramer School of Nursing is a member of the Council of Baccalaureate and Higher Degree Programs of the National League for Nursing. The School of Law is a member of the Association of American Law Schools.

Oklahoma City University is an equal educational opportunity institution.

Assessment

Assessment is an integral part of the strategic planning process for Oklahoma City University. New students to the university will be asked to participate in the assessment process. Students also participate in the evaluation of the liberal arts/general education processes of the institution. A student near the end of his or her academic plan of study participates in outcomes assessment for his or her major field of study. Other constituencies of the institution also are asked about their satisfaction as part of the assessment process for system improvement.

Mission

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 its 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, Oklahoma Museum of Art, the National Softball Hall of Fame, the Oklahoma History Center, the Firefighters' Museum, the Oklahoma City Zoo and Omniplex, Bricktown, and professional baseball, basketball, 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 commercial service coast-to-coast as well as international flights to Asia, Europe, and South America.

The university campus is located near the center of Oklahoma City. While 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.

Oklahoma City University students are involved in the life of the 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 Oklahoma City University'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 careers in their respective fields.

The university offers fifteen 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
 Technical Theatre—
 Costume Design
 Scene Design
 Theatre
 Theatre for Young Audiences

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

Master of Business Administration (M.B.A.)

Finance
 Generalist
 Health Administration
 Information Technology
 Integrated Marketing Communications
 International Business – Finance
 International Business – Information Technology
 International Business – Marketing
 Marketing

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

Master of Education (M.Ed.)

Applied Behavioral Studies
 Professional Counseling
 Early Childhood Education
 State Teacher Certification
 American Montessori Certification
 Elementary Education
 State Teacher Certification
 American Montessori Certification

Master of Fine Arts (M.F.A.)

Dance

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

General Studies
 Graphic Design
 Leadership/Management
 Literature
 Mass Communications
 Philosophy
 Photography
 Studio Art
 Writing

Master of Music (M.M.)

Conducting
 Music Composition
 Music Theater
 Opera Performance
 Performance

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

Master of Science (M.S.)

Computer Science
 Database Systems
 General Track

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

Nursing Administration
 Nursing Education

Master of Science in Nursing (M.S.N.)/Master of Business Administration (M.B.A.)

Graduate Admission

General Admission Policy

Transfer Credit

Nondegree-Seeking Students

International Students



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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 Oklahoma City University.

Admission Requirements

Admission to Oklahoma City University's graduate programs is open to all students holding bachelor's degrees from regionally accredited colleges or universities and meeting the criteria indicating high potential to succeed in graduate-level work. The academic unit holds final authority over admission decisions regarding entry into its programs. Please see the Academic Degree Programs section in this catalog for specific admission information.

Admission Procedure

All application material must be sent directly to the following:

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

Application: Submit a completed application including a statement of purpose of 150 to 200 words to the Office of Graduate Admissions or apply online at www.okcu.edu/graduate.

Application Fee: Attach a nonrefundable fee of \$30.

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 Graduate Admissions.

Recommendations: Two letter of recommendation forms from academic advisors or persons able to comment on professional ability must be submitted to the Office of Graduate Admissions or online at www.okcu.edu/graduate/rec.pdf.

Students applying to the Master of Music (M.M.) program must arrange an audition with the dean of the Bass School of Music. Students applying to the Master of Arts degree in theatre, must arrange an audition with the chair of the Department of Theatre.

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, gender, 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 a regionally 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, 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 graduate programs at Oklahoma City University, contact the Office of Graduate Admissions at (405) 208-5351 or (800) 633-7242, visit our Web site at www.okcu.edu/graduate, 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 student applications, 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.**

The 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 paper-based Test of English as a Foreign Language (TOEFL) or 173 on the computer-based TOEFL. An IELTS

score of at least 6.0 with each individual band score of at least 5.5 will also be accepted. Students who have studied for at least two semesters at an academic institution in the U.S. may be exempt from this requirement. Students from countries where English is the primary language of instruction may be considered for exemption from the TOEFL requirement. Some examples include Canada, the United Kingdom, Ireland, Australia, Singapore, Botswana, and Ghana.

The English requirement may also be met by completing level 109 of the intensive program at an ELS Language Center. Please note that the M.B.A. requires completion of level 110. For applications and information about intensive English training, please contact

ELS Language Centers

**1915 Northwest Twenty-fourth Street
Oklahoma City, OK 73106
www.els.edu
e-mail: okc@els.edu**

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 Oklahoma City University. 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 Oklahoma City University's International Admission Office.

Expenses and Financial Aid

General Financial
Information

Rules Governing Payment
of Tuition

Special Service Fees

Veterans Benefits

Tuition Adjustments

Financial Assistance

Endowed Chairs and
Professorships

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GENERAL FINANCIAL INFORMATION

Tuition is the same for all students, whether residents or non-residents of Oklahoma. Tuition rates are published annually in a separate tuition and fees announcement.

Tuition for courses taken on an audit basis will be assessed a nonrefundable audit rate of \$75 plus fees. Audit fees are not considered part of the structure for block tuition charges and will be assessed in addition to regular tuition charges. Laboratory and class fees are charged at a flat-fee basis in addition to tuition.

A music student will pay the general tuition, which includes two half-hour lessons. Charges for additional lessons and for those not required in the curriculum are based on the individual teacher's fees. (Contact the Bass 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 Account 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 Student Account Services.

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, and room and board for the semester. Students who so choose may request their work-study checks be forwarded by the Payroll Office to Student Account Services 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 Student Account Services. Students may also make payments to their accounts online at the Oklahoma City University 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 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 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.
- All students pay the university facility fee. This fee supports the university's facilities and grounds. A large portion—almost 90 percent—of this fee funds the annual debt service costs of the expanded wellness facilities. The remainder of the funds are available for campus-wide facility improvements.
- All non-law students pay the Dulaney-Browne Library fee. This fee supports the collections, facilities, and services of the Dulaney-Browne Library, including the costs of online computerized library service available to all students both on and off campus.
- An international student fee and international student insurance 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 Student Health 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 Oklahoma City University 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.
- Undergraduate degree, 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 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 Oklahoma City University 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 Academic Regulations section of this catalog.

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 a financial aid representative and validated by Student Account Services. Tuition adjustments, if any, are

based on the last date of attendance. (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 Student Account Services. 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.

All refunds are made by direct deposit or the Chase E-Funds debit card. Contact Student Account Services for details.

E-Mail

The university e-mail system will be utilized as the official method of communication. Each student is given an e-mail account and expected to use and maintain that account. Official university correspondence such as financial aid and billing, as well as campus activities will be sent via e-mail to the Oklahoma City University e-mail system.

Each student will be provided 50 MBs of disk space for his or her e-mail account. This provides enough disk space for a large amount of basic e-mail. However, large attachments could easily use up disk space quota, and students should remove them from their accounts in a reasonable timeframe.

Oklahoma City University has security monitoring and anti-spam software and hardware installed to secure its systems and reduce the amount of spam that enters the e-mail system. Students are required to secure their passwords and maintain their e-mail accounts.

Oklahoma City University requires students to use the university e-mail system for their academic electronic communications. All

students are responsible for the management and content of their account. Information for accessing student e-mail accounts is provided at: <http://stuweb.okcu.edu/>. Once an e-mail account is established, students can access the e-mail system at: <http://email.okcu.edu/>.

Important Notice about E-Mail: Important information and notices will be sent to students via their Oklahoma City University e-mail accounts. This information may include important dates, times, and deadlines. Paper notices will no longer be used. International students will receive all updates on immigration regulations and newsletters through their Oklahoma City University e-mail account. All Oklahoma City University students are required to activate their e-mail account, and check it on a regular basis. Failure to check and maintain this account on a regular basis **will not be accepted** as an excuse for missing important information, dates and/or deadlines.

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. The identification card is used to print documents in the computer labs, and money may be added by the student for use at Alvin's, the cafeteria, and the Oklahoma City University Bookstore.

Bookstore Book Bucks

Book Bucks are available at Student Account Services to students having sufficient financial aid to cover books and are to be used only at the Oklahoma City University Bookstore. Book Bucks may be ordered online at www.okcu.edu or by calling Student Account Services. Students are required to have direct deposit or the Chase E-Funds debit card to receive Book Bucks on their personal accounts. Book Bucks may also be placed on a student ID card.

FINANCIAL ASSISTANCE

Oklahoma City University is committed to making the utmost effort to assist students who are seeking an education at Oklahoma City University. 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 federal workstudy.

Eligibility for Financial Assistance

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

Federal financial aid is available for study abroad if the student is receiving Oklahoma City University 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 International Education.

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 may 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 15. FAFSAs 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.

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 GPA is required to remain eligible for federal aid.
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 a financial aid counselor 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	3.00
Year 2 = 24 hrs	3.00
Year 3 = 36 hrs	3.00

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 54 hours will be given prorated eligibility.

3. If a student does not meet his or her SAP requirements at the end of a semester, Oklahoma City University 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 to raise his or her GPA, completing every hour attempted, and earning good grades, the financial aid counselor has the discretion to continue that student on probation. Students who have exhaust-

ed 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 Financial Aid Appeals 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 Office of Financial Aid of regained eligibility. For a student to earn his or her way off suspension, he or she must enroll in classes at Oklahoma City University. Transfer hours do not impact the 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 Office of Financial Aid. Questions should be directed to the Office of Financial Aid at (405) 208-5211.

Return of Unearned Federal Title IV Funds

Class attendance is important in determining a student's eligibility for federal financial aid. As mandated by the Department of Education, recipients of federal Title IV student financial aid—ACG, SMART Grants, Stafford Loans, Perkins Loans—need to complete at least 60 percent of the term enrolled to earn all of the federal funding awarded for that enrollment period. When a recipient withdraws from the term for which funds are 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 to 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 to Oklahoma City University.

Two additional variables are important for students to understand if they are recipients of federal Title IV funds. After a student is in attendance through the 60 percent point of the enrollment period, no calculation for 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 satisfactory academic progress (SAP). Refer to the Oklahoma City University Satisfactory Academic Progress Policy. Contact the Office of Financial Aid for more information.

Refund Distribution

- Federal Subsidized Stafford Loan Program
- Federal Unsubsidized Stafford Loan Program
- Federal Perkins Loan 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 academic merit 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.

Financial Aid Programs Available at Oklahoma City University 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
Fulbright Scholarship

Oklahoma City University Assistance

Departmental Graduate Scholarships
Arts and Sciences Scholarship
Business Scholarship
Dance Talent Scholarship
Music Talent Scholarship
Religion Scholarship
Theatre Talent Scholarship

Institutional Work-Study Program
Master of Education Tuition Remission
Men's Athletic Scholarship
Miss Oklahoma City University Scholarship
Oklahoma City University Employee/
Dependent Tuition Remission
Study Abroad Scholarship
United Methodist Congregational Scholarship
United Methodist Minister/Dependent Tuition Remission
Women's Athletic Scholarship

ENDOWED SCHOLARSHIPS

To apply for endowed scholarships, students must submit their completed federal financial aid applications to the Office of Financial Aid for consideration. Awards vary based on academic merit, financial need, and availability of funds.

If a student is selected to receive an endowment, he or she is required to write a thank you letter to the donor who made the scholarship possible. The student must also submit a copy of the letter to the Office of Financial Aid to fulfill the requirement.

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.

PALMER C. ABERCROMBIE SCHOLARSHIP
This scholarship was established to assist Oklahoma City University Students.

EMERY D. AIKENS SCHOLARSHIP
This scholarship assists students with demonstrated financial need.

BRINDLEY ENDOWED SCHOLARSHIP
This scholarship, established by Esther Brindley in 1989, funds general scholarships

ELLEN L. BRYAN SCHOLARSHIP
This scholarship assists students with demonstrated financial need and academic achievement.

NEOLA CARPENTER ENDOWED SCHOLARSHIP
This endowment funds general scholarships.

JOHN CROOCH, SR. ENDOWED SCHOLARSHIP
Established in 1994, this endowment funds general scholarships.

RUSSELL AND HAZEL CROOCH SCHOLARSHIP
This scholarship assists deserving students.

FLOYD AND DORIS CROXTON ENDOWED SCHOLARSHIP
This endowment funds general scholarships.

THE DONALD AND SUZANNE EMLER RELIGIOUS EDUCATION ENDOWED SCHOLARSHIP

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

BRONETA EVANS ENDOWED SCHOLARSHIP

This scholarship assists deserving students.

J.E. HALL SCHOLARSHIP

This scholarship assists deserving and needy students. Awards depend on the student's need and availability of funds.

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.

MAUDE R. HAVER SCHOLARSHIP

This scholarship was established by the estate of Maude Haver. Awards depend on the student's need and availability of funds.

VIVIAN HEAD ENDOWED SCHOLARSHIP

This scholarship assists deserving students.

HOOPE SCHOLARSHIP

This scholarship assists students attending Oklahoma City University.

FRANK HORTON SCHOLARSHIP

This scholarship, established by the estate of Frank Horton of Oklahoma City, assists deserving students. Awards depend on the student's financial need and availability of funds.

MILDRED HUMPHREY ENDOWED SCHOLARSHIP

This scholarship, established in 1994, assists deserving students with demonstrated need.

ROBERTA AND LINDA HUMPHREY ENDOWED SCHOLARSHIP

This scholarship assists student from Healdton, Oklahoma.

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.

DR. WILLIAM D. MARIL SCHOLARSHIP FUND

This scholarship, established in 1982 in memory of William H. McCandless, provides scholarship assistance to deserving students.

MICHAEL AND EUNICE MASSAD SCHOLARSHIP

This scholarship was established to fund general scholarships.

ROBERT R. PRICE SCHOLARSHIP

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

WINNIFRED RENEAU SCHOLARSHIP

This scholarship, established from the estate of Mrs. Reneau, assists student with financial need. Awards depend of the student's need and availability of funds.

A. C. SCOTT SCHOLARSHIP

This scholarship is presented to deserving students. There are no restrictions.

M. L. SIMMONS SCHOLARSHIP

This scholarship is presented to deserving students. There are no restrictions.

C. E. SIMPSON SCHOLARSHIP

This scholarship assists deserving students.

ANNA MUADE SMITH SCHOLARSHIP

This scholarship is presented to deserving students.

E.A. AND WINNIE STEWART ENDOWED SCHOLARSHIP

This endowment assists deserving students with financial need.

LEMUEL C. SUMMERS ENDOWED SCHOLARSHIP

Earnings from this endowment funds general scholarships.

ESTHER FRANCIS TAYLOR SCHOLARSHIP

This scholarship assists students with demonstrated financial need and academic achievement. Student must have a minimum 2.50 GPA.

H. H. WEGENER SCHOLARSHIP

This scholarship, established by the late H. H. Wegener, assists deserving students.

DAIL AND FRANCES WEST ENDOWED SCHOLARSHIP

This scholarship assists deserving students with demonstrated need.

LOUIS A. WHITTEN ENDOWED SCHOLARSHIP

This scholarship assists deserving students.

FLORENCE O. WILSON SCHOLARSHIP

This scholarship, established by Florence Wilson, assists deserving students.

EUCLID M. AND CELINE M. WYATT SCHOLARSHIP

This scholarship assists students who are academic leaders.

JANET DENAY YOUNG SCHOLARSHIP

This scholarship is presented to deserving students.

GIFT SCHOLARSHIPS

Billie Boston Costume Shop Scholarship

EFT Interest Scholarship

Future Teachers Scholarship

Regents Scholar Scholarship

Hossein Shafa International Business Scholarship

Owen Wimberly Gift Scholarship

CORPORATE EDUCATION BENEFITS PROGRAM

Oklahoma City University partners with local employers to assist their employees in obtaining a graduate degree from the university. Benefits include deferred billing, tuition and fee discounts, and textbook vouchers. For information about whether your company participates in the corporate education benefits program, contact your employer's human resources department or Graduate Admissions at (405) 208-5351.

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. Virginia McCombs 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 serves as 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. Lisa Wolfe serves as the Hebrew Bible Endowed Chair.

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 Oklahoma City University. 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.

Student Services

On-Campus Housing

Student Life

Extracurricular Activities

Cultural Enrichment Activities

Student Assistance Services

Policies on Student Privacy
and Sexual Harassment

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

ON-CAMPUS HOUSING

Residence Halls

There are six residence halls on the Oklahoma City University campus: New, 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) 208-7909.

Rates for Residence Halls

Housing rates for each academic year are published separately in a tuition and fees schedule. A \$250 housing deposit is required along with a completed application and contract for residence halls. A portion of the housing deposit (\$175) 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. 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.

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 unfurnished apartments for students classified as sophomore or above. Amenities include on-site parking and laundry facilities. For more information, contact the director of residence life at (405) 208-7909.

Food Service

There are several meal plans available to Oklahoma City University students, including a variety of residence hall board plans and Stars Bucks, a flexible debit-card system. 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 Tom and Brenda McDaniel University Center. Alvin's Café, located in the university 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 Oklahoma City University students and are well publicized around campus.

Students 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, information is made available to all students about dates and meeting times for many organizations.

Religious Life

Religious Life services are under the direction of the clergy staff of University-Church Relations. 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 Oklahoma City University Wesley Foundation is the United Methodist campus ministry and is the home of Evensong Monday 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 and communion: Thursday chapel, Evensong student worship, Bible studies, mission trips, spiritual formation groups, concerts, and luncheons for religion majors.

Services: The clergy staff of University-Church Relations are available to all students for 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 Oklahoma City University 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. The president of Student Senate serves as a voting member of the university's board of trustees. 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.

Honorary Organizations

The following honorary and professional organizations are active on the Oklahoma City University campus. Partial membership requirements are listed.

Alpha Chi Omega: Full-time student, junior standing or above, cumulative GPA of at least 3.80 and/or in the upper 5 percent of the junior and senior classes and recommended by the Honors and Awards Committee are required.

Alpha Mu Gamma: Foreign language honor society

Alpha Phi Sigma Lambda: National Criminal Justice Society—criminal justice major completing one-third of course work and in the top 35 percent of the class

Alpha Psi Omega: Theatre student honor society

Beta Beta Beta National Biological Honor Society, Alpha Chapter: Completion of three semesters in biology with 3.00 GPA in biology and overall is required.

Blue Key National Honor Fraternity: Membership by election, second-semester sophomore standing or above, cumulative GPA of 3.40 or above are required.

Delta Mu Delta Business Honorary Society: Membership is offered to undergraduate and graduate students who have completed half of their course work, have a GPA of .25 above a B or better, are in the top 20 percent of their class, and are in good standing with the university.

Honor Student Association: Open to students enrolled in the University Honors program.

Nursing Honor Society: Open to undergraduate nursing students who have completed one-half of the nursing curriculum, have a GPA of at least 3.00, are ranked in the upper 35 percent of the graduating class, and meet the expectations of academic integrity. Graduate nursing students who have completed one-quarter of the nursing curriculum, have a GPA of at least 3.50, and meet the expectations of academic integrity also are eligible for membership.

Phi Alpha Delta National Legal Fraternity: Membership is by election.

Phi Alpha Theta International History Fraternity: Membership is by election.

Phi Eta Sigma: Full-time student, freshman standing, with GPA of at least 3.50 are required.

Phi Kappa Phi: an all-discipline national honor society with election by invitation only. Those elected must be ranked in the upper 7.5 percent of last-term juniors and upper 10 percent of seniors and graduate students.

Phi Mu Alpha Sinfonia: National professional music sorority

Psi Chi National Honor Society: Psychology student honor society

Sigma Alpha Iota National Professional Music Fraternity: Membership is by election.

Theta Alpha Kappa: Religion student honor society

Student Organizations

The following student organizations are currently active or were recently active at Oklahoma City University:

- Accounting Club
- Amnesty International
- Art Club
- Black Student Association
- Blue Crew
- Catholic Student Union
- College Republicans
- Diabetes Solutions-OK-OCU
- Environmental, Animal, and Human Rights Welfare League
- Fellowship of Christian Athletes
- Filmmakers Guild
- Financial Management Association
- Graduate Student Association
- Habitat for Humanity, Oklahoma City University Chapter
- Hispanic Student Association
- International Disciple Fellowship
- Kramer School of Nursing Student Nurses Association
- Meinders Student Advisory Board
- Meinders School of Business Graduate Student Advisory Board

Multicultural Student Association
Native American Society
OCU Anime Club
OCU Rhythms
OCU Stripped
Oklahoma Intercollegiate Legislature
Omicron Delta Epsilon
Pep Dancers
Project 21
Residence Hall Association
Sisterhood of African American Students
Spirit of Grace Liturgical Dance
Student African American Brotherhood
Student-Athlete Advisory Committee
Student Business Ethics Consortium
Student Oklahoma Education Association
Students of Arts Management
Students Today Alumni Rising (STAR)
TESOL Association of Graduate Students
Thai Student Association
Tiawanese Student Association
Upsilon Pi Epsilon
Wesley Foundation

EXTRACURRICULAR ACTIVITIES

Varsity Athletics

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

Junior Varsity Athletics

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

Dance

All full-time students are eligible to audition for The American Spirit Dance Company, the Oklahoma City University Liturgical Dancers, and the Oklahoma City University Pep Dancers. Contact the dean of the Ann Lacy School of American Dance and Arts Management for further information.

Theatre

All students, regardless of their majors, may audition for parts in TheatreOCU productions presented each year by the Department of Theatre. Contact the Department of Theatre at (405) 208-5121 for detailed audition information.

Intramural Sports

The intramural sports program at Oklahoma City University offers a full selection of individual and team sports. Awards and prizes are given for placement and participation alike. The program is designed to accentuate and enhance the interaction that students have with one another as well as with faculty and staff. The intramural sports program offers individuals an opportunity to maintain physical fitness while communing with friends. Oklahoma City University has a variety of league and tournament events designed for both the competitive and the 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) 208-5378.

Music

University students are encouraged to continue participation in music activities, including performing in ensembles, taking private music lessons, and auditioning for productions. All qualified students are eligible to participate in Bass School of Music performing ensembles (Symphony Orchestra, Wind Philharmonic, Ad Astra, Men's Choir, University Singers, Chamber Choir, Jazz Ensemble, Pep Band, and various small ensembles). Auditions for Oklahoma Opera and Music Theater Company productions are open to all students. See the director of the organization in which you are interested for further information, or call the music office at (405) 208-5474.

Student Publications

All students are invited to apply to work for the student publications staff. The staff publishes *The Campus* (the university newspaper), *The Campus online* (the newspaper's Web site), *The Constellation* (the university yearbook), and the yearbook's DVD supplement. Students may also submit original poetry, fiction, artwork, or photography to the university's student and faculty literary journal, *The Scarab*.

CULTURAL ENRICHMENT EVENTS

A wide range of events is annually scheduled on campus in music, drama, music theater, art, literature, cinema, and a variety of lectures. Among the cultural enrichment opportunities available and easily accessible in the Oklahoma City area are the Oklahoma City Philharmonic concerts, Oklahoma Art Center, the Omniplex, and several theaters. By presenting their

ID cards, Oklahoma City University students may attend all Civic Music Association concerts held in the Kirkpatrick Fine Arts Building, Kirkpatrick Auditorium, at no charge.

C. G. Jung Lectureship

This lectureship presents lectures and discussions led by distinguished Jungian analysts and scholars to introduce and amplify Jungian psychology. Such eminent scholars as Robert L. Moore, Jean Shinoda Bolen, Tom Boyd, Ann Wilson Schaef, and J. Philip Newell have spoken in recent years.

The Distinguished Speakers Series

The Distinguished Speakers Series was established to enrich the academic experience of students, faculty, and staff—and to create a Chautauqua experience that is free and open to the public. Nobel Laureates have joined a remarkable lineup of world-class thinkers, writers, and opinion-leaders who know that Oklahoma City University is where ideas are freely expressed, and learning is a continuous process of being challenged and inspired. This lecture series fulfills one of the central purposes of a university by hosting provocative speakers from a wide variety of backgrounds and multiple perspectives, which generates new thinking, productive discussions, and the rare opportunity for future servant leaders to meet some of the most remarkable human beings alive today. Previous speakers include Morris Dees, Jane Goodall, Brian Greene, Robert F. Kennedy Jr., Jonathan Kozol, Rabbi Harold Kushner, Wilma Mankiller, Sister Helen Prejean, Ann Simon, Helen Thomas, Archbishop Desmond Tutu, Kurt Vonnegut Jr., Elie Wiesel, and George Will. The 2007-2008 scheduled speakers are Edward Albee and Andrew Sullivan.

The Film Institute

The Oklahoma City University Film Institute offers the university and the greater Oklahoma City community the opportunity to view classic and contemporary international films. Since 1982, the institute has been screening eight to ten films per year on designated Sunday afternoons to an audience of 150 to 425 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 institute one of four awards for excellence in humanities programming over the past twenty-five years in the state of Oklahoma. The film series is supported by Oklahoma City University, the Oklahoma City University Film Institute Endowment, the designated endowment in the Community Foundation of the Kirkpatrick Family Fund, and the Thatcher Hoffman Smith Endowment for the Center for Interpersonal Studies through Film and Literature.

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 diminish 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 Police

Several university programs exist to inform students, faculty, and staff about services provided by the campus police department and to educate them regarding methods of crime prevention. A portion of each annual new student orientation is devoted to this area. At various times during the year, The Oklahoma City University Police Department (OCUPD) officers participate in programs to inform individuals of the need to secure rooms, vehicles, and personal property.

The university is committed to providing a safe campus in order to maintain a crime-free academic environment conducive to learning. The OCUPD has a well-trained staff of officers and support personnel to ensure the campus community is protected twenty-four hours a day. There is a police officer on campus at all times. The officer-to-student ratio is one of the best nationwide, which partially accounts for the university's low incidence of crime.

Seven external emergency phones are strategically located across the campus to provide instant access to police assistance. Upon request, OCUPD will escort students, staff, or faculty to any location on campus after dark.

Counseling

The university provides students with free counseling services. Students are urged to become acquainted with these 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 campus, religious problems, or mental health issues. The university chaplain is also available to counsel students.

Student Health and Disability Services Office

The Student Health Clinic is staffed by registered nurses and an advanced registered nurse practitioner and serves enrolled students, staff, and faculty. Services include health assessment, diagnosis, and treatment of minor illnesses and injury. Other services include gynecology care, male reproductive health, and referrals to community or specialty providers. Reference materials on a variety of health topics are available in the clinic.

Disability Services is housed with the Student Health Clinic and provides classroom accommodations and assistance to undergraduate and graduate students with documented disabilities. The disability services provider works with university administration to develop and implement policies and procedures regarding students with disabilities. More information regarding the Student Health Clinic and Disability Services can be found at www.okcu.edu/students/studenthealth/index.aspx.

Student Health Insurance

All students are strongly encouraged to have health insurance. A university-sponsored commercial health insurance plan is available to all full-time students. Primary healthcare services are offered at very low cost to students at the Student Health Clinic on campus. However, if a student needs healthcare off-campus or after-hours in Oklahoma City, health insurance is a necessity in order to avoid potentially large medical bills.

In order to address this important issue, students are required to fill out a short online form where insurance information will be provided or a waiver declining insurance will be signed electronically. The waiver form must be signed each fall semester for full-time students. Information about health insurance and the waiver form can be found at: www.okcu.edu/students/studenthealth/index.aspx.

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 published 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 Oklahoma City University'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 emphasis 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 complaint procedures of the university. Complainants will be requested, but not required to submit their allegations in writing. Complaints about sexual harassment will be responded to in a prompt and equitable manner.

Every effort will be made to respect the confidentiality of all members of the university community. Confidentiality will be

maintained to the extent permitted by the circumstances of the complaint. All complaints will receive a full and fair hearing. Retaliation against individuals who bring a complaint of sexual harassment is prohibited. If faculty or staff experience or become aware of sexual harassment, they must promptly report it to their immediate supervisor, division administrator, assistant vice president of human resources, or the compliance coordinator, who also serves as vice president for student affairs.

Allegations involving student-to-student or faculty-to-student sexual harassment must be promptly reported to any of the following: the dean or associate dean of students, the provost/vice president or associate provost, the assistant vice president of human resources, or the compliance coordinator, who also serves as vice president for student affairs.

A full and fair investigation will be conducted by the university's sexual harassment committee. Both the complainant and the person charged will be notified of the results of the investigation. If either party does not accept the findings and the decisions made, they may file a complaint using the employee/student grievance policy.

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

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 are listed in the catalog in effect at the time of their first semester at Oklahoma City University. 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 published 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

Academic honesty is required in all aspects of a student's relationship with the university. Academic dishonesty may not be course-specific and includes falsification or misrepresentation of a student's academic progress, status, or ability, including, but not limited to, false or altered transcripts, letters of recommendation, registration or advising forms, or other documents related to the student's academic career at Oklahoma City University or other colleges or universities.

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 which may lead to suspension.

Students are advised that cheating and plagiarism are not tolerated. The university expects all students to maintain a high standard of ethics in their academic activities. 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 (the appropriation of another's work and/or the unacknowledged incorporation of that work in one's own); collusion (the unauthorized collaboration with another person); misrepresentation of actions; and falsifying information.

Grievance procedures, found elsewhere in the catalog, do not apply to the academic honesty policy procedures listed below. Law students are subject to the code of conduct published in

the *Oklahoma City University School of Law Student Handbook*.

Course-based procedures: Each faculty member will include in his or her syllabus either the university's academic honesty policy or a reference to the appropriate Oklahoma City University Web site regarding the academic honesty policy. The faculty member will include in the syllabus a description of the course-based consequences if a student fails to adhere to the academic honesty policy.

If, in the judgment of the faculty member, a student fails to conform to the academic honesty policy the faculty member shall inform, in writing, the student's academic dean, the provost/VPAA, and the student. Sanctions for a student's breach of the academic honesty policy vary according to the nature and the seriousness of the offense. Sanctions are at the discretion of the faculty member involved within the constraints of the course in which the offense occurred. Sanctions by the faculty member 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, class/laboratory assignment which involved dishonesty; or recording an F (Failure) for a final course grade.

Appeal: A student's appeal of the charge or the faculty-imposed sanction must be made in writing and delivered to the faculty member's dean within ten university business days after the date of the faculty member's letter outlining the infraction of the academic honesty policy. The appeal period is increased to twenty-one calendar days when the faculty member's letter must be mailed to a student residing outside the United States. If the tenth day (or twenty-first day, in case of a student residing outside the United States) falls on a weekend or university holiday, the appeal is due on the next university business day.

The faculty member's school/college will elect faculty members to serve on a faculty/student committee to hear all school/college appeals for that academic year. The dean of the school or college will appoint student(s) to serve on the committee. If a faculty member is on the committee and the faculty member taught the course in question, he or she will not serve on the school/college committee for this appeal. The dean will appoint a replacement member for this appeal. If the dean taught the course in question, the appeal will go directly to the associate provost.

There is a presumption that the faculty member's decision is correct and, in the absence of extraordinary circumstances, shall not be changed. The faculty committee will render a decision in writing regarding the student's appeal within fif-

teen university business days of receiving the appeal. The faculty/student committee may lessen the sanctions but may not increase the course-based sanctions. The faculty appeals committee's decision will be final, and there will be no further appeal of the faculty member's decision. If the student is exonerated no further action will occur.

School/College-based Procedures: If the student chooses to appeal and the appeal is not upheld or the student chooses not to appeal the faculty member's actions, the student's dean has the option of adding sanctions. Consequences may include loss of school/college-based scholarship funds, community service, or dismissal from the school/college. The dean can not change the student's grade. The dean must notify the student within ten university business days of the decision to impose additional sanctions. The appeal process is increased to twenty-one calendar days when the dean's letter must be mailed to a student then residing outside the United States. If the tenth day (or twenty-first day, in the case of a student then residing outside the United States) falls on a weekend or university holiday, the appeal is due on the next university business day.

Appeal: The student, within ten university business days after the date of the written notification of sanctions, imposed by the dean of the student's college/school, may appeal, in writing, to the provost/VPAA or associate provost. The provost/VPAA or associate provost's decision is final, and there will be no further appeal.

Loss of privilege to withdraw from a course: A student who has violated the academic honesty policy shall lose the privilege of withdrawing from the course in which the violation occurred in order to avoid the collateral consequences of sanctions which may be imposed by the faculty member teaching the course.

Provost/VPAA-based Procedures: The Office of the Provost will keep a file of all student violations of the academic honesty policy across the university. The provost/VPAA or associate provost may, at his or her discretion, convene the Student Probations and Petitions Committee to consider dismissal of the student from the university for grievous or repeated violations of the academic honesty policy. The provost/VPAA or associate provost must inform the student at least ten university business days prior to the time the Student Probation and Petitions Committee meets. The student has the right to appear before the Student Probation and Petitions Committee. The Student Probation and Petitions Committee will convene and render a decision regarding dismissal of a student from the university or other actions. The decision of the Student Probation and Petitions Committee is final and

can not be appealed. Students dismissed from the university for academic honesty violations will not be eligible for readmission.

Student Discipline

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.

Oklahoma City University 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.

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 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 Courses

For the fall and spring semesters, courses may be added through the first Friday after four class days of the semester without instructor approval. Courses added after the first Friday after four class days and through the second Friday after nine class days may be added only with instructor approval. Courses may not be added after this date. For the first and second summer terms, courses may be added through the first two class days. Courses added after the first two class days and through the Friday after four class days may be added only with instructor approval. Courses may not be added after this date.

Dropping Courses

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 instructor. The instructor 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 provost/VPAA before the change in class schedule can be processed. No course may be dropped after the last day of classes.

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 will be no further adjustments. The time periods vary. See Tuition Adjustments for more information. Student attendance in a course does not affect the tuition reduction. The date the completed form is processed by the Student Accounts 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, International Student Office, Financial Aid Office, or his or her dean's office. Once this form is properly completed and processed through the Office of the Registrar and Student Account Services, the withdrawal becomes effective on the date it is validated by Student Account Services. A "W" (withdrawal) 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, a professor may assign an incomplete (I) at his or her discretion. The student must be performing at a passing level and have a legitimate reason to receive an "I." Students cannot be assigned an "I" because they have excessive unexcused absences or because they are failing the course. Academic units and faculty members may establish their own policies in determination of legitimate reasons to assign the "I" grade.

At the time that the incomplete is issued, a copy of an incomplete report form, which specifies what must be done to remove the "I" and the grade to be assigned if the work is not completed, must be submitted by the instructor. This form must be submitted to the Office of the Registrar no later than the date grades are due for the term that the "I" is assigned. A copy of the form will be sent to the student's dean by the Registrar's Office. The student is responsible for submitting the work by the deadline assigned by the instructor, not to exceed one year. If the "I" is not completed by the specified deadline, the grade will convert to the grade assigned on the incomplete report form.

In the event that a faculty member is no longer available, appropriate faculty shall be assigned by the dean or department chair to determine the grade.

Grade Points

The grades of W (withdrawal), WA (administrative withdrawal), WP (withdrawal passing), WH (withdrawal health), CR (credit), NC (no credit), I (incomplete), or NR (not reported) are omitted in counting grade points. The grade of WF (withdrawal 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, WH, WP, NC, I, and NR are received.

The following system of points is used for computing GPA:

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

Auditing Courses

An Oklahoma City University student 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 designation, 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. Audited courses will not be considered in a student's normal semester load.

Procedure: The audit option can only be selected through the second Friday of the regular semester and through the first Friday after four class days 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. An instructor has the right to refuse to permit students to audit a course. Students registered to audit a class are not guaranteed a space until after the drop/add period. A separate audit form is available from the Registrar's Office.

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

Repeated Courses

Graduate students may repeat a maximum of two separate courses, but cannot repeat any one course more than once. The repeated course number must be the same as that of the original course. The last grade received in a course is the one that will be calculated into the student's GPA. This grade will be posted in the semester earned. The first grade will be recorded on the transcript as an R (repeat) and excluded from the student's 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 through 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 Bass 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 Student Account Services at (405) 208-5146, 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 authorization from the student or a signed affidavit stating that the student is their financial dependent according to IRS regulations.

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 at least 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 (Oklahoma City University blue with gold type).
4. All copies of theses will be submitted on letter-size, acid-free, twenty-pound, 25 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.
7. In the case of serious, documented violation of the Academic Honesty policy in thesis work, a student will be dismissed from the university, subject to normal academic appeals processes.

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 associate provost, 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 associate provost, 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 associate provost 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 associate provost when appropriate, determines that insufficient evidence has been presented by the student, he or she will dismiss the appeal. If the dean, or associate provost 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 associate provost 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 associate provost 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 associate provost when appropriate. This response will be given within five school days of the receipt of the faculty member's response to the dean or associate provost when appropriate. The dean, or associate provost when appropriate, will then render a decision on the appeal within five school days of receiving all materials and responses. Unless the dean, or associate provost 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 associate provost when appropriate, will deny the appeal. The dean or his or her designee has the right to request, from any party, any additional information he or she feels is pertinent and appropriate. This discovery may not extend beyond five school days following the student's opportunity to respond. The dean has the authority to deny the appeal or forward the appeal to the associate provost, who will convene the Student Probation and Petitions Committee. The dean does not have the authority to change the grade but may make a recommendation to the committee.
- 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 associate provost, 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 associate provost will notify the student within three school days of the decision of the Student Probation and Petitions Committee.

Note: 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 student cannot graduate with more than 6 credit hours below B- in that graduate program. Grades below a C- cannot count for graduation. A candidate for a degree must have a cumulative GPA of not less than 3.00 in hours attempted for the graduate program for the degree to be conferred. Only courses taken at Oklahoma City University are used in calculating the GPA.

There are three graduation dates (fall, spring, and summer) and two commencement ceremonies (December and May). Students completing degree requirements in the fall participate in the December commencement ceremony. Students completing degree requirements in the spring or summer terms of an academic year participate in the May commencement ceremony. All students should complete the application

for graduation by the appropriate 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 so, 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 3.900 or higher.

Honors—a cumulative GPA of 3.750–3.899.

University Honors

Phi Kappa Phi: Phi Kappa Phi is an all-discipline national honor society. Undergraduates, graduate students, faculty, professional staff, and alumni are eligible for membership. The organization is more than 100 years old, and election is by invitation only. The mission of Phi Kappa Phi is “to recognize and promote academic excellence in all fields of higher education, and to engage the community of scholars in service to others.”

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University Services and Programs

Career Services

ELS Language Centers

Dulaney-Browne Library

Specialized Academic
Facilities and Programs

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CAREER SERVICES

The Office of Career Services is committed to assisting undergraduate and graduate students and alumni position themselves for success within their chosen fields of interest. The aim of Career Services is to assist students and alumni in identifying and implementing strategies to aid in career exploration and the career decision-making process.

Through Career Services, there are a number of resources and services that can help students who are entering the world of work or those that are looking to advance their careers.

Current students and Oklahoma City University alumni are eligible to use the comprehensive resources available through Career Services, including the following:

- Individual career counseling
- Job search strategies
- Résumé and cover letter writing
- Internship resources
- Career fairs
- Interviewing techniques
- Alumni networking and mentoring
- Online career and employer resources
- Career planning for international students
- Self assessments
- Online job/internship posting system: www.okcu.edu/careers

Students are encouraged to schedule an individual appointment to discuss how the Office of Career Services can provide valuable information and review the skills needed to be successful within their professional areas of interest.

The Office of Career Services is located in the Meinders School of Business, Suite 200. Career Services office hours: Monday – Friday 8:00 a.m. to 5:00 p.m. and evening hours by appointment. Call (405) 208-5171 or visit www.okcu.edu/careers.

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, multimedia 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, Oklahoma 73106, (405) 525-3738, www.els.edu or e-mail okc@els.edu.

DULANEY-BROWNE LIBRARY

Oklahoma City University supports two libraries, the Dulaney-Browne Library and the Law Library. While the collections and services of both libraries are available to all university students, faculty, and staff, all nonlaw-related library materials and services are provided through the five-story Dulaney-Browne Library building in the center of the campus.

The Dulaney-Browne Library provides access to thousands of high quality research resources for Oklahoma City University students, faculty, and staff. Library resources and services are available in the library or through the library's Web page (www.okcu.edu/library) and include more than 173,000 books, 316,000 government documents, 550 current periodical subscriptions, 14,000 full-text online periodical titles, and 44,000 electronic book titles. Reference librarians provide assistance in finding information in the library, over the telephone, and via the Internet. Librarians also offer formal instruction to individuals and groups in the use and evaluation of information resources. Additional library resource services include the Archives and Special Collections (including the University Archives, the Oklahoma Methodist Archives, and the Shirk Oklahoma History Center), the Foundation Center Cooperating Collection, and government documents provided through the federal depository program.

The library cooperates with other libraries in Oklahoma and around the world to provide students, faculty, and staff with access to their collections through OK-Share (a cooperative library card for Oklahoma academic libraries) and interlibrary loan (delivery to the library user of articles and books from other libraries).

Please contact the library (405) 208-5065, (405) 208-5068, or AskALibrarian@okcu.edu or visit during regular library hours (Monday-Thursday 8:00 a.m.-midnight, Friday 8:00 a.m.-6:00 p.m., Saturday 10:00 a.m.-6:00 p.m., and Sunday 1:00 p.m.-midnight) for more information.

SPECIALIZED ACADEMIC FACILITIES AND PROGRAMS

Learning Enhancement Center (LEC)

The LEC offers a variety of free services to students, such as one-to-one tutoring in most areas of the curriculum. Tutoring is provided in approximately forty-five-minute sessions. Students may discuss any aspect of their papers with tutors, and tutors may assist with specific areas suggested by faculty. Specialized assistance is available for the visually and hearing impaired. 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.

The LEC is located on the second floor of the Walker Center for Arts and Sciences. Contact the LEC at (405) 208-5040 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 offers a variety of student support services, including the Help Desk, which can be accessed on the Web, by telephone, or in the Campus Technology Services Office located in the University Center. Among the services provided are hardware and software support, training, and licensed installation of popular applications such as Microsoft Office and McAfee.

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

- 1. Meinders School of Business (Room 104)**, this fifteen-seat lab is composed of Intel-based personal computers and printing 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.-10:00 p.m.; Friday, 8:30 a.m.-6:00 p.m.; Saturday and Sunday closed.
- 2. Meinders School of Business (Room 201)**, this twenty-five-seat lab is composed of Intel-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.-10:00 p.m.; Friday, 8:30 a.m.-6:00 p.m.; Saturday and Sunday closed.
- 3. Tom and Brenda McDaniel University Center:** This thirty-four-seat computer lab is composed of Intel-based PCs and four Intel-based iMacs. The lab is equipped with four laptop stations, two scanners, and a color and a black-and-white printer. The lab is “open access” to all students. Lab hours are Monday through Thursday 8:30 a.m.- 12 midnight; Friday, 8:30 a.m.-6:00 p.m.; Saturday, 12:00 Noon – 6:00 p.m.; Sunday, 12:00 Noon – 12:00 midnight.

Each public-access lab has MS Windows XP (or Mac OS 10.4) 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 2007, MS Visual Studio 2005, and MS Internet Explorer 7 are the key software titles installed in each lab. Other software specific to course instruction is installed in the labs when necessary. For assistance, call the Help Desk at (405) 208-7777.

E-mail accounts are provided to all students through the log-in process from the Oklahoma City University main Web page. All students are provided disk space on the campus network to store files and create Web pages. Internet Web browsing and limited printing services are available in all three public-access labs as well as all public computing spaces on campus. E-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 school provides specific software and services.

All resident hall rooms are wired for Internet, telephone, and network connectivity. Wireless capability is available in all classroom buildings as well as in the public areas of the dorms. 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 www.okcu.edu/technology. 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 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 Billy Collins, Mark Doty, Joy Harjo, Jane Hirshfield, Ted Kooser, Li-Young Lee, Michael Ondaatje, Robert Pinsky, and Naomi Shihab Nye have been featured); develops an annual documentary film series each spring; develops for the university and community an archive collection of quality videos and DVDs along with viewing suggestions and some lesson plans for grade school through university-level teachers; conducts field trips to Oklahoma City University for teachers and students from upper elementary through high school to view and discuss distinguished films; holds a 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 Oklahoma City University Film Institute. The director teaches university courses related to the mission of the center as well as courses in the English department and courses for the film studies degree in the Moving Image Arts Program. The Thatcher Hoffman Smith Endowment Fund and an advisory committee support the development of the center.

INTERNATIONAL EDUCATION (STUDY ABROAD)

The Office of International Education (OIE) at Oklahoma City University recognizes that an understanding of other cultures, languages, and global issues has become increasingly significant in the education of tomorrow's leaders. OIE has a goal of integrating the campus into this interconnected world by providing opportunities for students to internationalize their educational experience, encouraging Oklahoma City University faculty to expand their own international experiences and internationalize their curriculum, and facilitating global awareness campus-wide.

International Education Opportunities

At Oklahoma City University, students may travel to many countries with the intent of studying the language and culture or pursuing their required academic course work. Students may participate in study abroad programs for either a semester or an academic year (reciprocal exchange and affiliated/approved programs); one to five weeks (faculty-led class/trip), or during summer and winter breaks (affiliated/approved programs).

Eligibility Requirements:

- A 3.0 cumulative GPA to participate in academic year and/or semester study abroad programs.
- Junior or senior standing at Oklahoma City University to participate in academic year and/or semester study abroad programs (second semester sophomores are considered on an individual basis).
- Demonstrated foreign language proficiency for programs at which English is not the official language of instruction.
- Completed OIE Application for International Education

Reciprocal Exchange: A reciprocal exchange is specifically designed for students who wish to study at a foreign institution for either the academic year or one semester only, and who do not seek a degree from that institution. Reciprocal exchange allows Oklahoma City University students to pay Oklahoma City University tuition and fees but study at the foreign institution while remaining concurrently enrolled at Oklahoma City University. Institutional and federal financial aid are applicable

toward Oklahoma City University tuition costs associated with reciprocal exchange programs as determined by the Office of Financial Aid.

Oklahoma City University currently has exchange agreements with the following institutions:

Argentina—Universidad del Centro Educativo

Latinoamericana (UCEL): Students may study Spanish or pursue regular course work at UCEL, the first Methodist-affiliated university in Argentina. UCEL is located in downtown Rosario, Santa Fe, 300 km northwest of Buenos Aires, Argentina's capitol city. Prerequisite: Minimum of three semesters of college-level Spanish.

Austria—Alpen-Adria University at Klagenfurt: Students interested in studying in Klagenfurt will find intensive language classes in German and Italian, as well as a variety of classes taught in English. The university is located in the capitol city of the beautiful southern province of Carinthia, nestled in the Tyrolean Alps next to the Worthersee Lake. Venice, Italy, is only a short train ride to the west and Vienna, Austria, is four hours due north. Carinthia is a charming example of the Austrian countryside, with welcoming people and a long history. Prerequisite: Three semesters of college-level German or Italian for language study.

England—Edge Hill University: Many students enjoy the opportunity to study at Oklahoma City University's partner institution in Ormskirk, England. Edge Hill University has been providing high-quality education in liberal arts, business, and education for well over a century. Its impressive outdoor facilities include rugby, soccer and cricket fields, a full-size running track, plus tennis courts, a double gymnasium, and swimming pool. The picturesque campus is conveniently located in northwest England, removed from urban noise and distractions, only a short distance from Liverpool and Manchester, two of England's major centers for the arts. Prerequisite: None.

Japan—Ritsumeikan University (RITS): One of the newest reciprocal exchange programs at Oklahoma City University, RITS offers both undergraduate and graduate courses in areas such as law, social sciences, economics, international relations, and Japanese language studies. RITS comprises three university campuses, all of which are part of the Oklahoma City University exchange program. RITS offers semester, academic year, and summer programs. The name Ritsumeikan means "the place to establish one's destiny," offering Oklahoma City University students the unique opportunity to learn within an education system committed to cultivating individuality and internationalism simultaneously. Prerequisite: three semesters of college-level Japanese for language study.

Faculty-led Class (short term): Oklahoma City University's academic departments offer a range of international study opportunities for credit each year. Some typical faculty-led classes/trips include German courses in Austria and Spanish language courses in Mexico offered through the Department of Modern Languages; natural history and ecology courses in Central and South America through the Department of Biology; exploration of the European criminal justice system through the Sociology and Criminal Justice Department; and a British media comparison course through the Mass Communications Department. The Meinders School of Business offers study abroad opportunities in Nicaragua and China, and the Kramer School of Nursing offers a service-learning course in Mexico. Additionally, Oklahoma City University sponsors trips for performing arts majors. Past programs presented abroad include *The Fantastiks* (Singapore), *The Boyfriends* (Singapore and Malaysia), and the musical *Oklahoma!* (Malaysia) from the Margaret E. Petree College of Performing Arts; The Oklahoma City University Chamber Choir has performed in Taiwan, Thailand, Korea, and Hong Kong; and the Oklahoma City University Symphony Orchestra toured the People's Republic of China in 2004.

Faculty-led study abroad classes/trips are coordinated through OIE, therefore students are encouraged to contact their specific departments to inquire about planned trips for the academic year, then apply for the trips through OIE. Faculty-led trip pricing does not typically include Oklahoma City University tuition and fee costs, but may include the cost of roundtrip airfare, accommodations, and some meals and activities associated with the program.

Affiliated/Approved Programs: Oklahoma City University students have studied in Australia, Ecuador, France, Ireland, Italy, and Russia through third-party providers or other U.S. university programs. Oklahoma City University holds affiliation agree-

ments with private study abroad organizations such as Cultural Experiences Abroad, International Studies Abroad, and Study Abroad Italy, to name a few. The advantages for Oklahoma City University students to study abroad through one of the affiliated programs are that they expand the options available to our students and Oklahoma City University students are eligible to apply for affiliate scholarships, which are not open to the general public. In addition, affiliate organizations make periodic site visits to Oklahoma City University to assist students with program information.

Global opportunities at Oklahoma City University expand each year. Students can keep informed of developing and upcoming international education opportunities by visiting the annual study abroad fair, contacting Oklahoma City University departments and faculty, browsing the OIE study abroad resource library, or by scheduling an appointment with the Office of International Education at (405) 208-5022.

Master of Arts in Mass Communications in Singapore

The Master of Arts in mass communications 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 communications 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 Oklahoma City University faculty. Complete details concerning this program are available in the Oklahoma City University Department of Mass Communications.

Academic Degree Programs

Petree College of Arts and Sciences

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

Master of Criminal Justice

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

Ann Lacy School of American Dance and Arts Management

Master of Fine Arts in dance

Bass School of Music

Master of Music

Department of Theatre

Master of Arts in theatre

Kramer School of Nursing

Master of Science in Nursing

Wimberly School of Religion and Graduate Theological Center

Master of Arts in Religion



Petree College of Arts and Sciences

David R. Evans, Dean
Terry R. Conley, 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 teaching English to speakers of other languages (TESOL), Master of Criminal Justice, 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, 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 Admission

The minimum undergraduate GPA for regular admission is 3.00, except for the M.L.A. program, for which the minimum is 2.75 for regular admission.

Minimum TOEFL Score for International Students

The minimum TOEFL score is 500.

Maximum Number of Transfer Credits Accepted

Six credits may be accepted for transfer from other regionally accredited institutions. 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 Oklahoma City University 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 6 credit hours below B- are allowed. No grades below C- will be accepted. TESOL and computer science stu-

dents 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 to remain in good standing. Students 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. If, after repeating a course, a student fails to receive at least a C-, the student will be automatically dismissed.

Academic Appeals

The 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 12 hours in each of the fall and spring semesters, 6 hours in each of the 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 6 hours. In exceptional cases students may take more than 6 hours of independent study/directed readings with approval of the program director and dean.

Incomplete Policy

Petree College of Arts and Sciences follows 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 Teaching English to Speakers of Other Languages

Acting Chair: R. Griffin

Faculty: 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 (early childhood, 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 a regionally 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.

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 12 semester hours may be transferred from another institution. (Transfer of more than six hours requires approval of the program director and dean). 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.

Minimum Grade Requirements

A cumulative GPA of 3.00 must be maintained 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 to 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) 208-5371. 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-) both in the course and on the research proposal in the course.
3. International student candidates must demonstrate an adequate writing proficiency by scoring 600 or above on the TOEFL (260 or above on the computerized version), 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 and obtain

approval from 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 "X" will be recorded. Except for extreme extenuating circumstances, the extension may not exceed one semester. If the "X" is not converted to a grade 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 filing a new plan of study, which must be approved by the thesis advisory committee.

Thesis Submission and Style

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**

(9 hours for international/probationary students)

ELED 5023	English Language Learning in the Classroom	3
GRED 5003	Research and Writing/Language in the Context of American Society	3
GRED 6513	Sociological Foundations of Education	3
GRED 6773	History of Educational Thought	3
GRED 6813	Psychological Foundations	3
GRED 6903	*Methods of Research	3

Suggested electives: **6**

(3 hours for international/probationary students)

GRED 5113	Technology and Language Learning	3
GRED 5213	Effective Teaching Techniques	3
GRED 5713	Personal Growth and Counseling	3
TESL 5163	Issues in TESOL	3
TESL 6983	Thesis in TESOL	3

*Required courses

Master of Criminal Justice

Chair: Horn

Faculty: Kurtz, Cataldi, Cowgill

Adjunct Faculty: Rendon, Turvey, Wright

The mission of the Master's of Criminal Justice degree (MCJ) at Oklahoma City University is to provide a curriculum that offers a broad view of crime and justice grounded in a rich liberal arts tradition. Students pursuing a master's degree in criminal justice will receive a strong background in the study of crime and justice that integrates theory, research, and practice.

The faculty adopts a holistic approach to the study of crime and justice. All of our full-time faculty hold terminal degrees in criminal justice, sociology, or justice studies. Our program offers an interdisciplinary approach that helps students understand the causes, correlates, and consequences of crime. MCJ students will challenge normative assumptions regarding crime and justice through critical thinking and writing.

Students will gain mastery of the knowledge, methods, and intellectual skills pertaining to the study of the causes, consequences, and responses to crime and its interaction with other areas of inquiry. The main points of inquiry include:

- Contemporary criminal justice systems
- The history and philosophy of punishment
- The nature and causes of crime
- Judicial decisionmaking
- The history and theory of law enforcement
- Qualitative and quantitative research methods
- Ethics and discretion of criminal justice personnel

The MCJ program at Oklahoma City University offers a flexible schedule for full-time and part-time students with classes offered at night, on weekends, and through web-based courses. Students can elect to take 33 hours of course work or 30 hours of course work with a problem in lieu of thesis.

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

PROCEDURE FOR ADMISSION

The application for admission to the MCJ program may be obtained from the Office of Graduate Admissions. The completed form, along with official transcripts of all previous college work and two letters of recommendation, should be returned to the Office of Graduate Admissions. The final decision for admission rests with the faculty in the Sociology and Criminal Justice Department. After the student receives notice of admission to the program, an interview should be arranged with the graduate advisor for advisement. Students must have taken an

undergraduate statistics course and an introductory criminal justice course before beginning the MCJ 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.

Probation: Students must maintain a 3.00 cumulative GPA. If a student's cumulative GPA falls below 3.00, he or she is placed on academic probation. If the student fails to achieve a cumulative GPA of 3.00 at the end of the next 9 hours of graduate course work, he or she will be dismissed from the university.

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 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 MCJ graduate advisor. Students are encouraged to take electives taught in Criminal Justice or an alternate Master's program at Oklahoma City University.

MASTER OF CRIMINAL JUSTICE

DEGREE REQUIREMENTS

Credit Hours: 33

Core Requirements:

18

MCJ 5863	Advanced Studies in Criminological Theory	3
MCJ 6103	Critical Issues in Justice	3
MCJ 6213	Criminal Justice Evaluation	3
MCJ 6303	Statistical Applications in Criminal Justice	3
	One Diversity Course (Recommended: Race, Gender, and Crime)	3
	One Judicial Decisionmaking Course (Recommended: Law and the Social Sciences)	3

Core Electives:

15

MCJ 5103	Crime Victims	3
MCJ 5263	International Criminal Justice Systems	3
MCJ 5363	Theories of Justice	3
MCJ 5403	Elite Deviance	3
MCJ 5413	Community Sanctions	3
MCJ 5513	Juvenile Justice	3
MCJ 5713	Resocialization of Law Violators	3
MCJ 5903	Deviance and Social Control	3
MCJ 6403	Police and Society	3
MCJ 5091-6	Independent Study	1-6
MCJ 6983	Problem in Lieu of Thesis	3
MCJ 5063	Selected Topics in Criminal Justice	3
	Topics Include: Restorative Justice and Peacemaking Punishment Death Penalty Law and the Social Sciences Qualitative Research Methods Extremism and Hate Crimes	

Master of Education

Acting Chair: Conley

Faculty: Farha, Lawler-Brown, Spurgeon, Willner

The university offers Master of Education degrees in applied behavioral studies (ABS), 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, research opportunities, practicum, and internship experiences. 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 at Oklahoma City University.

Usually, a maximum of 9 semester hours, excluding ABS and Montessori, may be transferred from another institution. (Transfer of more than six hours requires approval of the program director and dean.) The acceptance of transferred work will be decided by the graduate coordinator 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

At the discretion of the graduate coordinator, 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 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 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 must be approved for graduate credit. A minimum of 16 semester hours must be completed in residence after the student registers in the program and develops 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 semester 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 graduate coordinator 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 who are in the early childhood and elementary certification programs must also make an appointment with the certification officer.

Comprehensive Examinations

Comprehensive examinations in each plan of study (except ABS) are required for the completion of the M.Ed. degree. The examinations will be taken during the last semester of enrollment 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. Comprehensive examinations require essays that include analysis, synthesis, and evaluation of ideas, not merely memorized information. The student must bring a copy of the signed and approved application for entry into the examination.

Thesis Option

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

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 chair of the Department of Education for an extension of time, and an "X" will be recorded. Except under extreme extenuating circumstances, the extension may not exceed one semester. If the "X" is not converted to a grade 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 filing of a new plan of study, which must be approved by the graduate committee and the Department of Education chair. Guidelines for thesis preparation are available in the Department of Education office.

Acceptance of Candidacy

Students seeking admission to graduate programs (excluding ABS) 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 their first 6 hours with a grade of B or better in order to continue in the program. All students must maintain a 3.00 GPA to remain in the program.

Probation Policy

A student who fails to maintain a 3.00 GPA in the graduate program will automatically be placed on probation. Students on probation may take a maximum of 9 hours per semester. Students have 9 credit hours to raise their GPA to the 3.00 level (or higher) or may be dismissed from the program and from the university.

Graduation Requirements

Students must earn at least a 3.00 cumulative GPA to graduate. For most graduate programs, any 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- (2.75) are acceptable on course work. In the ABS program, one grade in the "C" range is acceptable (excluding Research Methods). No grades below "C" are acceptable. Up to two courses may be repeated.

APPLIED BEHAVIORAL STUDIES

The Oklahoma City University Master of Education degree in applied behavioral studies (ABS) is designed for precounseling and related professionals who are involved in the field of learning, development, and group processes in a variety of human behavior settings, such as mental health facilities, government, business and industry, and organizational contexts. This program also prepares students for doctoral study in education, counseling, educational psychology, or a closely related field. Those interested in becoming a Licensed Professional Counselor (LPC) complete this 33 credit hour program plus five more courses.

Examples of those who would be interested in this degree include mental health workers, teachers, supervisors concerned with adult learning processes (human resources), training and development, human services, human development, student personnel, and professionals who develop training seminars.

The program is “fast-track” in that most of the courses are offered in a once-per-week, eight-week session. Each course requires a one weekend seminar. This allows full-time students beginning in the fall to finish in one year and part-time students beginning in the fall to finish in two years. The full-time student will take two courses at a time and the part-time student takes one course at a time.

APPLIED BEHAVIORAL STUDIES (M.ED.)

Required Courses	Credit Hours: 33
ABS 6813 Personality and Human Development	3
ABS 5703 Behavior Pathology	3
ABS 5713 Counseling Theories	3
ABS 5314 Assessment I	4
ABS 6903 Research Methods	3
ABS 6743 Group Process	3
ABS 5813 Career Development	3
ABS 6513 Sociocultural Foundations	3
ABS 5503 Addiction	3
ABS 6975 Professional Orientation/Ethics	5

M.Ed. in Applied Behavioral Studies: Professional Counseling

The Petree College of Arts and Sciences at Oklahoma City University offers the Master of Education (M.Ed.) degree in Applied Behavioral Studies: Professional Counseling. It is designed to train students to become professional counselors and render services to individuals experiencing normal adjustment difficulties of a personal, social, or career nature in settings such as community counseling centers, mental health clinics, guidance centers, human service agencies, drug and alcohol treatment facilities, university counseling centers, abuse shelters, religious counseling centers, and private practice (once licensure is attained). Students are encouraged to secure internships in settings consistent with their specific areas of professional interest.

Structure

In order to attain the professional counseling concentration, the student must accrue at least 60 credit semester hours, including field experience. Because space is limited, not all qualified applicants are admitted. The sequenced, mental health program of study is designed to meet the Oklahoma academic requirements to become a Licensed Professional Counselor (LPC)—as set forth and granted by the State Department of Health. Students first meet academic requirements for the 33 hour M.Ed. in applied behavioral studies, then complete five more

courses to have the Professional Counseling designation added to their transcript—bringing the total to 60 credit hours, as required by statute. Most courses are offered in the evening, but flexible daytime schedules are necessary for practica and internship. The program is “fast-track” in that most of the courses are offered in a once-per-week, eight-week session. Some courses, such as Practicum and Internship will be offered in the traditional fifteen week semester. Each 3 credit hour course requires a one-weekend seminar while 4 credit hour courses require more.

Philosophy

Emphasizing a practitioner-wellness model, counseling at Oklahoma City University is viewed as an integration of art and science. As such, the counselor's effectiveness becomes a product, in part, of personal awareness and creativity. The “experiential” philosophy of the program reflects this belief by emphasizing students' personal growth and development as critical in the training of counselors. It is therefore assumed that students not only desire, but also intend to pursue the inspection of their own personal identity, growth, and development—both inside and outside the classroom—as an integral part of their graduate studies in counseling at Oklahoma City University.

APPLIED BEHAVIORAL STUDIES: PROFESSIONAL COUNSELING

Required Courses	Credit Hours: 60
ABS 6813 Personality and Human Development	3
ABS 5703 Behavior Pathology	3
ABS 5713 Counseling Theories	3
ABS 5314 Assessment I	4
ABS 6903 Research Methods	3
ABS 6743 Group Process	3
ABS 5813 Career Development	3
ABS 6513 Sociocultural Foundations	3
ABS 5503 Addiction	3
ABS 6975 Professional Orientation/Ethics	5
ABS 6776 Practicum	6
ABS 6714 Advanced Counseling Techniques	4
ABS 6314 Assessment II	4
ABS 5564 Marriage and Family Therapy	4
ABS 6979 Internship	9

Candidacy

Near completion of the 33-hour M.Ed. in applied behavioral studies, students will be evaluated and must “advance to candidacy” in order to continue study toward the professional counseling concentration (for those seeking the LPC). This requires grades of at least 3.0 in each course as well as demonstration of a high degree of professionalism, ethical behavior, and a noncombative, nonabrasive attitude on campus with faculty and students and off-campus with supervisors. An oral candidacy interview may also be requested.

Probation Policy

If a student's GPA falls below a 3.0 before or after candidacy, he or she will be placed on academic probation with one semester to raise the GPA to 3.0 or higher. Students entering on probation must raise their GPA to at least a 3.0 within the next 9 semester hours taken. Students placed on probation twice may be disqualified from continuing the program.

Graduation Requirements

Students must earn at least a 3.00 cumulative GPA and be in good standing in order to graduate. Only one grade in the 'C range' is acceptable. Under no circumstances is a grade below the 'C range' acceptable."

Admission Criteria for ABS

1. An earned bachelor's degree from a regionally accredited college or university recognized by the U.S. Dept. of Education (or its substantial foreign equivalent).
2. Minimum undergraduate GPA of 3.0. Students may be admitted on probation, at the discretion of the program director, with a cumulative GPA of 2.75 to 2.99.
3. Two satisfactory recommendation letters (preferably from faculty) sent to the Graduate Admissions Office.
4. Official transcripts from all academic institutions attended.
5. Ability to effectively communicate in English (both written and oral).
6. For international students, a minimum TOEFL of 550 (paper-based), 213 (computer based), or 79 (Internet based), or the equivalent on another appropriate examination, such as the IELTS.

EARLY CHILDHOOD EDUCATION

The early childhood programs provide educators a knowledge base that will empower them to develop quality early childhood programs in different specialty areas. Candidates learn to communicate the characteristics of developmentally appropriate curriculum to peers, parents, and administrators. Current issues, theory, and research at the forefront of early childhood education are incorporated into the courses of study.

There are two tracks designed to meet the needs of students seeking master's degrees in early childhood education: early childhood Oklahoma teacher certification and American Montessori certification in early childhood education.

Students completing the early childhood Oklahoma teacher certification program will meet course requirements for pre-K to third grade certification. In addition to course work, students must pass three teacher certification exams: Oklahoma General Education Test (OGET), Oklahoma Professional Teaching Examination (OPTE), and Oklahoma Subject Area

Tests (OSAT). Students do not need to pass certification exams in order to graduate. In addition to state certification tests, students are required to successfully complete a program of study that includes a total of 12 hours in each of the content areas of English/language arts, social studies, science, and mathematics. If graduate students have not taken enough undergraduate courses to fulfill this 4 x 12 requirement, they are required to take these courses for certification. Education courses will not count toward the 4 x 12 requirement. A foreign language (6 hours) novice high level of competence is also required of all students for certification.

The early childhood state teacher certification program has been designed to incorporate standards outlined by the National Professional Teaching Standards. Candidates are expected to make a commitment to students and their learning, know subject content and teach content appropriately to students, manage and foster student learning, reflect upon decisions and their applications, and work cooperatively in a learning community.

EARLY CHILDHOOD EDUCATION (M.ED)

Oklahoma Teacher Certification

This program leads to Oklahoma Teacher Certification. In addition to the required 36 hours, candidates must successfully complete professional and specialized education undergraduate courses to fulfill requirements for initial Oklahoma Teacher Certification.

The following courses are required for professional and specialized education at the undergraduate level for Teacher Certification. Enough course work must have been taken at the undergraduate level to comply with the 4 x 12 requirement as well as the foreign language requirement. Other courses may be needed in order to be certified by the state.

Required undergraduate courses:	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 4
ECED 4739	Student Teaching in Early Childhood Education 9

Required courses for M.Ed:	Credit Hours: 36
ECED 5003 Introduction to Early Childhood Education	3
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 or	
ELED 5413 Literacy Development and Content Reading	3
ECED 5303 Evaluation of Young Children	3
ECED 5613 Curriculum Methods in Early Childhood Education	3
ELED 5113 Teaching of Language Arts	3
ELED 5603 Primary and Intermediate Math or	
ECED 5603 Basic Concepts of Primary Mathematics	3
ELED 5703 Children's Literature and the Library	3
ELED 5503 Parental Roles in Social Context	3
ECED 5504 Psychological Bases of Learning and Guiding Young Children or	
ABS 6813 Psychological Foundations	(4) 3
ABS 6903 Methods of Research	3

EARLY CHILDHOOD EDUCATION (M.ED)

American Montessori Certification

The second track is designed for students seeking the American Montessori Certification in early childhood education. This program is accredited by the American Montessori Society and MACTE. 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	Credit Hours: 32
ECED 5091 Montessori Project I	1
ECED 5113 Sensory Motor Learning	3
ECED 5163 Montessori Seminar I	3
ECED 5191 Montessori Project II	1
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
GRED 5613 Measurement and Evaluation	3
GRED 6903 Methods of Research	3

ELEMENTARY EDUCATION

The elementary education programs are designed to prepare educators for leadership roles. Teachers will be able to apply current strategies to reflective teaching.

The first track is elementary Oklahoma 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 examinations: Oklahoma General Education Test (OGET), Oklahoma Professional Teaching Examination (OPTE), and Oklahoma Subject Area Tests (OSAT). Students do not need to pass certification exams in order to graduate. In addition to certification tests, students are required to successfully complete studies that include a total of 12 undergraduate hours in each of the content areas of English/language arts, social studies, science, and mathematics (4 x 12 requirement). If graduate students have not fulfilled the 4 x 12 requirement, they are required to take these courses for certification. Education courses do not count toward the 4 x 12 requirement. A foreign language (6 hours) novice high level of competence also is required for certification.

The elementary state teacher certification programs have been designed to reflect the philosophy articulated by the National Professional Teaching Standards. Candidates are expected to make a commitment to students and their learning, know subject content, and teach content appropriately to students, manage and foster student learning, and work cooperatively in a learning community.

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

ELEMENTARY EDUCATION (M.ED)

Oklahoma Teacher Certification

This program leads to Oklahoma Teacher Certification. Candidates also must take professional and specialized education undergraduate courses to fulfill requirements for initial Oklahoma Teacher Certification.

The following courses are prerequisites for professional and specialized education courses at the undergraduate level for teacher certification. Enough course work must have been taken at the undergraduate level to comply with the 4 x 12 requirement as well as the foreign language requirement. Other courses may be needed in order to be certified by the state.

Required undergraduate courses: Credit Hours: 29

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

Required courses for M.Ed: Credit Hours: 36

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 5503	Parental Roles in the Social Context	3
ELED 5513	Elementary Techniques and Management	3
ELED 5603	Primary and Intermediate Mathematics	3
ELED 5703	Children's Literacy and the Library	3
GRED 5123	The Exceptional Child	3
GRED 6513	Sociological Foundations	3
ABS 6813	Psychological Foundations	3
ABS 6903	Methods of Research	3

ELEMENTARY EDUCATION (M.ED)

American Montessori Certification

The second track is designed for students seeking the American Montessori Certification. This program is accredited by the American Montessori Society and MACTE. The following courses are required with an additional yearlong internship experience at an AMS-approved site.

Required courses Credit Hours: 32 (34)

ELED 5002	Montessori Overview (optional)	(2)
ELED 5091	Montessori Project I	1
ELED 5104	Montessori Elementary Mathematics I	4
ELED 5191	Montessori Project II	1
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	4
ELED 5162	Montessori Elementary Seminar I	3
ELED 5262	Montessori Elementary Seminar II	3
GRED5613	Measurement and Evaluation	3
GRED 6903	Methods of Research	3

Master of Liberal Arts Degree

Director: Bennett

M.L.A. Council: Patterson, Macella, Khoddam, Evans, 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 Oklahoma City University 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. 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. 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 choose an area of emphasis from among five possibilities: art, 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 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), GRE test, or foreign language (although foreign languages may be studied for M.L.A. credit). To receive the M.L.A. 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 3 credit hours of Master's 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 university with a GPA of 2.75 or higher on a 4.00 scale. Conditional admissions may be allowed for promising students whose GPA falls below a 2.75.

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

Areas of Emphasis

Students may choose concentrations in one of the following:

- Art—studio, graphic design, or photography concentrations
- General Studies
- Leadership/Management
- Literature
- Mass Communications
- Philosophy
- Writing

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

Probation Policy

A student who fails to maintain a 3.00 GPA in the M.L.A. program will automatically be placed on probation. Students on probation may take a maximum of 9 hours per semester. Students have 9 credit hours to raise their GPA to the 3.00 level (or higher) or may be dismissed from the program and from the university.

Master of Science in Computer Science

Chair: Kazmierczak

Faculty: Derk, Goulden, Hoot, Li, Sells, Tice

Degree Information

The Master of Science in computer science degree offers professional development and enhancement of skills, in-depth study of computers, and a balance of abstract knowledge and practical understanding. The program is designed to aid and encourage professional development for persons in computer or 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, 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, through choice of appropriate elective courses, to specialize in database systems if desired.

Undergraduate Prerequisites

All graduate students, depending on their undergraduate background, may be required to complete undergraduate courses as prerequisites. Those prerequisites will be determined by initial evaluation exams covering undergraduate programming and discrete mathematics and by transcript evaluation. Transcripts will be evaluated on an individual basis by the graduate faculty. All international students will be required to complete Techniques of 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	4
CSCI 3114	Data Structures	4
CSCI 3503	Discrete Math	3
CSCI 4313	Introduction to Operating Systems	3
CSCI 3613	Database Design and Management	3

Students may test out of some of these courses or may be given credit for some courses based on their transcript, but they must in any case complete a minimum of 32 hours of undergraduate computer science courses.

Students with Three-Year Undergraduate Degree 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 discipline other than computer science in order to ensure a broad academic background. The student may enroll in a limited number of graduate courses during this time with the permission of his or her advisor.

Students with three-year undergraduate degrees may wish to select undergraduate courses such that he or she also earns an undergraduate degree from Oklahoma City University. He or she must complete the courses necessary to complete the general education requirements, the minimum hours for the degree, and all computer science major requirements.

Completion of an undergraduate degree from Oklahoma City University is not necessary to gain admission to the graduate program.

Students with Three-Year Undergraduate Degrees in Fields Other than Computer Science

Prior to beginning graduate course work, 32 hours of undergraduate class work is required. These courses are taken from the following, as needed:

		Credit Hours: 32
Math 2004	Calculus and Analytic Geometry I	4
CSCI 1514	Algorithm Design and Programming I	4
CSCI 1614	Algorithm Design and Programming II	4
CSCI 3114	Data Structures	4
CSCI 3503	Discrete Mathematics	3
CSCI 4313	Introduction to Operating Systems	3
CSCI 3613	Database Design and Management	3
Other upper-division computer science courses		7 or more

Students may test out of some of these courses or may be given credit for some courses based on their transcript, but they must in any case complete a minimum of 32 hours of undergraduate computer science courses.

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 for one of the tracks with a minimum 3.00 GPA, and pass the comprehensive exam. After successful completion of all course work, the student will have no more than one year to complete all degree requirements, including the qualifying and comprehensive exams.

2. A student is admitted to degree candidacy when he or she has completed all 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 C- 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, Algorithm Design and Analysis, Computer Organization and Architecture, and Computer Science Graduate Capstone, as well as sufficient electives and/or track emphasis courses to complete a total of 36 graduate computer science credit hours.
 5. All graduate courses must be completed with a grade of C- or better. Students must maintain a minimum GPA of 3.0 in all 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 to 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 at a regionally accredited college or university for graduate credit in computer science or a closely related discipline with a grade of "B" or better. Such courses must not have been used to fulfill 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 departmental 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, 4 courses (12 or 13 credit hours) will be allowed provided the student has a GPA of 3.5 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 summer term will be allowed if the student has a GPA of 3.5 or better.

Probation Policy

A student who fails to maintain a 3.00 GPA in the graduate program will automatically be placed on probation. Students on probation may take a maximum of 9 hours per semester. Students have 9 credit hours to raise their GPA to the 3.00 level (or higher) or may be dismissed from the program and from the university.

Graduation Requirements

Students must earn at least a 3.00 cumulative GPA to graduate. Any 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- (2.75) are acceptable on course work.

Qualifying Examination

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.

Degree Requirements

Students are required to obtain approval of a course of study from a graduate faculty advisor. Each student must complete 36 or more graduate hours with a graduate GPA of 3.00 or better, and no more than two grades of C. Each student must take the qualifying exam and the comprehensive exam. Please refer to the description of these exams in the preceding sections.

**MASTER OF SCIENCE IN COMPUTER SCIENCE (M.S.)
GENERAL TRACK**

Core		Credit hours: 12
5103	Theory of Computing	3
5413	Algorithm Theory and Analysis	3
5503	Computer Organization and Architecture	3
6003	Computer Science Graduate Capstone	3
Track emphasis		12
5203	Logic for Computer Science	3
5303	Embedded and Real-time Operating Systems or	
6303	Distributed Operating Systems	3
5403	Software Engineering	3
6203	Object Oriented Programming	3
Electives: Choose any 12 credit hours		12
5513	Computer System Architecture	3
5603	Database Design	3
5703	Artificial Intelligence	3
5803	Computer Graphics	3
5981-6	M.S. Degree Project	1-6
6063	Special Topics	3
6403	Advanced Algorithm Design	3
6503	Computer Network Architecture	3
6603	Postrelational Databases	3
6613	Intelligent Databases	3
6703	Knowledge Discovery	3
6981-6	M.S. Degree Research	1-6

**MASTER OF SCIENCE IN COMPUTER SCIENCE (M.S.)
DATABASE SYSTEMS TRACK**

Core		Credit hours: 12
5103	Theory of Computing	3
5413	Algorithm Theory and Analysis	3
5503	Computer Organization and Architecture	3
6003	Computer Science Graduate Capstone	3
Track Emphasis		15
5203	Logic for Computer Science	3
5603	Database Design	3
6303	Distributed Operating Systems	3
6603	Postrelational Databases or	
6613	Intelligent Databases	3
6703	Knowledge Discovery	3
Electives: Choose any 9 credit hours		9
5303	Embedded and Real-time Operating Systems or	
5403	Software Engineering	3
5513	Computer System Architecture	3
5703	Artificial Intelligence	3
5803	Computer Graphics	3
5981-6	M.S. Degree Project	1-6
6063	Special Topics	3
6203	Object Oriented Programming	3
6403	Advanced Algorithm Design	3
6503	Computer Network Architecture	3
6981-6	M.S. Degree Research	1-6

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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. Vincent F. Orza, 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 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 at Tinker Air Force Base. Classes meet one evening per week from 5:30 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 and best business practices into classroom learning and teaching situations.

International—The international executive M.B.A. program offers an accelerated approach to management education for working professionals in the People's Republic of China; Vancouver, B.C. (see Terms and Conditions Specific to Vancouver); and other locations throughout the world. Course requirements consist of pre-course assignments, ten days of on-site instruction by faculty members of the Meinders School of Business, post-course assignments, 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.

Terms and Conditions Specific to Vancouver, B.C.

1. This program is offered under the written consent of the Minister of Advanced Education effective April 11, 2007, having undergone a quality assessment process and been found to meet the criteria established by the minister. Nevertheless,

prospective students are responsible for satisfying themselves that the program and the degree are appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

2. The term *university* is used under the written consent of the Minister of Advanced Education effective April 11, 2007, having undergone a quality assessment process and been found to meet the criteria established by the minister.
3. Total tuition and fees for the M.B.A. program in Vancouver are posted at www.okcu.edu/business/global.

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 have an acceptable Bachelor of Business Administration degree (B.B.A.) have two options: (1) 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 36 credit hours of course work; (2) For those who wish to focus on a particular vital area of business and management practice, the M.B.A. program with an area of specialization is an attractive option. This innovative concept in graduate education allows the student to develop 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. core courses, of two to five advanced courses in areas of specialization such as health administration and finance, information technology, and marketing, with or without an international focus.

Applicants without a B.B.A. degree may be required to establish competency by earning a cumulative GPA of 3.00 or better in the foundation block with no grades below C- 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 courses do not count toward required M.B.A. course work. Grades for foundation block courses are listed on the student's transcript but not be calculated in the student's graduate GPA.

FOUNDATION BLOCK COURSES

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

Information technology students are required to satisfy the following additional prerequisite:

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

Course Requirements	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
MGMT 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, have submitted a satisfactory GMAT score, and have been officially admitted to the 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.B. degree.

M.B.A. GENERALIST Program Description

The M.B.A. generalist program has been designed for 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 four different blocks of courses: environmental, functional, elective, and capstone. These required courses provide all M.B.A. candidates with a funda-

mental 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 six additional courses in their area of concentration.

Environmental Block Credit Hours: 15

ECON 5203	Managerial Economics	3
ACCT 5403	Accounting for Managers	3
MGMT 5503	World Economy and International Business	3
IT 5603	Information Technology and Operations Management	3
MGMT 5703	Legal and Ethical Environment of Business	3

Functional Block 12

MKTG 5103	Strategic Marketing Decisions	3
ECON 5213	Management Science and Quantitative Analysis	3
FIN 5303	Financial Policy for Managers	3
MGMT 5713	Organizational and Managerial Processes	3

Elective Block 6

Any two 6000-level electives from finance, information technology, management, or marketing including internship and international study opportunities.

Capstone Block 3

MGMT 6543	Global Competitive Strategy and Administrative Policy	3
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J.D./M.B.A.

Program Description

The J.D./M.B.A. program at Oklahoma City University 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. 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 and Ethical Environment of Business and one elective course in the M.B.A. program.

M.S.N./M.B.A.

Program Description

Students in the Master of Science in Nursing (M.S.N.) nursing administration track may also earn a Master of Business Administration (M.B.A.) degree through the Meinders School of Business by completing an additional 30 credit hours.

Applicants to the M.B.A. are subject to the admissions requirements described in this graduate catalog. Such students will have a faculty advisor from each program to help assure proper completion of the two degrees. Students may work on the degrees sequentially or concurrently and may start the M.B.A. option at any time.

Requirements for the M.S.N. are the same as the nursing administration track. The M.B.A. option for M.S.N. students requires the following courses. Courses within each of the blocks below must be taken in the sequence listed.

BUSINESS REQUIREMENTS FOR M.B.A./M.S.N.

Credit Hours: 39

Foundation Block

ACCT 5013	Essential Concepts in Accounting*	3
FIN 5023	Essential Concepts in Finance*	3

Environmental Block

12

ECON 5203	Managerial Economics	3
ACCT 5403	Accounting for Managers	3
MGMT 5503	World Economy and International Business	3
IT 5603	Information Technology and Operations Management	3

Functional Block

12

MKTG 5103	Strategic Marketing Decisions	3
ECON 5213	Management Science and Quantitative Analysis	3
FIN 5303	Financial Policy for Managers	3
MGMT 5713	Organizational and Managerial Processes	3

Specialization Block

12

MKTG 6143	Marketing of Health Services	3
FIN 6333	Health Care Financial Management*	3
MGMT 6723	Medical Law and Regulations*	3
MGMT 6733	Strategy, Policy, Standards, and Quality Assurance for Health Care* Executives	3

Capstone Block

MGMT 6543	Global Competitive Strategy and Administrative Policy	3
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*These courses are counted toward the M.S.N. program.

M.B.A. PROGRAMS WITH SPECIALIZATION

Students seeking a specialization will take an additional 3 to 13 credit hours in the area(s) of their interest replacing the elective block in the M.B.A. Generalist track. 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: 9

Choose 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
FIN 6363	Internship in Finance	3
FIN 6523	Multinational Corporate Finance	3

HEALTH ADMINISTRATION

Program Description

The M.B.A. in health administration puts students on the cutting edge of the critical issues and changes affecting the health care industry today. This 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: 13

MKTG 6143	Marketing of Health Services	3
FIN 6333	Health Care Financial Management	3
MGMT 6723	Medical Law and Regulations	3
MGMT 6733	Strategy, Policy, Standards, and Quality Assurance for Health Care Executives	3
MGMT 6761	Medical Terminology	1

INFORMATION TECHNOLOGY

Program Description

The modern day 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 stu-

dent 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

Choose a minimum of 3 credit hours from the following:

IT 6633	Strategic Information Systems Management	3
IT 6643	Networking on the Internet	3
IT 6653	Electronic Commerce	3
IT 6663	Business Systems Internship	3
IT 6673	Special Topics in Information Technology	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 42 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 Oklahoma City University offers the international executive M.B.A. programs. The program offers advanced research-oriented courses that may be utilized by students for applied research to develop an industry specialization, regional specialization, or internship.

SPECIALIZATION BLOCK **Credit hours: 12**

FIN 6523	Multinational Corporate Finance	3
MGMT 6563	Special Topics in International Business	3

or

MGMT 6573	International Business Internship	3
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Choose a minimum of 6 credit 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
FIN 6363	Internship 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 45 credit hours. Based on 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 Oklahoma City University offers international executive M.B.A. programs. The program offers advanced research-oriented courses that may be utilized by students for applied research to develop an industry specialization, regional specialization, or internship.

SPECIALIZATION BLOCK **Credit hours: 15**

FIN 6523	Multinational Corporate Finance	or	
MKTG 6513	Multinational Marketing Management		3
MGMT 6563	Special Topics in International Business		

or

MGMT 6573	International Business Internship		3
IT 6613	Systems Analysis and Design		3
IT 6623	Advanced Database		3

Choose a minimum of 3 credit hours from the following:

IT 6633	Strategic Information Systems Management		3
IT 6643	Networking on the Internet		3
IT 6653	Electronic Commerce		3
IT 6663	Business Systems Internship		3
IT 6673	Special Topics in Information Technology		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 42 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 Oklahoma City University offers international executive M.B.A. programs. The program offers advanced research-oriented courses that may be utilized by students for applied research to develop industry specialization, regional specialization, or an internship.

SPECIALIZATION BLOCK **Credit hours: 12**

MKTG 6513	Multinational Marketing Management	3
MGMT 6563	Special Topics in International Business	

or

MGMT 6573	International Business Internship	3
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Choose a minimum of 6 credit 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
MKTG 6163	Internship 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 with 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

Credit hours: 9

Choose from the following:

MKTG 6113	Buyer Behavior	3
MKTG 6123	Services Marketing	3
MKTG 6133	Marketing Research and Analysis	3
MKTG 6143	Marketing of Health Services	3
MKTG 6153	Special Topics in Marketing	3
MKTG 6163	Internship in Marketing	3

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

Admissions and Waiver Policy

Formal application for admission to the M.B.A. 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) 208-5351 or by visiting the Oklahoma City University 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 and international 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. Students who demonstrate a score of 560 (220 computer-based or 83 internet-based) on the Test of English as a Foreign Language (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 their admissions are considered to have met English language proficiency requirements. Applicants who completed their undergraduate studies at institutions where English is the language of instruction also are considered to have met English language proficiency requirement. International students with a score of 510 (180 computer-based or 64 Internet-based) on the Test of English as a Foreign Language (TOEFL) or who have achieved level 110 in

the ELS program will be considered for admission; however, if admitted, they must enroll in Essentials of Business English (MGMT 5003) during their first enrollment cycle at Oklahoma City University.

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. Applicants to the accelerated M.B.A. program are expected to have at least three years of relevant experience and provide appropriate documentation and recommendations from their immediate supervisors.

Students applying to the M.B.A. program are required to take the Graduate Management Admission Test (GMAT) before admission. Student admitted into the Oklahoma City University Law School applying for the JD/M.B.A are not required to take the GMAT. 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 or www.mba.com. GMAT scores are valid for five years. If the test is taken more than once, the highest score will be used for application evaluation.

The GMAT is one of many factors including letters of recommendation, academic and professional experience, undergraduate GPA, and TOEFL score (for international students), etc., that are considered when reviewing an application. GMAT scores must be competitive with the current applicant pool to be considered for admissions. GMAT scores are also considered when awarding graduate scholarships. The GMAT score are utilized in the following formulas to determine degree candidacy:

GMAT score + Overall undergraduate GPA x 200 \geq 950.

Applicants not meeting this standard could be evaluated under this secondary formula:

GMAT score + last 60 hours of undergraduate GPA x 200 \geq 1000.

Other accepted graduate admissions tests may be accepted in lieu of GMAT for specific international sites where cohort programs are offered as specified in the GMAT Waiver Policy below.

Applicants without satisfactory academic business background are 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.

Those not meeting the above admissions criteria may be considered on a case by case basis for conditional admissions by the Meinders School of Business Graduate Studies Committee. Applicants must petition their request in writing to the Graduate Studies Committee via the MSB Dean's office.

GMAT Waiver Policy

Applicants who meet the criteria below may be granted a GMAT waiver. Applicants must request the waiver in writing to the Graduate Studies Committee and will be considered on a case-by-case basis.

GMAT waiver requests fall into one of the categories identified below. Waivers, however, are not automatic for any candidate, and a written request must be submitted outlining the reasons why the Graduate Studies Committee should grant a GMAT waiver. Candidates who meet the following criteria may request a GMAT waiver:

- A. Those candidates who hold the following graduate degrees from an accredited college or university with an overall GPA of 3.0 or better (or the equivalent of a "B-" average under the system used by that institution) or provide evidence of practicing in good standing:
 - A medical degree,
 - A law degree,
 - A master's or doctoral degree in an academic discipline that included a significant quantitative, engineering, mathematics, or statistics component,
 - Any other quantitatively based graduate degree that the Graduate Studies Committee believes has adequately prepared the candidate for rigorous, quantitatively-based graduate-level work.
- B. Those candidates who can substantiate for the Graduate Studies Committee through written documentation that the combination of their academic and professional experience makes them adequately prepared for success in a quantitatively-rigorous M.B.A. Program.
- C. In locations where the GMAT is not available, a combined quantitative and verbal GRE score of 1000 (other accepted graduate admissions tests may be accepted in lieu of the GMAT for specific international sites where cohort programs are offered) will be considered in combination with other candidate information.

In no case will a GMAT waiver be granted for candidates who do not hold an undergraduate degree. Any Graduate Studies Committee decision to waive the GMAT will require the approval of the Senior Associate Dean or Dean of the MSB.

Academic Advising

Upon receiving a letter of admission, a student should contact the Student Services Office at the Meinders School of Business. A 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 Oklahoma City University transcript. Grades earned for transferred work do not count toward the M.B.A. cumulative GPA.

Course Repeat Policy

Graduate students may repeat a maximum of two separate courses, but cannot repeat any one course more than once. The repeated course number must be the same as that of the original course. The last grade received in a course is the one that will be calculated into the student's GPA. This grade will be posted in the semester earned. The first grade will be recorded on the transcript as an R (repeat) and excluded from the student's GPA.

Curriculum Sequence

The curriculum block courses must be taken in a sequence. The number of foundation block courses a student is required to take will be determined on the student's initial admission to the M.B.A. program and depends on 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 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.

All probationary students will have 15 credit hours to remedy the deficiencies. A cumulative 3.00 GPA is required by the end of the 15 credit hours. Failure to receive a grade of C- or higher in any class in any enrollment term while on probation and/or failure to achieve a cumulative 3.00 GPA by the end of the 15 credit hours will result in dismissal from the university.

All students placed on probation must make an appointment within the first two weeks of the next course session with their academic advisor. Students failing to meet this criterion may be subject to enrollment cancellation.

Any student receiving probationary status due to more than two grades of C (note: a grade of C includes C+, C, and C-), or any grade below C- must retake that course within his or her next enrollment term or as soon as it is offered again within the program of study.

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 an M.B.A. level 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.

Dismissal Policy

The student who is on probation must earn a grade of C- or higher in any other M.B.A. course completed, and maintain a cumulative 3.00 GPA or better by the end of the probationary 15 credit hour period. At the end of this probationary period,

the student must be in academic good standing or will be dismissed from the university. A student is in good standing when the cumulative GPA is at or above a 3.00 without having more than two grades below a B- and no grades below a C-.

Following the 15 credit hour probation and a period of good standing, whenever the student has more than two grades below B-, whenever the student receives a grade below C-, or for violation of other academic norms, standards, or behavior as determined by the university or the school, the student will have 6 hours to return to academic good standing or will be dismissed from the university. The dismissal decision may be appealed with the Student Probation and Petition Committee.

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 associate provost.

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.

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 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 Oklahoma City University:

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	Consolidations 3
ACCT 4123	Advanced Accounting 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 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), Managerial Accounting (ACCT 2213), and the foundation 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 a 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 following 30 hours of graduate course work.

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 and Ethical Environment of Business 3
TECHNICAL SUPPORT BLOCK 9	
ECON 5213	Management Science 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

Formal application for admission to the MSA 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) 208-5351 or by visiting the Oklahoma City University Web site at www.okcu.edu/admissions. 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 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. Students who demonstrate a score of 560 (220 computer-based or 83 internet-based) on the Test of English as a Foreign Language (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 their admissions are considered to have met English language proficiency requirements. Applicants who completed their undergraduate studies at institutions where English is the language of instruction also are considered to have met English language proficiency requirement. International students with a score of 510 (180 computer-based or 64 Internet-based) on the Test of English as a Foreign Language (TOEFL) or who have achieved level 110 in the ELS program will be considered for admission;

however, if admitted, they must enroll in Essentials of Business English (MGMT 5003) during their first enrollment cycle at Oklahoma City University.

An applicant to the M.S.A. program must have a bachelor's degree from an accredited institution 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 pre-M.S.A. course and a cumulative GPA in pre-M.S.A. 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 Oklahoma City University. These courses are the foundation of accounting, and it is imperative that the student have a strong background in these courses.

Those not meeting the above admissions criteria may be considered on a case by case basis for conditional admissions by the Graduate Studies Committee. Applicants must petition their request in writing to the Graduate Studies Committee via the MSB Dean's office.

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 Oklahoma City University, 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 Oklahoma City University 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

Graduate students may repeat a maximum of two separate courses, but cannot repeat any one course more than once. The repeated course number must be the same as that of the original course. The last grade received in a course is the one that will be calculated into the student's GPA. This grade will be posted in the semester earned. The first grade will be recorded on the transcript as an R (repeat) and excluded from the student's GPA.

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 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.

All probationary students will have 15 credit hours to remedy the deficiencies. A cumulative 3.00 GPA is required by the end of the 15 credit hours. Failure to receive a grade of C- or higher in any class in any enrollment term while on probation and/or failure to achieve a cumulative 3.00 GPA by the end of the 15 credit hours will result in dismissal from the university.

All students placed on probation must make an appointment within the first two weeks of the next course session with their academic advisor. Students failing to meet this criterion may be subject to enrollment cancellation.

Any student receiving probationary status due to more than two grades of C (note: a grade of C includes C+, C, and C-), or any grade below C- must retake that course within his or her next enrollment term or as soon as it is offered again within the program of study.

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 an M.B.A. level 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.

Dismissal Policy

The student who is on probation must earn a grade of C- or higher in any other M.S.A. course completed, and maintain a cumulative 3.00 GPA or better by the end of the probationary 15 credit hour period. At the end of this probationary period, the student must be in academic good standing or will be dismissed from the university. A student is in good standing when the cumulative GPA is at or above a 3.00 without having more than two grades below a B- and no grades below a C-.

Following the 15 credit hour probation and a period of good standing, whenever the student has more than two grades below B-, whenever the student receives a grade below C-, or for violation of other academic norms, standards, or behavior as determined by the university or the school, the student will have 6 hours to return to academic good standing or will be dismissed from the university. The dismissal decision may be appealed with the Student Probation and Petition Committee.

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 associate provost.

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.

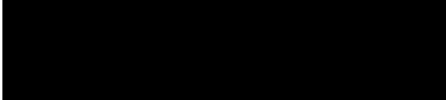
Academic Load

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.

Eligibility for Degree

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

1. He or she has successfully completed 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 is not on academic probation.



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School of Law

Lawrence K. Hellman, Dean
Eric Laity, Associate 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 credit hours is required for completion of the J.D. degree. The school offers both full-time and part-time options. 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 should visit the Web site at www.okcu.edu/law or 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.

**Ann Lacy School of American Dance
and Arts Management**

Master of Fine Arts in dance



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Ann Lacy School of American Dance and Arts Management

John Bedford, Dean

Melanie Shelley, Associate Dean

The Ann Lacy School of American Dance and Arts Management offers a Master of Fine Arts in dance emphasizing jazz, tap, musical theater dance, ballet (as used in musical theater), choreography for the entertainment industry, American dance history, teaching dance (tap, jazz, ballet), dance studio management, education, and applied behavioral studies to support teaching dance in a variety of education settings.

Master of Fine Arts in Dance

Dance Department Chair: Jo Rowan

Graduate Coordinator: Mary Price Boday

Faculty: Cosby, Jacquemain, Martin, Oplotnik, Risi, Rogers, Sandel, Shaw, Shelley, Stevens, van der Merwe, Warford, Wilcox

Admission Requirements

Applicants must have a minimum undergraduate GPA of 3.00. Applicants must complete an audition questionnaire and an essay, audition for admission, and be accepted into the Ann Lacy School of American Dance and Arts Management.

Auditions may be in person on campus or by video. Video audition requirements and audition questionnaires are available from the graduate program coordinator.

Each applicant will be leveled in ballet, jazz, and tap. For admission, a minimum level of graduate level 6 will be required in one technique and graduate level 4 in another.

International students with English as a second language must have a TOEFL score of 600. An international student who has graduated from a college or university in a country with English as the language of instruction may petition the dean for a waiver of the above TOEFL requirement.

Seniors in the Ann Lacy School of American Dance and Arts Management, with a minimum cumulative GPA of 3.00, may apply for admission to the graduate dance program during the last semester before undergraduate graduation. An audition is not required.

Admission to the Ann Lacy School of American Dance and Arts Management and its graduate program is a privilege granted by the school. The school reserves the right to deny admission to any applicant without explanation. The school

will not provide a critique of auditions and will not discuss audition results.

Seniors and Graduate Courses

Seniors in the Ann Lacy School of American Dance and Arts Management may enroll for graduate credit in a maximum of 6 credit hours during their final semester (fall/spring) before graduation, provided that the credits are not required or needed for an undergraduate degree. Admission to courses taken for graduate credit must be approved by the chair of the dance department and the dean.

Acceptance to Candidacy

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

1. Removed deficiencies.
2. Successfully completed 28 credit hours of graduate degree requirements with a minimum graduate GPA of 3.00.
3. Advanced from the admission graduate level 4 technique to a minimum of graduate level 5 in the same technique.
4. Given satisfactory evidence of ability to complete all degree requirements.
5. Filed the application for candidacy form with the graduate program coordinator and received approval of the graduate committee. This application should be filed immediately following completion of 28 credit hours of graduate degree requirements.

Graduate Committee

Following acceptance to candidacy, students will work under the guidance of the graduate committee. The committee will consist of the dance department chair, the graduate program coordinator, a technique style coordinator, and an arts management faculty member appointed by the dean.

Thesis

Candidates for the M.F.A. in dance degree must enroll in graduate thesis and are responsible for a dance production thesis of a minimum of thirty minutes in length and consisting of original choreography. The student is responsible for casting, setting dances, rehearsing and teaching the cast, spacing and blocking dances, costuming the dances, and providing for everything required for creative aspects of the production. Students will be required to keep a journal of the creative and production process and to provide an analysis/evaluation of the process and of problems encountered, solutions developed, and possible alternatives for handling future dance productions.

Pre-Thesis Review

The student will submit to the graduate committee a proposal for a dance production thesis. This should be done no later

than November 1 for graduation the following May and by April 1 for graduation the following December. Requirements for the proposal are available from the graduate programs coordinator. The graduate committee will review the proposal and will evaluate it as satisfactory or unsatisfactory. If it is evaluated as unsatisfactory, the student will be required to make adjustments until it is determined by the committee to be satisfactory. Only after a proposal is determined to be satisfactory may the student enroll in the graduate thesis course.

Post-Thesis Presentation and Review

In a presentation open to the public, the student will review and analyze the creative and production process leading up to the thesis performance and discuss the problems encountered, the solutions developed, and lessons learned that will aid with future dance productions. The student will be responsible for answering questions that may be posed during the presentation from dance and arts management faculty and students.

The acceptability of the thesis and the post-thesis presentation and review are determined by the graduate committee.

Graduation Levels

In order to graduate with the M.F.A. in dance degree, mastery of graduate level 7 in one technique, graduate level 6 in a second technique, and graduate level 4 in a third technique are required. Students are leveled at the end of each semester to measure progress toward the required graduation levels. Students receive special technique evaluation and advisement from the tap, jazz, and ballet faculty at the end of the first year and at the beginning of the final semester before planned graduation.

Probation Policy

A student may be placed on probation whenever the student's cumulative GPA falls below 3.00, whenever the student receives a grade below a "B" in a DANC course, or whenever the student receives below a grade of "C" in any non-DANC course. A grade of "B-" and "C-" is unacceptable when a grade of "B" or "C" is required, respectively.

All probationary students will have 15 credit hours to remedy the deficiencies. In any enrollment term during these 15 credit hours, the student must not receive any grade lower than a "B" in any course at any time. A cumulative 3.00 GPA is required by the end of the 15 credit hours. Failure to receive a grade of "B" or higher in any class in any enrollment term while on probation and/or failure to achieve a cumulative GPA of 3.00 by the end of the 15 credit hours will result in dismissal from the university.

A student is only allowed to retake a course once to replace a grade of "C" or lower. The student must retake the course in which the student received a "C" or below during his or her next enrollment term or as soon as it is offered again within the program of study.

MASTER OF FINE ARTS IN DANCE (M.F.A.)

Degree Requirements	Credit Hours: 63
Dance Technique (as leveled)	19
Ballet	9
Tap	4
Jazz	6
Technique Electives	3
(pointe, partnering, rhythm tap, theatre dance)	
Choreography	6
DANC 5283 Choreography I	3
DANC 5293 Choreography II	3
Dance History	8
Dance 5623 History of Dance	3
Dance 5633 History of American Dance	3
Dance 5642 History of Teaching Dance	2
Teaching Dance	6
DANC 5422 Teaching Dance – Ballet	2
DANC 5522 Teaching Dance – Jazz	2
DANC 5722 Teaching Dance – Tap	2
Business of Dance	6
AMGT 5393 Dance Studio Management	3
AMGT 5713 Management of Non-Profit Arts Organizations	3
Applied Behavioral Studies	6
ABS 6513 Sociocultural Foundations	3
ABS 6813 Personality and Human Development	3
Education	3
One graduate education course (selected from below)	
ELED 5143 Creative Arts Enhancing the Curriculum	
ECED 5103 Cognitive Development in Young Children	
ELED 5703 Children's Literature and the Library	
Approved Electives	3
Electives supporting the student's professional/educational goals	
Thesis	3
Dance 6993 Graduate Thesis (production/written)	3

Wanda L. Bass School of Music

Master of Music

Music Composition

Music Theater

Opera Performance

Performance

Conducting

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Mark Edward Parker, Dean
Mark Belcik, Associate Dean

The Wanda L. Bass School of Music offers programs of private study, courses, and research leading to the degrees of Master of Music (M.M.) in performance, conducting, and composition. The degrees are offered in music composition, instrumental and vocal performance, opera performance, conducting, 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

For regular admission, the applicant must have a minimum undergraduate GPA of 3.00 and hold an appropriate Bachelor of Music degree from an NASM accredited institution with undergraduate preparation related to the graduate music curriculum. Adequacy of this preparation will be determined through transcript evaluation and advisory examinations in music theory, aural skills, history, sight-singing, keyboard (conducting and composition), foreign language diction (for singers), and in the proposed field of performance. Exams are given at the beginning of each semester. In addition, composition students must submit a composition portfolio and schedule an interview with the head of the composition area.

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 prior to the scheduled audition. 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 an 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 at the first course offering. 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 scholarship aid. Each student is required to give a ten-minute prepared recital as part of the advisory exam the first semester at Oklahoma City University. 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 Bass School of Music; and not more than 9 semester hours taken while a senior may be approved for graduate credit.

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 1 for May graduation or April 1 for December graduation.
5. Reached performance level of G7 (see Applied Music Attainment Level section). Conducting majors must have reached G5 in their major instrument.

Graduate Committee

Following acceptance to candidacy, students work under the guidance of their graduate committee. The committee includes four faculty members: the major applied teacher, the coordinator of graduate studies, a full-time graduate faculty member chosen by the student, and a full-time graduate faculty member chosen by the coordinator of graduate studies. The coordinator of graduate studies appoints one of the committee members to serve as the recital paper advisor.

Comprehensive Review

A comprehensive review is administered by the student's committee prior to the required recital and takes the form of a pre-view recital and oral examination on the recital paper. The comprehensive review for the composition major includes submission of recordings of recital rehearsals as well as an oral examination of the thesis composition. This examination takes place at least fifteen days prior to the scheduled recital. Any proposed change to the recital program after the comprehensive review must have committee approval.

Recital

The performance major presents a full recital and completes a recital paper. Each composition major presents a full recital of his or her works and submits a thesis composition. The recital should contain at least fifty minutes of music. Conducting students are required to present a thirty-minute conducting recital and complete a recital paper.

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

The recital 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 conducting—

G4 Piano level for graduation

G5 Level needed on applied major to submit application for candidacy

G6 Applied major level needed for graduation

Master of Music in composition

G4 Piano level for graduation

Academic Regulations

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

1. All work following candidacy must be taken at Oklahoma City University.
2. 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.
3. No grades below C are acceptable toward degree requirements. A maximum of 3 credits below B- are acceptable toward degree requirements.
4. A course may be repeated only once. Students may have only two course repeats in graduate degree requirements. If, after repeating a course, a student fails to receive at least a C, the student will be automatically dismissed.
5. Graduate music students whose GPA drops below 3.00 at the end of the semester will receive written notification from the registrar that they have been placed on academic probation for the next semester. Should the student fail to raise the GPA above 3.00 during the next semester, he or she will be dismissed from the university.
6. All courses and requirements must be completed within six years of the initial enrollment in the master's program.
7. In the fields of applied music and conducting, the performance of one complete recital with recital 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. The recital paper must comply with Thesis Requirements in the Academic Regulations section of this graduate catalog and all Library Thesis Policies.
8. All new entering graduate students in performance, music theater, opera performance, and conducting 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. In the areas of vocal performance, opera performance, music theater, and choral conducting, 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 and conducting will also be leveled in piano. A new level may be determined at each subsequent jury.

9. All remedial course work as determined by the Advisory Examination must be completed with the grade of B- or better in order to remove the deficiency.

10. All voice students are required to audition for all opera and music theater productions and perform in them if cast. Performing in productions is by audition and therefore, performance is not guaranteed to any student.

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:

	Piano (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 I	3
MUS 5173	Composition II	3
MUS 5613	Composition III	3
MUS 5913	Composition IV	3

Electives **4**
 (selected with the counsel of the composition professor):
 Theory, literature, orchestration, conducting, applied music, instrumental methods courses

MUSIC THEATER

Faculty: Birdwell, Christensen, Herendeen, Holleman, Keller, Kelly, McDaniel, Ragsdale

PROGRAM OF STUDY Credit Hours: 33

Required Courses: **14**

OMT 5223	Music Theater Analysis	3
AMV 5372-5472	Applied Voice	8
MUS 5583	Music Theater Literature Seminar	3
Two of the following acting courses are required:		4
OMT 5182	Acting III (Improvisation)	
OMT 5482	Acting IV (Advanced Acting)	
OMT 5582	Acting V (Period Movement)	
OMT 5682	Acting VI (Physical Skills)	

One of the following history courses is required: **3**

MUS 5323	Opera History I (1600-1850) or	
MUS 5023	Opera History II (1850-present) or	
MUS 5423	Vocal Literature Seminar or	
MUS 5213	Twentieth-Century Music, Style, and Structure	3

Other Requirements: **12**

MUEN 5661	Music Theater Workshop	2
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	

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.

*Music theater students must demonstrate basic competency in acting skills prior to enrolling in the graduate acting sequence.

OPERA PERFORMANCE

Faculty: Birdwell, Christensen, Herendeen, Holleman, Keller, Kelly, McDaniel, Ragsdale

Program of Study **Credit Hours: 36**

Basic Opera Studies/Development: **19**

MUS 5033 Advanced Vocal Pedagogy 3

OMT 5582 Acting V (Period Movement)* 2

One additional acting class is required, choose from:

OMT 5182 Acting III (Improvisation) **or**

OMT 5482 Acting IV (Advanced Acting) **or**

OMT 5682 Acting VI (Physical Skills) 2

DICT 5352 Advanced German Diction **or**

DICT 5652 Advanced French Diction 2

AMV 5372-5472 Applied Voice 8

DANC Electives approved for graduate credit 2

Integration of Elements of Opera Performance: **4**

MUS 5262-5362 Opera Studio 2

AMGT 5842 Contracts and Management for Performers 2

History and Theory: 9

MUS 5113 Theory in Perspective or

MUS 5213 Twentieth-Century Music, Style, and Structure 3

MUS 5323 Opera History I (1600-1850) 3

MUS 5023 Opera History II (1850-present) 3

Other Requirements: 4

MUS 5073 Recital/Paper (subject to committee approval) 3

MUS 5101 Music Research and Writing 1

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

*Opera Performance students must demonstrate basic competency in acting skills prior to enrolling in the graduate acting sequence.

PERFORMANCE

Faculty: Anderson, Birdwell, Burrow, Cheng, Christensen, Holleman, Keller, Kelly, Koon, McDaniel, Olsen, Ragsdale, Schimek, Steffens

Adjunct Faculty: Arnold, Cain, Fresonke, Harvey-Reed, Koon, LeBlanc, Maloy, Owens, Pritchett, Resnick, Scott, von Dreau, Zieba

PROGRAM OF STUDY **Credit Hours: 32**

Required Courses **17**

MUS 5113 Theory in Perspective 3

MUS 5123 Collegium Musicum 3

MUS 5213 Twentieth-Century Music, Style, and Structure 3

Applied Music 3

5372-5472 Major Performance Medium 8

One of the following courses: **3**

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: **12**

MUS 5073 Recital/Paper 3

MUS 5101 Music Research and Writing 1

Electives selected with advisor 7

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

CONDUCTING

Faculty: Belcik, Ellefson, Mailman, Parker, Willoughby

PROGRAM OF STUDY **Credit Hours: 34**

Required Courses **(26) 27**

MUS 5113 Theory in Perspective 3

MUS 5123 Collegium Musicum 3

MUS 5213 Twentieth-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 3

5372-5472 Major Performance Medium 4

Applied Music 3

5371-5472 Piano (1) 2

MUS 5143 Score Reading and Analysis 3

MUEN Major Ensemble 1

One of the following courses: **3**

MUS 5223 Choral Literature Seminar 3

MUS 5623 Orchestral Literature Seminar 3

MUS 5923 Wind Literature Seminar 3

Other Requirements: **(5) 4**

MUS 5073 Recital/Paper 3

MUS 5101 Music Research and Writing 1

Electives selected with advisor (0) 1

Department of Theatre

Master of Arts

Theatre

Technical Theatre—Costume Design

Technical Theatre—Scene Design

Theatre for Young Audiences

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



Department of Theatre

Director: Childs

Faculty: Boston, Campanella, Foreman, Hutchinson, Levinson, Marsh, Palladino, Pasto, Taylor, Tomer

Adjunct Faculty: Adams, Baird, Cox

Program Description

The Department of Theatre offers 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 theatre, a Master of Arts in theatre for young audiences, a Master of Arts in technical theatre—costume design, and a Master of Arts in technical theatre—scene design. Teacher certification in the area of speech/drama/debate can be added to any of these degrees.

The critically acclaimed Department of Theatre features curricular and cocurricular programs that boast academic balance, diversity, and broad educational value. In addition to meeting the needs of those students who desire professional theatre preparation, the liberal arts focus of the theatre 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 Theatre at Oklahoma City University unique and a leader in the area of theatre for young audiences as well.

The Faculty

The faculty of the Department of Theatre comprises theatre professionals carefully chosen based on their educational, teaching, and performance backgrounds and their genuine commitment to student success. Faculty members are active performers, directors, designers, writers, and researchers, but their top priority is teaching.

The faculty is personally supportive and genuinely interested in each student's program of study, training, and experiences. No classes are taught by graduate students or teaching assistants. The close interaction between professors and students is an invaluable aspect of the educational experience at Oklahoma City University.

Policy for Admission

In addition to meeting the Oklahoma City University graduate admission requirements, Master of Arts in theatre students must be accepted through audition. Admission to the Master of Arts in technical theatre program requires an interview, portfolio, and résumé.

The Department of Theatre requires a writing sample from all applicants. Students for whom English is a second language 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 Oklahoma City University in order to be considered for admission into the Department of Theatre.

Prerequisites

Prerequisites required by both the theatre and theatre for young audiences tracks include two 3-hour courses of theatre acting, a 3-hour course in directing, two semesters of theatre 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 theatre—costume design include undergraduate course work in theatre, 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 in technical theatre—scene design include undergraduate course work in theatre, basic drafting, basic lighting design, the history of costuming, the complete history of theatre, modern drama, stagecraft, and costume design. While all prerequisites are offered at Oklahoma City University, some are offered only at the undergraduate level.

Probation Policy

A student who fails to maintain a 3.00 GPA in the graduate program will automatically be placed on probation. Students on probation may take a maximum of 9 hours per semester. Students have 9 credit hours to raise their GPA to the 3.00 level (or higher) or may be dismissed from the program and from the university.

Graduation Requirements

Students must earn at least a 3.00 cumulative GPA to graduate. Any 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- (2.75) are acceptable on course work.

General Regulations

1. Master of Arts in theatre students are required to audition for all department productions; if cast, they are to make themselves available for all scheduled rehearsals and performances.
2. Students in the Department of Theatre must have the permission of the department director before accepting outside theatrical engagements.
3. Failure to comply with the university's and Department of Theatre's academic and general regulations may result in disciplinary action and/or loss of scholarship.

THEATRE (M.A.)

Degree Requirements **Credit Hours: 32**
Required Courses: **(22) 23**

MATR 5013	Play Structure	3
MATR 5113	Research and Writing for Theatre	3
MATR 5161	Graduate Seminar	1
MATR 5313	Multicultural Theatre	3
MATR 5413	Theory and Criticism	3
MATR 5513	Issues in Educational Theatre	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 THEATRE—COSTUME DESIGN (M.A.)

Degree Requirements **Credit Hours: 35**
Required Courses: **24**

MATT 5123	Figure Drawing	3
MATR 5013	Play Structure or	
MATR 5313	Multicultural Theatre	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: **11**

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	Music Theater Analysis	3
DANC 5111	Basic Movement—Ballet	1
DANC 5311	Basic Movement—Jazz	1
DANC 5511	Basic Movement—Tap	1
DANC 5991	Theatre Dance	1

(Dance classes not to exceed three credit hours.)

THEATRE FOR YOUNG AUDIENCES (M.A.)

Degree Requirements **Credit Hours: 32**

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

TECHNICAL THEATRE—SCENE DESIGN (M.A.)

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 (must be repeated twice with different content)	6
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 Theatre	3
MATR 5313	Multicultural Theatre	3
MATR 5413	Theory and Criticism	3
MATR 5523	Movement for the Stage or	
MATR 5524	Styles of Acting	4
MACT 6013	Children's Theatre	3
OMT 5183	Opera and Music Theater Acting I	3

Kramer School of Nursing

Master of Science in Nursing

Nursing Administration

Nursing Education

Master of Science in Nursing/
Master of Business Administration



Kramer School of Nursing

Dr. Marvel L. Williamson, Dean
Dr. Lois Salmeron, Associate 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 (KSN) already begun by the undergraduate nursing programs by preparing nurses to become effective leaders in service to their communities.

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 and/or staff 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.

Part-time or full-time study is available. Since certain courses are available only once a year, completion of the degree depends, in part, on timely enrollment in required courses.

Both MSN tracks require a minimum of 39 credit hours and provide a core of knowledge essential for advanced nursing related to nursing theory, research, and role preparation. 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 to the university
- B.S.N. from a nationally accredited (“recognized”) nursing program
- Undergraduate cumulative GPA of 3.0 or better or prior completion of a master's degree in another field
- Completion of a course in health assessment
- Completion of a course in statistics
- TOEFL score of 550 or higher if English is not the mother tongue
- Registered Nurse licensure

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.

Academic Probation

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. If a student is placed on academic probation, he or she must achieve the required GPA within one calendar year. A student failing to meet these requirements may be dismissed from the program. Details of academic progression and probation for specific nursing tracks are in the *Kramer School of Nursing Student Handbook*.

M.S.N./M.B.A. Option

Students in the nursing administration track may also earn a Master's of Business Administration (M.B.A.) degree through the university by completing a total of 63 credit hours for both degrees. Pursuit of the M.S.N./M.B.A. option requires admission to both the Kramer School of Nursing M.S.N. program and the Meinders School of Business M.B.A. program. The student must meet admission requirements for each school. The M.S.N./M.B.A. degree may be worked on sequentially or concurrently and M.B.A. option may be started any time.

NURSING EDUCATION TRACK

Graduate Nursing Core **Credit Hours: 15**

NURS 5103	Theoretical Foundations of Advanced Nursing Practice	3
NURS 5123	Nursing Informatics	3
NURS 5703	Ethics and Health Care Policy	3
NURS 6323	Advanced Nursing Research	3
NURS 6603	Master's Project or	
NURS 6613	Master's Thesis	3

Electives **6**

NURS 5503	Advanced Pathophysiology and Pharmacology	3
NURS 5653	Advanced Clinical Nursing	3

Role Preparation **18**

NURS 5153	The Adult Learner	3
NURS 5203	Curriculum Development in Nursing Education	3
NURS 5403	Teaching Strategies for Nursing	3
NURS 6153	Nursing Education Evaluation Strategies	3
NURS 6203	Nursing Education Administration	3
NURS 6503	Nursing Education Practicum	3

NURSING ADMINISTRATION TRACK

Graduate Nursing Core **Credit Hours: 15**

NURS 5103	Theoretical Foundations of Advanced Nursing Practice	3
NURS 5123	Nursing Informatics	3
NURS 5703	Ethics and Health Care Policy	3
NURS 6323	Advanced Nursing Research	3
NURS 6603	Master's Project or	
NURS 6613	Master's Thesis	3

Electives **3**

NURS 5653	Advanced Clinical Nursing	3
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Role Preparation **21**

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

Acceptance to Candidacy

Upon completion of 18 credit hours the student should apply for M.S.N. degree candidacy. After review by the dean and program director, 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 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 Thesis or Project

All M.S.N. students are required to complete 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 *Student Handbook*.

Academic Regulations

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

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

Master of Arts in Religion



Wimberly School of Religion and Graduate Theological Center

Dr. Mark Y. A. Davies, Dean

Faculty: Betsworth, Emler, Starkey, Wolfe

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.

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.

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.

A person can fulfill the academic requirements of certification studies at Oklahoma City University by earning 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 Oklahoma City University:

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 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 to develop 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

With the approval of the dean, a maximum of 15 hours may be transferred into the M.A.R. degree. 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- (2.75). Course work completed more than five years prior to enrollment to Oklahoma City University 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.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 Oklahoma City University 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. Students on probation may take a maximum of 9 hours per semester. Students have 9 credit hours to raise their GPA to the 3.00 level (or higher) or may be dismissed from the program and from the university.

Graduation Requirements

Students must earn at least a 3.00 cumulative GPA to graduate. Any 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- (2.75) are acceptable on course work.

Academic Appeals Process

Academic appeals are governed by the university process (see Academic Regulations in this catalog). 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 associate provost.
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 or thesis is required for partial fulfillment of the M.A.R. The Thesis/Project must be completed within two years of enrollment in MREL 5993.

For general thesis guidelines, see Academic Regulations section of this catalog. *Turabian's Manual for Writers of Term Papers, Theses and Dissertations* (sixth edition) should be followed for style and form.

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.

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**Graduate
Course Descriptions**



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 (MCJ)

5063 SELECTED TOPICS IN CRIMINAL JUSTICE 3 hours
Selected Topics generally consists of current issues facing the criminal justice system. (TBA)

5091-6 INDEPENDENT STUDY 1-6 hours
Generally, working with a professor, students study one particular aspect of the criminal justice system.

5103 CRIME VICTIMS 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)

5263 INTERNATIONAL CRIMINAL JUSTICE SYSTEMS 3 hours
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 assess the effectiveness of each and gain insights into the cultural influences at work in different parts of the world. Participants will meet with criminal justice experts to discuss cross-cultural comparisons between the U.S. and other nations. (TBA)

5363 THEORIES OF JUSTICE 3 hours
This course explores one of the most prominent theoretical constructions of justice compared to other concepts of justice: John Rawls' *Theory of Justice*. (TBA)

5403 ELITE DEVIANCE 3 hours
The study of corporate crime in America and abroad. Students discuss and apply major criminologists' theories and analyze existing policies. (TBA)

5413 COMMUNITY SANCTIONS 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 is presented.

5513 JUVENILE JUSTICE 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.

5713 RESOCIALIZATION OF LAW VIOLATORS 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 NORM VIOLATION 3 hours
Examination of the social changes and pressures that encourage greater social deviance such as civil disobedience, delinquency, and extensive rejection of prevalent values and norms of society.

5823 RACE, GENDER, AND CRIME 3 hours
This course critically examines major theories, research findings, policies, and controversies concerning race/ethnicity, gender, class, sexuality and crime. (spring)

5863 ADVANCED STUDIES IN CRIMINOLOGICAL THEORY 3 hours
This course is an advanced theory course on criminological theory. Students complete an in-depth analysis of contemporary theories. (spring)

5903 DEVIANCE AND 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)

6103 CRITICAL ISSUES IN JUSTICE 3 hours
This course analyzes contemporary issues confronting the criminal justice system. The topics change over-time, reflecting current issues facing the system, e.g., the death penalty, restorative justice, or ethics. (fall)

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 STATISTICAL APPLICATIONS IN CRIMINAL JUSTICE 3 hours
Students learn to use statistical analysis in their research. Computer application and statistical interpretation are stressed. (spring)

6403 THE POLICE AND SOCIETY 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)

6503 LAW AND THE SOCIAL SCIENCES 3 hours
In this course, students analyze the theories underlying diverse studies of law and society and explore the creation and administration of laws. Students examine the connections between law, criminal justice and social justice to understand the implications of law for professionals in criminal justice and social service professions. (fall)

6871-6 PRACTICUM OR FIELD STUDY 1-6 hours
Students sign a contract and are placed with criminal justice agencies for a minimum of forty hours per credit hour. Students will keep field notes, be evaluated at the practicum site, and write a paper directly related to the practicum assignment. (TBA)

6983-6 PROBLEM IN LIEU OF THESIS 3-6 hours
Recommended for students intending to pursue graduate studies beyond the master's level. Involves two semesters of work. (TBA)

MASTER OF EDUCATION APPLIED BEHAVIORAL STUDIES (ABS)

5314 ASSESSMENT I 4 hours
Students learn to administer, score, and interpret personality tests for adults and children.

5503 ADDICTION 3 hours
An overview of the addiction process, what constitutes an addiction, and the treatment methods available through counseling and other means.

5564 MARRIAGE AND FAMILY THERAPY 4 hours
An overview of the major marriage and/or family counseling theories for use in a variety of settings. Prerequisite: ABS 5713.

5713 COUNSELING THEORIES 3 hours
Traditional theories and techniques of counseling are covered as well as the personality theory underlying them. This course addresses how to move from theory to practice. Development of basic counseling skills and awareness of self are covered.

5703 BEHAVIOR PATHOLOGY 3 hours
This course further investigates abnormal human behavior and dysfunction as it relates to the DSM disorders. Schizophrenia, neurosis, psychosis, multiple personality, and depression are among the topical issues studied.

5813 CAREER DEVELOPMENT 3 hours
This course focuses primarily on lifestyle and career choice, the decision-making process, career counseling, and vocational choice.

6314 ASSESSMENT II 4 hours
A deeper investigation into the administration, scoring, and interpretation of primarily intelligence tests for adults and children. Prerequisite: ABS 5314.

6513 SOCIOCULTURAL FOUNDATIONS 3 hours
This course explores multicultural counseling, sociocultural theories, research, and practice in society. Other areas covered are the inherent diversity of individuals, including gender, race, culture, religion, communication and work styles, beliefs, values, and socioeconomic status, as well as the impact of society and culture on behavior.

6714 ADVANCED COUNSELING TECHNIQUES 4 hours
A more detailed investigation of theories and techniques of counseling. This course focuses on the more structured and systematic techniques for psychotherapeutic intervention. For graduate students in counseling. Prerequisite: ABS 5713.

6743 GROUP PROCESS 3 hours
This course includes a theoretical and experiential component to group process, group dynamics, and group counseling. Examples of skills and concepts discussed include group formation, communication, stages of group growth, problem solving, cohesion, team building, leadership, decision making, and conflict resolution.

6776 PRACTICUM 6 hours
Field experience in professional counseling whereby students provide introductory counseling services in a mental health clinic, counseling center, or other human services agency. A minimum of 150 clock hours are required. Prerequisite: 33 ABS hours, plus advancement to candidacy.

6813 PERSONALITY AND HUMAN DEVELOPMENT 3 hours
This human growth and development course covers personality and development throughout the entire life span.

6903 RESEARCH METHODS 3 hours
This course is designed to introduce the student to research methods relevant to applied behavioral studies and counseling. A statistical component is included.

6975 PROFESSIONAL ORIENTATION/ETHICS 5 hours
Relevant ethical issues studied include confidentiality, privacy, multiple relationships, supervision, the counseling relationship, and research. Codes of ethics, standards of practice, and preparation are covered. This course includes the capstone project. Prerequisite: 24 hours of ABS course work.

6979 INTERNSHIP 9 hours
Advanced field experience in counseling whereby students provide face-to-face intervention and diagnostic assessment with clients under the auspices of an on-site supervisor. The internship is to be taken toward the end of the master's degree in counseling. A minimum of 300 clock hours is required. Prerequisite: ABS 6776.

EARLY CHILDHOOD EDUCATION (ECED)

5003 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 hours
The course focuses on current issues and trends in early childhood within the context of family, culture, and society. The role of the early childhood professional and the diverse career opportunities available are studied. Students articulate an understanding of their role as a political advocate for children, families, and professionals. Current research on the theories of play are analyzed, with an emphasis on appropriate strategies for enhancing learning. Students learn to plan appropriate schedules, transitions, and routines. Students theoretically design a developmentally appropriate learning environment for young children. The history, philosophy, and social foundations in early childhood are 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 provides knowledge in health education and teaches criteria for implementing basic health, nutrition, and safety processes while working with young children. The student is educated in procedures regarding childhood illnesses and com-

municable diseases and learns appropriate health appraisal procedures. The student becomes knowledgeable about referrals to community health and social services agencies and learns to differentiate between child abuse and neglect, 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 focuses on the cognitive growth and development of young children. Instructional techniques to promote cognitive development from a constructivist perspective are studied. Developmentally appropriate practices related to the needs, interests, and abilities of the child are analyzed. Curriculum areas of science, social studies, and math are covered. A leadership project using current research in cognitive development is required. (spring)

5113 SENSORY MOTOR LEARNING 3 hours

This course examines the relationships among motor, intellectual, and ego development. Activities designed for independence and responsibility are presented with opportunities for teachers to structure these activities for their classrooms. An introduction to movement exploration for young children is 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 explores perceptual development in children three to six years of age, including visual, auditory, and kinesthetic perception. The Montessori sensorial activities are demonstrated and teachers of preschool, kindergarten, and primary children are shown activities they can use in their classrooms to enhance perceptual development. (summer)

5213 LANGUAGE AND READING DEVELOPMENT 3 hours

This course considers 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 are discussed, and the interfaces among reading, writing, and speaking are explored. (summer)

5242 MATERIALS CONSTRUCTION AND DESIGN 2 hours

The goals of this course are to enable teachers to observe young children objectively and to design materials to offer a more individualized approach to learning. (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 provides 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 learns to analyze a test and set up an individualized program. An important aspect of the course is evaluation of

the current issues related to the testing of young children. A comprehensive diagnostic and prescriptive case study is developed. (spring, summer)

5504 PSYCHOLOGICAL BASES OF LEARNING AND GUIDING YOUNG CHILDREN 4 hours

This course examines 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 are 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 focuses 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 classroom are discussed and useful materials are examined. (summer)

5613 CURRICULUM METHODS IN EARLY CHILDHOOD EDUCATION 3 hours

Current models of teaching in early childhood are explored. The student learns 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 are explored. An analytical approach to the influence of the school environment on young children's behavior are revisited as this knowledge applies to classroom practices. Instruction focuses 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 apply the latest practices in teaching to plan, implement, and reflect on lesson designs to improve their own teaching practices. A quality leadership project that focuses on developing skills to train others is 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 focuses on Montessori's philosophy of educating children ages three through six. It provides an objective view of the Montessori approach and seeks 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 are presented. The philos-

ophy behind the Montessori approach to mathematics and how it relates to child development are covered. (summer)

5113 TEACHING LANGUAGE ARTS 3 hours

Teaching language arts encompasses the areas of listening, speaking, writing, viewing, 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 are the major focus of this course. Strengthening the individual teacher's knowledge base in the language arts content is emphasized. Prerequisite: EDUC 2103. (spring).

5123 SCIENTIFIC INQUIRY IN ELEMENTARY SCHOOL 3 hours

This course teaches the content, attitudes, and processes involved in teaching elementary science. The basic concepts of life, earth, physical, and space science are explored. Inquiry process skills as they apply to a developmental perspective in the classroom setting is a major focus of the application to the active and collaborative learning environment. Students learn 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

A study of the basic elements in art and music and the relationship of the creative arts to the development of a culture are emphasized. The appropriate methods, materials, and techniques for teaching art, drama, dance, and music are explored. Graduate students complete a research project. (spring)

5163 MONTESSORI ELEMENTARY SEMINAR I 3 hours

Variable-content seminar focusing on particular elements of the Montessori curriculum, including geometry. (fall)

5203 TEACHING SOCIAL STUDIES 3 hours

This course promotes an understanding of the content of social studies curricula drawn from the fields of geography, political science (or government), economics, anthropology, and sociology. A variety of instructional models and strategies are 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 are offered. Included are 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, are presented. (summer)

5263 MONTESSORI ELEMENTARY SEMINAR II 3 hours

Variable-content seminar focusing on a particular element of the Montessori curriculum, including more geometry, the computer, and classroom management. (spring)

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 is a major component of this class in which students practice the assessment and remediation skills discussed in the classroom at a school site working with K–8 students. Prerequisite: ELED 3403 or ELED 6103. (spring)

5503 PARENTAL ROLES IN THE SOCIAL CONTEXT 3 hours

The complex role of the parent in our society includes cooperative planning among children, parents, and school personnel. Focus is on the identification of supportive community resources and educational programs that provide enrichment and support to families and educators. Parenting strategies are another focus. Also, the importance of different types of parental involvement programs with basic skills in parent conferences are discussed. Issues such as divorce, death, employed parents, single parents, and other stressful experiences found in society today are studied, and family systems theory is explored. (summer)

5513 ELEMENTARY TECHNIQUES AND MANAGEMENT 3 hours

This course provides teaching strategies and resources to affect and implement effective teaching using the principles of learning. Also, the course focuses on prominent classroom organizational strategies and diverse theories for classroom management/behavior and guidance techniques. Students put theory into practice by teaching, using a variety of instructional strategies, and selecting appropriate materials and resources to implement instructional objectives. A leadership project is required. Prerequisites: (or concurrent with) ELED 3403, 3613, 4113, 4203. (spring)

5603, 5613 PRIMARY AND INTERMEDIATE MATHEMATICS 3 hours

This course provides the foundation to practice and develop math instruction for Pre-K–3 or 4–6, following 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 are explored. Comfort with the shifts in math education delivery is a major objective. Content focuses on rational numbers, geometry, metric measurement, problem manipulatives, and cooperative learning practice. (fall)

5703 CHILDREN'S LITERATURE AND THE LIBRARY 3 hours

The student reviews current children's literature and their authors and illustrators. The course focuses on the different genres available in children's literature, and the issues found in literature today. Multicultural, historical, and societal influences are integrated into the course of study. Emphasis is 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 is 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 are 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. Cross-listed TESL 6103. (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 is 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

GRADUATE EDUCATION (GRED)

5003 RESEARCH AND WRITING 3 hours
Introduction to graduate studies. This course is designed to help students become proficient in library research and writing research papers. It introduces students to the skills and knowledge essential for successful graduate studies and future growth. Required for all international students in the M.Ed. program and strongly recommended for students on probation.

5011-3 ISSUES IN EDUCATION 1-3 hours

5023 ENGLISH LANGUAGE LEARNERS IN THE CLASSROOM 3 hours
This course provides educators multiple methods of adapting instruction and materials to help English language learners understand academic content, develop academic and social language and participate in classroom activities.

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)

5123 THE EXCEPTIONAL CHILD 3 hours
The course includes information, methods, and techniques for teaching exceptional children. Consideration of mentally retarded, learning disabled, gifted, and other categories covered by PL94142 is emphasized.

5133 METHODS OF TEACHING ART 3 hours

5233 METHODS OF TEACHING ENGLISH 3 hours

5333 METHODS OF TEACHING MATHEMATICS 3 hours

5433 METHODS OF TEACHING SCIENCE 3 hours

5533 METHODS OF TEACHING SOCIAL STUDIES 3 hours

5633 METHODS OF TEACHING SPEECH/DRAMA/DEBATE 3 hours

Methods courses focus on techniques of instruction for each subject area. They prepare the preservice teacher to create learning experiences and learning environments to support differences in students by enhancing self-motivation and positive interaction in the classroom. The teacher learns a variety of communication techniques to foster inquiry and collaboration

and practices instructional strategies that encourage critical thinking and problem solving. The preservice teacher plans instruction and analyzes and critiques discipline models and methods. Microteaching provides the teacher the opportunity to prepare and deliver lessons in his or her subject area. (fall)

5813 ACHIEVING YOUR GOALS 3 hours
This course explores the strengths of the individual and how to develop potential. It focuses on the dynamic nature of the human spirit and utilizes each person's life experiences to plan and achieve personal and career goals. Techniques include identification and clarification of possibilities, managing achievement through commitment and problem solving, and measuring results. (spring, 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)

6771-6 PRACTICUM IN EDUCATION 1-6 hours

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 are emphasized as are techniques for developing individual leadership potential. Permission of the instructor required. (summer)

6983 THESIS 3 hours
Students 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, students examine the morphological and syntactical system of English and explore the theoretical and practical issues of the teaching of grammar in ESL/EFL.

5053 DIRECTED READING 3 hours

5063 SEMINAR 3 hours

5093 INDEPENDENT STUDY 3 hours

5103 STUDIES IN LINGUISTICS 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 are briefly discussed. (fall)

5113 AMERICAN ENGLISH PHONOLOGY 3 hours
This course examines the features of American English phonology, including the consonant and vowel systems, stress, intonation, and adjustments in connected speech. We also discuss

and demonstrate effective techniques for teaching pronunciation in ESL/EFL classes, look at the role of pronunciation in the language curriculum, and discuss methods for testing and evaluating pronunciation. (spring)

***5143 INSTRUCTIONAL STRATEGIES IN WRITING 3 hours**

This course provides 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 work on their own writing projects. Cross-list MLAW 5143. (TBA)

5163 ISSUES IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 3 hours

5423 THEORY AND METHODS OF TESOL 3 hours
This course introduces prospective ESOL teachers to the theories about second language learning and teaching. It focuses on 1) the linguistic, psychological and social aspects of second language acquisition and 2) pedagogical aspects of the ESOL classroom. Lectures, discussion, and their own research should enable students to grasp the principles underlying TESOL. (fall, summer)

5513 ESL AND EFL ASSESSMENT 3 hours

A survey of assessment in English as a second or foreign language. This course focuses on the theory, construction, and use of both standard and teacher-made tests for language skills. Basic statistical procedures in interpreting test results are discussed. (spring, summer)

5713 PSYCHOLINGUISTICS 3 hours

This course explores psychological aspects of language with a focus on language acquisition, production, and comprehension. (fall)

***6103 FOUNDATIONS OF READING 3 hours**

See ELED 6103. (fall)

6363 LANGUAGE AND CULTURE 3 hours

This course explores the relationship between language and culture from a sociolinguistic perspective.

6873 PRACTICUM IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 3 hours

This course gives 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 takes place both in and out of the classroom.

6983 THESIS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 3 hours

(TBA)

MASTER OF LIBERAL ARTS (MLA)

(Partial list)

5003 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 acquire the basic lab techniques needed to develop film and make quality prints from negatives. Open to all M.L.A. students and prerequisite for all other photography courses.

***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. Cross-listed with EDUC 5063.

5203 PHOTOGRAPHY II 3 hours

This is continuation of Photography I and includes special lighting and filter techniques.

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.

5423 WRITING FOR STAGE AND SCREEN 3 hours

This course provides instruction in the special techniques employed in writing plays and screenplays as well as practice in mastering the elements (plot, character development, etc.) of successful writing for stage and screen. Workshop format.

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.

5813 AMERICAN BIOGRAPHIES 3 hours

Studies in the written biographies of great persons from American history. This course studies the important figures in business, education, politics, the military, etc., who have shaped the history of America.

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 introduces 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.

6203 GREAT FILMS 3 hours

This course explores the cultural and artistic values reflected in film history. Utilizing domestic and international films, the student is introduced to the tools of literary analysis in the service of visual literacy through the systematic application of Auteur theory analysis.

6213 ASIAN THEATRE AND CULTURE 3 hours

This course explores the theatre of India, China, and Japan, relating performance conventions to the values and religious and social concerns of these countries.

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 are given and critiqued.

6313 UNDERSTANDING THE OPERA 3 hours

This course introduces 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, are studied in coordination with productions by Oklahoma City University's Bass 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. It 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. It begins with an overview of moral philosophy (theory, but heavily oriented toward practical application employing a case-study approach).

6663 ISSUES IN BEHAVIORAL SCIENCE 3 hours
This is a variable-content seminar exploring issues arising in the context of one or more of the behavioral sciences. The course may be repeated with different content.

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.

6763 TOPICS IN RELIGION 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 journeys, world religions, and religion and American culture. The course may be repeated with different content.

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 SCIENCE IN COMPUTER SCIENCE (MS)

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 MATH 3503.

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 are covered.

Additional material covered may include topics such as fuzzy logic and multivalued logics. Prerequisites: MATH 2004.

5303 EMBEDDED AND REAL-TIME OPERATING SYSTEMS 3 hours
A continuation of CSCI 4313. Additional topics include device I/O, interrupts, timers, task scheduling, and hardware OS. Prerequisite: CSCI 4313. (spring)

5403 SOFTWARE ENGINEERING 3 hours
A study of the principles and techniques 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: CSCI 3114. (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: CSCI 3114 and CSCI 3503.

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.

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 students to design a conceptual database, specify its implementation, and predict the performance of the system when implemented. Topics include B- security trees, database structures and schemas, advanced query languages, and system performance. Students may be asked to pass an entry exam before enrollment is allowed. Prerequisite: CSCI 3613.

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 are 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 represen-

tations of three dimensional objects. Prerequisite: 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. Course content varies at the professor's discretion. Prerequisites: as designated by the professor. (TBA)

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 are studied in depth. Other object-oriented languages discussed include Java. A group project is required. Prerequisites: Proficiency in C++ or CSCI 4303. (fall)

6303 DISTRIBUTED OPERATING SYSTEMS 3 hours

A continuation of CSCI 4313. Additional topics 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: CSCI 4313. (fall)

6403 ADVANCED ALGORITHM DESIGN 3 hours

A study of advanced techniques in algorithm design. This course has a primary focus on the issues and techniques of parallel programming. The lab component of the course provides for practice of the examined techniques and algorithms. Topics 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: CSCI 4313 and MS 5503. (spring)

6603 POSTRELATIONAL DATABASE SYSTEMS 3 hours

A study of emerging database technologies. Topics selected from object-oriented databases, multidatabase systems, data warehousing, Web-enabled databases, intranet databases, XML databases, and/or other new database developments. Prerequisites: CSCI 3114 and MS 5603. (spring)

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)

6703 KNOWLEDGE DISCOVERY TECHNIQUES 3 hours

This course presents the mathematical basis of a variety of knowledge discovery techniques and their implementation on computers to model multidimensional data. In the laboratory, students analyze large matrix and database data using application programs and programs they write in C++, Matlab, and Oracle. Prerequisite: MS 5203. (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.

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.

6003 COMPUTER SCIENCE GRADUATE CAPSTONE 3 hours

A capstone course required of all graduate computer science students. Students are required to develop a presentation on some current topic in computer science. The course also includes assessment and assessment-oriented topics. Should be taken in the student's final semester.

Meinders School of Business

MASTER OF BUSINESS ADMINISTRATION ACCOUNTING (ACCT)

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.

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: ACCT 5013 or ACCT 2113 and ACCT 2213.

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: MGMT 5503 and graduate-level accounting.

ECONOMICS (ECON)

5043 ESSENTIAL CONCEPTS IN STATISTICS AND COMPUTER APPLICATIONS 3 hours

This course covers introductory statistical techniques such as the collection, organization, summarization, and presentation of data and a brief overview of probability concepts and distributions. It then proceeds with sampling distributions, hypothesis testing, simple and multiple regression, analysis of variance (ANOVA), and nonparametric methods along with computer applications utilizing these concepts. It introduces the use of 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 reflects major concepts found in traditional introduction to macro- and microeconomic courses. Unlike traditional courses, however, emphasis is 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 man-

agers. For this reason, these topics are also emphasized. As an additional objective of the course, attempts are made to integrate or relate these concepts to areas of business study such as management and finance.

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: ECON 5053 or ECON 2013 and ECON 2113.

5213 MANAGEMENT SCIENCE 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 linear allocation models and allocating resources, network models, inventory control, and computer simulation, forecasting with a strong emphasis on quantitative models that help managers to make decisions. Prerequisite: ECON 5043 or ECON 2123.

FINANCE (FIN)

5023 ESSENTIAL CONCEPTS IN FINANCE 3 hours

This course introduces students to essential elements of finance. Students 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 course provides a solid foundation that allows students to proceed confidently and successfully to the study of finance in the core of their M.B.A. program.

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: FIN 5023 and ACCT 5403.

6313 INVESTMENTS MANAGEMENT 3 hours

Analysis of capital markets in the U. S., 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.

6363 INTERNSHIP IN FINANCE 3 hours

Supervised on-the-job training in different aspects of finance with cooperation of private or public entities in the U. S. or in other countries. Written research report required. Prerequisites: M.B.A. core courses and permission of advisor and instructor.

6523 MULTINATIONAL CORPORATE FINANCE 3 hours

Explores financial policies and practices of companies involved and graduate assignments, projects, presentations, and examinations are much more complex and detailed. Prerequisites: IT 6613 and IT 2213 or other programming language with permission of the instructor.

INFORMATION TECHNOLOGY (IT)

5603 INFORMATION TECHNOLOGY AND OPERATION MANAGEMENT 3 hours

This course seeks to expand students knowledge of the role of technology in the planning and management of organizations. ITOM covers both information technology topics and operations management topics. Students gain understanding of the following information systems: management information systems, decision support systems, expert systems, database management systems, and enterprise systems. These systems facilitate the effective management and control of an organization's operations. Operations management topics covered in this course include materials requirement planning and enterprise resource planning, quality assurance, supply chain management, and decision theory.

6613 SYSTEMS ANALYSIS AND DESIGN 3 hours

This course exposes students to structured systems analysis and design through implementation of the systems development life cycle. Deliverable for this course is a comprehensive group case involving systems 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 are discussed. Prerequisites: IT 5603 and permission of the instructor.

6623 ADVANCED DATABASE MANAGEMENT 3 hours

This course provides students with skills required to develop data structures in order to store organizational memory. The course begins with a brief review of SQL through comprehensive assignments, followed by instruction in Oracle and then database management and development techniques. Topics covered are flat file, hierarchic, network and relational data-

base 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, students will be able to conceptualize, develop, test, and maintain a complete database system on either microcomputer or mainframe systems. Large blocks of time are 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 are 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

This course examines the use and implementation of information systems for strategic and competitive advantage in an organization. The focus is an analysis of frameworks, which provide the student an understanding of the elements of competitive advantage from an upper management point of view. This foundation of frameworks is linked to the organization's information systems through the use of case studies and augmented with "real-world" examples. This course covers a sampling of Commercial Enterprise Software packages and the various implementation methodologies. Students are required to develop a request for proposal for the acquisition of an enterprise software package and secondly, evaluate multiple alternatives to meet the needs of a case study organization. Permission of the instructor is required.

6643 NETWORKING ON THE INTERNET 3 hours

This course is a conceptual and technological survey of the structure of distributed information systems architectures, operating systems, network operating systems, data management systems, application development environments, peripheral technology, and user interfaces. Interoperability between these architectural components is explored. Current technology and trends in each architectural element are reviewed. Students learn how a network group works in an information technology department within an organization. Students are exposed to home pages, graphics, search engines, and other items of interest on the Internet. We will discuss accomplishing electronic commerce over the Internet and how businesses will evolve in the future with the use of the Internet. Prerequisite: IT 5603.

6653 ELECTRONIC COMMERCE 3 hours

Creating a winning e-business provides students with practical ideas on planning and creating an e-business. It is assumed that students have no previous e-business knowledge or experience. The course is designed to help students learn about key business elements of planning and starting an e-business from the ground up. Creating a winning e-business takes a practical case-based and hands-on approach to planning and starting an e-business. Numerous real-world e-business examples are used throughout this course to illustrate important concepts. A specially designed team project is included in the course that allows a team to work together on the project solution and then make a formal presentation of that solution to others. This format allows multiple teams to work on the same project and arrive at different solutions. Prerequisites: IT 5603 and permission of the instructor.

6663 BUSINESS SYSTEMS INTERNSHIP 3 hours

The internship is designed to allow students to obtain practical work experience prior to completion of the course of study while integrating knowledge and abilities gained in ear-

lier information technology courses. Interns must work with the internship coordinator and sponsors for organizations external to the university to develop internship proposals. Prerequisites: completion of all required information technology track courses, advanced standing in the M.B.A. program, and completion of an approved proposal.

MANAGEMENT (MGMT)

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 U. S. business community. This course is the prerequisite for entering the M.B.A. program if English requirements have not been met.

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.

5703 LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS 3 hours

This course examines areas of law and ethics that relate to the contemporary business environment. Areas of study include contracts, torts, white collar crime, product liability, anti-competitive practices, consumer protection, employment practices, business organizations and the legal and ethical responsibilities of business managers.

5713 ORGANIZATIONAL AND MANAGERIAL PROCESSES 3 hours

This course enhances 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: MGMT 5033 or MGMT 3123.

5833 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 manage-

ment. Prerequisites: MGMT 5503 and advanced standing in the M.B.A. program. This is the capstone course and must be taken in the semester that the student is graduating.

6551-3 SEMINAR IN INTERNATIONAL BUSINESS 1-3 hours

Advanced topics, current problems, and results of recent research in international business are discussed in detail. Topic areas are assigned to students, each of whom acts as discussion leader. Faculty members from other universities and leaders from business or government are invited to speak at the seminar. The focus of the seminar may vary in different semesters. Topics are announced in advance. Each offering is 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 U. S. or in other countries. Written research report required. Prerequisites: M.B.A. core courses and permission of instructor.

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 is performed by students.

6733 STRATEGY, POLICY, STANDARDS, AND QUALITY ASSURANCE FOR HEALTHCARE EXECUTIVES 3 hours

A leadership course especially designed for healthcare executive students. The focus of the course is on competitive strategic planning, strategic leadership, policy and standard setting, and quality improvement relative to healthcare organizations.

6753 SPECIAL TOPICS IN MANAGEMENT 3 hours

Study of current topics in business and management.

6761 MEDICAL TERMINOLOGY 1 hour
A course designed to increase students' medical terminology vocabulary, thus improving their ability to communicate effectively with medical, nursing, and paramedical professionals.

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 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 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: MGMT 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 provides 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, students will know the language of marketing research and understand the steps necessary to develop 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.

6163 INTERNSHIP IN MARKETING 3 hours

Supervised on-the-job training in different aspects of marketing with cooperation of private or public entities in the U. S. or in other countries. Written research report required. Prerequisites: M.B.A. core courses and permission of advisor and instructor.

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. Emphasis 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 are examined. Prerequisites: MGMT 5503 and MKTG 5103.

MASTER OF SCIENCE IN ACCOUNTING (MSA)

5113 FINANCIAL ACCOUNTING THEORY 3 hours
A study and evaluation of alternative theory, practices, and generally accepted accounting principles of financial accounting; and the bases for conclusions reached by the Financial Accounting Standards Board and other financial accounting standard-setting bodies. Prerequisite: ACCT 3123. (fall)

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. (fall)

5313 ADVANCED AUDITING 3 hours
Advanced issues and topics associated with generally accepted auditing standards, including audit sampling, research involving statements on auditing standards, interpretations of those statements, statements on accounting and review services, AICPA statement of position, and other auditing pronouncements. Prerequisite: ACCT 4313. (spring)

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 are exposed to the research tools and the principles involved in the actions necessary to achieve the desired tax result. Prerequisite: ACCT 3413 and ACCT 4413. (spring)

Margaret E. Petree College of Performing Arts

Ann Lacy School of American Dance and Arts Management

DANCE (DANC)

5111, 5311, 5511 BASIC MOVEMENT: BALLET, JAZZ, TAP 1, 1, 1 hour

Introductory courses to ballet, jazz, or tap technique for the beginner. dance department permission required.

5211, 5411, 5611 BEYOND BASIC MOVEMENT: BALLET, JAZZ, TAP 1, 1, 1, hour

Prerequisite: The Basic Movement class in the same technique. dance department permission required.

5193 BALLET TECHNIQUES I, II, III, IV 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 include academic assignments. Prerequisite: leveling and approval by the dance department

5283 CHOREOGRAPHY I 3 hours
Choreography I is an in-depth study of theory and fundamentals of choreography and composition in all dance forms. Students are presented with a wide variety of choreographic challenges requiring attention to issues including style, casting, music, audience, and ethnic/cultural influences. Students research choreographic theory and create choreographic exercises building in complexity.

5293 CHOREOGRAPHY II 3 hours
Choreography II is a continuation of work begun in Choreography I with increasing focus on choreographing within a workshop environment for dancers of varying ages and abilities. Students compare and contrast styles and choreographic processes related to age and ability factors. Students analyze and critique their own choreographic exercises and the work of peers and professional choreographers. Prerequisite: DANC 5283.

5393 DANCE STUDIO MANAGEMENT 3 hours
Dance Studio Management focuses on establishing, building, and operating a successful dance studio and/or school-based dance company. All aspects of studio management are covered, including site location, physical plant requirements, classes to be offered, development of teaching staff, promotion, office management, and production of recitals, tours, and concerts. The student develops a complete business plan portfolio for a dance studio or dance academy affiliated with a professional dance company based on research and synthesis of course related materials.

5422 TEACHING DANCE – BALLET 2 hours
Teaching Dance – Ballet prepares students to be professional teachers of ballet through the theoretical research and study of ballet pedagogy and the application of best teaching practices.

5522 TEACHING DANCE – JAZZ 2 hours
Teaching Dance – Jazz prepares students to be professional teachers of jazz through the theoretical research and study of jazz pedagogy and the application of best teaching practices.

5591 TAP I, II, III, IV 1 hour
Leveled courses using the techniques and terminology of tap steps, combinations, and dances as used in music theater. Prerequisite: Leveling and approval by dance department.

5623 HISTORY OF DANCE 3 hours
History of Dance focuses on primitive dance through ballet and modern. The student examines the impact of economic, social, cultural, and historic forces on these dance forms, and traces the evolution of dance. Students produce an extensive research project based on a specific dance form.

5633 HISTORY OF AMERICAN DANCE 3 hours
History of American Dance focuses on the development of American music theater dance, tap, and jazz. The student examines the impact of economic, social, cultural, and historic forces on these dance forms. Students produce an extensive research project comparing and contrasting the evolutionary stages of one or more dance forms. Prerequisite: DANC 5623.

5642 HISTORY OF TEACHING DANCE 2 hours
This course focuses on the evolution of teaching ballet, tap, jazz, and music theater dance. The student researches historical figures in the evolution of dance pedagogy, traces changes in teaching theories and practices, and compares and contrasts current dances teachers with those of the past. Students produce an extensive research project examining historical teaching theories. Prerequisites: DANC 5633.

5722 TEACHING DANCE – TAP 2 hours
Teaching Dance – Tap prepares students to be professional teachers of tap through the theoretical research and study of tap pedagogy and the application of best teaching practices.

5971 JAZZ I, II, III, IV 1 hour
Leveled courses designed to familiarize students with the styles and innovations of twentieth-century American jazz dance. Prerequisite: Leveling and approval of the dance department.

5991 THEATER DANCE 1 hour
This course is designed to expose the dancer to the dynamic style pieces used in music theater choreography. One section focuses on rhythm tap and tap improvisation.

6993 GRADUATE THESIS 3 hours
The Graduate Thesis synthesizes all M.F.A. in dance goals: technical dance proficiency, choreographic proficiency, teaching proficiency, and application of arts management knowledge. The student produces a minimum of 30 minutes thesis production with original choreography. The student is responsible for casting, setting dances, rehearsing and teaching the cast, spacing and blocking dances, costuming the dances, and developing everything required for creative aspects of the production. Each student is required to keep a journal of the creative and production process and to provide an analysis/evaluation of the process and of problems encountered, solutions developed, and possible alternatives for handling future dance productions. Journals should reflect application of theoretical research into dance history, choreography, pedagogy, and arts management.

Bass 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)

OPERA AND MUSIC THEATER (OMT)

5223 MUSIC THEATER ANALYSIS 3 hours
In-depth study of literary and other source materials of musical theater composition and those compositions. (spring, even)

5182 ACTING OPERA AND MUSIC THEATER III—IMPROVISATION 2 hours
A course exploring current techniques of improvisation as an aid to character development and for nonscripted storytelling. The course deals with techniques in game theory, group expression, musical/vocal improvisation, physicalization and improvisational theory, play making, pantomime, ongoing drama, story dramatization and role playing. Prerequisite: permission of director of opera/music theater.

5482 ACTING OPERA AND MUSIC THEATER IV—ADVANCED ACTING 2 hours
Stanislavsky/Strasberg theories and terms as they apply to creating an opera/music theater role, the psychology of the character, nonverbal communication, music and movement rela-

tionships are subjects for study. Individual and group presentation of scenes for class discussion and criticism. Prerequisite: permission of director of opera/music theater.

5582 ACTING OPERA AND MUSIC THEATER V—PERIOD MOVEMENT, BODY AND IDENTITY 2 hours

This course provides students with an approach to advanced physical skills and movement as they relate to period music, period clothing, period styles of movement, and period awareness of the character profile. Students are introduced to a variety of techniques concerned with ideal posture for performance function. Prerequisite: permission of director of opera/music theater.

5682 ACTING OPERA AND MUSIC THEATER VI—PHYSICAL SKILLS 2 hours

This is an introductory course to physical skills used in theater. The course introduces students to the fundamentals of stage combat, basic punches, falls, knife, sword, staff work and movement with music. Students also receive instruction in clown art: juggling and magic. Prerequisite: permission of director of opera/music theater.

THEORY, COMPOSITION AND LITERATURE (MUS)

5013 COMPOSITION I 3 hours
An advanced and comprehensive study of composition in a variety of media. Composition major or permission of instructor

5023 OPERA HISTORY II (1850-PRESENT) 3 hours
This course is a chronological study of opera, focusing on major operatic centers of development, significant composers, their music, and great singers, including recording and video excerpts. (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 is 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
This course represents 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.

5101 MUSIC RESEARCH & 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 is focused on the styles, forms, and performance practices of the different periods of music. (fall)

5143 SCORE READING AND ANALYSIS 3 hours
The course is designed to explore score reading and analysis techniques through score study, listening, lecture and class discussion as they relate to musical interpretation.

5173 COMPOSITION II 3 hours
An advanced and comprehensive study of composition in a variety of media. Composition major or permission of instructor.

5212, COMPOSITION
5312 2, 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, OPERA STUDIO
5362 2, 2 hours
A comprehensive course designed to introduce the singers/actors 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.

5313 COMPOSITION 3 hours
Study of theory and techniques of composition. Original compositions employing these techniques. (fall)

5323 OPERA HISTORY I (1600-1850) 3 hours
This course is a chronological study of opera, focusing on major operatic centers of development, significant composers, 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 a 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 III 3 hours
An advanced and comprehensive study of composition in a variety of media. Composition major or permission of instructor.

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)

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 IV 3 hours
An advanced and comprehensive study of composition in a variety of media. Composition major or permission of instructor.

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: 5142 or permission of the instructor. (Offered on demand)

5342 CONDUCTING SEMINAR III 2 hours
Prerequisite: 5242 or permission of the instructor. (Offered on demand)

5542 CONDUCTING SEMINAR IV 2 hours
Prerequisite: 5342 or permission of the instructor. (Offered on demand)

Department of Theatre

MASTER OF ARTS IN THEATRE 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, and church and community leaders alike are required to provide quality theatrical experiences for young people (ages five to eighteen), majors and nonmajors are introduced to the theory, criticism, and techniques applicable to theatre for young audiences. Students engage in play reading and the study of child development, children's literature, and learning theory as they specifically relate to theatre 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 theatre for young audiences, creative drama and theatre-in-education through play reading, script study, and investigation. Prerequisites: MACT 6013 and 6113. (spring)

6113 CREATIVE DRAMA I 3 hours
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 theatre). Majors and nonmajors learn 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 explore and apply theory, criteria, skills, and techniques that are both appropriate and will raise standards in the areas of acting and directing for theatre 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 Oklahoma City University theatre productions. (Offered on demand)

6983 GRADUATE PROJECT/PAPER OR THESIS 3 hours

Graduate students are required to present a proposal, secure approval of the Department of 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 theatre for young audiences. (Offered on demand)

MASTER OF ARTS IN THEATRE (MATR)

5013 PLAY STRUCTURE 3 hours

Structural analysis of American and European plays at the graduate level for directors, designers, and teachers.

5113 RESEARCH AND WRITING FOR THEATER 3 hours

Introduces graduate students in theatre to the basic skills in academic research and writing, concentrating on the tools, resources, and objectives particular to the field of theatre studies and performance. (fall)

5161 GRADUATE SEMINAR 1 hour

A course that introduces graduate theatre students to the differences between undergraduate and graduate expectations in the discipline and explores 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 THEATRE 3 hours

The development of traditional Western theatre from the Greeks to the twentieth century, with detailed study of representative plays. (spring, even)

5313 MULTICULTURAL THEATRE 3 hours

An examination of nontraditional theatre forms including Asian, ethnic-American, and postmodern theatre, with a detailed study of representative plays. (spring, odd)

5321 BEGINNING FENCING 1 hour

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

5503 SHAKESPEARE 3 hours

5513 ISSUES IN EDUCATIONAL THEATRE 3 hours

An exploration of theatre-specific issues (including but not limited to acting, coaching, acting pedagogy, adjudication, arts education mandates, contemporary issues in the arts, and theatre promotion) to prepare students for participation in educational theatre in primary, secondary, higher education, and professional theatre. Includes educational outreach, missions, programs, and theatre 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

6313 AUDITION TECHNIQUES 3 hours

Students 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.

6813 ADVANCED ON-CAMERA ACTING 3 hours

Advanced on-camera acting for film and television, concentrating on scene study.

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 THEATRE PERFORMANCE PRACTICUM 1-4 hours

Credit hours may be earned for participation in Oklahoma City University theatre productions. (Offered on demand)

6983 GRADUATE PROJECT/PAPER OR THESIS 3 hours
Graduate students are required to present a proposal, secure approval of the Department of 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 theatre. (Offered on demand)

MASTER OF ARTS IN TECHNICAL THEATRE (MATT)

5123 FIGURE DRAWING 3 hours

5223 WATERCOLOR 3 hours

5363 TECHNICAL PROBLEMS 3 hours
A study of advanced scenographic techniques and selected technical problems. (Offered on demand)

5541 MAKE-UP LAB 1 hour
This class acquaints students 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

5641 TV/FILM MAKE-UP LAB 1 hour
The purpose of this class is to acquaint students 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 students 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. Prerequisite: MATT 6573. (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, opera, or 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 are required to present a proposal, secure approval of the Department of Theatre, 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 theatre. (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.

5123 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, media, and other technologies.

5153 THE ADULT LEARNER 3 hours
Application of theories of adult growth and development and adult learning theories to design strategies for meeting the educational needs of generationally diverse clients.

5203 CURRICULUM DEVELOPMENT IN NURSING EDUCATION 3 hours
Domains of learning and curriculum theory, design, implementation, and evaluation of nursing education curricula. Analysis of selected curricula using established standards.

5403 TEACHING STRATEGIES FOR NURSING 3 hours
Educational theories and strategies for teaching and learning are integrated to address diverse needs and learning styles. The influence of legal and ethical issues on education is also addressed. Prerequisite: NURS 5153.

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.

5653 ADVANCED CLINICAL NURSING 3 hours
Clinical practicum and seminar designed and arranged by students with faculty approval to develop additional expertise in an identified area of professional practice.

5703 ETHICS AND HEALTH CARE POLICY 3 hours
Nursing and health care public policy development from agenda setting, policy formation, policy implementation, and policy eval-

uation 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 specific student needs. Requires permission of professor.

6153 NURSING EDUCATION EVALUATION STRATEGIES 3 hours

Theories and strategies for evaluation of learning in classroom and clinical environments. Prerequisite: NURS 5203

6203 NURSING EDUCATION ADMINISTRATION 3 hours

Personnel, financial, regulatory, and operations management of nursing education units. Examination of the relationship of the educational unit to the parent organization. Prerequisites: NURS 5153, NURS 5203, NURS 5403.

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.

6323 ADVANCED NURSING RESEARCH 3 hours

Development of a research or scholarly project proposal that contributes to nursing knowledge to enhance practice, education, administration, or research. Analysis of quantitative and qualitative research methodologies, theories of evidence based practice, and application of problem-solving in professional practice. Prerequisites: Statistics course and NURS 5103.

6403 NURSING ADMINISTRATION PRACTICUM 3 hours

Seminar and practicum experiences designed and arranged by students with faculty approval, to provide experience with administration of personnel, finances, and operations at the executive level. Prerequisites: Completion of at least 24 credit hours toward the M.S.N. and NURS 6303 or concurrent.

6503 NURSING EDUCATION PRACTICUM 3 hours

Seminar and practicum experiences designed and arranged by students with faculty approval, to provide guided practice in planning, providing, and evaluating nursing education. Prerequisites: Completion of at least 24 credit hours toward the M.S.N. and NURS 5153, NURS 5203, NURS 5403, NURS 6153.

6603 MASTER'S PROJECT 3 hours

Implementation of the project developed in Advanced Nursing Research with production of a final scholarly product suitable for publication. Prerequisites: NURS 6323 and completion of at least 24 credit hours toward the M.S.N.

6613 MASTER'S THESIS 3 hours

Implementation of the study developed in Advanced Nursing Research with production of a final written thesis. Prerequisites: NURS 6323 and completion of at least 24 credit hours toward the MSN.

Wimberly School of Religion and Graduate Theological Center

MASTER OF ARTS IN RELIGION (MREL)

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 is 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 humans come to understand and articulate faith, drawing upon the Scriptures, tradition, experience, and reason. Attention is given to the work of the 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 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 relating biblical interpretation and teaching. The course focuses 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 are 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 facets of administration and leadership in Christian education based on organizational development 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. (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 are surveyed. Skills in program planning, implementation, and evaluation of educational programs for children in the church in cooperation with appropriate councils, committees, and organizations are enhanced. Specific educational models and ministries with families are considered. (spring, odd)

5713 MINISTRY WITH YOUTH 3 hours
An exploration of ministries with youth. Models, resources, and issues in youth religious education are presented. Skills in program planning, implementation, and evaluation of educational programs for youth in the church in cooperation with appropriate councils and organizations are 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 are presented. Skills in planning, implementation, and evaluation of adult educational programs based on educational theory and practice are 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 not 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.

5891-3 SPECIAL TOPICS 1-3 hours
A variable-credit course designed to meet 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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Lois Salmeron, Associate Dean of Nursing and Professor of Nursing B.S.N., University of Oklahoma; M.A.T., Oklahoma City University; M.S., University of Oklahoma; Ed.D., Oklahoma State University. 2005-

Mahmood Shandiz, Senior Associate Dean, Meinders School of Business B.A., Pars College; M.S., Tehran University; Ph.D., Oklahoma State University.

Melanie Shelley, Associate Dean, Ann Lacy School of American Dance and Arts Management, Associate Professor of Dance Management B.P.A., M.L.A., Oklahoma City University.

Jeanne Short, Director of Alumni Relations and Planned Giving B.S., Northern Michigan University.

Victoria K. Swinney, Director, Dulaney-Browne Library, B.A., Wartburg College, M.L.I.S., University of Oklahoma, M.A., Middlebury College, Ph.D., Texas Woman's University.

Harbour Winn, Director of The Center for Interpersonal Studies Through Film and Literature B.S., Spring Hill College; M.A., University of Houston; Ph.D., D.A., University of Oregon.

THE FACULTY

Petree College of Arts and Sciences

David R. Evans, Dean

Susan C. Barber, Professor of Biology, Associate Provost B.S., Howard Payne University; M.S., Oklahoma State University; Ph.D., University of Oklahoma. 1983-

Regina J. Bennett, Associate Professor in English B.A., University of Oklahoma; M.L.A., Oklahoma City University; Ph.D., University of Oklahoma. 1996-

Denise Binkley, Director of Testing; Director of Student Success for the Petree College of Arts and Sciences B.S., Oklahoma State University; M.Ed., Oklahoma City University. 1992-

Elaine Bitting, Assistant Professor of Art B.F.A., California State University at Long Beach; M.F.A., Boston University. 2003-

John Curtis Branch, Professor of Biology B.S., Northwestern Oklahoma State University; M.S., Ph.D., University of Oklahoma; J.D., Oklahoma City University. 1964-

Lois Lawler Brown, Professor of Education B.A., M.A., Ph.D., University of Oklahoma. 2006-

Kent L. Buchanan, Associate Professor of Biology B.S., M.S., Ph.D., University of Oklahoma. 2006-

Jacques Buttin, Associate Professor of Modern Languages Licence des Lettres d'Anglais, Licence de Linguistique, Grenoble, France. 1969-

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