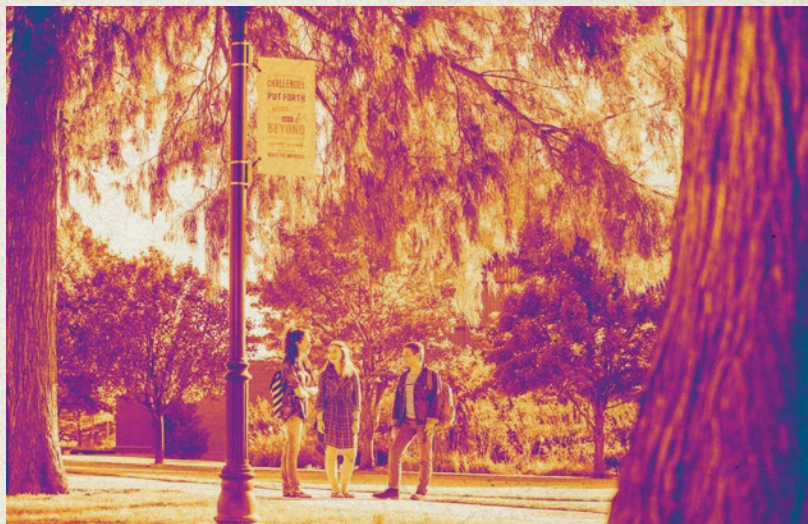


# 2017-18 GRADUATE CATALOG



# Mission

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



Oklahoma City  
UNIVERSITY

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# The University

Oklahoma City University is a nationally and internationally renowned educational institution. A private, United Methodist-affiliated university, Oklahoma City University offers 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 Western region.

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 state's capital city, Oklahoma City University's beautiful campus occupies 104 acres in a diverse and vibrant metropolitan area. The architecture on campus is a pleasing blend of American collegiate, Gothic, and functional contemporary. The OCU School of Law's campus is located downtown in the historic Central High School building at 800 N. Harvey.

A broad spectrum of courses is offered through the Petree College of Arts and Sciences, which comprises the School of Liberal Arts and Sciences, School of Visual Arts, and Wimberly School of Religion; the Meinders School of Business; the Margaret E. Petree College of Performing Arts which comprises the Ann Lacy School of American Dance and Entertainment, 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, and the University Senate of the United Methodist Church. SPST at OCU offers the Master of Divinity degree. The School's mission, rooted in the Wesleyan tradition, is to inspire passion for ministry in diverse Christian bodies and to educate leaders to make disciples for Jesus Christ, renew the church, and transform the world. For more information about SPST at OCU, see [spst.edu](http://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-eight states in the United States and from more than sixty countries throughout the world.

Oklahoma City University creates an environment that brings together outstanding faculty, exceptional students,

excellent teaching facilities, and the most advanced and innovative ideas in curriculum and teaching methods. Because of the personal involvement possible on campus, Oklahoma City University students are known 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 110-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 memberships in Oklahoma Independent Colleges and Universities, 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 Council on Undergraduate Research.

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.

## 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:

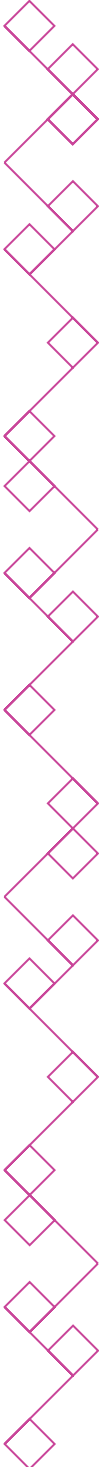
### Oklahoma City University

*The Higher Learning Commission*  
230 South LaSalle St., Suite 7-500  
Chicago, IL 60604  
(312) 263-0456 or (800) 621-7440  
[www.hlcommission.org](http://www.hlcommission.org)  
Accredited since 1951

### Petree College of Arts & Sciences

*Council for the Accreditation  
of Educator Preparation*  
1140 19th St., Suite 400  
Washington, DC 20036  
[caepnet.org](http://caepnet.org)  
(202) 223-0077  
Accredited since 2012

*Oklahoma Office of Educational Quality and Accountability*  
840 Research Parkway, Ste 455  
Oklahoma City, OK 73104  
[ok.gov/oeqa](http://ok.gov/oeqa)  
(405) 522-5399  
Accredited since 1997



Montessori Accreditation Council for Teacher Education  
108 Second St. S.W., Suite 7  
Charlottesville, VA 22902  
434-202-7793  
macte.org  
Accredited since 1991

#### **Meinders School of Business**

*The Association to Advance Collegiate Schools of Business*  
777 South Harbour Island Blvd., Suite 750  
Tampa, FL 33602  
aacsb.edu  
Accredited since 2014

#### *American Association of Professional Landmen*

800 Fournier St  
Fort Worth, TX 76102  
(817) 847-7700  
landman.org  
Accredited since 2013

#### **School of Law**

*American Bar Association Section of Legal Education  
and Admissions to the Bar*  
321 North Clark St., 21st Floor  
Chicago, IL 60654  
(312) 988-5000  
americanbar.org/groups/legal\_education  
Accredited since 1960

#### *Association of American Law Schools*

1614 20th Street, NW  
Washington, DC 20009  
www.aals.org  
202-296-8851  
Member since 2003

#### **Wanda L. Bass School of Music**

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

#### **Kramer School of Nursing**

*Accreditation Commission for Education in Nursing, Inc.*  
3343 Peachtree Road, N.E., Suite 850  
Atlanta, GA 30326  
(404) 975-5000  
acenursing.org  
B.S.N. Accredited since 1985  
M.S.N. Accredited since 2007  
D.N.P. Accredited since 2012

#### *Oklahoma Board of Nursing*

2915 N. Classen Blvd., Suite 524  
Oklahoma City, OK 73106  
(405) 962-1800  
nursing.ok.gov  
Approved since 1981

#### **Physician Assistant Program**

Accreditation Review Commission on Education  
for the Physician Assistant, Inc.  
12000 Findley Road, Suite 275  
Johns Creek, GA 30097  
770-476-1224  
http://www.arc-pa.org/  
Provisional Accreditation since 2015

#### **National Council for State Authorization Reciprocity Agreements (NC-SARA) State Portal Agency**

Daniel Archer, Assistant Vice Chancellor for Academic Affairs  
Oklahoma State Regents for Higher Education  
655 Research Parkway, Ste. 200  
PO Box 108850  
Oklahoma City, OK 73101-8850  
(405) 225-9142  
Nc-sara.org  
Member since 2016

## **Assessment**

Oklahoma City University is committed to creating an environment in which faculty and staff work in collaboration with students to enhance learning. We believe that effective assessment practices are central to understanding the impact of this work. Our assessment team develops meaningful partnerships with faculty, students and staff as they collect information about learning. Assessment is an integral part of the strategic planning and budgeting process for Oklahoma City University. Ultimately, the purpose of assessment is to use results to inform program and 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 is 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 those with whom few common experiences are shared. Diversity enriches academic, professional, and personal opportunities and is a 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



## A Modern Metropolitan Setting

Home to more than 1.2 million Oklahomans and an average of 300 days of sunshine per year, Oklahoma City offers an abundance of the arts, quality healthcare, excellence in education, and more. And it does so without high costs, energy shortages, or traffic congestion. It is a distinctly liveable city where you can chase your dreams and still enjoy a rich quality of life.

Oklahoma City's hip, spirited environment blends with its deep Western heritage to create a place where culture & commerce thrive. With renowned festivals, national sporting events, treasure-filled museums, and a variety of districts highlighting arts and entertainment, the possibilities for adventure and fun in Oklahoma City are endless. Situated on vibrant 23rd street, our campus sits in the heart of OKC in the historic Uptown District, which has been experiencing an exciting time of revitalization. A variety of historic ethnic neighborhoods, as well as a wide range of educational, civic, religious, entertainment, sporting, shopping, and dining options, surround Oklahoma City University.

On any given night you may find yourself dining at one of the local hot spots in Automobile Alley or Deep Deuce, enjoying a festival in the Plaza District or Midtown, appreciating one of the many art galleries in the Paseo Arts District, taking in a Thunder basketball game downtown, playing laser tag in the Bricktown Entertainment District, or taking a stroll by beautiful Lake Hefner. There is always an adventure waiting for you in Oklahoma City!

*“Oklahoma City offers so much more than I initially expected when I came here from out of state. It has all the conveniences of a big city while at the same time retaining small town comfort. It is a unique hybrid of those two different cultures.”*

—Ken,  
Junior, Mathematics  
& Chemistry Education

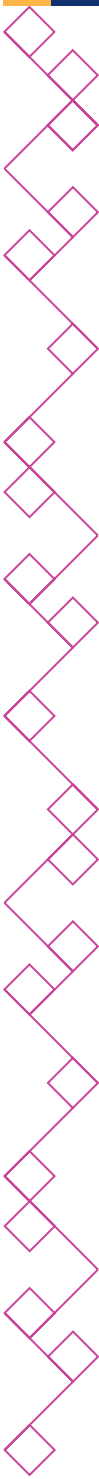
*Did you know that Oklahoma City is one of the top river sports destinations in the world?*

Located just south of downtown, the Boathouse District, along the Oklahoma River, is one of Oklahoma City's top attractions for adventure seekers.

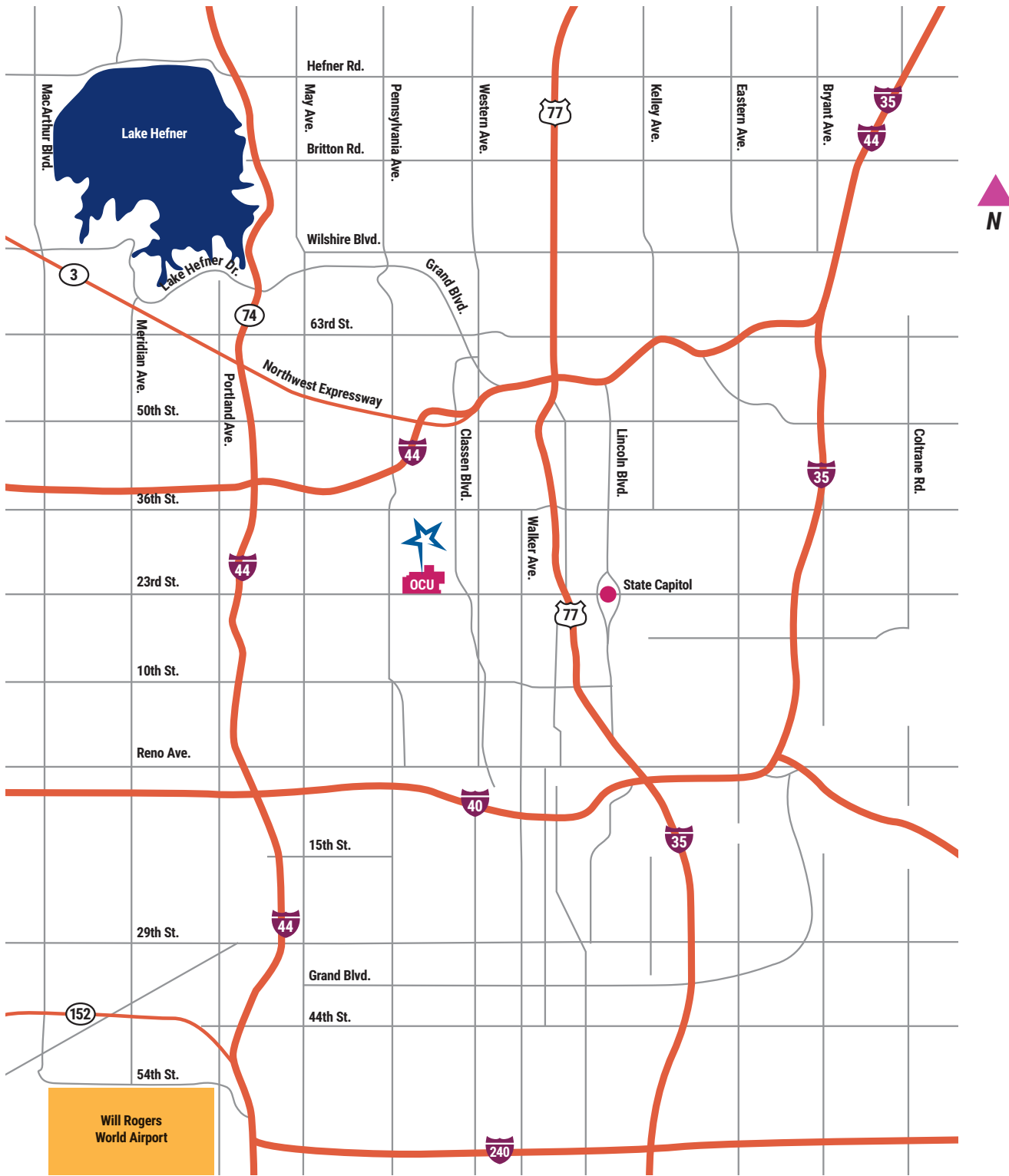
# Campus Map



- |     |   |     |   |     |   |
|-----|---|-----|---|-----|---|
| 120 | Lambda Chi Alpha                        | 410 | Bishop W. Angie Smith Chapel<br>(Wimberly School of Religion)                           | 522 | Wanda L. Bass Music Center                                      |
| 210 | Kappa Sigma                             |     | (Saint Paul School of Theology)   | 530 | Walker Center for Arts<br>and Sciences                          |
| 220 | Harris Hall                             | 411 | Edith Kinney Gaylord Center<br>(Ann Lacy School of American<br>Dance and Entertainment) | 531 | Norick Art Center   |
| 221 | Draper Hall                             | 420 | Tom and Brenda McDaniel<br>University Center  | 540 | University Health Center  |
| 225 | Cokesbury Court Apartments              | 421 | Dulaney-Browne Library<br>(Center for Excellence<br>in Teaching and Learning)           | 541 | Kramer School of Nursing (east)                                 |
| 240 | Theatre Storage                         | 430 | Facilities Department   | 551 | Stars Soccer Ticket Booth                                       |
| 310 | Sarkeys Center                          | 431 | Facilities Department (shops)   | 552 | Jim Wade Press Box  |
| 311 | Walker Hall                             | 440 | Henry J. Freede Wellness<br>and Activity Center   | A4  | Stars Soccer Field  |
| 312 | Gold Star Memorial Building             | 450 | Ann Lacy Stadium (west building)  | 610 | Exercise & Sports Science                                       |
| 320 | Smith Hall                              | 451 | Ann Lacy Stadium (press box)  | 611 | Police Department   |
| 321 | Banning Hall                            | 452 | Ann Lacy Stadium (east building)  | 612 | Dance and Entertainment<br>Costume Storage                      |
| 322 | Oklahoma United Methodist Hall          | A2  | Ann Lacy Stadium  | 613 | Lacy Admissions and Visitor<br>Center                           |
| 323 | Aduddell Center (fitness center)        | A3  | Kerr-McGee Centennial Plaza   | 614 | Dance and Entertainment<br>Costume Storage                      |
| 330 | Gamma Phi Beta                          | 510 | Clara E. Jones Administration<br>Building   | 620 | Wilson House  |
| 331 | Phi Mu                                  | 520 | Kirkpatrick Fine Arts Center  | 621 | Children's Center for the Arts<br>(Oklahoma Children's Theatre) |
| 332 | Alpha Phi                               | 521 | Margaret E. Petree Recital Hall   | 622 | Oklahoma United Methodist<br>Conference Center                  |
| 333 | Alpha Chi Omega                         |     |   | 630 | Meinders School of Business                                     |
| 334 | J.R. Homsey Press Box                   |     |   |     |   |
| 335 | C.R. Sutton Baseball Complex            |     |   |     |   |
| 336 | Dawson-Loeffler Center                  |     |   |     |   |
| A1  | Jim Wade Stadium                        |     |   |     |   |
| 351 | Facilities Department<br>(Housekeeping) |     |   |     |   |







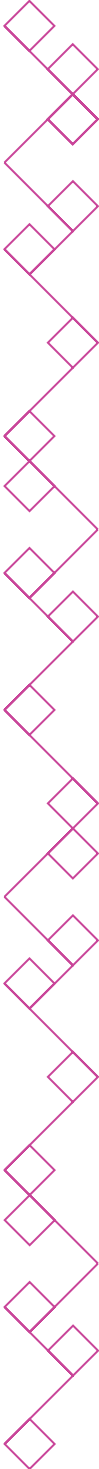
## Oklahoma City

OCU: 2501 N. Blackwelder Ave., Oklahoma City, OK 73106

## 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.



# 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 the following degrees:

## **Doctor of Nursing Practice (D.N.P.)**

Adult-Gerontology Acute Care Nurse Practitioner  
Administrative  
Clinical

## **Doctor of Philosophy (Ph.D.) in Nursing**

Family Nurse Practitioner

## **Juris Doctor (J.D.)**

## **Juris Doctor (J.D.)/Master of Arts in Nonprofit Leadership (M.A.)**

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

## **Master of Arts (M.A.)**

Criminology  
Nonprofit Leadership  
Teaching: Elementary Education—*Suspended*  
Teaching English to Speakers of Other Languages

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

Early Advantage MBA (Full-time, one-year program)  
Global Energy  
Professional MBA (Part-time program for working professionals)

## **Master of Education (M.Ed.)**

Applied Behavioral Studies  
Professional Counseling  
Early Childhood Education  
American Montessori Certification

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

Creative Writing

## **Master of Laws (LL.M.)**

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

Leadership Studies

## **Master of Music (M.M.)**

Conducting  
Music Composition  
Music Theater  
Opera Performance  
Performance  
Vocal Coaching

## **Master of Physician Assistant Studies (M.P.A.S.)**

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

## **Master of Science (M.S.)**

Computer Science  
Criminology  
Energy Management  
Energy Legal Studies

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

Clinical Nurse Leader  
Nursing Administration  
Nursing Education

## **Master's Certificate in Healthcare Practice Management**

## **Post Master's Certificate**

Adult-Gerontology Acute Care Nurse Practitioner  
Family Nurse Practitioner



# Graduate Admission

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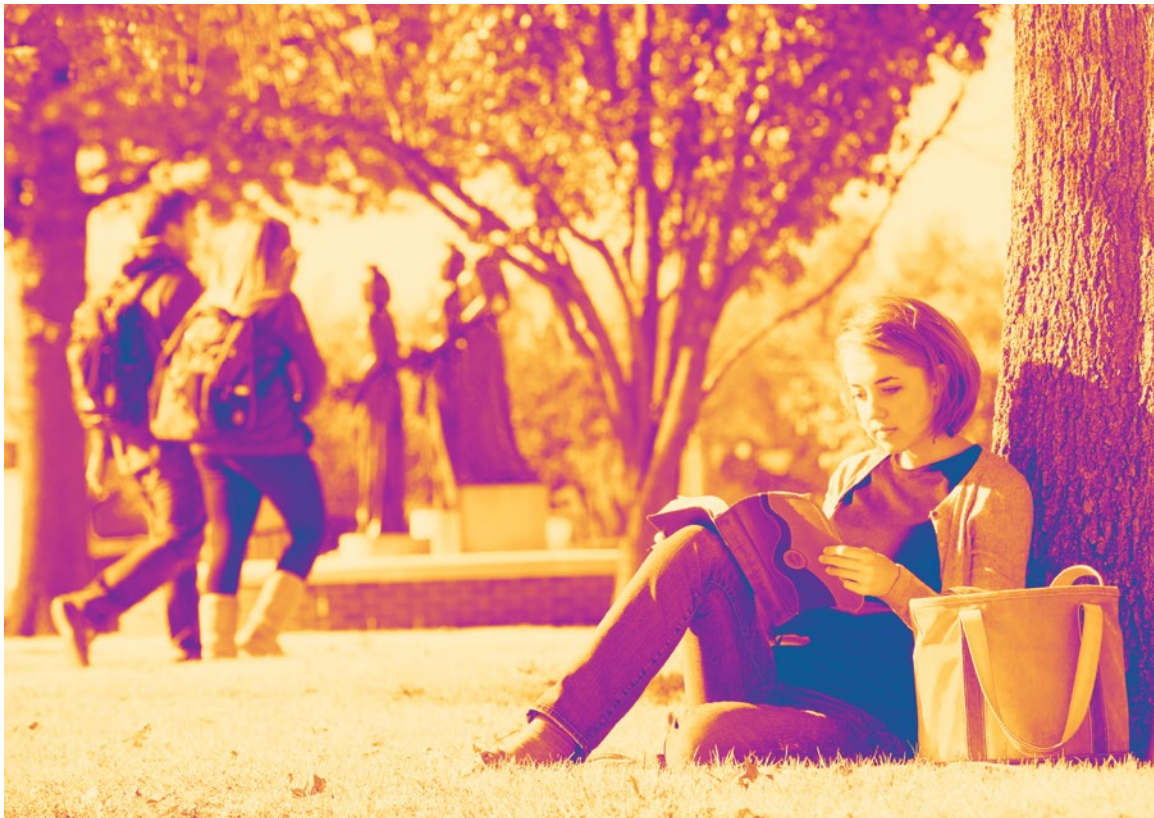
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# General Admission Policy

Oklahoma City University is interested in graduate students who want to learn. Careful consideration is given to each application. Important factors to be considered include 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 domestic students holding, at minimum, bachelor’s degrees from regionally accredited colleges or universities and all international students whose credentials have been approved by their country’s ministry of education. All students must meet 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. All graduate programs require a minimum cumulative GPA of 3.00 for admission, based on the undergraduate or most recent degree. Some programs require a qualifying GMAT or GRE score.

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.

### 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 Admissions, Oklahoma City University  
 2501 North Blackwelder  
 Oklahoma City, OK 73106

### Application

Apply online at [okcu.edu/admissions/graduate](http://okcu.edu/admissions/graduate). The application process varies for each program, so please contact the Office of Graduate Admissions at (405) 208-5351 or at [gadmissions@okcu.edu](mailto:gadmissions@okcu.edu) to determine the complete application requirements.

### Some programs will require an additional statement or other documents:

Each application to a graduate program requires a statement of purpose. The statement of purpose should be approximately 250 words describing reasons for pursuing a graduate degree and academic and professional goals (applicable to all programs unless otherwise indicated below). In addition, submission of a current resume is also required of each program.

- **Master of Music:** 150 to 200 words describing reasons for pursuing a graduate degree and academic and professional goals. In addition to statement, please attach a separate document indicating recitals, programs and all performance experience.
- **MBA:** A minimum of 500 words addressing reasons for pursuing the MBA, background in business, and academic and professional goals. Applicants must also submit a current resume.
- **Master of Science:** Accounting: 750+ words, and Energy Management or Energy Legal Studies: 500+ words describing background in industry, business experience, and purpose for seeking the degree. Applicants must also submit a professional resume.
- **Criminology:** Submit a typed, double-spaced response to the following question, with a minimum of one typed page: What are the three most significant social issues currently facing us today, and what are the solutions you would suggest?
- **Ph.D. or DNP:** 500–750 words demonstrating effective writing skills describing how the doctorate will help achieve life and career goals. In addition to the statement, submit a separate paragraph describing competency in word processing, basic spreadsheet use, presentation software, and Internet skills.
- **Master of Fine Arts in Creative Writing:** No more than three pages addressing the following two prompts:
  - 1 Write about a book that you have read recently. Explain, with specific references to the book and to craft elements\*, why that book did or did not work for you.
    - \* (Craft elements: plot, characterization, setting, scenes, metaphor, line breaks, imagery, sonnets, etc.).



- 2 Explain your preparation (academic or personal) for an MFA program. Explain why a low-residency program will work for you. To prepare for this part of the personal statement, please read Lori A. May's article, "Is a Low-Residency MFA Right for You?" which is available at [http://www.loriamay.com/lowres\\_excerpt.pdf](http://www.loriamay.com/lowres_excerpt.pdf)

In addition to the statement and in a separate document (no more than 20 pages), submit a sample of creative work in one genre of choice. Although students can, and are encouraged to work in multiple genres, students are initially accepted on the basis of the strength of their work in one genre.

### 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 Admissions from all colleges and universities attended.

### Letters of Recommendation

Letters of recommendation are required for admission from persons able to comment on professional and academic ability. Please verify the number of letters needed for the preferred program. They may submit the letters electronically at [okcu.edu/graduate/recommendation/](http://okcu.edu/graduate/recommendation/) or by mail to the Office of Admissions.

Students applying to the Master of Music (M.M.) program must arrange an audition with the Bass School of Music: [okcu.edu/music/audition.aspx](http://okcu.edu/music/audition.aspx).

All transcripts, test scores, correspondence, or other materials submitted for the purpose of applying for admissions become the property of the university and will not be returned.

### 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.

### Readmission

Former students who have not attended Oklahoma City University for two consecutive semesters (excluding summer) must be readmitted before enrollment. An

application for readmission and official transcript of all work completed since leaving OCU must be submitted to be considered for readmission.

## Transfer Credit

Transfer credit is approved by the dean of the student's school only after the student has been admitted to Oklahoma City University. Petitions for transfer of graduate credit must be submitted to the dean of the student's school. No course credit may be transferred unless the grade received was at least a B (3.00 on a 4.00 scale) from a regionally accredited institution or appropriately accredited institution located outside the U.S. Correspondence courses are not accepted toward a graduate degree.

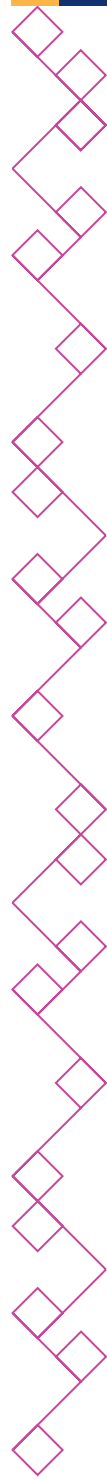
Transfer credit for institutions outside of the U.S. must be fully recognized by the appropriate accrediting body (such as the Ministry of Education) in the country of origin. The Office of International Admissions will determine the accreditation of institutions outside the U.S. International students 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.

Degree requirements may be fulfilled by courses transferred from a completed degree conferred by another regionally accredited university. However, the student will not be awarded credit hours associated with those courses.

Degree requirements may be fulfilled by courses transferred from an uncompleted degree begun at another regionally accredited university, and the student may be awarded the credit hours associated with those courses up to one-third of the total required courses/credit but not to exceed 12 credit hours for the Oklahoma City University master's degree.

Degree requirements may be fulfilled by courses transferred from a completed Oklahoma City University degree, and the student may be awarded the credit hours associated with those courses up to one-third of the total required courses/credits but not to exceed 12 credit hours for the Oklahoma City University master's degree.



## Non-Degree-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.

## Admission Inquiries

For information concerning graduate programs at Oklahoma City University, contact the Office of Admissions at (405) 208-5351 or (800) 633-7242, visit our website at [okcu.edu/graduate](http://okcu.edu/graduate), or contact us by email at [gadmissions@okcu.edu](mailto:gadmissions@okcu.edu).

## International Graduate Admission Procedure

Oklahoma City University currently has students from over 60 countries studying in its 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 Office of International Admissions. Applications and information may be obtained online at [okcu.edu/admissions/international](http://okcu.edu/admissions/international), by emailing [ia@okcu.edu](mailto:ia@okcu.edu), or by writing to:

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

Most graduate programs at Oklahoma City University do not have application deadlines, but the office of International Admission recommends that applications be submitted no later than six weeks before the semester begins. Please check with the Office of International Admissions directly to learn if your program has an application deadline.

## English Proficiency Policy

International students from non-English speaking countries (as indicated in the Cambridge Encyclopedia of Languages, 2003\*) must demonstrate proof of English proficiency by meeting one of the following criteria:

### Regular Admission

Regular admission to most graduate programs requires one of the following:

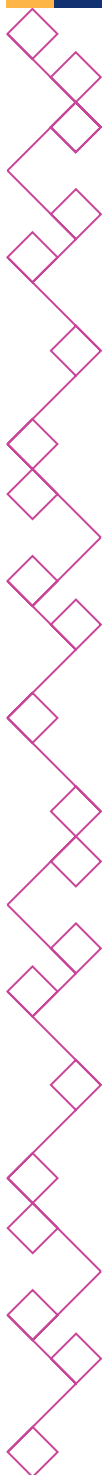
- 1 TOEFL internet-based test (iBT) score of 80, paper-based test (PBT) score of 550, PTE score of 53, or an overall IELTS score of 6.0 with at least a 5.5 on each subband\*.
- 2 Completion of level 112 of the English for Academic Purposes program at an ELS Language Center.
- 3 Two years attendance and graduation from high school in an English\*\* speaking country with the minimum GPA required for admission to OCU.
- 4 Two semesters at a U.S. regionally accredited higher education institution with a minimum of 24 transferable credits including any undergraduate program at Oklahoma City University and good academic standing.

### Provisional Admission\*\*\*

For some programs, students who do not meet the above criteria may be considered for provisional admission by meeting the following criteria:

- TOEFL internet-based (iBT) score of 61-79, paper-based test (PBT) score of 500-549 or an overall IELTS score of 5.5 with at least a 5.0 on each subband. To fulfill the provision, graduate students must complete 9 credit hours of graduate coursework with a 3.00 GPA or higher or complete 15 credit hours and retake the iBT TOEFL or IELTS and submit an admissible score as determined by the regular admission standards set by each department.

The Office of International Admissions will maintain the equivalency chart of appropriate English proficiency assessments.



Conditional admission may be offered for many programs if the applicant indicates that he or she 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

**okc@els.edu**  
**els.edu**

- \* Some graduate programs may require score(s) higher than those listed above. Check for specific department admissions criteria.
- \*\* Current English-speaking countries as listed in the Cambridge Book of Languages: American Samoa, Anguilla, Antigua/Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Guyana, Canada (except Quebec), Cayman Islands, Dominica, Falkland Islands, Fiji, Grenada, Guam, Guyana, Ireland, Jamaica/other West Indies, Liberia, Montserrat, New Zealand, Sierra Leone, South Africa, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, Turks and Caico Isle, United Kingdom, Virgin Islands, and US Pacific Trust.
- \*\*\* Provisional Admission is not available for all programs.

## Institutional TOEFL Policy

If an applicant does not meet the English Proficiency requirements as stated above or does not 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 applicant scores below 550 on the Institutional TOEFL, he or she may not be admitted. The applicant must attend language training, such as ELS, and may not begin an academic program.

If the applicant's score on the Institutional TOEFL is 550 or better, the applicant must also take the SPEAK test or Test of Spoken English (TSE) and the Test of Written English (TWE). All applicants 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. Applicants 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 (graduate) or 12 (undergraduate) 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 3.00 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 an iBT TOEFL score of 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 adequate financial resources to provide for educational and living expenses at Oklahoma City University.

## 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 Office of International Admissions.



# Expenses and Financial Aid

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## General Financial Information

The graduate tuition rate varies by program, but is the same for all students within each program regardless of their state of permanent residence.

A music student will be charged the current tuition per hour rate that is associated with their matriculation term. Typically a music student's enrollment may include up to two half-hour lessons each semester, however for any additional lessons that increase the student's enrollment for the semester will be charged the current per hour tuition rate associated with their matriculation date, plus any general university or music specific fees.

## 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. All students must make arrangements for their account balances either by paying their balance in full (Option 1) or enrolling in a monthly payment plan (Option 2).

### *Option 1: Payment in Full*

After all other aid is accounted for or noted on a student's account (loans, university scholarships, etc.), the account is paid in full by or on the first day of class each semester.

### *Option 2: Installment Plan Fee*

Students may sign up for the installment plan; a \$50 fee is assessed to allow students to make four interest-free payments over the course of the semester. Any account with an unpaid balance at the end of the term will be subject to a finance fee of 2.67 percent.

The installment plan fee of \$100 will be assessed to any student who has either not signed up for the installment plan, not paid account in full by the first day of class, nor made appropriate payment arrangements. Failure to enroll in an installment plan can lead to cancellation for non-payment. If a payment is not made by the payment due date each month, accounts are subject to a late payment fee of \$30 per month and an onetime (per semester) default fee of \$50.

Students awarded financial aid in the form of work-study should be aware that this form of aid is not considered in determining the balance due in tuition, fees, room and board for the semester. If a student chooses, they may request their work-study earnings be applied directly to their student account.

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 and payment tables governing nonveteran obligations.

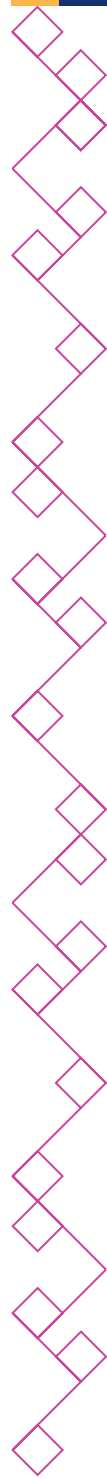
No student will be allowed to enroll in any semester or term if his or her account is past due. No student will be given a letter of good standing, transcript, or diploma until all financial obligations to the university are paid.

All tuition, fees, and charges made by the university are payable at the Student Accounts Office. Students may also submit payment for Oklahoma City University charges online with TouchNet via their Oklahoma City University BlueLink 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.

By enrolling at Oklahoma City University, students agree to the following:

- Specifically acknowledge that to the extent their educational expenses are not paid by parents, scholarships, employers, or other sources, they are responsible for such payments plus interest.
- Specifically acknowledge that by enrolling, they are subject to applicable charges and/or fees and that these charges and/or fees constitute a legal debt until paid or otherwise settled. Any balance due is a student loan and will be considered nondischargeable under the federal and state laws governing bankruptcy.
- Specifically acknowledge that any additional cost or legal fees, including but not limited to reasonable attorney's fees, incurred by Oklahoma City University, its successors and/or assigns, in collecting the amounts due shall be added to the amount the student owes and will bear the same rate of interest as the principle amount.
- Authorize Oklahoma City University and/or its agents, including attorneys and/or collection agencies, to contact the student via cellular telephone and/or electronic technology to collect any outstanding debt, unless the student notifies the university or its agents in writing to cease such communication.



## 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.

- All students pay a general university fee. This fee provides general budget funding for a variety of services including campus technology, academic enrichment and assessment, athletics and facilities, safety and crisis preparedness, career services, health services, personal counseling, intramurals, student government association, student traditions, religious life, and student publications.
- Laboratory fees, as well as fees required for some courses are charged on a flat-fee basis in addition to tuition.
- An annual parking permit is required of all students for on-campus parking.
- An international student fee and international student insurance fee are charged each semester. All fees are mandatory for international 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 per degree sought allowing students and alumni to request 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.
- Students enrolling in online courses will be assessed an online course fee.
- OCU requires all students to maintain student health insurance as a condition of enrollment. The insurance fee for the OCU Student Health Insurance Plan (SHIP) is automatically billed to the student account each semester. If a student already has health insurance coverage which meets the university's requirement, they may upload a SHIP waiver online to remove the SHIP charges and maintain their current insurance coverage.

## Veterans Benefits

A Veterans Service Office is operated by Oklahoma City University as a service to veteran students. 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 Veterans Service Office at (405) 208-5266.

## 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 10 semester class days.

**Summer and accelerated cycles**—up to and including the first Thursday of the term.

Approximately the third week of class each semester, if the student's account is paid in full, any excess personal, state, private, or federal financial aid awarded will be refunded to the student. The charges to be paid include, but are not limited to, tuition, fees, room and board, and traffic fines. Oklahoma City University processes refunds by direct deposit. Contact the Student Accounts Office for details.

## 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 Accounts Office.* Tuition adjustments, if any, are based on the last date of attendance. (See also "Return of Unearned Federal Title IV Funds" under Financial Assistance.)

## Email

All students receive an Oklahoma City University email account that they are responsible for activating and maintaining. Access to this account is available through a web browser and most email applications. It will never expire for current students or those who graduate from the

university. The student email account is the official correspondence for the following:

- Financial Aid
- Billing notices
- Student activities
- Academic communication with the University and professors
- Important dates, times, deadlines and emergency university notifications

Email is the sole method of correspondence used by most university departments.

All students are expected to check their email account regularly. A student's failure to check and maintain his or her account on a regular basis will not be accepted as an excuse for missing information, dates, and/or deadlines.

International students will receive all updates on immigration regulations and newsletters through their Oklahoma City University email accounts.

## 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 Accounts 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 and 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, for printing and copying services, and serves as a meal ticket for students who are on a board plan.

## Book Charge Program

Oklahoma City University's bookstore is managed by Tree of Life. Tree of Life offers a charge program. Charges, resulting from class required items, such as utilizing the book charge program, will be added to the student's account. The charges will be included in the monthly invoice and will be due upon receipt or can be paid monthly as part of the approved payment plan. Students who have a hold as a result of a past due balance will not be permitted to participate in the book charge program.

Tree of Life also offers the Textbook Butler program. The program is simple: OCU tells the Campus Store what classes you're enrolled in, and the Campus Store automatically pulls all the required books for your classes

and charges them to your student account, no credit card required. If you live on-campus, your books come straight to your room. If you live off campus, your books are delivered to campus for pickup. You must opt out if you do not want to receive this added service.

## Financial Assistance

### Types of Assistance Available

The Office of Financial Aid assists admitted students in developing a financial aid package to help meet their basic educational expenses. Financial aid includes the university scholarships, federal grants, student loans, and federal and institutional work study.

### Eligibility for Financial Assistance

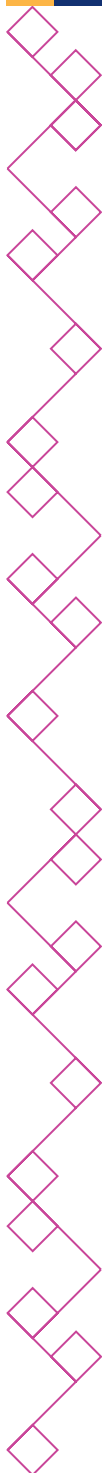
The Office of Financial Aid considers the official Cost of Attendance at Oklahoma City University, the family's Estimated Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA), and the student's incoming academic achievements to determine eligibility for financial aid. Oklahoma City University scholarships may be applied to tuition charges only and are not refundable to the student.

Financial aid may be available to help fund OCU-approved study abroad programs. More information is available from the Director of Global Engagement at [studyabroad@okcu.edu](mailto:studyabroad@okcu.edu).

### Financial Aid Application Procedures

To be evaluated for financial assistance, a student must first be admitted to the university. Most federal and state programs require at least half-time enrollment. Transfer students must provide official transcripts from all institutions previously attended. Audited courses and courses not applicable to the student's degree program will not 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.

All students are encouraged to apply for federal student aid. The student should file a Free Application for Federal Student Aid (FAFSA) online at [fafsa.ed.gov](http://fafsa.ed.gov) and designate Oklahoma City University (code 003166) on the application in order for the Office of Financial Aid to receive a copy of the results. The student will receive an electronic link to his or her Student Aid Report (SAR) from the Federal Student Aid Processing Center in response to the FAFSA.



The 2017-18 deadline for priority processing is March 1 annually. 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.

In addition to the FAFSA, other forms may be required based on the student's individual circumstances. Students should monitor their Oklahoma City University email and BlueLink for additional requested items.

## Return of Unearned Federal Title IV Funds

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.

The Office of Financial Aid will calculate the amount of Title IV funds the student has earned in accordance with federally prescribed procedures as detailed in the Federal Compliance and Student Consumer Information found at [okcu.edu/heoa](http://okcu.edu/heoa).

## Satisfactory Academic Progress (SAP) Policy for Financially Aided 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.

The Office of Financial aid will monitor the quantitative and qualitative progress of each student receiving financial assistance in accordance with the current guidelines and procedures as detailed in the Satisfactory Academic Progress Policy found at [okcu.edu/financialaid/forms/sappolicy](http://okcu.edu/financialaid/forms/sappolicy).

## Renewals and Annual Awarding

Students are evaluated annually for continued financial aid eligibility. Federal renewal applications must be submitted annually and are available after October 1 of each year at [fafsa.ed.gov](http://fafsa.ed.gov). Scholarship renewal is based on SAP and is reviewed every semester. Scholarships generally

require maintaining full-time enrollment and other criteria set forth at the time of the initial award.

## Award Notifications

More specific information about financial aid opportunities at Oklahoma City University may be obtained from the Office of Financial Aid.

## Financial Aid Programs Available at Oklahoma City University for Graduate Students

### Federal Aid

- Bureau of Indian Affairs Grants
- Federal Unsubsidized Stafford Student Loan
- Federal Work-Study Program
- Fulbright Scholarship

### Oklahoma City University Assistance

- Departmental Graduate Scholarships
- Music Talent Scholarship
- Institutional Work-Study Program
- Miss Oklahoma City University Scholarship
- Oklahoma City University Employee/Dependent Tuition Remission
- Study Abroad Scholarship
- United Methodist Minister/Dependent Tuition Remission

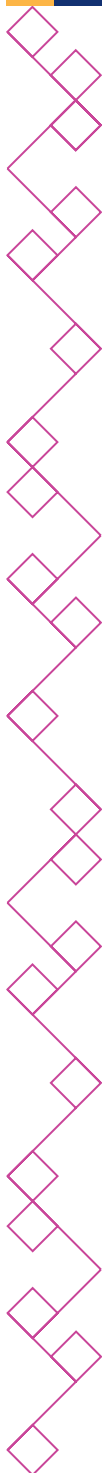
### Corporate Education Benefits Program

Oklahoma City University partners with local employers to assist their employees in obtaining a graduate degree from the university. Benefits include deferred billing, and fee discounts. 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 American Floral Services Endowed Chair in Marketing** was established in 1987 by Herman and LaDonna Meinders. Dr. Michael Williams serves as the American Floral Services Chair in Marketing.





**The Wanda L. Bass Chair in Choral Music Education/ Canterbury Youth Chorus** was established in 2004 by Wanda Bass to support both the choral music education program at Oklahoma City University and the Canterbury Youth Chorus.

**The Wanda L. Bass Chair in Organ** was established in 2004 by Wanda Bass to support the study of organ at Oklahoma City University. Dr. Melissa Plamann holds the Wanda L. Bass Chair in Organ.

**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. Robert A. Greve holds the chair for the C.R. Anthony Chair in Competitive Enterprise.

**The James Burwell Endowed Chair** was established in 1962 through the estate of James Burwell of Oklahoma City. Dr. James Ma holds the James Burwell Chair in Finance.

**The Eleanor Lou Carrithers Chair of Writing and Composition** was established by OCU graduate and long-time trustee Eleanor Lou Carrithers.

**The B.C. Clark, Jr. Chair** in the Meinders School of Business was established in 2009 through a bequest from Mr. Clark's late wife, Jeroldine Zachritz Clark. The chair

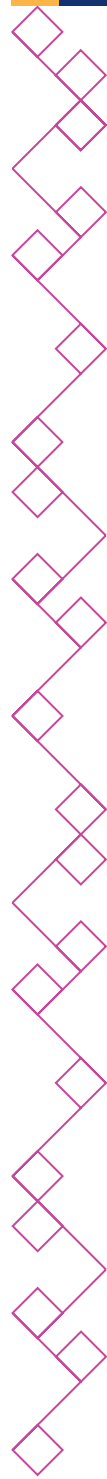
recognizes members of the Meinders School of Business faculty who have demonstrated excellence in teaching and research and who have attained a recognized level of accomplishment within their academic discipline. Dr. Meredith Wegener serves as the B.C. Clark Jr. Chair in Legal Studies, and Dr. Jonathan Willner holds the B.C. Clark Jr. Chair in Economics.

**The Katherine and Mary Clary Chair** of Creative Writing was established in 2015 to honor these alumnae. Robert Roensch currently holds the chair.

**The Darbeth-Whitten Endowed Chair in History** was established in 1971 by Mr. and Mrs. Darwin Wells of Hunter, Oklahoma. Dr. Richard Johnson holds the Darbeth-Whitten Chair.

**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 to memorialize the belief in the value of education expressed by the late Dr. Freede and to insure his vision of commitment to the highest ideals and teaching standards in promoted in the Meinders School of



Business. Dr. Jacob T. Dearmon and Dr. Evan Shough hold the Dr. Henry J. Freede Chairs in Teaching Excellence.

**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. Leslie Long serves as the V.V. Harris Endowed Chair.

**The T.K. Hendrick Endowed Chair in Marketing and Management** was established in 1987 as a gift from T.K. Hendrick and the Hadson Petroleum Corporation to attract and retain superior faculty members in the Meinders School of Business. Dr. James Guzak and Dr. Carol A. Howard serve as the T.K. Hendrick Chairs in Marketing and Management.

**The Ann Hundley Hoover Chair for the Dean of the School of Music** was established in 2009 by friends of the school of music in the memory of Ann Hundley Hoover. Dean Mark Parker holds the Ann Hundley Hoover Chair.

**The Norick Brother's Distinguished Professor of Marketing Chair** 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. Dr. Nicholas Jason Flores serves as the Norick Brother's Distinguished Professor of Marketing Chair.

**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. Dr. Sharon Betsworth serves as the Margaret K. Replogle Endowed Chair in Religion.

## Endowed Professorships

**The Claude and Ollie Bell Professorship in Church History** was established in 1982 by Mrs. Ollie Bell. Dr. John Starkey holds the the Claude and Ollie Bell Professorship.

**The Florence Birdwell Professorship in Voice** was established in 2007 by friends and former students of Florence Birdwell.

**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. Kourosh Tavakoli holds the the Webster Lance Benham Professorship.

**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. Dr. Lisa Wolfe is the Don E. Schooler Professor.

**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 holds the Owen and Vivian Wimberly Professorship in Christian Thought.



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# On-Campus Housing

## Residence Halls

The university believes that a valuable part of a student's learning experience occurs in the university residence halls. The student lives and learns with other students from different cultures and lifestyles. Numerous social and academic activities occur in the residence halls during the academic year. There are five residence halls on the Oklahoma City University campus: United Methodist, Draper, Walker, Banning, and Smith halls. Each residence hall is directed by a Residence Hall Director and Resident Assistants, who promote community living and are a resource to help students succeed.

## Rates for Residence Halls

Housing rates for each academic year are published separately in a tuition and fees schedule. A non-refundable \$250 housing processing fee is required along with a completed application and contract for residence halls. **Scholarship students and athletes are NOT exempt from submitting a housing processing fee.** Cancellation of a completed housing application must be received in writing by the director of residence life. **Cancellations made less than 30 days prior to the first day of classes will result in a \$500 cancellation fee.**

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. The fall housing assignment will be canceled if a student's advance registration is canceled, and the processing fee will be forfeited in full.

## Apartment Living

The Cokesbury Court apartment complex is a great alternative to the traditional residence-hall style living. The Cokesbury Court apartment complex offers the security of card-key entry and an eight-foot wrought-iron fence. Apartment options include furnished efficiencies and two- and four-bedroom apartments with outdoor swimming pool, 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) 208-8100.

## Food Service

There are several meal plans available to Oklahoma City University students, including a variety of residence hall

board plans and StarsCash, 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 Cokesbury Court apartments are required to purchase an meal 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. StarsCash are redeemable in the Commons Food Court or in Alvin's Cafe, 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 Chartwells.

## Religious Life

The goal of Religious Life at Oklahoma City University is to promote spiritual enrichment and to minister to the spiritual needs of the campus community.

The Director of Religious Life, Rev. Elizabeth Horton-Ware, can help students connect with varied student groups that address spiritual needs and religious traditions.

## Organizations

The Oklahoma City University Wesley Center is the United Methodist campus ministry. Most programs take place in the lower level of the Chapel. Ministries and programs are open to all students. The Wesley Center directs Evensong worship services, the Kappa Phi Christian Women's Service Organization, and the other opportunities throughout the year.

## Worship and Activities

Each week, when classes are in session, there are two on-campus worship opportunities. The university chapel service is held on Thursdays at 1:00 pm. Evensong, a casual worship service, is held on Monday evenings in the lower level of the Chapel. We sponsor mission opportunities throughout the year. Everyone is invited to participate.

## Clergy Support

There are two clergy staff persons in University-Church Relations who are available to students of all faith affiliations for pastoral care and spiritual encouragement. They work closely with our Muslim chaplain who meets these specific needs. They can also assist students finding area houses of worship to connect with local faith communities. For more information, visit [okcu.edu/religiouslife](http://okcu.edu/religiouslife).





## Interfaith Prayer Center

Students, staff and faculty of all faiths are invited to visit the Dr. Raniyah Ramadan Interfaith Prayer Center located on the west end of the Kramer School of Nursing building. Members of the campus may swipe their ID cards for 24-hour access to the prayer center.

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

There are numerous social and academic organizations available to students on campus. When the school year begins, information is made available to all students about dates and meeting times for many organizations.

## Career Services

The office of Career Services assists undergraduate and graduate students of all disciplines to blend their talent, interests, and academic achievement with the career readiness skills that will lead to success in post-graduate employment or continued education programs. Career planning and decision-making is a process that helps the undecided student choose a major, while providing a 'plan of action' for those who are ready for the next step. The career center combines traditional career development elements such as resume development and interview skills with career and personal education tools, so that graduates are empowered with the practical knowledge needed to transition from college to 'real-world'. Career Services wants every student to be confident in their ability to market key skills and experiences, and shine with a polished professional image. Students are encouraged to schedule an individual appointment to begin planning their success.

Career advisors are available to help students each step of the way.

- Self-Assessment and Career Exploration
- Individual Career Counseling
- Resume and Cover Letter Development
- Internship and Job Search Strategies

- Interview Techniques
- Online Job and Internship Posting
- Graduate School Planning
- Career Readiness Events and Workshops
- Online Student Resources
- Major Change or Selection
- On-Campus Interviews

The Office of Career Services is located in the Meinders School of Business, Suite 200. Office hours: Monday-Friday 8 a.m.-5 p.m. (405) 208-5171 or [careerservices@okcu.edu](mailto:careerservices@okcu.edu).

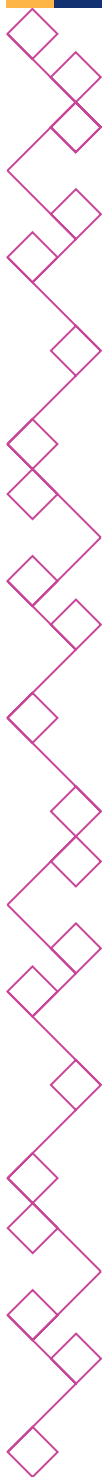
## The Involved Center

The Involved Center provides information to students, faculty/staff, and campus organizations regarding events, campus involvement, co-curricular transcripts, space reservation, Orgsync basics, maintaining/starting a new student organization, flyer approval, and much more. The Involved Center is located in Room 114 of the Tom and Brenda McDaniel University Center across from the Student Leadership Center. Hours of operation are 8 a.m.-5 p.m., Monday-Friday during the school year, and 8:00 a.m.-5:30 p.m., Monday-Thursday during summer hours.

## Office of Student Engagement, Inclusion, and Multicultural Programs

The Office of Student Engagement, Inclusion and Multicultural Programs (SEIMP) advances, promotes, and initiates programming for campus organizations through co-curricular and community service activities and experiences, which emphasize diversity, appreciation and respect among domestic and international students, faculty, and staff. Collaboration is cultivated through supporting organizations that represent diverse students such as, Native American, Black, Hispanic, Asian, Indian, Saudi, Muslim, LGBTQIA, and other ethnically and culturally based groups. Students who participate in these organizations form lasting personal and professional relationships among students, faculty, staff, and alumni that contribute to their development as effective leaders in their respective communities.

SEIMP also administers among other programs the Clara Luper and American Indian Scholarships. These need-based programs help to provide a private college education to deserving students who may not otherwise have the opportunity. The scholarship programs demonstrate that access and opportunity are critical components necessary for underserved students to realize the goal of a private college education. The scholarship recipients



are merged with members of the President's Leadership Class to form a leadership cohort, which collaborates in academic, co-curricular, and community service projects throughout their academic tenure at OCU.

## University Counseling

Counseling is a confidential process designed to help you address concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. University counseling services are available for all currently enrolled students. Our goal is to provide short-term mental health services that will assist OCU students with emotional development, problem solving skills and decision making capabilities.

Counseling sessions are confidential, typically 45 to 50 minutes long, and are free of charge. OCU University Counseling services are triage based, meaning the basic symptoms are identified and treated as needed based on individual terms. Should you need longer term services, your OCU therapist will make a referral for you. Call (405) 208-7902 to make an appointment.

## Student Government Association

Student Government Association (SGA) is the governing body for all Oklahoma City University students. SGA consists of four branches: Executive, Legislative, Judicial and the Student Activities Council. This organization plans and implements a variety of activities for the campus community, appropriates money for student organizations and serves as the voice for students in university governance. The president of SGA serves as a voting member of the university's board of trustees. Elections for High Officer and Senate positions (sophomores, juniors, and seniors) are held late in the spring semester. Elections for the freshman senator positions are held early in the fall semester.

## Honor Societies

The following honor societies and professional organizations are open to graduate students and 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 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.

### Beta Gamma Sigma

Business student international honor society. Graduate business students must be in the top 20 percent of their graduating class qualify for membership.

### Blue Key National Honor Fraternity

Membership by election, second-semester sophomore standing or above, cumulative GPA of 3.400 or above are required.

### Phi Alpha Delta National Legal Fraternity

Membership is by election.

### 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.

### Sigma Theta Tau International 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.

### Theta Alpha Kappa

Religion student honor society. Graduate students must have completed one-half residency and have a 3.50 or higher GPA.

### Upsilon Pi Epsilon

The mission of Upsilon Pi Epsilon is to recognize academic excellence in the computing and information disciplines. Graduate students must rank in the top 35 percent of their class, have completed at least 18 credit hours in graduate computer science course work with a cumulative GPA of 3.5 or higher.

## Student Organizations

The following student organizations are active at Oklahoma City University:

### Academic

Alpha Chi Honors Society, Alpha Mu Gamma, Beta Beta Beta Biology Honors Society, Blue Key Honors Society, Honors Student Council, Phi Alpha Delta Pre-Law, Phi Eta Sigma, OCU Mobile Device Developers Club, Philosophy





Club, Psi Chi Chapter at OCU, Sigma Tau Delta, Student Accounting Society, TESOL Club

#### **Faith-Based**

Generation Blessed Gospel Choir, Nurses Christian Fellowship, Delta Alpha Chi, Fellowship of Christian Athletes, Kappa Phi, Muslim Student Organization

#### **Greek**

Alpha Chi Omega, Alpha Kappa Alpha Sorority Inc., Alpha Phi, Gamma Phi Beta, Interfraternity Council, Lambda Chi Alpha, Panhellenic Council, Phi Gamma Delta, Phi Mu, Phi Mu Alpha Sinfonia, Kappa Sigma

#### **Multicultural**

Asian American Student Association, Black Student Association, Chinese Scholars and Students Association, Hispanic Students Association, Indian Student Association, Iraqi Student Organization, Native American Society, Saudi Student Association, Taiwanese Student Association

#### **Performing Arts**

Alpha Psi Omega, Collegiate Oklahoma Music Educators Association, OCUpella, Out of the Box, Project 21, Shadow Collective Project

#### **Professional**

American Choral Directors Association, Black Student Nurses Association, Business Professionals of

America and DECA, Delta Epsilon Iota, Kramer Student Nursing Association, KSN Men in Nursing, Marketing & Management Club, Student Oklahoma Education Association, Students of Arts Management, United States Institute of Theatre Technology

#### **Political**

OCU Students for Liberty, Secular Student Alliance at Oklahoma City University, Student Government Association

#### **Service/Volunteerism**

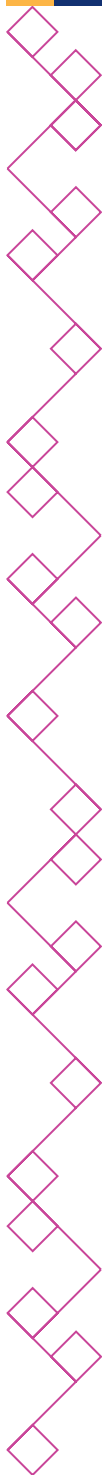
R is for Thursday, Relay for Life, Rotaract OCU, SPECTRUM

#### **Sports**

Exercise and Sport Science Club, Intramural Sports, OCU Weightlifting Club

#### **Other**

Amnesty International at OCU, Meinders School of Business Toastmasters, OCU Art Club, OCU Student Ethics Consortium, The National Society of Leadership and Success



# Extracurricular Activities

## Varsity Athletics

Oklahoma City University sponsors a variety of varsity sports programs, including men's and women's basketball, men's baseball, competitive cheer and dance, 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 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.

## Cheer and Pom

Oklahoma City University offers a varsity competitive coed cheer squad and varsity competitive pom squad. The cheer and pom squads play an exciting part in the athletic department by participating at men's, women's basketball games, wrestling matches, and a number of other sporting events. Members of the cheer and pom squads are also involved at numerous community events throughout the year. Tryouts are held in the spring semester each year and are open to anyone interested. Both teams compete nationally in the NAIA, which is the only collegiate institution to recognize cheer and pom as varsity sports.

## Fitness Center

The Aduddell Fitness Center provides full service to a large selection of fitness equipment including state-of-the-art treadmills, ellipticals, stationary bikes, and cross-training equipment. The center also offer a wide range of free weights, stationary weight machines, and other aerobic equipment (jump ropes, steppers, etc.). Showers, day lockers, and towels are also available at the Aduddell Center.

The front desk provides a fully trained staff to answer any questions or assist students during their workouts. The staff also offers an orientation twice a week. For more information, contact (405) 208-5378.

## Intramural Sports

Oklahoma City University features an intramural sports program designed to encourage interaction between students, faculty, and staff. The department provides a variety of league and tournament events. The Intramural Sports program strives to meet the competitive and recreational needs of the campus community. The department offers opportunities to maintain physical fitness while interacting with friends and classmates.

Sports offered include 3-on-3 basketball, 5-on-5 basketball, dodge ball, flag football, soccer, softball, table tennis (ping pong), volleyball (indoor and outdoor), and kickball. For more information about Intramurals or how to register, call (405) 208-5378.

## Open Recreation

The Henry J. Freede Wellness Center and its Abe Lemons Arena provide the home court to many Oklahoma City University sports. The recreation department offers open recreation nights at Freede. Open recreation takes place in the fall and spring semesters. Each Sunday, Monday, and Wednesday, Freede is open from 8 p.m. to 11 p.m. for use by anyone who carries an OCU ID. For more information, contact (405) 208-5378.

## 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 Entertainment for further information. Noncredit dance classes are available through the Community Dance Center.

## Music

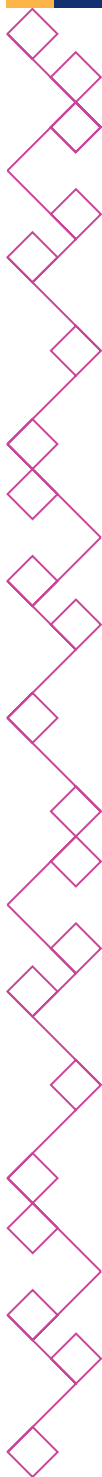
University students are encouraged to participate in music activities, including performing in ensembles, taking private music lessons, and auditioning for productions. All qualified students are eligible to participate in Bass School of Music performing ensembles (Symphony Orchestra, Wind Philharmonic, 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.

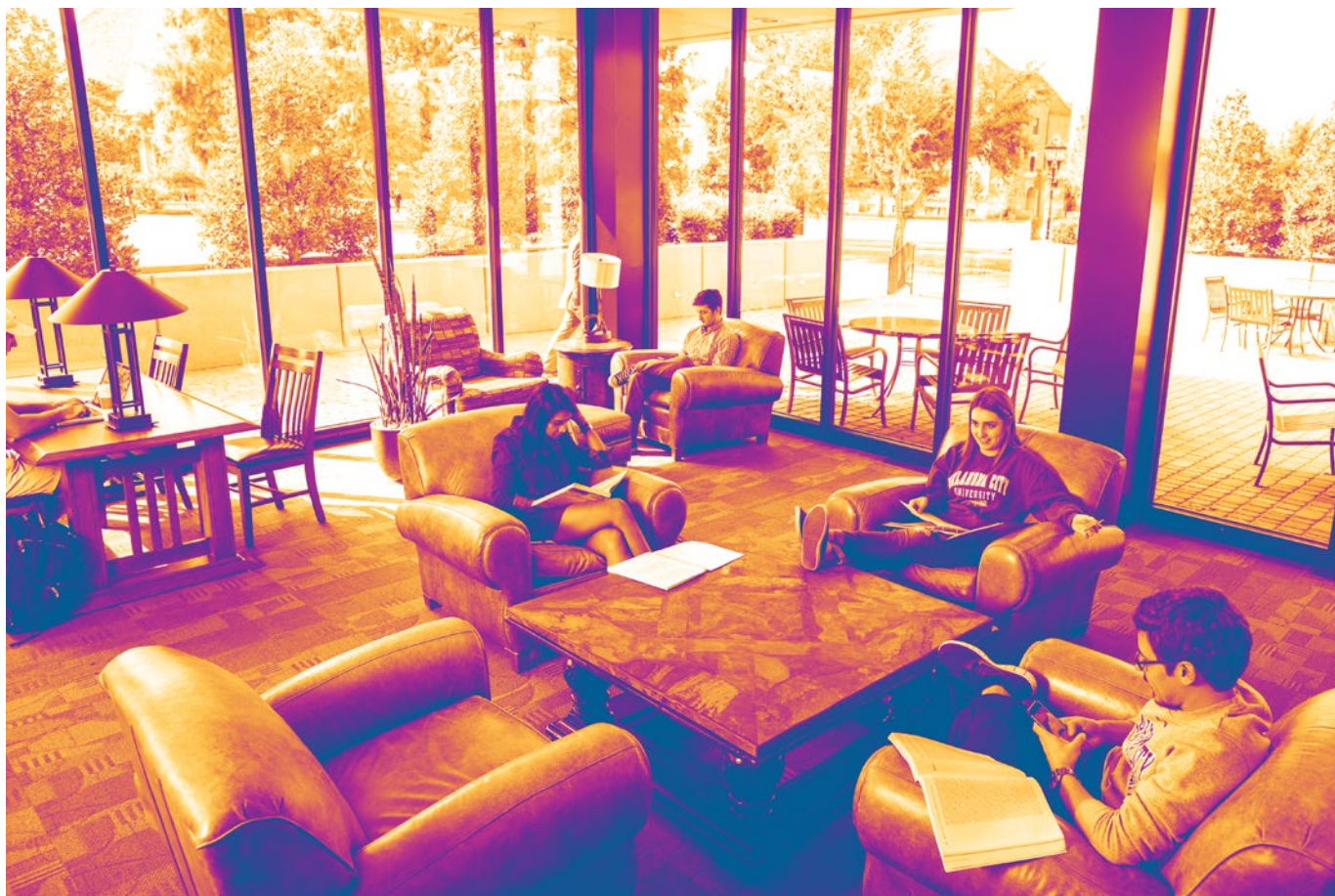
## Theatre

All students 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.

## 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 student newspaper) and MediaOCU (the student media smartphone app and website online at [mediaocu.com](http://mediaocu.com)).

## Publication of Student Work

All students can submit poetry, fiction, nonfiction and art to *The Scarab*, OCU's literary journal, sponsored by the English honor society, Sigma Tau Delta. The undergraduate research journal *Stellar* accepts submissions of research papers written for undergraduate courses. Both annual publications can be viewed at [okcu.edu/english/publications.aspx](http://okcu.edu/english/publications.aspx).

## Speech and Debate Team

All OCU students are eligible to participate on the OCU Speech and Debate team. We have a rich history that goes back to our historic debate in 1931 with Wiley College, the first debate between an all white team and an all black team south of the Mason-Dixon line. Today OCU Speech and Debate continues its vision of inclusivity. Students can compete in a broad range of areas, including Parliamentary Debate, Platform Speech Public Speaking, Limited Prep Speaking, and Individual Events.

Scholarships are available for team members. To apply, students should complete the online application for the Speech and Debate team: [okcu.edu/speechanddebate](http://okcu.edu/speechanddebate).

## Cultural Enrichment Events

An array of music, drama, music theater, art, literature, cinema, and lecture events occur annually on the Oklahoma City University campus. Among the cultural enrichment opportunities available and easily accessible in the Oklahoma City area are the Oklahoma City Philharmonic concerts, the Oklahoma City Museum of Art, Science Museum Oklahoma, and several theaters.

## 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, Ishmael Beah, David Brooks, Morris Dees, Marian Wright Edelman, Henry Louis Gates, Jane Goodall, Brian Greene, Robert F. Kennedy Jr., Jonathan Kozol, Rabbi Harold Kushner, Wilma Mankiller, Dunya Mikhail, N. Scott Momaday, Bill Moyers, Eboo Patel, Erik Peterson, Mark Plotkin, Sister Helen Prejean, Michael Sandel, Ann Simon, Helen Thomas, Brian Turner, Kurt Vonnegut Jr., Andrew Weil, and George Will, as well as Nobel Laureates Archbishop Desmond Tutu, Elie Wiesel, Wangari Maathai, and Jody Williams.

## The Harbour Winn OCU 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 400 people. Each year the series focuses on a theme, and reading material on the theme and series 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 2017-18 academic year will be the Film Institute's 36th year.

## The Neustadt Lectures

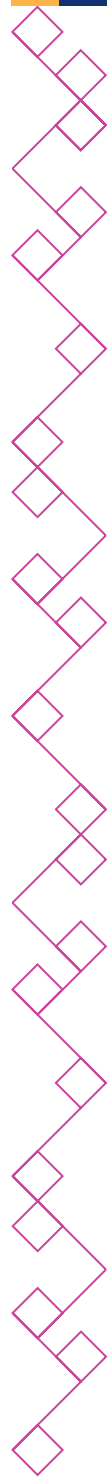
Walter and Delores Neustadt of Ardmore, Oklahoma, established the lecture series in 1983 for the purpose of strengthening understanding of the great contributions of the Judaic religious tradition to Western civilization and thought. Scholars are invited to the campus to speak on informative themes in the areas of Hebrew Scriptures, Judaic thought, and Jewish ethics and art.

## The Willson Lectures

This lectureship is provided by an endowment from James M. and Mavis Willson of Floydada, Texas. The lectures are directed to the interest of students in the area of religion and society. The Willsons were outstanding members of the United Methodist Church. Their Christian vision was truly ecumenical in its outreach. Since 1953, their gift to Oklahoma City University has brought to campus speakers of international stature from the areas of religion, science, Christian theology and ethics, church history, biblical studies, and liturgical studies.

## The Martha Jean Lemon Lectures

These lectures are a gift from Lynette Lemon Wert and Larry H. Lemon in 2010 on behalf of the Lemon family of Oklahoma City and in honor of Martha Jean Lemon. Ms. Lemon was graduated from Oklahoma City University in 1968 with a degree in history and worked as an independent comparative religion scholar. The lecture series will feature speakers, workshops, or seminars on topics that promote religious leadership and service.



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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, excluding summer, 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 lies with the academic dean from each respective school. 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 10 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 10 years old, whether taken prior to, or after admission to a graduate program, cannot be applied to a degree.

## Academic Advisement

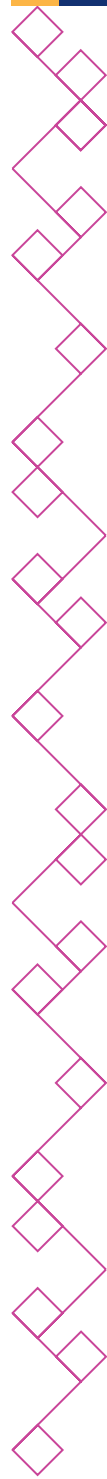
Academic advising is a collaborative effort between the student and academic advisor aimed at maximizing the student's educational and life goals. By using different styles of advising, such as prescriptive and developmental, advisors may be able to assist students in recognizing their own individual, educational learning styles.

In academic advising, the role of an advisor may include being the facilitator of learning, whereby the advisor works with the student to develop decision-making and problem-solving skills. Advisors can be an information source on school policies and procedures, programs, and other resources to further help students achieve their academic and life-learning objectives. Advisors, while working with students, may play a role in making sure the students proactively participate in choosing and enrolling in the required courses necessary for graduation and obtaining a degree in their chosen field. It is understood the academic advisor works in an advisory capacity and is not responsible for the failure of the student to follow the requirements for graduation set forth in the catalog.

Every student at Oklahoma City University is assigned an academic advisor in their major area of interest, with undecided students, who are classified as university studies students, being advised by the dean of the Petree College of Arts and Sciences or his or her designee. The provost is the ultimate authority on interpretation of requirements for graduation.

### *GradStar Degree Audit*

GradStar by DegreeWorks is a Web-based tool to help students and advisors monitor a student's academic progress toward degree completion using their specific major and catalog. A GradStar degree audit is a review of past, current, and planned course work. It provides information of completed and outstanding catalog requirements





necessary to complete a degree/major/minor/concentration. GradStar is divided into requirement blocks such as a degree block, a general education block, and a major block. Check boxes exist within each block to easily outline which courses and requirements are complete. Students can access GradStar through the Student tab in their Bluelink account.

A GradStar degree audit can be a useful tool in the advisement process. The student's academic advisor should be contacted for assistance in interpreting the degree audit. The audit is not an academic transcript, and it is not official notification of degree or certificate completion. Students must contact their advisors regarding degree audit and official degree/certificate status.

GradStar degree audits are currently available for students who started in fall 2012 or later.

## 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 summer terms, courses may be added through the first two class days of the term. Courses added after the first two class days and through the Thursday after three class days may be added only with instructor approval. Courses may not be added after this date.

## Dropping Courses

The final date to drop a course is listed in the academic calendar. Students dropping courses before the final drop date will receive a W (withdrawal). After the final drop date, a student must receive approval from his or her instructor. The instructor must assign a grade of WP (withdrawal passing) or WF (withdrawal failing) for the course. (A grade of WF will be calculated into the student's grade point average as a failing grade.) The student then must receive approval from his or her advisor, academic dean, and the provost/VPAA before the change in class schedule can be processed. No course may be dropped after the last day of classes.

Courses dropped through the 100 percent refund date will not appear on the student's permanent record. Changes in class schedule become effective on the day the form is processed by the Registrar's Office.

A 100 percent tuition adjustment is made for varying time periods beginning with the published first day of class. After this period, there will be no

further adjustments. The time periods vary. See Tuition Adjustments for more information. Student attendance in a course does not affect the tuition reduction. The date the completed form is processed by the Student Accounts Office is the determining factor.

## Withdrawal

A student who is completely withdrawing from the university must obtain a withdrawal form from the Office of the Registrar, International Student Office, Financial Aid Office, or his or her dean's office. Once this form is properly completed and processed through the Office of the Registrar and Student Accounts, the withdrawal becomes effective on the date it is validated by Student Accounts. 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

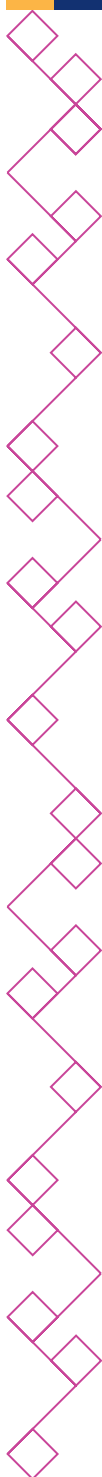
When a course is not completed by the end of the semester or summer session, a professor may assign an incomplete (I) at his or her discretion. The student must be performing at a passing level and have a legitimate reason to receive an "I." Students cannot be assigned an "I" because they have excessive 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, the instructor will submit information which specifies what work must be done to remove the "I" and the grade to be assigned if the work is not completed. This information is made available through the on-line system. 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 by the professor.

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.

## Credit Hour

The credit hour or semester hour, terms used interchangeably, is the unit of instruction. One credit hour is constituted by a minimum of one hour of classroom or direct instruction and a minimum of two hours of out-of-class student work each week for a semester (or its equivalent). An equivalent amount of work (minimum



three hours per week for a semester of its equivalent of combined direct instruction and outside of class student work) must be represented for a credit hour in other academic activities such as laboratory work, internships, practica, studio work and other academic work. Semester is defined as not less than sixteen weeks. Courses offered in shorter time frames must have an equivalent number of hours dedicated to instruction and student work as that spent in a semester-based class.

## Grade Points

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. 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. A student's GPA will be determined by dividing the total number of grade points earned at Oklahoma City University by the total number of hours attempted at Oklahoma City University with the exception of courses in which marks of CR, W, WA, WH, WP, NC, I, and NR are received. At Oklahoma City University, the official GPA will be rounded to the third decimal place.

The following system of points is used for computing GPA:

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

## Grade Reports

Final grade reports are posed only through BlueLink unless the student has requested in writing to the Office of the Registrar that grades be mailed to a specific address.

## 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 Thursday after three class days of a summer session. Once the time 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 time 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 5–9—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 Accounts 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.

## Official Transcripts From Other Institutions

Oklahoma City University requires all students to submit official transcripts, such as high school transcripts, undergraduate transcripts with or without a degree, or graduate transcripts. These transcripts must be official. Official transcripts are defined as transcripts sent directly from one institution to Oklahoma City University. Electronic transcripts will be accepted from schools using approved secured transmission systems. The complete list of acceptable systems can be found on the OCU Registrar website ([okcu.edu/admin/academic-affairs/registrar/](http://okcu.edu/admin/academic-affairs/registrar/)). Any transcript marked "Issued to Student" and/or hand-carried transcripts are not considered official and will not be accepted for transfer purposes.

# Thesis, Dissertation, 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 CR 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. The 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 the Student Accounts Office.

## Thesis, Dissertation and Project Grades

- X** Indicates that satisfactory ongoing progress was made during the semester, however subsequent enrollment must occur in the next semester as components necessary to satisfactorily complete the thesis are required. It is a neutral grade to be used only for thesis grades. This grade will remain a permanent grade on the student's transcript.
- NC** No credit. Indicates that unsatisfactory progress was made during the semester.
- CR** Credit. 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 12-point type,
- and 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 incorporation of that work in one's own); collusion (the unauthorized collaboration with another person); misrepresentation of actions; and falsifying information.

Grievance procedures 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 website 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.

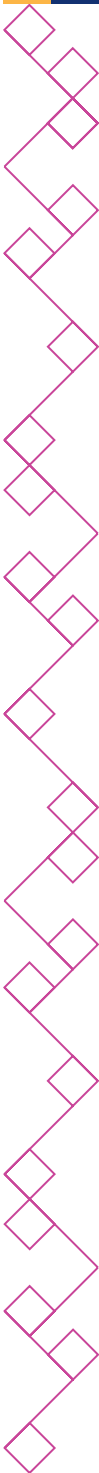
If, in the judgment of the faculty member, a student fails to conform to the academic honesty policy, the faculty member shall inform, in writing, the student's academic dean, the provost/VPAA, and the student. Sanctions for a student's breach of the academic honesty policy vary according to the nature 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 10 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 21 calendar days when the faculty member's letter must be mailed to a student residing outside the United States. If the 10th day (or 21st 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. 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 assistant provost.

There is a presumption that the faculty member's decision is correct and, in the absence of extraordinary



circumstances, shall not be changed. The faculty committee will render a decision in writing regarding the student's appeal within 15 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 10 university business days of the decision to impose additional sanctions. The appeal process is increased to 21 calendar days when the dean's letter must be mailed to a student then residing outside the United States. If the 10th day (or 21st 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 10 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 assistant provost. The provost/VPAA or assistant 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 assistant 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 assistant provost must inform the student at least 10 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.

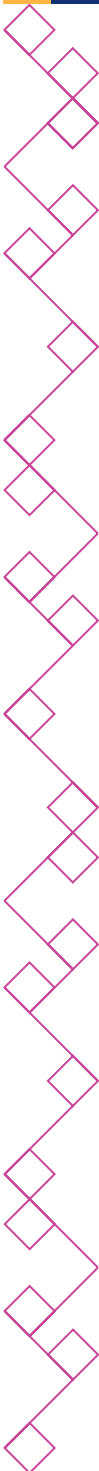
If a student has reasonable grounds to believe that a final grade received or final academic judgment made with respect to him or her in any course or program of study was based on violation of established university policies, procedures, or regulations, substantial error, bias, or miscarriage of justice, the student may, within 10 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 emailed within 28 calendar days in order to meet the remainder of the deadlines. The process is composed of both informal and formal procedures.

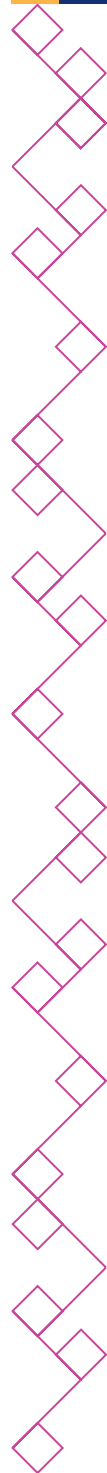
### ***I. Informal Grievance Procedure***

- 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 assistant 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 10 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 10 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 assistant 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 assistant provost, who will convene the Student Probation and Petitions Committee, which must meet within 10 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 university 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 30 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 3.00 will be placed on academic probation. A graduate student on probation is limited to 9 hours per term. Any exceptions to that limit must be approved by petition

submitted through their advisor and dean and received in the Registrar's Office. Students on academic probation must raise their cumulative GPA to 3.00 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 Student Probation and Petitions Committee and, if granted, are to maintain a 3.00 or higher GPA for courses taken in the interim. No student may graduate on academic probation, i.e., with a cumulative GPA below 3.00.

Individual schools, colleges, and graduate programs may establish academic standards more stringent than those stated here. In such cases, the student's appeal is heard by the Student Probation and Petitions Committee. The committee will consider the appeal based on the program's standards. If the appeal is not granted and the student wants to move to another graduate program, they must apply for admission to that program and be accepted by the school or program to which they apply.

Only students who are in good academic standing may participate in extracurricular activities. Extracurricular activities are defined as activities such as athletic competitions, artistic performances, and academic competitions that are not required by the student's course work or major program. Students who are not in good academic standing will be prohibited from representing the university in the participation in intercollegiate athletic events, artistic performances except as required for their course work or degree requirements, and intercollegiate academic contests. Traveling with athletic teams, performance groups, or academic teams also will be prohibited.

The Remediation and Probation Policy of Master of Physician Assistant Studies Program is listed within the Physician Assistant Program Academic Standards. The Law School Academic Standards and Regulations are available at <http://law.okcu.edu/?current=scholarly-life/academic-handbook/>.

## Readmission Policy for Students Dismissed for Poor Academic Performance

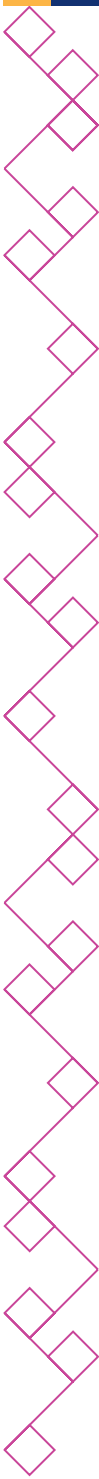
A student who is dismissed from the university for academic reasons must wait one full academic year before applying for readmission. The latest date by which readmission requests must reach the Office of the Registrar in order to be considered for earliest possible readmission will be indicated in the 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 University Academic Dismissal

A student has the right to appeal an university academic dismissal due to substandard academic performance. The student may, within 14 calendar days (excluding university holidays) of the receipt of the written notice of dismissal, initiate an appeal in the following manner:

- 1 The student must submit a written appeal to the registrar. The appeal should have as much detail as possible, stating all aspects of the issue that the student thinks pertinent. It is the responsibility of the student to initiate the process and follow it through. Failure of the student to move the appeal forward in the specified time limit will terminate the appeal.
- 2 After making a determination that the appeal is filed in a timely manner, the registrar will convene the Student Probation and Petitions Committee to consider the student's appeal within 10 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 assistant 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:** Appeal for Academic Dismissal from all departments and schools within the university separate from an university dismissal will follow the procedure listed in the appropriate handbook for that department or school. 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. Degree candidates must meet their program's graduation requirements upon completion of their program. Grades below a C cannot count for graduation. Degree candidates must have a cumulative GPA of not less than 3.000 in hours attempted for the graduate program in which the degree will 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 one commencement ceremony (May). Students completing degree requirements in the fall participate in the following May commencement ceremony. Students completing degree requirements in the spring term of an academic year participate in the May commencement ceremony following the end of that term. Students completing degree requirements in the summer terms participate in the May commencement ceremony of that same academic year. All students should complete the application for graduation by the appropriate deadline published in the academic calendar.

Before filing the application for graduation, each candidate should contact his or her academic advisor to initiate a final degree review. 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.

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 conferral date (fall, spring, or summer) following the semester or summer term in which the student completes all

requirements for the degree based on the last day of the course(s). The date recorded on a diploma for a degree with a required comprehensive exam will be the next conferral date after all requirements, including any comprehensive exams, have been successfully completed.

The Office of the Provost coordinates the commencement ceremonies for the university. Graduates are required to wear the appropriate cap and gown to participate in the ceremony. The only cords or stoles permitted to be worn with a graduate's academic dress during the ceremony are those awarded by the university or honor societies of the university or university campus organizations.

## 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

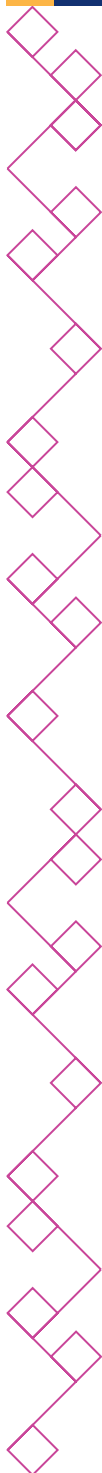
**Honors** a cumulative GPA of 3.750-3.899

Courses that are nongraded or graded as credit/no-credit may not be included in the minimum hour requirements. To determine honors candidates for the commencement ceremony, the GPA and the hours accumulated through the semester prior to commencement will be calculated. For the official honors designation which is placed on the transcript and the diploma, the final semester's hours and grade points are included. Only the GPA of hours completed at Oklahoma City University will be used in the calculation of graduation honors eligibility.

## 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."



# University Services and Programs

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## Global Engagement (Study Abroad)

While most study abroad programs are designed for undergraduate students, graduate students are encouraged to explore available opportunities such as language immersion programs and internships abroad. Some Oklahoma City University faculty-led study abroad programs are open to graduate students. For more information, see [okcu.edu/academics/studyabroad](http://okcu.edu/academics/studyabroad) or contact the director of global engagement in Suite 438 of the administration building at (405) 208-5270.

Law students may select from several programs offered through the law school each summer. For more information, see the law school's study abroad website or contact the director of international programs at (405) 208-5125.

## 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, Carolyn Forché, Mark Doty, Claudia Emerson, Joy Harjo, Jane Hirshfield, Li-Young Lee, Michael Ondaatje, Naomi Shihab Nye, Terence Hayes, Tracy K. Smith, and Richard Blanco, as well as Poet Laureates Billy Collins, Natasha Trethewey, Ted Kooser, Charles Simic, and Robert Pinsky have been featured. Marie Howe will be the poet in April 2017. The center also 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; and contributes to the support of The Center for Interpersonal Studies through Film & Literature. The director teaches university courses related to the mission of the center, as well as courses in the English department and the Moving Image Arts Program. The Thatcher

Hoffman Smith Endowment Fund and an advisory committee support the development of the center.

## Dulaney-Browne Library

The Dulaney-Browne Library is the main source for library collections and services for all non-law students, faculty and staff.

Library resources and services are available in the five-story Dulaney-Browne Library building in the center of the main campus, on the library's web page at [okcu.edu/library](http://okcu.edu/library), and in the Leichter Listening Library. Resources include books, journals, video recordings, audio books, musical recordings, and musical scores in traditional and electronic formats. Librarians provide assistance in finding information in the library, over the telephone, via email, and by chat or text message. Librarians also offer formal instruction to individuals and groups in the use and evaluation of information resources. Other services include study spaces, and basic computer and printing assistance. The library's special collections include the University Archives, the Oklahoma United Methodist Archives, and the Shirk Oklahoma History Center, the Foundation Center Cooperating Collection, and the Center for Interpersonal Studies through Film and Literature Film Collection.

The Dulaney-Browne Library building is also the home of the Learning Enhancement Center, the Center for Excellence in Teaching and Learning, test proctoring services, and the Disability Services office.

The Leichter Listening Library, located in the Wanda Bass Music Center, houses physical music recordings and scores and the office of the music librarian.

The Chickasaw Nation Law Library, located in the downtown campus (8th and Harvey), focuses on resources for law students and faculty, but is open to all students, faculty, and staff during regular business hours.

The Dulaney-Browne 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 at (405) 208-5068, (405) 445-3636 (text), or [AskALibrarian@okcu.edu](mailto:AskALibrarian@okcu.edu); or visit during regular library hours (Monday–Thursday 7:30 a.m.–midnight, Friday 7:30 a.m.–7 p.m., Saturday 10 a.m.–7 p.m., and Sunday noon–midnight) for more information.



## Learning Enhancement Center (LEC)

The LEC offers free peer writing consultations, along with tutoring in math, science, music theory, and general English conversation practice.

The LEC is open Monday through Thursday, 10 a.m. to 7 p.m., and Friday, 10 a.m. to 5 p.m. The LEC is located in the Dulaney-Browne Library.

Students may schedule 50 minute appointments or learn more about the LEC by going online at <http://libguides.okcu.edu/lec>.

## Campus Disability Services

Campus Disability Services is located in the Dulaney-Browne Library 106C. We are dedicated to providing for the needs of students, staff, and OCU patrons who have disabilities. Reasonable modifications in the classroom, on campus housing, facilities around campus, and within our

campus library will be provided for students with documented disabilities. Assistive technology for people with vision impairments and learning disabilities is available.

Students with disabilities should contact Campus Disability Services to determine what documentation is necessary to receive accommodations. To contact Campus Disability Services, please email or call the Coordinator for Campus Disability Services, Jenny Minsberg at [jlminsberg@okcu.edu](mailto:jlminsberg@okcu.edu) or (405) 208-5895.

## Computer and Information Resources

**Campus Technology Services** maintains a centrally-located, area dedicated to assist student with technology-related questions and issues. The **Helpdesk** is located on the lower level of the McDaniel University Center, Room 136, and is staffed by trained technicians familiar with both Microsoft and Apple operating systems. The Help Desk offers a variety of student support services including:



- Walk-in and telephone support
- Technology-related consultation
- Virus and malware removal
- Installation of campus-licensed software applications such as Microsoft Office
- Assisted hardware upgrades
- An online issue and support tracking system

Finding a computer to use on campus is easy with **many computer labs** in various locations spread conveniently across campus. Lab hours vary by location. Microsoft Office, web browsing, and other computer applications are available 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.

**Email accounts** are provided to all students and can be accessed through a web browser and most email applications. Additionally, all students are provided cloud storage space to easily store and access their important files from anywhere on the Internet.

The entire campus, including all residence halls, has wireless network access, allowing students access to the campus network and the internet 24 hours a day from any location. A limited number of computers are available in each dorm lobby.

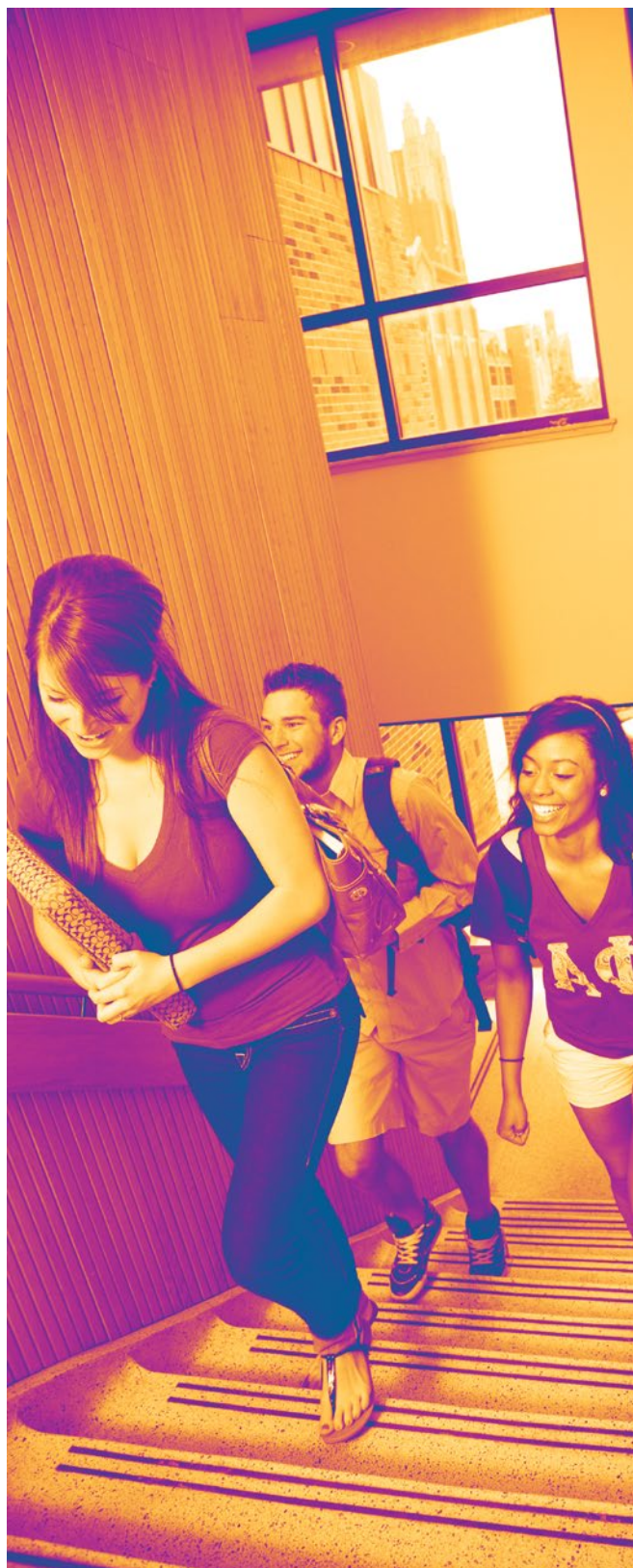
Additional information for Campus Technology Services can be found at [www.okcu.edu/technology](http://www.okcu.edu/technology) or by calling (405) 208-5555.

The university's computer-use policy is published on the university website at [okcu.edu/technology](http://okcu.edu/technology). All students should read this policy to find information about restrictions and limitations for using the campus network.

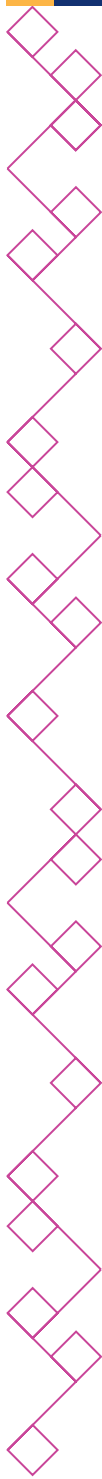
## ELS Language Centers

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

The Intensive English for Academic Purposes (EAP) program at ELS Language Centers<sup>®</sup> 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 EAP course is a complete English program including classes in structure/speaking, conversation, reading, writing, Language Technology Center (LTC), and special-interest subjects.



ELS Language Centers<sup>®</sup> 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<sup>®</sup>, (405) 525-3738, [els.edu](http://els.edu), or email [okc@els.edu](mailto:okc@els.edu).



# Petree College of Arts and Sciences

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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 nonprofit leadership, Master of Arts in teaching English to speakers of other languages (TESOL), Master of Fine Arts in creative writing, Master of Arts in criminology, Master of Science in criminology, Master of Education, and Master of Liberal Arts. 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.

Master's degree programs in the School of Liberal Arts and Sciences will accept a maximum of 6 credit hours of approved courses from other graduate degree programs at Oklahoma City University.

## 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 converted to a grade indicated in the contract.

## Time to Finish a Degree

Graduate degrees must be completed within six years.





# School of Liberal Arts and Sciences

Dr. Amy E. Cataldi, Dean

2017-18

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# School of Liberal Arts and Sciences

## Master of Education in Applied Behavioral Studies

**Coordinator:** Farha

**Adjunct Faculty:** Gallavan, Leveridge, Pfaff, Pittman, Tassej

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 one year, 33-hour fast-track master's degree in applied behavioral studies is designed for pre-counseling and related professionals who are involved in the fields of learning, development, and group processes in human behavior settings such as mental health facilities; government, business and industry; and organizational contexts. This program has been approved by the Oklahoma Department of Mental Health and Substance Abuse Services and the Oklahoma Healthcare Authority to meet educational requirements to become a Certified Behavioral Health Case Manager. Those interested in becoming a Licensed Professional Counselor (LPC) can do so through participation in this 33-credit hour program and by taking five additional courses.

Examples of those who might be interested in this degree would include workers in mental health, human development, consulting, teaching, adult learning, human resources, training and development, human services, and student personnel.

The program is designed for fall admission and is "fast-track" in that most of the courses are offered in a once-per-week, eight-week session. Each 3 credit hour 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. Some summer course work is required. The full-time student will take two courses at a time, and the part-time student takes one course at a time. Because of this unique structure, students may have to attend some classes on days when the university is otherwise closed.

### Academic Honesty

Graduate students in the applied behavioral studies programs are expected to conduct themselves in an ethical and professional manner at all times. When submitting academic work, students must abide by the academic honesty

policy stated in this catalog. Any act that violates the academic honesty policy will incur a penalty up to and including expulsion from the graduate program and the university.

### Applied Behavioral Studies (M.Ed.)

Core Courses		21
ABS 5703	Behavior Pathology	3
ABS 5314	Assessment I	4
ABS 5713	Counseling Theories	3
ABS 6813	Personality & Human Development	3
ABS 6975	Professional Orientation/Ethics	5
ABS 6903	Research Methods	3

Approved Electives		12
ABS 5091-6	Independent Study	
ABS 6513	Sociocultural Foundations	3
ABS 6743	Group Process	3
ABS 5363-4	Topics	3-4
ABS 5503	Addictions	3
ABS 5813	Career Development	3
ABS 5313	Sexual Issues in Counseling	3
ABS 5413	Crisis Intervention	3
ABS 5513	Death and Dying	3
ABS 5213	Issues in Mental and Physical Health	3
ABS 5613	Gerontology	3
ABS 5564	Marriage and Family Therapy	4

[curriculum/sequence subject to change]

Because this is a "pre-counseling" program, the philosophy section of the professional counseling track also applies to the 33 hour applied behavioral studies curriculum.

### M.Ed. in Applied Behavioral Studies—Professional Counseling

The Petree College of Arts & Sciences at Oklahoma City University offers the Master of Education (M.Ed.) in Applied Behavioral Studies—Professional Counseling. It is designed to train students to become professional counselors in Oklahoma and render services to individuals, groups, and families 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 credit semester hours, including field experience. Because space is limited, not all qualified applicants are admitted. The sequenced,

mental health program of study is designed to meet the Oklahoma academic requirements to become a Licensed Professional Counselor (LPC) as set forth and granted by the State Board of Behavioral Health.

**Portability Statement:** It is the responsibility of the prospective student/applicant/student to determine degree portability to another state.

Students first meet academic requirements for the 33 hour M.Ed. in Applied Behavioral Studies (ABS), then complete five more courses (including field experience) to have the “Professional Counseling” designation added to their transcript. This brings the total to 60 credit hours (as required by statute).

Most courses are offered in the evening, but flexible daytime schedules are necessary for Practicum and Internship. The program is designed for fall admission and is “fast-track” in that most of the courses are offered in a once-per-week, eight-week session. This allows full-time students beginning in the fall to finish in two years (and part-time students beginning in the fall to finish in about four years). Some courses, such as Practicum and Internship will be offered in the traditional 15 week semester. Each 3 credit hour course requires a one-week-end seminar, while 4 credit hour courses will require more. Some summer course work is required. Because of this unique structure, students may have to attend some classes on days when the university is otherwise closed.

### Philosophy

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

## Applied Behavioral Studies— Professional Counseling

### Core Courses

ABS 5703	Behavior Pathology	3	<b>44</b>
ABS 5314	Assessment I	4	
ABS 6314	Assessment II	4	
ABS 5713	Counseling Theories	3	
ABS 6714	Advanced Counseling Techniques	4	
ABS 6813	Personality & Human Development	3	
ABS 6975	Professional Orientation/Ethics	5	

ABS 6903	Research Methods	3
ABS 6776	Practicum	6
ABS 6979	Internship	9

### Approved Electives **16**

ABS 5091-6	Independent Study
ABS 6513	Sociocultural Foundations
ABS 6743	Group Process
ABS 5363-4	Topics
ABS 5503	Addictions
ABS 5813	Career Development
ABS 5313	Sexual Issues in Counseling
ABS 5413	Crisis Intervention
ABS 5513	Death and Dying
ABS 5213	Issues in Mental and Physical Health
ABS 5613	Gerontology
ABS 5564	Marriage and Family Therapy

## Continuation and Candidacy

At any point during the ABS program, if the academic unit has reason to believe the student has demonstrated impairment or “fitness” for clinical studies is questioned, the unit reserves the right to suspend, terminate, or impose remedial work.

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 3.00 in each course as well as a pleasant personality and demeanor and demonstration of a high degree of professionalism, ethical behavior, and a noncombative, nonabrasive attitude on campus with faculty and students as well as off-campus with supervisors. An oral candidacy interview may also be requested. Some information from ABS 5314 Assessment I may be used in the candidacy process. Satisfactory background check required.

## Probation Policy

If a student’s GPA falls below a 3.00 before or after candidacy, he or she will be placed on academic probation with one semester to raise the GPA to 3.00 or higher. Students entering on probation must raise their ABS GPA to at least a 3.00 within the next 9 credit hours taken. A student placed on probation twice may be disqualified from continuation.

## Drug Policy

Please refer to the “Alcohol and Other Drug Policies” in the Student Handbook.

## Graduation Requirements

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

## Admission Criteria for ABS

- 1 An earned bachelor's degree from a regionally accredited college or university recognized by the U.S. Department of Education (or its foreign equivalent recognized by the country in which the degree is granted).
- 2 Minimum undergraduate GPA of 3.00. 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 electronically completed recommendation letters from college instructors. If bachelor's degree is more than five years old, a significant sample of former scholarship can be submitted in lieu of one instructor's letter. In this case, the other letter may be from a supervisory person from applicant's employment.
- 4 Official transcripts from all academic institutions attended.
- 5 Ability to effectively communicate in English (both written and oral).
- 6 A personality/disposition deemed suitable for the helping and crisis intervention disciplines.
- 7 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, 213 on the computer-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.
- 8 Individuals may be asked to supplement their application. Supplemental materials may include, but are not limited to, interviews, writing samples, and course work.
- 9 The deadline to submit completed applications for fall and spring admissions will be exactly two weeks prior to the beginning of the semester. Be advised that because the ABS admissions committee has to convene, realistically, application should be submitted well before the deadline.

## Admission on Probation

Students admitted on probation to the program must achieve a cumulative GPA of 3.00 or higher in the first 9 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 Fine Arts in Creative Writing (M.F.A.)

**Administration:** English Department

**Director:** Mish

### Program Description

The Master of Fine Arts in creative writing is a terminal degree in creative writing. Students work with faculty mentors to create a manuscript-length work of creative prose in fiction, nonfiction, poetry, or another creative genre with approval of the program director. Students also undertake critical work in the form of analysis of writing craft and readings in masterworks of their genres. Students may elect to pursue secondary genre study and/or strands in pedagogy, professional writing, or magazine editing and publication.

### Structure of the Program

This is a two-year program which includes five residencies—one each summer and each winter, plus one at the end of the program—for periods of 10 days. Students will complete 12 hours of course work each fall and spring semester for two years, for a total of 48 credit hours. The final residency will include a public reading and defense of the thesis.

### Learning Outcomes

Students pursue holistically designed writing craft courses and electives according to a curricular plan co-devised with their academic advisor. Learning outcomes are those which strengthen and fulfill each student's stated goals, which may vary from personal enrichment to career development as teachers, editors, or authors.

### Admission Requirements

In addition to the general graduate admission requirements established by Oklahoma City University, all students seeking admission to the Master of Fine Arts in creative writing must submit the following:

- 1 A sample of creative work in the genre (poetry, creative nonfiction or fiction, including genre fiction and YA) in which she or he wishes to work, no more than 20 pages long.
- 2 A two- to three-page personal statement responding to each of the following prompts:
  - 1 Write about a book that you have read recently. Explain, with specific references to the book and to craft elements\*, why that book did or did not work for you.
 

\* (Craft elements: plot, characterization, setting, scenes, metaphor, line breaks, imagery, sonics, etc.).
  - 2 Explain your preparation (academic or personal) for an MFA program. Explain why a low-residency program will work for you. To prepare for this part of the personal statement, please read Lori A. May's article, "Is a Low-Residency MFA Right for You?" which is available at [http://www.loriamay.com/lowres\\_excerpt.pdf](http://www.loriamay.com/lowres_excerpt.pdf)
- 3 Two confidential letters of recommendation. Please request reference letters from professors, co-workers, supervisors, colleagues, or other people who can describe you in terms of the following characteristics:
  - Self-discipline (being a "self-starter").
  - Ability to take criticism and follow guidance.
  - Ability to plan for and meet deadlines.
  - Camaraderie/ability to work with others.

Reference letters which do not respond to the characteristics listed above will not be considered.

Admissions decisions will be made by a committee including the Program Director and faculty members who teach in the writing sample's genre. Applications are ranked, in order, by writing sample quality, personal statements, and letters of recommendation. For more information, contact the MFA director by email: [MFADirector@okcu.edu](mailto:MFADirector@okcu.edu)

## Master of Fine Arts in Creative Writing

Credit Hours: 48

### Core Requirements

ENGL 5623, 5626	Creative Workshop I	3(6)
ENGL 5663	Craft Elements I	3
ENGL 5723, 5726	Creative Workshop II	3(6)
ENGL 5713	Poetics (for poetry students) or	
ENGL 5813	Elements of Prose (for prose students)	3
ENGL 6683, 6686	Creative Thesis I	3(6)
ENGL 6783, 6786	Creative Thesis II	3(6)

ENGL 6883	Critical Thesis I	3
ENGL 6983	Critical Thesis II	3

### Electives

Select 12–24 credit hours below to complete the 48 credit hours for the major

ENGL 5693	Individual Study	3
ENGL 5753	Major Works I	3
ENGL 5923	Secondary Genre Study I	3
ENGL 6163	Criticism and Theory for Creative Writers	3
ENGL 6263	Pedagogy Strand I - Composition	3
ENGL 6363	Professional Writing Strand I - Publication Prep	3
ENGL 6463	Pedagogy Strand II - Creative Writing	3
ENGL 6473	Professional Writing Strand II - Practicum	3
ENGL 6563	Craft Elements II	3
ENGL 6573	Pedagogy Strand III - Practicum	3
ENGL 6633	Pedagogy Strand IV - Practice Teaching	3
ENGL 6663	Craft Elements III	3
ENGL 6673	Research for Writing	3
ENGL 6693	Individual Study	3
ENGL 6853	Major Works II	3
ENGL 6863	Professional Writing Strand III— Platform and Career	3
ENGL 6873	Literary Magazine Editing	3
ENGL 6923	Secondary Genre Study II	3
ENGL 6973	Literary Magazine Production	3

## Master of Arts and Master of Science in Criminology

**Associate Director:** Green

**Faculty:** Meinhart, Spinks

The mission of the Criminology department at Oklahoma City University is to provide a curriculum that offers a broad view of crime and justice. 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, correlations, and consequences of crime. 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.

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 criminal justice department. After the student receives notice of admission to the program, an interview should be arranged with the graduate advisor for advisement. Students must have taken an undergraduate statistics course and an introductory criminal justice course before beginning the Master of Arts or Master of Science in Criminology program. Students can be admitted under a conditional admit, while students take the undergraduate courses, during the first semester of the graduate program.

## Admission Requirements

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

## Master's Thesis Requirements

All graduates of the Master of Science in Criminology must successfully complete and defend a master's thesis. Further information on thesis policies is available in this Graduate Catalog. Upon admission to the program, a student will determine a Course of Action Plan to successfully complete the requirement.

## Practicum and Field Study Requirements

All graduates of the Master of Arts or Master of Science in Criminology must successfully complete three credit hours of either a practicum or field study. For a practicum, students must provide services to an entity working within the sphere of criminology. This will balance the theoretical underpinnings of many courses in the program with the application of the field of criminology. Students can earn a tuition waiver for prior work experience within the criminology field. We will allow student to receive three hours of course credit for five years of relevant work experience (four consecutive years) and six hours of course credit for ten years of relevant work experience (eight consecutive years). Relevant work experience is defined by the department as meeting the following criteria:

- Work within the criminal justice system: law enforcement, courts, and/or corrections
- Work outside of clerical positions

To qualify for this plan, students will provide a portfolio for review of the department outlining the work experience as it relates to criminology. Then, the student must provide a presentation to undergraduates in the Sociology and Criminal Justice department discussing the connections of the MSC program to work experience. Upon admission to the program, a student will determine a Course of Action Plan to successfully complete the requirements.

## Master of Arts in Criminology

Degree Requirements		Credit Hours: 36
<b>Core Requirements</b>		<b>27</b>
MSC 5103	Crime Victims	3
MSC 5363	Theories of Justice	3
MSC 5603	Advanced Research Methods	3
MSC 5713	Resocialization of Law Violators	3
MSC 5823	Diversity and Crime	3
MSC 5863	Advanced Studies in Criminology Theory	3
MSC 6103	Critical Issues in Justice	3
MSC 6563	Leadership in Criminal Justice	3
MSC 6873	Practicum or Field Study	3
<b>Core Electives</b>		<b>9</b>
MSC 5063	Selected Topics in Criminology	3
MSC 5091-6	Independent Study	1-6
MSC 5273	Law and the Social Sciences	3
MSC 5403	Elite Deviance	3
MSC 5513	Juvenile Justice	3
MSC 6303	Statistical Applications in Criminal Justice	3
MSC 6403	Police and Society	3
MSC 6871-6	Directed Readings	1-6

## Master of Science in Criminology

Degree Requirements		Credit Hours: 36
<b>Core Requirements</b>		<b>30</b>
MSC 5103	Crime Victims	3
MSC 5363	Theories of Justice	3
MSC 5603	Advanced Research Methods	3
MSC 5713	Resocialization of Law Violators	3
MSC 5823	Diversity and Crime	3
MSC 5863	Advanced Studies in Criminology Theory	3
MSC 6103	Critical Issues in Justice	3
MSC 6873	Practicum or Field Study	3
MSC 6886	Master's Thesis Hours	6
<b>Core Electives</b>		<b>6</b>
MSC 5063	Selected Topics in Criminology	3
MSC 5091-6	Independent Study	1-6
MSC 5273	Law and the Social Sciences	3
MSC 5403	Elite Deviance	3
MSC 5513	Juvenile Justice	3
MSC 6303	Statistical Applications in Criminal Justice	3
MSC 6403	Police and Society	3

## Accelerated Format and Time to Complete the Program

Courses in the Master of Science in Criminology degree are taught in an accelerated eight-week format in which classes meet once per week in the evening. Full-time students in the graduate degree program will typically be enrolled in two classes during each eight-week session. This will enable full-time students who are making satisfactory progress to complete their degree in one calendar year. Students may choose to complete the degree at a slower pace than this.

## Course Calendar

The following calendar of course offerings is provided for planning purposes. Consult the program director for information about completing the degree at a different pace.

### Master of Arts in Criminology

Fall Semester	
<b>Term I</b>	
MSC 5603	Advanced Research Methods
MSC 5103	Crime Victims
<b>Term II</b>	
MSC 6103	Critical Issues in Justice
MSC	Core Elective
Spring Semester	
<b>Term III</b>	
MSC 5863	Advanced Studies in Criminology Theory
MSC 5823	Diversity and Crime
<b>Term IV</b>	
MSC 5363	Theories of Justice
MSC	Core Elective
Summer Semester	
<b>Term V</b>	
MSC 5713	Resocialization of Law Violators
MSC 6873	Practicum or Field Study
<b>Term VI</b>	
MSC 6886	Master's Thesis Hours

### Master of Science in Criminology

Fall Semester	
<b>Term I</b>	
MSC 5603	Advanced Research Methods
MSC 5103	Crime Victims

Fall Semester	
<b>Term II</b>	
MSC 6103	Critical Issues in Justice
MSC	Core Elective
Spring Semester	
<b>Term III</b>	
MSC 5863	Advanced Studies in Criminology Theory
MSC 5823	Diversity and Crime
<b>Term IV</b>	
MSC 5363	Theories of Justice
MSC	Core Elective
Summer Semester	
<b>Term V</b>	
MSC 5713	Resocialization of Law Violators
MSC 6873	Practicum or Field Study
<b>Term VI</b>	
MSC 6886	Master's Thesis Hours

## Education

### Master of Education (M.Ed.) with American Montessori Certification

**Director:** Wood-Wilson

#### 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 5022	Materials, Project, & Observation I 2
ECED 5113	Sensory Motor Learning 3
ECED 5163	Montessori Seminar I 3
ECED 5172	Materials, Project, & Observation II 2
ECED 5203	Perceptual Development 3
ECED 5213	Language and Reading Development 3
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 5513	Evaluation of Young Children 3
GRED 6903	Research Methods 3

## Master of Arts in Teaching: Elementary Education

**Director:** Willner

**Faculty:** Delgado Brown, Wilhelm

### Program Description

**Note:** *This program is currently suspended. For more information, please contact the department chair at [lwillner@okcu.edu](mailto:lwillner@okcu.edu).*

The Master of Arts in Teaching Elementary program at Oklahoma City University is designed for adults who have completed a bachelor's degree in any subject and are seeking to become certified teachers in elementary schools. There are two portions of the program, the certification portion and the master's portion.

The certification portion consists of 30 hours of coursework and field experiences during the summer, fall, and spring sessions of the first academic year. Upon successful completion of the state certification exams, a program portfolio, and the coursework/field experiences, teacher candidates are prepared to teach elementary children across the curriculum and are eligible for state certification/licensure.

The master's portion of the program is designed to be taken the second academic year when candidates are teaching in elementary schools. It consists of two courses in which candidates will learn research methodology and conduct action research projects in their own classrooms.

### Admission Requirements

- Bachelor's degree with cumulative GPA of 3.00
- Personal statement regarding interest in the program
- Two letters of recommendation

Please contact the Office of Graduate Admission to facilitate your application to this program. Call (405) 208-5351 or email [gadmissions@okcu.edu](mailto:gadmissions@okcu.edu).

## Master of Arts in Teaching: Elementary Education (M.A.)

Degree Requirements		Credit Hours: 36
MATE 6013	Theories of Learning and Development	3
MATE 6113	Literature and the Arts	3
MATE 6213	Literacy Development and Instruction	3
MATE 6323	Methods Across the Curriculum	3
MATE 6423	The Assessment/Instruction Loop	3
MATE 6523	Classroom Management and Collaboration	3
MATE 6623	Teaching the Whole Curriculum	3
MATE 6733	Internship I	3
MATE 6833	Internship II	3
MATE 6963	Capstone Seminar	3

GRE 6903	Research Methods	3
MATE 6083	Master's Research Project	3

### Curriculum for Certification Only Credit Hours: 30

MATE 6013	Theories of Learning and Development	3
MATE 6113	Literature and the Arts	3
MATE 6213	Literacy Development and Instruction	3
MATE 6323	Methods Across the Curriculum	3
MATE 6423	The Assessment/Instruction Loop	3
MATE 6523	Classroom Management and Collaboration	3
MATE 6623	Teaching the Whole Curriculum	3
MATE 6733	Internship I	3
MATE 6833	Internship II	3
MATE 6963	Capstone Seminar	3

### Requirements for Certification

Students may have already taken these courses in their bachelor's programs. Additional courses may be taken at the undergraduate or graduate levels.

- Twelve credit hours each in English Language Arts, Social Studies, Science, and Mathematics.
- Six credit hours in a single foreign language.

## Master of Arts in Teaching English to Speakers of Other Languages

**Coordinator:** Zhou

**Faculty:** Griffin, Zhou

### Program Description

The university offers this Master of Arts 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 to the various aspects of TESOL including curriculum design, material preparation, methodologies, classroom procedures, and assessment.

### Certificate in TESOL

The certificate is an 18 credit-hour program created for those who do not want to pursue a master's degree but desire credentials in TESOL that will aid them in gaining employment in TESOL both domestically and overseas.



## Admission Requirements

All applicants must possess a bachelor's degree from a regionally accredited college with a GPA of at least 3.00 on a 4.00 scale. The applicant with a GPA between 2.75 and 2.99 may, with permission of the program director and graduate faculty, enter the program on probation. An applicant with a GPA lower than 2.75 may be admitted on probation only with the approval of the program director and the dean of the Petree College of Arts and Sciences. Students entering the program with probationary status must maintain a minimum GPA of 3.00 in the graduate curriculum to continue.

## Admission Procedure

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

## Advising

Upon receiving a letter of admission, the student should make an appointment to confer with his or her appointed advisor prior to enrolling. Advisors are assigned by the first letter of the student's last name. Dr. Griffin advises students with last names beginning with A–M. Students with last names beginning with N–Z will be advised by Dr. Zhou. For continuity and consistency, this is the advisor the student will have for his or her entire stay at OKCU. All paperwork pertaining to transfer credit, comprehensive exam application, and graduation application must be signed by this advisor only. However, the student will meet with both faculty advisors during enrollment and the Plan of Study will be signed by both of them. Telephone listings and office hour schedules for both of the advisors are available in the education division office at (405) 208-5371.

## Transfer of 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 12 hours requires approval of the program director and dean. Acceptance of transferred course work will be decided by the student's advisor as designated by the TESOL course equivalency guide, and then approved by the dean's office at the time the student program of study is planned. All transfer courses are required to be a minimum of 3 credit hours each, with a semester equivalent of 40 hours of classroom work per course and completed with a B (3.0) or higher on a 4.0 scale. Students transferring from

universities not listed in the TESOL course equivalency guide must submit a course syllabus two months prior to their arrival on campus for transfer eligibility. A careful review and approval will be required of all transfer work by the OCU TESOL faculty and the Dean of the College of Arts and Sciences.

## Final Comprehensive Project

For the final comprehensive project, both of the following components must be satisfactorily completed and passed:

### Written Comprehensive Examination

A written comprehensive examination requiring students to pass both of the following two competencies: TESL 5103 Studies in Linguistics and TESL 5123 Second Language Acquisition.

### Capstone Curriculum Project

As part of the TESL 6873 Practicum in TESOL course, all students need to design, implement, and assess a curriculum project by using the theoretical and practical knowledge obtained during the entire course of study for the Master of Arts in Teaching English to Speakers of Other Languages.

## Thesis Option

- 1 In consultation with the student's TESOL advisor, the thesis option must be selected prior to the ninth week of the first semester of enrollment in the TESOL program.
- 2 The candidate must successfully complete TESL 5003: Research and Writing during the first semester of study in the program with an A (not A-) both for the course and on the research proposal completed as part of the class.
- 3 The candidate must have an overall TOEFL iBT score of 100 or higher with a minimum score of 25 on the TOEFL writing component or a band of 7.0 on the IELTS Writing exam.
- 4 The candidate must possess a cumulative GPA of 3.75 or higher by the end of the first semester.

If the above four conditions have been met,

- 5a The thesis candidate will confirm a three-faculty member thesis committee within two weeks of the start of the student's second semester in the TESOL program. This committee must be formed with a minimum of two full-time TESOL faculty; the third member could also be from the TESOL department or, with permission of your committee chair, a faculty member from another department/program. The student is responsible for forming the

thesis committee, getting the signatures of each faculty member, and should refer to the TESOL thesis guidelines available in the department.

- 5b** The thesis candidate will submit a thesis proposal including both the introduction and method sections to the thesis committee members by week six of the student's second semester in the TESOL program. Please refer to the TESOL thesis guidelines available in the department.
- 5c** At the time of the thesis proposal submission, the candidate will schedule a time for an oral defense of the thesis proposal. The defense will be within one week of the proposal submission date.
- 6** The thesis committee will then approve (or not) the continuation of the research project based on a demonstrated advanced writing skill and a clearly defined research agenda.
- 7** Candidates who are approved to continue with the thesis option will be required to complete a minimum of 33 hours plus TESL 6983: Thesis in TESOL, which will be taken in lieu of an elective course during their third and final semester in the program. Core courses or required courses cannot be taken as thesis hours.
- 8a** The completed thesis must be submitted to the three-member committee by week nine of the student's last semester in the TESOL program (at least five weeks prior to commencement).
- 8b** At the time of the thesis submission, the candidate will schedule a time for a public, oral defense of the thesis. The defense will be within two weeks of the thesis submission date (week 11; at least four weeks prior to commencement).
- 9** Upon a successful defense of the thesis, all suggested revisions to the manuscript must be completed and signed by the thesis committee within two weeks. Upon this approval by the committee a final bound copy will be submitted to the thesis chair and two final bound copies will be deposited in the Dulaney-Browne Library. All final bound copies submitted to the library become property of the university. Students should consult the latest library guidelines pertaining to the MA thesis submission.

Exceptions must have prior approval of the thesis advisor and the program director.

Students are expected to complete the thesis during the semester of enrollment in TESL 6983: Thesis in TESOL. 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 advisor and an "X" will be

recorded as the grade. 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 TESL 6983: Thesis in TESOL. 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.

The writing style guidelines for the thesis should comply with the most recent edition of the American Psychological Association (APA) Style Manual. (See the TESOL thesis guidelines and the Academic Regulations section of this catalog for additional information.)

## Master of Arts in Teaching English to Speakers of Other Languages

**Degree Requirements** **Credit Hours: 36**

**Required Courses** **21**

TESL 5003	Research and Writing	3
TESL 5013	Pedagogical Grammar	3
TESL 5103	Studies in Linguistics	3
TESL 5123	Second Language Acquisition	3
TESL 5423	Methods of TESOL	3
TESL 5513	ESL and EFL Assessment	3
TESL 6873	Practicum in TESOL	3

### Electives

*Choose 5 of the following:* 15

TESL 5113	Second Language Listening and Speaking
TESL 5163	Issues in TESOL (e.g. Discourse Analysis)
TESL 5203	English Language Learners in the Classroom
TESL 5363	Second Language Reading and Writing
TESL 5463	Curriculum Design and Materials Development
TESL 5713	Psycholinguistics

## Certificate in Teaching English to Speakers of Other Languages

**Certificate Requirements** **Credit Hours: 18**

TESL 5013	Pedagogical Grammar	3
TESL 5103	Studies in Linguistics	3
TESL 5123	Second Language Acquisition	3
TESL 5423	Methods of TESOL	3
TESL 5513	ESL and EFL Assessment	3
TESL 6873	Practicum in TESOL	3

## Master of Liberal Arts

### The Program

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

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

## The Faculty and Administration

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

The M.L.A. program is chartered by the faculty of the Petree College of Arts and Sciences. Program policy is established and amended by the Petree College of Arts and Sciences faculty. The M.L.A. director administers the program, and the Graduate Council approves all substantial changes. 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

The M.L.A. program requires 36 hours and allows the students the flexibility to design a program that is not only personally enriching but also of maximum personal and professional benefit.

### Leadership Studies

The Leadership Studies degree is applicable for those who wish to hone their leadership skills as well as become

aware of the current trends in the humanities, natural sciences, and social sciences.

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

### Leadership Studies

Required Courses		Credit Hours: 36
MLA 5063	Liberal Arts in Western Culture	3
MLA 5113	Contemporary Topics in Mass Communication	3
MLA 6113	Contemporary Topics in Social Sciences	3
MLA 6213	Contemporary Topics in Humanities	3
MLA 6313	Contemporary Topics in Natural Sciences	3
NONP 6013	Sociology of Leadership I	3
NONP 6113	Sociology of Leadership II	3
PHIL 5703	Ethics for the Professions	3
MLA 5713	Contemporary Topics in Leadership	3
MLA 6813-6	Capstone Experience	1-6
Approved MLA graduate approved courses*		3-6

\* Traditionally, approved M.L.A. graduate electives are offered in the departments of art, criminology, English, history, justice studies, mass communications, modern languages, moving image arts, philosophy, political science, and sociology. They are listed in the course schedule as graduate classes under the department prefix. New courses are added to the M.L.A. curriculum each semester, while standard, popular offerings are retained.

## Degree Requirements

The M.L.A. does not require a thesis, GRE, or foreign language (although foreign languages may be studied for M.L.A. credit). To receive the M.L.A., the student must satisfy the following requirements:

- 1 Complete 36 hours of approved graduate study within six years of the date of admission.
- 2 Maintain a GPA of 3.00 or above. Students failing to maintain a B average over two semesters will be dismissed from the program.
- 3 A maximum of 6 hours of Independent Study may be taken toward satisfying the M.L.A. degree requirements.
- 4 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 3.00 or higher on a 4.00 scale. Probationary admission may be allowed for promising students whose GPA falls between 2.75 and 2.99.

# Master of Arts in Nonprofit Leadership

**Director:** Spinks

**Faculty:** Holt

**Adjunct Faculty:** Holmes, Joseph, Macon, Roberts, Thompson, Walser, Young

## Program Description

Oklahoma City University offers a Master of Arts degree in Nonprofit Leadership and a Master of Arts degree in Nonprofit Leadership Arts Administration. Nonprofit Leadership is designed to develop the moral, ethical, professional, and scholarly knowledge, skills, and abilities of future servant leaders in the nonprofit sector. The program prepares leaders for the increasingly important body of work performed by nonprofit organizations. Nonprofit organizations are now considered the critical third aspect of the partnership (business and industry, government, and the nonprofits) necessary to adequately meet the complicated needs of our 21st century society.

After a century of being relegated to the category of work performed by the semiprofessional, today's nonprofit executive is required to lead organizations through the complicated maze of increasing accountability requirements, new laws and regulations, and changing accounting rules. The tremendous increase in demand for accountability from nonprofits for the use of the charitable dollars they receive requires insightful and prepared leaders who understand the fundamentals of nonprofit organizations as well as the changing demands of the social context in which they operate. Nonprofit leadership is no longer a second career for the retired or an easy job for the less talented. It has become a profession in a growth industry that demands prepared leaders with finely honed skills that are unique to the work.

This program partners with community leaders and organizations who want to invest in the future of nonprofits. Students in theology, sociology, justice studies, psychology, religion, and the arts may all be interested in studying nonprofit leadership.

## Admission Requirements

Applicants to the M.A. in Nonprofit Leadership, Nonprofit Leadership Arts Administration, and to the certificate in nonprofit leadership programs must possess a bachelor's degree conferred by a regionally accredited university by the time of matriculation in the program. All applicants must have earned a cumulative undergraduate GPA of 3.00 or higher. Applicants with an undergraduate

GPA in the range of 2.75 to 2.99 may be admitted on probation with the permission of the program director. All applicants must submit letters of recommendation from academic sources or from supervisors in the nonprofit field, along with an essay that includes the student's rationale for pursuing the degree or certificate. Complete details on the admission process and requirements are available from the Graduate Admissions Office.

## Master of Arts in Nonprofit Leadership

Degree Requirements		Credit Hours: 36
NONP 6003	Sociological Foundations of Nonprofits	3
NONP 6013	Sociology of Leadership I	3
NONP 6113	Sociology of Leadership II	3
NONP 6213	Resource Mobilization and Development	3
NONP 6313	Law and Nonprofit Organizations	3
NONP 6413	Nonprofit Financial Oversight	3
NONP 6513	Strategic Planning and Program Development for Nonprofits	3
NONP 6613	Research Data in Nonprofits	3
NONP 6713	Nonprofit Program Evaluation	3
NONP 6813	Advocacy for Social Change	3
NONP 6913	Marketing for Nonprofits	3
NONP 6993	Professional Project	3

## Master of Arts in Nonprofit Leadership Arts Administration

NONP 6013	Sociology of Leadership I	
NONP 6073	Practicum in Nonprofits	
NONP 6103	Arts Entrepreneurship	
NONP 6123	Sociology of Leadership II: Arts Focus	
NONP 6223	Resource Mobilization and Development in the Arts	
NONP 6313	Law and Nonprofit Organizations	
NONP 6413	Nonprofit Financial Oversight	
NONP 6513	Strategic Planning and Program Development for Nonprofits	
NONP 6613	Research Data in Nonprofits	
NONP 6713	Nonprofit Program Evaluation	
NONP 6823	Advocacy for the Arts	
NONP 6923	Marketing for the Arts	

## Certificate in Nonprofit Leadership

Requirements	Credit Hours: 15	
NONP 6003	Sociological Foundations of Nonprofits	3
NONP 6213	Resource Mobilization and Development	3
NONP 6413	Nonprofit Financial Oversight	3
NONP 6513	Strategic Planning and Program Development for Nonprofits	3
NONP 6913	Marketing for Nonprofits	3

## Accelerated Format and Time to Complete the Program

Courses in the nonprofit leadership degree and certificate programs are taught in an accelerated eight-week format in which classes meet once per week in the evening.

Full-time students in the graduate degree program will typically be enrolled in two classes during each eight-week session. This will enable full-time students who are making satisfactory progress to complete their degree in one calendar year. Students in the certificate program will typically be enrolled in one class during each eight-week session and can complete the requirements for the certificate in one calendar year. Students may choose to complete the degree or certificate program at a slower pace than this.

### Course Calendar

The following calendar of course offerings is provided for planning purposes. Consult with the program director for information about completing either program at a different pace.

#### Nonprofit Leadership

Fall Semester	
<b>Term I</b>	
NONP 6003	Sociological Foundations of Nonprofits
NONP 6013	Sociology of Leadership I
<b>Term II</b>	
NONP 6113	Sociology of Leadership II
NONP 6213	Resource Mobilization and Development
Spring Semester	
<b>Term III</b>	
NONP 6313	Law and Nonprofit Organizations
NONP 6413	Nonprofit Financial Oversight
<b>Term IV</b>	
NONP 6513	Strategic Planning and Program Development for Nonprofits
NONP 6813	Advocacy for Social Change
Summer Semester	
<b>Term V</b>	
NONP 6713	Nonprofit Program Evaluation
NONP 6613	Research Data in Nonprofits
<b>Term VI</b>	
NONP 6913	Marketing for Nonprofits
NONP 6993	Professional Project

#### Nonprofit Leadership Arts Administration

Fall Semester	
<b>Term I</b>	
NONP 6013	Sociology of Leadership I
NONP 6103	Arts Entrepreneurship

Fall Semester	
<b>Term II</b>	
NONP 6123	Sociology of Leadership II: Arts Focus
NONP 6223	Resource Mobilization and Development in the Arts
Spring Semester	
<b>Term III</b>	
NONP 6313	Law and Nonprofit Organizations
NONP 6413	Nonprofit Financial Oversight
<b>Term IV</b>	
NONP 6513	Strategic Planning and Program Development for Nonprofits
NONP 6823	Advocacy for the Arts
Summer Semester	
<b>Term V</b>	
NONP 6713	Nonprofit Program Evaluation
NONP 6613	Research Data in Nonprofits
<b>Term VI</b>	
NONP 6923	Marketing for the Arts
NONP 6073	Practicum in Nonprofits

### Joint J.D./M.A. in Law and Nonprofit Organizations and Leadership

The School of Law, in conjunction with Oklahoma City University's Petree College of Arts and Sciences (PCAS), offers a J.D./M.A. joint degree program designed to provide a meaningful combined experience for students with an interest in law and nonprofit organizations. The program culminates in the award of both the Juris Doctor and the Master of Arts in Nonprofit Leadership. The joint degree program allows candidates to earn the J.D. and M.A. in less time than would be required if the degrees were earned concurrently, but separately.

To participate in the program, students must be admitted to both schools. All of the usual entrance requirements apply. There is no required sequence for admission: students may apply and matriculate at either school first.

Students admitted to the School of Law who would like to be considered for the joint degree program should notify the law school's admissions office. Their law school application file will then be forwarded to the university's Graduate Admissions Office for possible admission to the PCAS' Master of Arts in Nonprofit Leadership.

Current law students may apply to the PCAS at any time during the first two years of law school. Full-time law students must complete the first three semesters of law school without interruption and may not begin their M.A. coursework before the fourth semester of law school. Part-time

law students must complete their first six semesters of law school without interruption but may begin their M.A. course work during the sixth semester of law school.

A PCAS student must begin law school in the first August following his or her admission to the J.D. program and complete the first three semesters of the J.D. program without interruption.

Students who have been admitted to both the university's J.D. program and the university's M.A. program in Nonprofit Leadership should notify the School of Law's registrar in order to receive the benefit of the joint program's reduced number of credit hours for the J.D. degree. Students may do this by checking the appropriate box on their work statements during an enrollment period.

Joint degree candidates must complete 84 credit hours in the School of Law and 30 credit hours in the PCAS. This compares with 90 hours required in the School of Law and 36 hours required in the PCAS if the degrees were pursued separately.

In the School of Law, joint degree candidates must complete Nonprofit Organizations, Taxation of Charities and Nonprofit Organizations, and the Corporate Counsel Externship program (with a placement in a nonprofit setting). Candidates are encouraged (but not required) to complete Agency and Unincorporated Business Associations, Contract Drafting, and Client Representation in Negotiation and are also encouraged (but not required) to complete their upper-class writing requirement through a seminar paper dealing with nonprofit organizations. In the PCAS, joint degree candidates are exempt from taking Nonprofit Law and Professional Project and Capstone.

### ***A Suggested Course Sequence for the J.D./M.A.***

The following example is for a full-time law student who has completed the first three semesters of law school. (See the School of Law catalog for all J.D. requirements.)

#### **Fourth Semester of Law School (spring)**

Constitutional Law II

Six to seven hours of J.D. electives (including graduation requirements)

##### **First Eight Weeks of Semester**

NONP 6413 Nonprofit Financial Oversight

##### **Second Eight Weeks of Semester**

NONP 6513 Strategic Planning and Program Development for Nonprofits

#### **Summer Term**

##### **First Summer Session**

NONP 6613 Research Data in Nonprofits

##### **Second Summer Session**

NONP 6913 Marketing for Nonprofits

#### **Fifth Semester of Law School (fall)**

Nine or ten hours of J.D. electives (including graduation requirements)

##### **First Eight Weeks of Semester**

NONP 6013 Sociology of Leadership I

##### **Second Eight Weeks of Semester**

NONP 6113 Sociology of Leadership II

#### **Sixth Semester of Law School (spring)**

Corporate Counsel Externship, with a placement in the nonprofit sector

Seminar with a paper satisfying the Upper-Class Writing Requirement on a topic dealing with nonprofit organizations

Eight or nine hours of additional J.D. electives (including graduation requirements)

##### **Second Eight Weeks of Semester**

NONP 6813 Advocacy for Social Change

#### **Summer Term**

NONP 6713 Nonprofit Program Evaluation

#### **Seventh Semester of Law School (fall)**

Remaining coursework for the J.D. degree (7 to 10 hours, depending on previous J.D. course loads)

##### **First Eight Weeks of Semester**

NONP 6003 Sociological Foundations of Nonprofits

##### **Second Eight Weeks of Semester**

NONP 6213 Resource Mobilization and Development

**Note:** A candidate pursuing full-time studies may take up to four calendar years to complete the J.D.

# Wimberly School of Religion

Dr. Sharon Betsworth, Director

2017-18

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Petree College of Arts and Sciences

# Wimberly School of Religion

**Faculty:** Betsworth, Enchassi, Long, Starkey, Wolfe

The mission of the Wimberly School of Religion is to offer religious and theological studies in the United Methodist tradition that unite knowledge and vital piety, explore questions of ultimate concern for the lives of all human beings, and to 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 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.

## 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 a variety of areas of specialization. The School of Religion has been approved by the General Board of Higher Education and Ministry of the United Methodist Church to provide the 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.



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# Meinders School of Business

## A Broad View of Management

The Meinders School of Business is committed to providing quality business education at the undergraduate and graduate levels. Curricula are designed to provide students a broad-based view of business and management: a view that emphasizes leadership ethics, entrepreneurship, critical thinking, and creativity in the workplace; a view of management that will enable students to work effectively in the challenging global business environment. Course work features practice as well as theory and helps to provide students with the knowledge and skills necessary for effective leadership. Theoretical foundations are balanced by practical applications and real-world experiential learning opportunities.

## An Educational Environment That Serves the Student

The Meinders School of Business 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, 80,000 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, a student/faculty lounge, and a resource center. The building houses faculty offices, the Busey Institute for Enterprise and Leadership, and a 230-seat tiered auditorium capable of hosting videoconferences, guest speakers, and seminars.

## Busey Institute for Enterprise and Leadership

The Busey Institute for Enterprise and Leadership brings an exclusive blend of leadership programming to Meinders School of Business and the Oklahoma City metroplex. Programing includes leadership assessments, coaching, professional development and educational opportunities, as well as conferences and speaker forums offered for the benefit of students as well as regional businesses. These unique programs incorporate specially developed curriculum, highly interactive workshops, leading-edge materials, and activities all committed to the personal growth, professional development, and career success of our students and business managers across the Oklahoma City metro.

## Continuing Professional Education Program

The Continuing Professional Education Program offers students and working professionals certification courses in many demanding fields including Authentic Leadership, Project Management Professional (PMP), Petroleum Land Management (PLM), Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR). The Meinders School of Business also meets the dynamic needs of regional businesses by providing customized on-site programs for groups. The 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 [okcu.edu/business/profed](http://okcu.edu/business/profed).

## Steven C. Agee Economic Research and Policy Institute

The Steven C. Agee Economic Research and Policy Institute is recognized as the principal source of unbiased, data-driven, applied economic research and consulting expertise for a diverse constituency including local, state-wide, and regional multi-state business communities, governments, and regulatory agencies. The institute is comprised of three individual, highly integrated centers: 1) Center for Regional Economic Forecasting, Development, and Policy Analysis; 2) Center for Native American and Urban Studies; and 3) Center for Data Analytics.

Institute staff bring the benefits of extensive experience to their roles and are each recognized as leaders in their areas of knowledge and expertise. As a contributing unit within the Meinders School of Business, the institute also provides undergraduate and graduate students opportunities to be directly involved in applied economic research through the Institute Scholars Program. To learn more about the institute, see [okcu.edu/business](http://okcu.edu/business) or contact Russell Evans, Executive Director, at [rrevans@okcu.edu](mailto:rrevans@okcu.edu).

**Meinders School of Business offers six graduate degree programs:**

- Master of Business Administration (M.B.A.)
- Master of Business Administration—Global Energy (M.B.A.)
- Master of Science in Accounting (M.S.A.)
- Master of Science in Computer Science (M.S.)
- Master of Science in Energy Management (M.S.)
- Master of Science in Energy Legal Studies (M.S.)

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

**Accelerate your career by developing your leadership and business capabilities**

Accelerate your career by joining The Meinders M.B.A.—an internationally top-ranked program carefully designed to support and enhance your professional goals. Only The Meinders M.B.A. provides you the unique blend of courses emphasizing your individual leadership development and creativity integrated with theory-based business knowledge, analytical skills, and decision-making competencies required for success in today’s dynamic and competitive business environment.

The Meinders M.B.A. combines face-to-face classroom experiences, a motivated and knowledgeable faculty, real-world learning experiences, and an engaged community of students from a variety of fields and backgrounds. Graduate with the skills, confidence, global perspectives, and professional network to accelerate your career and take on leadership roles within your organization and community.

At the Meinders School of Business, you’ll develop and build on these skills throughout your M.B.A. program.

The Meinders M.B.A. enables students to master theory and then apply that theory to the opportunities and problems that drive businesses in today’s global competitive environment. Gain the skills you need and the skills employers want: lifelong skills you need to succeed throughout your professional and personal life. It is this

balance of leadership, management, analysis, and people skills that will give you a career advantage in any industry or job function.

## You can get an M.B.A. anywhere ... But only here can you get the Meinders Experience

**What is the Meinders Experience?**

- High quality program ranked in top 4½% world wide
- Hands-on, active learning experiences connected to and engaged with the real-world
- Exclusive integration of the Authentic Leadership Program with leadership assessments, coaching, and continuing development
- Small class sizes that enable networking and collaborating with faculty and student peers
- Field-based learning opportunities - the chance to work on real projects and solve actual problems
- Knowledgeable faculty who work with you and care about your success—both today and in the future
- Experience and self-insight through personalized leadership assessment, feedback, and coaching
- Less rote memorization and busy work ... MORE opportunities for creative and critical thinking
- More chances for both excitement and frustration which facilitate your mastery learning
- Events where you can interact with business professionals & get advice to help advance your career

**One Meinders M.B.A. available in two formats:**

**Early Advantage 1-Year M.B.A.**

The Meinders Early Advantage M.B.A. is a cohort-based, daytime program for recent college graduates and for career changers. While students typically complete the program within 12 months, they have up to five years to complete the program if needed. Cohorts begin each January and August. No work experience is required.

**Professional M.B.A.**

A cohort-based evening M.B.A. program providing the flexibility to earn your degree while working and designed for students having a wide range of educational and professional experience. Students continue working and can apply their new skills while earning their M.B.A. Cohorts start in January and August. While the program is designed to be completed in 24 months, students have up to five years to complete the program if needed. Applicants should have three or more years of relevant work experience.

Professional M.B.A. classes meet one night each week utilizing the business school's state-of-the-art executive classrooms. Students outside the OKC metro-area are able to participate in classes through leading edge video-streaming simulcast technologies that deliver live-online each class to the student's tablet or laptop browser-wherever they might be located. Students interact with peers and instructors in real-time, creating a rich and engaging learning experience.

## The Meinders M.B.A. Curriculum

Classes in the Meinders M.B.A. emphasize the practical application of business theory for making decisions and solving problems. Guided by highly experienced and knowledgeable faculty, you will master the course concepts and then master the application of these concepts through real-world decision-making scenarios and projects.

### No Prerequisite Courses.

While applicants are not required to have undergraduate degrees nor previous study in the field of business, they must demonstrate the likelihood of success in a rigorous graduate program. Applicants are expected to have a basic understanding of statistics and analytical techniques and the ability to express and communicate ideas precisely and coherently.

The 36 credit hour curriculum consists of 12 integrated courses.

Course Requirements		Credit Hours: 36
MBA 5123	Effective Leadership and Communication	3
ACCT 5213	Accounting for Business Decision Making	3
MGMT 5213	Business Strategy for Creating Value	3
ECON 5313	Data Analysis for Business Decisions	3
ECON 5413	Managing at the Crossroads: The Global Economic Environment	3
MKTG 5103	Strategic Marketing Decisions for Creating Value	3
FIN 5303	Financial Strategy and Decision Making	3
IT 5603	Technology and Operations Management	3
MGMT 5703	Ethical, Societal, and Legal Environment of Business	3
MGMT 5713	Strategic Leadership of the Organization	3
MBA 5113	Special Topics in Business	3
MGMT 6643	Capstone Experience: Integrating and Applying Business Knowledge	3

## M.B.A. Scholarships

Limited, competitive scholarships are available for MBA students. To be considered the student must have taken the GMAT earning a competitive score and completed a Free Application for Federal Student Aid (FAFSA). Students must also submit a two paragraph scholarship statement explaining what qualities make you a chosen

candidate for the scholarship and address your financial need. Scholarship statements may be sent via email to Michael Harrington, Director of Graduate Admissions, [maharrington@okcu.edu](mailto:maharrington@okcu.edu). The priority deadline for scholarship consideration for spring admission is November 1. The priority deadline for scholarship consideration for fall admission is July 1.

## J.D./M.B.A. –OCU School of Law and Meinders School of Business

Students and faculty affiliated with the OCU School of Law and the Meinders School of Business collaborate on a variety of issues at the intersection of law and business. Those students who are particularly interested in this intersection, and ambitious with regard to their academic track, may apply to both the JD and the MBA programs. The applications will be reviewed by each school separately for decisions involving admission to their respective programs. Typically, students accepted by both schools earn both (separate) degrees within a three to four-year time period. For more information on applying to the Meinders School of Business, contact OCU Graduate Admissions at [gadmissions@okcu.edu](mailto:gadmissions@okcu.edu). For more information on applying to the OCU School of Law, contact [ljones@okcu.edu](mailto:ljones@okcu.edu).

## M.B.A. Admissions

Official transcripts of all previous college or university studies are required and should be sent directly to the graduate admissions office. Applicants to the Meinders School of Business graduate programs must have a bachelor's degree in any field of study 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 in which they are admitted to the university. See the section on admission procedure in this catalog.

M.B.A. students must demonstrate the likelihood of success in a rigorous graduate program to be considered for admission. Several factors may be evaluated when reviewing an application, including the undergraduate GPA, GMAT and GRE exam scores, letters of recommendation, academic and professional accomplishments, professional work experience, and TOEFL/IELTS scores (international students). Other accepted graduate admissions tests may also be considered.

### International Students

English language proficiency is required in all courses. An applicant who meets one of the following conditions

prior to admission will be considered to have sufficient reading and writing English language proficiency:

- Completed his/her undergraduate studies at an institution where English was the language of instruction
- Demonstrated a score of at least 83 iBT on the Test of English as a Foreign Language (TOEFL)
- Scored at least 6.0 overall with a minimum 5.5 on each band score on the IELTS
- Achieved level 112 in the ELS program

## Domestic and International Special Considerations

Those who do not meet 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.

## Pre-M.B.A. Program Admission

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

Course Requirements		Credit Hours: 36
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 2423	Incremental Analysis and Optimization	3
IT 1003	Introduction to Information Technology	3
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 36 hours of required classes. Students who can demonstrate prior completion of one or more of the required pre-M.B.A. courses at a 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.B.A.

## Required Multi-Field Assessment

As a requirement for graduation, M.B.A. students must take and pass the M.B.A. Multi-Field Assessment Test (MFAT) by achieving a total score  $\geq 75\%$  of the maximum score possible of 300 points. This equates to a minimum threshold score of 225 points. A student who fails to pass or take the MFAT at the required, scheduled time must do the following:

- Take/retake the test at his/her own expense. There is no limit to the number of retakes and only the highest score will be recorded.
- Engage with faculty members for review and preparation to retake the assessment.

## Global Energy MBA

The one-year Global Energy MBA is designed to provide in-depth knowledge of contemporary energy business issues through classes focused on the energy sector plus the generalized managerial perspectives of the prestigious MBA credential. This premier program prepares the next generation of energy leaders through courses focused on cutting-edge as well as day-to-day business situations unique to the energy industry.

This cohort-based program consists of twelve, three-credit-hour courses offered in a lock-step schedule over a one-year period (fall semester, spring semester, and summer) and begins in the fall semester only. Participants are to be full-time students with 5 courses (15 credit hours) completed in fall semester, 4 courses (12 credit hours) completed in the spring semester, and 3 courses completed in the summer (9 credit hours).

Requirements		Credit Hours: 36
MBA 5123	Effective Leadership and Communication	3
ACCT 5213	Accounting for Business Decision-Making	3
MGMT 5213	Business Strategy for Creating Value	3
MGMT 5723	Leadership and Management in the Energy Industry	3
ECON 6213	Energy Economics	3
ECON 5413	Managing at the Crossroads: The Global Economic Environment	3
MGMT 6713	Energy Operations Management	3
FIN 5303	Financial Strategy and Decision-Making	3
IT 5603	Technology and Operations Management	3
MGMT 5713	Strategic Leadership of the Organization	3
ELAW 5713	International Legal Issues in Energy	3
FIN 6373	Energy Management Capstone Experience	3

## Global Energy MBA Admission Requirements

Applications are evaluated on an individual basis and consider the following factors:

- Bachelor's degree from the equivalent of a regionally accredited university with cumulative GPA of 3.00 or above.
- Employed in and having minimum of 3-years relevant experience in the energy industry.
- Academic and/or professional accomplishments.
- Transcripts documenting successful completion of statistics course.
- GMAT score (may be waived in consideration of substantial work experience and achievements and strength of previous academic performance).
- Professional Resume including academic and professional accomplishments.
- Personal statement and purpose for seeking the degree.
- Two letters of recommendation from employers/supervisors.
- Satisfactory completion of Skype interview.
- International applicants must meet English proficiency requirement: TOEFL iBT ≥ 93 or IELTS ≥ 7.0 overall with no subscale below 7.0.

## Master of Science in Accounting

**Faculty:** Herron, Jurney, Murray, Shough

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 credit hours of study.

### Prerequisite Requirements

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

<b>Master of Science in Accounting</b>		<b>Credit Hours: 21</b>
ACCT 2113	Financial Accounting	3
ACCT 2213	Managerial Accounting	3
ACCT 3113	Intermediate Accounting I*	3
ACCT 3123	Intermediate Accounting II*	3
ACCT 3413	Introduction to Taxation	3
ACCT 4313	Auditing*	3
MGMT 2213	Business Law* <b>or</b>	

MGMT 5703	Ethical, Societal and Legal Environment of Business	3
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\* Must be taken at an accredited U.S. school.

All waivers and agreements are subject to compliance with the appropriate graduate catalog or approval of the dean. None of the prerequisite courses are applied to the master's degree.

## Degree Requirements

### Master of Science in Accounting

<b>Degree Requirements</b>		<b>Credit Hours: 30</b>
ACCT 5123	Accounting Theory	3
ACCT 5313	Auditing Policies, Frameworks and Practices	3
ACCT 5413	Income Taxation of Entities	3
7 elective courses:	At least three must be in accounting other than CPA Exam Review (see list of approved electives below); remainder with approval of Accounting Chair.	21

### Approved Accounting Electives for M.S.A.

ACCT 5133	International Accounting	3
ACCT 5143	Government and Not-for-Profit Accounting	3
ACCT 5163	Energy Accounting	3
ACCT 5223	Forensic Accounting	3
ACCT 5323	Principles of Fraud Examination	3
ACCT 5423	Tax Procedure	3
ACCT 5433	Taxation of Business Entities	3
ACCT 5443	Estate and Gift Taxation	3
ACCT 5613	Accounting Ethics	3
ACCT 5713	CPA Exam Review Part I	3
ACCT 5723	CPA Exam Review Part II	3
ACCT 5911-3	Special Topics in Accounting	1-3
ACCT 5921-3	Applied Research or Internship in Accounting	3

## Optimal Program for M.S.A. Students without an Undergraduate Accounting Degree

Many of our M.S.A. students are adults who did not major in Accounting as undergraduates and want to prepare for the CPA Exam. The M.S.A. program will allow such students to obtain an M.S.A. and prepare for the CPA Exam in a highly focused manner. Assuming students have completed basic Financial Accounting and Managerial Accounting, an optimal program for CPA Exam preparation would be as follows.

<b>Prerequisites (4 courses)</b>		<b>Credit Hours: 12</b>
ACCT 3113	Intermediate Accounting I	3
ACCT 3123	Intermediate Accounting II	3
ACCT 4413	Individual Taxation	3
ACCT 4313	Auditing	3
<b>M.S.A. Courses (10 courses)</b>		
ACCT 5123	Accounting Theory	3

ACCT 5313	Auditing Policies, Frameworks and Practices	3
ACCT 5413	Income Taxation of Entities	3
ACCT 5613	Accounting Ethics	3
FIN 5303	Financial Strategy and Decision Making	3
ACCT 5133	International Accounting	3
MGMT 5703	Ethical, Societal and Legal Environment of Business	3
ACCT 5713	CPA Exam Review Part I	3
ACCT 5723	CPA Exam Review Part II	3

## M.S.A. Admission

Applicants to the M.S.A. program will be granted admission if the student has a bachelor's degree, has met the English language requirement, and has met one of the paths of criteria listed below. Note that all the criteria in any one path **must** be met without substitutions. If path two, three, or five is selected, admission will be determined by the Graduate Studies Committee of the Meinders School of Business.

### *Bachelor's degree granted from a regionally accredited U.S. college or university paths*

**Path One:** GMAT score of at least 475 with at least a 20 percent on each part.

**Path Two:** GPA of at least 3.00 (on a 4.00 scale) in accounting classes (minimum of 15 semester hours) plus a 750 to 1,000 word statement of why the M.S.A. is being sought.

**Path Three:** 5 years of experience in accounting plus a 750 to 1,000 word statement of why the M.S.A. is being sought.

### *Bachelor's degree from an international college or university paths*

**Path Four:** GMAT score of at least 475 with at least a 20 percent on each part.

**Path Five:** GPA of at least 3.00 (on a 4.00 scale) in accounting prerequisite classes (minimum of 15 semester hours) plus a 750 to 1,000 word statement of why the M.S.A. is being sought.

**International Students:** English language proficiency is required in all courses. International student applicants may be required to demonstrate an acceptable level of spoken English by taking a placement test upon admission to any of the business school's 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:

- Completed his or her undergraduate studies at an institution where English was the language of instruction

- Demonstrated a score of at least 83 iBT on the test of English as a Foreign Language (TOEFL).
- Scored at least 6.0 overall with a minimum of 5.5 on each band score on the IELTS
- Achieved level 112 in the ELS program

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.

## Master of Science in Computer Science

**Chair:** Greve

**Faculty:** Aboudja, Park, Satyavolu

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.

### *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 advisor.

## Master of Science in Computer Science (CSCI)

### Database Systems Track Core Credit Hours: 12

CSCI 5003	Introduction to Object-Oriented Programming	3
CSCI 5413	Algorithm Design and Analysis	3
CSCI 5503	Computer Organization and Architecture	3
CSCI 6003	Computer Science Graduate Capstone	3

### Track Emphasis 15

CSCI 5203	Logic for Computer Science	3
CSCI 5403	Software Engineering	3
CSCI 5603	Database Design	3
CSCI 6303	Distributed Operating Systems	3
CSCI 6603	Postrelational Databases <b>or</b>	
CSCI 6613	Intelligent Database Systems	3

### Electives: Choose any 6 credit hours

CSCI 5103	Theory of Computing	
CSCI 5303	Embedded and Real-time Operating Systems	
CSCI 5403	Software Engineering	
CSCI 5513	Computer System Architecture	
CSCI 5703	Artificial Intelligence	
CSCI 5803	Computer Graphics	
CSCI 5981-6	M.S. Degree Project	
CSCI 6063	Special Topics	
CSCI 6203	Advanced Object Oriented Programming	
CSCI 6403	Advanced Algorithm Design	
CSCI 6503	Computer Network Architecture	
CSCI 6981-6	M.S. Degree Research	

## 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.

### Prerequisite Courses

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

## 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 University. He or she must complete the courses necessary to complete the general education requirements, the minimum hours for the degree, and all computer science major requirements. Completion of an undergraduate degree from Oklahoma City University is not necessary to gain admission to the graduate program.

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

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

	<b>Credit Hours: 32</b>	
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+

## C.S.C.I. Admission

Official transcripts of all previous college or university studies are required and should be sent directly to the Graduate Admissions Office. See the section on university admission procedure in this catalog.

## Master of Science in Energy Legal Studies

The Master of Science in Energy Legal Studies is designed to provide an advanced base of knowledge of jurisprudence and its application in the energy industry. This program focuses on acquainting students with areas of law specific to energy and provides them with the understanding of legal issues they face in their jobs. This program has been created at the request of executives from the oil and natural gas industry who have identified this as a high priority need for education. The Master of Science in Energy Legal Studies fulfills this need with an accelerated course format that students can complete while continuing to work. Courses are offered one night a week for nine weeks. There are five nine-week cycles per year. Classes are taught on a cohort basis.

M.S. Energy Legal Studies students outside the OKC metro-area are able to participate in classes live-online



through leading edge video-streaming simulcast technologies that deliver each class to the student's tablet or laptop browser - where ever they might be located. Students interact with peers and instructors in real-time, creating a rich and engaging learning experience.

### Master of Science in Energy Legal Studies

Requirements	Credit Hours: 30
MGMT 5723 Leadership and Management in the Energy Industry	3
ELAW 5703 Legal and Ethical Environment of the Energy Industry	3
ELAW 5353 Fundamentals of Contracts	3
ELAW 6523 Fundamentals of Property Law	3
ELAW 6533 Legal Principles of Oil and Gas	3
ELAW 6543 Environmental Law and Regulatory Compliance	3
ELAW 6613 Energy Contracts and Issues	3
ELAW 5453 Negotiation and Dispute Resolution	3
ELAW 5153 Legal Research and Citation	3
ELAW 5253 Legal Writing and Analysis	3

### M.S. in Energy Legal Studies Admission Requirements

- Bachelor's Degree with a cumulative GPA of 3.00 or above.
- Minimum of two years of relevant work experience preferred.
- 500- to 750-word personal statement addressing your background in the energy industry, business experience, and purpose for seeking the degree.
- Two letters of recommendation from employers/supervisors.
- Transcripts will be evaluated on an individual basis.
- Professional resume.
- International students must satisfy English proficiency requirement with a 92 or higher iBT TOEFL score.

## Master of Science in Energy Management

The Master of Science in Energy Management is designed for professionals who wish to be leaders in the rapidly expanding energy industry. The focus of the degree is on the business side of energy management, providing advanced education across topics integral in the field of energy management such as economics, accounting, legal environment, finance, organizational behavior, operations, communication, and other related subjects. Developed by the Meinders School of Business and executives from energy companies, the curriculum delivers the education and skills required of future energy

leaders. Energy company executives are looking to cultivate current employees for leadership positions and employees are searching for an opportunity to advance within the energy industry by developing relevant skills and industry knowledge. The Master of Science in Energy Management fulfills this need with an accelerated course format that employees can complete while continuing to work. Courses are offered one night a week for nine weeks. There are five nine-week cycles per year. Classes are taught on a cohort basis.

M.S. Energy Management students outside the OKC metro-area are able to participate in classes live-online through leading edge video-streaming simulcast technologies that deliver each class to the student's tablet or laptop browser - where ever they might be located. Students interact with peers and instructors in real-time, creating a rich and engaging learning experience.

### Master of Science in Energy Management

Requirements	Credit Hours: 30
MGMT 5723 Leadership and Management in the Energy Industry	3
ELAW 5703 Legal and Ethical Environment of the Energy Industry	3
MGMT 6743 Internal and External Communication in the Energy Industry	3
ELAW 5453 Negotiation and Dispute Resolution	3
ACCT 5593 Accounting for Managers in Energy Business	3
ECON 6213 Energy Economics	3
FIN 5303 Financial Strategy and Decision Making	3
MGMT 6713 Energy Operations Management	3
MGMT 5733 Essentials of Oil and Gas Legal Principles	3
FIN 6373 Energy Management Capstone Experience	3

### M.S. in Energy Management Admission Requirements

- Bachelor's degree with a cumulative GPA of 3.00 or above.
- Minimum of two years of relevant work experience preferred.
- 500- to 750-word personal statement addressing your background in the energy industry, business experience, and purpose for seeking the degree.
- Two letters of recommendation from employers/supervisors.
- Qualifying GMAT/GRE score (score may be waived based on work experience and academic performance).
- Transcripts will be evaluated on an individual basis.
- Professional resume.
- International students must satisfy English proficiency requirement with a 92 or higher iBT TOEFL score.

# Master Certificate in Healthcare Practice Management

Designed in extensive collaboration with leading medical practitioners, the Certificate in Healthcare Practice Management is designed to prepare today's healthcare professionals to become a high-level leader through its specific healthcare administration focus on business and leadership competencies applicable across healthcare-related fields. The curriculum is aligned with the outcome competency models from the National Center of Healthcare Leadership (NCHL) and Healthcare Leadership Alliance (HLA).

The certificate program consists of five, three-credit hour masters-level courses delivered in an online format. Courses are scheduled in a lock-step sequence to be completed over a one-year period. Each course qualifies for three CME credits. The graduate-level academic credit earned through the satisfactory completion of the fifteen credit-hour certificate can be transferred as credit hours toward the thirty-six credit-hour MBA graduate degree – participants satisfactorily completing the certificate program can complete the MBA degree with only seven additional courses.

## Flexibility for the Working Professional

Participants can continue meeting the demands of their careers while earning a graduate certificate from one of the best business schools in the world. Reflecting the realities of participants' disparate work schedules and widespread locations, the program is offered in a cohort-based, online format. Each course will be taught online in an accelerated 9-week course cycle with only one course being offered at a time. This allows participants to focus on one specific course over each 9-week period and allows the five course certificate program to be completed within a one-year period.

## Master Certificate in Healthcare Practice Management

Requirements	Credit Hours: 15
MBA 5123	Effective Leadership and Communication 3
MKTG 6143	Healthcare Marketing and Client Satisfaction 3
FIN 6333	Healthcare Financial Strategies & Decision Making 3
MGMT 6723	Medical Law and Regulation 3
MGMT 6703	Strategic Management of Healthcare Organizations 3

## Master Certificate in Healthcare Practice Admission:

- Minimum of a completed bachelor degree from regionally accredited university with cumulative GPA  $\geq 3.00$ .
- Two years or more of relevant, professional work experience.
- Completion and submittal of the application for OCU Graduate Admission.

## Academic Regulations

- 1 To graduate, each student must meet the following criteria:
  - complete any assigned undergraduate prerequisites satisfactorily
  - complete the course work required with a minimum 3.00 GPA
- 2 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.
- 3 All undergraduate or preparatory courses must be completed with a grade of C or better.
- 4 All graduate courses must be completed with a grade of C (2.00) or better. Students must maintain a minimum GPA of 3.00 in all graduate courses. No more than two graduate courses may have a grade of less than B-.
- 5 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 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.
- 6 Any graduate courses completed more than five years prior to the awarding of an M.B.A. or and M.S. degree may not be used to satisfy departmental requirements for that degree.

## Graduation Requirements

Students must earn at least a 3.00 cumulative GPA to graduate. Any course with a grade below C (2.00) 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 graduate course work with a minimum graduate GPA of 3.00, and no more than two grades of C or C+ (2.00 or 2.25).

## General Policies for Earning a Graduate Degree from the Meinders School of Business

### 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 a regionally accredited university 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 are 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.

### 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 degree candidate 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:

- Completion of 12 hours of graduate study with a cumulative GPA of 3.00
- Satisfaction of all prerequisites
- No other impediments

## Probation Policy

A student may be placed on probation at admission; whenever his or her cumulative GPA falls below 3.00; whenever he or she receives more than two grades below B-; whenever he or she receives a grade below C; or for violation of other academic norms, standards, or behavior as determined by the university or the school. All probationary students will have 9 credit hours to remedy the deficiencies. A cumulative 3.00 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 3.00 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+ and C.), or any grade of C- or below 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 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 3.00 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 good academic standing or will be dismissed from the university. A student is in good standing when the cumulative GPA is at or above a 3.000 without having more than two grades below a B- and no grades below a C (2.00).

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 good academic 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 assistant 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 program students 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 3.00
- 2 The student has no grade below C (2.00)
- 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
- 6 M.B.A. students must take and pass the M.B.A. Multi-Field Assessment Test (MFAT) by achieving a total score greater than or equal to 75 percent of the maximum of 300 points. This equates to a minimum threshold score of 225 points. A student who fails to pass or take the MFAT at the required time must do the following:
  - Take or retake the test at his or her own expense. There is no limit to the number of retakes allowed, and only the highest score will be recorded.
  - Engage with faculty members for review and preparation to retake the MFAT.

# School of Law

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Lee F. Peoples, Interim Dean

# School of Law

The School of Law is located at 800 N. Harvey Avenue, in downtown Oklahoma City. 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. The School of Law also contributes to the improvement of law and legal institutions through research and scholarship. Our curriculum focuses on national issues, and our graduates practice in all 50 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. The school also offers an LL.M. degree in American Law for graduates of law schools outside the United States.

## 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. The LSAT is not required for applicants to the L.L.M. program in American Law.

A student in good standing at another law school approved by the American Bar Association, or a graduate of an accredited law school outside the United States, may be admitted to the J.D. program with advanced standing by approval of the faculty's Admissions Committee at its discretion.

## School of Law Catalog

The catalog for the School of Law is published separately. Interested persons should visit the website at [law.okcu.edu](http://law.okcu.edu) or email, write, or call the Admissions Office: Oklahoma City University School of Law Admissions Office, 800 N. Harvey, Oklahoma City, OK 73102, [lawadmit@okcu.edu](mailto:lawadmit@okcu.edu), (405) 208-5354 or (800) 230-3012. Applications for admission to the School of Law and pertinent financial and other information are available at [law.okcu.edu](http://law.okcu.edu).

# Wanda L. Bass School of Music

2017-18

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# Wanda L. Bass School of Music

The Wanda L. Bass School of Music offers programs of private study, courses, and research leading to the 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.

## Mission

The School of Music provides a professional education within the liberal arts curriculum and develops musicians equipped to make significant artistic contributions to society. Critical thinking, open inquiry, and artistic expression are fostered through the study of traditional intellectual disciplines and applied skills.

## Core Beliefs & Values

### Student Success and Excellence

We believe in an education that is student-driven. We believe that priorities and resource allocation should reflect what is best for the student. We believe that effective student learning includes ongoing feedback and the demonstration of learned skills. Our success is demonstrated by the professional achievements of our students and alumni.

### Faculty Excellence

We believe that our discipline requires lifelong learning and that this concept must be - and is - demonstrated to students through public performances, scholarship and professional development. While our faculty is performance-oriented, we believe all faculty must be teachers first and foremost. We believe faculty should be caring and involved in the educational and professional development of their students.

### Service to the Community

We believe in service to a global community. We believe that serving the community through music helps students become sensitive to and have respect for changing and diverse communities. We strive to educate students in

their responsibility of service to the community now and in the future.

## Commitment to the Future of Music

We believe that the process of music making is organic. We prepare versatile students who can succeed in an ever-changing marketplace.

## Admission Requirements

For regular admission, the applicant must have a minimum undergraduate GPA of 3.00 and hold an appropriate Bachelor of Music 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, history, 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 faculty 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 90 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, and keyboard skills before taking this examination. Diction examinations are



required for students in vocal performance, opera performance, music theater, choral conducting and vocal coaching.

Students receiving less-than satisfactory evaluation in any part of the advisory examination are required to complete and pass an online review course in the deficient area during the first semester of graduate study. 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 10-minute prepared performance 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 complete the requirements for the bachelor's degree either 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 (3.00) 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 assigned by the coordinator of graduate studies.

## Comprehensive Review

The 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 or written exam. 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 15 days prior to the scheduled recital. Any proposed change to the recital program after the comprehensive review must have committee approval.

## Recital/Comprehensive Project

Students with a performance concentration (instrumental, vocal, opera, music theater) present a full recital (48-53 minutes of performing time) and complete a graduate comprehensive project. Students with a conducting concentration present a 30-minute conducting recital and complete a comprehensive graduate project. Students with a composition concentration present a full recital (50 minutes) of their works and submit a thesis composition as the graduate comprehensive project. 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

- G2** 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

- G2** Piano level for graduation

# Academic Regulations

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

- 1 All work following candidacy must be taken at Oklahoma City University.
- 2 Students must maintain a minimum GPA of 3.00 in order to remain in good standing. A student must be in good standing to graduate.
- 3 No grades below C (2.00) 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 (2.00), the student will be automatically dismissed.
- 5 Graduate music students whose cumulative GPA drops below 3.00 at the end of the semester will receive written notification from the registrar that they have been placed on academic probation for the next semester. Should the student fail to raise the cumulative GPA above 3.000 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 10-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 Students must present proof of completing and passing all remedial online coursework as determined by the advisory exam. Evidence of satisfactory completion must be submitted to the coordinator of graduate studies prior to commencing the second semester of coursework.
- 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 SharePoint.
- 12 In addition to the policies and procedures outlined in this catalog, Bass School of Music students are expected to be familiar with and adhere to the policies and procedures in the graduate Music Students Handbook found on **myokcuedu.sharepoint.com** under the Wanda L. Bass School of Music's Student Services section.

## 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.

## 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.

## Master of Music in Music Composition

**Faculty:** Knight

**Adjunct Faculty:** Maloy

<b>Program of Study</b>	<b>Credit Hours: (33) 35</b>
<b>Core Curriculum</b>	<b>(14)16</b>
AMA 5371-2 Piano (G2 level)	(2)
MUS 5113 Theory in Perspective <i>or</i>	
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 5623 Orchestral Literature Seminar <i>or</i>	3
MUS 5723 Organ Literature Seminar <i>or</i>	
MUS 5823 Keyboard Literature Seminar <i>or</i>	
MUS 6023 Guitar Literature Seminar	

<b>Specialized Courses in Major Field</b>	<b>15</b>
MUS 6071 Recital	1
MUS 6072 Graduate Comprehensive Project	2
MUS 5011 Composition I	1
MUS 5012 Composition I	2
MUS 5071 Composition II	1
MUS 5072 Composition II	2
MUS 5611 Composition III	1
MUS 5612 Composition III	2
MUS 5811 Composition IV	1
MUS 5812 Composition IV	2

**Electives** 4  
Electives are selected with the counsel of the composition faculty and typically include courses in theory, literature, orchestration, conducting, applied music, and instrumental methods courses.

## Master of Music in Music Theater

**Faculty:** Christensen, Crouse, Herendeen, Holleman, Holst, Keller, McDaniel, Miller, Picon, West

<b>Program of Study</b>	<b>Credit Hours: 35(36)</b>
<b>Required Courses</b>	<b>19</b>
OMT 5223 Music Theater Analysis	3
AMV 5372-5472 Applied Voice	8
MUS 5583 Music Theater Literature Seminar	3

OMT 5482 Graduate OMT Acting	2
THRE 5503 Acting IV: Shakespeare	3

**One of the following courses is required** 3 (4)

MUS 5323 Opera History I (1600–1850) <i>or</i>	
MUS 5023 Opera History II (1850–present) <i>or</i>	
MUS 5213 Twentieth-Century Music, Style, and Structure <i>or</i>	
MUS 5133 Nineteenth-Century Analysis	

**or Two of the following courses are required**

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

**Other Requirements** 13

OMT 5661 Music Theater Workshop	2
AMGT 5742 Contracts and Management for Performers	2
MUS 6071 Recital	1
MUS 6072 Graduate Comprehensive Review Project	2
MUS 5102 Music Research and Writing	2
DANC Electives approved for graduate credit	4

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

Music theater students must demonstrate competency in English diction and must demonstrate competency in basic acting skills prior to enrolling in the graduate acting sequence. Students with advanced acting skills will be allowed to level into advanced acting courses.

## Master of Music in Opera Performance

**Faculty:** Christensen, Crouse, Herendeen, Holleman, Holst, Keller, McDaniel, Miller, West

**Program of Study** **Credit Hours: 36**  
**Basic Opera Studies/Development** 18

MUS 5033 Advanced Vocal Pedagogy	3
DICT 5352 Advanced German Diction <i>or</i>	
DICT 5652 Advanced French Diction	2
AMV 5372-5472 Applied Voice	8
OMT 5482 Graduate OMT Acting	2
THRE 6503 Acting IV: Intermediate Acting, Chekhov	3

**Integration of Elements of Opera Performance** 4

OMT 5262 Opera Studio	2
AMGT 5742 Contracts and Management for Performers	2

**History and Theory** 9

MUS 5113 Theory in Perspective <i>or</i>	
MUS 5133 Nineteenth-Century Analysis <i>or</i>	
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

<b>Other Requirements</b>	<b>5</b>
MUS 6071 Recital	1
MUS 6072 Graduate Comprehensive Review Project	2
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 competency in basic acting skills prior to enrolling in the graduate acting sequence. Students with advanced acting skills will be allowed to level into advanced acting courses.

## Master of Music in Performance

**Faculty:** Anderson, Belanus, Christensen, Crouse, Holleman, Holst, Keller, McDaniel, Monteiro, Owens, Picon, Pritchett, Robinson, Schimek, Steffens, Zieba

**Adjunct Faculty:** Allen, Cain, Funke, Harvey-Reed, Kachouee, McGrath, O'Neal, Patterson, Resnick, Ro

<b>Program of Study</b>	<b>Credit Hours: 32</b>
<b>Required Courses</b>	<b>17</b>
MUS 5113 Theory in Perspective <b>or</b>	
MUS 5133 Nineteenth-Century Analysis	3
MUS 5123 Collegium Musicum	3
MUS 5213 Twentieth-Century Music, Style, and Structure	3
MUS 5372-5472 Applied Music: Major Performance Medium	8

<b>One of the following courses (except vocal performance)</b>	<b>3</b>
MUS 5623 Orchestral Literature Seminar	
MUS 5723 Organ Literature Seminar	
MUS 5823 Keyboard Literature Seminar	
MUS 6023 Guitar Literature Seminar	

<b>Vocal Performance</b>	<b>4</b>
<b>Two of the following courses are required</b>	
MUS 5422 Vocal Literature Seminar I: German Leider	
MUS 5532 Vocal Literature Seminar II: French Melodies	
MUS 5632 Vocal Literature Seminar III: Italian and Spanish Song	
MUS 5732 Vocal Literature Seminar IV: Songs in English	

<b>Other Requirements</b>	<b>12(11)</b>
MUS 6071 Recital	1
MUS 5102 Music Research and Writing	2
MUS 6072 Graduate Comprehensive Review Project	2
Electives selected with advisor	7(6)

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

## Master of Music in Conducting

**Faculty:** Belcik, Ellefson, Mailman

<b>Program of Study</b>	<b>Credit Hours: 34-35</b>
<b>Required Courses</b>	<b>22 (26)</b>
MUS 5113 Theory in Perspective <b>or</b>	
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
AMA 5371-5472 Piano (G2 Level)	2 (1)
MUS 5143 Score Reading and Analysis	3
MUEN Major Ensemble	1
MUS 5033 Advanced Vocal Pedagogy (choral track only)	3

<b>One of the following courses</b>	<b>3</b>
MUS 5223 Choral Literature Seminar <b>or</b>	
MUS 5623 Orchestral Literature Seminar <b>or</b>	
MUS 5523 Wind Literature Seminar	

<b>Other Requirements</b>	<b>6-9</b>
MUS 6071 Recital	1
MUS 6072 Graduate Comprehensive Review Project	2
MUS 5102 Music Research and Writing	2
Electives selected with advisor	1-4

Conducting students must complete a piano proficiency.

Choral conducting students must demonstrate competencies in English, French, German, Italian and Latin diction.

## Master of Music in Vocal Coaching

**Faculty:** McDaniel, Koslowski

<b>Program of Study</b>	<b>Credit Hours: 35</b>
<b>Vocal Coaching Development</b>	<b>8</b>
MUS 5422 Vocal Literature Seminar I: German Lieder	2
MUS 5532 Vocal Literature Seminar II: French M�elodies	2
MUS 5632 Vocal Literature Seminar III: Italian and Spanish Song	2
MUS 5732 Vocal Literature Seminar IV: Songs in English	2

<b>In consultation with the advisor, select 4 hours from the following</b>	<b>4</b>
DICT 5352 Advanced German Diction	
DICT 5652 Advanced French Diction	
DICT 5452 Advanced Italian and Spanish Diction	
DICT 5252 Advanced English Diction	

<b>Applied Music</b>	<b>12</b>
5372-5472 Piano (8 credit hours)	8
MUS 5572 Keyboard Skills	2
MUS 5882 Opera/Musical Theater Coaching Project	2

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

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

**Other Requirements** 5

MUS 6071	Recital	1
MUS 6072	Graduate Comprehensive Review Project	2
MUS 5102	Music Research and Writing	2

**Language Proficiency:** Demonstrated proficiency in pronunciation and translation of English, French, German, and Italian, and thorough knowledge of the International Phonetic Alphabet are required before the student may enroll in MUS 6072 Graduate Comprehensive Review Project. Demonstrated fluency in English and a knowledge of Italian, French, or German equivalent to two years of undergraduate-level study are required before applying for graduation.

# Kramer School of Nursing

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# Kramer School of Nursing

## Master of Science in Nursing

The Master of Science in Nursing (M.S.N.) extends and expands the fulfillment of the missions of the university and Kramer School of Nursing (KSN) already begun by the undergraduate nursing programs by preparing nurses to become effective leaders in service to their communities.

Three functional tracks are available for the M.S.N.:

- **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 healthcare system.
- **Nursing leadership:** Designed to prepare the nurse to serve in middle- and upper-management roles, including executive leadership, within healthcare organizations. Part-time or full-time study is available.
- **Clinical Nurse Leader:** Designed to prepare the nurse as a practice expert, with a high level of clinical competence and knowledge. At the point-of-care, the CNL oversees care coordination and integration of care for distinct populations of clients.

The M.S.N. tracks 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 a nursing leader 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 leader.

## 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 nursing program
- Undergraduate cumulative GPA of 3.00 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 before NURS 6323
- An iBT TOEFL score of 80 or higher with a score of at least 20 on each section if proof of English proficiency is required
- Registered Nurse licensure or the international equivalent
- CNL track applicants must successfully pass a graduate level advanced pathophysiology course (grade of B- or better) prior to full acceptance in to the CNL track.

### MSN Post-Master's Certificate Programs

- Successful completion of a prior Master's degree in Nursing from a nationally accredited nursing program
- Graduate cumulative GPA of 3.00 or better
- Registered Nurse licensure

Oklahoma Board of Nursing standards for English proficiency is required with the following scores for students educated in a nursing program in a country outside the United States and U.S. territories and who do not have a United States nursing license:

TOEIC	Reading 725, Speaking & Writing 140
IELTS	Academic 6.5, Spoken Band 7.0
TOEFL-iBT	Speaking 26, Total 83

## 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 screening, and health tests.

## Academic Probation

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

## Nursing Tracks

### Nursing Education Track Credit Hours: 33

#### Graduate Nursing Core Credit Hours: 15

NURS 5003	Communication in Health Professions	3
NURS 5103	Theoretical Foundations of Advanced Nursing Practice	3
NURS 5703	Educational Ethics and Healthcare Policy	3
NURS 6323	Research Integration in Nursing Practice	3
NURS 6603	Master's Project	3

#### Role Preparation 18

NURS 5153	Foundations of Teaching and Learning	3
NURS 5203	Curriculum Development in Nursing Education	3
NURS 5223	Technology Strategies 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 Leadership Track Credit Hours: 33

#### Prerequisites

#### Graduate Nursing Core Credit Hours: 12

NURS 5003	Communication in Health Professions	3
NURS 5103	Theoretical Foundations of Advanced Nursing Practice	3
NURS 6323	Research Integration in Nursing Practice	3
NURS 6603	Master's Project	3

#### Role Preparation 21

NURS 5803	Leadership Ethics and Healthcare Policy	3
NURS 6303	Contemporary Healthcare Organizations	3
NURS 6403	Evolving Healthcare Systems	3
NURS 5303	Quality Improvement, Safety, and Technology in Healthcare Leadership	3
NURS 6103	Healthcare Law and Regulations	3
NURS 6313	Healthcare Economics and Financial Management	3
NURS 6623	Nursing Leadership Practicum	3

### Clinical Nurse Leaders Track Credit Hours: 35

#### Prerequisites

#### Graduate Nursing Core Credit Hours: 6

NURS 5103	Theoretical Foundations of Advanced Practice Nursing	3
NURS 6323	Research Integration in Nursing Practice	3

#### Role Preparation Credit Hours: 20

NURS 5303	Quality Improvement, Safety, and Technology in Healthcare Leadership	3
NURS 6213	Pharmacology for Advanced Practice	3
NURS 6215	Advanced Health Assessment and Diagnostic Reasoning	5
NURS 6313	Healthcare Economics and Financial Management	3
NURS 6403	Evolving Healthcare Systems	3
NURS 6803	Advanced Health Promotion and Risk Reduction	3

### Direct Care Core Credit Hours: 9

NURS 6632	CNL Practicum I	2
NURS 6633	CNL Practicum II	3
NURS 6634	CNL Practicum I	4

## Master's Certificates

### Certificate in Nursing Education Credit Hours: 15

NURS 5153	Foundations of Teaching and Learning	3
NURS 5203	Curriculum Development in Nursing Education	3
NURS 5223	Technology Strategies in Nursing Education	3
NURS 5403	Teaching Strategies for Nursing	3
NURS 6153	Nursing Education Evaluation Strategies	3

### Certificate in Nursing Leadership Credit Hours: 15

NURS 5803	Leadership Ethics and Healthcare Policy	3
NURS 6303	Contemporary Healthcare Organizations	3
NURS 6403	Evolving Healthcare Systems	3
NURS 5303	Quality Improvement, Safety, and Technology in Healthcare Leadership	3
NURS 6313	Healthcare Economics and Financial Management	3

## Master's Capstone Project

All M.S.N. students in the Education and Leadership tracks are required to complete a project related to the role function track. Students in the CNL track do not complete a Capstone Project but are prepared to take the CNL certification exam. Complete guidelines and requirements are specified in the *Kramer School of Nursing Student Handbook*.

## Academic Regulations

M.S.N. students must maintain a 3.00 cumulative GPA to progress without going on KSN probation. M.S.N. students must earn at least a B- (2.75) in courses with a NURS prefix; grades of C+ (2.25) or below are considered failing. This includes independent study nursing courses taken to meet a graduation requirement. In any other required course, the student must have a C (2.00) or higher. The student may have a grade of C (2.00) or C+ (2.25) in only two non-NURS courses required for the degree. Students may repeat only one nursing course. If the student earns a grade of C+ (2.25) or below on the repeated required course or on the first attempt of any other required nursing course, the student will be dismissed from the nursing program. It is strongly recommended that students repeat any failed course at the next available offering. Withdrawal from a nursing course after two-thirds of the semester or session has transpired will be counted as one enrollment toward the course failure requirements described above. Nonattendance of classes does not constitute official withdrawal.



# Doctor of Nursing Practice (D.N.P.)

The D.N.P. program facilitates achievement of the university mission by creating expert clinicians with the abilities to affect healthcare of clients positively, provide leadership in health policy, and translate research into evidence-based practice. Students are provided the opportunity to expand and refine clinical skills by designing advanced practicum experiences that meet their goals.

## Admission Requirements and Prerequisites

The Graduate Record Examination (GRE) is not required for admission to a D.N.P. program. Applicants must demonstrate competency in word processing, basic spreadsheet use, presentation software, and internet skills.

### *B.S.N.-to-D.N.P. Admission Criteria for the Family Nurse Practitioner Track (4-Year Program)*

- Admission to the university
- Graduate of an accredited baccalaureate nursing program with a cumulative grade point average of at least 3.00
- Current active licensure as a Registered Nurse in the United States (or the international equivalent)
- Three letters from professional references, such as an employer, a coworker, or a nursing school faculty member who had the applicant as a student
- An iBT TOEFL score of 83 or higher with a score of at least 26 on each section if proof of English proficiency is required
- B.S.N.-level health assessment course
- B.S.N.-level statistics course
- A personally written essay of 750 words or less describing the role of the nurse practitioner and how the D.N.P. degree will help the applicant achieve life and career goals
- A current curriculum vitae
- Interview with Admission committee

### *B.S.N.-to-D.N.P. Admission Criteria for the Adult-Gerontology Acute Care Nurse Practitioner Track (4-Year Program)*

- Admission to the university
- Graduate of an accredited baccalaureate nursing program with a cumulative grade point average of at least 3.00

- Current active licensure as a Registered Nurse in the United States (or the international equivalent)
- ACLS certified, prior to acceptance in program
- Two years of Adult Acute Care work experience; preferably in an Intensive Care or Emergency Department setting.
- Three letters from professional references, such as an employer, a coworker, or a nursing school faculty member who had the applicant as a student
- An iBT TOEFL score of 83 or higher with a score of at least 26 on each section if proof of English proficiency is required
- B.S.N.-level health assessment course
- B.S.N.-level statistics course
- A personally written essay of 750 words or less describing the role of the nurse practitioner and how the D.N.P. degree will help the applicant achieve life and career goals
- A current curriculum vitae
- Interview with Admission committee

## D.N.P.-Completion Program Admission Criteria for Post-Master's Students

In addition to the 30 course credits, each student must complete 1,000 hours of post BSN supervised practicum. Accumulated practicum hours from MSN programs are accepted towards the 1,000 DNP practice hours. Opportunities to earn clinical hours are integrated in the post MSN DNP curriculum. Additional credits may be required if you have less than 500 practicum hours in your former MSN program.

### Clinical Track

Credit Hours: 30

- Admission to the university
- Current active Advanced Practice Registered Nurse (APRN) license or approved national certification (international students will be considered on a case-by-case basis relevant to their country's equivalent)
- A master's degree in nursing (or related field for the administration track)
- Graduate GPA of 3.250 or higher
- An iBT TOEFL score of 80 or higher with a score of at least 20 on each section if proof of English proficiency is required
- A personally written essay of 750 words or less describing how the D.N.P. will help the applicant achieve life and career goals
- A current curriculum vitae
- Verification of the number of supervised clinical hours from the director of the MSN program
- Interview with Admission committee

## Leadership Track

Credit Hours: 30

- Admission to the university
- A master's degree with a major in nursing in a nursing administration/management program accredited by CCNE or NLNAC, **or** a master's degree in a related field tied to an administrative or leadership focus
- ANCC (NEA-BC) certification or eligibility for certification
- Verification of the number of supervised leadership practicum hours from the director of the MSN program
- Graduate GPA of 3.250 or higher
- A personally written essay of 750 words or less describing how the D.N.P. will help the applicant achieve life and career goals
- A current curriculum vitae
- Interview with Admission committee

Oklahoma Board of Nursing standards for English proficiency is required with the following scores for students educated in a nursing program in a country outside the United States and U.S. territories and who do not have a United States nursing license:

TOEIC	Reading 725, Speaking & Writing 140
IELTS	Academic 6.5, Spoken Band 7.0
TOEFL-iBT	Speaking 26, Total 83
MELAB	Speaking 3, Total 81

## Advanced Practice Certificate Admission Criteria for Post-Master's Students

### Family Nurse Practitioner Certificate

Credit Hours: 20

- Admission to the university
- Current active licensure with Advanced Practice Registered Nurse (APRN) in Oklahoma as an Adult APRN, Pediatric APRN, Acute Care APRN, or other Advanced Practice role with current national certification; evaluation on a case-by-case basis
- A master's degree in nursing with graduate level coursework in Advanced Pathophysiology, Pharmacology and Advanced Assessment from a ACNE or CCNE accredited Nursing program
- Graduate GPA of 3.250 or higher
- A personally written essay of 750 words or less describing how the post-master's FNP certificate will help the applicant achieve life and career goals
- A current curriculum vitae

## Adult-Gerontology Acute Care Nurse Practitioner Certificate

Credit Hours: 22

- Admission to the university
- Current active licensure with Advanced Practice in Oklahoma as an Adult APRN, Pediatric APRN, Family APRN, or other Advanced Practice role with current national; evaluation on a case-by-case basis
- A master's degree in nursing with graduate level coursework in Advanced Pathophysiology, Pharmacology and Advanced Assessment from a ACNE or CCNE accredited nursing program
- Graduate GPA of 3.250 or higher
- A personally written essay of 750 words or less describing how the post-master's AGACNP certificate will help the applicant achieve life and career goals
- A current curriculum vitae

## Eligibility Statement

Due to the strenuous nature of nursing and practice orientation of Oklahoma City University's Kramer School of Nursing programs, 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 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 D.N.P. student has been admitted to the program: health requirements specified by each agency where practicum experiences will occur, which may include immunizations, background check, drug screening, and health tests.

## Academic Probation

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

## B.S.N. – D.N.P. (Family Nurse Practitioner) Courses

Degree Requirements		Credit Hours: 67–69
NURS 5004	Health Communication and Informatics in Advanced Practice	4
NURS 5103	Theoretical Foundations of Advanced Nursing Practice	3
NURS 6201	Advanced Topics in Advanced Practice* <b>or</b>	1
NURS 7231	Grant Writing*	1
NURS 6203	Advanced Pathophysiology	3

NURS 6213	Pharmacology for Advanced Practice	3
NURS 6215	Advanced Health Assessment and Diagnostic Reasoning	5
NURS 6223	Health Promotion and Primary Care of Adults	3
NURS 6233	Adult Primary Care	3
NURS 6242	Health Promotion and Primary Care of Women	2
NURS 6252	Health Promotion and Primary Care of Children	2
NURS 6342	Women's Primary Care	2
NURS 6254	Primary Health Care in Advanced Practice Settings	4
NURS 6323	Research Integration in Nursing Practice	3
NURS 6352	Children's Primary Care	2
NURS 6362	Geriatric Primary Care	2
NURS 7103	Philosophy of Science	3
NURS 7113	Advanced Health Care Policy	3
NURS 7123	Advanced Theory Development	3
NURS 7212	Transcultural and Global Health Care	2
NURS 7253	Translational Research and Evidence-Based Practice	3
NURS 8413	Population Health	3
NURS 8423	Clinical Practice Management and Information Systems	3
NURS 9103	DNP Project I	3
NURS 9102	DNP Project II	2

\* Choose one

NURS 8423	Clinical Practice Management and Information Systems	3
NURS 9103	DNP Project I	3
NURS 9102	DNP Project II	2
* Choose one		
<b>D.N.P. Completion Clinical Track Courses    Credit Hours: 30</b>		
NURS 7103	Philosophy of Science	3
NURS 7113	Advanced Health Care Policy	3
NURS 7123	Advanced Theory Development	3
NURS 7212	Transcultural and Global Health Care	2
NURS 7253	Translational Research and Evidence-Based Practice	3
NURS 8413	Population Health	3
NURS 8423	Clinical Practice Management and Information Systems	3
NURS 8443	Advanced Clinical Practicum I	3
NURS 8453	Advanced Clinical Practicum II	3
NURS 9103	DNP Capstone Project	3

<b>D.N.P. Completion Administrative Track Courses    Credit Hours: 32</b>		
NURS 7103	Philosophy of Science	3
NURS 7113	Advanced Health Care Policy	3
NURS 7123	Advanced Theory Development	3
NURS 7243	Organizational and Leadership Theory	3
NURS 7212	Transcultural and Global Health Care	2
NURS 7253	Translational Research and Evidence-Based Practice	3
NURS 7453	Health Care Information Management	3
NURS 8343	Advanced Resource Management in Complex Systems	3
NURS 8443	Advanced Clinical Practicum I	3
NURS 8453	Advanced Clinical Practicum II	3
NURS 9103	DNP Capstone Project	3

## B.S.N. – D.N.P (Adult-Gerontology Acute Care Nurse Practitioner) Courses

### Degree Requirements    Credit Hours:67–69

NURS 5004	Health Communication and Informatics in Advanced Practice	4
NURS 5103	Theoretical Foundations of Advanced Nursing Practice	3
NURS 6201	Advanced Topics in Advanced Practice* <i>or</i>	1
NURS 7231	Grant Writing*	1
NURS 6203	Advanced Pathophysiology	3
NURS 6213	Pharmacology for Advanced Practice	3
NURS 6215	Advanced Health Assessment and Diagnostic Reasoning	5
NURS 6323	Research Integration in Nursing Practice	3
NURS 6513	Management of Adult-Gerontological Health Problems I	3
NURS 6523	Management of Adult-Gerontological Health Problems II	3
NURS 6533	Management of Adult-Gerontological Health Problems III	3
NURS 6613	Adult-Gerontological Advanced Practice I	3
NURS 6643	Adult-Gerontological Advanced Practice II	3
NURS 6653	Adult-Gerontological Advanced Practice III	3
NURS 6704	Adult-Gerontological Advanced Practicum	4
NURS 7103	Philosophy of Science	3
NURS 7113	Advanced Health Care Policy	3
NURS 7123	Advanced Theory Development	3
NURS 7212	Transcultural and Global Health Care	2
NURS 7253	Translational Research and Evidence-Based Practice	3
NURS 8413	Population Health	3

## Post-Master's Certificate Courses

### Family Nurse Practitioner Track Courses    Credit Hours: 20

NURS 6223	Health Promotion and Primary Care of Adults	3
NURS 6233	Adult Primary Care	3
NURS 6242	Health Promotion and Primary Care of Women	2
NURS 6252	Health Promotion and Primary Care of Children	2
NURS 6254	Primary Health Care in Advanced Practice Settings	4
NURS 6342	Women's Primary Care	2
NURS 6352	Children's Primary Care	2
NURS 6362	Geriatric Primary Care	2

### Adult-Gerontology Acute Care Nurse Practitioner Track Courses    Credit Hours: 22

NURS 6513	Management of Adult-Gerontological Health Problems I	3
NURS 6523	Management of Adult-Gerontological Health Problems II	3
NURS 6533	Management of Adult-Gerontological Health Problems III	3
NURS 6613	Adult-Gerontological Advanced Practice I	3
NURS 6643	Adult-Gerontological Advanced Practice II	3
NURS 6653	Adult-Gerontological Advanced Practice III	3
NURS 6704	Adult-Gerontological Advanced Practicum	4



## Residency Requirements for D.N.P.-Completion Students

The D.N.P.-completion program is designed for individuals who work full-time and who may or may not be geographically located within driving distance of Oklahoma City University. Therefore, the residency requirement will be met by maintaining year-round (including summers) continuous enrollment (unless on an approved leave of absence) and by coming to campus for all the following:

- On-campus class meetings held once a semester
- Oral defense of capstone project
- Other visits to campus required by faculty that are approved by the program chair

## D.N.P. Project

D.N.P. students are to complete a clinical project based on translational research and evidence-based practice. Complete guidelines and requirements are found in the *Kramer School of Nursing Student Handbook*.

## Academic Regulations

D.N.P. students must maintain a 3.00 cumulative GPA to progress without going on KSN probation. D.N.P. students must earn at least a B- (2.75) in all required courses; grades of C+ (2.25) or below are considered failing. This includes independent study nursing courses taken to meet a graduation requirement. Students may repeat only one nursing course. If the student earns a grade of C+ (2.25) or below on the repeated required course or on the first attempt of any other required course, the student will be dismissed from the nursing program. It is strongly recommended that students repeat any failed course at the next available offering. Withdrawal from a nursing course after two-thirds of the semester or session has transpired will be counted as one enrollment toward the course failure requirements described above. Nonattendance of classes does not constitute an official withdrawal.

D.N.P. practicum hours are calculated on a ratio of 60 clock hours per credit hour. The D.N.P. must be completed in five years.

## Doctor of Philosophy (Ph.D.)

The Ph.D. facilitates achievement of the university mission by preparing expert nurses in the roles of education and research to serve the community, state, and nation in the formation of future nurses and in the advancement of nursing knowledge. While the primary focus of the Ph.D. at Kramer School of Nursing is nursing education, students may opt for a different specialty cognate.

The Ph.D. is 90 credits post-baccalaureate. Students may enter post-B.S.N. or post-master's. Up to 33 credits from a master's degree may be applied to the 90 credit total, subject to approval. The Ph.D. program is designed for the working professional. A student taking the recommended six credit hours per semester, including summers, will typically complete the program in 10-12 semesters post-master's. Students must complete the Ph.D. within 10 years.

All courses in the doctoral programs are taught by doctorally prepared nurses or terminally degreed professionals in their respective fields. The highest standards in doctoral education are maintained.

### Admission Requirements and Prerequisites

In order to be admitted to the Ph.D. program, the graduate must meet the following requirements:

- Admission to the university
- Registered Nurse licensure or the international equivalent
- For the B.S.N.-to-Ph.D., a B.S.N. degree from a nationally accredited ("recognized") nursing program. For the post-master's Ph.D., a bachelor's degree and a master's degree, one of which must be in nursing. Applicants who hold a bachelor's degree in nursing may have a master's degree in a field related to nursing.
- Graduate GPA at or above 3.50 on a 4.00 scale if post-master's. For B.S.N.-to-Ph.D., a cumulative undergraduate GPA of 3.50 or better or completion of a master's degree in another field.
- One of the following three options: 1) the Graduate Record of Examination (GRE); 2) an approved scholarly paper; or 3) an approved article/paper published in a refereed journal. The GRE score or quality of the paper option selected will be taken into consideration.
- An iBT TOEFL score of 80 or higher with a score of at least 20 on each section if proof of English proficiency is required
- A personally written essay describing how the Ph.D. will help the applicant achieve life and career goals
- A current curriculum vitae

- Oklahoma Board of Nursing standards for English proficiency is required with the following scores for students educated in a nursing program in a country outside the United States and U.S. territories and who do not have a United States nursing license:
  - **TOEIC** Reading 725, Speaking & Writing 140
  - **IELTS** Academic 6.5, Spoken Band 7.0
  - **TOEFL-iBT** Speaking 26, Total 83
- Conditional admission may be extended to international applicants contingent upon meeting the language requirement prior to enrollment in nursing courses.

### Eligibility Statement

Due to the strenuous nature of nursing and practice orientation of Oklahoma City University's Kramer School of Nursing programs, 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 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 Ph.D. student has been admitted to the program: health requirements specified by each agency where any clinical practicum experiences may occur, which may include immunizations, background check, drug screening, and health tests.

### Academic Probation

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

### Ph.D. Courses

Requirements	Credit Hours: 57
NURS 7103	Philosophy of Science 3
NURS 7114	Policy, Organizations, and Leadership Theory 4
NURS 7123	Advanced Theory Development 3
NURS 7403	Statistical Analysis I 3
NURS 8103	Qualitative Research Methods 3
NURS 7503	Higher Education Issues and Trends 3
NURS 8403	Statistical Analysis II 3
NURS 8203	Quantitative Research Methods 3
NURS 7543	Evaluation of Educational Effectiveness 3
NURS 8503	Testing and Measurement 3
NURS 7212	Transcultural and Global Health Care 2
NURS 7232*	Grant Writing 2

NURS 7003*	Knowledge Synthesis in Nursing Practice	2
NURS 8102*	Mixed Methods Research	2
NURS 8513	Technology in Instructional Design	3
NURS 8543	Nursing Education Administration	3
NURS 7303	Advanced Bioethics	3
NURS 9903	Dissertation Seminar	3
NURS 9913	Dissertation I	3
NURS 9923	Dissertation II	3
NURS 9933	Dissertation III	3
NURS 9941-3, if needed	Dissertation IV	1-3

\* Elective Courses

B.S.N.-to-Ph.D. students must also complete master's level courses leading to the M.S.N. in Nursing Education.

## Residency Requirements

The post-master's Ph.D. program is designed for individuals who work full-time and who may or may not be geographically located within driving distance of Oklahoma City University. The B.S.N.-to-Ph.D. and post-master's Ph.D. residency requirement will be met by maintaining year-round (including summers) continuous enrollment (unless on an approved leave of absence) and by coming to campus for all the following:

- On-campus class meetings
- Oral defense of candidacy exam
- Oral defense of dissertation proposal
- Oral defense of dissertation
- Other visits to campus required by faculty that are approved by the program chair

## Candidacy

The purpose of the Candidacy Exam is to demonstrate the student's ability to synthesize information learned in the doctoral courses taken to that point and readiness for the dissertation. Ph.D. students are to take their candidacy exams after completing all course work, but before taking NURS 9903 Dissertation Seminar and subsequent NURS 9900 level dissertation hours. Complete guidelines and requirements are found in the *Kramer School of Nursing Student Handbook*.

## Dissertation

All students in the Ph.D. program are required to complete a dissertation. Complete guidelines and requirements are found in the *Kramer School of Nursing Student Handbook*.

## Academic Regulations

Ph.D. students must maintain a 3.00 cumulative GPA to progress without going on KSN probation. Ph.D. students must earn at least a B- (2.75) in all required courses; grades of C+ (2.25) or below are considered failing. This includes independent study nursing courses taken to meet a graduation requirement. Students may repeat only one nursing course. If the student earns a grade of C+ (2.25) or below on the repeated required course or on the first attempt of any other required course, the student will be dismissed from the nursing program. It is strongly recommended that students repeat any failed course at the next available offering. Withdrawal from a nursing course after two-thirds of the semester or session has transpired will be counted as one enrollment toward the course failure requirements described above. Nonattendance of classes does not constitute official withdrawal.

# Master of Physician Assistant Studies

2017-18

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Dr. Daniel McNeill, Director

# Master of Physician Assistant Studies

Oklahoma City University (OCU) has embarked on a major initiative to impact the delivery of health care in Oklahoma through development of a new Physician Assistant (PA) Program. PAs have repeatedly demonstrated their value as competent, flexible and economically prudent medical practitioners in today's society. With Oklahoma ranking near the bottom of states in access to primary care and in metrics of health status, a more robust PA workforce is a vital need for our citizens.

The PA Program received accreditation-provisional in September, 2015 and matriculated its first cohort of students January 4, 2016. OCU enlisted the assistance of many PAs, physicians and community leaders to develop a Program that will produce graduates with a mission to improve the lives of citizens in the communities they serve through a thorough understanding of disease mechanisms, application of critical thought, community service, servant leadership and life-long learning.

The OCU curriculum provides twelve months of classroom training presented in a systems-based format. By using this approach, students are able to focus their intellectual energies on cardiology, then pulmonology and so on until all the body's systems have been covered. In addition to the basic and medical sciences, the Program has a specific interest in developing student passion in the medical humanities.

The classroom phase is followed immediately by sixteen months of supervised clinical practice experiences in various medical settings and specialties. At least one of the experiences will involve rotating in a charitable clinic providing medical care to our neighbors in need. A unique aspect of the OCU program involves providing a parallel online course of study in business aspects of medicine. This added component provides the OCU PA student a greater understanding of medical practice management which is critical to contributing to a successful practice. The final month of the PA Program is a time for students to demonstrate competence in the art and science of medicine and readiness to enter the PA profession.

## **Mission Statement**

To prepare physician assistants who are competent in the art and science of medicine so that they may improve lives in the communities they serve.

## **Goals**

- 1 To graduate PAs possessing a thorough understanding of disease mechanisms.**

The program provides a comprehensive curriculum of basic and clinical sciences delivered in a systems-based format. During the initial didactic phase, the transition from acquiring medical knowledge to putting it into practice is facilitated by frequent use of simulated patients and an early introduction to patients. Confirmation of knowledge is assessed through objective testing, performance on procedural skills, evaluations from early patient interactions and a summative examination process.

- 2 To graduate PAs proficient in the application of critical thought to medical decision making.**

More than simply memorizing facts, the art of medicine requires the practitioner to apply logic and reasoning to achieve healing. These principles are taught and practiced in the didactic curriculum in small group discussions, through interactions with simulated patients and through a commitment to the teachings of humanism in medicine. Confirmation that critical thought is developing appropriately is assessed by evaluations on objective written examinations, objective structured clinical examinations and by observations of preceptors in the clinical year.

- 3 To graduate PAs with an exemplary sense of community service through a team-based model of health care delivery.**

Graduate PAs are in a unique position to have a tremendous impact on the communities in which they live and work. Paramount is their ability to provide compassionate care to marginalized citizens with the breadth of care multiplied through a team-based approach. During their tenure with the PA program, students will participate in such collaborative environments in charitable clinics throughout Oklahoma City. Confirmation that students attain this goal will be accomplished through analysis of survey data from frequent experiences serving the health care needs of the uninsured and working poor alongside physician and PA role models.

- 4 To graduate PAs who are servant leaders in patient-centered practices.**

Servant leadership is an ancient philosophy based on putting the needs of others first and helping people develop and perform to the best of their abilities. This philosophy is consistent with



patient-centered care, which strives to improve outcomes by strengthening the provider-patient relationship, by providing care in consultation with patients and by replacing the provider-centered system with one from the patient's viewpoint. Students will become familiar with this type of practice in the didactic phase and will gain hands-on experience working directly with PA program faculty who function as servant leaders in charitable clinics in the metro area. Indeed, servant leadership is a strategic initiative of the University and one embodied by the PA Program. Confirmation that students attain this goal will be accomplished through analysis of survey data from frequent experiences in patient-centered care practices.

#### 5 To graduate PAs committed to life-long learning.

Our understanding of medical science increases each day. To keep up, practitioners must commit themselves to constant study throughout their careers. The discipline to maintain this effort begins with matriculation into the program. Students will learn the value of, and how to practice evidenced-based medicine. Being at ease with how to access and interpret the literature will provide the foundation for this way of life for the benefit of the graduate's future patients. Confirmation that students strive for this goal will be assessed by evaluation their ability to access and discuss the medical literature during the didactic and clinical phases of the program.

## Admissions Information

Note that the OCU Physician Assistant Program does not require the GRE or other standardized tests. The Program also does not require clinical experience prior to the application process.

The Program does not accept advanced standing/placement. Students enrolled in the Program will be required to complete all courses.

The PA Program follows the OCU Graduate Admissions Policy. Please refer to their website for more information: [www.okcu.edu/admissions/graduate](http://www.okcu.edu/admissions/graduate). In addition to the Graduate Admissions Policy, the PA Program considers the following criteria in the selection of students for the PA Program. The Admissions Committee will evaluate the applicant's academic record (overall GPA, science GPA, last 60 hours GPA, level of difficulty) as well as individual qualities that include interpersonal skills, maturity, life experiences, knowledge of the profession, community service and leadership skills.

## Admission Requirements & Prerequisites

- A baccalaureate degree from an institution accredited by the Commission on Colleges of Regional Accrediting Organization is required. **Applicants must earn a bachelor's degree prior to matriculation.**
- A minimum undergraduate or graduate degree GPA of 3.0 on a 4.0 scale is required.
- A minimum of five biological science courses of three semester credits is required. The PA Program recommends courses in anatomy, physiology, cell biology, molecular biology, embryology, immunology, and microbiology. Courses with labs are preferred, but not required. While any one biological science course is not specifically required, completing several upper-level science courses provides a good foundation for the study of medicine and high achievement in the sciences contributes to success in PA education. Note the following courses or areas of study will not count towards the biological sciences prerequisite: kinesiology, nutrition, exercise science, and nursing.
- At least three chemistry courses are required; one of the three must be **biochemistry**.
- Two courses in Psychology are required.
- All prerequisite courses must be completed at a regionally accredited college or university in the United States. For candidates holding foreign degrees, a total of 60 semester credits (approximately two years) at a regionally accredited U.S. college or university must be completed as well, prerequisite credit included. No exceptions.
- **All prerequisites** must be completed by August 15th. If you receive an interview, verification of completion of the prerequisites must be shown at the time of the interview in the form of an official transcript containing the course work.

## Applying for Admission

Admissions decisions are based on evidence of academic preparation, a letter of recommendation, your curriculum vitae and if selected for final consideration, an on-campus interview and brief writing task.

All applicants to the OCU Physician Assistant program must apply through the online application system CASPA (Central Application Service for Physician Assistants). In addition, applicants must submit an online OCU Supplemental Application to the OCU Office of Graduate Admissions.

Applications for each annual admission cycle will be available through CASPA beginning April (check CASPA or the OCU PA Program website for exact dates). To be

considered for OCU admission, an applicant must submit their application and all supporting materials including transcripts, letter of recommendation, and resume to CASPA on or before the August 1 deadline. There are no exceptions to the posted deadline.

Also, the deadline to provide the OCU Supplemental Application to the OCU Office of Graduate Admissions is August 1.

### ***Interview Selection Factors, Preferences and Process***

The PA program will give preference\* in selecting qualified applicants for interview based on the following:

- Minimum GPA of 3.2
- Completion of the requirements for application
- Students attending Oklahoma City University who meet the above criteria and who are enrolled in, or finishing a degree program during the application cycle.

\* Preference for an interview does not mean preference for selection into the program.

Approximately 100 of the most qualified applicants will be invited for a personal interview conducted at Oklahoma City University. Maintaining a high standard of academic excellence, knowledge of the health care system, personal maturity, self-assurance, good interpersonal skills, volunteering in the community, shadowing a PA, and work experience will weigh strongly in the admission decision.

The PA program has a list of essential applicant qualities on their website: [www.okcu.edu/physician-assistant/interview/index](http://www.okcu.edu/physician-assistant/interview/index). Please refer to this page for more specific information.

### ***Technical Standards for Physician Assistant Program Admissions***

A candidate for the MPAS degree as a Physician Assistant shall have abilities and skills in the areas of observation, communication, motor function, conceptual and analytical thinking, and normative behavioral and social attributes. Technological accommodations can be made for some disabilities in certain of these areas, but the role of the Physician Assistant in the delivery of health care necessitates that he/she shall be able to perform in an independent manner. Please see the department website for more specific information on each of these areas: [www.okcu.edu/physician-assistant/standards/index](http://www.okcu.edu/physician-assistant/standards/index).



### ***Grading Policies***

The program will require students to perform at or above C in individual courses. Students must also achieve a C or above in each concentration averaged over the didactic phase and a C or above in Clinical Anatomy and Clinical Medicine courses when average over each semester.

Students who fail to attain a “C” or better in any didactic or clinical course will be required to obtain the requisite knowledge prior to advancement. Students who are not successful in meeting this minimum standard will be evaluated by the program’s Advancement Committee.



## Master of Physician Assistant Studies (M.P.A.S.)

### Required Courses

**Credit Hours: 115**

PA 5116	Introduction to Human Form	6	PA 5383	Capstone	3
PA 5122	Head, Eyes, Ears, Nose, Oral Cavity and Throat	2	PA 6004	Charitable Primary Care	4
PA 5131	Hematology/Genetics	1	PA 6014	Family Medicine (2 consecutive month rotation)	8
PA 5142	Pulmonology	2	PA 6024	Internal Medicine	4
PA 5154	Cardiology	4	PA 6034	Medicine (5 separate months)	20
PA 5161	Geriatrics	1	PA 6044	General Surgery	4
PA 5213	Urinary System	3	PA 6054	Pediatrics	4
PA 5223	Obstetrics and Gynecology	3	PA 6064	OB/Gyn	4
PA 5232	Endocrinology	2	PA 6074	Psychiatry/Mental Health	4
PA 5242	Neurology	2	PA 6084	Emergency Medicine (2 consecutive month rotation)	8
PA 5252	Psychiatry	2	PA 6094	Preceptor and Summative Process	4
PA 5312	Musculoskeletal System	2	PA 6111	Operationalizing a Medical Practice	1
PA 5322	Dermatology	2	PA 6121	Finances of a Medical Practice	1
PA 5333	Gastroenterology	3	PA 6211	Accessing the Community	1
PA 5342	Infectious Diseases	2	PA 6311	Reimbursement, Documentation of Care, Coding and Billing	1
PA 5353	Emergency Medicine	3	PA 6321	Contracts and Medical Law	1
PA 5361	Nutrition	1			
PA 5372	Pediatrics	2			

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## Course Offering Key

- (Fall)** This course is offered every fall.
- (Fall, odd)** This course is offered every other fall on the odd numbered years.
- (Fall, even)** This course is offered every other fall on the even numbered years.
- (Spring)** This course is offered every spring.
- (Spring, odd)** This course is offered every other spring on the odd numbered years.
- (Spring, even)** This course is offered every other spring on the even numbered years.
- (Summer)** This course is offered in the summer.
- (TBA)** This course is not offered on a regular cycle. Students should contact their academic advisors for more information.

- \*** Denotes cross-listed course (different departments)
- +** Denotes dual-listed course (different levels)

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.

The last number of each course number indicates the number of credit hours; e.g., ACCT 2113 is a three-credit-hour course.



# Accounting (ACCT)

## 5123 Accounting Theory 3

Study and evaluation of alternative theory, practices, and generally accepted accounting principles of financial accounting and the bases for conclusions reached by the Financial Accounting Standards Board and other financial accounting standard-setting bodies. Prerequisite: ACCT 3123. (Fall)

## 5133 International Accounting 3

Survey of International Financial Reporting Standards (IFRS) and other topics related to international accounting. Prerequisite: ACCT 3123. (Fall)

## 5143 Government and Not-for Profit Accounting 3

Course develops students' understanding of the governmental, not-for profit, and partnership accounting concepts. Coverage includes accounting transactions for the listed entities and basic financial statement preparation and information provided therein. Prerequisite: ACCT 3123.

## 5163 Energy Accounting 3

Acquaints students with accounting in the Energy industry, including acquisition, production/depletion and retirement of oil and gas properties. Topics include differences between full cost and successful efforts accounting methods; accounting for joint ventures; and analysis of financial statements and disclosures issued by oil and natural gas firms. Introduction to related tax issues. Prerequisites: ACCT 2113 and ACCT 2213. (TBA)

## 5213 Accounting for Business Decision Making 3

Emphasis on the application of accounting information for financial reporting and the use of accounting information in managerial decision making. This course is for M.B.A. students only and cannot be credited toward the M.S.A.

## 5313 Auditing Policies, Frameworks, and Practices 3

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 latest methods involved in audit planning, control structure review, procedures selection, procedural execution, and communication of audit findings and results. Prerequisite: ACCT 4313. (Fall)

## 5323 Principles of Fraud Examination 3

Develops the main topics in fraud examination, including: the nature and motivations for fraud; fraud prevention, detection, and investigation; various types of fraud; and, some of the more infamous fraud cases. Utilizes an open-ended, seminar format in which students actively participate in gathering materials and discussion. Prerequisite: ACCT 3113

## 5413 Income Taxation of Entities 3

Introduction to income taxation issues unique to C corporations, S corporations, partnerships, and estates/trusts, including preparation of entity returns. Prerequisites: ACCT 3413 and ACCT 4413. (Fall)

## 5423 Tax Procedure 3

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, or permission. (Spring)

## 5433 Taxation of Business Entities 3

Income tax consequences of doing business in corporate, partnership, or limited liability form. Emphasis given to tax consequences of formation of the entity, transfers of property between entity and owners of entity, and dissolution of the entity. Advantages and disadvantages of each form of doing business are considered. Prerequisite: ACCT 5413.

## 5443 Estate and Gift Taxation 3

Federal excise tax imposed on the transfer of wealth, whether in the form of a lifetime gift or transfer at death. Prerequisite: ACCT 3413 and ACCT 4413.

## 5593 Accounting for Managers in Energy Business 3

Accounting skills needed for the acquisition, production/depletion and retirement of oil and gas properties. Differences between full cost and successful efforts accounting methods. Discussion of accounting for joint ventures, taxation of oil and gas properties, analysis of financial statements and disclosures issued by oil and natural gas firms. (TBA)

## 5613 Accounting Ethics 3

Survey of professional ethics standards and personal ethics as applied to the practice of accounting. Prerequisite: MGMT 2213. (Spring)

## 5713 CPA Exam Review – Part I 3

Prepares the student to sit for the CPA Exam by systematically reviewing topics covered on the exam. The primary goal of the course is to take the rules and concepts studied in the Accounting curriculum and incorporate them into a comprehensive understanding of the Accounting framework. (TBA)

## 5723 CPA Exam Review – Part II 3

Prepares the student to sit for the CPA Exam by systematically reviewing topics covered on the exam. The primary goal of the course is to take the rules and concepts studied in the Accounting curriculum and incorporate them into a comprehensive understanding of the Accounting framework. (TBA)

## 5911-3 Special Topics in Accounting 1–3

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

## 5921-3 Applied Research or Internship in Accounting 1–3

Variable credit course. Applied research, independent study, or work experience integrating knowledge and abilities gained in accounting courses. Number of hours determined by contract. Prerequisites: Senior or graduate standing, 6 hours of upper-level accounting, and accounting chair approval.

# Applied Behavioral Studies (ABS)

## 5091-6 Independent Study

### 5213 Issues in Mental and Physical Health 3

This course will explore issues regarding the relationship between physical and emotional health—primarily from mental health, coping, and counseling perspectives. The roles of adjustment, lifestyle, and social factors on stress and wellness are discussed.

### 5313 Sexual Issues in Counseling 3

This course will focus on psychosexual development throughout the life span, interviewing and counseling techniques, and ethical sexual therapy for sexual dysfunctions, addictions, paraphilias, and challenges related to aging and illness. Prerequisite: ABS admission.

### 5314 Assessment I 4

Survey tests and measurements for adults and children. Extra fees may be required. Prerequisite: ABS admission.

### 5363-4 Topics 3-4

### 5413 Crisis Intervention 3

Special intervention strategies relevant to counseling will be discussed which may include posttraumatic stress, sexual assault, partner violence, grief and bereavement, and workplace violence.

### 5503 Addiction 3

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

### 5513 Death and Dying 3

As the last stage in life span development, Death and Dying is an important course to take and an important concept to adjust to. We'll explore a variety of issues such as coping with chronic illness, death awareness, stages of dying, hospice, suicide, euthanasia, funeral customs, children's experience, and traumatic death—and their impacts on each individual. Where possible, we will arrange relevant field trips.

### 5564 Marriage and Family Therapy 4

An overview of the major marriage and/or family counseling theories for use in a variety of settings. Prerequisite: ABS 5713 and permission.

### 5613 Gerontology 3

Understanding of developmental experiences and their impacts on adjustment. Mental health issues and community resources will be a primary focus. Intervention strategies from a counseling perspective will be discussed.

### 5703 Behavior Pathology 3

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. Prerequisite: ABS admission.

### 5713 Counseling Theories 3

Traditional theories and techniques of counseling will be covered as well as the personality theory underlying them. This course will address how to move from theory to practice. Development of basic counseling skills and awareness of self will be covered. Extra fees may be required. Prerequisite: ABS admission.

### 5813 Career Development 3

This course will focus primarily on life style and career choice, the decision making process, career counseling, and vocational choice. Prerequisite: ABS admission.

### 6314 Assessment II 4

Administration, scoring, and interpretation of tests. Primarily for adults and children. Extra fees may be required. Prerequisite: ABS 5314.

### 6513 Sociocultural Foundations 3

This course will explore multi-cultural counseling, socio-cultural theories, research, and practice in society. Other areas covered will be 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. Prerequisite: ABS admission.

### 6714 Advanced Counseling Techniques 4

A more detailed investigation of theories and techniques of counseling. This course will focus on the more structured and systematic techniques for psychotherapeutic intervention. For graduate students in counseling. Prerequisite: ABS 5713 and permission.

### 6743 Group Process 3

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. Prerequisite: ABS admission.

### 6776 Practicum 6

Field experience in professional counseling whereby students will 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 candidacy status.

### 6813 Personality and Human Development 3

This human growth and development course will cover personality and development throughout the entire life span. Prerequisite: ABS admission.

### 6903\* Research Methods 3

See GRED 6903. Prerequisite: ABS admission.

### 6975 Professional Orientation/Ethics 5

Relevant ethical issues studied will include confidentiality, privacy, multiple relationships, supervision, the counseling relationship, and research. Codes of ethics, standards of practice, and preparation

will be covered. This course will also include the capstone project.  
Prerequisites: 24 hours of ABS course work.

### 6979 Internship 9

Advanced field experience in counseling whereby students will provide direct 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 are required. Prerequisite: ABS 6776.

## Arts Management (AMGT)

### 5742 Contracts and Management for Performers 2

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. As required by graduate degrees. (Fall)

## Computer Science (CSCI)

### 5003 Introduction to Object-Oriented Programming 3

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

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. (Fall)

### 5203 Logic for Computer Science 3

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: CSCI 3503. (Fall)

### 5303 Embedded and Real-Time Operating Systems 3

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

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 and CSCI 5003. (Spring)

### 5413 Algorithm Design and Analysis 3

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. (Fall)

### 5503 Computer Organization and Architecture 3

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. (Spring)

### 5513 Computer System Architecture 3

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: CSCI 5503. (TBA)

### 5603 Database Design 3

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. (TBA)

### 5703 Artificial Intelligence 3

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: CSCI 5203. (TBA)

### 5803 Computer Graphics 3

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)



**5981-6 M.S. Degree Project 1-6**

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. (TBA)

**6003 Computer Science Graduate Capstone 3**

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. (Spring)

**6063 Special Topics 3**

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**

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: CSCI 5403 and Proficiency in C++ or CSCI 4303.

**6303 Distributed Operating Systems 3**

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. (Spring)

**6403 Advanced Algorithm Design 3**

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: CSCI 5413. (TBA)

**6503 Computer Network Architecture 3**

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 CSCI 5503. (TBA)

**6603 Postrelational Database Systems 3**

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 CSCI 5603. (TBA)

**6613 Intelligent Database Systems 3**

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: CSCI 5603. (TBA)

**6703 Knowledge Discovery Techniques 3**

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: CSCI 5203. (TBA)

**6981-6 M.S. Degree Research 1-6**

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. (TBA)

## Creative Writing (ENGL)

**5623-6 Creative Workshop I 3-6**

Craft of creative writing studied and practiced with guidance of faculty mentor. (Fall, spring)

**5693 Individual Study 3**

In-depth study in writing-related topic designed by student and mentor. Content will vary for each individual study. Individual study restricted to six hours total during graduate studies.

**5633 Pedagogy Strand 3**

Education and practice in teaching writing. Students responsible for creating own teaching experiences (with assistant of faculty mentor). (TBA)

**5663 Craft Elements I 3**

Foundational topics in primary-genre creative writing craft elements, studied and practiced with guidance of faculty mentor.

**5713 Poetics 3**

Study of poetry history, terms, forms, scansion, and other topics in poetics. Required first semester for all poetry students. Online seminar.

**5723-6 Creative Workshop II 3-6**

Craft of creative writing studied and practiced with guidance of faculty mentor. New work, and revision of it, emphasized. (Fall, spring)

**5763 Major Works I 3**

Study of major authors and/or literary periods/canons.

**5813 Elements of Prose 3**

Study of terms, forms, genres, craft elements and other topics in foundational prose elements. Required first semester for all prose students.

<b>5863 Professional Writing Strand</b>	<b>3</b>
Study in the various skills necessary to a professional writer: creating book proposals, self-editing, creating a public presence, etc. (TBA)	
<b>5923 Secondary Genre Study I</b>	<b>3</b>
In-depth study of secondary creative writing genre.	
<b>5963 Individual Study</b>	<b>3</b>
Course designed with a mentor to cover a student's interest in genre, craft, professionalism, etc. (TBA)	
<b>6163 Criticism &amp; Theory for Creative Writers</b>	<b>3</b>
Reading, study, research, and practice in criticism and theory of creative writing.	
<b>6263 Pedagogy Strand I—Composition</b>	<b>3</b>
Theory, skill development, and classroom management in teaching first-year college writing. Required prerequisite for all other pedagogy courses. Pedagogy strand requires a minimum of two courses in area.	
<b>6363 Professional Writing Strand I—Publication Prep</b>	<b>3</b>
Research, study, and practice in preparing creative writing for publication, revising/manuscript prep, cover letters, submission engines, book proposals, publication biographies, market research, and other publication-related skills necessary to a professional writer. Professional Writing strand requires a minimum of two courses in area.	
<b>6463 Pedagogy Strand II—Creative Writing</b>	<b>3</b>
Theory, skill development, and classroom management in teaching creative writing. Pedagogy strand requires a minimum of two courses in area.	
<b>6473 Professional Writing Strand II—Practicum</b>	<b>3</b>
Various topics in professional writing; may include internships. Professional writing strand requires a minimum of two courses in area.	
<b>6563 Craft Elements II</b>	<b>3</b>
Intermediate topics in primary-genre creative writing craft elements studied and practiced with guidance of faculty mentor.	
<b>6573 Pedagogy Strand III—Practicum</b>	<b>3</b>
Advanced skill development in teaching first-year college and/or creative writing. Pedagogy strand requires a minimum of two courses in area.	
<b>6633 Pedagogy Strand IV—Practice Teaching</b>	<b>3</b>
Skill development and practice in teaching first-year college and/or creative writing. Pedagogy strand requires a minimum of two courses in area. (TBA)	
<b>6663 Craft Elements III</b>	<b>3</b>
Advanced topics in primary-genre creative writing craft elements studied and practiced with guidance of faculty mentor. (TBA)	

<b>6673 Research for Writing</b>	<b>3</b>
Research methods for creative writing research goals and design, management of research products, utilization of research products in creative and critical writing.	
<b>6683-6 Creative Thesis I</b>	<b>3–6</b>
Craft of creative writing in primary genre and creative thesis preparation, studied and practiced with guidance of faculty mentor. New work and revision of existing work emphasized. (TBA)	
<b>6693 Individual Study</b>	<b>3</b>
In-depth study in writing-related topic designed by student and mentor. Content will vary for each individual study. Individual study restricted to six hours total during graduate studies. (TBA)	
<b>6773 Major Works</b>	<b>3</b>
Defense of critical thesis at final residency. (TBA)	
<b>6783-6 Creative Thesis II</b>	<b>3–6</b>
Craft of and creative thesis preparation, studied and practiced with guidance of faculty mentor. new work, and revision of existing work emphasized. (TBA)	
<b>6853 Major Works II</b>	<b>3</b>
Advanced study of major authors and/or literary periods/canons. Prerequisite: ENGL 5753.	
<b>6863 Professional Writing Strand III—Platform and Career</b>	<b>3</b>
Guided research and practice in building a platform, applying for jobs within and outside academia, and creating post-MFA professional goals. Professional writing strand requires a minimum of two courses in area. (TBA)	
<b>6563 Leadership in Criminal Justice</b>	<b>3</b>
Focuses on leadership and administration of criminal justice institutions. Topics include ethics, organizational change, power and influence, conflict, and communication.	
<b>6873 Literary Magazine Editing</b>	<b>3</b>
With faculty mentor guidance, edit the MFA journal, Red Earth Review. First in a two-course sequence. (Fall, spring)	
<b>6883 Critical Thesis I</b>	<b>3</b>
Crafting and editing the critical introduction to the thesis. First of a two-part course sequence.	
<b>6923 Secondary Genre Study II</b>	<b>3</b>
Advanced in-depth study of secondary creative writing genre.	
<b>6973 Literary Magazine Production</b>	<b>3</b>
With faculty mentor guidance, design and produce the MFA journal, Red Earth Review. Second in a two course sequence. Prerequisite: ENGL 6273. (Fall, spring)	
<b>6983 Critical Thesis II</b>	<b>3</b>
Advanced research for and writing of critical introduction to creative thesis. Second of a two course sequence. Prerequisite: ENGL 6883.	

## Criminology (MSC)

<b>5063</b>	<b>Selected Topics in Criminology</b>	<b>3</b>
Selected Topics generally consists of current issues facing the criminal justice system. (TBA)		
<b>5091-6</b>	<b>Independent Study</b>	<b>1-6</b>
Generally, working with a professor, students study one particular aspect of the criminal justice system.		
<b>5103</b>	<b>Crime Victims</b>	<b>3</b>
Analysis of the victimology model. Emphasis is on the victim, the academic institutional perspective, the criminal justice perspective, and the statistical approach.		
<b>5263</b>	<b>International Criminal Justice Systems</b>	<b>3</b>
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.		
<b>5273</b>	<b>Law and the Social Sciences</b>	<b>3</b>
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)		
<b>5363</b>	<b>Theories of Justice</b>	<b>3</b>
This course explores one of the most prominent theoretical constructions of justice compared to other concepts of justice: John Rawl's Theory of Justice.		
<b>5403</b>	<b>Elite Deviance</b>	<b>3</b>
The study of corporate crime in America and abroad. Students discuss and apply major criminologists' theories and analyze existing policies.		
<b>5413</b>	<b>Community Sanctions</b>	<b>3</b>
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.		
<b>5513</b>	<b>Juvenile Justice</b>	<b>3</b>
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.		
<b>5603</b>	<b>Advanced Research Methods</b>	<b>3</b>
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.		

\* Denotes cross-listed course

<b>5613</b>	<b>Selected Topics in Criminal Justice</b>	<b>3</b>
<b>5713</b>	<b>Resocialization of Law Violators</b>	<b>3</b>
A major objective of correctional agencies has been to change persons convicted of crime so that they are reformed, resocialized, treated, or modified. This course deals with the issue of such changes and examines techniques of producing changes. (Summer)		
<b>5803</b>	<b>Norm Violation</b>	<b>3</b>
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.		
<b>5823</b>	<b>Diversity and Crime</b>	<b>3</b>
This course critically examines major theories, research findings, policies, and controversies concerning race/ethnicity, gender, class, sexuality and crime. (Spring)		
<b>5863</b>	<b>Criminological Theory</b>	<b>3</b>
This course is an advanced theory course on criminological theory. Students complete an in-depth analysis of contemporary theories. (Spring)		
<b>5903</b>	<b>Deviance and Social Control</b>	<b>3</b>
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)		
<b>6103</b>	<b>Critical Issues in Justice</b>	<b>3</b>
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)		
<b>6213</b>	<b>Criminal Justice Evaluation</b>	<b>3</b>
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)		
<b>6303</b>	<b>Statistical Applications in Criminal Justice</b>	<b>3</b>
Students learn to use statistical analysis in their research. Computer application and statistical interpretation are stressed. (Spring)		
<b>6403</b>	<b>Police and Society</b>	<b>3</b>
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)		
<b>6871-6</b>	<b>Practicum or Field Study</b>	<b>1-6</b>
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)		
<b>6883</b>	<b>Master's Thesis Hours</b>	<b>3</b>
Crafting and editing the master's thesis consisting of original research in the field of criminology and approval of the student's		

+ Denotes dual-listed course

thesis committee. Final course prior to graduation from program. Course may be repeated until master thesis is completed and defended according to departmental standards.

**6983-6 Problem in Lieu of Thesis** 3-6

Recommended for students intending to pursue graduate studies beyond the master's level. Involves two semesters of work. (TBA)

## Dance (DANC)

**5091+ Partnering** 1

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. (Fall, spring)

**5111+ Basic Movement: Ballet, Jazz, Tap** 1

**5311+** 1

**5511+** 1

Introductory courses to ballet, jazz, or tap technique for the beginner. Dance department permission required. (Fall, spring)

**5211+ Beyond Basic Movement: Ballet, Jazz, Tap** 1

**5411+** 1

**5611+** 1

Prerequisite: The Basic Movement class in the same technique. Dance department permission required. (Fall, spring)

**5191+ Pointe** 1

Pointe technique taught with specific attention to uses in American music theater dance sequences. Open to students with dance requirements only. Dance department permission required. (Fall, spring)

**5193+ Ballet A** 3

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. (Fall, spring)

**5293+ Ballet B** 3

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. (Fall, spring)

**5391-2+ Jazz A** 1-2

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. (Fall, spring)

**5491-2+ Jazz B** 1-2

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. (Fall, spring)

**5591+ Tap A** 1

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. (Fall, spring)

**5551+ Tap B** 1

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. (Fall, spring)

**5991+ Theater Dance** 1

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. (Fall, spring)

## Early Childhood Education (ECED)

**5022 Materials, Project, & Observation I** 2

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

This course examines the relationships among motor, intellectual, psychological, and social development in children ages two and a half to six. Activities designed for independence and responsibility are presented with opportunities for teachers to structure these activities for their classrooms. An introduction to movement exploration for young children is part of the course. (Summer)

**5163 Montessori Seminar I** 3

Weekend seminar taken with approved Montessori internship only. Permission of the Montessori coordinator is required. (Fall)

**5172 Materials, Project, & Observation II** 2

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. This course focuses specifically on children age two and a half to six. (Spring)

**5203 Perceptual Development** 3

This course explores perceptual development in children two and a half 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

This course examines the developing abilities of children between the ages of two and a half to six to use oral and written symbol systems as effective means of communication. The writings of Montessori, Piaget, Vygotsky and others are discussed. The interfaces among speaking, reading, and writing are explored. Montessori language materials are demonstrated, as well as activities that can be used in

the classroom to enhance and support language and literacy development. (Summer)

**5263 Montessori Seminar II** 3  
Weekend seminar taken with approved Montessori Internship only. Permission of the Montessori coordinator is required. (Spring)

**5504 Psychological Bases of Learning and Guiding Young Children** 4  
This course examines the many variables involved in learning and the relationship between learning and development. Contrasts between behaviorist, nativist, and constructivist approaches to development and learning will be examined. The interrelationships between physiological, emotional, cognitive, and moral development are explored. An analysis of how Marie Montessori's theory and practices relate to the views of other developmental theorists will provide insight for a teacher in evaluating various methodologies in the classroom. (Summer)

**5513 Psychology and Evaluation of Young Children** 3  
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 the course is evaluation of the current issues related to the testing of young children. A comprehensive diagnostic and prescriptive case study is developed.

**5603 Basic Concepts of Primary Mathematics** 3  
This course focuses on ways to enhance the development of mathematical ideas in young children two and a half through six years of age. Ways to design "mathematical environments" within a teacher's classroom are discussed and useful materials are examined. (Summer)

## Economics (ECON)

**5313 Data Analysis for Business Decisions** 3  
Focuses on the identification and access of information sources and analyzing the information to make informed decisions and solve managerial problems. Among the topics included are numerical and graphic description of data, confidence intervals, hypothesis testing, regression analysis and predictive modeling, linear allocation models and allocating resources, forecasting, and decision analysis. The course utilizes spreadsheet, statistical and simulation software.

**5413 Managing at the Crossroads: The Global Economic Environment** 3  
Emphasizing the perspective of managers in the private sector, course focuses on the interactions of economic principles at work at the inter-firm, intra-industry, and inter-industry levels (microeconomics), at the economy-wide level (macroeconomics), and at the global level (international economics). Integrated framework explains the effects that micro, macro, and international economics have on the growth and prosperity of individual business organizations and how managers make adjustments to create and capture value.

**6213 Energy Economics** 3  
Basic overview of energy economics. Short- and long-term resource management by a firm, alternative energy sources and their economic management including nuclear, solar, wind, and geothermal power. Sustainability, economics of the hydrocarbon industry, calculation of net present value of futures reserves. (TBA)

## Elementary Education (MATE)

**6013 Theories of Learning and Development** 3  
History of education in America; physical, social, intellectual, and emotional development; current issues in educational psychology; development of initial teacher's creed. (Summer)

**6083 Master's Research Project** 3  
Develop and conduct an action research project; participate in a research group; provide peer feedback for other action research projects. Prerequisite: MATE 6963 and GRED 6903. (Spring)

**6113 Literature and the Arts** 3  
Developing a love of literature in elementary students; genres of children's literature; children's literature across the curriculum; methods for integrating visual arts, health, and movement in elementary classrooms. Prerequisite: MATE 6013. (Summer)

**6213 Literacy Development and Instruction** 3  
Language development; instructional methods for reading, writing, speaking, viewing, visually representing; methods to address phonemic awareness, phonics, vocabulary, fluency, and comprehension; supporting English language learners; use of specialized professional association (IRA, NCTE) standards to support all learners. Prerequisite: MATE 6013. (Summer)

**6323 Methods Across the Curriculum** 3  
Content and methodology for teaching mathematics, science, social studies in elementary schools; use of specialized professional association (NCTM, NSTA, NCSS) standards to support all learners; 20-hour practicum. Prerequisites: MATE 6113 and 6213. (Fall)

**6423 The Assessment/Instruction Loop** 3  
Best practices in assessment; connecting assessment and instruction across the elementary curriculum teaching students with exceptionalities; basic statistics for educational settings; tutoring an elementary student in literacy and mathematics; 25-hour practicum. Prerequisites: MATE 6113 and 6213. (Fall)

**6523 Classroom Management and Collaboration** 3  
Classroom management and organization; collaboration with families, colleagues, and the community to support elementary children. Prerequisites: MATE 6323 and 6423. (Fall)

**6623 Teaching the Whole Curriculum** 3  
Developing and teaching thematic units; advanced study of methodology making informed decisions about technology use; coteaching as a methodology to support all learners; 30-hour practicum. Prerequisites: MATE 6323 and 6423. (Fall)

**6733 Internship I** 3  
An experiential apprenticeship in an early elementary classroom (grades 1 through 3) designing and delivering instruction through a coteaching model. School placements will be made through the Department of Education. Prerequisites: MATE 6523 and 6623. Corequisites: MATE 6833 and 6963. (Spring)

**6833 Internship II** 3  
An extension of the elementary school experiential apprenticeship in grades 4 through 6. School placements will be made through the Department of Education. Prerequisite: MATE 6733. Corequisite: MATE 6963. (Spring)

**6963 Capstone Seminar** 3  
Professionalism in education; reflection and evaluation; the legal environment of education; completion of Teacher Work Sample. Prerequisites: MATE 6523 and 6623. Corequisites: MATE 6733 and 6833. (Spring)

## Energy Legal Studies (ELAW)

**5153 Legal Research and Citation** 3  
Teaches the sources and techniques for legal research and proper citation of those sources. Focuses on the comprehensive, thorough research path necessary to complete the Legal Writing paper and project. (TBA)

**5253 Legal Writing and Analysis** 3  
Develops and hones students' ability to analyze and write about a complex energy and legal issue. This course will serve as the culmination of the entire program wherein students will receive guidance in writing a research paper and prepare a presentation. The students will work in groups, prepare an energy industry "white paper," and present their work. Prerequisite: ELAW 5153 (TBA)

**5353 Fundamentals of Contracts** 3  
Covers fundamental principles of contract liability; offer and acceptance; consideration; statute of frauds; contract remedies; the parol evidence rule; performance of contracts; conditions; effect of changed circumstances; and other issues related to contract formation and enforcement. Prerequisite: ELAW 5703. (TBA)

**5453 Negotiation and Dispute Resolution** 3  
Designed to improve students' understanding of the negotiation process and their practical skills as participants in energy deals and negotiations. Integrates intellectual and experiential learning by combining reading and lectures with exercises, role plays, presentations, and in-depth class discussion. (TBA)

**5703 Legal and Ethical Environment of the Energy Industry** 3  
Provides an overview of the law, ethics and legal analysis. Examines areas of law and ethics that relate to the contemporary business environment in the energy industry. Areas of study include contracts, torts, crime, business organizations, and the legal and ethical responsibilities of energy industry leaders.

**5713 International Legal Issues In Energy** 3  
Provides an overview of the legal and ethical issues within the international energy sector. Examines differing types of legal structures and areas of law related to contemporary business environment in the global energy industry.

**6523 Fundamentals of Property Law** 3  
Study of the fundamentals of property: property interests in land and in wealth other than land; formation of interests in land; the estate concept; possessory and non-possessory interests; concurrent interests; the lessor-lessee relation; the allocation and development of land resources. Prerequisite: ELAW 5353. (TBA)

**6533 Legal Principles of Oil and Gas** 3  
Nature of property interests in oil and gas; conveyancing of interests in oil and gas; legal interests created by oil and gas leases; validity of leases; habendum, drilling, and rental clauses; assignment of interests of lessor and lessee; rents and royalties; and conservation of oil and gas. Prerequisites: ELAW 5353 and ELAW 6523. (TBA)

**6543 Environmental Law and Regulatory Compliance** 3  
Introduction to the legal regulation of environmental quality and its intersection with the energy industry. Course considers the foundations of environmental regulation; the scientific predicate for environmental regulation; the objectives of environmental regulation; and the choice of regulatory tools, such as state and federal administrative regulation, taxes, and permit schemes, liability rules, and informational requirements. Analyzes the principal environmental statutes, particularly the Clean Air Act, the Clean Water Act, the Resource Conservation and Recovery Liability Act, and the National Environmental Protection Act. Prerequisite: MGMT 5703.

**6613 Energy Contracts and Issues** 3  
Applies the fundamentals developed in Contracts and Property and examines contracts used in the energy industry for exploration, production, and development and for investment; the nature of the relationships created by such contracts; the rights and duties of the parties; and governmental regulation of such contracts. Examines the importance of identification of the identity, entity, estate or individuals involved in the ownership, investment or participation in an energy deal and the implications thereof. Prerequisite: ELAW 6533.

## Finance (FIN)

**5303 Financial Strategy and Decision Making** 3  
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. (Fall, spring)

**6313 Investments Management** 3  
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**

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 Healthcare Financial Strategies & Decision Making 3**

Establishes a mastery understanding and ability to apply basic financial management principles within the emerging patient-centered care environment and in a variety of health care operational settings. A wide range of health care financial management topics are covered, including health care accounting systems, financial analysis, revenue planning, resource management and allocation, third-party reimbursement, regulation, legislation, and contemporary health care finance problems. Prerequisite: FIN 5303. (TBA)

**6343 Corporate Financial Strategies 3**

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. (TBA)

**6353 Special Topics in Finance 3**

Involves individual or small-group research of special topics or current issues in finance. Prerequisite: FIN 5303. (TBA)

**6363 Internship in Finance 3**

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. (TBA)

**6373 Energy Management Capstone Experience 3**

Culminating the MS program, students integrate concepts from each of their courses to address emerging issues and challenges facing energy organizations. Based on their research and analysis, students will provide justified recommendations in written reports and professional presentations to stakeholders as they critically examine cutting-edge issues in the energy industry. Prerequisite: Final class in the M.S. Energy Management program. (TBA)

**6523 Multinational Corporate Finance 3**

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. Prerequisite: FIN 5303.

## Graduate Education (GRED)

**6903\* Research Methods 3**

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 ABS 6903 and ESS 5503.

## Information Technology (IT)

**5603 Technology and Operations Management 3**

This course seeks to expand students' 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. (TBA)

**6613 Systems Analysis and Design 3**

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. (TBA)

**6623 Advanced Database Management 3**

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 and IT 2313 or other programming language and permission of the instructor. (TBA)

**6633 Strategic Information System Management 3**

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. (TBA)

### 6643 Advanced Networking 3

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. Students 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. (Spring)

### 6653 Electronic Commerce 3

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. (TBA)

### 6663 Business Systems Internship 3

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. (TBA)

## Liberal Arts (MLA)

### 5063 Liberal Arts in Western Culture 3

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.

### 5113 Contemporary Topics in Mass Communications 3

This is a variable topics course. Specific sections of this course may be offered by different departments depending upon instructor availability and student interest and will vary in subject matter, course requirements, and learning outcomes. Enrollment is by permission of the M.L.A. program director only and is restricted to graduate students admitted in the M.L.A. program. Not available to students in the M.L.A. leadership studies track. Consult the director of the Master of Liberal Arts program for complete list of titles of topics courses. May be repeated with a change in topic.

### 5163 Topics in the Liberal Arts 3

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.

### 5213 Contemporary Topics in Social Sciences 3

A variable topic course. Specific sections of this course may be offered by different departments depending upon instructor availability and student interest and will vary in subject matter, course requirements, and learning outcomes. Enrollment is by permission of the M.L.A. program director only and is restricted to graduate students admitted in the M.L.A. program. Not available to students in the M.L.A. leadership/management track. Consult the director of the Master of Liberal Arts program for the complete list of titles of topics courses. May be repeated with a change in topic.

### 5713 Contemporary Topics in Leadership 3

A variable topic course. Specific sections may be offered by different departments depending on instructor availability and student interest and will vary in subject matter, course requirements, and learning outcomes. Enrollment by permission of the M.L.A. program director only. Restricted to graduate students admitted in the M.L.A. program. Not available to students in the M.L.A. leadership studies track. Consult the director of the Master of Liberal Arts program for the complete list of titles of topics courses. May be repeated with a change in topic.

### 5763 Seminar in Photography 3

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

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

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.

### 6213 Contemporary Topics in Humanities 3

A variable topic course. Specific sections of this course may be offered by different departments depending upon instructor availability and student interest and will vary in subject matter, course requirements, and learning outcomes. Enrollment is by permission of the M.L.A. program director only and is restricted to graduate students admitted in the M.L.A. program. Not available to students in the M.L.A. leadership/management track. Consult the director of the Master of Liberal Arts program for the complete list of titles of topics courses. May be repeated with a change in topic.

### 6313 Contemporary Topics in Natural Sciences 3

A variable topic course. Specific sections of this course may be offered by different departments depending upon instructor availability and student interest and will vary in subject matter, course



requirements, and learning outcomes. Enrollment is by permission of the M.L.A. program director only and is restricted to graduate students admitted in the M.L.A. program. Not available to students in the M.L.A. leadership/management track. Consult the director of the Master of Liberal Arts program for the complete list of titles of topics courses. May be repeated with a change in topic.

### 6813-6 Capstone Experience 3

Liberal arts and leadership are integrated through scholarship, directed readings, portfolio creation, presentations and participation in: "Board Serves" a United Way boot-camp for board membership where experts lead discussions on board governance, advocacy, fundraising, networking and a variety of board member "do's and don'ts"

*MLA students may select courses in the following disciplines:*

## Art (ART)

### 5003+ Art Theory/Criticism 3

The emphasis of this course is based on the critical thinking associated with the aesthetic vocabulary of criticism, historical art theories and contemporary movements. Students will develop the skills necessary to articulate and defend a critical position about artists and works of art through writing. Students will enhance their analytical skills and bring a greater sophistication to using art theories and specific vocabulary when describing works of art in a variety of media. Dual-listed ART 2003.

### 5023+ Painting I 3

Application of various techniques and processes of painting. Dual-listed ART 2023.

### 5043+ Sculpture 3

Explore the basic methods and techniques of various sculptural and three-dimensional designs. Emphasis is on three-dimensional composition and form. Dual-listed ART 3043.

### 5143+ Drawing I 3

Using light and shadow, proportions, texture, perspective, and various techniques. Learning to see! The coordination of eye, hand and mind. Dual-listed ART 1143.

### 5163+ Art Capstone 3

Instructor's permission required prior to enrollment. Dual-listed ART 4163.

### 5223+ Life Drawing 3

Working with the complexities of the nude human figure and dealing with the proportions, values, forms, anatomy, various techniques, and media included in this discipline. Loosening and the drawing style toward more facility. Dual-listed ART 2143.

### 5443+ Ceramics 3

Introduction to the basic skills necessary to produce a finished piece of pottery. Techniques include pinch, coil, slab work, and basic throwing on the potter's wheel. Techniques and information about glazes, clay, kilns, and tools are included. Dual-listed ART 2013.

### 5603+ Basic Film Photography 3

This is an introductory course in fine art black and white film photography. Strong emphasis is placed on camera functions, acquiring the negative, and film and print processing. The goal is to establish an understanding of photography aesthetics while building work skills in camera and darkroom techniques. A short introduction to digital photography is given. Students must provide a camera with manual capabilities. Lab fees required. Dual-listed ART 2663. (Fall)

### 5903+ Digital Photography I 3

This is an introductory course in the digital image-making process. A strong emphasis is placed on understanding the digital SLR, point and shoot cameras, lighting, scanning, printing, and basic Adobe Photoshop as it relates to photography. A digital camera is required for this course. Prerequisite: none; however, a basic course in film photography is extremely helpful. Lab fee required. Dual-listed ART 2063. (Spring)

## English (ENGL)

### 5023+ Fiction: Form and Technique 3

An advanced creative writing class. Explores the process of fiction writing and the artistic demands associated with its forms: microfiction, epistolary story, vignettes, and so on. How various elements of fiction (point of view, dialogue, description, authorial distance, etc.) can be used to affect the reader's response and interpretation of a creative work. Students will write and revise 12-30 pages of fiction by the end of the semester. The work may be one or several short stories, a series of microfictions, a chapter or two from a novel-in-progress, or the beginning of a novella. Prerequisite: 3000-level Fiction Writing Workshop or permission of instructor. Dual-listed with ENGL 4123.

### 5093 Advanced Writing 3

Students study and apply principles of writing in a variety of forms, arranging individual projects including short stories, novels, poetry, magazine articles, or other areas of interest. (Fall, odd)

### 5123+ Writing for Stage and Screen 3

Students examine stage and screen plays (manuscripts and videotapes). They study the nuances of each genre, discovering how to plot, construct scenes, create dialogue, develop characters, etc., and apply the techniques by writing original scripts to be read/performed in class and critiqued in a workshop format. Dual-listed with MIAP 3123. (Spring, odd)

### 5133+ Legal Writing 3

Systematic approach to legal case analysis, including applications of the approach in practice exams and legal memos. Dual-listed with ENGL 4093. (TBA)

### 5213+ Advanced Grammar and Usage 3

A more highly developed exploration of applications of English grammar for clarity, concision, emphasis, readability, and style, as well as consideration of dialects, idioms, appropriate usage, and the formation and evolution of language. Dual-listed with ENGL 3023.

**5263+ Seminar in Literature** 3  
Variable content: Intensive study of critical theories, figures, and practices. Dual-listed with ENGL 4263. (TBA)

**5313+ Technical and Professional Writing** 3  
Rhetorical strategies and foundational genres of professional and technical communication. Introduction to theories and methodologies for advanced research in this field. Analysis, design, and development of texts in a variety of media. Emphasis on the roles and ethical responsibilities of writers and researchers in organizational culture. Dual-listed with ENGL 3223. (TBA)

**5323+ Visual Rhetoric and Information Design** 3  
From hieroglyphic inscriptions to websites, a study of the role of images and other visual elements that shape, enhance, undermine, and sometimes replace our words in a world where communication has always been visual as well as verbal. Students examine, critique, and apply rhetorical strategies for meaningful visual communication, creating texts in several different visual-verbal genres. Graduate students in this course will be required to perform an expanded project for this course and to perform some leadership duties in guiding class discussions. Dual-listed ENGL. (Spring, odd)

**5363+ Cinema and International Explorations** 3  
The course explores cinema as a serious art form—perhaps the major one of the twentieth century. Through the techniques of cinematic analysis, we challenge ourselves to move from viewing visual images in an uncritical and passive manner to analyzing how these images work on us and help shape our values and understanding. The films reflect different ethnic and cultural experiences in order to provide a comparative context. We view a range of films to develop a sense of film history. The difference between cinema as entertainment and cinema as art is a central issue. Another essential viewpoint is consideration of the human face as the most important “special effect” in film. Dual-listed with ENGL 3363.

**5463+ Literature for Adolescents** 3  
In this course, we will consider what books are appropriate for middle and high school literature study. We will also consider current high school curriculum models in which novels not originally written for young adults or classical novels are usually assigned. We will also explore how young adult authors continue to use fairy/folk tale and fantasy traditions usually associated with children’s literature. Dual-listed with ENGL 4013.

**5503+ Shakespeare** 3  
Shakespeare in play texts, film adaptations, performances; evaluation and analysis of contexts, characters, plots; the role of marginal figures; analysis of gender, race, deformity studies; textual analysis and analytical writing skills. Dual-listed with ENGL 4503. (Fall)

**5523+ Creative Non-Fiction** 3  
The art of crafting publishable nonfiction. Students explore common genres associated with creative non-fiction. Workshop format. Students read published examples of specific essay forms such as memoir, character sketch, literary journalism, persuasive writing, travel and nature writing. Dual-listed with ENGL 3523.

**5563+ Topics in Ethnic Literature** 3  
Explores various ethnic literary traditions from the U.S., Caribbean, Latin America, Africa, or Asia. Content of the course varies an emphasizes such topics as Ethnic American Literature, Native American literary traditions, or Postcolonial Writers. Dual-listed with ENGL 3963. (Spring, even)

**5823 Women in Literature** 3  
This course is an introduction to women’s literary tradition from its emergence in the mid-nineteenth century through its current evolution. The study focuses on an evolving female aesthetic by examining recurring images, themes, and plots that emerge from women’s social, psychological, and aesthetic experiences. (Fall, even)

## Film Program (FILM)

**5043 Special Topics in Film Studies** 3  
Proposed by the student and approved by the program director, a specific topic not included in other film studies classes is studied. Instructor, course competencies, and subjects vary. May be repeated with a change in content. Open only to M.L.A. students with permission of the M.L.A. director.

**5103+ Nonlinear Editing** 3  
Students are introduced to the fundamental production techniques of nonlinear editing. This course is a combination of lecture and editing sessions. Dual-listed with FILM 3103.

**5123\*+ Writing for Stage and Screen** 3  
Immersion in the screenwriting process through application of writing and producing selected written scenes. Critical analysis, revision, format, and communication stressed. Cross-listed with ENGL 5123 and dual-listed FILM 3123. (Spring, odd)

**5133+ Great Films** 3  
The course explores cinema as a serious art form, perhaps the major one of the 20th century. We focus on the interpretation of films through the techniques of cinematic analysis in order to learn the art of seeing. Although other approaches to film are presented, the auteur theory, that the director is the primary creative force behind a great film, predominates. We view and discuss the films to consider what the auteur (director) is saying, how the auteur is saying it, and how successfully the auteur says it. We consider such topics as whether the true cinema was the silent one; the tension between the cinematic and literary components of a film’s structure; how the style of a film can reflect the cultural texture of its director; and the importance of film movements – the French New Wave, for example – on film history. The films viewed reflect different cultural experiences to provide an international dimension. Dual-listed with ENGL 3313.

**5143 Special Topics in Film Production** 3  
Proposed by the student and approved by the program director, a specific topic not included in other film production classes is studied. Instructor, course competencies, and subjects vary. May be repeated with a change in content. Open only to M.L.A. students with permission of the M.L.A. director.

**5173+ Women in Film 3**

The first part of this course considers the portrayal of women in select classic Hollywood cinema from the pre-code era to the 1960s. For the rest of the term, we will examine films by female writer, directors, and actors making mainstream and independent films in America since the 1990s. Topics discussed will include women as objects of the film viewer's gaze, female subjectivity, film industry career opportunities, and the changing roles of women in society. Dual-listed with FILM 3173.

**5223+ Introduction to Cinematography 3**

Students master the fundamental systems and operations of the professional digital motion picture camera and accessories. Focus on camera care, maintenance, lens optics, and performance. Aesthetics of composition, movement, image continuity, and basic digital photography are included. Outside classroom assignments are given. Dual-listed with FILM 3223.

**Philosophy (PHIL)****5113+ History of Philosophy I 3**

Systematic study of the major figures in the history of ancient and medieval philosophy (e.g., Plato, Aristotle, St. Augustine, St. Thomas Aquinas, Duns Scotus, Ockham, etc.) Dual-listed with PHIL 3114. (Every third semester)

**5213+ History of Philosophy II 3**

Systematic study of the major figures in the history of modern philosophy from Descartes to Kant. Dual-listed with PHIL 3214. (Every third semester)

**5313+ History of Philosophy III 3**

Systematic study of major figures and movements in contemporary philosophy (e.g., Hegel, Marx, Kierkegaard, Nietzsche, Husserl, Sartre, Heidegger, James, Dewey, Wittgenstein, Whitehead). Dual-listed with PHIL 3314. (Every third semester)

**5513 Ethics of Communication 3**

Systematic study of moral issues as they effect personal communication with special attention given to the ethics of the mass media.

**5563+ Topics in Philosophy 3**

Systematic treatment of a particular philosophical problem or area of philosophy (e.g., American philosophy, metaphysics, epistemology, philosophy of mathematics, philosophy of language, philosophy of mind, etc.). Dual-listed with PHIL 3563. (TBA)

**5703 Ethics for the Professions 3**

Professions have a 'tripartite structure' which includes: a) the professional; b) the person(s) served by the professional; c) a higher purpose that informs their relationship. Course examines the challenges professionals face in living up to the higher purposes of a profession, whether to assist others in justice, physical health, or personal development.

**Political Science (POLS)****5223+ Modern Japan 3**

Traces the history of Japan from 1867 to the present, including the growth and ruin of Japan as a military power and rebirth as an economic giant. Dual-listed with POLS 3313.

**5013+ European Politics and Government 3**

Political trends and governmental institutions in Europe; detailed examination of political systems of Britain, France, Germany, and Russia including comparisons to U.S. systems. Dual-listed with POLS 3013. (TBA)

**5113+ Modern China 3**

Chinese politics, economics, and history from the end of the Ching dynasty, including Chinese economic reform and beyond. Dual-listed with POLS 3113. (Fall, odd)

**Management (MGMT)****5213 Business Strategy for Creating Value 3**

Focuses upon organizational, competitive, and environmental issues confronting organizations and how firms identify, seize, and defend opportunities in today's dynamic and rapidly changing global economy. Emphasizing the agility of strategic thinking as key to creating value, the course integrates concepts from strategic management, marketing, accounting, finance, and economics to develop understanding and applied mastery of related concepts such as environmental analysis, strategy formulation, sustainable competitive advantage, value-chain analysis, critical success factors, and tactical implementation.

**5703 Ethical, Societal and Legal Environment of Business 3**

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. (Fall, spring)

**5723 Leadership and Management in the Energy Industry 3**

Provides an overview of all sources of energy throughout all generation and delivery cycles. Explores leadership and management in the energy industry with current, high-level energy executives. Evaluates the interactions between land, legal, engineering, geology, geophysics, and product marketing departments of an energy company. Enhances the ability to manage organizations and members. Organizational structure, design, culture, change and development are studied. Future energy sources, environmental issues, social responsibility, industry ethics, and leadership issues are also examined.

**5733 Essentials of Oil and Gas Legal Principles 3**

Covers nature of property interests in oil and gas; conveyancing of interests in oil and gas; legal interests created by oil and gas leases; validity of leases; habendum, drilling, and rental clauses; assignment

of interests of lessor and lessee; rents and royalties; and conservation of oil and gas. Provides managerial issues and applications perspectives in addition to basic legal principles.

**6551-3 Seminar in International Business 1-3**

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. (TBA)

**6563 Special Topics in International Business 3**

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. (TBA)

**6643 Capstone Experience: Integrating and Applying Business Knowledge 3**

Using a combination of simulations, cases, and live-case client projects this course integrates principles and concepts from all earlier course work. Emphasizes management of the enterprise as a process of integration using strategic processes and bound by the resources, environmental constraints, and ethical considerations of the enterprise. Must be taken in the semester in which student is graduating.

**6703 Strategic Management of Healthcare Organizations 3**

Emphasizing best practices related to setting up and managing the organization, this course focuses on managerial and operational concepts including strategic planning; quality improvement, organizational strategy and design; individual, interpersonal, and team/group management; along with employment and human resource management topics including selection, staffing, retention, discipline, motivation, productivity, and team building.

**6713 Energy Operations Management 3**

Operational aspects of the energy business. Management of technological research, development, acquisition, and deployment of resources. Development and supply of technologies as a sector within the industry; drilling, services, transportation and distribution chains. Prerequisite: MGMT 5723. (TBA)

**6723 Medical Law and Regulations 3**

Examines medical ethics, laws and regulations pertaining to the obligations and liabilities of health and health care institutions, health agencies, third-party payors, and health care providers. Significant emphasis deals with enhancing students' understanding of the Affordable Care Act and its impact on health care practice and management. (TBA)

**6743 Internal and External Communication in the Energy Industry 3**

Social interactions necessary to conduct successful activities both within the energy firm and its external constituencies. Special focus on negotiation methods, marketing issues and communication methods. (TBA)

**6753 Special Topics in Management 3**

Study of current topics in business and management. (TBA)

**6813 Strategic Human Resources Management 3**

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. (TBA)

**6823 Employment, Placement, and Personnel Planning 3**

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. (TBA)

**6833 Compensation and Motivation Theory 3**

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. (TBA)

**6843 Training and Development in Organization 3**

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. (TBA)

**6853 Global Human Resource Management 3**

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. (TBA)

## Marketing (MKTG)

### 5103 Strategic Marketing Decisions for Creating Value 3

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. (TBA)

### 6113 Buyer Behavior 3

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. (TBA)

### 6123 Services Marketing 3

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. (TBA)

### 6133 Marketing Research and Analysis 3

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 and ECON 2123, or M.B.A. advisor approved undergraduate statistics course. (TBA)

### 6143 Healthcare Marketing and Client Satisfaction 3

Employs leading-edge knowledge from services marketing to integrate key aspects of strategic marketing planning and implementation with the achievement of practice-based objectives for assuring client satisfaction. Topics include 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; market strategy; along with understanding the nature and antecedents for client satisfaction and the assessment and assurance of client satisfaction objectives. Prerequisite: MKTG 5103. (TBA)

### 6153 Special Topics in Marketing 3

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

### 6163 Integrated Marketing Communication 3

Role and importance of marketing communications; planning of marketing activities to work synergistically towards meeting marketing communications objectives and marketing goals; enhancing brand equity by using the tools of an Integrated Marketing Communications program: advertising, sales promotion, packaging and branding strategies, social media, online and mobile advertising, direct marketing, public relations, personal selling, word-of-mouth buzz creation, sponsorship, and point-of-purchase displays. Prerequisite: MKTG 5103. (TBA)

### 6173 Sales Force Leadership 3

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. (TBA)

### 6513 Multinational Marketing Management 3

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. Prerequisite: MKTG 5103. (TBA)

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

### 5113 Special Topics in Business 3

Rotating variable topics course allowing students to develop expertise in a current business topic.

### 5123 Effective Leadership and Communication 3

Facilitates the development of interpersonal and team skills leaders need to function effectively. Focuses on integrated behavioral competencies demanded in organizations today: self-awareness, communication, negotiation, collaboration, and relationship building. Students

will work through individual leadership profile assessments, evaluate effective leadership behaviors, and explore techniques and processes to communicate and negotiate effectively within organizations.

## Music Applied Courses

5371, 5372 5471, 5472	Applied Music—Bass Clarinet (AMY)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Bassoon (AMB)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Cello (AMM)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Clarinet (AMC)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—English Horn (AMQ)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Euphonium (AME)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Flute (AMF)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—French Horn (AMH)	1–2 1–2
5371, 5372 5471–5472	Applied Music—Guitar (AMI)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Harp (AMZ)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Harpischord (AMHC)	1–2 1–2

Applied lessons in harpsichord, focusing on technique, historical performance practice, and harpsichord repertoire, primarily that of the pre-Baroque and Baroque eras. Study of harpsichord construction, design, and tuning as they pertain to repertoire studied. Functional keyboard skills required.

5371, 5372 5471, 5472	Applied Music—Jazz Improv (AMJ)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Lute (AMLU)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Oboe (AMO)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Organ (AMR)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Percussion (AMP)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Piano (AMA)	1–2 1–2

\* Denotes cross-listed course

5371, 5372 5471, 5472	Applied Music—Piccolo (AMW)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Saxophone (AMX)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—String Bass (AMS)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Trombone (AMN)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Trumpet (AMT)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Tuba (AMU)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Viola (AML)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Violin (AMG)	1–2 1–2
5371, 5372 5471, 5472	Applied Music—Voice (AMV)	1–2 1–2

## Music Conducting (MUS)

5142	Conducting Seminar I	2
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Advanced conducting and score reading techniques. Prerequisite: permission of the instructor. (Offered on demand)

5242	Conducting Seminar II	2
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Prerequisite: 5142 or permission of the instructor. (Offered on demand)

5342	Conducting Seminar III	2
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Prerequisite: 5242 or permission of the instructor. (Offered on demand)

5542	Conducting Seminar IV	2
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Prerequisite: 5342 or permission of the instructor. (Offered on demand)

## Music Diction (DICT)

5252	Advanced English Diction	2
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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. (Spring, odd)

5352	Advanced German Diction	2
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In-depth study of German diction. (Fall, odd)

5452	Advanced Italian and Spanish Diction	2
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In-depth study of lyric Italian and Spanish diction, including dialects. (Fall, even)

5652	Advanced French Diction	2
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In-depth study of French diction. (Spring, even)

+ Denotes dual-listed course

## Music Ensemble (MUEN)

<b>5061</b>	<b>Graduate Symphony Orchestra</b>	<b>1</b>
By audition		
<b>5161</b>	<b>Graduate Wind Philharmonic</b>	<b>1</b>
By audition		
<b>5261</b>	<b>Graduate Jazz Arts Ensemble</b>	<b>1</b>
By audition		
<b>5261</b>	<b>Chamber Music Ensemble</b>	<b>1</b>
Chamber music ensembles for piano, string, percussion and wind instruments		
<b>5461</b>	<b>Graduate University Singers</b>	<b>1</b>
Large Mixed Choir, by audition		
<b>5761</b>	<b>Graduate Chamber Choir</b>	<b>1</b>
By audition		

## Music Theory, Composition, and Literature (MUS)

<b>5011</b>	<b>Composition I</b>	<b>1</b>
<b>5012</b>		<b>2</b>
<b>5013</b>		<b>3</b>
An advanced and comprehensive study of composition in a variety of media. Composition major or permission of instructor. (Fall, spring)		
<b>5023</b>	<b>Opera History II (1850–Present)</b>	<b>3</b>
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, even)		
<b>5033</b>	<b>Advanced Vocal Pedagogy</b>	<b>3</b>
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. (Spring, even)		
<b>5071</b>	<b>Composition II</b>	<b>1</b>
<b>5072</b>		<b>2</b>
<b>5073</b>		<b>3</b>
An advanced and comprehensive study of composition in a variety of media. Composition major or permission of instructor. (Fall, spring)		
<b>5102</b>	<b>Music Research and Writing</b>	<b>2</b>
The development of specific skills and techniques for accomplishing research for a thesis project or paper. (Fall)		

<b>5113</b>	<b>Theory in Perspective</b>	<b>3</b>
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)		
<b>5123</b>	<b>Collegium Musicum</b>	<b>3</b>
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)		
<b>5133</b>	<b>Nineteenth-Century Analysis</b>	<b>3</b>
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. (Fall)		
<b>5143</b>	<b>Score Reading and Analysis</b>	<b>3</b>
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. (Spring, odd)		
<b>5213</b>	<b>Twentieth-Century Music Style and Structure</b>	<b>3</b>
A study of twentieth-century pitch organization, rhythm, form, media, techniques, and systems. (Spring)		
<b>5223</b>	<b>Choral Literature Seminar</b>	<b>3</b>
(Spring, odd)		
<b>5323</b>	<b>Opera History I (1600–1850)</b>	<b>3</b>
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, odd)		
<b>5413</b>	<b>Eighteenth-Century Counterpoint</b>	<b>3</b>
A specialized approach to the contrapuntal techniques of the eighteenth-century culminating with the writing of two-part inventions and three-voice fugues. (Spring)		
<b>5422</b>	<b>Vocal Literature Seminar I: German Lieder</b>	<b>2</b>
A survey of German solo song literature with representative composers and poets presented in a historical, musical, and literary context. (Fall, odd)		
<b>5513</b>	<b>Orchestration</b>	<b>3</b>
The study of idiomatic writing for the instruments of the orchestra. Arranging of short compositions for small ensembles of varying instrumentation. (Fall)		
<b>5572</b>	<b>Keyboard Skills</b>	<b>2</b>
Students become equipped with keyboard skills used in many everyday situations as a keyboardist—either as an organist, pianist, or harpsichordist. (Spring, even)		
<b>5532</b>	<b>Vocal Literature Seminar II: French Mélodies</b>	<b>2</b>
A survey of French solo song literature with representative composers and poets presented in a historical, musical, and literary context. (Spring, even)		

**5583 Music Theater Literature Seminar 3**

A survey of the history and literature of operetta and musical comedy, with emphasis on the influence of each form upon the others. (Fall, spring)

**5611 Composition III 1****5612 2****5613 3**

An advanced and comprehensive study of composition in a variety of media. Composition major or permission of instructor. (Fall, spring)

**5623 Orchestral Literature Seminar 3**

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**

A survey of Italian and Spanish solo song literature with representative composers and poets presented in a historical, musical, and literary context. (Fall, even)

**5723 Organ Literature Seminar 3**

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**

A survey of English-language solo song literature with representative composers and poets presented in a historical, musical, and literary context. (Spring, odd)

**5811 Composition IV 1****5812 2****5813 3**

An advanced and comprehensive study of composition in a variety of media. Composition major or permission of instructor. (Fall, spring)

**5823 Keyboard Literature Seminar 3**

(Spring, odd)

**6023 Guitar Literature Seminar 3**

(Spring)

**6071 Graduate Recital 1**

Students with a performance concentration (instrumental, vocal, opera, music theater) present a full recital (48–53 minutes of performing time). Students with a conducting concentration present a thirty-minute conducting recital. Students with a composition concentration present a full recital (50 minutes) of their works. The work in this course is done with the major teacher and with the approval of the student's graduate committee.

**6072 Graduate Comprehensive Project 2**

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.

# Nonprofit Leadership (NONP)

**6003 Sociological Foundations of Nonprofits 3**

This course will differentiate the sociological literature on nonprofit organizations including the nature and evolution of nonprofits, theories of organizations, and the relationship between the third sector and business and government. Required.

**6013 Sociology of Leadership I 3**

In this course students will assess the sociology of leadership and multi-disciplinary approaches to nonprofit leadership. This course will focus on the role of volunteers in nonprofit organizations and the implications for nonprofit organizations and leaders. Nonprofit executives must deal with the paradox of both leading and being led by volunteers (e.g., board of directors). The course will integrate multi-disciplinary perspectives on volunteerism and civic engagements, and include the fundamentals of board development and relationships as well as the recruitment, development, and management of volunteers. Required.

**6073 Practicum in Nonprofits 3**

This course provides students with experiential learning in nonprofit organizations. The Practicum in Nonprofits is an elective for students interested in an internship with a local nonprofit organization. Elective.

**6103 Arts Entrepreneurship 3**

Nonprofit-focused foundations of entrepreneurship, entrepreneurial behavior, strategies and styles of entrepreneurship, and risk taking as well as the modern use of the term impresario. Applications specific to the creation of programming for arts education and the presentation and production of arts experiences (concerts, performances, exhibits, etc.) of the highest artistic standards.

**6113 Sociology of Leadership II 3**

Sociological perspectives and classical case studies in organizations and leadership will provide a conceptual framework for the class. Students will also learn the fundamentals associated with managing employees and organizational resources. Required.

**6123 Sociology of Leadership II: Arts Focus 3**

Focus on leading an arts organization and personnel management (boards, staff, artists). Students develop critical and creative thinking about managing the arts and guiding adaptation to changes in the industry.

**6213 Resource Mobilization and Development 3**

Organizational, human, and financial resources are essential to the emergence, evolution, and existence of nonprofit organizations. In this course, students will analyze consistent operational funding and future support through long-term, planned giving in nonprofit organizations. Required.

**6223 Resource Mobilization and Development for the Arts 3**

Focus on the organizational, human and financial resources essential to the emergence, evolution and existence of nonprofit organizations. Students analyze consistent operational funding and future support



through long-term planned giving in art organizations. Emphasis on budgeting and revenue development required in the arts.

**6313 Law and Nonprofit Organizations 3**

This course will examine the implications associated with law for nonprofits and their leadership. Students will become familiar with legal issues and ethics and will learn how to relate to the legal community through board counsel. Required.

**6413 Nonprofit Financial Oversight 3**

Given the fiscal responsibilities of nonprofit leaders, it becomes imperative for them to possess a thorough understanding of their organization's finances and various reporting responsibilities to existing and potential donors. In addition, this course will help nonprofit leaders comply with federal reporting requirements. Required.

**6513 Strategic Planning and Program Development for Nonprofits 3**

This course will cover the various models for planning in nonprofits and how those plans translate into the programs offered by the organization. Strategic planning is fundamental to any organization's success. This course draws upon information in the sociological foundations area of nonprofits to teach students the application of nonprofit planning and development.

**6613 Research Data in Nonprofits 3**

This course provides an overview of research methods and will demonstrate how to find, interpret, and apply data from secondary sources. In addition, nonprofit leaders will learn how to conceptualize and implement a research plan for their organization. Required.

**6713 Nonprofit Program Evaluation 3**

This course covers the essentials of evaluating nonprofit organizations and teaches students how to develop comprehensive plans to conduct (or oversee) successful program evaluations. Conducting summative and formative evaluations is essential for nonprofits in meeting reporting requirements, marketing the program, seeking funding, evaluating the program, and designing new programs. Required.

**6813 Advocacy for Social Change 3**

Information about the opportunities and restrictions that nonprofit leaders face when working toward social, political, and legal change. Covers rules and restrictions in advocating for and development of changes in social policy that shape organizational philosophy, planning, and processes.

**6823 Advocacy for the Arts 3**

Information about the opportunities and restrictions that nonprofit leaders face when working toward social, political, and legal change. Covers rules and restrictions in advocating for and development of changes in social policy that shape organizational philosophy, planning, and processes. Emphasis on advocacy required by arts nonprofit organizations to stimulate, educate and build support for the arts, and building strong community and corporate relationships.

**6913 Marketing for Nonprofits 3**

This applied course addresses various marketing strategies, including working with press to promote success stories for nonprofit organizations. Students will learn how to balance marketing organizational

needs with promoting successes in accomplishing their mission. Nonprofit leaders require information to develop marketing strategies that promote the organization, encourage the support of potential volunteers and donors, and reinforce their niche among competing groups. Required.

**6923 Marketing for the Arts 3**

Application of marketing strategies, including working with press to promote success stories for nonprofit organizations, marketing organizational needs while highlighting successes in accomplishing their mission, encouraging the support of potential volunteers and donors, and reinforcing their niche among competing groups. Emphasis on effectively marketing arts programming, performance promotion, and audience development and community engagement.

**6993 Professional Project 3**

This course provides students with experience developing a final project focusing on program development, improvement, or evaluation of a nonprofit organization. Classes throughout the program will incorporate assignments that will assist students in this final directed project. Required.

## Nursing (NURS)

**5003 Communication in Health Professions 3**

Professionalism in written, electronic, and verbal communications. Synthesis of research literature, document design, formatting styles, and manuscript preparation. Issues related to copyright law and plagiarism. Use of technology and media formats for professional presentations.

**5004 Health Communication and Informatics in Advanced Practice 4**

Professionalism is written, electronic, and verbal communications. Synthesis of research literature, document design, formatting styles, and manuscript preparation. Issues related to copyright law and plagiarism. Use of technology and media formats in professional presentations, database management, and media formats.

**5053 Scholarly Writing Strategies for Capstone Projects 3**

**5103 Theoretical Foundations of Advanced Nursing Practice 3**

Analysis and evaluation of the philosophical and theoretical basis for professional nursing. Emphasis placed on continued theory development and application to practice, administration, education, and research.

**5153 Foundations of Teaching and Learning 3**

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**

Domains of learning and curriculum theory, design, implementation, and evaluation of nursing education curricula. Analysis of selected curricula using established standards.

**5223 Technology Strategies for Nursing Education** 3  
Promotes the acquisition of knowledge and skills necessary to support the teaching and learning process with technology. Explores technology selection and guidelines, copyrights, informatics in educational practice, simulation, and the principles of distance learning.

**5303 Quality Improvement, Safety, and Technology in Healthcare Leadership** 3  
Electronic information systems in healthcare; principles and tools of quality improvement processes, quality databases, and programs. Knowledge, skills, and attitudes to construct a safe environment for clients, families, and staff. Prerequisite: None.

**5403 Teaching Strategies for Nursing** 3  
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 will also be addressed. Prerequisite: NURS 5153.

**5603+ Servant Leadership** 3  
A transcultural approach: introduction to the beliefs and practices of various cultures. Opportunity to provide servant leadership in an underserved area. Humanities focus via examination of various rituals and practices across cultures. Assessment and communication techniques in a transcultural setting. Dual-listed with NURS 3701-3. Open to all majors.

**5703 Educational Ethics and Health Care Policy** 3  
Nursing and healthcare public policy development from agenda setting, policy formation, policy implementation, and policy evaluation at the national, state, and local levels. The influence of ethical issues on policy development will be considered.

**5803 Leadership Ethics and Health Care Policy in Nursing** 3  
Nursing and health care policy development from agenda setting, policy formation, policy implementation, and policy evaluation at the national, state, and local levels. The influence of ethical issues on nursing leadership and policy development are examined.

**6001-3 Independent Study in Advanced Nursing** 3  
Variable course content designed to meet specific student needs. Requires permission of professor.

**6103 Healthcare Law and Regulations** 3  
Legal, political, and regulatory aspects of healthcare organizations and providers; critical care issues encountered by nursing leadership.

**6153 Nursing Education Evaluation Strategies** 3  
Theories and strategies for evaluation of learning in classroom and clinical environments. Prerequisite: NURS 5203

**6201-4 Advanced Topics in Advanced Practice** 1-4  
Variable course content designed to meet specific student needs.

**6203 Advanced Pathophysiology** 3  
Principles of biochemistry, molecular biology, genetics, and nutrition are applied to disease processes. Focus on principles, theories, and

current research related to physiological and pathophysiological system alterations across the lifespan.

**6213 Pharmacology for Advanced Practice** 3  
Focus on pharmacology and therapeutics used in the treatment of selected health conditions. Emphasis on the decision making process utilized to prescribe safely and effectively, and monitor pharmacotherapeutics appropriate to the client situation.

**6215 Advanced Health Assessment and Diagnostic Reasoning** 5  
Application of advanced health assessment principles and skills with focus on deviations from normal in populations across the lifespan. Opportunities provided to perform comprehensive and problem-specific psychosocial, developmental, cultural, and physical assessments. Analysis of collected client data used to determine client health status, identify health problems, and formulate diagnoses. Prerequisites: NURS 6203 and NURS 6213.

**6223 Health Promotion and Primary Care of Adults** 3  
Health promotion, diagnosis, and management of common illnesses in primary healthcare practice with adult and elderly clients. Prerequisites: NURS 6243 and NURS 6244. Corequisite: NURS 6233.

**6233 Adult Primary Care** 3  
Application of pathophysiology knowledge and clinical decision making skills to the interpretation of assessment data gathered from complete health assessment and diagnostic evaluation of the adult or elderly client. Collaborative strategies are used in the implementation and evaluation of accepted medical and nursing interventions. Research, teaching, and consultation skills integrated into clinical practice. Three credit hours of practicum. Prerequisites: NURS 6243 and NURS 6244. Corequisite: NURS 6223.

**6242 Health Promotion and Primary Health Care of Women** 2  
Conceptual and theoretical foundation for advanced nursing assessment, diagnosis, and management of selected health care concerns. Emphasis is on primary health care of women and role development in clinical practice.

**6252 Health Promotion and Primary Health Care of Children** 2  
Conceptual and theoretical foundation for advanced nursing assessment, diagnosis, and management of selected health care concerns. Emphasis is on primary health care of children and role development in clinical practice.

**6254 Primary Healthcare in Advanced Practice Settings** 4  
Management of increasing complex client care with increasing independence. Collaborative strategies used in the implementation and evaluation of accepted medical and nursing interventions. Research, teaching, and consultation skills integrated into clinical practice. Theoretical concepts of organizational systems, healthcare politics, and policy used to identify and solve complex problems. Four credit hours of practicum. Prerequisite: NURS 6253.

**6303 Contemporary Healthcare Organizations 3**

Business and human relationship skills to guide the operation of contemporary healthcare organizations. Evidence-based practice management strategies to enhance leadership effectiveness in a variety of healthcare settings.

**6313 Healthcare Economics and Financial Management 3**

Management of financial resources in the healthcare industry, public and private healthcare funding, applied financial management, management resource systems, budgeting, and nursing resource allocation.

**6323 Research Integration in Nursing Practice 3**

Development of an evidence-based project to enhance practice, education, or administration. Analysis of quantitative and qualitative research methodologies, models of evidence-based practice, and application of problem-solving in professional practice. Prerequisites: Statistics and NURS 5103.

**6342 Women's Primary Care 2**

Clinical experience in management of care of women in the childbearing years and gynecologic care across the lifespan.

**6352 Children's Primary Care 2**

Clinical experience in well-child care and management of common pediatric problems in primary care settings.

**6403 Evolving Healthcare Systems 3**

Explore innovation, accountability, relationship building, and leading change to function effectively in a rapidly evolving healthcare environment. Nurse advocacy promoted by planning for the future while meeting current expectations. Prerequisite: NURS 6303.

**6406 Management of Adult-Gerontology Acute Care Health Problems I 6**

Examines the advanced practice nurse's role in client-centered acute care of adult and geriatric population with acute health needs. This course prepares students to diagnose, treat, and follow clients with acute/critical health problems. Applies advanced practice nursing skills for the Adult-Gerontology Acute Care Nurse Practitioner.

**6416 Management of Adult-Gerontology Acute Care Health Problems II 6**

Examines the advanced practice nurse's role in client-centered acute care of adult and geriatric populations with emergent health needs. Emphasis is placed on advancing competency in the formation and evaluation of comprehensive evidence based plans of care for complex and multi-system disorders in adult and geriatric clients. Applies the advanced practice nurse's role in client-centered care of adult and geriatric populations.

**6503 Nursing Education Practicum 3**

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.

**6513 Management of Adult-Gerontology Acute Care Health Problems I 3**

Development of advanced theoretical knowledge in acute and critical care settings necessary for the care of clients requiring medical interventions.

**6523 Management of Adult-Gerontology Acute Care Health Problems II 3**

Development of advanced theoretical knowledge in acute and critical care settings necessary for the care of clients requiring medical interventions.

**6533 Management of Adult-Gerontology Acute Care Health Problems III 3**

Development of advanced theoretical knowledge in acute and critical care settings necessary for the care of clients requiring critical care, emergent, or trauma service interventions.

**6603 Master's Project 3**

Completion of the scholarly project developed in NURS 6323 that includes well developed recommendations. Prerequisites: NURS 6323 and completion of at least 18 credit hours toward the M.S.N.

**6604 Advanced Practice Practicum: Adult-Gerontology Acute Care 4**

Synthesizes the advanced practice nurse's role in client-centered care of adult and geriatric populations. Extensive clinical experiences prepare the student to assume the role and professional responsibilities of the entry-level Adult-Gerontology Acute Care Nurse Practitioner.

**6613 Adult-Gerontology Acute Care Advanced Practice I 3**

Development of advanced clinical skills in acute and critical care settings necessary for the care of clients requiring medical interventions.

**6623 Nursing Leadership Practicum 3**

Seminar and practicum experiences designed and arranged by the student with faculty approval to provide exposure within current healthcare systems to build relationships and communicate with others, work as leader, and demonstrate professional behaviors and current business skills. Prerequisite: NURS 6303.

**6632 Clinical Nurse Leader Practicum I 2**

Introduction to the CNL role and supervised clinical practicum for CNL students. Affords an opportunity to practice health assessment at the highest level for diverse clients with varied needs while collaborating with an interdisciplinary team at the microsystem level.

**6633 Clinical Nurse Leader Practicum II 3**

Clinical experience in assessment and management of selected client populations in acute and tertiary care settings. Accountability for evaluation and improvement of point-of-care outcomes, including the synthesis of data and other evidence to evaluate and achieve optimal outcomes. Manages lateral integration of care for individuals and cohorts of clients involving intra- and inter-disciplinary practice.

**6634 Clinical Nurse Leader Practicum III 4**

Clinical experience in assessment and management of selected client populations in acute and tertiary care settings. Team leadership,

management and collaboration with other health professional team members. Emphasis on use of social justice principles in stewardship and leveraging human, environmental, and material resources to achieve optimal client outcomes.

**6643 Adult-Gerontology Acute Care  
Advanced Practice II 3**

Development of advanced clinical skills in acute and critical care settings necessary for the care of clients requiring surgical interventions.

**6653 Adult-Gerontology Acute Care  
Advanced Practice III 3**

Development of advanced clinical skills in acute and critical care settings necessary for the care of clients requiring critical care, emergent, or trauma service interventions.

**6701-3 Master's Project 3  
(continued enrollment)**

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.

**6704 Acute Care Adult-Gerontology Practicum 4**

Integration of advanced adult-gerontology theoretical knowledge and clinical skills in acute and critical care settings.

**6803 Advanced Health Promotion and Risk Reduction 3**

Conceptual and theoretical foundation for advanced nursing assessment and management of selected health care concerns/client populations in acute care settings. Emphasis is on development of expertise in risk anticipation for individuals and cohorts of clients and design and implementation of evidence-based practice(s) for specific client population(s).

**7001-3 Knowledge Synthesis in Nursing Science 1-3**

Variable course content designed to meet specific doctoral student needs.

**7103 Philosophy of Science 3**

This course is focused on the understanding of current methods of epistemology as interpreted through an understanding of the history of science. The role of the scientist and scholar are explored as natural outcomes of professional development both in individuals and in the discipline. An understanding of the current state of science, post modernism, and future trends is gained by exploring cross disciplinary methods of generation of knowledge.

**7113 Advanced Healthcare Policy 3**

This course focuses on advanced healthcare policy formulation and trends at local, state, national, and international levels. Students interpret multiple complex influences on the regulation, funding, and delivery of healthcare. These influences may include economics, culture, the media, healthcare reform, politics and special interests, environment, ethics, and other issues. Special attention is given to political and professional strategies for creating and enacting effective policy change.

**7114 Policy, Organizations and Leadership Theory 4**

Health care policy formulation and trends at local, state, national, and international levels. Examination of multiple, complex influences on

regulation, funding, and delivery of health care services. Uses a theoretical basis to explore behaviors displayed by organizations and the personnel within them. Leadership strategies for producing successful outcomes by analyzing organizational structure, change theory, reward systems, environmental psychology and culture, and related factors are addressed.

**7123 Advanced Theory Development 3**

This course explores various approaches to theory development. Strategies for concept identification, specification of relationships, and theory clarification are discussed. Students explore theory construction, application, evaluation, and testing, as well as the relationship between theory development and research. The coursework involves production of a midrange theory. Prerequisite: NURS 5103.

**7212 Transcultural and Global Healthcare 2**

This course explores meanings and expressions of person, health, illness, nursing, and caring in clients with diverse cultural backgrounds. Patterns of human interaction that foster health and quality of life are analyzed. Health-damaging patterns of interaction, such as stereotyping, discrimination, and marginalization are examined within a theoretical framework and submitted to ethical reflection. Students engage in dialogue and networking with providers and consumers to understand the context of transcultural healthcare.

**7231-3 Grant Writing 1-3**

This course deals with the search for and procurement of funds from both public and private grant funding sources. Topics include interpretation of instructions, producing a successful proposal, the proposal review process, managing grants received, and writing reports.

**7243 Organizational and Leadership Theory 3**

This course examines the theoretical basis for behaviors displayed by organizations and the personnel within them. Students explore leadership strategies for producing successful outcomes by analyzing organizational structure, change theory, reward systems, environmental psychology and culture, and other related factors. Patterns and predictors of behaviors within and between formal organizations are analyzed and interpreted by the application of theory and research findings.

**7253 Translational Research  
and Evidence-Based Practice 3**

This course integrates research into practice with a focus on identifying, summarizing, and appraising evidence for best practices. Students explore such issues as the identification of practice and system problems, evaluation of research studies and systematic reviews, development and implementation of evidence-based practice guidelines, and use of evidence-based practice to improve outcomes for clients and healthcare systems.

**7303 Advanced Bioethics 3**

This course applies philosophical approaches to the development of bioethical reasoning in terms of metaethics and normative ethics. Students consider how the interplay of abstract thinking and cognitive science in themselves and others influences ethical practices.

**7403 Statistical Analysis I 3**

This course covers intermediate statistical analysis, including the logic of statistical inference, probability and sampling, tests of statistical hypotheses, error theory, confidence interval estimates and procedures, introduction to analysis of variance, and selected non-parametric methods. The content also addresses bivariate correlation techniques, measures of association, and simple linear regression. Students use selected statistical computing software for relevant data analysis. Prerequisite: an introductory statistics course.

**7453 Healthcare Information Management 3**

Selection and use of information systems/technology to provide healthcare and to evaluate patient care programs, outcomes, and systems. Prerequisites: NURS 7103, NURS 7113, NURS 7253

**7503 Higher Education Issues and Trends 3**

This course focuses on issues in post-secondary education in the United States and abroad. Students explore the history of higher education, trends, legal concerns, the evolution of curriculum and educational philosophies, private versus public funding, college and university governance, tenure, academic freedom, and other topics.

**7543 Evaluation of Educational Effectiveness 3**

This course focuses on development and implementation of various methodologies for evaluation of educational effectiveness. Integration of professional, ethical, and legal implications facilitates development of methods and strategies that advance the quality of the educational environment. Analysis of research concerning the impact of evaluation processes provides a foundation for evidence-based practices. Prerequisite: M.S.N. with an education focus or nurse educator certification.

**8102 Advanced Application of Qualitative Research 2**

Designed to familiarize doctoral students intending to conduct qualitative research with the epistemological and methodological foundations of their chosen qualitative design.

**8103 Qualitative Research Methods 3**

This course examines qualitative research as an approach to the generation of knowledge. Students will analyze philosophical foundations and relationships between research questions and specific qualitative methods. Threats to reliability and validity of qualitative research are evaluated. Integrated into all aspects of research are considerations of ethics, human and animal protections, and scientific integrity. Prerequisite: NURS 6323.

**8203 Quantitative Research Methods 3**

This course examines research designs for description, exploration, correlation, and causal inference. Threats to research validity are analyzed, as are issues of design sensitivity and power, in experimental, quasi-experimental, and non-experimental methods. Integrated into all aspects of research are considerations of ethics, human and animal protections, and scientific integrity. Prerequisites: NURS 6323, introductory statistics, and NURS 7403.

**8302 Mixed Methods Research 2**

This course examines research designs that incorporate the strengths of both qualitative and quantitative methods. Philosophical and practical elements of design are analyzed as are rigor and threats

to validity. Integrated into all aspects of research are considerations of ethics, human and animal protections, and scientific integrity. Prerequisite: NURS 8103, NURS 8203

**8343 Advanced Resource Management in Complex Systems 3**

Advanced techniques of resource allocation within healthcare systems including evidence-based practice and evaluation of resource development, dispersal, and expenditures within unit-based and aggregate settings.

**8403 Statistical Analysis II 3**

This course deals with selected multivariate procedures including, but not limited to, multifactor analysis of variance and covariance; complex hypothesis testing; multiple, partial, and curvilinear correlation and regression; and sampling theory applied to regression analysis and correlation coefficients. Students expand their ability to use statistical computing software for data analysis of greater complexity. Prerequisite: NURS 7403.

**8413 Population Health 3**

This course examines healthcare issues related to populations. Measures of population health and global health indicators are applied to evaluate the health status of selected populations. Students explore global and lifespan healthcare issues with an emphasis on factors that create vulnerability for specific populations. The influence of moral, ethical, economic, and access issues on the health of populations is examined. The effects of emerging health threats to populations are identified.

**8423 Clinical Practice Management and Information Systems 3**

This course provides an overview of issues relevant to managing a clinical practice. Topics include personnel and facilities management; business and other permits; licensing and liability concerns; vendors and supplies; hazardous waste disposal; contracts with third party payers; billings and collections; marketing and customer service; and other aspects of practice management. Students also learn about medical records systems; data sharing with labs, hospitals, and third party payers; inventory software; computerized financial systems; and other aspects of data management.

**8443 Advanced Clinical Practicum I 3**

This course provides individualized experience that enhances clinical expertise in the selected advanced practice specialty role. The student selects a practice environment with approval of faculty and develops objectives that demonstrate integration of knowledge gained in the program. Prerequisite: completion of at least 18 credit hours.

**8453 Advanced Clinical Practicum II 3**

This course provides an opportunity for the student to continue the Advanced Clinical Practicum I experience or develop a new focus. The student selects a practice environment with approval of faculty and develops objectives that demonstrate synthesis of knowledge gained in the program. Prerequisite: NURS 8443.

**8503 Testing and Measurement 3**

This course examines the processes of testing and measurement in the educational environment. Methodological and statistical analysis of instruments and evaluation results is emphasized. Professional, ethical, and legal implications are examined in the development and selection of effective testing and measurement instruments. Analysis of research concerning testing and measurement tools provides a basis for development and selection of instruments. Prerequisites: M.S.N. with an education focus or nurse educator certification; NURS 8203; NURS 7403.

**8513 Technology in Instructional Design 3**

This course explores technology that is available to enhance instructional design. The theoretical aspect of instructional technology is examined. Current technologic instructional methods are discussed and the influence of instructional technology on learning outcomes is examined based on theoretical support. Each student has the opportunity to design and evaluate curricular materials that include technologic innovations.

**8543 Nursing Education Administration 3**

This course focuses on personnel, financial, regulatory, and operations management of nursing education units in a variety of settings including academia, healthcare agency education departments, and client education agencies. Students examine the relationship of the education unit to the parent organization.

**9000 Candidacy Exam 0**

Candidacy exams are taken by PhD students after completing all required courses, but before taking NURS 9903 Dissertation Seminar and Dissertation hours. PhD students are enrolled in this course in the semester they will take candidacy exams. It serves as the mechanism for communicating candidacy information and electronic submission of the exam. Prerequisite: All required courses in PhD program or concurrent enrollment in last semester of coursework.

**9102 D.N.P. Project II 2**

Continuation of NURS 9103. The student designs and implements a doctoral nursing practice project related to a selected population or practice environment.

**9103 D.N.P. Capstone Project 3**

The student designs and implements a doctoral nursing practice project related to a selected population or practice environment. Prerequisite: completion of all coursework except NURS 8443 and NURS 8453.

**9112 D.N.P. Project III 2**

Continuation of NURS 9102 for students needing additional semester for project completion. The student designs and implements a doctoral nursing practice project related to a selected population or practice environment.

**9903 Dissertation Seminar 3**

During this course the student engages in the writing of the dissertation proposal and prepares it for defense. Prerequisite: satisfactory completion of the Candidacy Exam.

**9913 Dissertation I 3****9923 Dissertation II 3****9933 Dissertation III 3****9941-3 Dissertation IV 1-3**

During this series of courses the student proceeds with data collection and analysis, interpretation of results, and writing and defense of the final dissertation. A minimum of 9 credit hours (NURS 9913, 9923, and 9933) is required for the dissertation. The student registers for each course consecutively and may enroll in not more than 6 credit hours of dissertation in one semester. If the dissertation and defense are not completed by the end of NURS 9933, the student must enroll every semester thereafter in NURS 9941-3 until the dissertation is completed. Prerequisites: NURS 9903 and formal approval of the dissertation proposal.

## Opera and Music Theater (OMT)

**5223 Music Theater Analysis 3**

In-depth study of literary and other source materials of musical theater composition and those compositions. (Spring)

**5262 Opera Studio 2****5362 2**

This course addresses the particular challenges of the singing-acting process through group exercises and the preparation and presentation of opera arias and scenes. Emphasis is on expanding the performers' expressive capacity. Methods of role preparation and scene analysis are applied to arias and opera scenes. (Fall, spring)

**5482 Graduate OMT Acting 2**

Develops acting skills with special emphasis on strategies for preparing scenes and monologues and on Viewpoints training. The class will use a variety of approaches including the work of Stanislavski, Sanford Meisner, Anne Bogart and Tina Landau. The students will apply class exercises and script analysis to the rehearsal and performance of scenes and monologues. (Fall)

**5661 Music Theater Workshop 1**

This course addresses the particular challenges of the singing-acting process through group exercises and the preparation and presentation of musical theater songs and scenes. Emphasis is on expanding the performers' expressive capacity. Methods of lyric, song, and scene analysis are applied to musical theater literature. (Fall, spring)

**5882 Opera/Musical Theater Coaching Project 2**

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. (TBA)

# Physician Assistant Studies

## Didactic Courses

### 5116 Introduction to Human Form 6

The Introduction to Human Form (IHF) course is a comprehensive course utilizing multiple concentrations to provide an understanding of human anatomy and basic guiding principles of disease and healing mechanisms of the body. The IHF course will also introduce methods of patient interaction and physical examination, the historical context of the profession and a primer in medical terminology. Through the following concentrations: Clinical Anatomy, Pathophysiology, Physical Diagnosis, Medical Terminology, Introduction to the Profession and Pharmacology; this course will introduce students to the analytical and technical skills necessary to manage patients in the clinical setting.

### 5122 EENT 2

The EENT discipline is a comprehensive course utilizing multiple concentrations in order to provide a thorough understanding of the organ system. Through the following concentrations: Clinical Medicine, Lab Medicine, Physiology, Pathophysiology, Radiology, Physical Diagnosis, Pharmacotherapeutics, Clinical Reasoning/Intervention and Medical Humanities; this course will provide students with the analytical and technical skills necessary to manage patients in the clinical setting.

### 5131 Heme-Genetics 1

The Heme-Genetics course encompasses two specialty areas. The first portion of the course will cover blood, blood forming elements and hematologic-based diseases. Crucial to understanding hematologic clinical medicine is a thorough understanding of the concentrations of laboratory medicine and pharmacotherapeutics. This section of the course will provide students with the ability to order appropriate testing to interpret hematologic disease. The second portion of the course will provide students with an understanding of the principles of basic genetics, most common syndromes related to genetics and the basics of counseling.

### 5142 Pulmonology 2

The Pulmonary course offers students a comprehensive understanding of pulmonary disease with lectures in clinical medicine, laboratory medicine, radiology, pharmacotherapeutics, physiology and pathophysiology. Students will also develop clinical reasoning skills and perfect physical examination techniques in small group sessions. At the conclusion of the course, students will have been provided the clinical decision-making and technical skills necessary to address diseases of the pulmonary system.

### 5154 Cardiology 4

The Cardiology discipline is a comprehensive course utilizing multiple concentrations in order to provide a thorough understanding of the organ system. Through the following concentrations: Clinical Medicine, Lab Medicine, Physiology, Pathophysiology, Radiology, Physical Diagnosis, Pharmacotherapeutics, Clinical Reasoning/Intervention and Medical Humanities; this course will provide the students with the analytical and technical skills necessary to manage patients in the clinical setting.

### 5161 Geriatrics 1

The Geriatrics course is designed to provide students with a thorough understanding of the special needs of the geriatric population. The course will focus on pharmacotherapeutics, clinical medicine topics and laboratory medicine specific to the elderly. The course will also present physical diagnostic techniques encountered in geriatric medicine. At the conclusion of the course, students will have an understanding of how to manage the special needs of our senior citizens.

### 5213 Urinary System 3

The Urinary System course provides a thorough understanding of diseases of the kidneys, ureters, bladder and urethra. Disease of the male reproductive system will also be presented in this course. Basic and clinical science lectures will be provided in clinical medicine, pathophysiology, physiology, laboratory medicine, radiology, and pharmacotherapeutics. Clinical reasoning, physical examination techniques and topics in humanities will also be presented in small group sessions. At the conclusion of the course, students will have the clinical knowledge and analytical tools to care for patients with urologic disease.

### 5223 OB/GYN 3

The OB/GYN discipline is a comprehensive course utilizing multiple concentrations in order to provide a thorough understanding of the organ system. Through the following concentrations: Clinical Medicine, Lab Medicine, Physiology, Pathophysiology, Radiology, Physical Diagnosis, Pharmacotherapeutics, Clinical Reasoning/Intervention and Medical Humanities; this course will provide the students with the analytical and technical skills necessary to manage patients in the clinical setting.

### 5232 Endocrinology 2

The Endocrinology course provides students with a thorough understanding of the endocrine system including pancreatic, thyroid, adrenal, and other systems. Students will gain knowledge of numerous discipline concentrations including pathophysiology, radiology, physiology, clinical medicine, laboratory medicine, and pharmacotherapeutics. Students will also participate in small group exercises to hone their clinical reasoning and decision-making skills and to cover topics in the humanities. At the conclusion of the course, students will have acquired the medical and analytical skills to investigate and address endocrinopathies across the lifespan.

### 5242 Neurology 2

The Neurology course will provide PA students with an understanding of developmental and acquired diseases of the central and peripheral nervous system. Content will focus on physiology, pathophysiology, imaging studies, pharmacotherapeutics and laboratory medicine related to the neuraxis. Students will also engage in exercises to enhance clinical reasoning and improve their skill and understanding of the physical examination of the nervous system. At the conclusion of the course, students will have a working knowledge to provide medical care to patients presenting with the myriad diseases and syndromes related to the nervous system.

### 5252 Psychiatry 2

The Psychiatry course will provide students with an understanding of definitions, recognition and treatment of psychiatric conditions. Concentrations will focus primarily on clinical medicine and

pharmacotherapeutics. The use of small group discussions will lead to a greater understanding of the humanities and clinical reasoning and interventions. Comprehension of the neuropsych examination will also be integral to the course. At the conclusion of the course, students will have an understanding on how to approach, diagnose and treat a wide range of psychiatric conditions.

**5312 Musculoskeletal 2**

The Musculoskeletal discipline is a comprehensive course utilizing multiple concentrations in order to provide a thorough understanding of the organ system. Through the following concentrations: Clinical Medicine, Lab Medicine, Physiology, Pathophysiology, Radiology, Physical Diagnosis, Pharmacotherapeutics, Clinical Reasoning/ Intervention and Medical Humanities; this course will provide the students with the analytical and technical skills necessary to manage patients in the clinical setting.

**5322 Dermatology 2**

The Dermatology course is designed to provide students with the ability to recognize many dermatologic conditions and how they are most appropriately managed. Topics in clinical medicine, pathophysiology, and pharmacotherapeutics will be presented. Students will also engage in small group exercises in clinical reasoning, intervention, the humanities and special physical examination techniques. At the conclusion of the course, students will have the knowledge and skills necessary to address a wide range of dermatologic conditions.

**5333 Gastroenterology 3**

The Gastroenterology course is designed to provide students with a comprehensive understanding of diseases of the GI tract, including the associated viscera. In addition to small group exercises in clinical reasoning and intervention, the course will provide a wide range of lectures in clinical medicine, laboratory medicine, pharmacotherapeutics, physiology, radiology and physical examination techniques. At the conclusion of the course, students will have a thorough understanding of management of the myriad of GI pathologies.

**5342 Infectious Disease 2**

The Infectious Disease course provides students with knowledge of numerous disease and treatment regimen for infectious processes not covered in the other systems-based courses. The course will rely on lectures in clinical medicine, laboratory medicine and to a great extent, pharmacotherapeutics. Clinical reasoning, intervention and physical examination techniques will also be presented in a small group format. At the conclusion of the course, students will have an understanding of the complexities of treating specific infectious disease processes in the out- and in-patient setting.

**5353 Emergency Medicine 3**

The EMERGENCY MEDICINE discipline is a comprehensive course utilizing multiple concentrations in order to provide a thorough understanding of the organ system. Through the following concentrations: Clinical Medicine, Lab Medicine, Physiology, Pathophysiology, Radiology, Physical Diagnosis, Pharmacotherapeutics, Clinical Reasoning/Intervention and Medical Humanities; this course will provide the students with the analytical and technical skills necessary to manage patients in the clinical setting.

**5361 Nutrition 1**

The Nutrition course provides the student with a comprehensive understanding of the nutritional demands of metabolism in the health individual and in those with disease. Special emphasis will be placed on TPN, special diets for DM, CHF, and hepato-renal disease. In addition to covering topics in clinical medicine, students will participate in small group sessions focused on clinical reasoning and intervention related to a patient's specific nutritional needs. At the conclusion of the course, students will have an understanding of how to manage the nutritional needs of patients in the inpatient and outpatient settings.

**5372 Pediatrics 2**

The Pediatrics course is designed to provide students with a thorough understanding of the special needs of the pediatric population. The course will focus on pharmacotherapeutics, clinical medicine topics and laboratory medicine specific to the newborn, infant, and child. The course will also present physical diagnostic techniques specific to the pediatric population, including comprehension of developmental milestones. At the conclusion of the course, students will have an understanding of how to manage the special needs of the child.

**5383 Capstone 3**

The Capstone course is offered during the final three weeks of the didactic phase. The purpose of the course is to provide the student with many procedural skills necessary for success in the clinical phase. Capstone also contains a testing component to assure students are competent in their physical examination skills. As a final component, students will participate in an online curriculum for health professionals known as the Institute for Healthcare Improvement Open School (IHI). The IHI curriculum will develop student's understanding of inter-professional practice, methods to reduce medical errors, health systems, and patient- and family-centered care.

**6111 Operationalizing a Medical Practice 1**

Introduces PA students to models of medical practices, topics in human resources, and strategic planning. Includes evaluation of payer mix, geographical influences on practice location, and provides examples of errors in practice management. Enrollment in the PA program is required.

**6121 Finances of a Medical Practice 1**

Introduces PA students to factors influencing earnings and expenses related to operating a medical practice. Topics include managing costs, acquiring capital, business loans, understanding accounting principles, and W-2 versus 1099 employment considerations. Enrollment in the PA program is required.

**6211 Accessing the Community 1**

Introduces PA students to how a practice interacts with the community. Topics include identifying market forces, demographics, health-care consumer behaviors, advertising, and marketing strategies to avoid. Enrollment in the PA program is required.

**6311 Reimbursement, Documentation of Care, Coding and Billing 1**

Provides PA students with the processes involved in receiving payments for their services. Topics include procedures to optimize third-party payment, navigating health insurance forms, claims processing, the EOB, understanding the major coding manuals, understanding



SoonerCare and CMS reimbursement, handling denials and appeals, and what constitutes insurance fraud. Enrollment in the PA program is required.

**6321 Contracts and Medical Law 1**

Provides students with multiple examples of good and bad employment contracts. Contract topics include salary, benefits, CME, and special provisions. Course also focuses on medical law relating to PA practice. Topics include malpractice, understanding the inter-workings of the OSBMLS, avoiding problems with CDS, and the initial licensure process. Enrollment in the PA program is required.

## Clinical Courses

**6004 Charitable Primary Care 4**

This is a four-week clinical experience in an outpatient setting in Oklahoma City at one of the affiliated charitable clinics. Students will experience interacting with the uninsured and working poor, undocumented immigrants, and marginalized populations. Objectives for this rotation will include how to obtain referrals, prescriptions, and other needed services in the absence of suitable financial or personnel resources. Students will participate in interprofessional teams with other students and licensed providers from medical, nursing, and allied health professions.

**6014 Family Medicine 4**

This is an eight-week clinical experience in an out-patient setting where students work with board-certified family medicine physicians and, if available, their physician assistants. This supervised clinical practice experience (SCPE) is designed to provide the student with an interactive, problem-based learning opportunity. Students will acquire clinical experience through evaluation and management of both acute and chronic diseases under direct supervision by their Preceptor. The focus of the SCPE is to use the "Medical Home" philosophy of primary care. This model is described as patient-centered, comprehensive, team-based, coordinated, accessible, and focused on quality and safety (Agency for Healthcare Research and Quality--AHRA). This approach to patient care is emphasized while students participate in the work-up, diagnosis, treatment and education of the family medicine patient and their family.

**6024 Internal Medicine 4**

This is a four-week clinical experience in both in-patient and out-patient setting where students work with board-certified internal medicine physician and their physician assistants. This rotation is designed to provide the student with an interactive, problem-based learning opportunity. Students will acquire clinical experience through evaluation and management of general internal medicine patients under direct supervision by their Preceptor. The team approach to patient care and safety is emphasized while students participate in the work-up, diagnosis, treatment and education of the general internal medicine patient and their family.

**6034 Medicine—Elective 4**

This is a four-week clinical experience in both in-patient and/or out-patient setting where students work with board-certified physician and their physician assistants. This rotation is designed to provide the student with an interactive, problem-based learning opportunity.

Students will acquire clinical experience through evaluation and management of patients under direct supervision by their Preceptor. The team approach to patient care and safety is emphasized while students participate in the work-up, diagnosis, treatment and education of the patient and their family.

**6044 General Surgery 4**

This is a four-week clinical experience in the surgical, in-patient, and out-patient setting where students work with board-certified surgeons and their physician assistants. This rotation is designed to provide the student with an interactive, problem-based learning opportunity. Students will acquire skills in diagnosis and pre-operative to post-operative management of the surgical patient. The student will assist in the operating room as required

**6054 Pediatrics 4**

This is a four-week clinical experience in an in-patient and out-patient setting where students work with board-certified pediatricians and their physician assistants. Students will acquire clinical experience in the care of children from birth through adolescence.

**6064 OB/GYN 4**

This is a four-week clinical experience in an in-patient and out-patient setting where students work with board-certified obstetricians/gynecologists and their physician assistants. Students will acquire clinical experience through evaluation and management of women's health issues throughout the reproductive and post-menopausal years. Participation in surgery, assisting in labor and deliver may be required on this rotation.

**6074 Mental Health/Psychiatry 4**

This is a four-week clinical experience in the in-patient and/or out-patient setting where students work with board-certified psychiatrist and their physician assistants. This rotation is designed to provide the student with an interactive, problem-based learning opportunity. Students will acquire clinical experience through evaluation and management of psychiatric patients under direct supervision by their Preceptor. The team approach to patient care and safety is emphasized while students participate in the work-up, diagnosis, treatment and education of the psychiatric patient.

**6084 Emergency Medicine 4**

This is an eight-week clinical experience in emergency department setting where students work with board-certified emergency medicine physician and their physician assistants. This rotation is designed to provide the student with an interactive, problem-based learning opportunity. Students will acquire clinical experience through evaluation and management of critically ill patients under direct supervision by their Preceptor. The team approach to patient care and safety is emphasized while students participate in the work-up, diagnosis, treatment and education of the emergency medicine patient and their family.

## Religious Education (REL)

<b>5103</b>	<b>Old Testament Interpretation</b>	<b>3</b>
A thorough survey of Old Testament history and literature involving a study of biblical analytical methodology and its application to Old Testament interpretation.		
<b>5123</b>	<b>New Testament Interpretation</b>	<b>3</b>
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.		
<b>5213</b>	<b>Modern Trends in the World's Religions</b>	<b>3</b>
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.		
<b>5223</b>	<b>Critical Issues in Christian Ethics</b>	<b>3</b>
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)		
<b>5303</b>	<b>Topics in Church History</b>	<b>3</b>
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.		
<b>5313</b>	<b>History of the United Methodist Tradition</b>	<b>3</b>
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.		
<b>5403</b>	<b>Major Themes in Theology</b>	<b>3</b>
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.		
<b>5413</b>	<b>United Methodist Doctrine and Polity</b>	<b>3</b>
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.		
<b>5453</b>	<b>Mission of the Church in the Contemporary World</b>	<b>3</b>
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.		
<b>5603</b>	<b>Nature and Work of Christian Education</b>	<b>3</b>
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)

<b>5633</b>	<b>The Bible in Christian Education</b>	<b>3</b>
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)		
<b>5643</b>	<b>Relating Theology to Christian Education</b>	<b>3</b>
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)		
<b>5653</b>	<b>Administration and Leadership</b>	<b>3</b>
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)		
<b>5663</b>	<b>The Bible in Youth Ministry</b>	<b>3</b>
An examination of the task of relating biblical interpretation and teaching in youth ministry. (Fall, even)		
<b>5673</b>	<b>Relating Theology to Youth Ministry</b>	<b>3</b>
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)		
<b>5703</b>	<b>Ministry with Children and Families</b>	<b>3</b>
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)		
<b>5713</b>	<b>Ministry with Youth</b>	<b>3</b>
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)		
<b>5723</b>	<b>Ministry with Adults</b>	<b>3</b>
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**

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**

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**

Special topics in the New Testament not normally covered in standard courses.

**5843 Seminar in Hebrew Bible 3**

Special topics in the Hebrew Bible not normally covered in standard courses.

**5853 Seminar in Church History 3**

Special topics in church history not normally covered in standard courses.

**5863 Seminar in Theology 3**

Special topics in theology not normally covered in standard courses.

**5873 Seminar in Religion 3**

Special topics not normally covered in standard courses.

**5881-3 Seminar in Religious Education 1-3**

Special topics not normally covered in standard courses, e.g., attendance at the National CEF conference.

**5891-3 Special Topics 1-3**

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**

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 director's permission, enroll in advanced reading courses in the topic for graduate credit.

**5981 Internship in Religious Education 1**

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**

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 REL 5993. In extraordinary cases an extension may be granted.

# Teaching English to Speakers of Other Languages (TESOL)

**5003 Research and Writing 3**

Introduction to graduate level writing and research methods focusing on quantitative, qualitative, and mixed methods approaches. Close examination of research writing techniques, such as writing introductions, literature reviews, methods, and conclusions of research papers as well as using proper citation formats. Examination of research processes including library searches, data collection methods, and data analysis. A core course required of all students in the TESOL program and cannot be transferred.

**5013 Pedagogical Grammar 3**

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.

**5093 Independent Study 3 (TBA)****5103 Studies in Linguistics 3**

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.

**5113 Second Language Listening and Speaking 3**

Introduction to second language listening and speaking. Examination of methods of teaching pronunciation and listening perception, including consonant and vowel systems; stress intonation, and connected speech; and listening skills for discriminating and interpreting speech patterns due to language variation.

**5123+ Second Language Acquisition 3**

Presents an overview of the field of second language acquisition (SLA) and reviews important research in SLA. Helps students gain an understanding of the relationships between SLA theory, research, and pedagogy and to apply theories critically to teaching practice. Dual-listed with ENGL 4713.

**5163 Issues in Teaching English to Speakers of Other Languages 3****5203 English Language Learners in the Classroom 3**

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.

**5363 Second Language Reading and Writing 3**

Introduction to theory, research, and methods of teaching second language reading and writing. Examination of various approaches

to integrate the teaching of second language reading and writing to facilitate learners' comprehension, interpretation, and analysis of readings as well as to develop their skills to apply such analysis to writing tasks.

**5423 Methods of TESOL 3**

This course introduces prospective TESOL teachers to the theories about second language learning and teaching. Focus is on: the linguistic, psychological, and social aspect of second language acquisition; and pedagogical aspects of the TESOL classroom. Lectures, discussion, and their own research should enable students to grasp the principles underlying TESOL.

**5463 Curriculum Design and Materials Development 3**

Applications of principles of curriculum design and theory in language courses; analysis of the effectiveness of student-designed curricula.

**5513 ESL and EFL Assessment 3**

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.

**5713 Psycholinguistics 3**

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

**6873 Practicum in Teaching English to Speakers of Other Languages 3**

Application of learned theories and knowledge of teaching English to speakers of other languages in local teaching institutions. Designing, implementing, and assessing a curriculum project as part of the final capstone requirement. To be taken within the last nine credit hours or last semester of the student's program of study.

**6983 Thesis in Teaching English to Speakers of Other Languages 3**

(TBA)

## Theatre (MATR)

**5314 Audition Techniques 4**

Students prepare résumés, research résumé pictures, and prepare a variety of monologues culminating in an audition video. (Fall, even)

**5503 Shakespeare 3**

## Theatre (THRE)

**5503 Acting V: Shakespeare 3**

A study of the verse-speaking techniques required in the plays of William Shakespeare, along with an exploration of the Elizabethan culture and style.

**6503 Acting IV: Intermediate Acting, Chekhov 3**

Students are exposed to the concepts of period movement and research, learn the waltz (a metaphor for this historical periods norms of behavior), while finishing their exploration of realistic acting techniques.

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• B.M., Illinois State University  
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*Adjunct Faculty*  
2017–  
• B.M., Westminster Choir College  
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2002–  
• B.F.A., State University of New York at Purchase  
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2016–  
• B.M., University of Central Oklahoma

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*Associate Dean, School of Music/  
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2002–  
• B.M., University of Michigan  
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• B.A., Texas Christian University  
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• B.A., Elon University

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2000–  
• B.M., Denison University  
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1993–  
• A.A., Cottey College  
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*Professor of Voice*  
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• B.A., M.A., D.M.A., University of California at Santa Barbara

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2012–  
• B.A., Texas Wesleyan  
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*Assistant Professor of Guitar*  
2013–  
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• B.M., University of Massachusetts Amherst  
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2011–  
• B.A., Southern Illinois University  
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2004–  
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2010–  
• B.M., M.F.A., Arkansas State University  
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- B.M., Weitsenhoffer College of Fine Arts
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1990–

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1997–

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*Instructor of Vocal Coaching*

2008–

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*Professor of Conducting*

1995–

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*Adjunct Faculty in Music*

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*Adjunct Faculty in Trumpet*

2012–

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2008–

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2009–

- B.A., Macalester College
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2009–

- B.M., M.M., National School of Music—Federal University of Rio de Janeiro
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2012–

- B.M., Oberlin Conservatory
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2008–

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- B.M., Oklahoma City University
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*Instructor of Cello*

2003–

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2001–

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2009–  
• B.A., Rice University  
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*Professor of Theatre*  
2006–  
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*Professor of Theatre and  
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1992–  
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1993–  
• B.A., Cornell University  
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2012–  
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*Professor of Nursing*  
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*Professor Nursing*  
2009–  
• Diploma, Barnes Hospital School of Nursing  
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- B.A., Oklahoma City University
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***Dulaney-Browne Library***

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2012–

- B.A., Scripps College
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2006–

- B.A., University of Oklahoma
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2008–

- B.A., Oklahoma City University
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Oklahoma City University pledges to recruit, select and promote diversity by providing equality of opportunity in higher education for all persons, including faculty and employees with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the grounds of race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, or veteran status.

The university chief human resources officer, whose office is located in room 108 of the Clara E. Jones Administration Building, telephone (405) 208-5075, coordinates the university's compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act and amendments, and the Age Discrimination in Employment Act.

Oklahoma City University complies with the Student Right to Know and Equity in Athletics Disclosure Acts. This report is compiled and made available by October 15 each year. Requests for this report can be made to the athletics director.

In accordance with requirements by The Higher Learning Commission, the university will provide information to the accrediting agency regarding written complaints from a student against any faculty, staff, or institutional process or procedure. The information will contain the date the complaint was formally submitted to a university official; the nature of the complaint (e.g. dispute about a grade, allegation of sexual harassment, etc.); steps taken to resolve the complaint; the university's final decision regarding the complaint, including referral to outside agencies; and any other external actions initiated by the student to resolve the complaint, if known to the university (e.g. lawsuit, EEOC investigation, etc.).

Any information provided to The Higher Learning Commission will be presented in such a way as to shield the identities of faculty, staff, or students involved with the complaint.

**Students may contact The Higher Learning Commission by writing or phoning:**

The Higher Learning Commission  
230 North LaSalle Street, Suite 7-500  
Chicago, IL 60604

(312) 263-0456  
(800) 621-7440  
[ncahlc.org](http://ncahlc.org)

