



OKLAHOMA CITY
UNIVERSITY



GRADUATE CATALOG

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GRADUATE CATALOG



OKLAHOMA CITY UNIVERSITY

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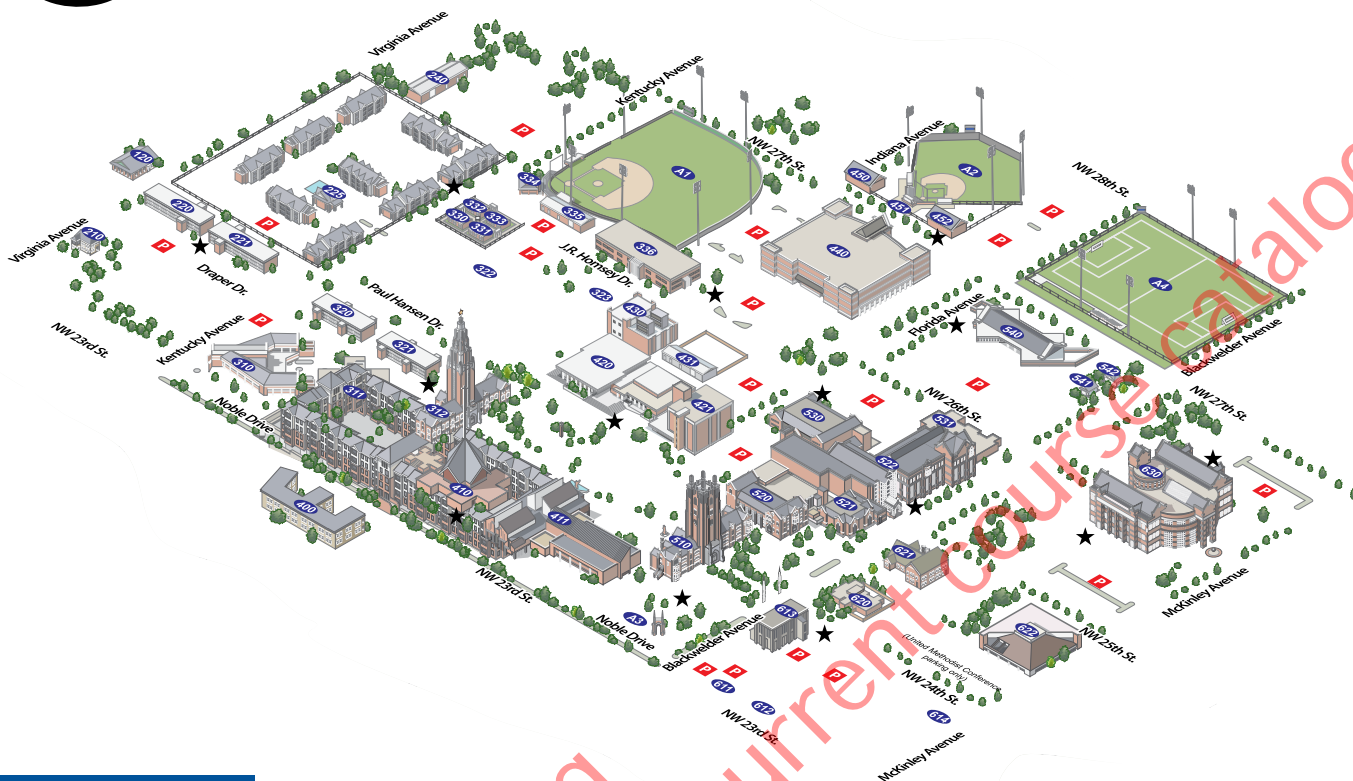


OKLAHOMA CITY UNIVERSITY

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





P Parking (requires permit)

★ Emergency Phones

EMERGENCY?
CALL OCU POLICE AT 208-591 1.

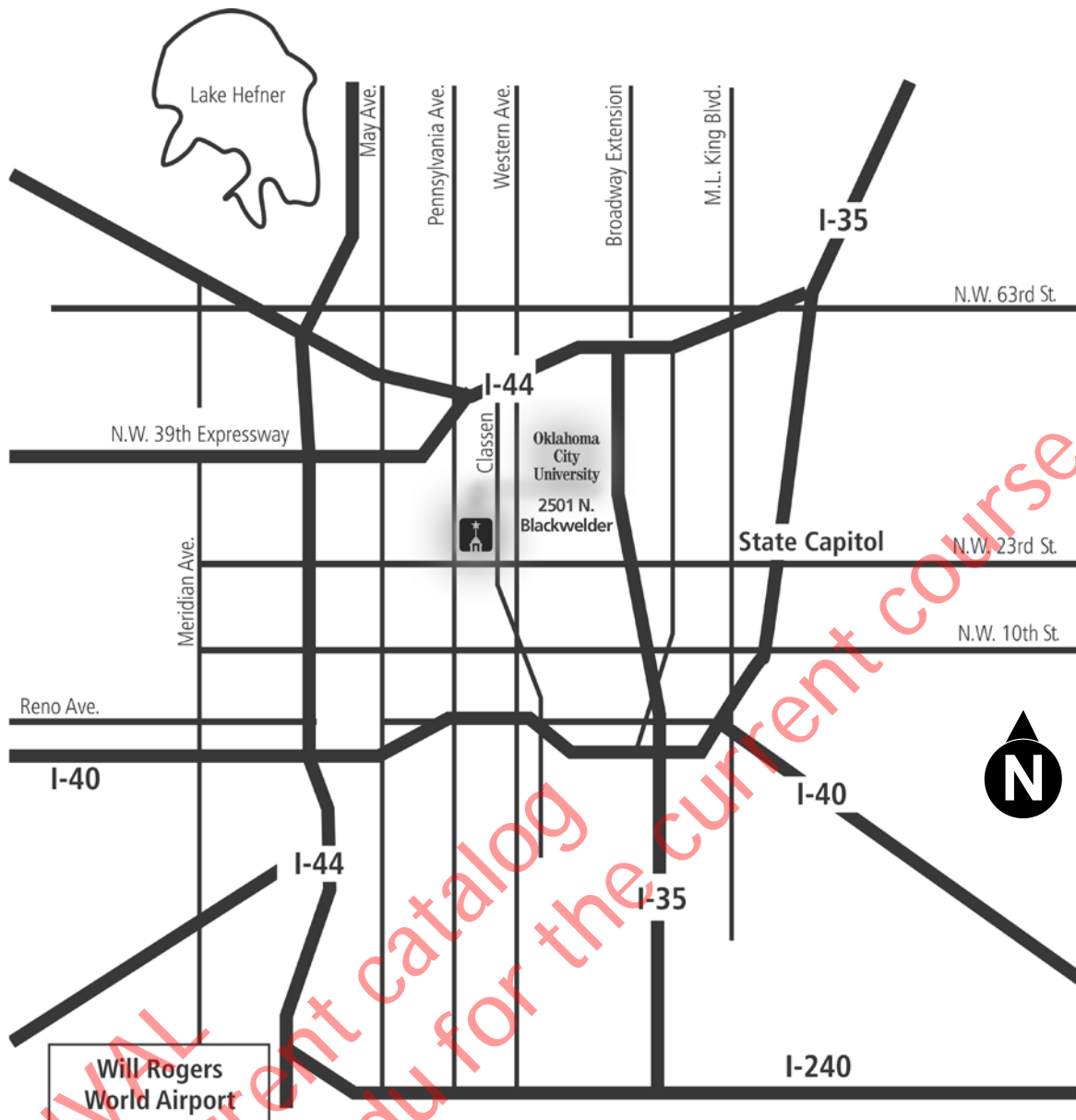
- 120. Lambda Chi Alpha
- 210. Kappa Sigma
- 220. Harris Hall
- 221. Draper Hall
- 225. Cokesbury Court Apartments
- 240. Theatre storage
- 310. Sarkeys Law Center
- 311. Walker Hall
- 312. Gold Star Memorial Building (Law Library)
- 320. Smith Hall
- 321. Banning Hall
- 322. Centennial Hall
- 323. Aduddell Center (fitness center)
- 330. Gamma Phi Beta
- 331. Student Health Center
- 332. Alpha Phi
- 333. Alpha Chi Omega
- 334. J.R. Homsey Press Box
- 335. C.R. Sutton Baseball Complex
- 336. Dawson-Loeffler Science and Mathematics Center
- A1. Jim Wade Stadium
- 400. University Manor Apartments

- 410. Bishop W. Angie Smith Chapel (Wimberly School of Religion) (The Saint Paul School of Theology)
- 411. Edith Kinney Gaylord Center (Ann Lacy School of American Dance and Arts Management)
- 420. Tom and Brenda McDaniel University Center
- 421. Dulaney-Browne Library (Center for Excellence in Teaching and Learning)
- 430. Physical Plant (boilers)
- 431. Physical Plant (shops)
- 440. Henry J. Freede Wellness and Activity Center
- 450. Ann Lacy Stadium (West building)
- 451. Ann Lacy Stadium (press box)
- 452. Ann Lacy Stadium (East building)
- A2. Ann Lacy Stadium
- A3. Kerr-McGee Centennial Plaza
- 510. Clara E. Jones Administration Building
- 520. Kirkpatrick Fine Arts Center
- 521. Margaret E. Petree Recital Hall



OKLAHOMA CITY UNIVERSITY

- 522. Wanda L. Bass Music Center
- 530. Walker Center for Arts and Sciences
- 531. Norrick Art Center
- 540. Kramer School of Nursing
- 541. Farmer House Annex
- 542. Farmer House
- A4. Stars Soccer Field
- 611. Rowing facility
- 612. Theatre costume storage
- 613. Lacy Admissions and Visitor Center
- 614. Dance costume storage
- 620. Wilson House (president's home)
- 621. Children's Center for the Arts (Oklahoma Children's Theatre)
- 622. Oklahoma United Methodist Conference Center
- 630. Meinders School of Business (Love's Entrepreneurship Center)



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 north side of NW 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 NW 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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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.

A broad spectrum of courses is offered through the Petree College of Arts and Sciences, with its School of Adult and Continuing Education, School of Liberal Arts and Sciences, School of Visual Arts, and Wimberly School of Religion and Graduate Theological Center; 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 School of Theatre; the School of Law; and the Kramer School of Nursing.

Saint Paul School of Theology at Oklahoma City University (SPST at OCU) is a United Methodist-affiliated seminary accredited by the Association of Theological Schools, the Higher Learning Commission of the North Central Association of Colleges and Schools, and the University Senate of the United Methodist Church. At present, SPST at OCU offers the Master of Divinity

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
www.ncahlc.org
Accredited since 1951

Petree College of Arts & Sciences

Oklahoma Commission for
Teacher Preparation
3545 N.W. 58th Street, Suite 200
Oklahoma City, OK 73112
www.octp.org
(405) 525-2612
Accredited since 1997

Montessori Accreditation

Commission for Teacher Education
524 Main Street, Suite 202
Racine, WI 53403
(262) 898-1846
www.macte.org
Accredited since 1991

Meinders School of Business

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

School of Law

American Bar Association
321 North Clark Street
Chicago, IL 60654
(312) 988-5000
www.abanet.org
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
www.nasm.arts-accredit.org
Accredited since 1944

Kramer School of Nursing

National League for Nursing
Accrediting Commission
3343 Peachtree Rd., NE, Suite 500
Atlanta, GA 30326
(800) 669-1656
www.nlnac.org
B.S.N. Accredited since 1985
M.S.N. Accredited since 2007

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

degree. The School's mission states: Rooted in the Wesleyan tradition and committed to inspiring passion for ministry in diverse Christian bodies, Saint Paul School of Theology educates leaders to make disciples for Jesus Christ, renew the church, and transform the world. For more information about SPST at OCU, see www.spst.edu.

Oklahoma City University takes pride in its dual role as Oklahoma City's university and the United Methodist university of Oklahoma. Its students come from forty-seven of the fifty states in the United States and from forty-nine 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 of 11:1.

With a 100-year tradition of church-related service and academic excellence, Oklahoma City University today is a vital institution with a growing reputation as a center of quality, personalized, values-conscious higher education. 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.

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.

ASSESSMENT

Assessment is an integral part of the strategic planning process for Oklahoma City University. New and continuing students to the university will be asked to participate in the assessment process. Students near the end of their academic plan of study participate in outcomes assessment for their major field of study. Other constituencies of the institution also are asked about their satisfaction as part of the assessment process for system improvement.

DIVERSITY

Oklahoma City University celebrates and seeks diversity in all its forms—from human qualities of gender, race, sexual orientation, and disability to diversity of ideas regarding religious beliefs, cultural identities, and political and social convictions. It's understood that the intersections of varied populations and ideas enrich lives while developing personal values based on expansive interactions with those with whom common experiences are shared and from those with whom few experiences are shared. Diversity enriches academic, professional, and personal opportunities and is the source of strength and empowerment for all.

Oklahoma City University actively seeks all forms of diversity among the faculty, staff, and administration, and pursues programming—both in and beyond the classroom—that examines and responds to the world of ideas from an ethical stance shaped by knowledge rather than by prejudice.

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 and service-learning projects 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 fourteen 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

Human Resources

Information Technology

International Business – Finance

International Business –
Information Technology

International Business –
Marketing

Marketing

Master of Education (M.Ed.)

Applied Behavioral Studies
Professional Counseling

Early Childhood Education
American Montessori
Certification

Elementary Education
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

Vocal Coaching

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

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

Master of Science (M.S.)

Computer Science

General

Database Systems

Criminology

Health and Human Performance

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.)



GENERAL ADMISSION POLICY

TRANSFER CREDIT

NONDEGREE-SEEKING STUDENTS

INTERNATIONAL STUDENTS

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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. All graduate programs require a minimum cumulative GPA of 3.0 for admission, based on the undergraduate or most recent degree, or proof of proficiency on a standardized examination approved by the Graduate Council.

Admission on Probation: Admission may be granted on a case-by-case basis to applicants who do not meet the minimum GPA requirement or other academic standards. No applicant will be admitted on probation with a cumulative GPA below 2.75 except by permission of the dean.

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 paper application to the Office of Graduate Admissions or apply online at www.okcu.edu/admissions/graduate/apply.aspx. Include a statement of purpose of 150 to 200 words describing your reasons for pursuing graduate study and your academic and professional interests and goals.

Application Fee: Attach a nonrefundable fee of \$50.

Transcripts: Unofficial or photocopies of transcripts from all colleges or universities attended may be included with the application; however, official transcripts must be mailed directly to the Office of Graduate Admissions from the colleges and universities attended.

Letters of Recommendation: Two letters of recommendation are required for admission from persons able to comment on professional and academic ability with preference that at least one letter comes from an academic advisor. They may submit the letters electronically at www.okcu.edu/graduate/recommendation/ or by mail to the Office of Graduate Admissions.

www.okcu.edu/graduate/recommendation/ or by mail to the Office of Graduate Admissions.

Students applying to the Master of Music (M.M.) program must arrange an audition with the Bass School of Music: <http://www.okcu.edu/music/audition.aspx>. Students applying for the Master of Fine Arts in Dance (M.F.A.) must arrange an audition through the Dean of the Ann Lacy School of Dance and Arts Management: http://www.okcu.edu/Dance_amgt/audition.asp.

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.

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 (3.0 on a 4.0 scale) from a regionally accredited institution or appropriately accredited institution located outside the U.S. Correspondence courses are not accepted toward a graduate degree.

Transfer credit for institutions outside of the U.S. must be fully recognized by the appropriate accrediting body (such as the Ministry of Education) in the country of origin. The Office of International Admissions will determine the accreditation of institutions outside the U.S. International students may not receive credit for English as a Second Language courses taken at U.S. colleges, and students may not receive credit for English language courses taught in countries where the medium of instruction is a language other than English.

Transfer credit will not be granted until official transcripts of all graduate work completed at regionally accredited U.S. institutions have been received by the Registrar and official transcripts for graduate work completed at institutions outside the U.S. have been received by the Office of International Admissions. The dean or director of the graduate program is responsible for granting transfer credit. See additional school- or program-specific requirements related to acceptance of graduate transfer credit.

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 fifty 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 e-mailing ia@okcu.edu or by writing

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

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 80 on the internet-based TOEFL, 550 on the international paper-based TOEFL, or an overall IELTS score of 6.0 with at least 5.5 on each band score. The requirements may also be met by completing level 112 of the intensive program at an ELS Language Center.

Provisional admission may be granted to students whose TOEFL score is between 61 to 79 on the internet-based TOEFL or 500 to 549 on the international paper-based TOEFL. To fulfill the provisions, graduate students must complete 15 credit hours with a GPA of 3.0 or higher or complete 15 credit hours and retake the TOEFL with a score of at least 80 on the internet-based TOEFL or 550 on the international paper-based TOEFL. Students who have studied at least two full-time semesters at an academic institution in the U.S. may be exempt from this policy.

Conditional admission may be given to applicants who will be studying at the ELS Language Center located on the Oklahoma City University campus. For applications and information about intensive English training, write to:

ELS Language Centers
1915 NW 24th Street
Oklahoma City, OK 73106, USA
www.els.edu • okc@els.edu

Institutional TOEFL Policy

If a student does not meet the English Proficiency requirements as stated above or doesn't have an official TOEFL score on file at the university, he or she may take the Institutional TOEFL for purposes of meeting admissions standards. If the student scores below 550 on the Institutional TOEFL, he or she may not be admitted. The student must attend language training, such as ELS, and may not begin an academic program.

If the student's score on the Institutional TOEFL is 550 or better, the student must also take the SPEAK test or Test of Spoken English (TSE) and the Test of Written English (TWE). All students who meet the standards of written and spoken English as determined by a faculty committee will be admitted to the university on a provisional basis. Students will be evaluated on an individual basis for unconditional admission based on their performance on the TSE and TWE.

If admitted provisionally, the student must meet the following conditions:

1. Graduate students will be limited to 9 hours of academic courses which are predetermined by the student's academic advisor who will continue to assess the student's English abilities **AND**
2. Must make 3.0 GPA in the first semester **OR**
3. Take IBT TOEFL and submit an admissible score as determined by the regular admissions standards set forth by each department.

If a student fails to meet these provisions, the student will not be allowed to enroll the following semester and will have to return to language training such as ELS and complete level 112, or present a TOEFL IBT 80 (or appropriate score as determined by department).

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.



**GENERAL FINANCIAL
INFORMATION**

**RULES GOVERNING PAYMENT
OF TUITION**

SPECIAL SERVICE FEES

VETERANS BENEFITS

TUITION ADJUSTMENTS

FINANCIAL ASSISTANCE

ENDOWED SCHOLARSHIPS

**ENDOWED CHAIRS AND
PROFESSORSHIPS**



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GENERAL FINANCIAL INFORMATION

Tuition is the same for all students, whether residents or nonresidents 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 \$150 per credit hour. 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 according to the official Oklahoma City University academic calendar. Students, at the discretion of Student Financial Services Offices, may be allowed to contract for an installment payment plan provided all prior charges have been paid in full.

Installment payment plans 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 installment payment plan. Installment payment plans for the summer semesters will be allowed as follows: one-half due on the published first day of class and the remaining half due according to the installment plan. If the unpaid balance is paid within ten days of the due date of the first installment, no interest will be charged; otherwise, interest at the rate of 16 percent APR will be charged to the account.

Students are required to enroll in an installment plan for each semester by accessing their account through Star Access and enrolling online prior to the beginning of the semester. If the installment plan enrollment is not processed, payment must be made in full by the published first day of class for each semester.

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 Financial Services to be applied to their

accounts. Interest will be applied to the financed portion of the account, including the work-study portion.

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 Financial Services Office. Students may also make payments to their accounts online via the Oklahoma City University Star Access Account.

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 is a list of typical fees. All fees 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.
- All students pay a safety and crisis preparedness fee, which is used to sustain and enhance campus safety and crisis preparedness.
- All students pay an athletics fee, which sustains and enhances university athletics, athletic facilities, and the processes and personnel needed to deliver high quality athletic events and programs.
- 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.
- All new graduate students are charged a new graduate student orientation fee, which covers the costs of providing services and resources that promote academic success for new graduate students.
- 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.
- Juris Doctor degree candidates pay a graduation fee. They also pay a Student Bar Association Graduation Fee. The graduation fee covers the cost of a diploma and graduation ceremonies. It does not include the cost of academic regalia or graduation announcements, or the cost of binding the required four copies of the graduate thesis, dissertation, or other capstone product. 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. Undergraduate degree and master's degree candidates do not pay a graduation fee as the fee is included in the comprehensive records fee each student pays at the beginning of their degree program. The cost of academic regalia or graduation announcements is not included in the comprehensive records fee.

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 Financial 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 the Student Financial Services Office. No refunds are made against financial aid, which must be returned upon student withdrawal, until after the end of the third week of fall and spring semesters or the second week of summer semesters. Such aid would include Perkins Loans, Pell Grants, Supplemental Educational Opportunity Grants (SEOG), and any other aid which would be cancelled upon student withdrawal.

All refunds are made by direct deposit. Contact the Student Financial Services Office 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 over 1 GB 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. This email account also has a Skydrive for storing personal files, as well as an area to share files.

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 expected to secure their passwords and maintain their e-mail accounts.

Oklahoma City University requires students to use the university e-mail system for academic electronic communications. All students are responsible for the management and content of their account. Setup instructions and a network link for the e-mail system can be found at <http://email.okcu.edu>. Follow the link for Exchange labs e-mail.

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. Picture ID is required at the Student Financial Services Office when requesting an Oklahoma City University ID card. A valid driver's license or passport is acceptable. 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 the Student Financial Office to students having sufficient financial aid to cover books. Book Bucks may be ordered online at www.okcu.edu or by calling the Student Financial Services Office. Students are required to have direct deposit to receive Book Bucks in their personal bank 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. A paper copy of 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 8, 2010 for 2010-2011. 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 3.0 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 3.0 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, WH, WA, F, NR, and audits (AU) are not successful completions. Below is the quantitative progress chart:

Graduate academic years completed and GPA required

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

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

4. If a student's financial aid is suspended, he or she is notified by mail and given the opportunity to submit an appeal and the required supporting documentation. The 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 3.0 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 3.0. 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 students with demonstrated need. Awards depend on students' 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 students' need and availability of funds.

VIVIAN HEAD ENDOWED SCHOLARSHIP

This scholarship assists deserving students.

HOOPES 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 students' 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 graduate students in the Wimberly School of Religion.

WINNIFRED RENEAU SCHOLARSHIP

This scholarship, established from the estate of Mrs. Reneau, assists students with financial need. Awards depend on students' 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 fund general scholarships.

ESTHER FRANCIS TAYLOR SCHOLARSHIP

This scholarship assists students with demonstrated financial need and academic achievement.

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
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 C. R. Anthony Endowed Chair of 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 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 Endowed Chair in Hebrew Bible was established in 1985 by a friend of the university to lift up the study of the Hebrew Scriptures. Dr. Lisa Wolfe serves as the Hebrew Bible Endowed Chair.

The Henry J. Freede, M.D., Endowed Chair in Teaching Excellence in Business Administration

was established in 1999. Dr. David May and Dr. Bart Ward jointly hold this 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. Dr. Donald Emler serves as the V.V. Harris Endowed Chair.

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 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.

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.



ON-CAMPUS HOUSING

STUDENT LIFE

EXTRACURRICULAR ACTIVITIES

CULTURAL ENRICHMENT ACTIVITIES

STUDENT ASSISTANCE SERVICES

**POLICIES ON STUDENT PRIVACY
AND SEXUAL HARASSMENT**



ON-CAMPUS HOUSING

Residence Halls

There are four residence halls on campus: Centennial, Walker, Banning, and Smith 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) 208-7915.

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 contract. 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 university apartments at (405) 530-8100.

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 an apartment 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. Star Bucks are redeemable in Alvin's Café, located in the university center. Alvin's 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 Division of Student Affairs and the Student Government Association 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 promote spiritual enrichment and to minister to the spiritual needs of the campus community. 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 Delta Alpha Chi Christian Men's Service Fraternity.

Activities and communion: Chapel services every Thursday at 1:00 p.m., Evensong student worship services on Monday evenings, Bible studies, mission trips, spiritual formation groups, and Wednesday at the Wesley, a lunch prepared by students open to the campus community every Wednesday.

Services: The clergy staff of University-Church Relations are available to all students of all faith affiliations for pastoral services, spiritual encouragement, premarital counsel-

ing, etc. Students are also encouraged to participate in area houses of worship and special programming.

Student Government Association

Student Government Association (SGA) is the governing body for all Oklahoma City University students. SGA plans and implements a variety of activities for the campus 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 SGA serves as a voting member of the university's board of trustees. Elections for executive positions for sophomores, juniors, and seniors are held late in the spring semester. Freshman, graduate, and at-large positions are elected early in the fall semester.

Honorary Organizations

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

Alpha Phi Sigma Lambda: The national criminal justice society is open to justice studies majors and graduate criminology students who have completed one-third of course work and are in the top 35 percent of the class

Alpha Psi Omega: Theatre student honor society

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.

Nursing Honor Society: Open to 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.

Sigma Tau Delta: International English Honor Society.

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 fraternity.

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

Sigma Tau Delta: International English Honor Society.

Theta Alpha Kappa: Graduate students must have completed one-half residency and have a 3.5 or higher GPA.

Student Organizations

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

Amnesty International
Art Club
Black Student Association
Catholic Student Union
Chinese Student Association
Circle K
College Republicans
Fellowship of Christian Athletes
Filmmakers Guild
Generation Blessed Gospel Choir
Habitat for Humanity, Oklahoma City University Chapter
Hispanic Student Association
Indian Student Association
International Disciple Fellowship
Japanese Association of Culture
Malaysian Student Association
Multicultural Student Association
Native American Society
OCU Rhythms
OCU Rowing Booster Club
OCU Sailing
OCU Steel Drum Band
Oklahoma Intercollegiate Legislature
Omicron Delta Epsilon
Pep Dancers
Photography Club
Residence Hall Association
Saudi Student Association
Sisterhood of African American Students
Spirit of Grace Liturgical Dance
Student Accounting Society
Student African American Brotherhood
Student Nurses Association
Students of Arts Management
Students Today Alumni Rising (STAR)
TESOL Association of Graduate Students
Thai Student Association
Tiawanese Student Association
Turkish Student Association
Young Democrats

EXTRACURRICULAR ACTIVITIES

Varsity Athletics

Oklahoma City University sponsors nineteen varsity sports programs, including men's and women's basketball, men's baseball, men's and women's cross country running, men's and women's golf, men's and women's rowing, men's and women's soccer, men's and women's indoor and outdoor track and field, men's and women's wrestling, women's softball, and women's volleyball. Oklahoma City University is a member of the National Association of Intercollegiate Athletics and the Sooner Athletic Conference.

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.

Pom

Oklahoma City University offers a varsity competitive pom squad. The pom team plays an exciting part in the athletic department by participating at men's and women's basketball games and wrestling matches and at a number of other sporting events. Members of the pom team are also involved at numerous community events throughout the year. Pom tryouts are held in the spring semester each year and are open to anyone interested.

Dance

All full-time students are eligible to audition for The American Spirit Dance Company, the Oklahoma City University Spirit of Grace Liturgical Dancers, and the Oklahoma City University Pep Dancers. Contact the American Spirit Dance Company company manager in 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 School of Theatre. Contact the School of Theatre at (405) 208-5121 for detailed audition information.

Wellness

The Wellness program at Oklahoma City University offers a wide variety of opportunities, including personal training, dance classes, Pilates, yoga, traditional aerobics classes, and self-defense training. The Wellness program assists employees and students in reducing their health risks through education and goal setting and features a personalized approach to healthy living designed to improve the overall health and quality of life for the university community.

Classes are scheduled so that students are able to participate without taking away from opportunities to become involved with other university programs. All students are required to register in the Intramural Sports Office for the classes. The office is located in the Henry J. Freede Wellness and Activity Center. Registration does not obligate participation.

Outdoor Adventures

The Outdoor Adventures program at Oklahoma City University provides the campus community with opportunities to participate in various outdoor activities. Clinics and trips are offered throughout the year and include hiking, bicycling, camping, horseback riding, and sailing. The Outdoor Adventures program provides a resource center and gear checkout to the campus community. This program

promotes wellness through its activities while incorporating exercise and environmental awareness.

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 the particular event of interest. The office is located in the Henry J. Freede Wellness and Activity Center. Registration does not obligate participation.

Intramural Sports

The Intramural Sports program at Oklahoma City University offers a full selection of sports. Awards and prizes are given for both placement and participation. The program is designed to enhance the interaction among students, faculty, and staff while maintaining physical fitness. Oklahoma City University has a variety of league and tournament events, including co-ed events, designed for both the competitive and recreational player.

Events are scheduled so that the majority of students can participate without taking away from opportunities to get involved with other university programs. All students are required to register in the Intramural Sports Office for their particular sports of interest. The office is located in the Henry J. Freede Wellness and Activity Center. Registration does not obligate participation.

Music

University students are encouraged to participate 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 Women's Chorus, Men's Chorus, 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, regardless of their major fields of study, 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, nonfiction, 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 Schaefer, J. Philip Newell, and Larry Ward 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 of our time. Previous speakers include Edward Albee, Morris Dees, Jane Goodall, Brian Greene, Robert F. Kennedy Jr., Jonathan Kozol, Rabbi Harold Kushner, Wilma Mankiller, Sister Helen Prejean, Ann Simon, Helen Thomas, Kurt Vonnegut Jr., and George Will as well as Nobel Laureates Archbishop Desmond Tutu, Elie Wiesel, and Wangari Maathai.

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 on individual films is available at the showings. A discussion session follows each screening. The films are also available for university courses. 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 2009-2010 academic year will be the Film Institute's 28th year.

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 Hebrew scriptures, Jewish 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

The university is committed to providing a safe campus to maintain a crime-free academic environment conducive to learning. The Oklahoma City University Police Department (OCUPD) has fourteen full-time state certified officers and well-trained support staff to serve and protect the campus community twenty-four hours a day year round. The officer-to-student ratio is one of the best nationwide, which partially accounts for the university's low incidence of crime.

Eighteen 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.

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

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 health-care 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.

To address this important issue, students are required to fill out a short online form where insurance information will be provided or a waiver will be signed electronically declining insurance. 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

Oklahoma City University is committed to providing an academic and work environment that provides fair and equitable treatment and is free of sexual harassment and other unlawful discrimination. It is the policy of the university to prohibit harassment of any kind, including sexual harassment, of its students, faculty, staff, and guests by any member of the academic community.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the employment relationship and educational environment, and is strictly prohibited. Sexual harassment or any other form of unlawful discrimination will not be tolerated. The university is committed to preserving the rights of its students and employees from unlawful discrimination on the basis of race, color, gender, religion, national origin, age, disability, veteran status, sexual orientation, or legally protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working environment. "Hostile environment" sexual harassment occurs when an employee (including a faculty member) or a student is subjected to an intimidating, hostile, or offensive work or learning environment because of offensive sexually based or sexually oriented physical, verbal, or other conduct.

This definition will be interpreted and applied consistently with the accepted standards of mature behavior, academic freedom, and freedom of expression.

This harassment policy defines and prohibits harassment on the basis of federal and state law as interpreted by the courts. If statutory provisions or court interpretations

change or conflict with this policy, the university's policy will be deemed amended to assure continued compliance.

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 circum-

stances 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 members experience or become aware of sexual harassment, they may complain to (1) their immediate supervisor; (2) the dean or director of their academic unit; (3) the provost and vice president for academic affairs; (4) the associate provost; (5) the university's general counsel; or (6) the university's compliance coordinator. Where a student believes that he or she has been subjected to sexual harassment or other unlawful discrimination, he or she may, in addition to complaining to the above, also complain to the dean of students, who shall immediately report the matter to one of the five university officers or categories of officials described in the preceding sentence.

A full and fair investigation will be conducted by the university. Both the complainant and the person charged will be notified of the results of the investigation.

It is a violation of this policy for any university employee (including faculty members) or any student to intentionally fabricate a complaint of sexual harassment and/or other unlawful discrimination against any individual covered by this policy.

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



**GENERAL REQUIREMENTS
FOR DEGREES**

**THESIS AND CAPSTONE PROJECT
ENROLLMENT AND GRADING POLICY**

ACADEMIC HONESTY

**ACADEMIC PROBATION
AND DISMISSAL**

**GRADUATION PROCEDURES
AND COMMENCEMENT**

ARCHIVAL
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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 two consecutive semesters 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.

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 Financial Services 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 Financial Services, the withdrawal becomes effective on the date it is validated by Student Financial 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.

Repetition of 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, and 5–graduate level). 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. 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.

Courses numbered 1000-4999 are for undergraduate students; 1000-2999 courses are freshman and sophomore level courses; 3000-4999 courses are junior and senior level (upper division) courses. Graduate students who are satisfying program prerequisites or otherwise remedying deficiencies may, with approval, enroll in undergraduate courses, but will not receive graduate credit for such undergraduate course work.

Courses numbered 5000-9999 are for graduate credit in graduate degree programs; 5000-5999 courses are graduate courses that may be dual-listed with upper division undergraduate courses; 6000-6999 courses are not open to undergraduate students. Courses numbered 7000-9999 are restricted to doctoral students; 9000-9999 courses are for independent study (such as research, thesis, or dissertation) and are restricted to doctoral students. The School of Law establishes its own course numbering policies.

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 Financial 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.

THESIS AND CAPSTONE PROJECT ENROLLMENT AND GRADING POLICY

The student must have an initial enrollment for the master's thesis, doctoral dissertation, or other graduate-level capstone project (all hereafter termed "thesis"). Following the initial enrollment in the thesis course, the student must maintain continuous enrollment or obtain an approved leave of absence during each regular semester until all degree requirements are completed, or the candidacy is discontinued. Upon successful completion of the thesis, a grade of S will be recorded for the final semester of enrollment. The graduation date awarded will be the first graduation date after the final term of enrollment.

The student's initial enrollment for the thesis will be charged the current rate per credit hour for the course and will be subject to all standard fees. Subsequent enrollments will use a different number that will be of equal credit hours for the thesis, but only one credit hour will be charged and no fees will be charged.

Students are not required to enroll in the thesis during the summer session unless one of the following applies:

- the student is actively working on the thesis
- the student is seeking committee advice on the thesis
- the student is otherwise using university facilities
- the degree is to be conferred in the summer session

Subsequent to the initial enrollment for the thesis, if a student wishes to remain in the program without continuous enrollment, the student must request a leave of absence. Such requests must be submitted in writing to the dean of the student's program and must specify the reason for the request and the expected duration of the leave. Granting of such requests will be at the dean's discretion. Requests based on financial circumstances will generally not be granted. Failure to obtain an approved leave of absence will result in the student having to apply for readmission.

If a student does not comply, or has not complied, with the above procedures, then the student must reapply to the program of study and, if readmitted, enroll in sufficient hours of thesis to make the total hours thereof at least equal to the total thereof had he or she completed with continuous enrollment. Retroactive tuition will be assessed at the current semester rates. Readmission of the student to the program of study will be at the discretion of the dean of the student's school. Determination of the number of hours of thesis in which the student must enroll, along with the collection of the appropriate fees, will be the responsibility of the dean of the student's school and Student Financial Services Office.

Thesis and Project Grades

X – Indicates that satisfactory progress was made during the semester. It is a neutral grade to be used only for thesis grades. This grade will remain a permanent grade on the student's transcript.

U – Unsatisfactory. Indicates that unsatisfactory progress was made during the semester.

S – Satisfactory. Indicates that the thesis was satisfactorily completed during the semester.

Guidelines For The Graduate Thesis, Dissertation, Or Other Bound Capstone Product ("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.
- The title page and abstract will follow a standard form that may be obtained from the graduate program directors.
- Style sheets are determined by each graduate program. Endnotes or footnotes are acceptable, but each program will use only one form of citation.
- 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.

Preparing the copies

- Four copies of each thesis will be delivered to the Dulaney-Browne Library for binding (two copies for the library and two copies for the school/department).
- Each graduate student must pay a binding fee for each copy of the thesis. Additional fees may apply to theses that include additional work samples or media requiring special binding. 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).

All copies will

- Be submitted to the library unbound on white, letter-size, acid-free, 20-24 pound, 25-100 percent rag content paper.
- Include the original signature of the student's thesis advisor and/or committee.
- Include one and one-half-inch left, and one inch right, top, and bottom margins.
- Use twelve-point type.
- Include type on one side only (except musical compositions).

Thesis Submission Form

The student is responsible for completing the Thesis Submission Form as well as ensuring that each office has provided a signature acknowledging satisfactory completion of the requirements related to that office. Signatures should be received in the order stipulated on the form, with the Registrar's Office receiving the final copy of the Thesis Submission Form that includes all signatures. Failure to provide the completed form to the Registrar's Office will delay the posting of the degree and the release of the diploma.

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 incorpo-

ration 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 circumstan-

es, shall not be changed. The faculty committee will render a decision in writing regarding the student's appeal within fifteen 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.

Grievance Procedure for Grade Appeal

A grade awarded by the course instructor is presumptively correct, and the instructor'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, 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 or e-mailed 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 communicate with the instructor in an attempt to resolve the issue.
- B. If, after communicating with the instructor (or if, after reasonable effort on the part of the student to contact the instructor, she or he remains unavailable), the student still believes that the grade 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 mediate 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. **NOTE:** If the dean taught the course, the associate provost will undertake the dean's responsibilities in the grievance procedure. 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. The appeal will be in writing, in as much detail as possible, stating all aspects of the issue that the student believes pertinent. Grounds for review are limited to 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 I, the dean will determine, within five school days, if the student has a prima facie case. If the dean determines that insufficient evidence has been presented by the student, he or she will dismiss the appeal. If the dean determines that there is evidence that, if believed, would constitute a prima facie case, the dean will provide, within ten school days of this determination, a copy of the written material to the faculty member in question. The dean 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 instructor will have ten school days in which to prepare his or her response.
 3. The student will be given the opportunity to review the instructor's response and to provide additional written comments to the dean. This response will be given within five school days of the receipt of the faculty member's response to the dean. The dean will then render a decision on the appeal within five school days. The dean or his or her designee has the right to request, from any party, any additional information he or she believes is pertinent and appropriate. However, the request for information will not extend the five-day response period above. Unless the dean determines that sufficient evidence exists to support the student's allegation, the dean will deny the appeal. 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 such written notice to the dean, the dean will forward copies of all 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. **NOTE:** If the faculty member who taught the class involved in the appeal is a member of the Student Probation and Petition Committee, the faculty member must recuse him or herself from the committee during the appeal. The committee will review all documentation and will reach a decision. The committee may request additional documentation if it believes 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 unless it finds substantial evidence of violation of established univer-

sity policies, procedure, or regulations, substantial error, bias, or miscarriage of justice. The committee's decision 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.

ACADEMIC PROBATION AND DISMISSAL

Graduate students whose cumulative GPAs fall below 3.0 will be placed on academic probation. A student on academic probation must raise the cumulative GPA to 3.0 or higher within the next nine credit hours attempted or will be dismissed from the degree program. Students who may need more than nine credit hours to be removed from academic probation may submit an appeal for an extension to the university Probation and Petitions Committee and, if granted, are to maintain a 3.0 or higher GPA for courses taken in the interim. No student may graduate on academic probation, i.e., with a cumulative GPA below 3.0.

Readmission Policy for Students Dismissed for Poor Academic Performance

A student who is dismissed from the university for academic reasons 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. 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.

Appeal Procedure for Academic Dismissal

Within fourteen calendar days (excluding university holidays) of the receipt of the written notice of dismissal, the student may 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 official university 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.
4. If the committee affirms the decision to dismiss, the provost may review the documentation to determine that these procedures were followed. The provost's review will only address procedural matters.
5. The associate provost will notify the student within three school days of the decision of the committee.
6. A student who is matriculated in a graduate degree program at Oklahoma City University (except in the School of Law) is granted only one opportunity to appeal any dismissal for substandard academic performance. If the outcome of that appeal is reinstatement, any subsequent dismissal for substandard academic performance is final and may not be appealed.

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.

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 3.0 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—typically October for December Commencement and February for May commencement.

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.”



INTERNATIONAL EDUCATION

M.B.A. PROGRAM IN CHINA

**THE CENTER FOR INTERPERSONAL
STUDIES THROUGH FILM
AND LITERATURE**

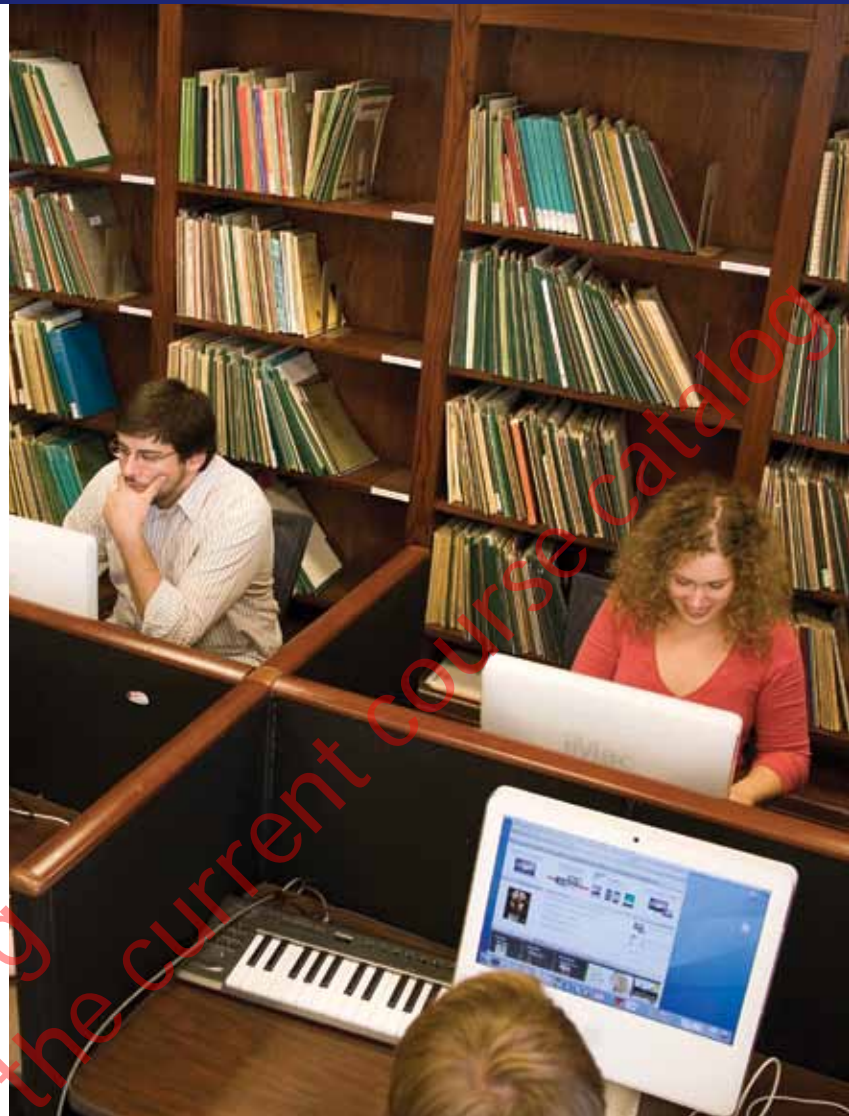
DULANEY-BROWNE LIBRARY

**COMPUTER AND
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CAREER SERVICES

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ELS LANGUAGE CENTERS



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 study tours), or during summer and winter breaks (faculty-led affiliated/approved programs).

Eligibility Requirements:

- A minimum 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 considered on an individual basis).
- Overall good standing at Oklahoma City University.
- Demonstrated foreign language proficiency for programs where English is not the official language of instruction.
- Completed OIE Application for International Education and mandatory OIE orientation.

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. Federal financial aid and institutional 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 four 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: Four semesters of college-level German or Italian for language study.

Japan—Ritsumeikan University (RITS): RITS offers both undergraduate and graduate courses to Oklahoma City University students in areas such as law, social sciences, economics, international relations, and Japanese language studies. RITS is comprised of three university campuses, all part of the Oklahoma City University exchange program. RITS offers semester, academic year, and summer programs with over 500 courses taught in English. The name Ritsumeikan means "the place to establish one's destiny," offering students the unique opportunity to learn within an education system committed to cultivating individuality and internationalism simultaneously. Prerequisite: None.

Partner Programs: Partner programs exist so that students may enroll in an international institution through Oklahoma City University. Program tuition is paid to Oklahoma City University so that institutional financial aid and scholarships may be considered and utilized for program costs.

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.

Danish Institute for Study Abroad (DIS) – Denmark: DIS is a specialized Danish institution offering study abroad programs in English for primarily American university students in their third or fourth year of study, with credit transfer to their home school. Established in 1959, DIS has a reputation of being intense, demanding, and rewarding, and of providing a challenging educational environment in a full-service framework. DIS offers site-specific courses and programs involving interactive and cooperative learning processes, individual and team-based research,

experiential learning through course-integrated field studies and study tours, and housing with the Danes. All courses, except the Danish Language and Culture class, are taught in English. Prerequisite: None.

Faculty-led Study Tour (short term): Oklahoma City University's academic departments offer a range of international study opportunities for credit each year. Some typical faculty-led classes/study tours include natural history and ecology courses in Central and South America through the Department of Biology; the British media comparison class through the Mass Communications Department; Meinders School of Business's Great Wall M.B.A. Program in 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.

Faculty-led study abroad classes/study tours are coordinated through OIE. Students are encouraged to contact their specific departments to inquire about planned study tours, then apply for the study tours through OIE. Faculty-led class/study tour pricing does not typically include Oklahoma City University tuition and fees, 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 study abroad providers or other U.S. university programs. Oklahoma City University holds affiliation agreements 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 BUSINESS ADMINISTRATION IN CHINA

The Great Wall M.B.A. program was developed on a solid foundation of strong alliances. Oklahoma City University's Meinders School of Business has joined forces with Tianjin University of Finance and Economics (TJUFE) in China and to develop a unique and powerful curriculum which provides students with a strong foundation of knowledge, business skills, and a network of business contacts throughout Asia and the entire world.

OCU has been offering an M.B.A. program in China since 1986. The Meinders School of Business M.B.A. program, in cooperation with TJUFE, was one of the first of its kind in China and boasts more than 650 highly successful and influential graduates. In 2002, it was selected as one of the best Sino-foreign M.B.A. programs in China by the Degree Committee of the State Council and the government of China. Tianjin University of Finance and Economics is a pioneer university in providing economics and finance education in China. In 2005 the OCU/TJUFE M.B.A. was expanded to include students from the West with a program that includes an eighteen-month residence in China. Chinese and Western students study collaboratively in pursuit of their M.B.A.

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 Jimmy Santiago Baca, Lucille Clifton, Mark Doty, Joy Harjo, Jane Hirshfield, Li-Young Lee, Michael Ondaatje, and Naomi Shihab Nye as well as Poet Laureates Billy Collins, Ted Kooser, Charles Simic, and Robert Pinsky have been featured; Pulitzer Prize winning Natasha Trethewey will be the poet in April 2010); 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 major in the

Moving Image Arts Program. The Thatcher Hoffman Smith Endowment Fund and an advisory committee support the development of the center.

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 190,000 books, 310,000 government documents, 5,000 videos and DVDs, 525 current periodical subscriptions, 20,000 full-text online periodical titles, 1900 compact disc recordings, 8,600 musical scores, and 50,000 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 United Methodist Archives, and the Shirk Oklahoma History Center), the Foundation Center Cooperating Collection, the Center for Interpersonal Studies through Film and Literature Film Collection, and Government Documents provided through the federal depository program, and the Leichter Listening Library (in the Wanda Bass Music Center).

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 7:30 a.m.-midnight, Friday 7:30 a.m.-7:00 p.m., Saturday 10:00 a.m.-7:00 p.m., and Sunday noon - midnight) for more information.

COMPUTER AND INFORMATION RESOURCES

Campus Technology Services maintains a dedicated area to aid students with their computer issues and it is centrally located in the McDaniel University Center. The **Student Technology Support Center** is staffed by trained technicians familiar with both Microsoft and Apple operating systems. The center offers a variety of student **support services** including:

- Walk-in and telephone support
- Technology-related consultation
- Hardware and software support
- Virus and malware removal
- Installation of campus-licensed software applications such as Microsoft Office and McAfee
- Assisted hardware upgrades
- Training
- A computer-based issue and support tracking system

Finding a computer to use on campus is easy with **20 computer labs** in various locations spread conveniently across campus. Lab hours vary by location. MS Office, MS Visual Studio, and web browsing capabilities are installed in each lab, and several labs have course specific software available. **Printing services** are available in all public-access labs as well as all public computing spaces on campus. Each semester students receive an allotment for printing via their OCU ID cards. All students are issued a user ID and password, which are required to log into the campus network to use the labs and access printing services.

E-mail accounts are provided to all students. E-mail can be accessed through the Internet from any location on or off campus. All students are provided disk space on the campus network to store files and create web pages.

All resident hall rooms are wired for **telephone** and **network** connectivity. **Wireless** network connectivity is available throughout the campus. Dorm residents may connect one computer or laptop to the campus network from their dorm rooms. A limited number of computers are available in each dorm lobby.

The Student Technology Support Center is located in the McDaniel University Center, lower level, Room 114. **Additional information** for the Student Technology Support Center regarding student computing, lab hours and locations, support and questions can be found at <http://starnet.okcu.edu/services/cts/geeks> or by calling 208-5555.

The University's **computer-use policy** is published on the university website at www.okcu.edu/technology. All students should read this policy.

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 who 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.

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. Tutors also work with international students on English conversation and idioms.

The LEC is open Monday through Thursday, 9 a.m. to 9 p.m., and Friday, 9 a.m. to 5 p.m. Computers (PCs and Macs) are available. The LEC is located on the second floor of the Walker Center for Arts and Sciences. Students may schedule appointments on sign-up sheets located in the LEC or by calling the center.

ELS LANGUAGE CENTERS

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

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



Mark Y.A. Davies, Dean
Terry R. Conley, Associate Dean
Richard R. Johnson, Assistant Dean

**SCHOOL OF ADULT AND
CONTINUING EDUCATION**

MASTER OF ARTS IN MASS COMMUNICATIONS
(SINGAPORE)

MASTER OF LIBERAL ARTS

**SCHOOL OF LIBERAL ARTS
AND SCIENCES**

MASTER OF ARTS IN TEACHING ENGLISH TO
SPEAKERS OF OTHER LANGUAGES (TESOL)

MASTER OF EDUCATION

MASTER OF SCIENCE IN CRIMINOLOGY

MASTER OF SCIENCE IN HEALTH
AND HUMAN PERFORMANCE

**WIMBERLY SCHOOL OF RELIGION AND
GRADUATE THEOLOGICAL CENTER**

MASTER OF ARTS IN RELIGION

MASTER OF RELIGIOUS EDUCATION

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PETREE COLLEGE OF ARTS AND SCIENCES

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 Science in Criminology, Master of Education, Master of Liberal Arts, and Master of Science in health and human performance. 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.

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 students are not allowed to make grades below B- in designated core courses.

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 from the university.

Academic Probation Policy

Programs in the Petree College of Arts and Sciences follow the university's academic probation policy. See the Academic Regulations section of this catalog.

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.

Applying for Readmission

A student who has been dismissed from the university must wait a full academic 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.



Dr. Leo G. Werneke, Director

**SCHOOL OF ADULT AND
CONTINUING EDUCATION**

MASTER OF ARTS IN MASS
COMMUNICATIONS (SINGAPORE)

MASTER OF LIBERAL ARTS

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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.

MASTER OF LIBERAL ARTS

Director: Bennett

M.L.A. Council: Patterson, Macella, Khoddam, Phelps, Shandiz, Werneke

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 director of the School of Adult and Continuing Education and the M.L.A. director administer 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 from 15 to 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 3.0 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.

Admission

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 3.0 or higher on a 4.00 scale. Probationary admission may be allowed for promising students whose GPA falls between 2.75 and 2.99.

Areas of Emphasis

Students may choose concentrations in one of the following:

- Art—studio 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.

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Mark Y.A. Davies, Director

SCHOOL OF LIBERAL ARTS AND SCIENCES

MASTER OF ARTS IN TEACHING ENGLISH TO
SPEAKERS OF OTHER LANGUAGES (TESOL)

MASTER OF EDUCATION

MASTER OF SCIENCE IN CRIMINOLOGY

MASTER OF SCIENCE IN HEALTH
AND HUMAN PERFORMANCE



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MASTER OF ARTS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

Chair: R. Griffin

Faculty: Phelps, Rueckert, Smokewood, Zhou

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 3.0 on a 4.00 scale. The applicant with a GPA slightly below 3.0 may, with permission of the program chair and graduate faculty, enter the program on probation; he or she must maintain a minimum GPA of 3.0 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 3.0 must be maintained to continue enrollment in the program. Students whose GPA falls below 3.0 are placed on probation and have one semester to meet the 3.0 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

MASTER OF EDUCATION IN APPLIED BEHAVIORAL STUDIES

Coordinator: Farha

Faculty: Division of Education and Professional Studies

Although the Applied Behavioral Studies (ABS) and Counseling programs are housed in the Department of Education, they function independently and the ABS coordinator reports directly to the dean of the college. 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.

Prospective students for 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 Master of Education (M.Ed.) degree in Applied Behavioral Studies: Professional Counseling 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

To attain the professional counseling concentration, the student must accrue at least 60 semester hours of credit, 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 Internships are offered in sixteen-week semesters. 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 assumed that students not only desire, but also intend to pursue the inspection of their personal identity, growth, and development—both inside and outside the classroom—as an integral part of their graduate studies in counseling.

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 and 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 be requested.

Graduation Requirements

Students must earn at least a 3.0 cumulative GPA and be in good standing in order to graduate. Only one grade in the ‘C range’ is acceptable (excluding Research Methods, which requires a grade of B- or higher). 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. Students whose native language is other than English must demonstrate proof of English language proficiency. Applicants must achieve a score of at least 80 on the internet-based TOEFL, 550 on the international paper-based TOEFL, or an overall IELTS score of 6.0 with at least 5.5 on each band score. The requirements may also be met by completing level 112 of the intensive program at an ELS language center.
7. Individuals may be asked to supplement their application. Supplemental materials may include, but not limited to, interviews, writing samples, and course work.

Admission on Probation

Students admitted on probation to the program must achieve a cumulative GPA of 3.0 or higher in the first 6 credit hours taken and earn a “B” or better in each course in order to continue in the program. Students admitted on probation must enroll on a part-time basis until these conditions have been met.

MASTER OF EDUCATION (M.ED.) WITH AMERICAN MONTESSORI CERTIFICATION

Coordinator: Pape

Faculty: Division of Education and Professional Studies

EARLY CHILDHOOD EDUCATION (M.ED.)

American Montessori Certification

This program is designed for students seeking the American Montessori Certification in early childhood education. This program is accredited by the American Montessori Society and MACTE.

The following courses are required with an additional two-semester practicum 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
ECED 5303	Evaluation of Young Children	3
GRED 6903	Methods of Research	3

ELEMENTARY EDUCATION (M.ED.)

American Montessori Certification

This program 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 5163	Montessori Elementary Seminar I	3
ELED 5263	Montessori Elementary Seminar II	3
ECED 5303	Evaluation of Young Children	3
GRED 6903	Methods of Research	3

MASTER OF SCIENCE IN CRIMINOLOGY

Chair: Horn

Faculty: Kurtz, Cataldi, Cowgill

Adjunct Faculty: Rendon, Turvey, Wright

The mission of the Master's of Science in criminology degree 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 criminology 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. Master of Science in criminology students challenge normative assumptions regarding crime and justice through critical thinking and writing.

Students 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 Master of Science in criminology 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 graduate policies see the Graduate Academic Policies for the Petree College of Arts and Science.

PROCEDURE FOR ADMISSION

The application for admission to the 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 Justice Studies 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 Master of Science in criminology program.

Admission Requirements:

Unconditional Admission: Applicants must have an overall GPA of 3.0 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.

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. 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 PILOT 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.

Electives

Elective courses may be chosen provided they are approved by the Master of Science in criminology graduate advisor. Students are encouraged to take electives taught in Justice Studies or an alternate Master's program at Oklahoma City University.

MASTER OF SCIENCE IN CRIMINOLOGY

Degree Requirements **Credit Hours: 33**

Core Requirements: **24**

MSC 5273	Law and the Social Sciences	3
MSC 5603	Advanced Research Methods	3
MSC 5703	Punishment	3
MSC 5823	Race, Gender, and Crime	3
MSC 5863	Advanced Studies in Criminological Theory	3
MSC 6103	Critical Issues in Justice	3
MSC 6213	Criminal Justice Evaluation	3
MSC 6303	Statistical Applications in Criminal Justice	3

Core Electives: **9**

MSC 5103	Crime Victims	3
MSC 5263	International Criminal Justice Systems	3
MSC 5363	Theories of Justice	3
MSC 5403	Elite Deviance	3
MSC 5413	Community Sanctions	3
MSC 5513	Juvenile Justice	3
MSC 5713	Resocialization of Law Violators	3
MSC 5903	Deviance and Social Control	3
MSC 6403	Police and Society	3
MSC 5091-6	Independent Study	1-6
MSC 6871-6	Directed Readings	1-6
MSC 6983	Problem in Lieu of Thesis	3
MSC 5063	Selected Topics in Criminal Justice	3
	Topics Include:	
	Restorative Justice and Peacemaking	
	Death Penalty	
	Qualitative Research Methods	
	Extremism and Hate Crimes	

MASTER OF SCIENCE IN HEALTH AND HUMAN PERFORMANCE

Chair: Guerrero
Faculty: Latham

Program Description

Two of the most notable issues in society today are the provision of health care and the rising concern with the epidemic of obesity. Many more Americans are becoming aware of their health and its relationship to the quality of life. Although they may understand the importance of diet and exercise in maintaining good health, they often are uneducated or untrained as to proper exercise technique and how to ensure proper nutrition. Hence, there is an increasing demand for trained healthcare professionals who can serve the general public by raising awareness and providing quality instruction, both of which may help reduce healthcare costs and assist individuals in improving and maintaining their health.

The Master of Science (M.S.) degree in health and human performance will develop trained professionals. The course work is designed to allow students to develop and demonstrate their knowledge, skills, and abilities in the areas of clinical evaluation, fitness assessment, nutrition, and exercise prescription. As students progress through the program they have opportunities to work with normal, healthy individuals and gain experience working with populations with chronic conditions such as diabetes, obesity, hypertension, chronic obstructive pulmonary disease, and cardiac conditions.

In developing this program, the department has carefully studied the needs of current healthcare professionals, teachers, coaches, corporate wellness employees, and assistants in athletic programs. Graduates of the program will be able to pursue advanced career opportunities such as collegiate coaching and teaching or continue graduate studies in this or a related field.

ADMISSION REQUIREMENTS

All applicants must possess a bachelor's degree from a regionally accredited institution with a cumulative GPA of at least 3.0 on a 4.00 scale. An applicant with a GPA slightly below 3.0 may, with permission of the program chair, enter the program on probation; he or she must maintain a minimum GPA of 3.0 in the graduate curriculum to continue. Other applicants with an undergraduate GPA slightly below 3.0 who have earned at least a 3.0 GPA in six or more credit hours of graduate work may be admitted unconditionally. All applicants must submit an original application essay of no more than 500 words deemed of graduate-level quality as judged by the department. Applicants who meet the admission standards undergo an interview with the chair of the program.

All applicants must have completed a minimum of 24 credit hours of course work in kinesiology; at least half of those credit hours must be in upper-division courses. Applicants are strongly encouraged to complete 8 credit hours of human anatomy and human physiology prior to entering this program. Applicants who do not meet these requirements or whose degrees are not in the field of kinesiology must complete up to 18 credit hours of specified prerequisite courses, none of which may be applied towards the M.S. degree.

Applicants who are international students must have a minimum TOEFL score of 550 (paper-based), 213 (computer based), or 79 (Internet based), or the equivalent on another appropriate examination, such as the IELTS.

Admission Procedure

The application for admission to the Master of Science in health and human performance may be obtained from the Office of Graduate Admissions. (See Graduate Admission in this catalog.)

Graduation Requirements

Students must maintain a minimum 3.0 GPA throughout the program. All degree requirements must be completed within five years of matriculation. Every student must take and pass a comprehensive exam prior to enrolling in the advanced practicum or internship.

Program Length

Courses in the Master of Science in health and human performance are offered in eight-week sessions. Assuming satisfactory progress, the entire program can be completed in one academic year (two regular semesters plus summer). Full-time graduate students normally take two courses each session and complete 12 credit hours each semester, thus completing 24 credit hours within two semesters. Immediately following completion of the first 24 credit hours, all students must take and pass a comprehensive exam to qualify for enrollment in the advanced practicum or internship (KES 5909) during that following summer, thereby completing the remaining nine credit hours of course work required for the degree. A suggested sequence of course completion is available on request from the department.

MASTER OF SCIENCE (M.S.) IN HEALTH AND HUMAN PERFORMANCE

Degree Requirements		Credit Hours: 33
KES 5103	Biomechanical Analysis of Movement	3
KES 5203	Diagnostic Tests and Measurements in Exercise Science	3
KES 5303	Physiological Basis of Human Performance	3
KES 5403	Neurological Basis for Motor Learning and Control	3
KES 5503	Research Methods	3
KES 5603	Group Dynamics	3
KES 5703	Issues in Sports Law	3
KES 5803	Advanced Human Nutrition	3
KES 5909	Advanced Practicum or Internship/Project in Exercise Science	9



Dr. Sharon Betsworth, Director

MASTER OF ARTS IN RELIGION

MASTER OF RELIGIOUS EDUCATION



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

WIMBERLY SCHOOL OF RELIGION AND GRADUATE THEOLOGICAL CENTER

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

The Master of Arts in Religion (M.A.R.) 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. 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 RELIGIOUS EDUCATION

Admission

No student will be admitted to the graduate degree program in the Wimberly School of Religion and Graduate Theological Center 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 3.0.

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

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 director of the Wimberly School of Religion and Graduate Theological Center.

Transfer of Graduate Work

Up to 28 hours of foundation courses and an additional 3 credit hours with a grade of B- or above and approved by the faculty may be transferred from another accredited institution. Courses completed in pursuit of a graduate degree already received will not be allowed as credit for another graduate degree. No course work from an accredited institution may be transferred unless the grade received was at least B- (2.75). Course work completed more than five years prior to enrollment at Oklahoma City University will not be accepted for transfer credit. Correspondence courses are not accepted toward a graduate degree.

Degree Study Plan

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

Acceptance to Candidacy

Upon completion of 28 semester hours the student should apply for candidacy. After review by the director 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 28 hours with a cumulative GPA of 3.0 or higher
- Completion of 6 hours from the required foundation courses
- Evidence of graduate-level research and writing ability.

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

Residency

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

Time Limit

Course work on the M.R.E. must be completed within seven 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 director.

Repeating Courses

A course may be repeated only 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. If, after repeating a course, a student fails to receive at least a C, the student will be automatically dismissed. Only two courses may be repeated in the School of Religion.

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 filling a written petition with the school's director.
2. The director 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 VPAA.
5. A student dismissed from the university must sit-out for a minimum of one year before applying for readmission.

Incomplete Policy

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

Project/Thesis

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

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

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

Guidelines for writing the project or thesis are available from the School of Religion.

MASTER OF RELIGIOUS EDUCATION (M.R.E.)

Degree Requirements Credit Hours: **56/59**

Foundational Courses: **27-28**

These courses are taken through the Saint Paul School of Theology@OCU and transferred into the Wimberly School of Religion Master of Religious Education program.

HBS-301	Introduction to the Hebrew Bible	3
NTS 301	Introduction to the New Testament	3
THL 301	Introduction to Systematic Theology	3
HST 301	Introduction to Christian Traditions I or	
HST 302	Introduction to Christian Traditions II	3
CHS 330	Mission of the Church in the Contemporary World	3
EVN 311	Evangelism Through the Local Church or	
EVN 312	Theologies and Models of Evangelism or	
EVN 348	Evangelism in a Pluralistic Society	3
WOR 411	Introduction to Worship; Baptism and Conversion or	
WOR 412	Introduction to Worship; Dining in the Kingdom	3
DST 311	United Methodist Doctrine or	(2)
DST 312	Means of Grace in the Wesleyan Tradition or	
DST 313	John Wesley and the Movements of the Spirit	3
DST 320	United Methodist History	2
DST 330	United Methodist Polity	2

Choose 1 of the following courses **3**

REL 5213	Modern Trends in the World's Religions	
REL 5223	Critical Issues in Christian Ethics	
REL 5843	Seminar in Hebrew Bible	
REL 5853	Seminar in Church History	
REL 5873	Seminar in Religion	

CHRISTIAN EDUCATION COURSES: **24**

1. Required:

REL 5603	Nature & Work of Christian Education	3
REL 5623	Religious and Moral Development	3
REL 5633	The Bible in Christian Education	3
REL 5643	Relating Theology to Christian Education	3
REL 5653	Administration and Leadership	3
REL 5673	Small Group Leadership and Dynamics	3

2. Choose two of the following age-level ministries **6**

REL 5703	Ministry with Children and Families	
REL 5713	Ministry with Youth	
REL 5723	Ministry with Adults	

3. Internship in Religious Education **2**

REL 5981	Internship	
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ELECTIVES

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

REL 5733	Adolescent World	3
REL 5833	Theology and Music	3
5881-3	Seminar in Religious Education	1-3
5891-3	Special Topics	1-3
5951-3	Readings in Religion	1-3
5993	Research Project/Thesis in Religious Education	3

Appropriate courses from other master's degrees at Oklahoma City University may be included with the approval of the director of the Wimberly School of Religion and Graduate Theological Center.

MASTER OF ARTS IN RELIGION—GENERAL STUDIES

The Master of Arts in Religion offers a broad interdisciplinary approach to religion for individual enrichment. The 36-hour degree is composed of a core of foundational courses and general elective courses. Students work with an academic advisor to develop a degree plan for course work in a particular area of interest.

Admission

No student will be admitted to a graduate degree program in the Wimberly School of Religion and Graduate Theological Program without submitting complete and official transcripts from all institutions attended with evidence of an undergraduate degree or equivalent from an accredited college or university with a minimum GPA of 3.0.

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

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 director, 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 director 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 director 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 3.0 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 director, 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 director.

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.

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 director.
2. The director 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 director of the School of Religion.



MEINDERS SCHOOL OF BUSINESS

Dr. Vincent F. Orza, Dean
Dr. Mahmood Shandiz, Senior Associate Dean
Dr. Jeri Lynn Jones, Assistant Dean

MASTER OF BUSINESS ADMINISTRATION

MASTER OF SCIENCE IN ACCOUNTING

MASTER OF SCIENCE IN COMPUTER SCIENCE



MEINDERS SCHOOL OF BUSINESS

A Broad View of Management

The Meinders School of Business (MSB) is committed to providing quality business education at the undergraduate and graduate levels. Curricula are designed to offer students a broad-based view of management: a view that emphasizes ethics, entrepreneurship, and social responsibility in the workplace; a view of management that will enable students to work effectively in the challenging global business environment. Course work features best business practices as well as theory and helps to provide students with the management skills necessary for effective leadership. Theoretical foundations are balanced by practical applications.

An Educational Environment That Serves the Student

The Meinders School offers students a wide variety of learning opportunities outside of the classroom. These enrichment activities provide valuable insights into the business world and augment traditional classroom study. These learning opportunities, such as industry visits, internships, and career coaching, focus on helping students develop strategies to reach their personal career goals. Through a series of professional development workshops conducted each semester, students also begin preparing for their careers after college. Among the topics covered are résumé writing, interviewing techniques, business etiquette, and communication skills.

Outstanding Facilities

The business school is located in the Meinders School of Business building, a \$20 million facility completed in 2003. The three-story, eighty thousand square-foot building includes features that focus on student success and add value to students' academic experiences. The facility includes classrooms with state-of-the-art technology, breakout study rooms for small groups, a learning center, student/faculty lounge, and a resource center. The building houses faculty offices, the Love's Entrepreneurship Center and a 230-seat tiered auditorium capable of hosting videoconferences, guest speakers, and seminars.

LOVE'S ENTREPRENEURSHIP CENTER

The Love's Entrepreneurship Center at Oklahoma City University is one of the state's most valuable business development resources. The Love's Center provides a variety of business consulting programs to new businesses, startup operations and companies seeking expansion. The process also includes strategic planning, business plan development, marketing research, accessing capital, and growth management. The Love's Center is also home to the

- Busey Institute for Enterprise and Leadership
- Continuing Professional Education Program
- Corporate Directors Institute
- Institute for Innovation and Customer Excellence (I²CE)
- Sports Institute
- Steven C. Agee Economic Research and Policy Institute

The Love's Entrepreneurship Center also provides scholarship support to students seeking a college education in entrepreneurship and business. To learn more about the center or any of our institutes see: www.okcu.edu/loves or call (405) 208-5540

Busey Institute for Enterprise and Leadership

The Busey Institute for Enterprise and Leadership provides professional programs to the public on various topics designed to meet the dynamic needs of regional businesses. The Busey Institute, funded by former Oklahoma City University students Phil and Cathy Busey of The Busey Group, holds annual seminars at the Meinders School of Business providing students and professionals education on current topics and networking opportunities with highly respected business leaders. The Busey Institute also provides student scholarship support.

Continuing Professional Education Program

The Continuing Professional Education Program offers students and working professionals certification courses in many demanding fields including Project Management Professional®(PMP), Certified Financial Planner®(CFP), and Profession in Human Resources (PHR) and Senior Professional in Human Resources (SPHR). Meinders School of Business also meets the dynamic needs of regional businesses by providing customized on-site programs for groups. Meinders School of Business specializes in program development handling everything from entire program assessment and delivery to all administrative functions. The Continuing Professional Education Program at Oklahoma City University, in partnership with Gatlin Education Services and ed2go, also offers more than 400 online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. For more information or to enroll in a course, visit www.okcu.edu/business/profed.

Corporate Directors Institute

The Corporate Directors Institute (CDI) aims to facilitate the exchange of innovative ideas, best business practices, and other information that provide "C" level executives the most up-to-date information on board governance. CDI provides leading corporate directors and governance professionals the opportunity to share their ideas and perspectives regarding many of the most critical topics facing corporate, not for profit, and government organizations' boards today. The annual conference through CDI is Institutional Shareholder Services (ISS) accredited and allows participants to earn Corporate Governance Quotient (CGQ) credits for their listed companies. In addition participants can earn ten Continuing Legal Education (CLE) credits.

Institute for Innovation and Customer Excellence (I²CE)

The Institute for Innovation and Customer Excellence (I²CE) is housed within the Love's Entrepreneurship Center at the Meinders School of Business. The mission of the I²CE is to provide an active interface between Meinders

School of Business faculty and students and the business community, through the provision of marketing-oriented solutions focused in the areas of professional sales, sales force management, product and service innovation, product development and planning, demand management, customer service and relationship management, and supply chain logistics. PCE accomplishes these goals through numerous knowledge products based on cutting-edge research, which include but are not limited to executive and/or continuing education, developmental work-site seminars, employee training courses, contract research projects, and marketing and management consulting, among other activities. PCE programs benefit clients, who receive innovative, real-world solutions based on cutting edge theory and industrial best practices.

Sports Institute

The Sports Institute holds several events and continuing education seminars throughout the year to educate professionals and students about industry best practices, provide a means to connect students to the sports business community, and provide a forum for student and professional skills development. Sports business is big business; as such, sports business has expanded into special events and the multimedia world and has created many career avenues for properly educated and experienced sports business graduates. In addition to the Meinders School of Business sports business curriculum, the Sports Institute provides students and industry professionals a way to gain experience and insight in the industry.

Steven C. Agee Economic Research and Policy Institute

Steven C. Agee Economic Research and Policy Institute is focused on assisting the Oklahoma City business community by disseminating information to businesses, government, and regulatory agencies through economic impact studies, marketing and macroeconomic survey data, the Meinders Consumer Confidence Poll, and other forms of economic research. The institute oversees eight consumer confidence surveys conducted in concert with the Federal Reserve Bank meetings as well as other research and polling for businesses, organizations, and agencies. The institute is designed to provide undergraduate and M.B.A. students opportunities to be directly involved in applied economic research through the Institute Scholars Program. To learn more about the institute, see www.okcu.edu/business or contact Dr. Steven C. Agee at sagee@okcu.edu.

Meinders School of Business offers three graduate degree programs:

- **Master of Business Administration (M.B.A.)**
- **Master of Science in Accounting (M.S.A.)**
- **Master of Science in Computer Science (M.S.)**

MASTER OF BUSINESS ADMINISTRATION

The M.B.A. program is designed to train and develop globally relevant managers. The program emphasizes business strategies and techniques in the global environment. Classes are taught by the faculty of the Meinders School of Business and by practicing professionals with outstanding academic and business credentials who 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. The program 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. 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. The program is flexible, allowing students to take their core courses in this format or in any other country where it is offered. This program meets the same academic standards as the on-campus program.

International—The international 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. Domestic students are encouraged to study abroad in these locations. Course requirements consist of pre-course assignments, on-site and online instruction by faculty members of the Meinders School of Business, post-course assignments, and final examinations. This program meets the same academic standards as the on-campus programs. Depending on the needs of each cohort, specific courses in a curriculum may differ by location.

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).

- 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.
- 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 regionally accredited colleges or universities. All M.B.A. tracks 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, finance, human resources, information technology, and marketing, with or without an international focus.

Foundation Block Courses

Applicants without a B.B.A. degree may be required to establish competency by earning a cumulative GPA of 3.0 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 calculated in the student's graduate GPA.

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 2313 Structured Query Language (SQL)	3
*For international students only.	

Pre-M.B.A. Courses

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 34 hours of undergraduate pre-M.B.A. courses:

Course Requirements	Credit Hours: 34
ACCT 2113 Financial Accounting	3
ACCT 2213 Managerial Accounting	3
ECON 2013 Principles of Macroeconomics	3
ECON 2113 Principles of Microeconomics	3
ECON 2123 Business Statistics	3
ECON 2323 Quantitative Approaches to Management	3
IT 1001 Computers in Society	1
MGMT 2023 Business Communication and Technical Writing	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 of the 34-hour requirement classes. Students who can demonstrate prior completion of one or more of the required pre-M.B.A. courses at regionally accredited university 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 / GRE 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 fundamental understanding of essential managerial skills and tasks.

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 courses including international study opportunities		
Capstone Block		3
MGMT 6543	Global Competitive Strategy and Administrative Policy	3

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 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, 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 an M.B.A. degree by completing an additional 30 credit hours. Students will have a faculty advisor from both programs to help assure proper completion of the two degrees, 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 in the sequence listed below.

BUSINESS REQUIREMENTS

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

Credit Hours: 45

Foundation Block

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

Environmental Block

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		3
MGMT 6543	Global Competitive Strategy and Administrative Policy	3

*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 9 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

HUMAN RESOURCES

Program Description

Human resources professionals are responsible for organizing workplace issues such as staffing, training, payroll, schedules, and office safety. Many different types of degrees can prepare an individual for work in this field. A bachelor's degree can help someone get a foot in the door, but a master's degree is the most highly sought educational background in this field. An examination of the overall role and functions of human resource management in relation to an organization's strategic planning process is conducted. Courses focus on the broader issues of human resource management policy, practice, and trends. Review of the basic elements of employment, placement and personnel planning, compensation, motivation, employee development, and global human resource issues will be examined.

Specialization Block		Credit hours: 9
MGMT 6813	Strategic Human Resources Management	3
Choose a minimum of 6 credit hours from the following:		
MGMT 6823	Employment, Placement and Personnel Planning	3
MGMT 6833	Compensation and Motivation Theory	3
MGMT 6843	Training and Development in Organizations	3
MGMT 6853	Global Human Resource Management	3

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 student learns how to design and efficiently use the immense capabilities of the computer for data processing purposes and to become the critical link between basic operations that use data and those that tabulate and store data.

Specialization Block		Credit Hours: 9
IT 6613	System Analysis and Design	3
IT 6623	Advanced Database Management	3
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 six additional credit hours in the functional area of finance and 3 additional credit hours in international business. 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 or	
MGMT 6573	International Business Internship	3
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 6 credit hours in international business. 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
Choose a minimum of 9 credit hours from the following:		
IT 6613	Systems Analysis and Design	3
IT 6623	Advanced Database	3
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 6 credit

hours in international business. 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
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
MKTG 6173	Sales Force Leadership	3
MKTG 6183	Supply and Value Chain Analysis	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
MKTG 6173	Sales Force Leadership	3
MKTG 6183	Supply and Value Chain Analysis	3
MKTG 6513	Multinational Marketing	3

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.

Foundation Requirements

The following foundation courses must appear on the student's undergraduate transcript with a minimum grade of C- or must be taken at Oklahoma City University:

Foundation Courses		Credit Hours: 39
ACCT 3113	Intermediate Accounting I**	3
ACCT 3113	Intermediate Accounting II**	3
ACCT 3213	Cost Accounting	3
ACCT 3413	Income Taxation Concepts and Corporate Income Taxation**	3
ACCT 4113	Consolidations**	3
ACCT 4123	Advanced Accounting**	3
ACCT 4313	Auditing**	3
ACCT 4413	Individual Income Taxation and Introduction to Tax Research**	3
ECON 2013	Principles of Macroeconomics I	3
ECON 2123	Business Statistics	3
FIN 3023	Business Finance	3
MGMT 2213	Business Law**	3
MGMT 4573	International Business Strategy	3

** (must be taken at an accredited U.S. school)

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 45 hours, including Financial Accounting (ACCT 2113), Managerial Accounting (ACCT 2213), and the foundation courses.

Students are not permitted to waive any hours of the 45-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 at an accredited U.S. uni-

versity 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.

Degree Requirements		Credit Hours: 30
Graduate Core Courses		15
ACCT 5113	Financial Reporting and Analysis	3
FIN 6523	Multinational Corporate Finance	3
ACCT 5413	Entity Taxation	3
ACCT 5513	AIS and EDP Control	3
ACCT 5213	Corporate Governance, Social Responsibility, Ethics, and ERM	3
SELECT ONE		
Tax Track		15
ACCT 5423	Tax Procedure	3
ACCT 5433	Corporate Taxation	3
ACCT 5443	Pass-Through Entity Taxation	3
2 electives		6
OR		
Financial Leadership Track		15
ACCT 5223	Forensic Accounting	3
ACCT 5123	Accounting Theory	3
ACCT 5313	Auditing Policies, Frameworks, and Practices	3
ACCT 5233	Cost Accounting Applications	3
1 elective		3

POLICIES AND STEPS TO EARN A BUSINESS OR ACCOUNTING GRADUATE DEGREE FROM THE MEINDERS SCHOOL OF BUSINESS

Admissions

Application for admission to the Meinders School of Business graduate programs must be made on an official Oklahoma City University application form obtained from the Graduate Admissions Office, 2501 N. Blackwelder Ave., Oklahoma City, OK 73106, by calling (405) 208-5351 or on the Web at www.okcu.edu/admissions.

Classes begin at different times depending on the program in which you are admitted:

- **Traditional on-campus program:** Beginning of the fall, spring, summer I, or summer II terms
- **Accelerated program:** Beginning of the August, October, January, March, or summer cycles. Applicants are expected to have at least three years of relevant experience and provide appropriate documentation and recommendations from immediate supervisors.
- **International programs:** Begin at numerous times throughout the year.

Official transcripts of all previous college or university studies are required and sent directly to the Graduate Admissions Office. Applicants to MSB Graduate Programs must have a bachelor's degree from a regionally accredited institution or be eligible for admission to graduate programs under the United Kingdom system. Students must meet the admissions standards for the catalog year into

which they are admitted to the university. See Admission Procedure in this catalog.

The GMAT or GRE is one of many factors, including letters of recommendation, academic and professional experience, TOEFL scores, undergraduate GPA, work experience, etc., that are considered when reviewing an application. Other accepted graduate admissions tests may be considered in lieu of the GMAT or GRE on a case-by-case basis by the Graduate Studies Committee. Students who have taken the LSAT and are admitted into the Oklahoma City University Law School applying for the JD/M.B.A. are not required to take the GMAT or GRE. Information about the tests may be obtained at www.gmat.com and www.ets.org/gre. GMAT and GRE scores are valid for five years. If the test is taken more than once, the highest score will be used for application evaluation. Applicants must have a competitive GMAT score with the current applicant pool or a combined verbal and quantitative score of 1000 on the GRE to be considered for admission (M.B.A. only). GMAT and GRE scores are also considered when awarding graduate scholarships.

Applicants without a satisfactory academic or professional business background will be required to complete the foundation block courses offered online or on campus. The student's background, work experience, and exposure to business issues will determine which of these learning experiences will be required. The dean of the Meinders School of Business and the Graduate Studies Committee make this determination.

International Students. English language proficiency is required in all business courses. International student applicants are required to demonstrate an acceptable level of spoken English by taking a placement test upon admission to a MSB graduate program. An applicant who meets one of the following conditions prior to admission will be considered to have sufficient reading and writing English language proficiency:

M.B.A. Degree:

- completed his/her undergraduate studies at an institution where English was the language of instruction
- demonstrated a score of at least 560 (220 computer-based, 83 IBT) on the Test of English as a Foreign Language (TOEFL)
- All international students who have a TOEFL score below 560 (220 computer based or 83 IBT) but equal to or above 530 (197 computer-based, 71 IBT) or level 111 in the ELS program must successfully complete the Essentials of Business English (MGMT 5003) course in the foundation block.
- scored at least 6.0 overall with a minimum 5.5 on each band score on the I.E.L.T.S.
- achieved level 112 in the ELS program

M.S.A. Degree:

- completed his/her undergraduate studies at an institution where English was the language of instruction
- demonstrated a score of at least 570 (230 computer-based, 88 IBT) on the Test of English as a Foreign Language (TOEFL)

The TOEFL institution code for Oklahoma City University is 6543. Demonstration of English language proficiency by other approved alternative methods may be considered.

Domestic and International Special Considerations

Those not meeting the above admissions criteria may be considered on an individual basis for conditional admission by the Graduate Studies Committee. Applicants must petition their requests in writing to the Graduate Studies Committee via the Meinders School of Business dean's office.

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

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 regionally 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 if a written petition form accompanied by a course description, list of texts used, and official transcript of the final grade assignment is submitted. 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 graduate degree cumulative 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 a MSB graduate program and may depend on such factors as undergraduate grades, GMAT or GRE, TOEFL scores, undergraduate major, and prior business experience. Students conditionally admitted to a MSB graduate program may not enroll in the M.B.A. 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 MSB graduate 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 3.0
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 3.0; 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 9 credit hours to remedy the deficiencies. A cumulative 3.0 GPA is required by the end of 9 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 3.0 GPA by the end of the 9 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.

Traditional 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 M.B.A. program probationary students may not take more than 3 credit hours per cycle. 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 MSB graduate course completed and maintain a cumulative 3.0 GPA or better by the end of

the probationary 9 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 3.0 without having more than two grades below a B- and no grades below a C-.

Following the 9 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 summer terms. Accelerated M.B.A. students and students participating in our International M.B.A. program may not take more than 6 credit hours per cycle. 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 Graduation

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

1. All required graduate course work has been completed with a minimum graduate GPA of 3.0.
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 academic probation.
5. There are no other impediments.

MASTER OF SCIENCE IN COMPUTER SCIENCE

Interim Chair: Shandiz

Faculty: Aboudja, Goulden, Li, Park, Sha

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, enter the job market as a computing professional, 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, specifically Introduction to Operating Systems, Discrete Mathematics, and Data Structures. Transcripts will be evaluated on an individual basis by the graduate faculty.

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 Mathematics	3
CSCI 4313	Operating Systems	3
CSCI 3613	Database Design and Management	3

Students with Three-Year Undergraduate Degrees in Computer Science

Before a student with a three-year undergraduate degree is admitted to the graduate program, he or she must complete 32 hours of undergraduate course work. These courses may include no more than 9 hours from any one 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 Uni-

versity. 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	Operating Systems	3
CSCI 3613	Database Design and Management	3
Other upper-division computer science courses		7 or more

Academic Regulations

- To graduate, each student must meet the following criteria: Complete any assigned undergraduate prerequisites satisfactorily and complete the course work required for one of the tracks with a minimum 3.0 GPA.
- A student is admitted to degree candidacy when he or she has completed all undergraduate prerequisites. While enrolled in undergraduate prerequisites and not yet admitted to candidacy, a student may enroll in other undergraduate courses and, with permission, graduate courses.
- All undergraduate or preparatory courses must be completed with a grade of C- or better.
- All graduate courses must be completed with a grade of C (2.0) 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-.
- 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.
- Any graduate courses completed more than five years prior to the awarding of an M.S. degree may not be used to satisfy departmental requirements for that degree.

Graduation Requirements

Students must earn at least a 3.0 cumulative GPA to graduate. Any course with a grade below C (2.0) 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.

Degree Requirements

Students are required to obtain approval of a course of study from a graduate faculty advisor. Each student must complete 33 or more graduate hours with a graduate GPA of 3.0 or better, and no more than two grades of C (2.0 or 2.25).

MASTER OF SCIENCE IN COMPUTER SCIENCE (M.S.)

GENERAL TRACK

Core		Credit hours: 15
MS 5003	Introduction to Object-Oriented Programming	3
MS 5103	Theory of Computing	3
MS 5413	Algorithm Theory and Analysis	3
MS 5503	Computer Organization and Architecture	3
MS 6003	Computer Science Graduate Capstone	3
Track emphasis		12
MS 5203	Logic for Computer Science	3
MS 6303	Distributed Operating Systems	3
MS 5403	Software Engineering	3
MS 6203	Advanced Object-Oriented Programming	3
Electives: Choose any 6 credit hours		6
MS 5513	Computer System Architecture	
MS 5603	Database Design	
MS 5703	Artificial Intelligence	
MS 5803	Computer Graphics	
MS 5981-6	M.S. Degree Project	
MS 6063	Special Topics	
MS 6403	Advanced Algorithm Design	
MS 6503	Computer Network Architecture	
MS 6603	Postrelational Databases	
MS 6613	Intelligent Databases	
MS 6703	Knowledge Discovery	
MS 6981-6	M.S. Degree Research	

MASTER OF SCIENCE IN COMPUTER SCIENCE (M.S.)

DATABASE SYSTEMS TRACK

Core		Credit hours: 12
MS 5003	Introduction to Object-Oriented Programming	3
MS 5413	Algorithm Theory and Analysis	3
MS 5503	Computer Organization and Architecture	3
MS 6003	Computer Science Graduate Capstone	3
Track Emphasis		15
MS 5203	Logic for Computer Science	3
MS 5403	Software Engineering	3
MS 5603	Database Design	3
MS 6303	Distributed Operating Systems	3
MS 6603	Postrelational Databases	3
Electives: Choose any 6 credit hours		6
MS 5103	Theory of Computing	
MS 5303	Embedded and Real-time Operating Systems	
MS 5403	Software Engineering	
MS 5513	Computer System Architecture	
MS 5703	Artificial Intelligence	
MS 5803	Computer Graphics	
MS 5981-6	M.S. Degree Project	
MS 6063	Special Topics	
MS 6203	Object Oriented Programming	
MS 6403	Advanced Algorithm Design	
MS 6503	Computer Network Architecture	
MS 6981-6	M.S. Degree Research	



Lawrence K. Hellman, Dean
Eric Laity, Associate Dean



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SCHOOL OF LAW

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.

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John Bedford, Dean
Melanie Shelley, Associate Dean

**MASTER OF FINE ARTS
IN DANCE**



ANN LACY SCHOOL OF AMERICAN DANCE AND ARTS MANAGEMENT

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, and education to support teaching dance in a variety of education settings.

MASTER OF FINE ARTS IN DANCE

Dance Department Chair: Jo Rowan

Graduate Program Coordinator: Melanie Shelley

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

Admission Requirements

Applicants must have a minimum undergraduate GPA of 3.0. 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 of technique class A in two dance styles is required.

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 where English is 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 3.0 may apply for admission to the graduate dance program during the last semester before undergraduate graduation. An audition is not required.

A fast track option is available for Ann Lacy School of American Dance and Arts Management dance majors graduating with levels 5,4,4 and above who immediately enter the M.F.A. program. Details are available from the graduate program coordinator.

Admission to the Ann Lacy School of American Dance and Arts Management is a privilege granted by the school. The school reserves the right to deny admission to any applicant without explanation. The school does not provide a critique of auditions or discuss audition results.

Seniors and Graduate Courses

Seniors in the Ann Lacy School of American Dance and Arts Management who have been accepted into the M.F.A. in dance program may enroll for graduate credit in up to 6 credit hours during their final semester (fall/spring) before

graduation, provided that the credits are not required for an undergraduate degree. Admission to courses taken for graduate credit must be approved by the chair of the dance department and the dean.

Professionalism, Degree Focus, and Extracurricular Requirements

As the M.F.A. in dance is a terminal degree, students are evaluated on progress in developing knowledge, attitudes, behaviors, and vertical and horizontal interpersonal skills needed to be a valuable member of a college or university dance department. Students are evaluated both on classroom and non-classroom activities including academic performance, attitude, generosity of knowledge, reliability and responsibility, quality of non-class work, professionalism, motivation and commitment to dance and the M.F.A. program, active involvement with the school's programs, and focus.

Students who engage in academic dishonesty will be expelled from the M.F.A. in dance program and the Ann Lacy School of American Dance and Arts Management.

The M.F.A. emphasizes jazz, tap, musical theatre dance, and choreography for the entertainment industry. For success within the degree, students must embrace these styles and apply them to dance and academic assignments including thesis productions and research projects. The M.F.A. does not include modern. The M.F.A. includes ballet as used in musical theatre and as a foundation for technique.

As part of the learning process and preparation for becoming successful members of collegiate dance programs, all M.F.A. students are required to participate in Ann Lacy School of American Dance and Arts Management programs including, but not limited to, entertainment technology training days, American Spirit Dance Company performances, dance audition days, M.F.A. thesis performances, and dance workshops.

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 33 hours of graduate degree requirements with a minimum graduate GPA of 3.0.
3. Advanced to a minimum level of 4 in highest dance technique.
4. Advanced to a minimum level of 3 in second highest dance technique.
5. Demonstrated evidence of writing and research ability necessary to complete degree requirements.
6. Demonstrated progress toward becoming a valuable member of a college or university dance department on faculty rating rubric.
7. 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 33 credit hours of graduate degree requirements.

Graduate Committee

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

Thesis

Candidates for the M.F.A. in dance must enroll in a graduate thesis course. Two thesis options are available. The first option is a dance production thesis of approximately 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 are required to keep a journal of the creative and production process and to provide an analysis/evaluation of the process. A student's eligibility to proceed with option one will be determined by a faculty panel.

The second option is an extensive written research thesis related to tap, jazz, and/or musical theater dance. A student's eligibility to proceed with option two will be determined by a faculty panel.

Pre-Thesis Review

The student will submit to the graduate committee a proposal for a dance production or a written research thesis. This should be done no later than November 1. Requirements for the proposal are available from the graduate programs coordinator. The graduate committee will review the proposal and evaluate it as satisfactory or unsatisfactory. If it is unsatisfactory, the student must 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. The student is responsible for answering questions posed during the presentation from the graduate committee.

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

Option Two: The student will defend the written research thesis before the graduate committee. The acceptability of the written research thesis is determined by the graduate committee.

Graduation Levels

In order to graduate with the M.F.A. in dance, mastery of level 5 in one technique, level 4 in a second technique, and level 2 in a third technique and passing teaching proficiency evaluations 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 3.0, whenever the student receives a grade below a B (3.0) in a DANC course, or whenever the student receives below a grade of C (2.0) in any non-DANC course.

Probationary students have 9 credit hours to achieve a cumulative GPA of 3.0 or higher. In any enrollment term during these 9 credit hours, the student must not receive any grade lower than a B (3.0) in any course. Failure to receive a grade of B (3.0) or higher in any class in any enrollment term while on probation and/or failure to achieve a cumulative GPA of 3.0 by the end of the 9 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 (2.0) or lower. The student must retake the course in which the student received a C (2.0) 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: 61
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 5483 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	9
AMGT 5393 Dance Studio Management	3
AMGT 5713 Management of Nonprofit Arts Organizations	3
AMGT 5383 Dance Studio Technology	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	4
DANC 6991 Graduate Thesis Preparation	1
DANC 6993 Graduate Thesis (production or written)	3



Mark Edward Parker, Dean
Mark Belcik, Associate Dean

MASTER OF MUSIC

MUSIC COMPOSITION

MUSIC THEATER

OPERA PERFORMANCE

PERFORMANCE

CONDUCTING

VOCAL COACHING



WANDA L. BASS SCHOOL OF MUSIC

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.). Concentrations are offered in music composition, instrumental and vocal performance, opera performance, conducting, vocal coaching, 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 3.0 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 (3.0) 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 approval. This application should be filed following 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 three faculty members: the major applied teacher, the coordinator of graduate studies and the paper advisor (assigned by the coordinator of graduate studies).

Comprehensive Review

A comprehensive review is administered by the student's committee prior to the required recital and takes the form of a preview 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/Recital Paper

Students with a performance concentration (instrumental, vocal, opera, music theater) present a full recital (48-53 minutes of performing time) and complete a recital paper. Students with a conducting concentration present a thirty-minute conducting recital and complete a recital paper. Students with a composition concentration present a full recital (50 minutes) of their works and submit a thesis composition in lieu of a recital paper. 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.

Regardless of the number of applied hours earned toward the degree, a student must be studying for a minimum of one credit hour 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, in consultation with the paper advisor, 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 3.0 in order to remain in good standing. A student must be in good standing to graduate.
3. No grades below C (2.0) are acceptable toward degree requirements. A maximum of 3 credits below B- are acceptable toward degree requirements. Students may not graduate with a grade of D or F on the transcript.

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 (2.0), the student will be automatically dismissed.
5. Graduate music students whose cumulative GPA drops below 3.0 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 cumulative GPA above 3.0 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. The student must comply with the established Thesis or Project Submission Policy and the Master's Thesis and Capstone Project Enrollment and Grading Policy. These policies are stated in the Academic Regulations section of this graduate catalog.
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. Students should have a ten-minute recital prepared, along with typewritten copies of repertoire for each member of the jury. Composition and conducting students will also be leveled in piano. A new level will 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.
11. Music students must receive permission from their applied music teachers and the dean prior to accepting musical engagements outside of the university. Permission to Perform Off-Campus forms are available on Starnet.

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: Black, Knight

Program of Study **Credit Hours: (33) 35**

Core Curriculum:

	Piano (G4 level)	(2)
MUS 5113	Theory in Perspective or	
MUS 5133	Nineteenth-Century Analysis	3
MUS 5123	Collegium Musicum	3
MUS 5213	Twentieth-Century Music, Style, and Structure	3
MUS 5102	Music Research and Writing	2
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

(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, Reagan

Program of Study **Credit Hours: 34**

Required Courses:

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:

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 courses is required:

MUS 5323	Opera History I (1600-1850)	3
MUS 5023	Opera History II (1850-present)	
MUS 5423	Vocal Literature Seminar	
MUS 5213	Twentieth-Century Music, Style, and Structure	
MUS 5133	Nineteenth-Century Analysis	

Other Requirements:

MUEN 5661	Music Theater Workshop	2
AMGT 5842	Contracts and Management for Performers	2
MUS 5073	Recital/Paper	3
MUS 5102	Music Research and Writing	2
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 and 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: 37**

Basic Opera Studies/Development:

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:

MUS 5262- 5362	Opera Studio	2
AMGT 5842	Contracts and Management for Performers	2

History and Theory:

MUS 5113	Theory in Perspective or	
MUS 5213	Twentieth-Century Music, Style, and Structure	3
MUS 5323	Opera History I (1600-1850)	3
MUS 5023	Opera History II (1850-present)	3

Other Requirements:

MUS 5073	Recital/Paper (subject to committee approval)	3
MUS 5102	Music Research and Writing	2

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, Christensen, DiPaolo, Holleman, Keller, Kelly, McDaniel, Monteiro, Pritchett, Ragsdale, Reagan, Schimek, Steffens, Zieba
Adjunct Faculty: Allen, Arnold, Cain, Fresonke, Harvey-Reed, Hicks, LeBlanc, Owens, Resnick, Scott, von Dreau

Program of Study Credit Hours: 33 Required Courses 17

MUS 5113	Theory in Perspective or	3
MUS 5133	Nineteenth-Century Analysis	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: 13

MUS 5073	Recital/Paper	3
MUS 5102	Music Research and Writing	2
	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 or	3
MUS 5133	Nineteenth-Century Analysis	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
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MUS 5143	Score Reading and Analysis	3
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MUEN	Major Ensemble	1
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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: (6) 5

MUS 5073	Recital/Paper	3
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MUS 5102	Music Research and Writing	2
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	Electives selected with advisor	(0) 1
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VOCAL COACHING

Faculty: McDaniel, Koslowske, Osborne

Program of Study Credit Hours: 35 Vocal Coaching Development 24

MUS 5422	Vocal Literature Seminar I: German Lieder	2
MUS 5532	Vocal Literature Seminar II: French Mélodies	2
MUS 5632	Vocal Literature Seminar III: Italian and Spanish Song	2
MUS 5732	Vocal Literature Seminar IV: Songs in English	2

In consultation with the advisor, select 4 hours from the following: 4

DICT 5352	Advanced German Diction	1
DICT 5652	Advanced French Diction	1
DICT 5452	Advanced Italian and Spanish Diction	1
DICT 5252	Advanced English Diction	1

Applied Music 6

5372-5472	Piano (8 credit hours)	8
MUS 5752	Keyboard Skills	2
MUS 5882	Opera/Musical Theater Coaching Project	2

Select 6 credit hours from the following: 6 with a minimum of 3 hours from the theory area:

MUS 5113	Theory in Perspective	3
MUS 5213	Twentieth-Century Music, Style, and Structure	3
MUS 5133	Nineteenth-Century Analysis	3
MUS 5323	Opera History I (1600-1800)	3
MUS 5023	Opera History II (1800-present)	3
MUS 5123	Collegium Musicum	3
MUS 5583	Musical Theater Literature Seminar	3

Other Requirements 5

MUS 5073	Recital/Paper	3
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MUS 5102	Music Research and Writing	2
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Language Proficiency

Demonstrated proficiency in the pronunciation and translation of English, French, German, and Italian, and thorough knowledge of the International Phonetic Alphabet are required before the student is permitted to enroll of MUS 5073 Recital/Paper. A student should also demonstrate fluency in English and a knowledge of Italian, French, or German equivalent to two years of undergraduate-level study before applying for graduation.



Mark Parker, Interim Dean
David Herendeen, Interim Director

MASTER OF ARTS

THEATRE

TECHNICAL THEATRE—COSTUME DESIGN

TECHNICAL THEATRE—SCENE DESIGN

THEATRE FOR YOUNG AUDIENCES



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SCHOOL OF THEATRE

Faculty: Boston, Campanella, Foreman, Marsh, Palladino, Pasto, Turner
Adjunct Faculty: Adams, Bhaird, Cox

Program Description

The School 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 School 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 School 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 School 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 School 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 School 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

The School of Theatre follows the university's academic probation policy. See the Academic Regulations section of this catalog.

Graduation Requirements

Students must earn at least a 3.0 cumulative GPA to graduate. Any course with a grade below C (2.0) 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 school productions; if cast, they are to make themselves available for all scheduled rehearsals and performances.
2. Students in the School of Theatre must have the permission of the director before accepting outside theatrical engagements.
3. Failure to comply with the university's and School 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



Dr. Marvel L. Williamson, Dean
Dr. Lois Salmeron, Associate Dean

MASTER OF SCIENCE IN NURSING

NURSING ADMINISTRATION

NURSING EDUCATION

MASTER OF SCIENCE IN NURSING/MASTER OF BUSINESS ADMINISTRATION



KRAMER SCHOOL OF NURSING

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.

Both MSN tracks require a minimum of 33 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 or the international equivalent

Eligibility Statement

Due to the strenuous nature of nursing and practice orientation of Oklahoma City University's Kramer School of Nursing program, the school reserves the right to determine the eligibility of any student to enroll or continue in the nursing program. This decision is based on considerations including, but not limited to, characteristics required of a professional nurse. Eligibility is determined by the faculty's evaluation of a student's ability to perform the skills necessary to complete the course objectives, and includes attitudinal and behavioral components. These elements are re-evaluated each semester.

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, background check, drug screen, and health tests.

Academic Probation

Kramer School of Nursing graduate students are subject to the Oklahoma City University graduate probation policy.

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 60 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	3
NURS 6613	Master's Thesis	3

Role Preparation

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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 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 6623	Nursing Administration Capstone Project	3

Role Preparation

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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
MGMT 6723	Medical Law and Regulations	3
MGM 6733	Strategy, Policy, Standards, and Quality Assurance for Health Care Executives	3

ELECTIVES

NURS 5313	Sexual Issues in Counseling and Therapy	3
NURS 5503	Advanced Pathophysiology and Pharmacology	3
NURS 5653	Advanced Clinical Nursing	3
NURS 6001-3	Independent Study in Advanced Nursing	1-3
NURS 6203	Nursing Education Administration	3
Others by permission of advisor		

Master's Thesis or Capstone 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.



COURSE OFFERING KEY

COURSE LISTINGS

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

COURSE OFFERING KEY

(fall)	This course is offered every fall.
(fall-alternate) [°]	This course is offered every other fall.
(spring)	This course is offered every spring.
(spring-alternate) [°]	This course is offered every other spring.
(summer I)	This course is offered only in the summer I.
(summer II)	This course is offered only in summer II.
(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. It may also be available during the summer terms.
*	Denotes cross-listed course.

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 Registrar's Office for current information on course offerings.

[°] Designation may include "odd" or "even" to indicate the course is offered in odd or even years.

PETREE COLLEGE OF ARTS AND SCIENCES

SCHOOL OF ADULT AND CONTINUING EDUCATION

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.

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 & 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.

SCHOOL OF LIBERAL ARTS AND SCIENCES

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)

EDUCATION

ABS – EDUCATION/APPLIED BEHAVIORAL STUDIES

ECED – EDUCATION/EARLY CHILDHOOD MONTESSORI CERTIFICATION

ELED – EDUCATION/ELEMENTARY CHILDHOOD MONTESSORI CERTIFICATION

GRGD – GRADUATE EDUCATION

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. Cross-listed with KES 5503.

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)

5022 MONTESSORI PROJECT I 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 for Early Childhood teachers. (fall)

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)

5122 MONTESSORI PROJECT II 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 for Early Childhood teachers. (spring)

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)

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)

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

5163 MONTESSORI ELEMENTARY SEMINAR I 3 HOURS

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

***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)

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.

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.

5123 STUDENTS WITH EXCEPTIONALITIES 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.

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)

MASTER OF SCIENCE IN CRIMINOLOGY (MSC)

5063 SELECTED TOPICS IN CRIMINOLOGY 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.

5603 ADVANCED RESEARCH METHODS 3 HOURS

In this course students create, synthesize, and defend one of four types of a mixed method research design. Students are expected to have had a basic research course, which included qualitative and quantitative data methods .

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, resocial-

ized, 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 SCIENCE IN HEALTH AND HUMAN PERFORMANCE (KES)

5103 BIOMECHANICAL ANALYSIS OF MOVEMENT 3 HOURS

A course in the advanced study of physical laws and mechanical concepts with an emphasis on those relevant for the analysis of human movement. Includes mathematical computation and application to selected activities in sport and exercise, gait, industry, and orthopedics, as well as the collection of motion data in the area of biomechanics including cinematography, high speed videography, anthropometry, manual and automatic digitization, isokinetics, force measurement devices, and electromyography.

5203 DIAGNOSTIC TESTS AND MEASUREMENTS IN EXERCISE SCIENCE 3 HOURS

Students study and apply descriptive and empirical statistics for measurement and research (statistical notation, measures of central tendency and variability, probability and sampling techniques, linear regression and correlation and advanced statistical inference). Prerequisite: completion of an undergraduate course in statistics.

5303 PHYSIOLOGICAL BASIS OF HUMAN PERFORMANCE 3 HOURS

An advanced practical experience in ECG methodology and interpretation of exercise testing of cardiorespiratory, diabetic, obese, and elderly patients. Comprehensive analysis of skeletal muscle, metabolic and cardiorespiratory responses to exercise. Topics include performance and adaptations in the athlete, aging and responses to exercise thermoregulation during exercise, and energy balance and body composition.

5403 NEUROLOGICAL BASIS FOR MOTOR LEARNING AND CONTROL 3 HOURS

A study of the principles of coordination and control of movement. Emphasis is on the neurophysiological mechanisms that apply to the processes of voluntary movement and the study of the relationship of natural and situational factors to the acquisition and performance of movement behaviors. The course deals with how individuals learn movement skills; the interaction of cognitive, affective, and psychomotor learning domains; application of learning theories to the skills of physical education, physical therapy, and athletics.

* 5503 RESEARCH METHODS 3 HOURS

See ABS 6903.

5603 GROUP DYNAMICS 3 HOURS

See ABS 6743.

5703 ISSUES IN SPORTS LAW 3 HOURS

Provides an understanding of the American legal system with an emphasis on the resolution of sport business legal disputes by means of civil litigation, mediation, arbitration, and trial procedures. Examines the traditional areas of contract law and tort law as they relate to problems confronting the exercise leader, athletic director, teacher/coach, or sport manager. Scrutinizes the legal structure of sport and focuses on special topics of television and media, trademark law, gender discrimination, facility safety, handicap access, professional sport, drug testing, antitrust laws, gambling, and tax laws. Graduate students will be required to complete an in-depth legal issues project.

5803 ADVANCED HUMAN NUTRITION 3 HOURS

The content of this course focuses on the metabolism of food by various tissues of the body and its relation to exercise. The student will understand how carbohydrates, lipids, and proteins are converted into energy. The role of diet in the development and treatment of some chronic diseases will also be discussed along with the application of nutritional principles to enhance overall lifestyles.

5909 ADVANCED PRACTICUM/ CAPSTONE PROJECT 9 HOURS

The graduate student will conclude his or her course work with an intensive field or laboratory experience in exercise physiology, exercise leadership, or sport management. Emphasis will be on independent work and research experience, and assignments many include assisting with research projects and collecting pilot study data. This course will be designed in close consultation with graduate committee faculty and industry sponsoring organizations. This course is intended to develop a greater breadth and depth of important management issues dealing with a specific segment of the sport and/or exercise industry. This course requires a written project to be submitted to a graduate faculty committee for evaluation. Concludes as the student presents orally his or her project and defends conclusions against questions raised by the faculty review committee.

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 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.

MEINDERS SCHOOL OF BUSINESS

ACCOUNTING (ACCT)

**5013 ESSENTIAL CONCEPTS
IN ACCOUNTING 3 HOURS**
Basic concepts of financial and managerial 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.

**5113 FINANCIAL REPORTING
AND ANALYSIS 3 HOURS**
This course focuses on examining financial statements to understand the meaning and impact of alternative accounting principles, to critically evaluate the quality of the information, to interpret ratios in real world situations, and to estimate future earnings and valuation. Prerequisite: ACCT 4113. (fall, summer I)

5123 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 4113. (fall)

**5193 SPECIAL TOPICS IN
FINANCIAL ACCOUNTING 3 HOURS**
A variable-credit course designed to meet the needs of students with specific interest in a specialized financial accounting topic. (TBA)

**5213 CORPORATE GOVERNANCE, SOCIAL
RESPONSIBILITY, ETHICS, AND
ENTERPRISE RISK MANAGEMENT 3 HOURS**
This course covers the provisions of the Sarbanes-Oxley Act of 2002, which include changes in corporate governance and the documentation, review, and testing of internal controls related to the safeguarding of corporate assets. It also addresses the ethical environment and choices of accountants today. Prerequisite: ACCT 4313, MGMT 2213. (spring)

5223 FORENSIC ACCOUNTING 3 HOURS
An overview of the methodology of fraud examination including prevention, detection, and investigation concerning occupational fraud, financial reporting fraud, and asset misappropriation. Prerequisite: ACCT 4313, FIN 3023, ECON 2123. (spring)

5233 COST ACCOUNTING APPLICATIONS 3 HOURS
Application of cost topics to real-world situations and analysis of problems and communication of solutions within a business context. Prerequisite: ACCT 3213. (spring)

**5313 AUDITING POLICIES,
FRAMEWORKS, AND PRACTICES 3 HOURS**
Application of technical auditing skills and techniques based on mastery and interpretation of AICPA and PCAOB auditing standards and pronouncements as well as contemporary frameworks for enterprise risk management and fraud prevention and detection. Topics include attest methods involved in audit planning, control structure review, procedures selection, procedural execution, and communication of audit findings and results. Prerequisite: ACCT 4313 (fall)

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.

5413 ENTITY TAXATION 3 HOURS
Students are introduced to issues pertaining to the subchapter C corporate structure, consolidated corporations, multistate corporations, partnerships, S corporations, trusts and estates, and exempt entities. Students are briefly introduced to taxation of international transactions, including transfer pricing. Students are required to complete various computer research projects and are required to prepare a subchapter C corporate return, a partnership return, a subchapter S corporate return, and a trust return. Participation in a group that prepares and presents a discussion of a technical tax topic is also required. Prerequisites: ACCT 3413, ACCT 4413. (fall, summer II)

5423 TAX PROCEDURE 3 HOURS
Examines federal tax procedure at the administrative level and in litigation; organization of the I.R.S.; legal and practical aspects of Treasury regulations; administrative rulings; closing and compromise agreements; deficiency and jeopardy assessments; waivers; refund claims; mitigation of statute of limitations; tax collections; civil penalties; and the rights and privileges of the taxpayer. Prerequisite: ACCT 3413, ACCT 4413. (spring)

5433 CORPORATE TAXATION 3 HOURS
Examines the taxation of corporations and their shareholders, corporate formation, capital structure, transactions between corporations and their shareholders, transfers to corporation, dividends and other distributions, stock redemptions and liquidations, stock dividends, corporate reorganizations and divisions, carryovers of tax attributes, limitations on carryovers. Prerequisite: ACCT 3413, ACCT 4413. (fall)

5443 PASS-THROUGH ENTITY TAXATION 3 HOURS
Examines the taxation of flow-through entities, including partnerships, S corporations, limited liability partnerships (LLPs), and limited liability companies (LLCs). With respect to partnerships, explores tax problems of the organization and operation of partnerships including the treatment of partnership distributions, withdrawal of a partner during his or her lifetime, dissolution of

the partnership, sales or exchanges of partnership interests. With respect to S corporations and LLCs, explores entity classification and the formation and operation of both entity forms, including eligibility, election, revocation, termination, and accounting rules. Prerequisite: ACCT 3413, ACCT 4413. (spring)

5493 SPECIAL TOPICS IN TAXATION 3 HOURS

A variable-credit course designed to meet the needs of students with specific interest in a specialized taxation topic. (TBA)

5513 ACCOUNTING INFORMATION SYSTEMS AND EDP CONTROL 3 HOURS

This course covers computer-based accounting and related integrated systems and software. Reporting objectives, transaction trails, security, documentation, and internal EDP controls are emphasized. Prerequisite: ACCT 4313, IT 1003.

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 U.S. taxation of foreign source income; comparative accounting systems; and financial reporting of foreign and multinational corporations. Prerequisites: MGMT 5503 and graduate-level accounting. (TBA)

MASTER OF SCIENCE IN COMPUTER SCIENCE (MS)

5003 INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING 3 HOURS

A rapid review of fundamental programming concepts and techniques followed by an introduction to object-oriented concepts, design, and programming. The completion of programming assignments will comprise a significant portion of the course. Two hours of lecture and two hours of lab per week. Prerequisite: experience in programming in a high-level language.

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. Two hours of lecture and one hour of lab each week. Prerequisite: CSCI 4313. (TBA)

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. Two hours of lecture and two hours of lab each week. Prerequisite: CSCI 3114.

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. Two hours of lecture and two hours of lab each week. 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. Two hours of lecture and two hours of lab each week. 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. Two hours of lecture and two hours of lab each week. Prerequisite: MS 5203. (TBA)

5803 COMPUTER GRAPHICS 3 HOURS

An integrated study of the software, data structures, mathematics, and algorithms of image manipulation, computer graphics, and computer-assisted design. Topics include raster techniques, geometric transformations of two and three dimensions, object modeling, illumination models, shading models, basic animations, and strategies for creating representations of three dimensional objects. Two hours of lecture and two hours of lab each week. Prerequisite: MATH 2104 or equivalent proficiency in calculus and analytic geometry. (TBA)

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 ADVANCED 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. Two hours of lecture and two hours of lab each week. 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. Two hours of lecture and two hours of lab each week. Prerequisite: CSCI 4313.

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. Two hours of lecture and two hours of lab each week. 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. Two hours of lecture and two hours of lab each week. 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. Two hours of lecture and two hours of lab each week. 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. Two hours of lecture and two hours of lab each week. 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. Permission of instructor required.

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.

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 managers. 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 and IT 5603.

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 or FIN 3023 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

The internship allows students to gain practical work experience while integrating knowledge and abilities gained in earlier finance courses. The intern must work with the internship coordinator and a faculty member, along with the sponsor for an organization external to the university, to develop an internship proposal. A written research report is required. Prerequisites: completion of all required finance courses, advanced standing in the M.B.A. program, and completion of an approved proposal.

6523 MULTINATIONAL CORPORATE FINANCE 3 HOURS

Explores financial policies and practices of companies involved in international operations. Foreign exchange markets, forecasting exchange rate, risks of foreign exchange fluctuation, and hedging techniques are reviewed. Fundraising in international money and capital markets, working with capital management, and investment practices of multinational firms are considered. Other topics include capital budgeting, financial structure, and cost of capital for multinational corporations. Prerequisites: MGMT 5503 and FIN 5303.

INFORMATION TECHNOLOGY (IT)

5603 INFORMATION TECHNOLOGY AND OPERATIONS MANAGEMENT 3 HOURS

This course seeks to expand student's knowledge of the role of technology in the planning and management of organizations and covers both information technology topics and operations management topics. Students gain understanding of 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 include materials requirement planning, enterprise resource planning, quality assurance, supply chain management and decision theory. Prerequisite: ECON 5043 or ECON 2123.

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. Students prepare 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 review of SQL through comprehensive assignments, followed by instruction in Oracle, and then database management and development techniques. Topics include flat file, hierarchic, network and relational database models; data modeling using Logical Data Structures; Structured Query Language; data normalization; storage concerns and data warehousing; and distributed database systems. Upon completion of this course, the student will be able to conceptualize, develop, test, and maintain a complete database system on either microcomputer or mainframe systems. Large blocks of time will be spent in the lab and working directly with the instructor. Prerequisites: IT 6613, IT 2313, or other programming language and 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 on analysis of frameworks, which provides students understanding of the elements of competitive advantage from an upper-management perspective. This foundation of frameworks is linked to the organization's information systems through the use of case studies and augmented with real-world examples. Topics include a sampling of Commercial Enterprise Software packages and various implementation methodologies. Students are required to develop a Request For Proposal for the acquisition of an Enterprise Software package and to evaluate multiple alternatives to meet the needs of a case study organization. Prerequisite: IT 5603.

6643 ADVANCED NETWORKING 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 and technology and trends in each architectural element are reviewed. Students learn how a network group works in an information technology department within an organization. Student are exposed to home pages, graphics, search engines, and other Internet items. We discuss accomplishing electronic commerce over the Internet and how businesses will evolve 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. No previous e-business knowledge or experience is necessary. The course helps 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 e-business examples are used to illustrate important concepts. A specially designed team project is included. Prerequisite: IT 5603.

6663 BUSINESS SYSTEMS INTERNSHIP 3 HOURS

The internship allows students to gain practical work experience while integrating knowledge and abilities gained in earlier information technology courses. The intern must work with the internship coordinator and a faculty member, along with the sponsor for an organization external to the university, to develop an internship proposal. A written research report is required. Prerequisites: completion of all required information technology 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.

5033 ESSENTIAL CONCEPTS IN MANAGEMENT AND MARKETING 3 HOURS

This course blends the basic principles of management and marketing into an integrated system, placing an emphasis on managerial activities within a dynamic internal and external environment. Management is viewed from a global, long-term perspective with an emphasis on understanding how an organization develops and implements its strategies in today's rapidly changing world. Management topics include analysis of the organization's external and internal environments and how managers are engaged in the creation, planning, implementation, and control of strategies at all levels of the firm. Marketing topics include a basic understanding of core principles of marketing, market segmentation and positioning, consumer and organizational buying, and the marketing mix elements. This course does not fully address each topic area presented, but introduces students to management and marketing concepts and provides general familiarity with each topic area.

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.

6543 GLOBAL COMPETITIVE STRATEGY AND ADMINISTRATIVE POLICY 3 HOURS

Examines issues and problems arising in managing an international business, emphasizing decisions facing top managers in multinational corporations. The case material focuses on issues such as global strategy, long-range planning, preparation and evaluation of foreign direct investment proposals, entry and ownership strategies, financing decisions, control of global operations, organization and human resource management. 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, FIN 6523 or MKTG 6513.

6573 INTERNATIONAL BUSINESS INTERNSHIP 3 HOURS

The internship allows students to gain practical work experience while integrating knowledge and abilities gained in earlier management courses. The intern must work with the internship coordinator and a faculty member, along with the sponsor for an organization external to the university, to develop an internship proposal. A written research report is required. Prerequisites: completion of all required management courses, advanced standing in the M.B.A. program, and completion of an approved proposal.

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.

6813 STRATEGIC HUMAN RESOURCES MANAGEMENT 3 HOURS

An examination of the overall role and functions of human resource management in relation to an organization's strategic planning process. Emphasis is on human resource issues of strategic importance to an organization's top management. Course focuses on the broader issues of human resource management policy, practice, and trends. Prerequisite: MGMT 5713. (spring)

6823 EMPLOYMENT, PLACEMENT, AND PERSONNEL PLANNING 3 HOURS

A review of the basic elements of employee performance, with analysis of the factors involved in employment, placement, and

personnel planning. This course blends theory and practice so the student may better understand the policies and procedures required for recruitment selection and personnel planning. Prerequisite: MGMT 6813. (fall, odd)

6833 COMPENSATION AND MOTIVATION THEORY 3 HOURS

An interdisciplinary course designed to study the theories, practices, and techniques involved in developing and implementing total compensation programs for public and private organizations. The relationship of motivation theory to compensation theory is emphasized in an effort to develop the optimum package for employee productivity and satisfaction and organizational costs. Topics include compensation theory, conceptual framework for job satisfaction, job design, relationship of incentive compensation packages, and international compensation. Prerequisite: MGMT 6813. (spring, even)

6843 TRAINING AND DEVELOPMENT IN ORGANIZATIONS 3 HOURS

This course acquaints students with aspects of learning in organizations. Begins by discussing organizational learning and then focuses more narrowly on specific ways in which learning is achieved through the training and development functions. Topics include how learning is linked to organizational strategy, how to determine that training is needed, issues regarding the design of training programs, current training techniques, evaluation strategies, and management development practices. Prerequisite: MGMT 6813. (fall, odd)

6853 GLOBAL HUMAN RESOURCE MANAGEMENT 3 HOURS

This course provides students with knowledge of human resources in the global environment and includes course work in strategic human resource management, organizational effectiveness and employee development, global staffing, global compensation and benefits, international assignment management, and international employee relations and regulations. Among other text materials, this course uses materials prepared by the Society for Human Resource Management (SHRM) to prepare students for the Global Professional in Human Resources (GPHR) certification examination administered by the Human Resources Certification Institute (HRCI). Those who pass this examination are entitled to use the GPHR designation as a part of their title. Prerequisite: MGMT 6813. (spring, even)

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 MKTG 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. (spring, even)

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. (spring, odd)

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. (spring)

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. (fall)

6153 SPECIAL TOPICS IN MARKETING 3 HOURS

Involves individual or small-group research of special topics or current issues in marketing. Prerequisite: MKTG 5103. (TBA)

6163 INTERNSHIP IN MARKETING 3 HOURS

The internship allows students to gain practical work experience while integrating knowledge and abilities gained in earlier marketing courses. The intern must work with the internship coordinator and a faculty member, along with the sponsor for an organization external to the university, to develop an internship proposal. A written research report is required. Prerequisites: completion of all required marketing courses, advanced standing in the M.B.A. program, and completion of an approved proposal.

6173 SALES FORCE LEADERSHIP 3 HOURS

This course deals with the responsibilities and decisions confronting today's sales manager in the context of the theory, principles, and practice of sales force leadership for manufacturing, wholesaling, and service enterprises. The comprehensive discussion topics include selling strategies, organizing the selling unit, territory analysis and planning, recruiting and selection, coaching and training, motivating achievement, forecasting and quotas, assessing

performance, and compensating and rewarding the sales force. Experiential projects, case study, role-playing, and professional speakers enhance the learning experience. Prerequisite: MKTG 5103.

6183 SUPPLY AND VALUE CHAIN ANALYSIS 3 HOURS

This advanced course studies the managerial decisions and strategies required in designing and managing complex global supply chains. Leading-edge concepts, techniques, and frameworks for better supply chain performance are discussed, with the major content of the course inclusive of three modules: supply chain process integration, supply chain decision making based on analysis of company and industry-level metrics, and the use of supply chain technology to augment decision-making capability. A variety of instructional tools including lectures, case discussions, guest speakers, games, videos, and group presentations are employed. Prerequisite: MKTG 5103. (fall)

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.

ANN LACY SCHOOL OF AMERICAN DANCE AND ARTS MANAGEMENT

ARTS MANAGEMENT (AMGT)

5383 DANCE STUDIO TECHNOLOGY 3 HOURS

A study of audio, visual, and computer technology used within the modern dance studio, dance school or academy, or collegiate dance program to support instruction and performances. Entertainment technology terminology and communication will be emphasized. M.F.A. in dance students only.

5393 DANCE STUDIO MANAGEMENT 3 HOURS

This course 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. M.F.A. in dance students only.

5713 NONPROFIT ARTS ORGANIZATIONS 3 HOURS

An introduction to the management of nonprofit performing arts organizations from the perspective of the general manager, the course covers organizational structure, boards of directors, staffing, budgeting, finance, marketing, fundraising, and operations. M.F.A. in dance students only.

5742 CONTRACTS AND MANAGEMENT FOR PERFORMERS 2 HOURS

For the student planning a professional performance career, this course is designed to provide basic but important information about contract law for performers, organizational structures in the performing arts, performing arts unions, artist agents and managers, unemployment insurance, and workers' compensation. M.F.A. in dance or as required by graduate degrees.

DANCE (DANC)

5091 PARTNERING 1 HOUR

The study of finely balanced maneuvers performed by a female dancer with the assistance of a male partner. This class is offered both for the classical ballet technique and for the music theater stage. Open to students with dance degree requirements only.

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.

5191 POINTE 1 HOUR

Pointe technique taught with specific attention to uses in American music theater dance sequences. Open to students with dance requirements only.

5193 BALLET A 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. M.F.A. students only.

5293 BALLET B 3 HOURS

Leveled technique classes concerned with ballet, especially as it relates to the American music theatre stage. Classes are taught as movement labs and include academic assignments. Prerequisites: Leveling and approval by the dance department.

5391-2 JAZZ A 1-2 HOURS

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.

5422 TEACHING DANCE – BALLET 2 HOURS

This course prepares students to be professional teachers of ballet through the theoretical research and study of ballet pedagogy and the application of best teaching practices. M.F.A. students only.

5483 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. M.F.A. students only.

5491-2 JAZZ B 1-2 HOURS

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.

5522 TEACHING DANCE – JAZZ 2 HOURS

This course prepares students to be professional teachers of jazz through the theoretical research and study of jazz pedagogy and the application of best teaching practices. M.F.A. students only.

5591 TAP A 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.

5551 TAP B 1 HOUR

Leveled courses using the techniques and terminology of tap steps, combinations, and dances as used in music theater. Prerequisite: Leveling and approval of the dance department.

5623 HISTORY OF DANCE 3 HOURS

This course 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. M.F.A. students only.

5633 HISTORY OF AMERICAN DANCE 3 HOURS

This course 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. M.F.A. students only.

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. M.F.A. students only.

5722 TEACHING DANCE – TAP 2 HOURS

This course prepares students to be professional teachers of tap through the theoretical research and study of tap pedagogy and the application of best teaching practices. M.F.A. students only.

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.

6991 GRADUATE THESIS PREPARATION 1 HOUR

Planning course taken the semester before the Graduate Thesis production course. Students work with faculty advisory committee to develop and plan the graduate thesis production. M.F.A. students only.

6993 GRADUATE THESIS 3 HOURS
Option One: The 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 an approximately thirty-minute thesis production with original choreography. The student is responsible for casting, setting dances, rehearsing and teaching the cast, spacing and blocking dances, costuming the dancers, 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.

Option Two: The research option produces an extensive thesis paper and public presentation related to tap, jazz, and/or musical theater dance. Thesis topics must be approved by the graduate committee and build upon the research and knowledge gained through the M.F.A. dance history and dance pedagogy courses.

BASS SCHOOL OF MUSIC

MASTER OF MUSIC DICTION (DICT)

5252 ADVANCED ENGLISH DICTION 2 HOURS
 In-depth study of lyric English diction, including various theories for approaching the singing of English in opera, art song, and musical theater. Dialect variations are introduced.

5352 ADVANCED GERMAN DICTION 2 HOURS
 In-depth study of German diction. (spring, odd)

5452 ADVANCED ITALIAN AND SPANISH DICTION 2 HOURS
 In-depth study of lyric Italian and Spanish diction, including dialects.

5652 ADVANCED FRENCH DICTION 2 HOURS
 In-depth study of French diction. (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. (TBA)

5382 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 relationships 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.

5882 OPERA/MUSICAL THEATER COACHING PROJECT 2 HOURS
 This course, along with the Recital/Paper, represents the culmination of the Master of Music in vocal coaching. The work in this course, which involves serving as musical director for a production of opera or musical theater, is done with the major teacher and with the approval of the student's graduate committee.

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.

5102 MUSIC RESEARCH & WRITING 2 HOURS
 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)

5133 NINETEENTH-CENTURY ANALYSIS 3 HOURS
This course covers the major genres of nineteenth-century music, including, but not limited to, symphony, art song, opera, solo concerto, solo sonata, chamber music, piano character pieces, and tone poem. Any one genre may be privileged more than others during a given semester.

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, 5312 COMPOSITION 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, 5362 OPERA STUDIO 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)

5422 VOCAL LITERATURE SEMINAR I: GERMAN LIEDER 2 HOURS
A survey of German solo song literature with representative composers and poets presented in a historical, musical, and literary context.

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)

5572 KEYBOARD SKILLS (AMR) 2 HOURS
Students become equipped with keyboard skills used in many everyday situations as a keyboardist—either as an organist, pianist, or harpsichordist.

5532 VOCAL LITERATURE SEMINAR II: FRENCH MÉLODIES 2 HOURS
A survey of French solo song literature with representative composers and poets presented in a historical, musical, and literary context.

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)

5632 VOCAL LITERATURE SEMINAR III: ITALIAN AND SPANISH SONG 2 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)

5732 VOCAL LITERATURE SEMINAR IV: SONGS IN ENGLISH 2 HOURS
A survey of English-language solo song literature with representative composers and poets presented in a historical, musical, and literary context.

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)

SCHOOL 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 THEATRE 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 THEATRE 3 HOURS

Revolving course content. (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 School of Theatre, 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 THEATRE 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 School of Theatre, 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 School 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

MASTER OF SCIENCE IN 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.

***5313 SEXUAL ISSUES IN
COUNSELING AND THERAPY 3 HOURS**

This course focuses on psychosexual development throughout the life span, interviewing and counseling techniques, and sexual therapy for sexual dysfunctions, addictions, paraphilias, and challenges related to aging and illness. Cross-listed with ABS 5313.

**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 evaluation at the national, state, and local levels by application of the ethics theories of deontology, teleology, and virtue ethics.

**6001-3 INDEPENDENT STUDY
IN ADVANCED NURSING 1-3 HOURS**

Variable course content designed to meet 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

**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.

6503 NURSING EDUCATION PRACTICUM 3 HOURS

Seminar and practicum experiences designed and arranged by the student with faculty approval, to provide guided practice in planning, providing, and evaluating nursing education. Prerequisite: Completion of at least 12 credit hours toward the M.S.N., including completion of or concurrent enrollment in the 12 credit hours of core courses for the Nursing Education track.

6603 MASTER'S PROJECT 3 HOURS

Implementation of the project developed in Advanced Nursing Research with production of a final scholarly product. Prerequisite: NURS 6323 and completion of at least 18 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. Prerequisite: NURS 6323 and completion of at least 18 credit hours toward the M.S.N.

**6623 NURSING ADMINISTRATION
CAPSTONE PROJECT 3 HOURS**

Seminar and practicum experience designed and arranged by the student with faculty approval to provide experience with administration of personnel, finances, and operations at the executive level. The student is responsible for developing a project with faculty approval to complete during these practicum hours that provides an opportunity to demonstrate synthesis of knowledge acquired throughout the program. Prerequisites: Completion of at least 18 credit hours towards the M.S.N., including or concurrent with NURS 6503.

**6703 MASTER'S PROJECT
(CONTINUED ENROLLMENT) 3 HOURS**

Implementation of the project developed in Advanced Nursing Research with production of a final scholarly product. Prerequisites: NURS 6323 and completion of at least 18 credit hours toward the M.S.N.

**6713 MASTER'S THESIS
(CONTINUED ENROLLMENT) 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 18 credit hours toward the M.S.N.



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